

GL-25 FRS Report Drill Down

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. There are 10 steps to complete this process.

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

In this example, we choose **NC ACFR 11G Balance Sheet Report (RPTRTR141)**.

Image

Oracle BI Catalog		NC ACFR 11G - Balance Sheet Report (RPTRTR141) 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 < >
		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				

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

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

Image

Navigate File View Favorites Tools Help					
Oracle BI Catalog NC ACFR 11G - Balance Sheet Report (RPTRTR141) x					
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	

Step 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**.

Image

Navigate File View Favorites Tools Help

Oracle BI Catalog **NC ACFR 11G - Balance Sheet Report (RPTRTR141)** x

Related Content x

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

LIABILITIES

Accts payable & accrued liabilities

- ▶ 2112999B-ACCRUED PAYROLL
- ▶ 2113999B-INTERGOVERNMENTAL PAYABLES
- ▶ 2115999B-DUE TO PLAN PARTICIPANTS
- ▶ 2116999B-PREMIUM TAX CREDIT PAYABLE
- ▶ 2151999B-BENEFITS PAYABLE
- ▶ 2152999B-CLAIMS PAYABLE
- ▶ 2171899B-DISTRIBUTIONS PAYABLE
- ▼ 2199999B-Accounts Payable
 - ▼ 2199999A-ACCOUNTS PAYABLE-CURRENT
 - 21110000-ACCOUNTS PAYABLE
 - 21111000-DUE TO EMPLOYEES
 - 21112000-PRIZE LIABILITY
 - 21112001-PRIZ LIAB-UNUSED UNCLAIMD
 - 21112200-PRIZE LIABILITY-ROLLOVER

Help Cancel

ID Currency: USD Currency Type: Total

TOTAL ▲15990G-PERMANENT
FUNDS **FUNDS**

	0.00	0.00		0.00
	2,850.90			0.00
	0.00			0.00
	0.00			0.00
	0.00			0.00
	0.00			0.00
	0.00			0.00
	80,281.40			0.00
	80,281.40			0.00
	(12,135,571.52)	309,019,393.96	140,759.94	0.00
	(78,392.29)	12,393.50	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00

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

Image

Inquire on Detail Balances

Search

* Ledger or Ledger Set

NC MODIFIED ACCRUAL t

From Accounting Period

Jul-22

* To Accounting Period

Apr-23

* Currency

USD

* Currency Type

Total

* Scenario

Actual

* Agency

Agency NC CASH-Agency

* Budget Fund

11990G

* Account

21110000

* 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 2

Future 2

* Future 3

Future 3

Search

Save

Search Results

View Format Freeze Detach Wrap

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	Beginning
Jul-22	NC MODIFIED ...	0100	100001	21110000	0000000	0000000	0000	00000000000	000000	0000	000000	00000	
Aug-22	NC MODIFIED ...	0100	100001	21110000	0000000	0000000	0000	00000000000	000000	0000	000000	00000	

Step 5. View the detailed balances.

Image

Search Results

View ▼ Format ▼   Freeze Detach Wrap

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

Step 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 the highlighted icon at any point in the process.

Image

Search Results

View ▼ Format ▼   Freeze Detach Wrap

nding 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

Step 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**.

Image

Journal Lines: 1900-102601-21110000-00000000-0000...

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 21837720000...	24-04-2023 Purchase Invoi...	2	4/24/23	Payables	Purchase Invoices		1,148.00 USD	

Step 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.

Image

Edit Journal ?

Save Post CancelJournal 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 ? | [Show More](#)

03-04-2023 Purchase Invoices ▼

+ X

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	

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

Image

Data Access Set: NC MODIFIED ACCRUAL US

Subledger Journal Lines

Done

Ledger NC MODIFIED ACCRUAL US

Journal Source Payables

Account 1900-102601-21110000-0000000-0000000-0000-0000000000-000000-0000-000000-00000

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

▶ 1900-102601-21110000-00000000-00000000-0000-00000000000-000000-0000-000000-00000: Transaction Information

View Transaction

Step 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.

Image

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)
 - [GL100c: Journal Entry](#)

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