Introduction

Description

FM Reports: Funds Management reports in the Business Warehouse provide three levels of detail. Here are the levels, in the order of increasing detail: (1) summary information by Funds Center, (2) a breakout of revenue and expense data by General Ledger Account / Commitment Item, and (3) line item detail-level. A new capability provides a fourth level of detail to the Transaction Detail reports: the ability to drill from the Business Warehouse directly to the **FB03** WebGUI transaction.

GM Reports: Grants Management reports in BW provide two levels of detail: summary and line-item detail. The ability to drill from the Business Warehouse directly to the **FB03** WebGUI transaction provides a third level of detail. This Help Guide describes the process of drilling (navigating) from a BW report to **FB03**.

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Prerequisites

The user is expected to be familiar with the FB03 transaction, with navigating the Business Warehouse environment, and with running either of the following reports:

Report	Folder Location
Transaction Detail	Funds Management (Distributed)
Transaction Detail with Payroll Detail	Funds Management (Distributed)
Grant Document for Expenditures	Grants Management (Distributed)
Grant Expense Detail	Grants Management (Faculty)
Accounts Receivable Detail Aging Report	Grants Management (Centralized)
Grant Document for Billed (available as a drill-down from Grants Billing Summary)	Grants Management (Centralized)
Grant Document for Paid (available as a drill-down from Grants Billing Summary)	Grants Management (Centralized)
Claims on Cash (available as a drill-down from Grants Billing Summary)	Grants Management (Centralized)

Tips and Tricks

- The ability to drill from BW to the FB03 transaction is available only to users with Department Approver and Submitter role(s). If you do not have the necessary role(s), a new window will display with a **Red** error message stating "**You are not authorized to use Transaction RSRR_WEB**."

Referenced Help Guides

- Display Finance Document (FB03)

Procedure

1. Run one of the reports listed above.
2. Identify an expense item for which you want to view additional detail.
3. Right-click on the **FI doc number** (sometimes appears as **FI document number**) associated with that expense item. Then slide your cursor down to *Goto*, move right, and click on *FB03*. Important: drill-down is possible only from numbers contained in the **FI doc number / FI document number** field. If the field shows "not assigned," for example, drill-down is not available.
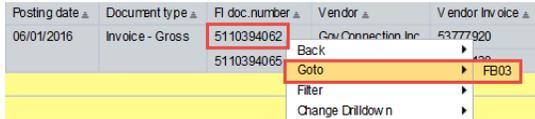
4. The **FB03** WebGUI transaction executes on the FI doc number that was drilled from:
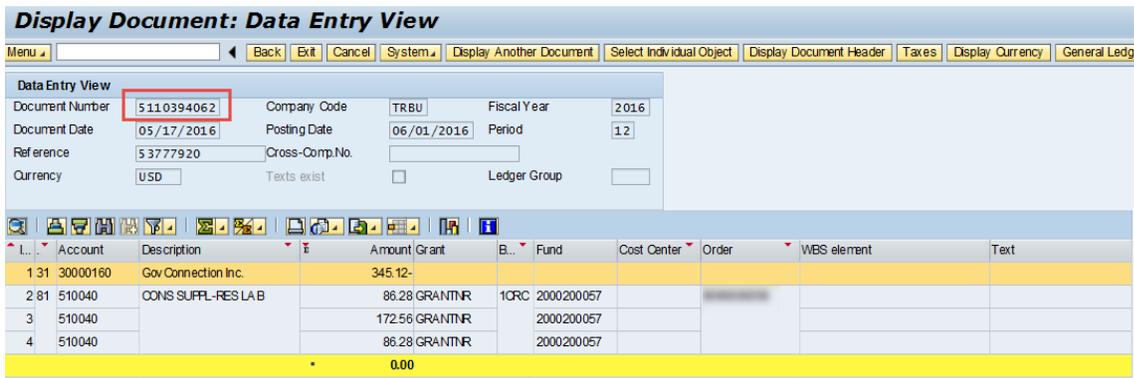
5. Review the information displayed in the **FB03** transaction. Step-by-step instructions for using/understanding this transaction is provided in the Finance Help Guide Display Finance Document (FB03).

Results and Next Steps

None