GL-25 FRS Report Drill Down

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Drill Down within Financial Reporting Studio (**FRS**) reports in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of drilling down to detailed balances on FRS reports like the ACFR 11G-Balance Sheet report.

Drill Down to Detailed Balances in the FRS Report

To drill down to details balances in the FRS report, please follow the steps below. There are 10 steps to complete this process.

Step 1. Open the required FRS report, from the **Financial Reporting Center** app.

In this example, we choose **NC ACFR 11G Balance Sheet Report (RPTRTR141)**.

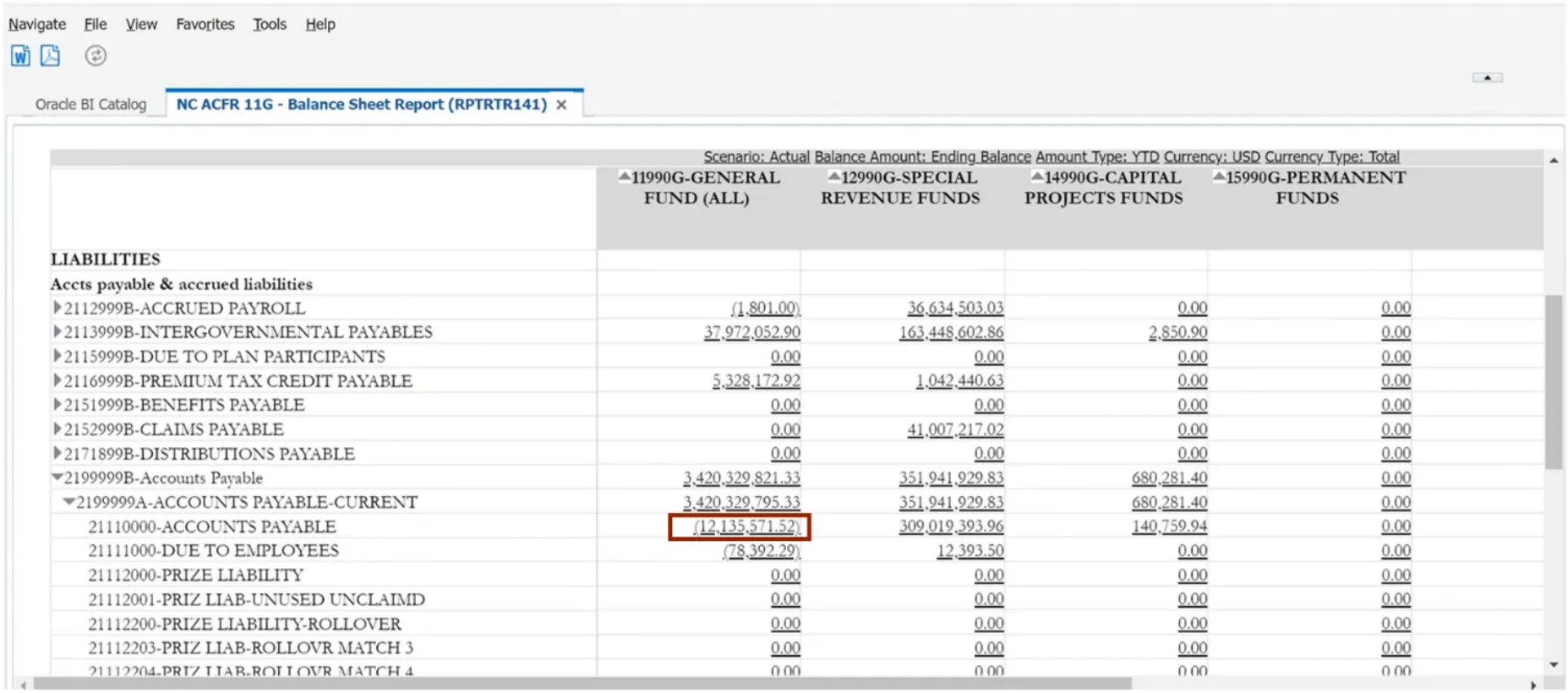
Image



Step 2. Click the amount on the report on which drill down is desired.

