DRILL DOWN DV REPORTS

QUICK REFERENCE GUIDE

OAC

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**).

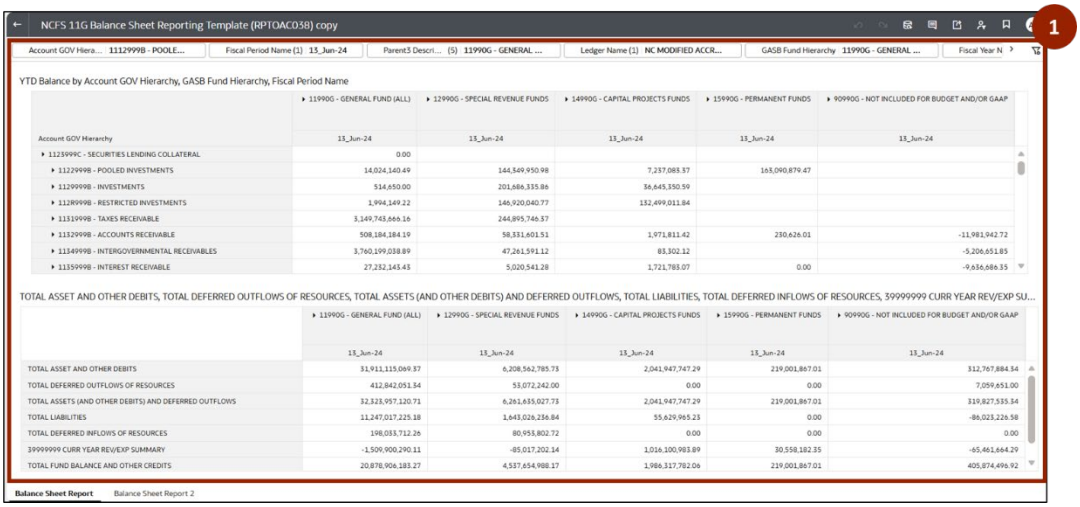
Introduction and Overview

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.

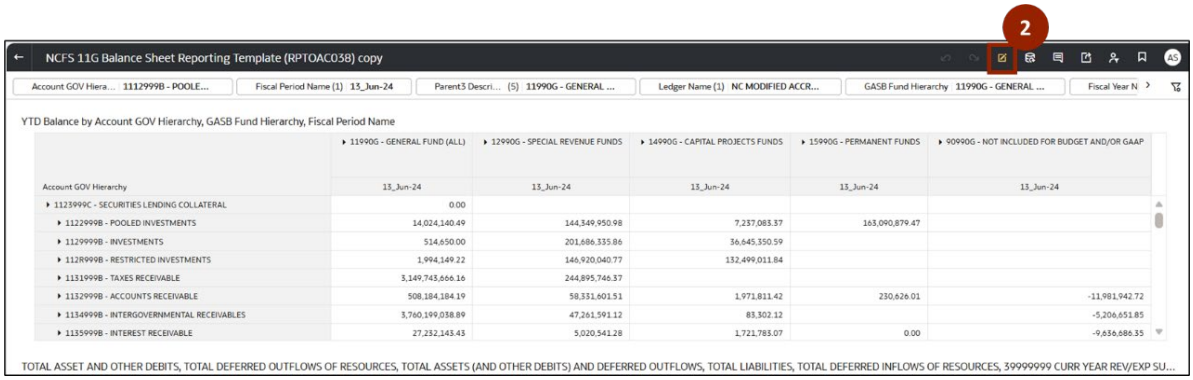
Drill-down a Report

Follow the five steps to drill-down a report in DV.

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

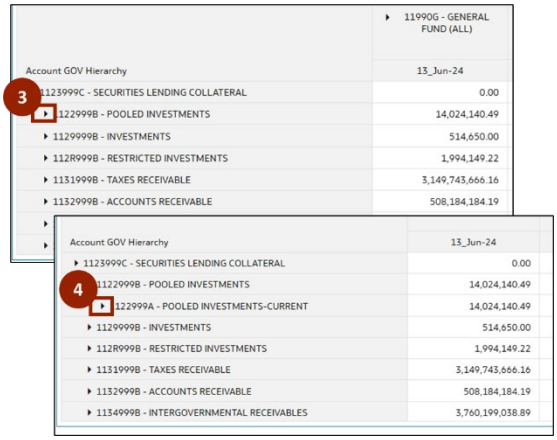


Step 2: Once the report is open, click the **Edit** icon.



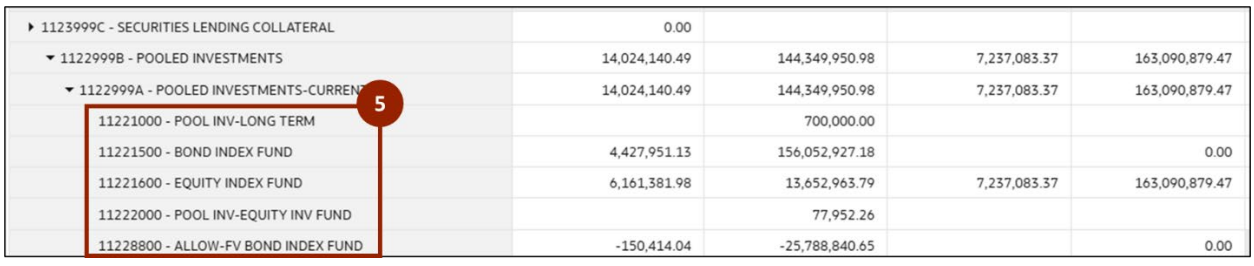
Step 3: The report opens in edit mode. Click the **expand** (caret) icon next to the desired accounts row or column to expand and view the child accounts.

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



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.



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