Quick Reference Card – Business Warehouse BW Report – 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, especially if using Excel 2003.

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

Role: Authorized Users

Frequency: When needed

Entering BW Web Reporting	
After logging into the myUK portal, click on the BW Web Reporting icon	IRIS Launch Pad From here you can select a system to launch.
Click on the triangle next to the report group and any subsequent groups to get to the reports	User Favorites and Roles Welcome FI Budget FI Financial Accounting Master data analysis Special Ledger Funds Management / Budget Control Hannual 2 year Comparison - Budget versus Actual
Click on the name of the report, not the icon to the left of it	Funds center balances : Bud vs Act w/std hier, KMSF fund grp Funds center balances : Budget vs Actual Funds center balances : Budget vs Actual with std hierarchy
Entering Variables	
Note: For details on entering variables, see the Entering Variables Quick Reference Card on <i>myHelp</i> .	
Enter any required variables	Variables for Ad Hoc Report Fiscal Period/Year (Required) (*) Company Code (Required) (*) UK00 UK00 UKversity of Kentucky
Enter any optional variables	Fund groups (Optional)



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