In this example, we choose **(12,135,571.52)**.

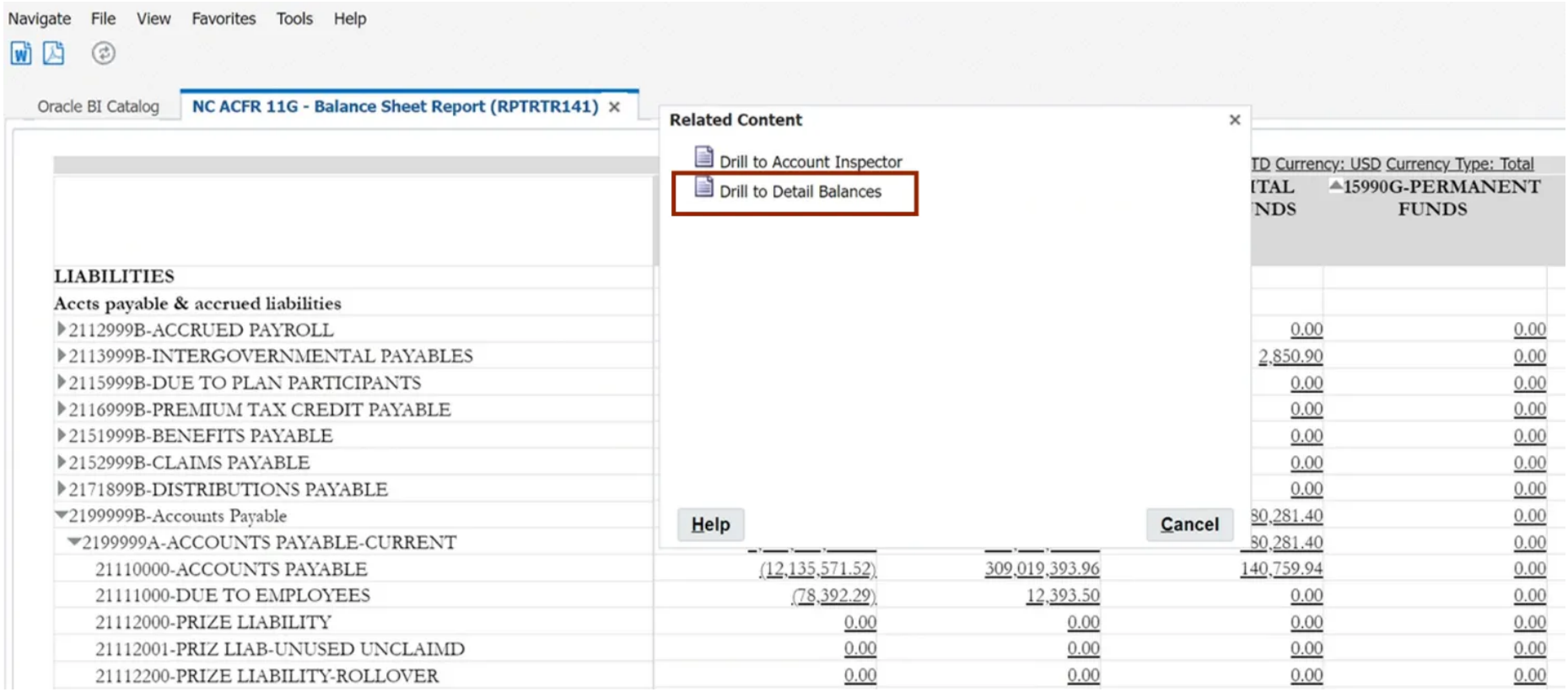
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Step 3. The *Related Content* pop-up appears. Choose between **Drill to Account Inspector or Drill to Detail Balances**.

