



**UK** UNIVERSITY OF KENTUCKY

# **Business Information Warehouse**

## **Enhanced BW Web Report Printing**

# Enhanced BW Web report printing

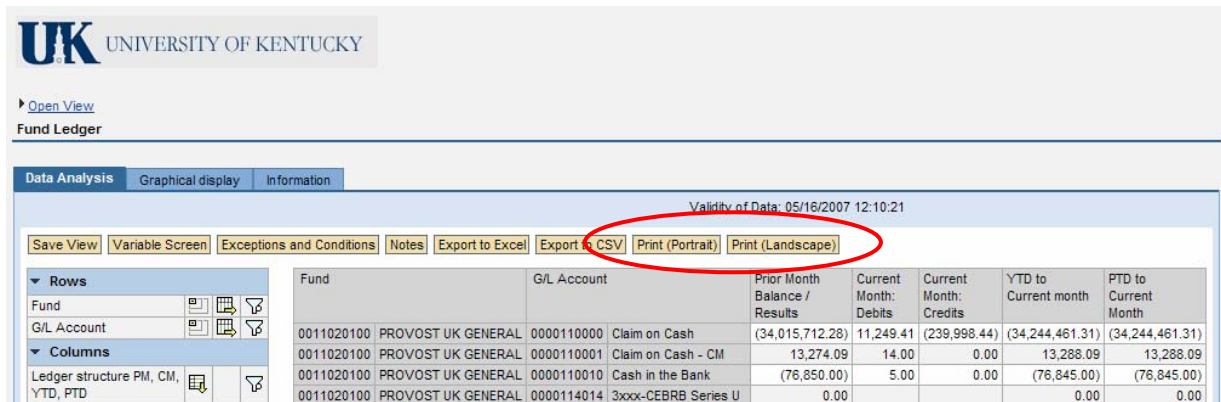
## Main features:

1. Web page grid lines displayed on printout
2. Page column headers displayed on each new web page
3. Multiple page printing with a single click
4. Choice between Portrait & Landscape layouts, directly from the web reports
5. Ability to adjust columns and layout

## How to Activate enhanced BW web reporting

- Execute any web report as you normally would.

Note the additional icons now available:  



UK UNIVERSITY OF KENTUCKY

Open View  
Fund Ledger

Data Analysis Graphical display Information

Validity of Data: 05/16/2007 12:10:21

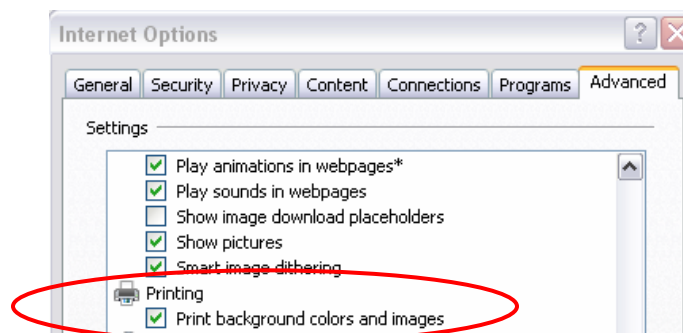
Save View Variable Screen Exceptions and Conditions Notes Export to Excel Export to CSV **Print (Portrait)** **Print (Landscape)**

Fund	G/L Account	Prior Month Balance / Results	Current Month: Debits	Current Month: Credits	YTD to Current month	PTD to Current Month
0011020100	PROVOST UK GENERAL 0000110000 Claim on Cash	(34,015,712.28)	11,249.41	(239,998.44)	(34,244,461.31)	(34,244,461.31)
0011020100	PROVOST UK GENERAL 0000110001 Claim on Cash - CM	13,274.09	14.00	0.00	13,288.09	13,288.09
0011020100	PROVOST UK GENERAL 0000110010 Cash in the Bank	(76,850.00)	5.00	0.00	(76,845.00)	(76,845.00)
0011020100	PROVOST UK GENERAL 0000114014 3xxx-CEBRB Series U	0.00			0.00	0.00



### Note

Make sure your Internet Options have the “Print background colors and images” option checked under “Printing” in the Advanced settings. How? On the menu bar, click on **Tools**, **Internet Options**, and the tab labeled **Advanced**. This only needs to be done once. Click on **OK** to close the Internet Options box.



- Select **Print (Portrait)** or **Print (Landscape)**.

