

How to Assign Segment Filter to a report

Follow the steps below on how to assign a segment filter to a report.

1. Open the Report Settings screen. See [How to open Report Settings screen](#).
2. In the **Segment filter** field click on dropdown button.

Report Settings

Print Close

Details

As of Date: 02/29/2016

Segment Filter

Suppress Zero: Both

Include Audit Adjustment: 1000

Ready

5.00 Right:

3. Select a Segment Filter for the report.

Report Settings

Print Close

Details

As of Date: 02/29/2016

Segment Filter

1000

4. When printing this report, the entire report will be filtered by Location 1000 as configured.

Segment Filter Group - 1000

New Save Search Delete Undo Close

Details

Group Name: 1000

Quick Filter

Type: Location + Apply

Filter: x Q

Segment Code

1000

2000

Filter Records (F3)

Segment	Segment Code	Join	Display to Hea...
Location	1000	Or	<input type="checkbox"/>

Note that Segment Filter assigned here will override that of the column segment filter setup.

Example 1: Column Designer segment filter setup is the same as that of Report segment filter setup

- Column A has Location 1000 setup.
- Print report with Location 1000 setup.
- Result: Amounts are computed for Location A

Example 2: Column Designer segment filter setup is the not the same as that of Report segment filter setup

- Column A has Location 1000 setup.
- Print report with Location 2000 setup.
- Result: Since Column A is configured to filter Location A, then amount will be 0.00 since it is computed for Location B

Example 3: Column Designer segment filter setup is part of the Report segment filter setup

- Column A has Location 1000 setup.
- Print report with Location 1000 and 2000 setup.

- Result: Amounts are computed for Location A