# 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

≣ Reports		
* Favorites 🗮 Show All		
SEARCH BUSINESS APPLICATION/FOLDER	ר 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
	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

4	UO Actual Expen	diture Inquiry			Filters	Jodify Report	S Past Submissions	Schedule	Distribution
	▼ Filters			Description					
	Responsibility	UO Projects Central Finance S	× Î	PRJ-RT-D5 UO Actual expenditure by Project : Review transactions in Departments					
	Operating Unit	"University of Oxford"	ρ						

#### 4. Click the Arrow to expand the menu



## 5. Navigate to Filters

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

6. Click to select the required Filter from the list

	UO Actua	al Expenditure Inqui ×
	Ŧ	Filters
		FILTER NAME
		Task Number To
		Expenditure Category
		Expenditure Type
		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
	<b>Y</b> Filters			
	FILTER NAME			E
	Expenditure Item Date From	n		
	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	0
	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

▼ Filters				
From				*
Project Number To			Q	
Task Number			Q	
Task Number From			Q	
Task Number To			Q	
Expenditure Category			Q	ľ
Expenditure Type			P	Ш
Expenditure Item Date From				Ш
Expenditure Item Date To <sup>*</sup>	24-Sep-2024		-	Ш
GL Period From			Q	Ū
GL Period To			ρ	Ŧ
	Clear	View Now	Submit	J

10. End procedure