



UK UNIVERSITY OF KENTUCKY

Business Information Warehouse

Enhanced BW Web Report Printing

Enhanced BW Web report printing

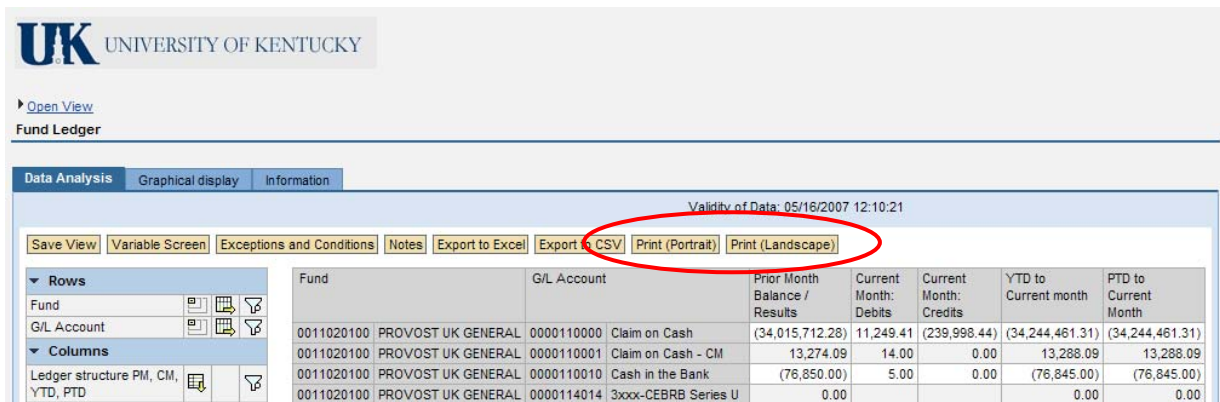
Main features:

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

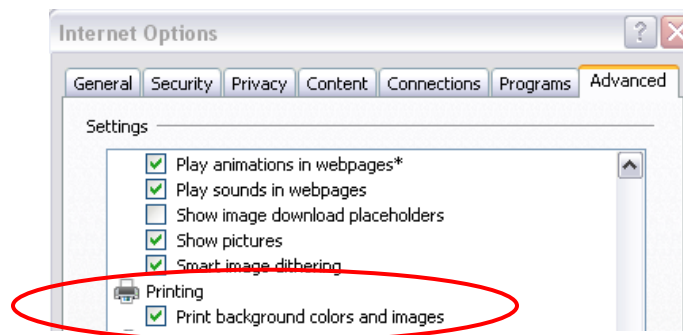
Save View Variable Screen Exceptions and Conditions Notes Export to Excel Export to CSV **Print (Portrait)** **Print (Landscape)**

