## Quick Reference Card - Basic BW Exporting Reports



**Process:** Business Warehouse reports can be modified to meet the specific needs of the users. The following steps will show you how you can export reports to Excel or as a CSV (comma-delimited) file. This is handy if you want to use the data in Access, Crystal, or Brio. *Suggestion:* Export large reports to CSV, since Excel has a limit of around 65,000 lines.

The techniques described may be used on any BW report. See related Quick Reference Cards (QRCs) for more information: **BW Reports – Entering Variables**, **BW Using Context Menus**, **BW Saving A View**, **BW Opening A Saved View**, and QRCs covering the details of various reports.

Role: Authorized Users

Frequency: When needed

BEGINNING STEPS	
After logging into the myUK portal, click on the <b>BW Web Reporting</b> icon.	BW Web Reporting
BW REPORT (WELCOME SCREEN)	
Click on the triangle next to the report group and any subsequent groups to get to the reports.	<ul> <li>FI Financial Accounting</li> <li>Master data analysis</li> <li>Special Ledger</li> <li>Funds Management / Budget Control</li> </ul>
Click on the name of the report, <i>not</i> the icon 📕 to the left of it.	Eunds center balances : Bud vs Act w/std bier, KMSF fund grp Funds center balances : Budget vs Actual Funds center balances : Budget vs Actual with std hierarchy
VARIABLES (REPORT PARAMETER SCREEN)	
Enter the variables you wish to use for the report along with any required variables.	
When you have set all the variables, click on the <b>Execute</b> button.	Execute Check
EXPORTING	
To export to Excel:	
Click on the Export to Excel button.	Notes Export to Excel Export to CSV Pr

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When the <b>File Download</b> box appears, click on the <b>Save</b> button.	File Download       Image: SAP46YO6SNPKA04W1KDZFC903GCK.xls         Image: SAP46YO6SNPKA04W1KDZFC903GCK.xls       Type: Microsoft Excel Worksheet, 23.1 KB         From: mybw.iris.uky.edu       Image: Cancel         Image: While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?
Select where you want to save the file using the <b>Save in</b> field.	Save in: 🞯 Desktop
Enter a name for your report in the <b>File Name:</b> field.	File name:         Funds Center 1018454521 2007 August
Click on the <b>Save</b> button.	Save
To export to CSV:	
Click on the Export to CSV button.	Notes Export to Excel Export to CSV Pr
When the file appears, click on <b>File</b> in the browser menu.	<b>https://</b> File Edit
Click on <b>Save As</b> .	New  Open Ctrl+O Edit Save Save As Page Setup
Select where you want to save the file using the <b>Save in</b> field.	Save in: 🞯 Desktop
Enter a name for your report in the <b>File Name:</b> field.	File name:         Funds Center 1018454521 2007 August
Change <b>Save as Type:</b> to Text File (*.txt)	Save as type: Text File (*.txt)
Click on the <b>Save</b> button.	Save

The following tools to help you are on the myHelp website.

Course Material 

Transaction Procedures
Transaction Simulations
Online Feedback Form