A new web page will be displayed as seen below.

The screenshot shows the University of Kentucky Fund Ledger report. At the top, the UK logo and 'UNIVERSITY OF KENTUCKY' are visible. Below that, the report title 'Fund Ledger' is shown. The current user is 'DCLAUNCH' and the validity of data is '05/16/2007 12:10:21'. A red oval highlights a vertical dashed line on the right side of the page. A Microsoft Internet Explorer dialog box is overlaid on the table, displaying a warning icon and the message: 'Please setup this page to portrait mode before printing'. The dialog box has an 'OK' button.

Fund	G/L Account	Prior Month Balance / Results	Current Month: Debits	Current Month: Credits	YTD to Current month	PTD to Current Month
0011020100	PROVOST UK GENERAL 0000110000	Claim on Cash (34,015,712.28)	11,249.41	(239,998.44)	(34,244,461.31)	(34,244,461.31)
0011020100	PROVOST UK GENERAL 0000110001	Claim on Cash - CM 13,274.09	14.00	0.00	13,288.09	13,288.09
0011020100	PROVOST UK GENERAL 0000110010	Cash in the Bank (76,850.00)	5.00	0.00	(76,845.00)	(76,845.00)
0011020100	PROVOST UK GENERAL 0000114014	3xxx-CEBRB Series U 0.00			0.00	0.00
0011020100	PROVOST UK GENERAL 0000130004	AR - Federal Sponsor 0.00			0.00	0.00
0011020100	PROVOST UK GENERAL 0000130010	AR-Other University 130,801.81			130,801.81	130,801.81
0011020100	PROVOST UK GENERAL 0000130030	AR-Student from PSCD 44,005.41	150.00	(6.00)	44,149.41	44,149.41
0011020100	PROVOST UK GENERAL 0000130100	AR-Institu SFA 208,223.65			208,223.65	208,223.65
0011020100	PROVOST UK GENERAL 0000130101	AR-Instit SF (208,223.65)			(208,223.65)	(208,223.65)
0011020100	PROVOST UK GENERAL 0000131040	AR - Grants (900.00)			(900.00)	(900.00)
0011020100	PROVOST UK GENERAL 0000138200	AR - Genen 13,900.00			13,900.00	13,900.00
0011020100	PROVOST UK GENERAL 0000160100	PSCD Fund 50.00			50.00	50.00
0011020100	PROVOST UK GENERAL 0000210000	Accounts Pa (36,623.10)			(36,623.10)	(36,623.10)
0011020100	PROVOST UK GENERAL 0000210110	GRMR (22,052.00)			(22,052.00)	(22,052.00)
0011020100	PROVOST UK GENERAL 0000219100	Procard Pay (2,630,119.53)			(2,630,119.53)	(2,630,119.53)
0011020100	PROVOST UK GENERAL 0000220000	Payroll Deposits (27,133,144.45)			(27,133,144.45)	(27,133,144.45)
0011020100	PROVOST UK GENERAL 0000400620	Tuition-Disc GenFund (139,790.69)			(139,790.69)	(139,790.69)
0011020100	PROVOST UK GENERAL 0000404610	Fees - Music (800.00)			(800.00)	(142,329.50)
0011020100	PROVOST UK GENERAL 0000406610	Fees-Undergrad Appl (39,292.21)	0.00	(150.00)	(39,442.21)	(1,314,281.09)
0011020100	PROVOST UK GENERAL 0000406630	Fees - Reinstatement				(66,117.54)
0011020100	PROVOST UK GENERAL 0000406650	Fees-Late Registratr (100.00)			(100.00)	(119,736.42)
0011020100	PROVOST UK GENERAL 0000406660	Fees-Student Misc.				(1,153,004.80)
0011020100	PROVOST UK GENERAL 0000408610	Tuition - CIS				(33.92)
0011020100	PROVOST UK GENERAL 0000409000	Stud Fee Conversion (6,061.32)			(6,061.32)	(9,338.74)
0011020100	PROVOST UK GENERAL 0000412000	Appro - Farm Safety (100.00)			(100.00)	(100.00)
0011020100	PROVOST UK GENERAL 0000414101	Grants - ST Noncap				(500,000.00)
0011020100	PROVOST UK GENERAL 0000414103	SFA - State 418.24			418.24	418.24
0011020100	PROVOST UK GENERAL 0000415000	Fed Grant-Dir Noncap (4,400.00)			(4,400.00)	(4,400.00)
0011020100	PROVOST UK GENERAL 0000420100	Operating Gifts				(82,212.32)
0011020100	PROVOST UK GENERAL 0000440021	Commissions - Other				(1,918.80)
0011020100	PROVOST UK GENERAL 0000440023	Commissions-Vending				(90,126.00)

The message shown above is a reminder to change your printer settings to the appropriate mode: portrait or landscape.

