OAC-04 Drill Down Classic Reports

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step guide of how to drill down classic reports in Oracle Analytics Cloud (**OAC**) Classic.

Introduction and Overview

This QRG outlines the two main processes for drilling down in OAC Classic: 1) Drill-Down a Report and 2) Detailed Balance Drill-Down. Report Drill-Down enables users to navigate through hierarchical data, revealing child accounts down to the lowest level. Detailed Balance Drill-Down allows users to trace summarized account balances all the way down to the journal-level details, providing deeper insight into underlying transactions.

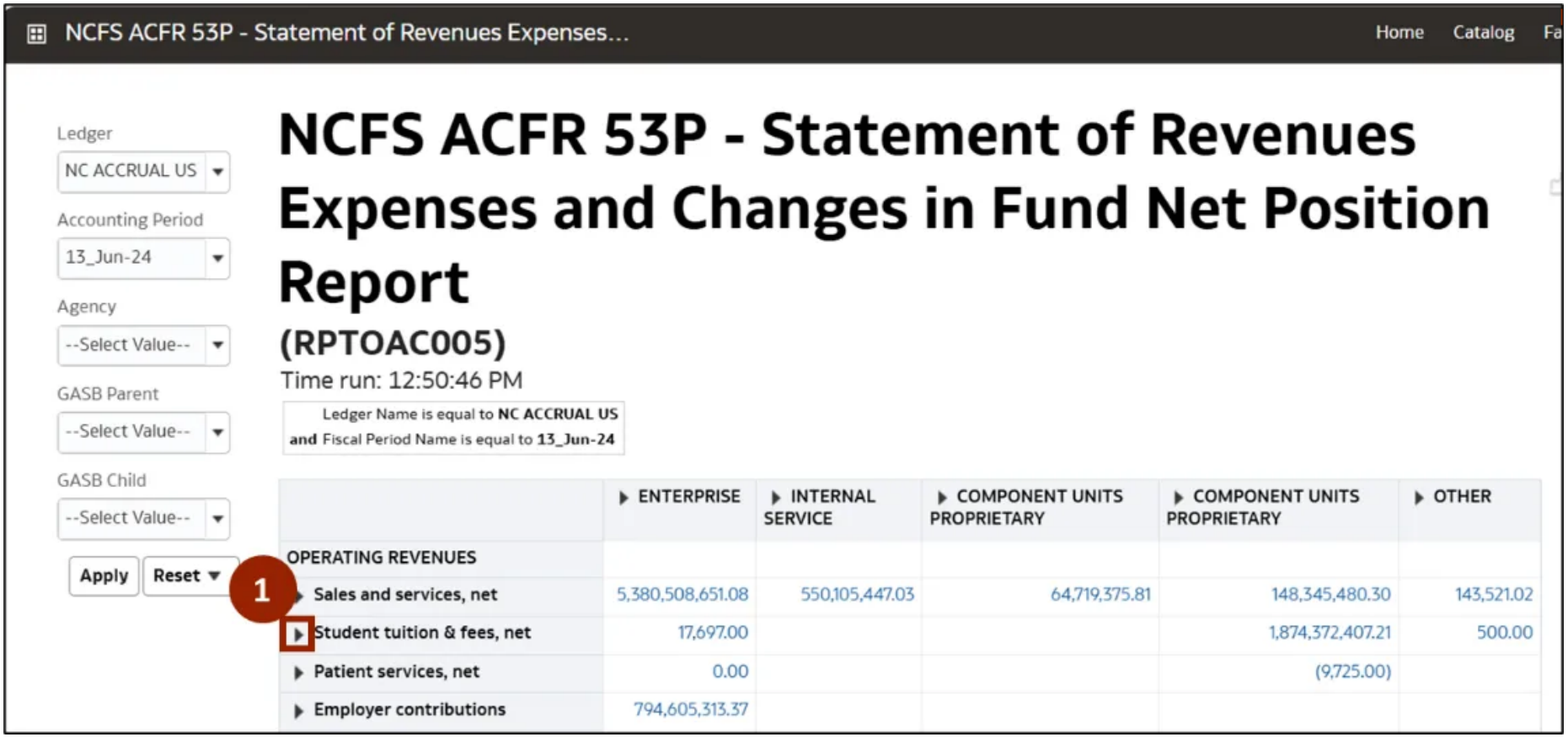
Note: Drill-Down and Detailed Balance Drill-Down capabilities are not available in all OAC reports.