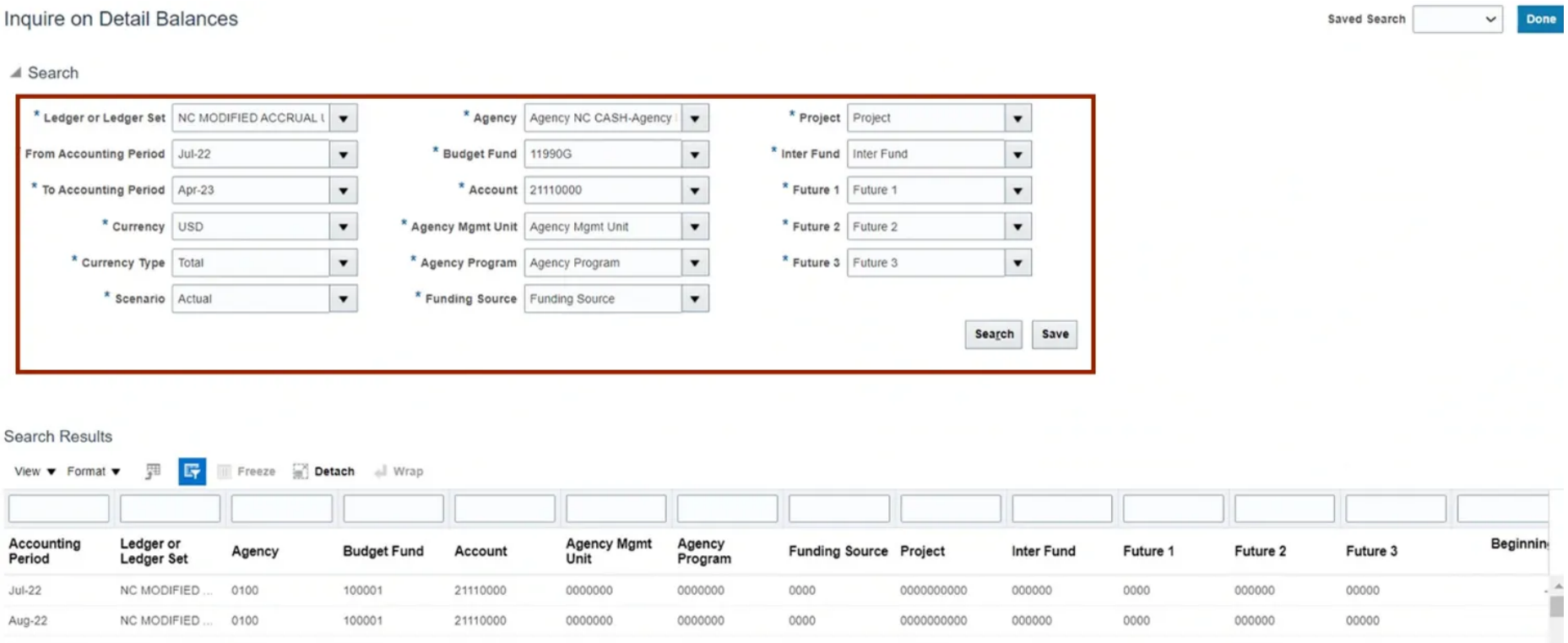
In this example, we choose **Drill to Detail Balances**.

