Amending Report Parameters to Non-Mandatory

SplashBI reports allow you to make certain parameters non-mandatory, to give you the flexibility to see a wider range of data, if required.

1. Navigate to Reports and search for the report

Favorites		
SEARCH BUSINESS APPLICATION/FOLDER	P ▼ Filters	
REPORT NAME =	FOLDER #	MODIFIED #
1099 Invoice Exceptions	Payables Oracle E-Business Suite	May 04, 2023 admin
Account Analysis - (180 Char) Report	General Ledger Oracle E-Business Suite	May 04, 2023 admin
Account Analysis - Subledger Detail (180 Char) Rep	General Ledger Oracle E-Business Suite	May 04, 2023 admin
Account Balances Report	Cash Management Oracle E-Business Suite	Apr 12, 2021 admin
Account Code Listing	General Ledger Oracle E-Business Suite	Apr 12, 2021 admin
= Accounting Rules Listing	Receivables	May 04, 2023

2. Select the report and click the Run icon

REPORT NAME \$	FOLDER \$	MODIFIED \$	ACTIONS
UO Actual Expenditure Inquiry	Projects Oracle E-Business Suite	Jul 23, 2024 ADMN5355	▶ ★ 0 E

3. Select Modify Report option

	penditure Inquiry		Filters	Modify Report Past Submissio	ns Schedule	Distribution
▼ Filters		Description		U		
Responsibility	UO Projects Central Finance S 👻	PRJ-RT-05 UO Actual expenditure by Project : Review transactions in Departments				
Operating Unit	"University of Oxford"					

4. Click the Arrow to expand the menu



5. Navigate to Filters

Save	Save As	Cancel < >
		>
		E Report Columns
		🚔 Filter Criteria
		Filters
		Pivots

6. Click to select the required Filter from the list

	► UO Actual Expenditure Inqui ×					
	T	Filters				
		FILTER NAME				
	0	Task Number To				
		Expenditure Category				
	0	Expenditure Type				
<	0	Expenditure Item Date From				
		Expenditure Item Date To				

7. This will open the filter criteria and will allow you to disable the 'Required' box. Note you can repeat these steps on other filters before saving your changes



8. Untick the box and click 'Save and Close'

► UO	Actual Expenditure Inqui $ imes$					
				Save & Close		
	Y Filters					
	FILTER NAME					
	Expenditure Item Date From					
	Expenditure Item Date To					
1.						
	▼ Filter : Expenditure Item Date From					
<	Details List Of Values	Default Values				
	Filter Name	Expenditure Item Date From	Description	Expenditure Item Date From		
	Prompt	Expenditure Item Date From	Data Type	Date		
	Required		Display	۵		
	Set Dependency On					

9. You are now able to see that the 'Expenditure Item Date From' Parameter is showing as nonmandatory e.g. the red star no longer appears next to it. Click Submit

■ UO Actual Expenditure Inquiry

T Filters				
From				*
Project Number To			Q	
Task Number			Q	
Task Number From			ρ	
Task Number To			Q	
Expenditure Category			Q	1
Expenditure Type			Q	Ш
Expenditure Item Date From				Ш
Expenditure Item Date To [*]	24-Sep-2024			Ш
GL Period From			Q	
GL Period To			ρ	•
	Clear	View Now	Submit	

10. End procedure