Once a report has been extracted, any number can be drilled down on all the way to its source transaction. A drilldown can also do analysis based on other perspectives.

A drilldown is a very powerful, flexible tool that can only happen in the Extract Mode.

Case:

In Lesson 1, we created a one-line Total Employee Expenses report.

In this lesson, we will perform drilldowns on that report to show some of the analysis that can take place on an extracted value.

Query Modification

In Lesson 1 we created a query pulling all Employee Expenses incurred in the calendar year 2016. Because our Demonstration database is incompletely populated, we did not get many transactions out of the system.

To have a more interesting drilldown experience in this lesson, I modified the Accounting Period From / To fields to pull in all Employee Expenses incurred between January 2009 and December 2016.

This screenshot of the Summary Link query dialog shows the modified filters and output data items.
Modify Existing Queries

To modify an existing query,

1. Go to Designer Mode
2. Double-click the cell in which the query was designed

The Query Dialog will pop up
3. Make changes to that query
4. Click OK to save changes

5. Extract to see the results. Click the Extract icon
6. Click Extract Primary Worksheets button

7. Double-click the right margin of column E to expand the width of that column, (can be done in the Extract Mode)
Now there is an extracted amount; a Drilldown can be run

8. Click on the cell on which to drilldown
9. Click the drilldown icon on the Toolbar

**Notice:** The last drilldown run is displayed on the dropdown menu. It can be reselected.

10. Select ‘Specify’
In our first drilldown, we will create a listing showing the distribution of the figure and identifying the relevant accounts.

1. In the Selection List, click the + to expand CA Chart of Accounts table
2. Double-click on Account Code
3. Double-click Description
4. Click OK to process the drilldown

This listing displays all the Account Codes and their titles, as well as the distribution of the total figure among the Expense accounts.

**Notice:** The drilldown is included in the Drill Tree Pane.
We can drill even further into our data items, this time drilling on the results of the first drill.

For this drill, we want to see which Employees are related to the expenses. Because each transaction is tagged with the WHO Analysis Code for the employee who incurred the expense, we can easily analyze the figures by the WHO Dimension.

1. **Highlight all the Base Amount cells in the results of Drill One**

   ![Image of spreadsheet with highlighted cells]

   **Notice**: I did not highlight the Total, but I did highlight the rest of the Base Amount cells. You can highlight the Total as well if you want.

2. **Click the drilldown icon**

   ![Image of spreadsheet with drilldown icon highlighted]

3. **Select Specify**
Notice: The filters in the Filter Pane have changed – data items selected in our first drill are included as filters in this drill, because this drill is built on the first drill.

4. Scroll down the Selection List to the L7 WHO Analysis Table
5. Click the + to expand the L7 Who Analysis Table

**Notice**: Every Data Item in the Analysis Code Table is available. Any one can be selected for a drilldown. Keep in mind if that field was not populated when the Analysis Code was set up, nothing will be returned for that data item.

6. Select Analysis Code
7. Select Name
8. Click OK.
We have a nice Salary Audit Listing. This shows the employee related to each expense.Scrolling to the right shows each of the Employee Expense Accounts, each in its own column.

**Notice:** The second drill has been added to the Drill Tree. Either of the drills can be selected by clicking on that drill in the Drill Tree.

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**Drill Three**

Any figure on this listing or any other drilldown can be drilled down on as well. This time let’s drill into one Employee’s Salary Expense for a range of Accounting Periods.

1. Click on the figure to drill down on.

2. Click the drilldown icon 📊
3. Choose Specify

4. Select Accounting Period from the Selection List
5. Click OK

We end up with a listing of this Employee’s Salary per Accounting Period.
Drill Three
We can drill into these numbers as well. For this drill, we will pull out transaction details.

1. **Click on a number**

![Image of a spreadsheet with a cell selected and a dropdown menu open.](image)

2. **Click the drilldown icon**

![Image of a spreadsheet with a dropdown menu open, showing options like 'Specify', 'Accounting Period', and 'Edit'.](image)

3. **Click on Specify**
**Notice:** All the data items from the previous drills are used as Filters in this drill.

**Tip:** It helps to picture the Ledger Entry screen to remember the data items necessary for a transaction level drill.

4. Select Transaction Date, Journal Number, Journal Line Number, Journal Source, Transaction Reference, and Description
5. Click OK

We get a Journal Listing for that transaction.
We can continue to drilldown on our Total Employee Expenses report. This time, we will create a Total Employee Cost report.