Drill-Down a Report

Follow the below steps to drill-down a report in Classic Reports. There are 6 steps to complete this process.

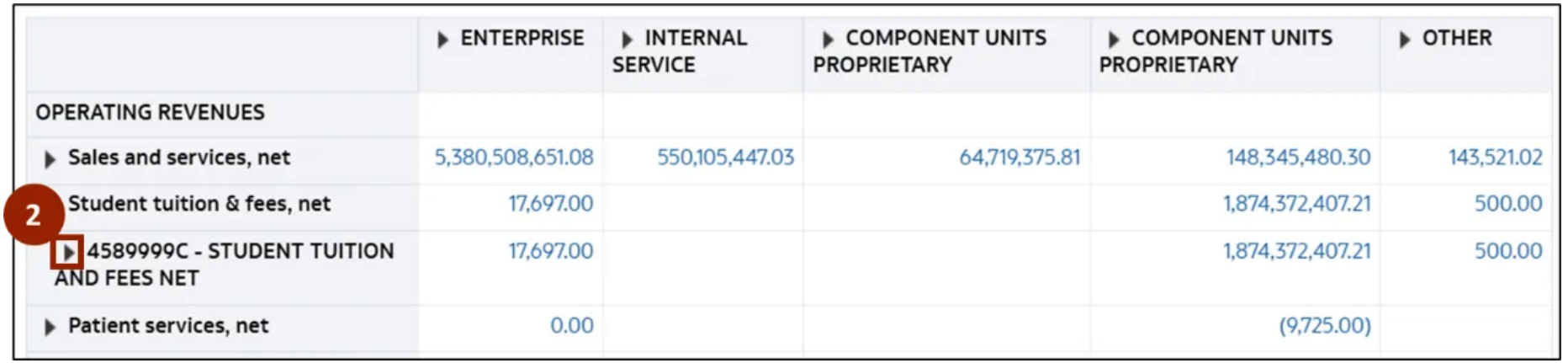
Step 1. To drill-down a report, navigate to the desired report. Click the **Expand (caret)** icon next to the desired accounts row or column to expand and view the child accounts.

Image



Step 2. Click the **Expand (caret)** icon next to the sub account to expand and display its child account details.

Image



	ENTERPRISE	INTERNAL SERVICE	COMPONENT UNITS PROPRIETARY	COMPONENT UNITS PROPRIETARY	OTHER
OPERATING REVENUES					
Sales and services, net	5,380,508,651.08	550,105,447.03	64,719,375.81	148,345,480.30	143,521.02
Student tuition & fees, net	17,697.00			1,874,372,407.21	500.00
4589999C - STUDENT TUITION AND FEES NET	17,697.00			1,874,372,407.21	500.00
Patient services, net	0.00			(9,725.00)	

Step 3. The report now displays the lowest-level child accounts available under the selected account.

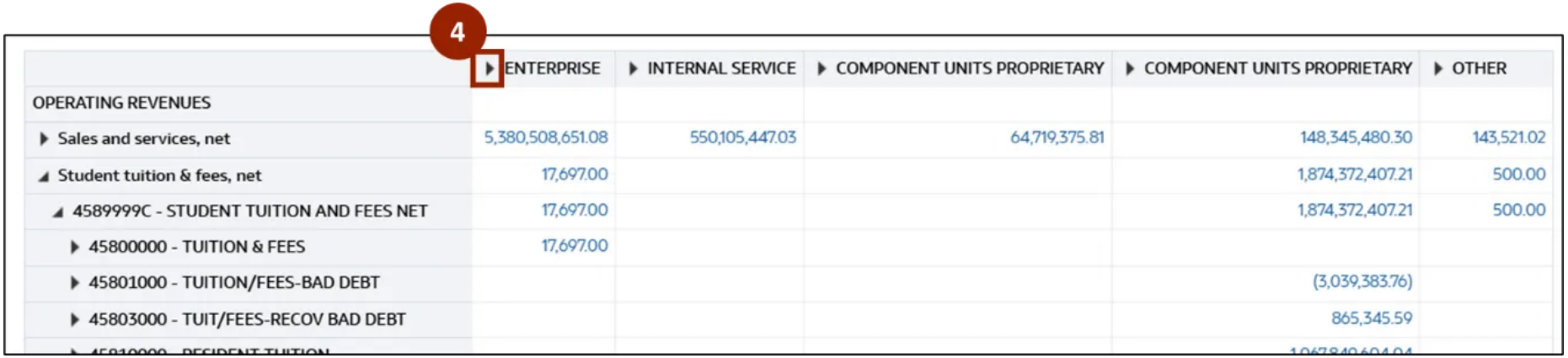
Note: The user can click the **Expand (caret)** icon to drill down to the lowest level and display further child account values.