Image



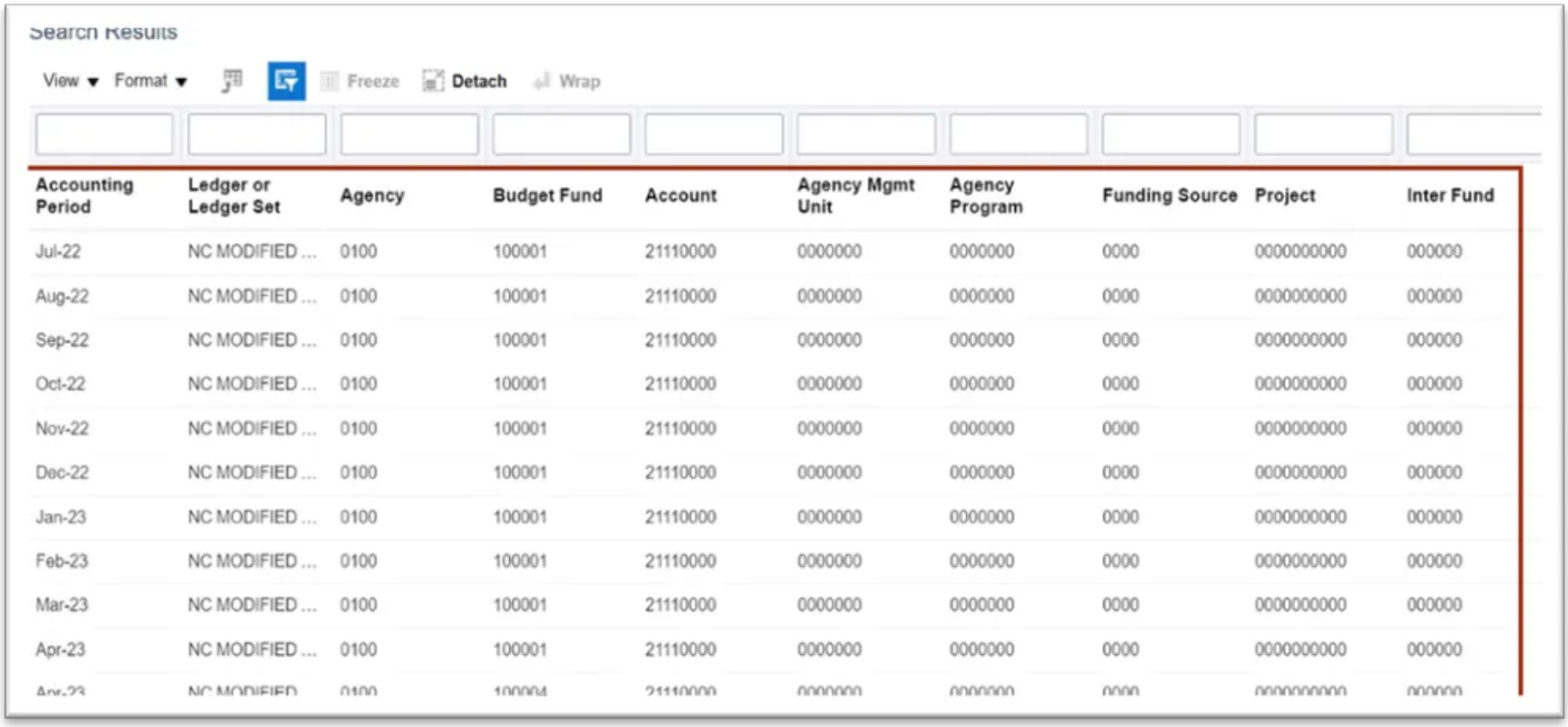
Step 4. The **Inquire on Detail Balances** page opens, with the search parameters populated and the search results already displayed.

Image



Step 5. View the detailed balances.

Image



Step 6. Scroll to the right to view additional fields. Click the ***Period Activity*** link to drill down further.

In this example, we choose **-1,100.00**.

Note: You may export your **Search Results** by clicking the highlighted icon at any point in the process.

Image



Step 7. The **Journal Lines** page opens. Click the ***Journal*** name link to drill down to the subledger section.

In this example, we choose **03-04-2023 Purchase Invoices**.