1. Click on Sheet1 – the original Total Employee Expense report

2. Click the E4 cell

3. Click drilldown icon

4. Select Specify
5. Scroll down the Selection List to the L7 Who Analysis table
6. Click the + to Expand the L7 Who Analysis table
7. Double-click Name
8. Click OK
We come up with a nice listing of the Total Employee Cost for the specified periods for each employee.

We can drill down further.
Drill Six

This drill will return a Salary Breakdown by Accounting Period report.

1. Click on the Base Amount to drill on

2. Click the drilldown icon

3. Select Specify

4. Select Accounting Period
Here is our Salary Breakdown by Accounting Period.
Drill Seven

Let's drill into the transactions making up the numbers in the Salary Breakdown by Accounting Period.

1. Highlight all the Base Amount numbers (if you’d like, you can also include the Total figure)
2. Click the drilldown icon

3. Select Specify
4. Select Transaction Date, Journal Number, Journal Line Number, Journal Source, Transaction Reference, and Description
5. Click OK

We can keep drilling down on these numbers as well.

The wonderful part about QA Executive drilldowns, is the fact that you can research into any data you want to create your own listings and reports.
Let's start another drill series.

1. Click on Sheet 1 to get back to the original Total Employee Expenses report
2. Click on E4
3. Click the drilldown icon

4. Select Specify
5. Scroll down the Selection List until you get to L4 Function Analysis
6. Click the + to expand the L4 Function Analysis
7. Select Name
8. Click OK
We have a nice little listing of the breakdown of total employee expenses by department.

We can continue drilling down on this listing.
Drill Nine

Let's come up with a breakdown by Employee within the Executive Secretary Department.

1. Click the Base Amount for the Executive Secretary Department
2. Click drilldown icon
3. Select Specify

4. Scroll down the Selection to the L7 Who Analysis table
5. Click + to expand that table
6. Select Name
Drill Nine

7. Click OK

Our drilldown shows all the employee expenses for the period were incurred by one employee in the Executive Secretary Department.

Let’s drilldown further.
Let's drilldown into the Executive Secretary Department's Employee's Base Amount, to analyze by Accounting Period.

1. Click the Base Amount figure
2. Click the drilldown icon
3. Select Specify
4. Select Accounting Period
5. Click OK
We have a listing of the Executive Secretary Department's Employee's expenses broken into Accounting Period.
Let's drill into these figures to see the Account Codes are included in these expenses. I also want to keep the Employee’s Name so that my listing includes that detail.

1. Highlight all the Base Amount figures
2. Click the drilldown icon
3. Select Specify
4. Scroll down to the L7 Who Analysis table
5. Click + to expand the L7 Who Analysis table
6. Select Name
7. Scroll up the Selection List to the CA Chart of Accounts table
8. Click + to expand the CA Chart of Accounts table
9. Select Account Code from the Chart of Accounts table
10. Select Description from the Chart of Accounts table
Notice: The order in which the data items are listed in the Output pane will determine the column order in the results.

To change the order of data items:
- Drag the items into the order you want, or
- Click the data item, then use the arrows

11. Change the order of the data items to: Name, Account Code, Description, and Base Amount

12. Click OK

Here is the breakdown of the Department Employee Expense by Accounting Period, Account, and Employee.
Let's go back to the first drilldown of this series and this time, drill down by Employee name to see which Employee got charged for what.

1. Click on the first drilldown of the third drilldown series displayed in the Drill Tree Pane

2. Highlight all Base Amounts

3. Click the drilldown icon
4. Select Specify
5. Scroll down the Selection List to the L7 Who Analysis Table
6. Click + to expand the L7 Who Analysis Table
7. Double-click to select Name
This listing shows individual Employee Expenses by Department.

**Notice:** The Department titles are displayed as column headers in row 2.
Let’s drilldown on Drill Twelve to the transaction level to find the Account Code and the Account Description.

1. Click on one of the Base Amount figures
2. Click the drilldown icon
3. Select Specify
4. Click the + to expand the CA Chart of Accounts Table
5. Select Account Code from the Chart of Accounts Table
6. Select Description from the Chart of Accounts Table
7. Click OK
Return to Previous Drilldowns

All of the drills we have run starting from the original Total Employee Expenses report during this session is displayed in hierarchical order in the Drill Tree Pane. Those drills are available. You can go back and run them again at any time.

To run a previously run drilldown, click on that drilldown in the Drill Tree.

We can run further drills from the replayed drill, if necessary.