Image

	ENTERPRISE	INTERNAL SERVICE	COMPONENT UNITS PROPRIETARY	COMPONENT UNITS PROPRIETARY	OTHER
OPERATING REVENUES					
Sales and services, net	5,380,508,651.08	550,105,447.03	64,719,375.81	148,345,480.30	143,521.02
Student tuition & fees, net	17,697.00			1,874,372,407.21	500.00
4589999C - STUDENT TUITION AND FEES NET	17,697.00			1,874,372,407.21	500.00
45800000 - TUITION & FEES	17,697.00				
45801000 - TUITION/FEES-BAD DEBT				(3,039,383.76)	
45803000 - TUIT/FEES-RECOV BAD DEBT				865,345.59	
45810000 - RESIDENT TUITION				1,067,849,604.04	
45812000 - RES TUITION SURCHARGE				0.00	
45813000 - RES CH/SP EMER TUI WAIVER				(50,363.77)	
45814000 - CF UNEARNED RES TUITION				(53,063,297.55)	
45820000 - NON-RESIDENT TUITION				844,838,347.03	
45821000 - NON-RES SPEC TAL WAIVERS				0.00	
45822000 - NON-RES GRAD ASST WAIVERS				(48,504,602.72)	
45824000 - CF UNEARNED NONRES TUITIO				(21,066,794.86)	
45825000 - NON-RES VETRNS TUIT WAIVR				(6,293,877.82)	
45830000 - OTHER FEES				60,561,876.85	500.00
45831000 - EXTENSION INSTRUCTION FEE				40,773,250.74	
45832000 - APPLICATION FEE				2,723,285.46	
45833000 - EDUCATION/TECHNICAL FEE				0.00	
45834000 - SPECIAL FEES				6,010,988.89	
45840000 - FORFEITED TUITION DEPOSIT				381,248.12	
45850000 - ACCRUED REVENUE ADJUST				(17,613,219.03)	
Patient services, net	0.00			(9,725.00)	

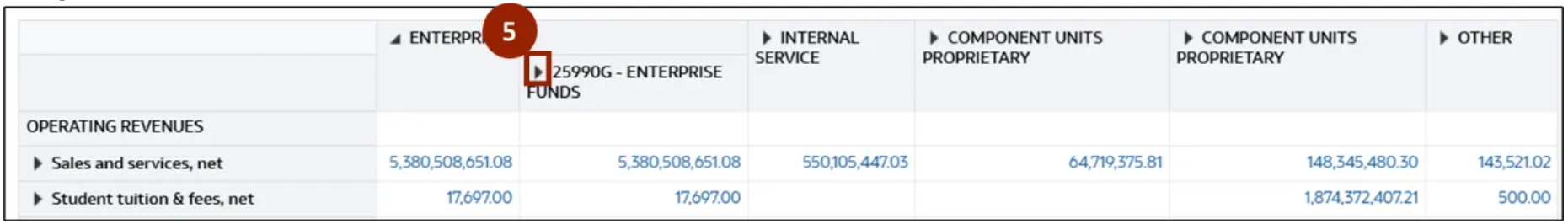
Step 4. Similarly, click the **Expand (caret)** icon next to the desired GASB category to expand and display the detailed child accounts under each reporting category.

Image



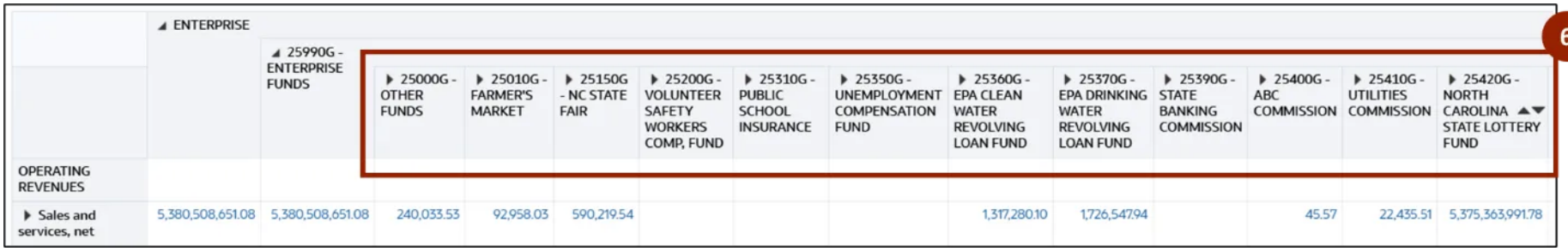
Step 5. Click the **Expand (caret)** icon again next to GASB category to drill down further and display detailed child GASB within that reporting category. Continue drilling down the GASB category until the final level account details are displayed.

