

From: URFINANCIALSUSERS on behalf of [UR Financials](mailto:URFINANCIALSUSERS@LISTS.ROCHESTER.EDU)
 To: URFINANCIALSUSERS@LISTS.ROCHESTER.EDU
 Subject: UR Financials Newsletter vol 34
 Date: Friday, October 09, 2015 2:47:41 PM
 Attachments: [image002.wmz](#)
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This UR Financials Newsletter Contains recent system updates and changes within the UR Financial (Workday) system. Previous volumes are located on the UR Financials web site [Newsletter](#) page in printable (pdf) form.

[Announcements](#)
[New Reports](#)
[Updated Reports](#)
[Deprecated Reports](#)
[Tips and Tricks](#)

Volume 34.0 as of October 9, 2015.

Item	Impacted Users	Topics of Interest	Effective Date	Support Contact																												
<p style="text-align: center;">Announcements:</p> <p>All Users</p> <ul style="list-style-type: none"> The Genius Bar on October 12th will be rescheduled to a later date this month. The new date will be communicated on the UR Financials website and emailed to all users in the URFINANCIALSUSERS list serve. Users who have signed up will be notified and asked to reregister for the new date/time. Reminder: For month end reporting support, please contact your UR Financials Champion. October's User Group Meeting has been cancelled for this month. This event will resume in November at its standard time. A UR Financials Non-Grant, Non-Project Reporting class date has been added for December. Note: New employee registrations have priority within all class Sign Ups. Reminder: Monthly financial reports for September became available on Wednesday October 7th, 2015. 																																
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<p style="text-align: center;">Tips and Tricks</p> <p>4.0 Excel 2010 Tip</p> <p>In Excel 2010 there are several keyboard shortcuts for user who prefer to type, rather than use their mouse to point and click to perform common tasks. See this partial list below from on the Microsoft Office site.</p> <table border="1"> <thead> <tr> <th>Key</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>CTRL+PgUp</td> <td>Switches between worksheet tabs, from left-to-right.</td> </tr> <tr> <td>CTRL+PgDn</td> <td>Switches between worksheet tabs, from right-to-left.</td> </tr> <tr> <td>CTRL+SHIFT+(</td> <td>Unhides any hidden rows within the selection.</td> </tr> <tr> <td>CTRL+SHIFT+&</td> <td>Applies the outline border to the selected cells.</td> </tr> <tr> <td>CTRL+SHIFT_</td> <td>Removes the outline border from the selected cells.</td> </tr> <tr> <td>CTRL+SHIFT+~</td> <td>Applies the General number format.</td> </tr> <tr> <td>CTRL+SHIFT+\$</td> <td>Applies the Currency format with two decimal places (negative numbers in parentheses).</td> </tr> <tr> <td>CTRL+SHIFT+%</td> <td>Applies the Percentage format with no decimal places.</td> </tr> <tr> <td>CTRL+SHIFT+^</td> <td>Applies the Scientific number format with two decimal places.</td> </tr> <tr> <td>CTRL+SHIFT+#</td> <td>Applies the Date format with the day, month, and year.</td> </tr> <tr> <td>CTRL+SHIFT+@</td> <td>Applies the Time format with the hour and minute, and AM or PM.</td> </tr> <tr> <td>CTRL+SHIFT+!</td> <td>Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.</td> </tr> <tr> <td>CTRL+SHIFT+*</td> <td>Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report.</td> </tr> </tbody> </table>					Key	Description	CTRL+PgUp	Switches between worksheet tabs, from left-to-right.	CTRL+PgDn	Switches between worksheet tabs, from right-to-left.	CTRL+SHIFT+(Unhides any hidden rows within the selection.	CTRL+SHIFT+&	Applies the outline border to the selected cells.	CTRL+SHIFT_	Removes the outline border from the selected cells.	CTRL+SHIFT+~	Applies the General number format.	CTRL+SHIFT+\$	Applies the Currency format with two decimal places (negative numbers in parentheses).	CTRL+SHIFT+%	Applies the Percentage format with no decimal places.	CTRL+SHIFT+^	Applies the Scientific number format with two decimal places.	CTRL+SHIFT+#	Applies the Date format with the day, month, and year.	CTRL+SHIFT+@	Applies the Time format with the hour and minute, and AM or PM.	CTRL+SHIFT+!	Applies the Number format with two decimal places, thousands separator, and minus sign (-) for negative values.	CTRL+SHIFT+*	Selects the current region around the active cell (the data area enclosed by blank rows and blank columns). In a PivotTable, it selects the entire PivotTable report.
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