COMMON FILTER COMBINATIONS

FILTER BY	FILTER NAME	FIELD TYPE	LOGIC	VALUE
What to filter on	*Filter name on Filters tab*	*Field may have different field types to designate numbers vs. text*	*Logic that you want to use*	*Value that you want to filter on*
Cardmember Name Select: *Last Name*	Cardmember	ID	Equals	SMITH
Cardmember Number Select: *Cardmember Acct.#*	Cardmember	DISPLAY REPORT	Equals	3899-123456-12345
Supplier Name Select: *Supplier Name*	Supplier	ID	Contains Begins with Like	UBER STARBUCKS *WAL*MART*
Supplier Number Select: *Supplier No.*	Supplier	ID	Equals	123456
Supplier Numbers Select: *Supplier No.*	Supplier	ID	In List	123456,123789,123909
Supplier Chain Select: *Chain*	Supplier	DESC	Contains Begins with Like	UBER STARBUCKS *WAL*MART*
Cost Center Select: *Cost Center*	Cost Center	ID	Equals	20483
Employee ID Select: *Employee ID*	Employee ID	ID	Equals	382593
Charges greater than $1000 Select: *Debit Amount*	Amount		Greater than	1000