ACTUAL DETAILS

WHY:
The Actual Details report shows all transactions that were processed on your account number for a given period of time. This allows you to check each transaction to make sure that it is correct and legitimate. By running this report each month, you are able to keep your account balances up-to-date and avoid surprises and rushed corrections at the end of the fiscal year.

HOW TO:
1. Log on to myUK to see if the previous month has closed (including financials being uploaded to BW). This information is located on the right hand side of the screen under IRIS News (on launch pad tab). This usually happens in the first 5 business days of the following month (i.e. March closed on April 4th).

2. Gather all financial information from the month you are reconciling. This includes copies of DAV’s, JV’s, check transmittals, travel vouchers, invoices, Procard edits, etc.
3. Run the **FM Actual Details** report in BW. From the launch pad in myUK, click on **BW Web Reporting**.

4. The BW Web Application will open. Click on the **FI Ledger Sheets** section. You may have to click on this twice.
5. Click on **Funds Management / Budget Control**. You may have to click on this twice.

6. Click on **FM Actual Details**.
7. The BW Variable Screen opens. You will need to enter three pieces of information:
   a. **Fiscal Period / Year** - the month for which you are reconciling. Be sure to enter a “from” date & a “to” date. Also be sure to use fiscal period/year, not calendar month & year.
   b. **Funds Center Department**
   c. **Fund Center**

8. Click **Check** to make sure there are no errors.
9. If no errors are returned, click **Execute**.

![Image showing the Variables Entry window with columns and Execute button highlighted.]

10. The report will open. You can minimize the amount of information returned by removing columns that do not provide necessary information. For this report you can remove the following columns:
   a. Bus partner ref 1
   b. Bus partner ref 2
   c. Order
   d. Ref key for line itm

11. To remove these columns, click on the **Remove from Drilldown** icon next to the column header. Do this for each column you would like to remove.

![Image showing the report with the Remove from Drilldown icon highlighted.]

**Click on this icon to remove a column from the report.**
12. Set Results Rows as you need them.
   a. To REMOVE results rows:
      i. Right click on the column header to the right of the column that you do not want to total (the same column that the word “RESULT” appears in)
      ii. Choose Properties
      iii. Click on the drop down box for Suppress Results Rows
      iv. Choose Always
      v. Click on the yellow Transfer button
      vi. The undesired results rows should be removed
   b. To INSERT results rows:
      i. Right click on the column header to the right of the column that you do want to total
      ii. Choose Properties
      iii. Click on the drop down box for Suppress Results Rows
      iv. Choose Never
      v. Click on the yellow Transfer button
      vi. The desired results rows should appear.

13. FOR EXAMPLE: The report shown below is totaled by Posting Date and by Fund Center. I want the report to total by G/L Account and by Fund Center.
a. Right Click on the column header “FI doc:doc.number” because this is the column to the right of the Posting Date column, which I don’t want to total. A white box will appear.
b. Choose Properties.

c. From the next box, clip on the drop down arrow for the “Suppress Results Rows” box. Choose Always. (Because you always want the results rows to be suppressed)
d. Click on the Transfer button. The yellow results rows for the Posting Date column should be removed from the report as shown below.
e. Now right click on the column header “Posting Date” because this is the column to the right of the column G/L account, which we want to total. Click on Properties.

f. From the drop down list for the “Suppress Results Rows” box, choose Never. (Because you never want to suppress the results of the G/L account column). Click on Transfer.

g. The yellow results rows should appear for the G/L account column as shown below.
14. To print this report, click on the yellow box Print (Landscape). A pop up box will appear. Click OK.

15. Another pop up box will appear reminding you to set the page to Landscape. Click OK.

16. Right click anywhere on the screen. Choose Print Preview from the box.
17. Click on the Landscape Icon at the top of the Print Preview screen. This will orient the report so that all columns are visible when you print.

18. Click on the Printer icon to print the report.

19. Check off each item for which you have back up documentation. If there are any items for which you do not have documentation, begin gathering documentation from the source of the transaction (vendor, UK department, etc).