



# Introduction

## Description

**FM Reports:** Funds Management reports in the Business Warehouse provide three levels of detail. Here are the levels, in the order of increasing detail: (1) summary information by Funds Center, (2) a breakout of revenue and expense data by General Ledger Account / Commitment Item, and (3) line item detail-level. A new capability provides a fourth level of detail to the Transaction Detail reports: the ability to drill from the Business Warehouse directly to the **FB03** WebGUI transaction.

**GM Reports:** Grants Management reports in BW provide two levels of detail: summary and line-item detail. The ability to drill from the Business Warehouse directly to the **FB03** WebGUI transaction provides a third level of detail. This Help Guide describes the process of drilling (navigating) from a BW report to **FB03**.

This Help Guide describes the process of drilling (navigating) from a BW report to **FB03**.

### Prerequisites

The user is expected to be familiar with the FB03 transaction, with navigating the Business Warehouse environment, and with running either of the following reports:

Report	Folder Location
Transaction Detail	Funds Management (Distributed)
Transaction Detail with Payroll Detail	Funds Management (Distributed)
Grant Document for Expenditures	Grants Management (Distributed)
Grant Expense Detail	Grants Management (Faculty)
Accounts Receivable Detail Aging Report	Grants Management (Centralized)
Grant Document for Billed (available as a drill-down from Grants Billing Summary)	Grants Management (Centralized)
Grant Document for Paid (available as a drill-down from Grants Billing Summary)	Grants Management (Centralized)
Claims on Cash (available as a drill-down from Grants Billing Summary)	Grants Management (Centralized)

### **Tips and Tricks**

• The ability to drill from BW to the FB03 transaction is available only to users with Department Approver and Submitter role(s). If you do not have the necessary role(s), a new window will display with a **Red** error message stating "You are not authorized to use Transaction RSRR\_WEB."

### **Referenced Help Guides**

• Display Finance Document (FB03)



#### Procedure

- 1. Run one of the reports listed above.
- 2. Identify an expense item for which you want to view additional detail.
- Right-click on the FI doc number (sometimes appears as FI document number) associated with that expense item. Then slide your cursor down to *Goto*, move right, and click on *FB03*. Important: drill-down is possible only from <u>numbers</u> contained in the FI doc number / FI document number field. If the field shows "not assigned," for example, drill-down is not available.

Posting date ±	Document type $_{\pm}$	FI doc.number ±		≟ Vendor ≟		V endor Invoice 🚊		
06/01/2016	Invoice - Gross	5110394062	Gov Connection Inc. Back Goto		53777	920		
		E11020406E			,	400		
		5110394005			•	FB03		
		Fil	er	•				
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			a	ange Drilldow n	•			

4. The **FB03** WebGUI transaction executes on the FI doc number that was drilled from:

Display Document: Data Entry View											
Menu 🔺		d Back	Exit Cancel Syst	em Display Anothe	er Document S	elect Individual (	Display D	ocument Header	Taxes Display	Ourrency General Ledg	
Data Entry View											
Docume	nt Number	5110394062 Comp	any Code TRE	BU Fiscal Y	ear 2	2016					
Docume	nt Date	05/17/2016 Postir	ng Date 06,	/01/2016 Period	t	12					
Referen	се	5 37 77 9 20 Cross	S-Comp.No.								
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<b>* I</b> ▼	Account	Description	a Amount	Grant B *	Fund	Cost Center 🎽	Order	WBS element	1	Fext	
1 31	30000160	Gov Connection Inc.	345.12-								
2 81	510040	CONS SUPPL-RES LAB	86.28	GRANTNR 10RC	2000200057		-				
3	510040		172.56	GRANTNR	2000200057						
4	510040		86.28	GRANTNR	2000200057						
			- 0.00	)							

5. Review the information displayed in the **FB03** transaction. Step-by-step instructions for using/understanding this transaction is provided in the Finance Help Guide <u>Display Finance Document (FB03)</u>.

### **Results and Next Steps**

None