Image



Step 6. The report now displays the lowest level of detail, listing each GASB category along with the corresponding balances.

Image



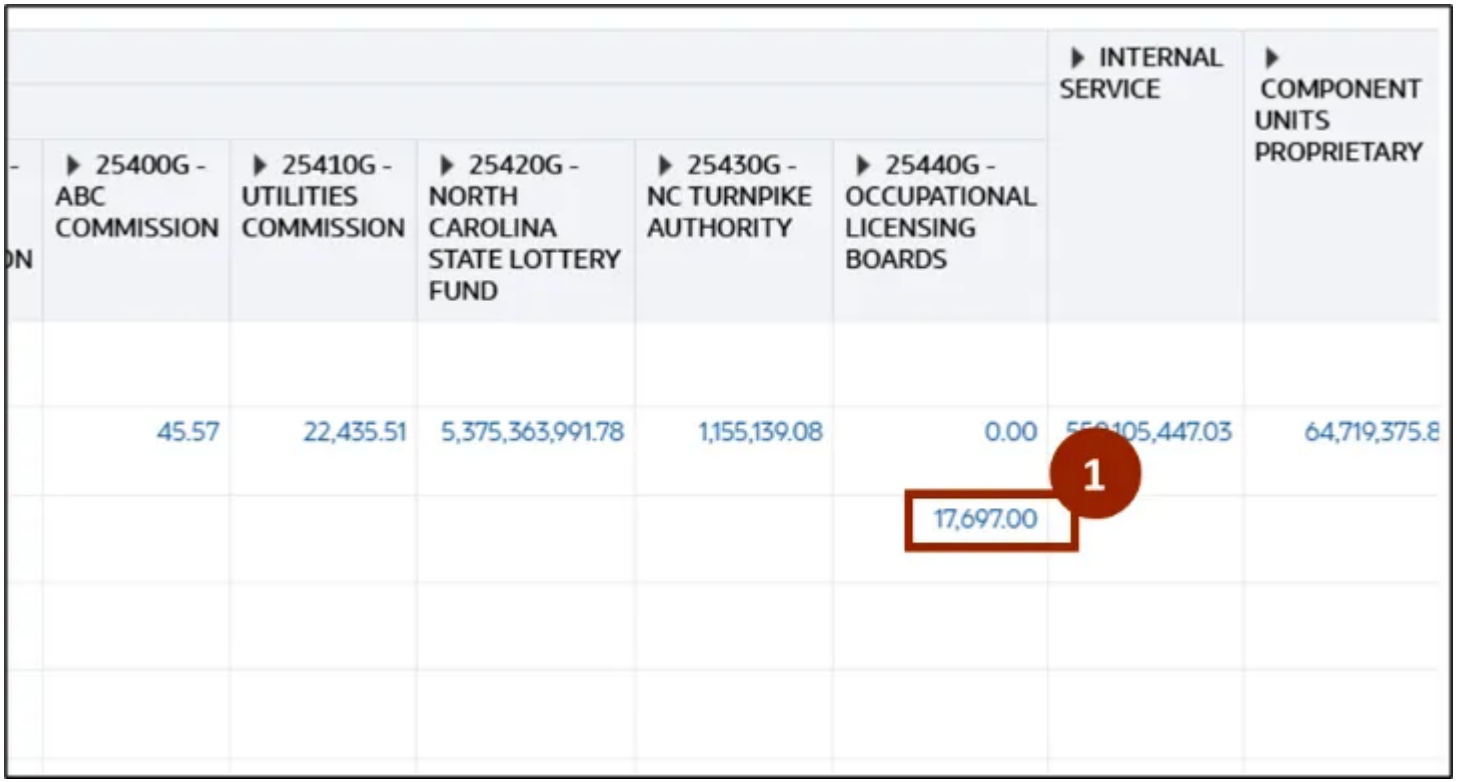
Detailed Balance Drill-Down

The Detailed Balance Drill-Down enables users to trace summarized account balances down to journal-level details.