| 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 |



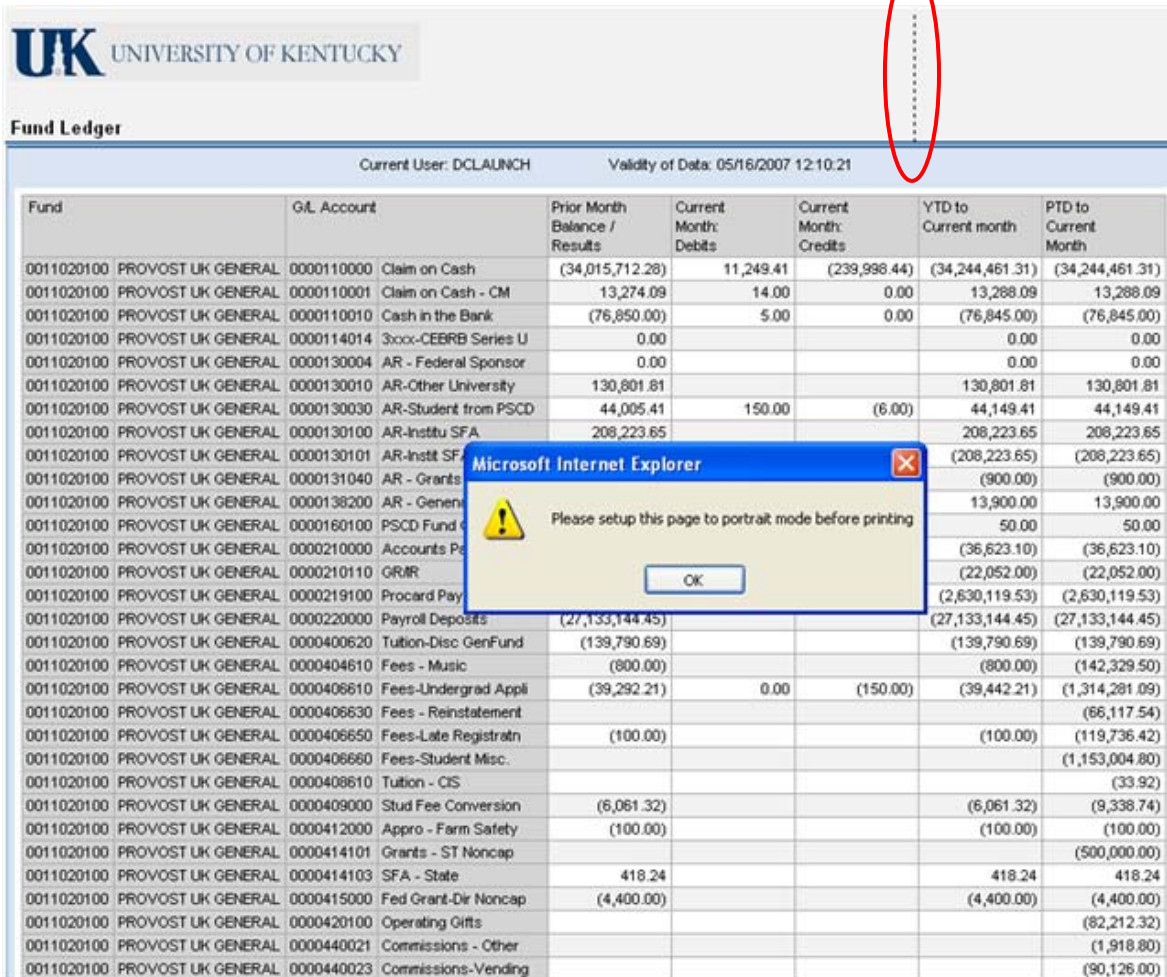
Note

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.



UK UNIVERSITY OF KENTUCKY

Fund Ledger

Current User: DCLAUNCH Validity of Data: 05/16/2007 12:10:21

| 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 | GRNR (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

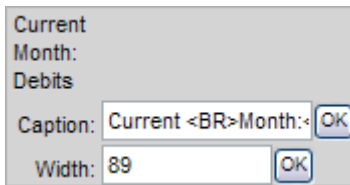
Internet Explorer (IE7) will automatically fit the page for you, when **Shrink To Fit** is selected from the Print Preview menu.



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

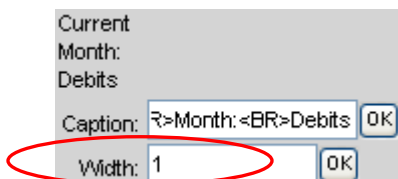


- Click on the underlined heading to get:



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.

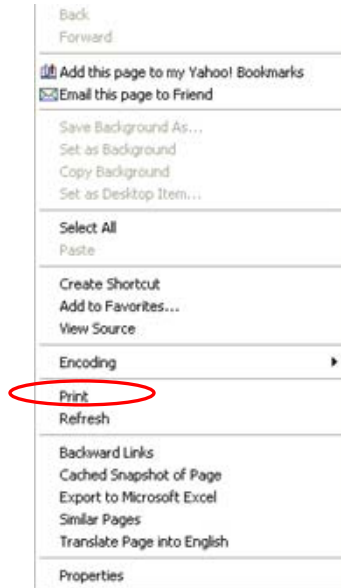


- Click **OK**. (It doesn't matter which one.)
- Repeat for other columns as needed.

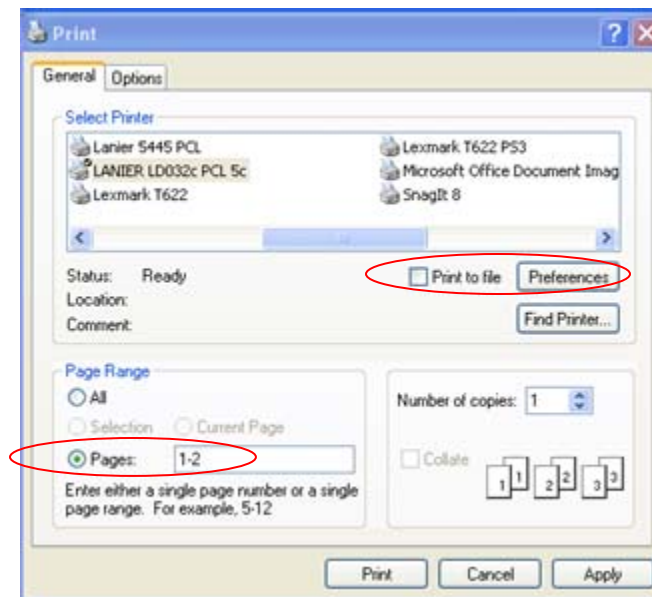
Printer Settings

- 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 .