# Save and Manage Report Filters

Purpose: to save time on selecting parameters on individual Workday reports

1. Open Workday
2. In the search bar on top, search "Manager Financial Budgetary Balance Report" or "Budget vs Actual – All Funds Updated" or any other report that offers Filters and click on the report
3. Fill out the required parameters
   a. Example for Manager Financial Budgetary Balance
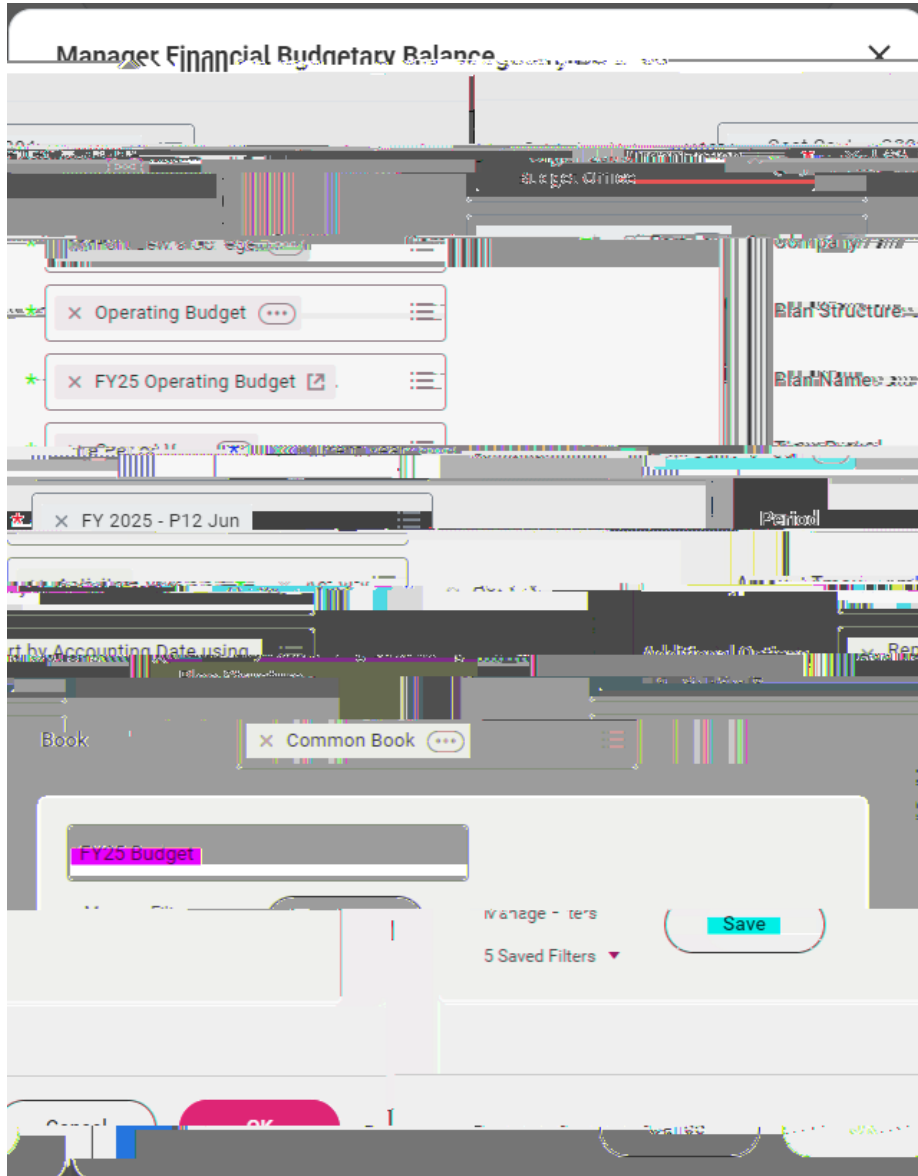
4. On the bottom of the Parameters, enter a Filter Name
5. Hit Save
6. You now have a filter to use every time you go into this report
7. Next time you go into report, select "Saved Filters" and choose the filter you want
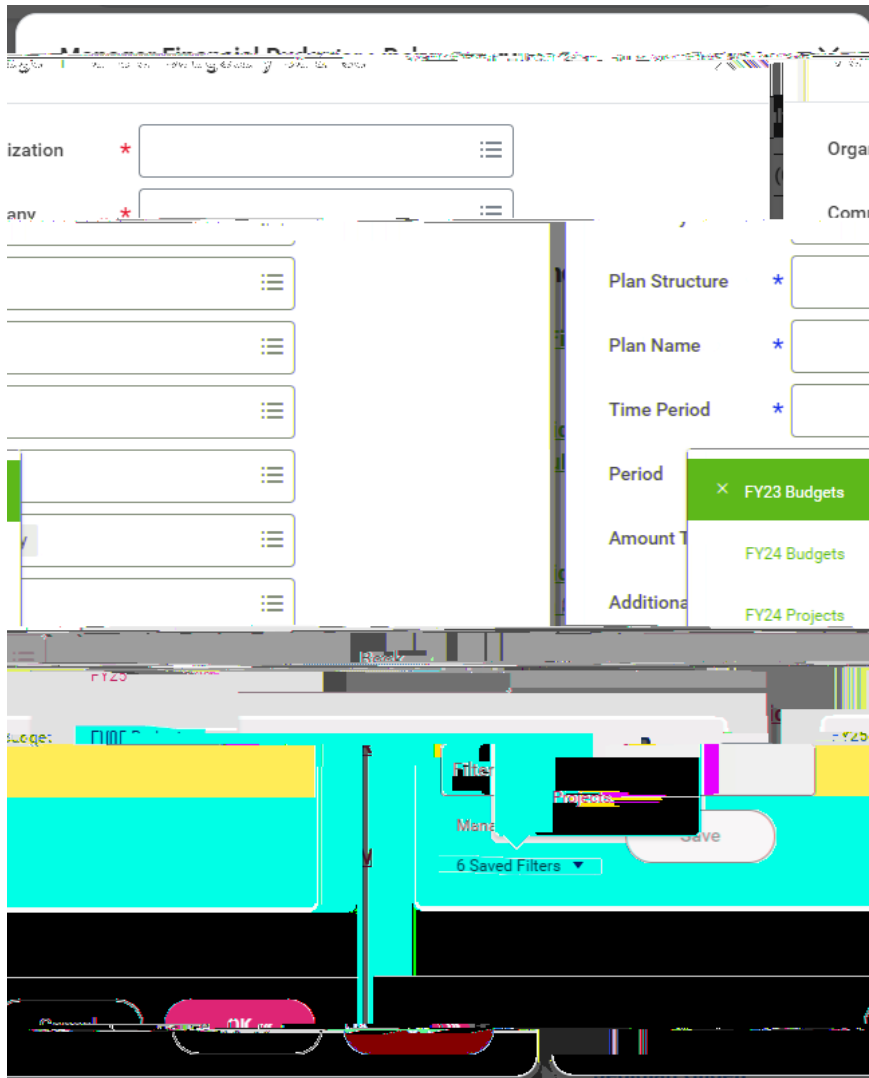
8. I have created a FY22 Budget, FY24 Budget and FY23 Budget so I can easily toggle between the fiscal years

9. If you want to edit or delete a filter, select Manage Filter and edit or delete as you wish