

How do I use the wildcard feature (*) in the cost center filter for the reports module and billing/payroll batches?

The wildcard symbol is an asterisk (*) and represents any number of unknown characters for cost center filters in payroll and billing batches and reports in the reports module.

- Use the wildcard feature to search for cost centers for which you have only partial names
- Use the wildcard feature to view results for multiple, similarly named cost centers.

Examples:

- Enter **Quality*** into the cost center filter field and click **Search**
 - The results will contain all cost centers with the name Quality at the *beginning* of the cost center name (i.e., Quality123, Quality Care, Quality XYZ)
- Enter ***Quality** into the cost center filter field and click **Search**
 - The results will contain all cost centers with the name Quality at the *end* of the cost center name (i.e., 123 Quality, Care Quality, XYZ Quality)

Related articles

- [System Set-Up - Admin Guide](#)
- [Where does the cost center on a payroll entry come from?](#)
- [Where does the cost center on a billing entry come from?](#)
- [How do I use the wildcard feature \(*\) in the cost center filter for the reports module and billing/payroll batches?](#)
- [Cost Center - Create, View, Edit, or Deactivate](#)