Image

Data Access Set: NC MODIFIED ACCRUAL US

Journal Lines: 1900-102601-21110000-0000000-0000…

Done

Ledger NC MODIFIED ACCRUAL US

Account Description DEPARTMENT OF PUBLIC SAFETY-DPS 1100 DIVISION OF ADMINISTRATION BC 14550-ACCOUNTS PAYABLE-DEFAULT AMU-DEFAULT AGENCY PROGRAM-UNDESIGNATED-DEFAULT PROJECT-DEFAULT Inter Fund NC CASH-DEFAULT Future 1-DEFAULT Future 2-DEFAULT Future 3

View ▾ Format ▾ Freeze Detach Wrap

Journal Batch	Journal	Line	Accounting Date	Source	Category	Entered		A
						Debit	Credit	
Payables A 21717370000…	21-04-2023 Purchase Invoi…	1	4/21/23	Payables	Purchase Invoices		100.00 USD	
Payables A 21541630000…	10-04-2023 Purchase Invoi…	9	4/10/23	Payables	Purchase Invoices		3,000.00 USD	
Payables A 21541630000…	03-04-2023 Purchase Invoi…	3	4/3/23	Payables	Purchase Invoices		1,000.00 USD	
Payables A 21541630000…	14-04-2023 Purchase Invoi…	1	4/14/23	Payables	Purchase Invoices		5,600.00 USD	
Payables A 21839380000…	24-04-2023 Payments	5	4/24/23	Payables	Payments	1,148.00 USD		1,
Payables A 21842300000…	24-04-2023 Purchase Invoi…	2	4/24/23	Payables	Purchase Invoices		1,000.00 USD	
Payables A 21837720000…	24-04-2023 Purchase Invoi…	2	4/24/23	Payables	Purchase Invoices		1,148.00 USD	

Step 8. On the **Edit Journal** page, scroll down to **Journal Lines** section and click the **Credit** amount to view the Subledger details.

In this example, we choose **1,000.00**.

Note: The Debit and Credit values will be available for further drill down only if the journal batch Source is one of the Oracle subledgers, such as Payables or Assets.

Image

Data Access Set: NC MODIFIED ACCRUAL US

Edit Journal

Save | Post | Cancel

Journal Batch: Payables A 2154163000003 2154190 Y

Show More | Batch Actions

Journal Batch	Payables A 2154163000003 2154190 Y
Description	Journal Import Payables 2154190:
Balance Type	Actual
* Accounting Period	Apr-23
Attachments	None
Source	Payables
Approval Status	Not required
Funds Status	Reserved in subledger
Batch Status	Posted
Completion Status	Complete

Journal

Show More | 03-04-2023 Purchase Invoices | Journal Actions

Journal	03-04-2023 Purchase Invoices
Description	Journal Import 2154190:
* Ledger	NC MODIFIED ACCRUAL US
Accounting Date	4/3/23
* Category	Purchase Invoices
Currency	USD US Dollar
Conversion Date	4/3/23
Conversion Rate Type	User
Conversion Rate	1
Inverse Conversion Rate	1