Follow the below steps to drill-down to detailed balance. There are 7 steps to complete this process.

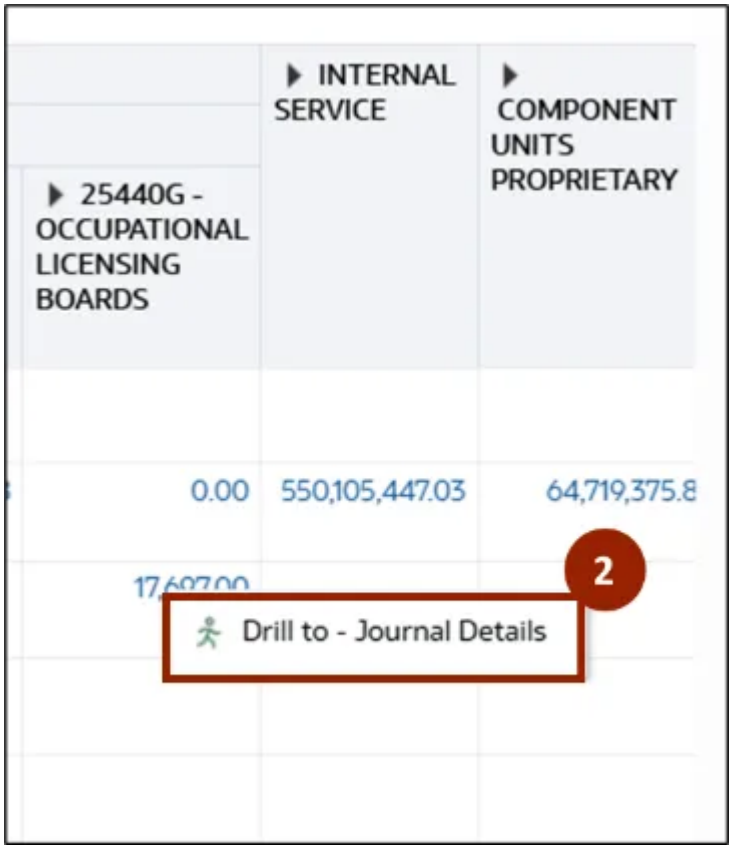
Step 1. Navigate to the desired report and click the **relevant amount** to drill down and view the detailed journal entries.

