OAC-11 Drill Down DV Reports

Purpose

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

Introduction and Overview

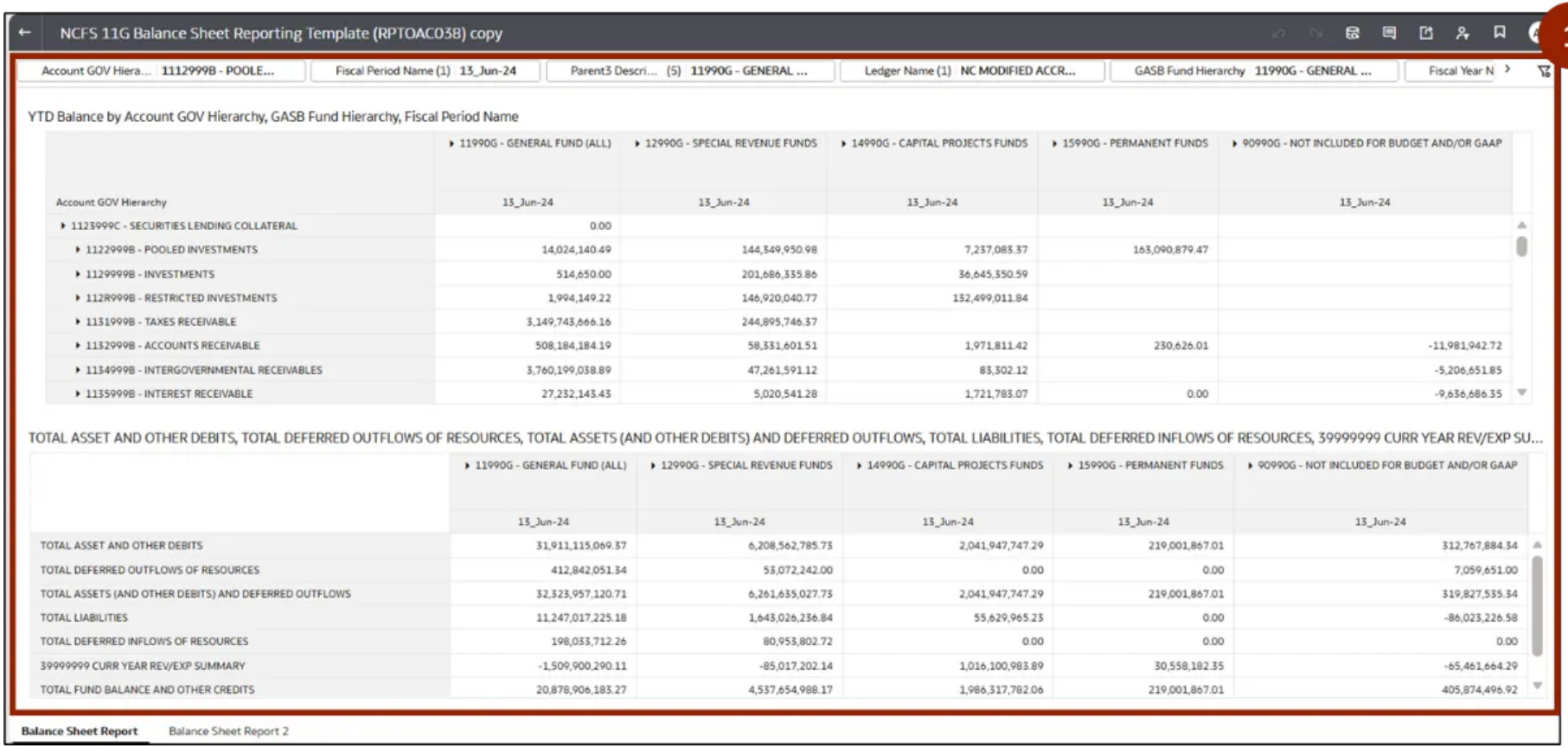
This QRG outlines the main processes for drilling down in DV: Drill-Down a Report. Report Drill-Down enables users to navigate through hierarchical data, revealing child accounts down to the lowest level. In DV, users cannot drill-down to journal-level details.

Drill-down a Report

Follow the below steps to drill-down a report in DV. There are 5 steps to complete this process.

