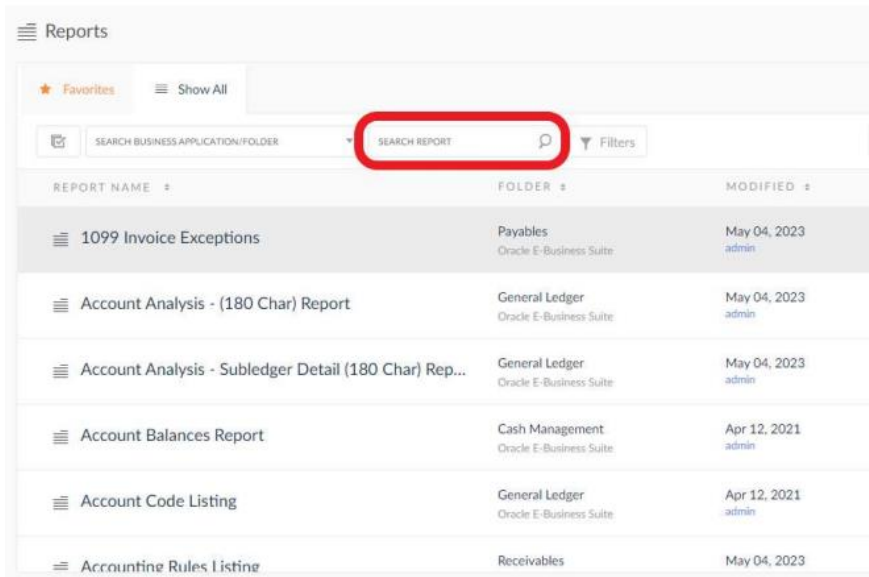


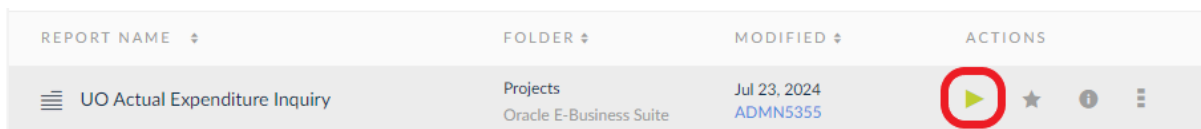
Amending Report Parameters to Non-Mandatory

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



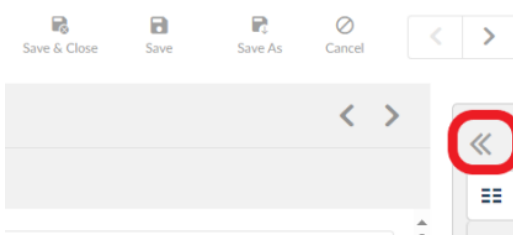
2. Select the report and click the [Run](#) icon



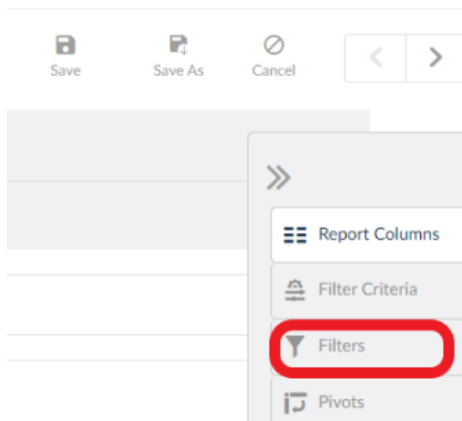
3. Select [Modify Report](#) option



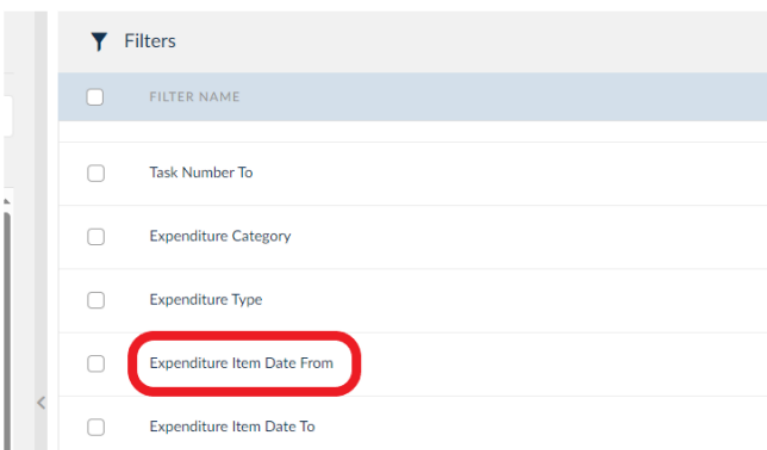
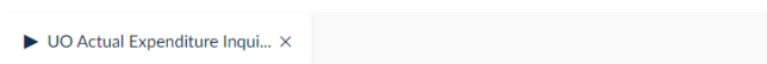
4. Click the [Arrow](#) to expand the menu



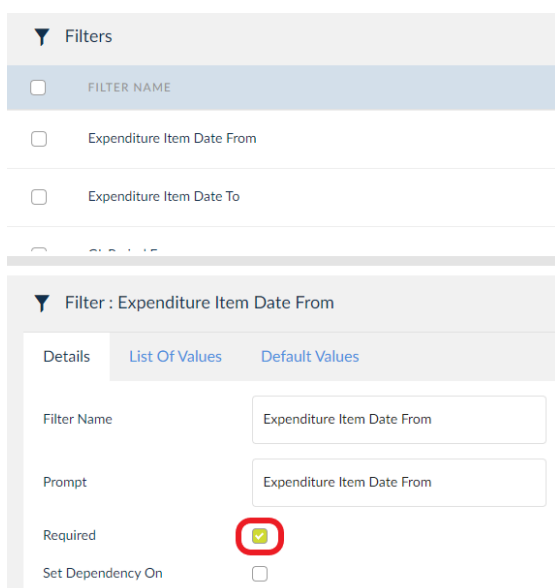
5. Navigate to [Filters](#)



6. Click to select the required [Filter](#) from the list



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... X

Save & Close Save

Filters

FILTER NAME

Expenditure Item Date From

Expenditure Item Date To

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	<input type="checkbox"/>	Display	<input checked="" type="checkbox"/>
Set Dependency On	<input type="checkbox"/>		

9. You are now able to see that the 'Expenditure Item Date From' Parameter is showing as non-mandatory e.g. the red star no longer appears next to it. Click [Submit](#)

UO Actual Expenditure Inquiry

Filters

From

Project Number To

Task Number

Task Number From

Task Number To

Expenditure Category

Expenditure Type

Expenditure Item Date From

Expenditure Item Date To * 24-Sep-2024

GL Period From

GL Period To

Clear View Now Submit

10. End procedure