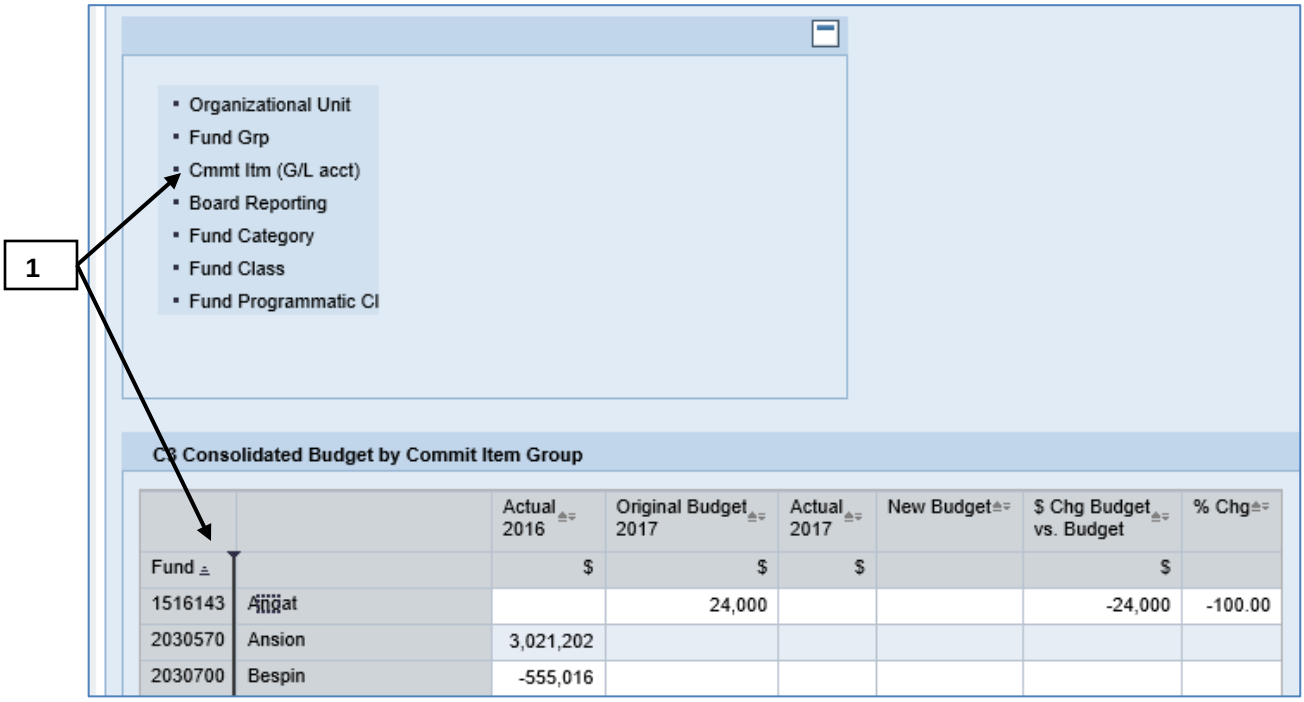
BW Based Reports (cont.)

Adding the Drill-down Using Characteristics

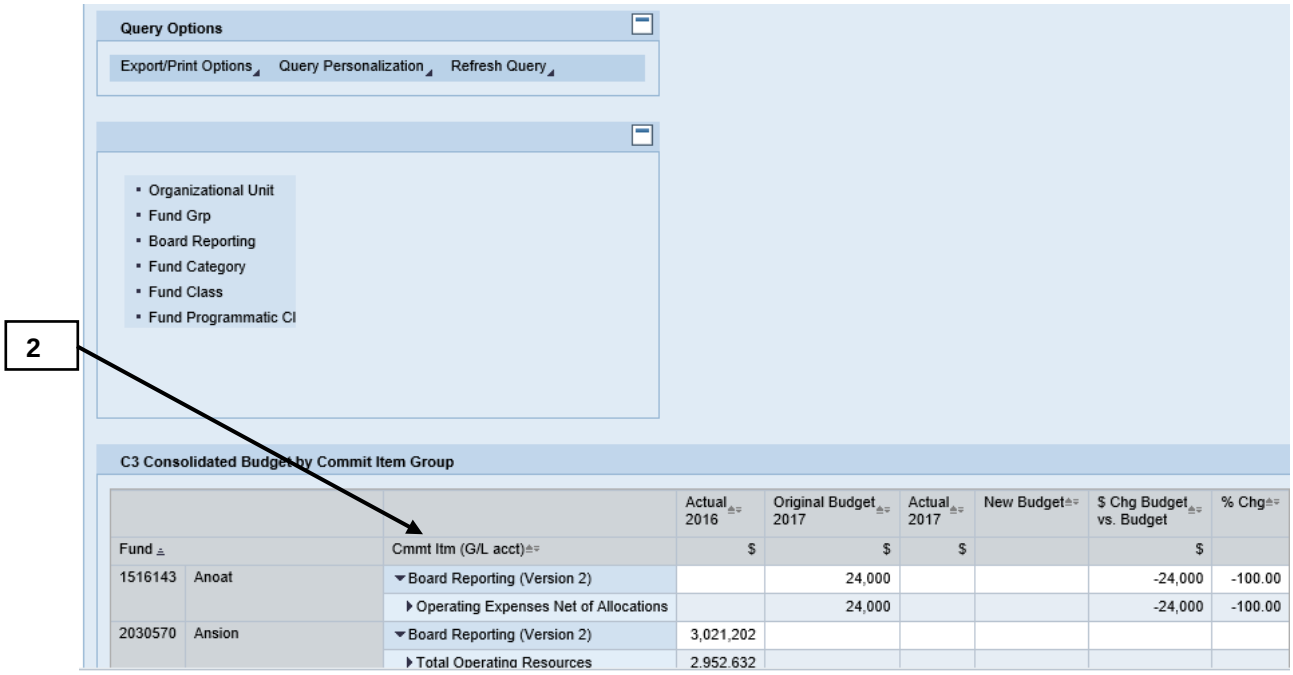
Note: Adding or "dragging" multiple characteristics into the report achieves more levels of granularity.