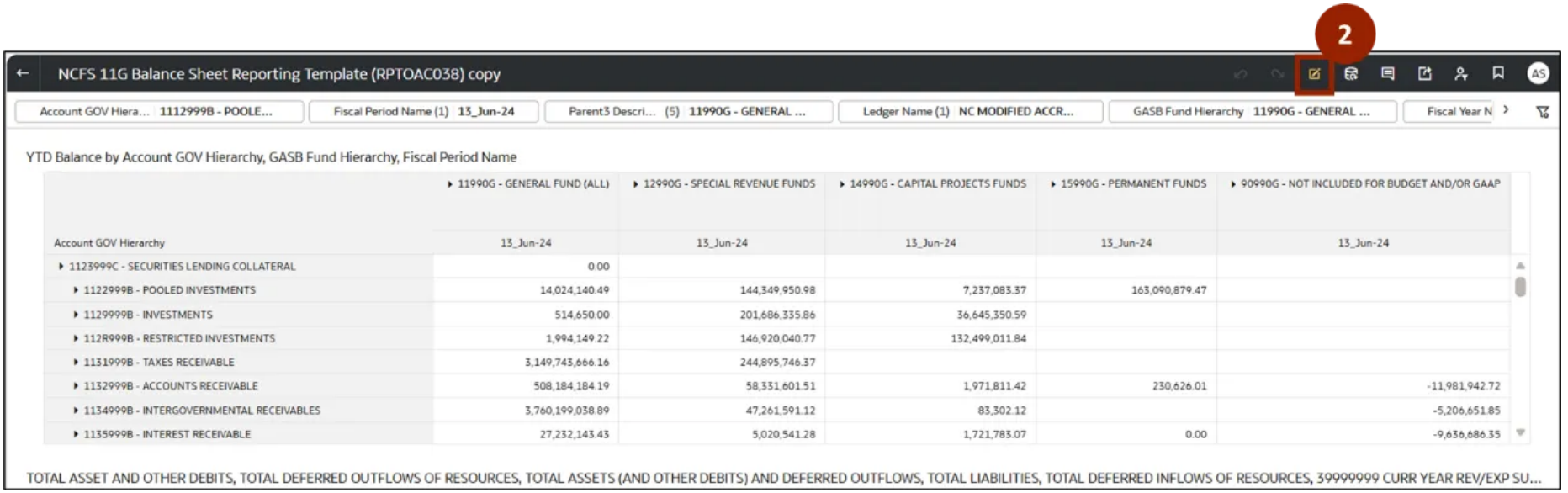
Step 1. To drill-down a report, navigate to the **desired workbook**.

Image



Step 2. Once the report is open, click the **Edit** icon.