- Simply click **OK** to close the message.

## Adjust the page layout

The dotted line (circled on the previous screen shot) indicates the respective widths of portrait / landscape layouts. This will allow you to see which columns will fit and which will not. You can adjust your column widths to fit the page.

### Note

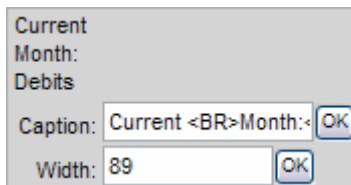
Internet Explorer (IE7) will automatically fit the page for you, when **Shrink To Fit** is selected from the Print Preview menu.



- Move your mouse over the column heading you want to adjust until the heading is underlined.

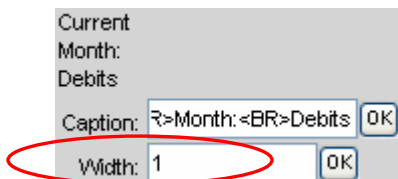


- Click on the underlined heading to get:



The Caption is the text in the heading. You can change the Caption text, as well as adjust the Width of the column, or both.

**TIP:** If you enter the number 1 (as shown below) in the Width column, the column will automatically adjust to accommodate the widest entry.

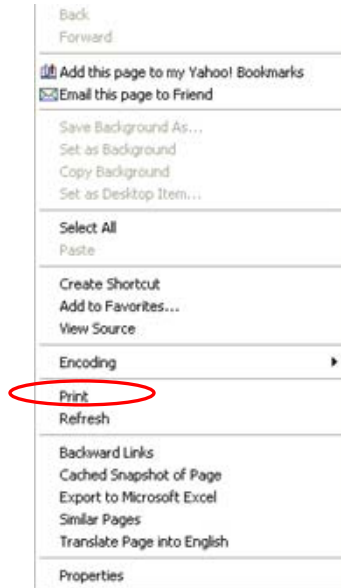


- Click **OK**. (It doesn't matter which one.)
- Repeat for other columns as needed.

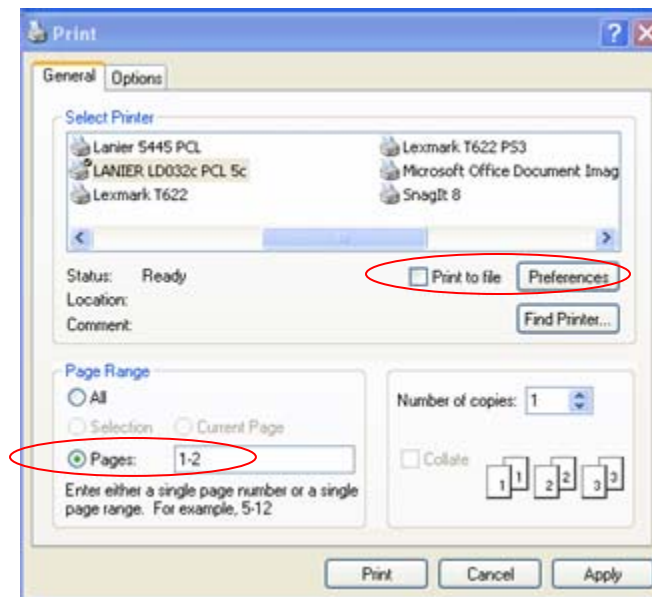
## Printer Settings

- Right-click anywhere on the page to display the browser context menu.

(The options available may vary depending on the browser you use.)



- Select **Print**.
- Select **Preferences**.
- Select the correct Orientation: Portrait or Landscape.
- Select **OK**.
- Enter the number of copies and pages you want to print.



**TIP:** If using a version of Internet Explorer earlier than 7.0, start by printing 1 or 2 pages only, to determine the length of the document.

Internet Explorer 7.0 has an option on the Print menu to Print Preview, which will let you see the total number of document pages before you print.

Print preview:



- Click .