Grants Reconciliation – BW Reporting

Start by going to myUK.

Click on the BW Web Reporting “beach ball” on the right of the screen.

When BW opens Click on:

FI Ledger Sheets

Grants Management

Grant Line Item Detail
You will need to enter:

- Fiscal Period/Year
- Grant

Click on Check to make sure the grant and time period is correct

Then click Execute
No need to change anything on this report.

Click Print to Landscape
When you go to print, a pop up box will remind you to adjust the printer settings to Landscape

Attach this report with any documentation for Travel, Sub Contracts, Fees, etc.

At this time, do not worry about salary unless you notice an issue.