Image



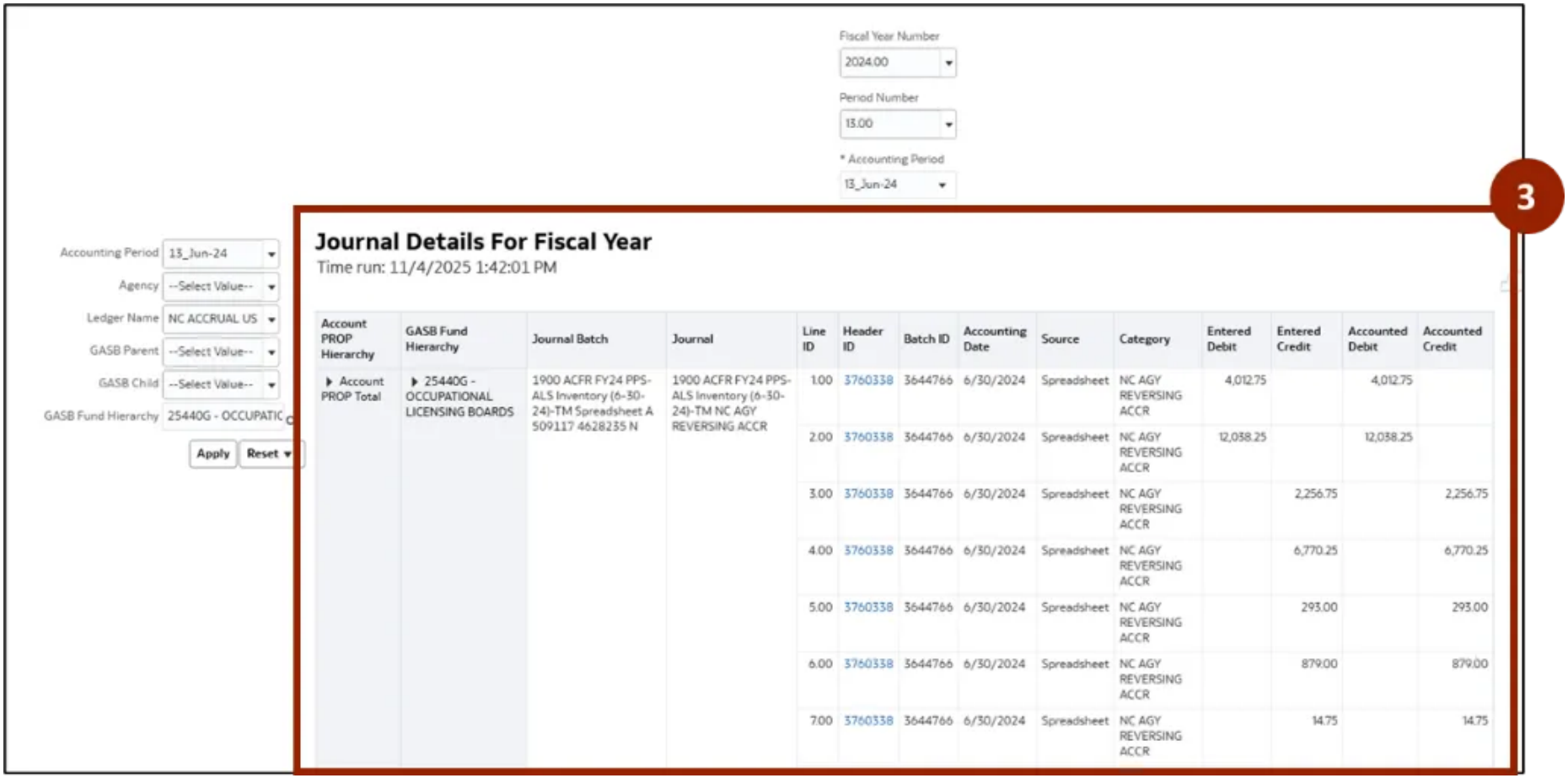
Step 2. Click **Drill to – Journal Details**.

Image



Step 3. The Journal Details page displays transaction-level information for the selected balance. Review and analyze the detailed journal entries contributing to the summarized amount.