1. Click on the desired characteristic and drag that characteristic **<u>beside</u>** the column heading desired to display a black vertical line (in this example, the Commitment Item characteristic is dragged beside / to the edge of the Fund column to add a drill-down).

Note: The black vertical line provides a visual indicator that the drill-down column will be placed to the right of that line (in this example the Fund name is part of the Fund column even though the vertical line appears to be in between the Fund and Fund name).

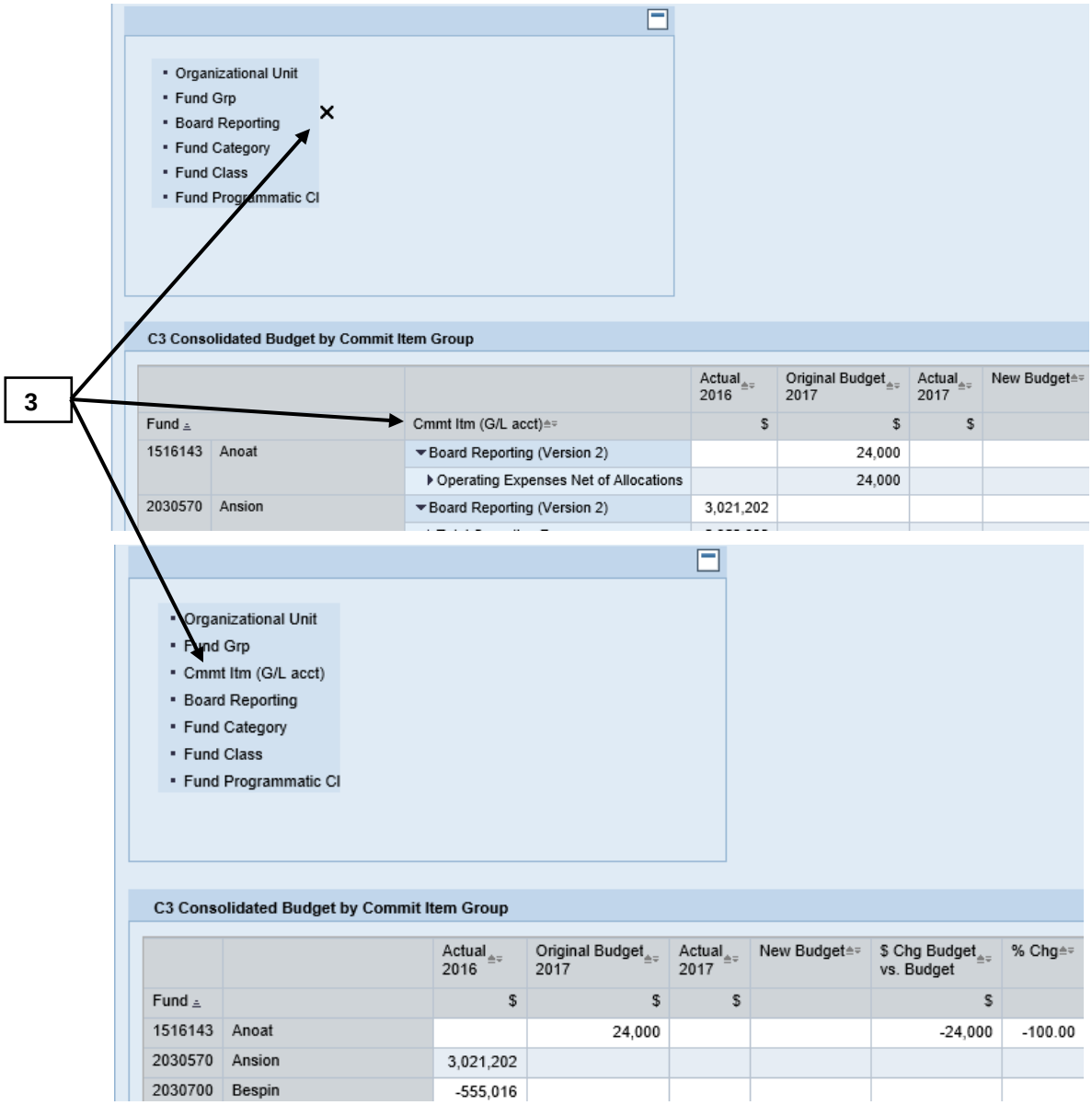
BW Based Reports (cont.)



2. **Release the mouse click to drop** the characteristic into a new column to the right of the vertical indicator - in this example, the report now has an added column with the drill-down by Commitment Itm (G/L Account) for the each Fund in the Fund column.

Note: The report now contains the detail of the new characteristic. The characteristic used for the drill-down is no longer listed in the Characteristic tray.

BW Based Reports (cont.)



3. To **remove a characteristic drill-down:**

- Click on the column heading and drag the characteristic back to the Select Characteristics tray until an **X displays anywhere in the tray** (**be careful not to place mouse over the other Characteristic options** as this will swap the columns versus removing the one column).
- **Release the mouse click to drop** back into this tray (there will be a **X** indicator as a reference that the mouse is in the tray).
- Note that the characteristic is now removed as a drill-down in the report and is listed in the tray as an option again.