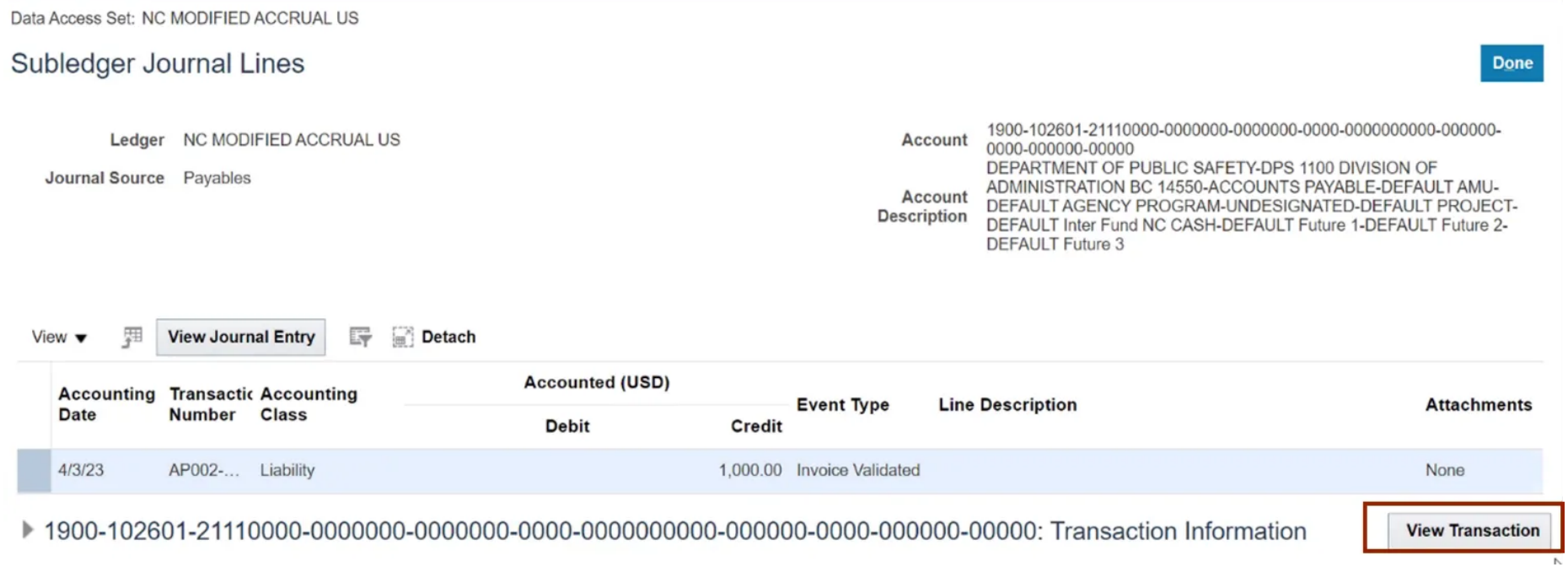
Journal Lines

Actions | View | Format | Detach | Wrap

Line	* Account	Entered (USD) Debit	Entered (USD) Credit	Description
1	1000-101302-52170002-1001320-000000(	5,000.00		Journal Import Created
2	1900-102601-54535000-1901140-000000(	1,000.00		Journal Import Created
3	1900-102601-21110000-0000000-000000(		1,000.00	Journal Import Created
4	1000-101302-21110000-0000000-000000(		5,000.00	Journal Import Created
Total		6,000.00	6,000.00	

Step 9. The **Subledger Journal Lines** page opens. Review the details and click the **View Transaction** button to view the transaction details.

