



FRS REPORT DOWN

QUICK REFERENCE GUIDE GL-25

GL

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:

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

In this example, we choose **NC ACFR 11G Balance Sheet Report (RPTRR141)**.

Oracle BI Catalog **NC ACFR 11G - Balance Sheet Report (RPTRR141)** x

Agency Mgmt Unit: Agency Mgmt Unit | Agency Program: Agency Program | Funding Source: Funding Source | Project: Project | Inter Fund: Inter Fund | Future 1: Future 1 | Future < >

NCFS
North Carolina Financial System

North Carolina Financial System
Office of State Controller
NC ACFR 11G - Balance Sheet Report (RPT-RTR-141)
Governmental Funds and Account Groups
07/10/2023 6:37:02 AM

Parameters
Ledger: NC MODIFIED ACCRUAL US
Accounting Period: Apr-23
Agency: Agency NC CASH-Agency NC CASH Current

Scenario: Actual Balance Amount: Ending Balance Amount Type: YTD Currency: USD Currency Type: Total

	▲11990G-GENERAL FUND (ALL)	▲12990G-SPECIAL REVENUE FUNDS	▲14990G-CAPITAL PROJECTS FUNDS	▲15990G-PERMANENT FUNDS	
	General	Special Revenue	Capital Improvement	Permanent	General Fixed
ASSETS AND OTHER DEBITS					



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

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

Scenario: Actual Balance Amount: Ending Balance Amount Type: YTD Currency: USD Currency Type: Total

	▲11990G-GENERAL FUND (ALL)	▲12990G-SPECIAL REVENUE FUNDS	▲14990G-CAPITAL PROJECTS FUNDS	▲15990G-PERMANENT FUNDS
LIABILITIES				
Accts payable & accrued liabilities				
▶2112999B-ACCRUED PAYROLL	(1,801.00)	36,634,503.03	0.00	0.00
▶2113999B-INTERGOVERNMENTAL PAYABLES	37,972,052.90	163,448,602.86	2,850.90	0.00
▶2115999B-DUE TO PLAN PARTICIPANTS	0.00	0.00	0.00	0.00
▶2116999B-PREMIUM TAX CREDIT PAYABLE	5,328,172.92	1,042,440.63	0.00	0.00
▶2151999B-BENEFITS PAYABLE	0.00	0.00	0.00	0.00
▶2152999B-CLAIMS PAYABLE	0.00	41,007,217.02	0.00	0.00
▶2171899B-DISTRIBUTIONS PAYABLE	0.00	0.00	0.00	0.00
▼2199999B-Accounts Payable	3,420,329,821.33	351,941,929.83	680,281.40	0.00
▼2199999A-ACCOUNTS PAYABLE-CURRENT	3,420,329,795.33	351,941,929.83	680,281.40	0.00
21110000-ACCOUNTS PAYABLE	(12,135,571.52)	309,019,393.96	140,759.94	0.00
21111000-DUE TO EMPLOYEES	(78,392.29)	12,393.50	0.00	0.00
21112000-PRIZE LIABILITY	0.00	0.00	0.00	0.00
21112001-PRIZ LIAB-UNUSED UNCLAIMD	0.00	0.00	0.00	0.00
21112200-PRIZE LIABILITY-ROLLOVER	0.00	0.00	0.00	0.00
21112203-PRIZ LIAB-ROLLOVR MATCH 3	0.00	0.00	0.00	0.00
21112204-PRIZ LIAB-ROLLOVR MATCH 4	0.00	0.00	0.00	0.00

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**.

Related Content

- Drill to Account Inspector
- Drill to Detail Balances**

Help Cancel

	▲11990G-GENERAL FUND (ALL)	▲12990G-SPECIAL REVENUE FUNDS	▲14990G-CAPITAL PROJECTS FUNDS	▲15990G-PERMANENT FUNDS
Accts payable & accrued liabilities				
▶2112999B-ACCRUED PAYROLL	0.00	0.00	0.00	0.00
▶2113999B-INTERGOVERNMENTAL PAYABLES	2,850.90	0.00	0.00	0.00
▶2115999B-DUE TO PLAN PARTICIPANTS	0.00	0.00	0.00	0.00
▶2116999B-PREMIUM TAX CREDIT PAYABLE	0.00	0.00	0.00	0.00
▶2151999B-BENEFITS PAYABLE	0.00	0.00	0.00	0.00
▶2152999B-CLAIMS PAYABLE	0.00	0.00	0.00	0.00
▶2171899B-DISTRIBUTIONS PAYABLE	0.00	0.00	0.00	0.00
▼2199999B-Accounts Payable	80,281.40	0.00	0.00	0.00
▼2199999A-ACCOUNTS PAYABLE-CURRENT	80,281.40	0.00	0.00	0.00
21110000-ACCOUNTS PAYABLE	(12,135,571.52)	309,019,393.96	140,759.94	0.00
21111000-DUE TO EMPLOYEES	(78,392.29)	12,393.50	0.00	0.00
21112000-PRIZE LIABILITY	0.00	0.00	0.00	0.00
21112001-PRIZ LIAB-UNUSED UNCLAIMD	0.00	0.00	0.00	0.00
21112200-PRIZE LIABILITY-ROLLOVER	0.00	0.00	0.00	0.00



