Enterprise Reporting: PowerPlay Toolbar

Drill Through

When you Drill Through to a report, your current row and column selections are applied to the new report or query. This helps you to create a drill-through report that includes only the specific data and filtering criteria that you are interested in. To Drill Through:

- First, highlight that which you wish to drill through on by clicking the AMOUNT once.

General Ledger Actuals as values	2011/Jul
731100 - LAB SUPPLIES	82,769.70
731110 - GAS, LIQUID/COMPRESSED	1,015.44
731200 - ANIMAL FOR RESEARCH	13,994.78
732100 - OFFICE SUPPLIES - GENERAL	5,419.21
732900 - ATTRACT-OFFICE EQUIP (NOT CAP)	1,705.19
733000 - BUILDING MAINT & SUPPLIES	44.15
734100 - COMPUTER SUPPLIES	5,984.84
734200 - COMPUTER SOFTWARE	451.95
734250 - COMPUTER SOFTWARE TECHNICAL	5,552.66
734800 - ATTRACT-COMP EQUIP (NOT CAP)	2,649.95
734900 - ATTRACT - COMP PERIPHERAL<1000	797.87
736000 - MOTOR FUELS AND LUBRICANTS	611.15
738000 - MISC OTHER SUPPLIES	1,369.99
738100 - UNIFORMS	71.51
739300 - BOOKS & PUBLICATN - NON LIB	11,139.14
739400 - EQUIPMENT > 1000 & < 5000	4,162.43
739700 - ATTRACT - SMALL HANDTOOLS<1000	71.08
MATERIAL	137,811.04

- Click the Drill Through button.

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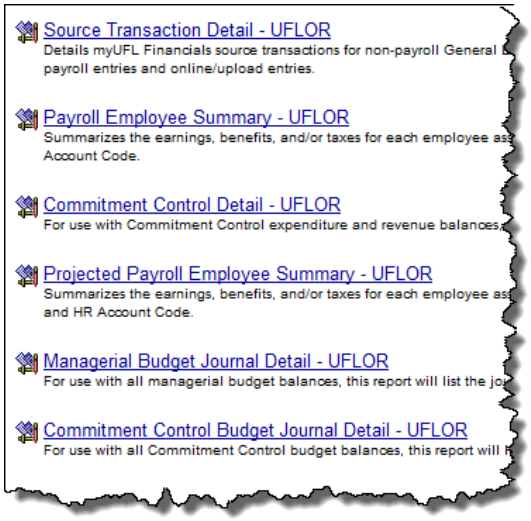
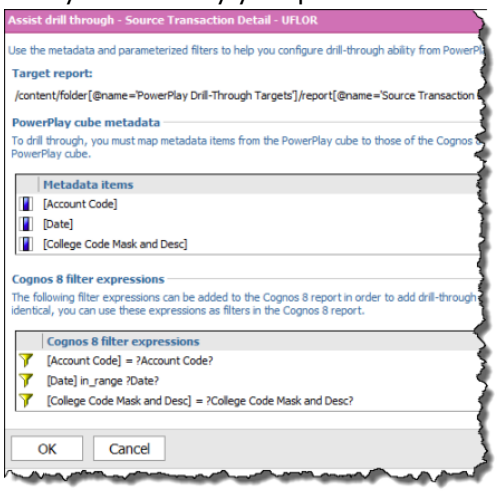
- Select your Drill Through target. This will depend on what you're drilling through on. For this example, I'm drilling through to get the Source Transaction Detail, so I'll click that link.



- Here you can verify your parameters. Click the OK button.



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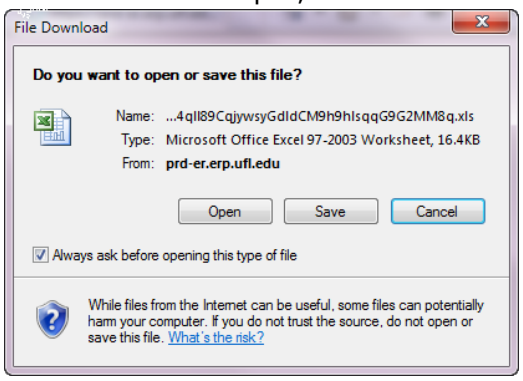
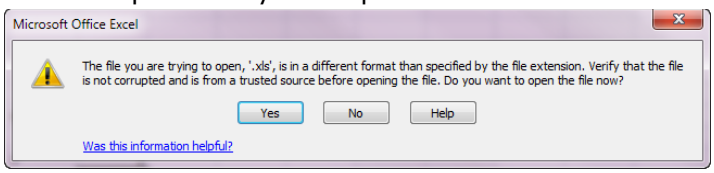
- You must decide to Open, Save or Cancel the file download. For this example, I've selected Open.



- This file requires that you accept the file and that is not corrupt. Simply click the **Yes** button.



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