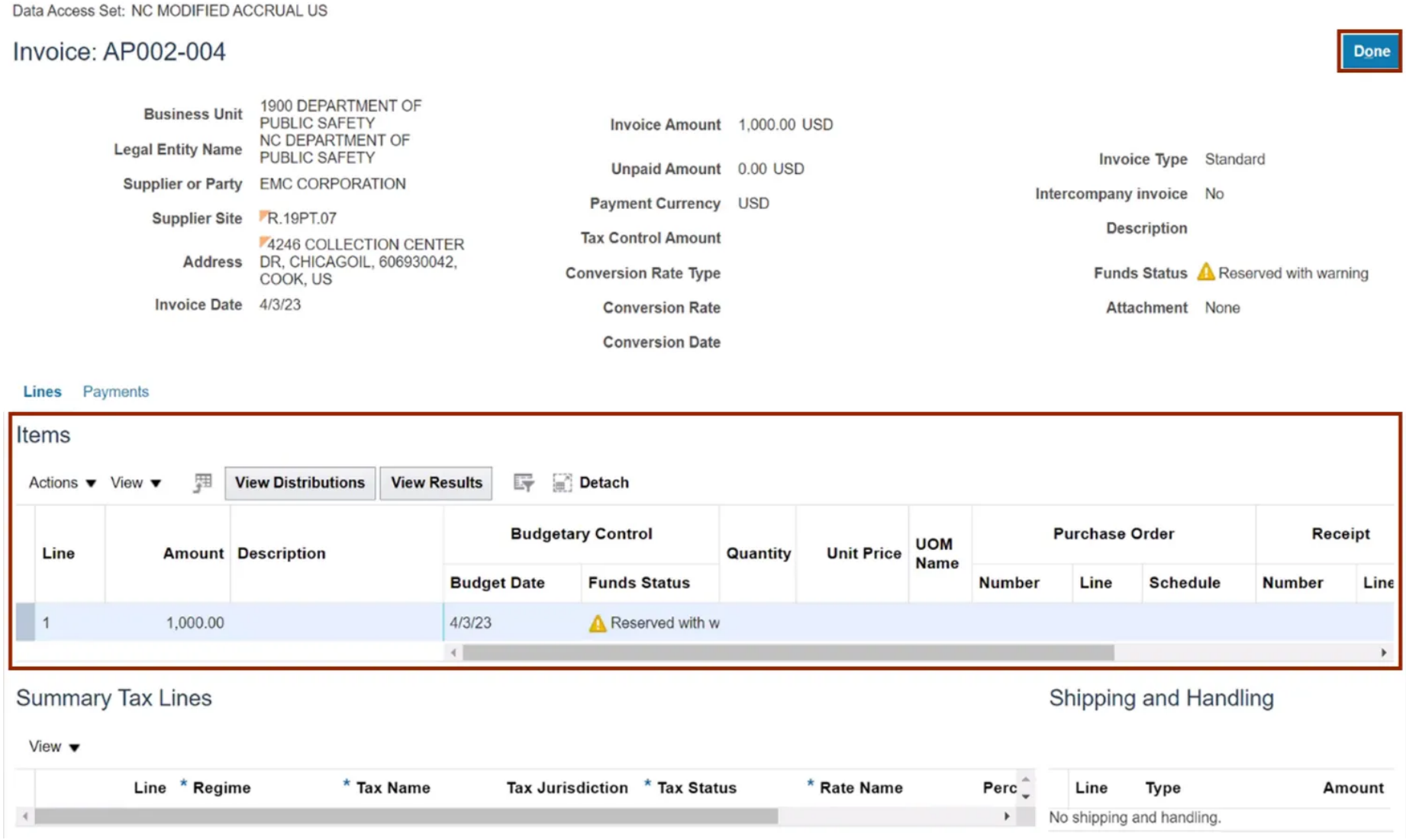
Image



Step 10. The **Invoice** page opens. Review the details and click the **Done** button.

In this example, we have drilled down to an invoice within the Payables module.

Image


Data Access Set: NC MODIFIED ACCRUAL US
Invoice: AP002-004
Done
Business Unit 1900 DEPARTMENT OF PUBLIC SAFETY
Legal Entity Name NC DEPARTMENT OF PUBLIC SAFETY
Supplier or Party EMC CORPORATION
Supplier Site R.19PT.07
Address 4246 COLLECTION CENTER DR, CHICAGOIL, 606930042, COOK, US
Invoice Date 4/3/23
Invoice Amount 1,000.00 USD
Unpaid Amount 0.00 USD
Payment Currency USD
Tax Control Amount
Conversion Rate Type
Conversion Rate
Conversion Date
Invoice Type Standard
Intercompany invoice No
Description
Funds Status Reserved with warning
Attachment None
Lines Payments
Items
Actions View View Distributions View Results Detach
Line Amount Description Budgetary Control Budget Date Funds Status Quantity Unit Price UOM Name Purchase Order Number Line Schedule Receipt Number Line
1 1,000.00 4/3/23 Reserved with w
Summary Tax Lines
View
Line * Regime * Tax Name Tax Jurisdiction * Tax Status * Rate Name Perc
Shipping and Handling
Line Type Amount
No shipping and handling.

Wrap-Up

Drill down to detailed balances on FRS reports, like the ACFR 11G-Balance Sheet Report (RPTRTR102), using the steps above.

Additional Resources

- Web-Based Training (WBT)
    - GL001: GL Journal Inquiry
- Virtual Instructor Led Training (vILT)
    - GL100c: Journal Entry

First Published

Thu, 07/27/2023

Last Updated

Fri, 08/01/2025
Printable PDF