
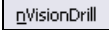

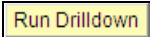


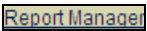


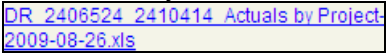



FIU02-Using nVision DrillDown Excel 2003

1.	<p>Click the desired field that you would like to drill on. Usually, this will be either an Expense or Revenue amount.</p> <p>Note: The field selected cannot contain an Excel formula e.g. Sum, Count etc.</p> 
2.	<p>Click the nVisionDrill menu.</p> 
3.	<p>Click the Drill menu.</p> 
4.	<p>A new PantherSoft browser window will open to the Run DrillDown page.</p>
5.	<p>Click the Run DrillDown button to execute the Journal DrillDown.</p> 
6.	<p>Depending on the security settings of your browser you may receive the following pop-up window.</p> <p>Click the Yes button.</p> 
7.	<p>Click the OK button.</p> 
8.	<p>Click the Report Manager link.</p> 
9.	<p>Click the Administration tab.</p> 
10.	<p>Depending on the DrillDown selected you may need to click the Refresh button periodically until the DrillDown report appears in the Report Manager. Usually this takes proximately 1 minute to display.</p> <p>The DrillDown report link will always begin with DR and will contain the name of the original report.</p>
11.	<p>Click an entry in the Details column.</p> 
12.	<p>Click an entry in the Name column.</p> 
13.	<p>Click the Open button or you can Save the report to your computer.</p> 
14.	<p>Review the DrillDown report results.</p>

15.	Congratulations! You have successfully used the nVision DrillDown feature in Excel 2003. End of Procedure.
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