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

Inquire on Detail Balances Saved Search

Search

* Ledger or Ledger Set: NC MODIFIED ACCRUAL I * Agency: Agency NC CASH-Agency * Project: Project

From Accounting Period: Jul-22 * Budget Fund: 11990G * Inter Fund: Inter Fund

* To Accounting Period: Apr-23 * Account: 21110000 * Future 1: Future 1

* Currency: USD * Agency Mgmt Unit: Agency Mgmt Unit * Future 2: Future 2

* Currency Type: Total * Agency Program: Agency Program * Future 3: Future 3

* Scenario: Actual * Funding Source: Funding Source

Search Results

View

Accounting Period	Ledger or Ledger Set	Agency	Budget Fund	Account	Agency Mgmt Unit	Agency Program	Funding Source	Project	Inter Fund	Future 1	Future 2	Future 3	Beginnin
Jul-22	NC MODIFIED ...	0100	100001	21110000	0000000	0000000	0000	0000000000	000000	0000	000000	00000	
Aug-22	NC MODIFIED ...	0100	100001	21110000	0000000	0000000	0000	0000000000	000000	0000	000000	00000	

5. View the detailed balances.

Search Results

View

Accounting Period	Ledger or Ledger Set	Agency	Budget Fund	Account	Agency Mgmt Unit	Agency Program	Funding Source	Project	Inter Fund
Jul-22	NC MODIFIED ...	0100	100001	21110000	0000000	0000000	0000	0000000000	000000
Aug-22	NC MODIFIED ...	0100	100001	21110000	0000000	0000000	0000	0000000000	000000
Sep-22	NC MODIFIED ...	0100	100001	21110000	0000000	0000000	0000	0000000000	000000
Oct-22	NC MODIFIED ...	0100	100001	21110000	0000000	0000000	0000	0000000000	000000
Nov-22	NC MODIFIED ...	0100	100001	21110000	0000000	0000000	0000	0000000000	000000
Dec-22	NC MODIFIED ...	0100	100001	21110000	0000000	0000000	0000	0000000000	000000
Jan-23	NC MODIFIED ...	0100	100001	21110000	0000000	0000000	0000	0000000000	000000
Feb-23	NC MODIFIED ...	0100	100001	21110000	0000000	0000000	0000	0000000000	000000
Mar-23	NC MODIFIED ...	0100	100001	21110000	0000000	0000000	0000	0000000000	000000
Apr-23	NC MODIFIED ...	0100	100001	21110000	0000000	0000000	0000	0000000000	000000
Apr-23	NC MODIFIED ...	0100	100001	21110000	0000000	0000000	0000	0000000000	000000



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 [] icon at any point in the process.

Search Results

View Format   Freeze Detach Wrap

Ending Source	Project	Inter Fund	Future 1	Future 2	Future 3	Beginning Balance (USD)	Period Activity (USD)	Ending Balance (USD)
00	0000000000	000000	0000	000000	00000	0.00	-1,100.00	-1,100.00

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**.

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 2183720000...	24-04-2023 Purchase Invoi...	2	4/24/23	Payables	Purchase Invoices		1,148.00 USD	



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.

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: 03-04-2023 Purchase Invoices Show More 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)		Description
		Debit	Credit	
▶ 1	1000-101302-52170002-1001320-0000000	5,000.00		Journal Import Created
▶ 2	1900-102601-54535000-1901140-0000000	1,000.00		Journal Import Created
▶ 3	1900-102601-21110000-0000000-0000000		1,000.00	Journal Import Created
▶ 4	1000-101302-21110000-0000000-0000000		5,000.00	Journal Import Created
Total		6,000.00	6,000.00	



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

Data Access Set: NC MODIFIED ACCRUAL US

Subledger Journal Lines Done

Ledger NC MODIFIED ACCRUAL US
 Journal Source Payables

Account 1900-102601-21110000-0000000-0000000-0000-0000000000-000000-0000-000000-000000
 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 ▼ 📄 **View Journal Entry** 📄 📄 **Detach**

Accounting Date	Transactio Number	Accounting Class	Accounted (USD)		Event Type	Line Description	Attachments
			Debit	Credit			
4/3/23	AP002-...	Liability		1,000.00	Invoice Validated		None

▶ 1900-102601-21110000-0000000-0000000-0000-0000000000-000000-0000-000000-000000: Transaction Information View Transaction

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.

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		Quantity	Unit Price	UOM Name	Purchase Order			Receipt	
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line
1	1,000.00		4/3/23	⚠ Reserved with w								

Summary Tax Lines Shipping and Handling

View ▼

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Perc	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)

- GL100b: Journal Entry
- GL100c: Journal Entry