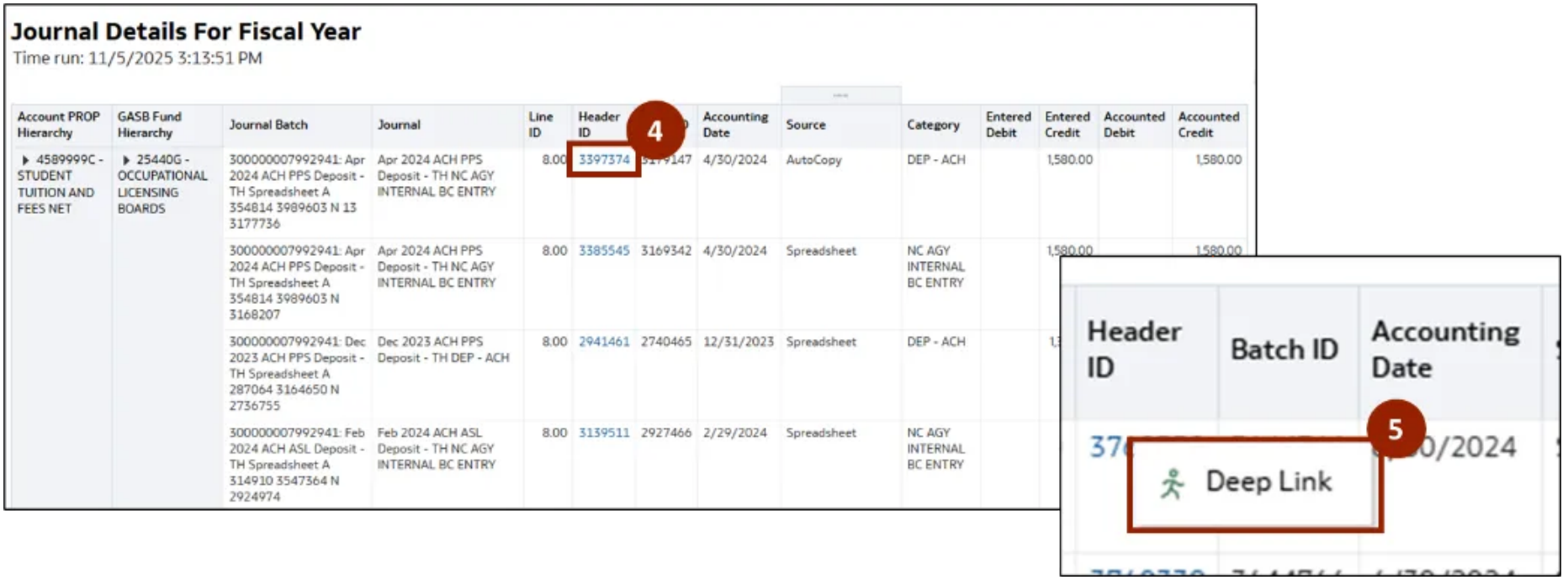
Image



Step 4. Click the **Header ID** link to view the transaction details in NCFS.

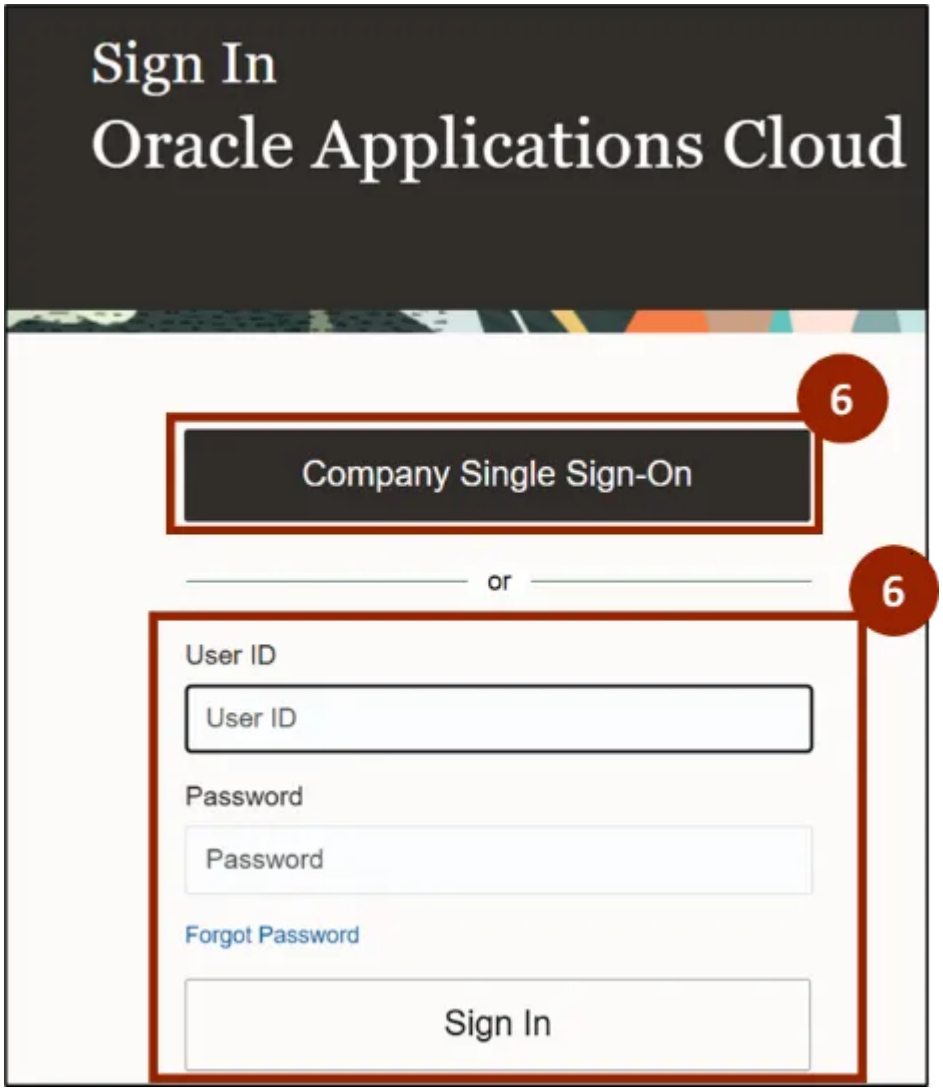
Step 5. Click **Deep Link**.

