

## Conducting a Drill Down

One feature of the **Financial Summary Trends** page is that you can conduct a drill down on specific data points, which allows you to obtain a broader range of information about that specific data point across additional report tabs. By clicking on a specific data point on the **Financial Summary** tab, the page will populate the drilled-down results for that data on the following report tabs: **Account Type Detail**, **FOP Balances** and **Transactions**.

Drill downs may only be initiated from the **Financial Summary** report tab, cannot be conducted on totals, and will not carry over to the **Graphs** tabs, which always provide a five-year comparison of your financial data.

**NOTE:** If you are using the Firefox browser to view the **Financial Summary Trends** page, be aware that there is a bug in Firefox that may cause your row and column headings to disappear when you initially conduct a drill down. If this happens, simply hover over the row and column headings with your mouse and they should reappear.

### To Conduct a Drill Down

Step	Task
1.	On the <b>Financial Summary</b> report tab, click once on a data point that you want to know more about.  <b>NOTE:</b> When you conduct a drill down, the data field you clicked on should turn blue and the <b>Financial Summary Trends</b> report will show only the numbers for that data category. A hover box should also appear on screen providing additional details about that data point.
2.	To see the <b>Account Type Details</b> for the data point in this drill down, click the <b>Account Type Details</b> tab.
3.	To see additional information about this drill down in the remaining tabs, click on those report tabs individually.  <b>NOTE:</b> The drill down will not carry over to either of the <b>Graphs</b> tabs. Allow time for data to load in each report tab.

### To Undo a Drill Down

Step	Task
1.	To undo your drill down, click on the <b>Financial Summary</b> tab and locate the number you clicked on to drill down.
2.	Click once on the selected number again.  <b>NOTE:</b> The report tab should return to the state it was in before the drill down was conducted.