

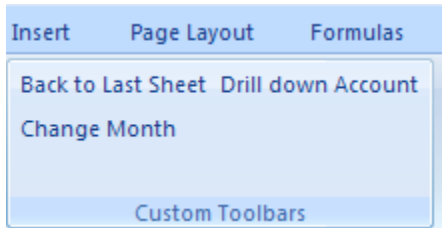


Using the Integrated Management Pack “Type D” Drill-down

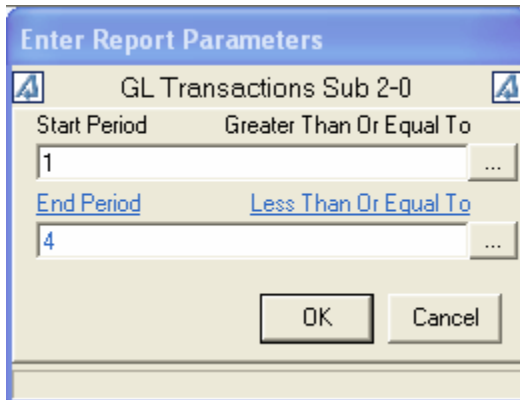
The Alchemex Management pack gives you the ability to drill-down on Income Statement and Balance Sheet figures, thus enabling you to view the balance content at transactional level.

Using the Drill-Down Account Feature:

- Click on any part of the row containing the account you want to interrogate. This could be from either the Income Statement or Balance Sheet.
- On the Drill-Down Toolbar, (On the left of the Excel 2003 < screen and under the “Add-Ins” tab of Excel 2007 click the "Drill-Down Account" button.



- The Ledger Transaction Details sheet will be displayed reflecting the transactions for the selected account
- The drill-down feature does not allow for the selection of a month to drill-down to, it will always show all transactions that were extracted as per the date range that was selected at the time of running the report. (In the example below, that would be period 1 to 4)



Enter Report Parameters

GL Transactions Sub 2-0

Start Period Greater Than Or Equal To
1 ...

End Period Less Than Or Equal To
4 ...

OK Cancel

- If your data sets are large it is best to run the ledger transactions out for 1 month only, i.e. the current month.
- To go back to the worksheet you were viewing before you "drilled down" click the "Back to last sheet" button on the Drill-Down toolbar.

NB: The Drill-Down feature relies on the account number being available in Column A. Column A can be hidden, but if deleted it will prevent the operation of the drill-down feature

I Cannot find the Drill-Down Account Toolbar:

- Press Alt-F8 (or Select, Tools, Macro, Macros, from the menu bar)
- Select the macro named "Build Drill-Down toolbar"
- Select the Run button to run the macro
- The toolbar should now be visible again

OR

- Save the workbook, Close it then open it again