

Introduction

Process and Trigger

In the Business Warehouse reporting environment, “drilling” is the process of jumping from an aggregated value in one report to a second report in which the details underlying the aggregated value are displayed. While the drill-down capability is available in a limited number of BW reports, drilling has been enabled in several of the most-used reports, including the Funds Management and Grants Management Budget vs. Actuals reports. This document describes the process of drilling.

Prerequisites

- It is assumed that you have run a BW report in which drill-down functionality has been enabled and you want to view the detail underlying one or more Key Figures.

Menu Path

None

Transaction

None

Tips and Tricks

- At times you may need to use your scrollbar to view additional information.
- Instructions calling for a mouse right-click can be executed on a Macintosh computer with a one-button mouse by holding down the **CTRL** key while clicking.

Referenced Online Help Documents

None

Instructions

Drilling Basics

There are several important concepts to keep in mind when drilling from one report to another:

1. With few exceptions, you should drill only from a Key Figure value; don't attempt to drill from a Characteristic.
2. In cases for which multiple drill-down options are available, the report drilled *to* must correspond to the Key Figure drilled *from*. For example, when drilling from a Key Figure in an Actuals column, detail data is available only if one drills to a Detailed Actuals report. By contrast, attempting to drill to a Detailed Budget Entry or Detailed Commitments report would not yield any data. This is equivalent to asking a question like “what commitment detail is available for this expense item?” It has no meaning because, in BUworks, expense data is independent of commitment data.
3. Not all Key Figure columns provide drilling capability. Those that commonly allow drilling include Actuals, Commitments, and Budget data.
4. Only selected reports offer the ability to drill-down. A sample list of reports that allow drilling-down is provided in [Appendix A](#).

How to Drill-down

The mechanics involved with drilling-down are quite simple. Keeping in mind the points outlined in [Drilling Basics](#), here are the general steps you need follow:

1. Position your cursor on a Key Figure cell that you wish to investigate.
2. Right-click on the cell to display the context menu (A in Figure 1).
3. Slide the cursor down and hover over the Goto command (B). If no Goto is included in the menu, the report does not have a drill-down capability.
4. Select which detail report to drill to (C). As previously stated, the report you select is limited by the cell from which you attempt to drill. In this example, we are drilling from the Actuals column, so only one of the two Actuals detail reports can be selected.

Drilling Examples

1. Drill from a cell representing a single element, e.g., a single General Ledger account

		FY 2013 Budget Per. 01-04	FY 2013 Actuals Per. 01-04	FY 2013 Commitments Per. 01-04	FY 2013 Total (Actual + Commitment)	FY 2013 Unexpended Budget w/ Commitments	FY 2013 Unexpended Budget w/o Commitments	FY 2013 % Budg Expendi Commit
GL/Commitment Item		\$	\$	\$	\$	\$	\$	\$
510010	SUPPLIES	6,305	8,540.12	101.00	8,641.12	(2,336.12)	(2,235.12)	
510030	CONS SUPPL-OFFICE		40.00		40.00	(259.00)	(40.00)	
510040	CONS SUPPL-RES LAB		46.10		46.10			
510050	CONS SUPPL-RES AN RS		38.37		38.37			
513500	TRAVEL - DOMESTIC	2,500						
513700	TRAVEL-FOREIGN		(1,837.60)		(1,837.60)			
Result		8,805	6,827.25		178.98	1,626.02	1,977.71	
		8,805	6,827.25		178.98	1,626.02	1,977.71	

Figure 1

2. Drill from a subtotal (F) or grand total. **Tip:** use this technique of drilling from a Key Figure total/subtotal rather than attempting to drill from a Characteristic like *Funds Center (D)* or *Expense (E)*.

				FY 2015 Budget Per. 01-03	FY 2015 Actuals Per. 01-03	FY 2015 Commitments Per. 01-03	FY 2015 Total (Actual + Commitment)	FY 2015 Unexpended Budget w/ Commitments	FY 2015 Unexpended Budget w/o Commitments	FY 2015 % Budg Expendi Commit
Funds Center	Revenue/Expense	GL/Commitment item		\$	\$	\$	\$	\$	\$	\$
(D)	(E)	515000	CNTR SVCS-OTHER	38,025	2,543.65	6,580.36	9,124.01	28,900.99	35,481.35	
		515005	CNTR SVCS-EQP MTN/RP		31.50		31.50	(31.50)	(31.50)	
		515560	CNTR SVCS-FAC MNTC							
		516200	SOFTWARE LICENSE	9,300	49.95	39.98	89.93	9,210.07	9,250.05	
		1999	UNCL. EXPENSE	4,500				589.00	4,589.00	
		89365	PLUM. & CATT		213.64	0.00	275.64	(275.64)	(275.64)	
		893660	FMP: LOCK							
		893670	FMP: HVAC		364.48	0.00	364.48	(364.48)	(364.48)	
		893680	FMP: TRUCKING		2,725.50	0.00	2,725.50	(2,725.50)	(2,725.50)	
		Result		6,879,467	1,234,306.67	35,192.77	1,269,499.44	5,609,967.56	5,645,160.33	
Overall Result				6,879,467	1,207,306.67		499.44	5,636,967.56	5,672,160.33	

Figure 2

Appendix A –Reports that Provide Drill-down Capability

The following is a sample list of reports from which drilling down can be performed; the list is not exhaustive.

Functional Area	Report Name
Funds Management	Budget to Actual - year to date - all FP types
	Designated/Restricted Balance & Activity
	Designated/Restricted Balance & Activity – GL/CI Detail
	Unrestricted Budget to Actual by Funds Center (FC)
	Unrestricted Budget to Actual by FC – GL/CI Detail
Grants Management	Budget vs. Actuals
	Award Activity – Grant (Distributed)
	Award Transaction History
	Grants by Award Status
	Proposal and Award Summary
Supplier Relationship Management	Order Tracking Report

Results and Next Steps

None