Displaying Documents via Report Drill Down

Overview
This section outlines the “drill-down” process that is available for most SAP reports. The drill-down process is a research tool and provides more details about a particular line item or amount on a report. There are various stages of the report drill-down process, including viewing the document for a transaction amount.

Information Available on the Line Item Report Before Drilling Down
Scroll across the line item report and review all the columns of information displayed for the layout chosen (e.g. /DUKE). The information may be sufficient for research and no further drill-down is needed. Some examples of valuable columns are:

- The **Posting Row** (column may be abbreviated as PRw or similar) which identifies the corresponding line item for most accounting documents (original or supporting).
  
  *Note: If the posting row does not match to the correct line item in a document, use the Find button to locate the line item by amount or cost object.*

- The **Document type** (column may be abbreviated as DocTy or similar) which identifies the type of transaction (journal entry, invoice receipt payment, etc.).

- The **Reference** column which contains the **Assigned JV number** for journal entry documents to identify a departmental contact, or the vendor’s invoice number for Accounts Payable related documents.

All of these items are referenced and discussed in further detail for each type of Document outlined in this guide.

How to Drill-down in a Line Item Report for More Details
- Simply double click on the desired item in the report

  OR

- Click anywhere on the item and click on the Details button (button name may vary by screen or report).

  *Note: Repeat the above steps until no further research is needed.*
The Stages of Drill-down on a Report

There are various reports available in SAP with different levels of detail. The stages of drill-down depend on which level of report is being displayed. The diagram below outlines the levels of reports and how the drill-down will progress from each report until the source document is reached. For example, from a summary level report the drill-down will display a line item report. Each stage of the drill-down provides more and more details about the amount being researched.

- **Hierarchy Level Report**
  Contains higher level of summarization based on hierarchy of an organization within Duke.

- **Summary Level Report**
  Contains summarized amounts, usually by cost element, for columns like actual, commitment (encumbrance), plan (budget) and variance.

- **Line Item Report**
  Contains columns of specific details about each transaction amount (line item) that makes up the summarized totals for a cost element, etc. 
  *Note: A dialog box will prompt user to choose the type of line item report desired based on the column (actual, commitment, plan, etc.)*

- **Document**
  Proof of the business transaction and may be the original document or a supporting document (created when an original document is saved).

- **More Information**
  From a document, several options and screens are available depending on the type of transaction (known as Document Type) and whether it is an original or supporting document.

*Note: The reports above can be run individually as well.*