Filter by Measures

Filter and Drill-Down on a Measure in the Results Such as an Amount or Balance

Note: As a reminder, measures are quantitative numerical values where mathematical functions work, such as Amount columns or rows of dollars that can be totaled for a sum. The Analysis Context right click menu can be used to filter measures. When filtering measures, one or multiple rules can be applied and applied filters do not affect totals or subtotals in your analysis.

1. To filter by measure, right click on a cell in the crosstab containing a dimension (member) or measure (an actual amount or balance for a cost object as shown in this example).

2. In the resulting pop-out window, click on Filter by Measure to view the options available.

Note: Up to four options are available depending on which cell was selected to open the Filter by Measure. In this example only three of the four options are available.
3. Choose one of four options to perform the filter (options vary depending on the cell that was selected) as follows:

- **Filter by Measure > Edit** - Select a cell belonging to a dimension in the cross tab and choose this option. If you select this option, the filter is applied to the members of the selected dimension.

- **Filter by Measure > All Dimensions Independently > Edit** – Select a cell belonging to a measure of the crosstab. If you select this option, the filter is applied to all dimensions in the analysis, from the outermost to the most detailed one. For example, in an analysis with three dimensions in columns A, B and C, the filter is first applied to the dimension in column A, then the dimension in column B and finally to the dimension in column C.

*Options Continued on the Next Page.*
Filter by Measures (cont.)

- **Filter by Measure > Most Detailed Dimensions in Rows > Edit** - Select a cell belonging to a measure of the crosstab. If you select this option, the filter is applied to most detailed of the rows. For example, in an analysis with three dimensions in columns A, B and C, the filter is applied to the dimension in column C. This option is optimized and recommended for threshold value filtering.

- **Filter by Measure > Most Detailed Dimensions in Columns > Edit** - Select a cell belonging to a measure of the crosstab. If you select this option, the filter is applied to most detailed dimension of the columns. For example, in an analysis with three dimensions in rows 2, 3, and 4, the filter applied to the dimension in row 4. As with the previous option, this option is also optimized and recommended for threshold value filtering.

4. Regardless of the option chosen, in the resulting Filter by Measure window, do the following:
   - Choose settings and definitions as needed.
   - Enter the dollar amounts or values for the filter and click **Add**
   - Once filter criteria are added, click **OK** when ready to perform the filter.

5. Review the results of the filter (not shown in this example).