



# DRILL DOWN CLASSIC REPORTS

OAC

## QUICK REFERENCE GUIDE

### 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 (NCS) 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 six steps to drill-down a report in Classic Reports:

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.

**NCFS ACFR 53P - Statement of Revenues Expenses and Changes in Fund Net Position Report**  
(RPTOAC005)  
Time run: 12:50:46 PM  
Ledger Name is equal to NC ACCRUAL US and Fiscal Period Name is equal to 13\_Jun-24

	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
▶ Patient services, net	0.00			(9,725.00)	
▶ Employer contributions	794,605,313.37				

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

	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.

	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 TUIT WAIVER				(50,363.77)	
▶ 45814000 - CF UNEARNED RES TUITION				(53,063,297.55)	
▶ 45820000 - NON-RESIDENT TUITION				844,838,347.05	
▶ 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 VETRINS TUIT WAIVR				(6,295,877.82)	
▶ 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.

	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	

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.

	ENTERPRISE FUNDS	INTERNAL SERVICE	COMPONENT UNITS PROPRIETARY	COMPONENT UNITS PROPRIETARY	OTHER	
OPERATING REVENUES						
▶ Sales and services, net	5,380,508,651.08	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	17,697.00			1,874,372,407.21	500.00

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

	▲ ENTERPRISE	25990G - ENTERPRISE FUNDS	25000G - OTHER FUNDS	25010G - FARMER'S MARKET	25150G - NC STATE FAIR	25200G - VOLUNTEER SAFETY WORKERS COMP. FUND	25310G - PUBLIC SCHOOL INSURANCE	25350G - UNEMPLOYMENT COMPENSATION FUND	25360G - EPA CLEAN WATER REVOLVING LOAN FUND	25370G - EPA DRINKING WATER REVOLVING LOAN FUND	25390G - STATE BANKING COMMISSION	25400G - ABC COMMISSION	25410G - UTILITIES COMMISSION	25420G - NORTH CAROLINA STATE LOTTERY FUND	6
OPERATING REVENUES															
► Sales and services, net	5,380,508,651.08	5,380,508,651.08	240,033.53	92,958.03	590,219.54				1,317,280.10	1,726,547.94		45.57	22,435.51	5,375,363,991.78	

## Detailed Balance Drill-Down

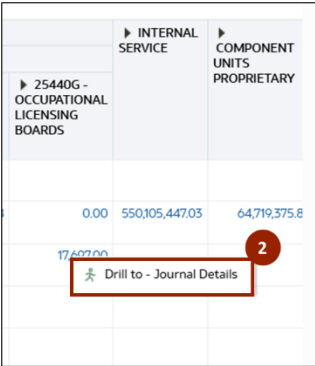
The Detailed Balance Drill-Down enables users to trace summarized account balances down to journal-level details.

Follow the seven steps to drill-down to detailed balance:

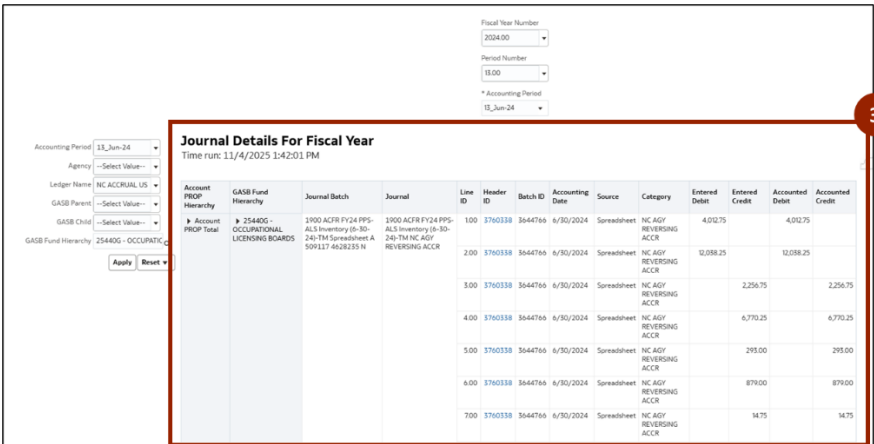
Step 1: Navigate to the desired report and click the **relevant amount** to drill down and view the detailed journal entries.

						▶ INTERNAL SERVICE	▶ COMPONENT UNITS PROPRIETARY
	▶ 25400G - ABC COMMISSION	▶ 25410G - UTILITIES COMMISSION	▶ 25420G - NORTH CAROLINA STATE LOTTERY FUND	▶ 25430G - NC TURNPIKE AUTHORITY	▶ 25440G - OCCUPATIONAL LICENSING BOARDS		
	45.57	22,435.51	5,375,363,991.78	1,155,139.08	0.00	559,105,447.03	64,719,375
					17,697.00		

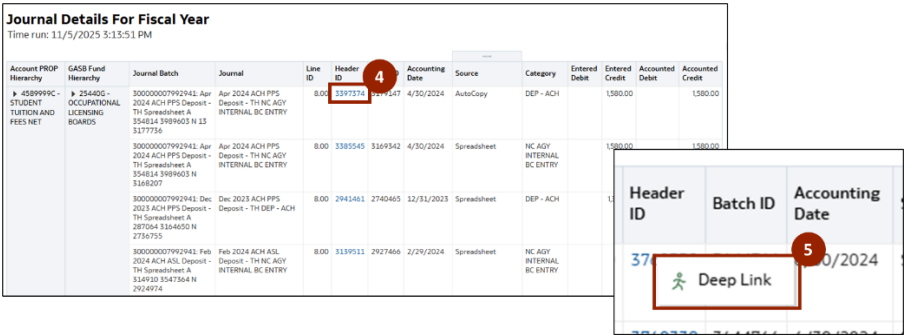
Step 2: Click **Drill to – Journal Details**.



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.



Step 4: Click the **Header ID** link to view the transaction details in NCFS.  
Step 5: Click **Deep Link**.



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.

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

Line	Account	Entered (USD)	Description
2	1800-58820-112000-000000-0000-0000-0000-0000-0000-0000	2,000.00	Journal Input Created
3	1800-58820-210000-000000-0000-0000-0000-0000-0000-0000	45,474.00	Journal Input Created
4	1800-58820-431000-000000-0000-0000-0000-0000-0000-0000	117,362.00	Journal Input Created
5	1800-58820-431000-000000-0000-0000-0000-0000-0000-0000	2,800.00	Journal Input Created
6	1800-58820-432000-000000-0000-0000-0000-0000-0000-0000	24,205.00	Journal Input Created
7	1800-58820-433000-000000-0000-0000-0000-0000-0000-0000	855.00	Journal Input Created
8	1800-58820-434000-000000-0000-0000-0000-0000-0000-0000	1,500.00	Journal Input Created
9	1800-58820-435000-000000-0000-0000-0000-0000-0000-0000	4.00	Journal Input Created
10	1800-58820-471200-000000-0000-0000-0000-0000-0000-0000	62.00	Journal Input Created
11	1800-58820-471200-000000-0000-0000-0000-0000-0000-0000	5,500.00	Journal Input Created
Total		200,041.00	200,041.00

## 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