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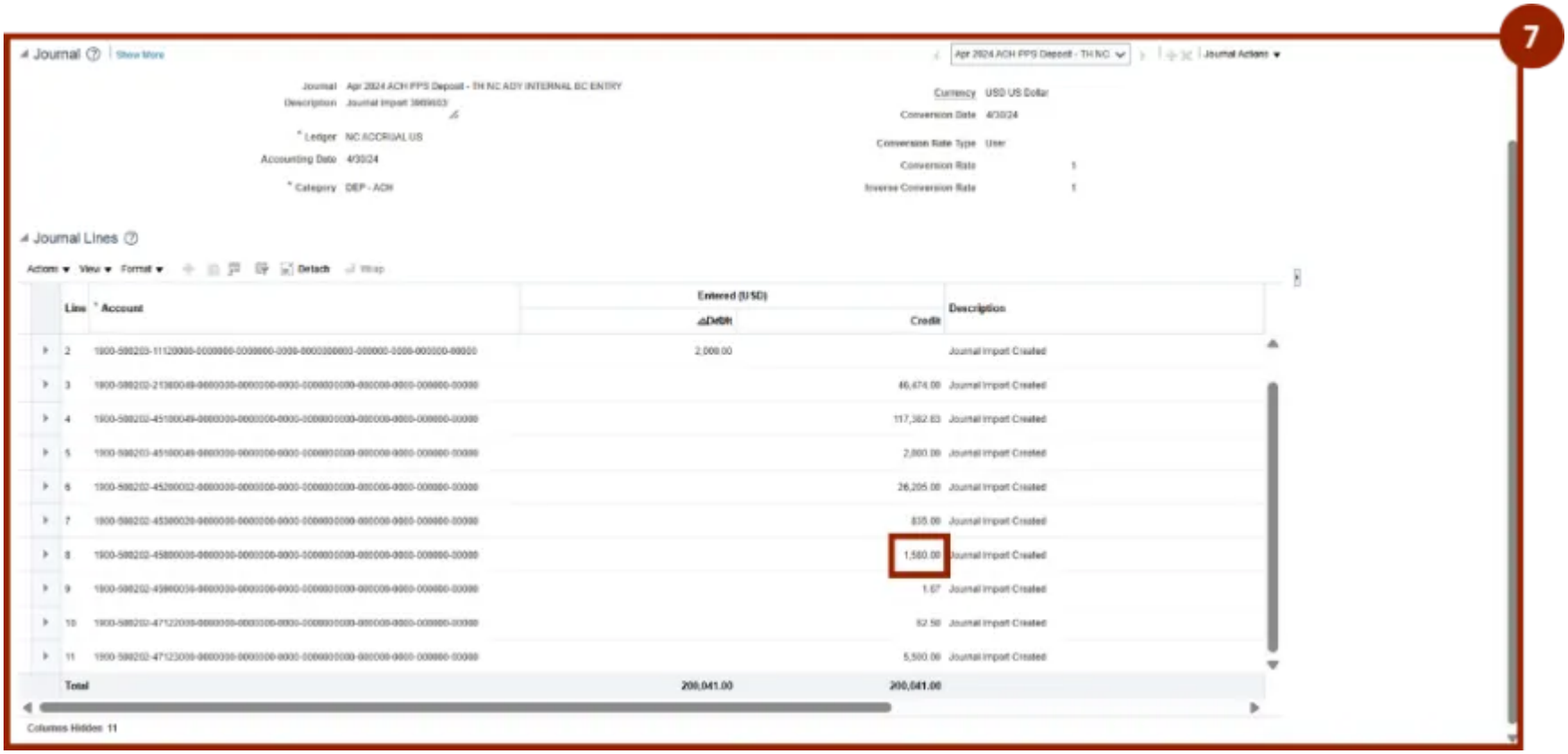
Step 6. The Oracle login screen for NCFS is displayed. Enter your **User ID** and **Password** or click **Company Single Sign-On** to log in with your organizational credentials.

Image



Step 7. The system navigates to the **NCFS** screen, displaying journal entry details that contribute to the selected amount.

Image



Wrap-Up

OAC users can perform both report drill-down and detailed balance drill-down using the steps above. These features provide quick navigation through hierarchical data and easy access to detailed journal-level insights, supporting efficient and comprehensive financial analysis.

Additional Resources

- Virtual Instructor Led Training (vILT)

- OAC for NCFS 1

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