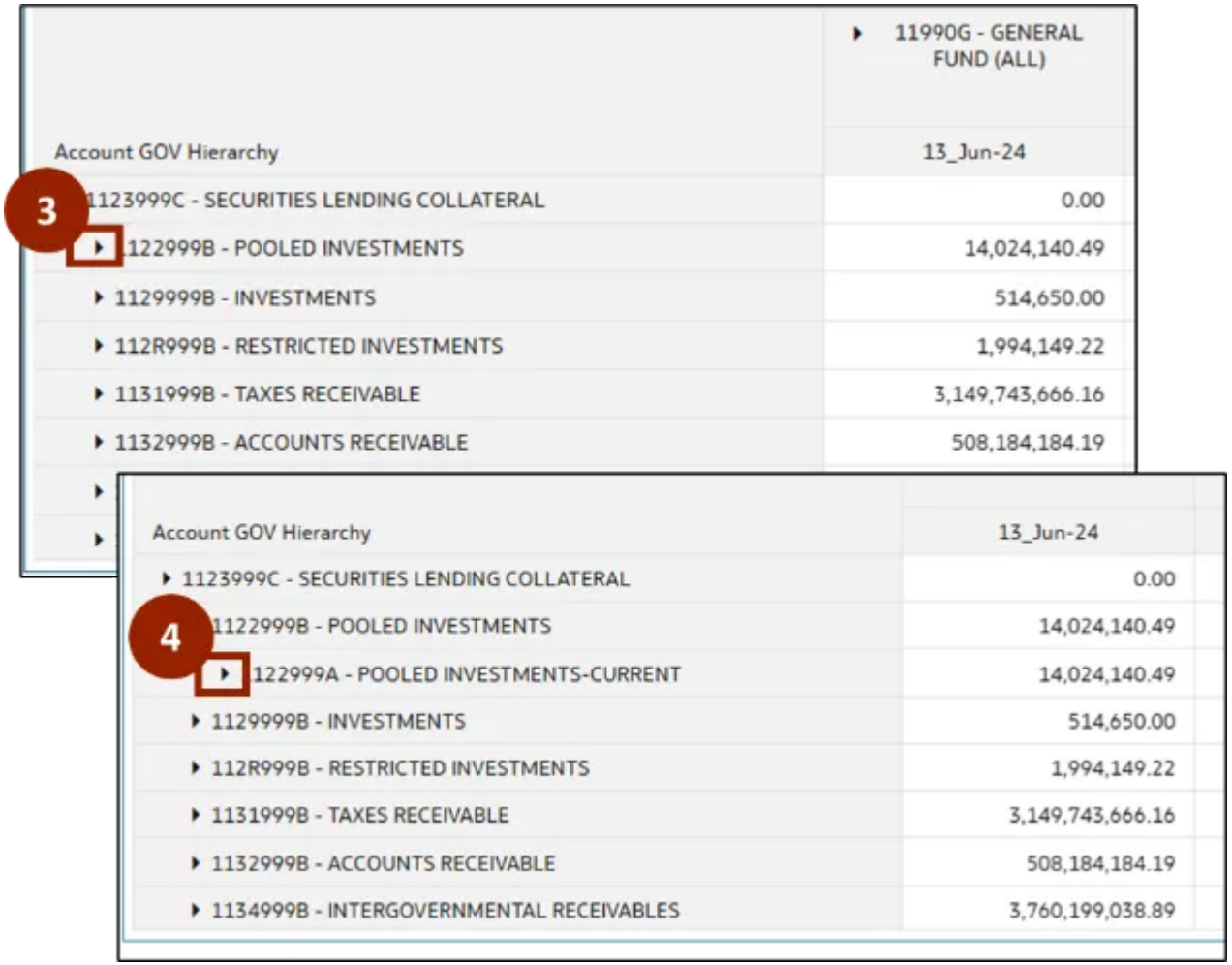
Image



Step 3. The report opens in edit mode. Click the **Expand (caret)** icon next to the desired accounts row or column to expand and view the child accounts.

Step 4. Click the **Expand (caret)** icon again next to the sub account to expand further and display its child account details.

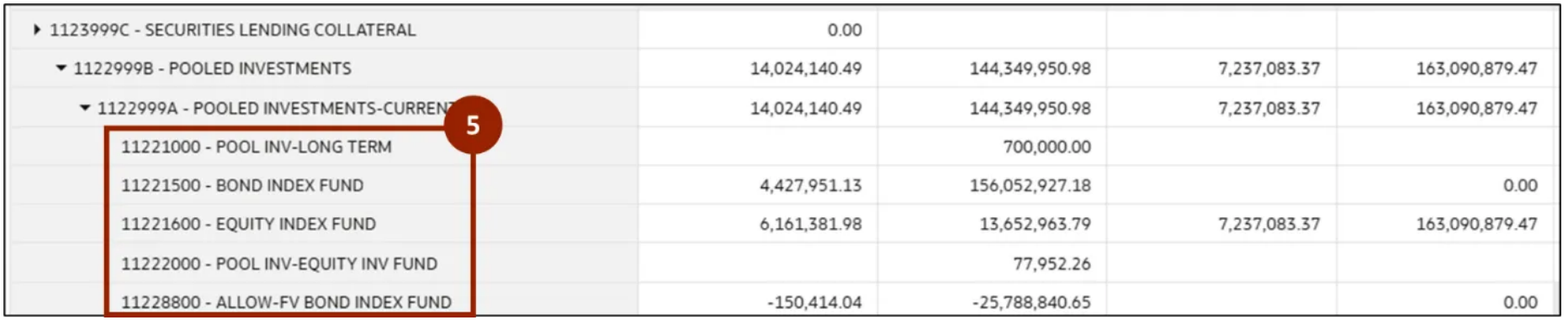
Image



Step 5. The report now displays the lowest-level child accounts available under the selected account.

Note: In DV, users cannot drill-down to journal-level details.

Image



Wrap-Up

OAC users can drill-down a report using the steps above. These features provide quick navigation through hierarchical data, supporting efficient and comprehensive financial analysis.

Additional Resources

- Virtual Instructor Led Training (vILT)
  - OAC for NCFS 2

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