

From: [URFINANCIALSUSERS](#) on behalf of [UR Financials](#)
To: URFINANCIALSUSERS@LISTS.ROCHESTER.EDU
Subject: Volume 45 as of January 11, 2016
Date: Monday, January 11, 2016 7:13:47 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)



Volume 45 as of January 11, 2016

Announcements

- NCL Basic Reporting instructor led class on [January 13th](#), has **changed its location** to accommodate more registrants. The new location is River Campus: [Meliora Hall room 210](#).
[Seats are currently available for the January 13th class. Sign up to attend.](#)
- Need guidance on running month end reports? Come to our **Genius Bar on January 12th**. Serving answers to your UR Financials reporting questions from 1- 3PM. [Sign up](#) for a timeslot with our experts.
- The **January's User Group** meeting will be held on [January 20th](#). [Sign up today!](#) The agenda will include demonstrations on report prompting, along with UR Financials updates.
- Next UR Financials Newsletter will be sent on [January 25th](#).

New Reports

None at this time

Updated Reports

The Operating Program Trends Summary **URF0957** and Operating Program Trends Summary (NCL) **URF0958** reports have been updated to now expand categories exported to Microsoft Excel. Categories that can expand include; Total Operating Revenues, Salaries and Wages, Fringe Benefits, All Other Operating Expenses, Total Capital Expenditures and Total Non Operating

Deprecated Reports

None at this time

Activities.

The screenshot shows an Excel spreadsheet with a financial report. The report is titled "Operating Program Trends Summary (NCL) URF0958". It includes columns for "Company" (Total University), "Organization", "Period" (FY2016 - January), and "UR Operating Program". The report is grouped, with a plus sign (+) next to the "Expenses" group. The "Expenses" group is expanded, showing "Total Operating Expenses" of 45,800.77, "Total Non Operating Activities" of 0.00, and "Total Capital Expenditures" of 0.00. The "Total Net Activity" is 45,800.77.

Tips and Tricks

How to Expand and Collapse Rows in Microsoft Excel

A user can export **grouped** results to Microsoft Excel from the following reports:

1. Operating Program Trends Summary **URF0957**
2. Operating Program Trends Summary (NCL) **URF0958** reports

While in Excel, expand the grouped, or sub grouped results by selecting the Plus (+) sign icon once. This will show all items at that level. This may include sub groups as well.

Once expanded, the sign will turn to a Negative (-), as it toggles the information shown.

The screenshot shows a small portion of the Excel spreadsheet. Row 14 is "Salaries and Wages" with a value of 20,253.37. Row 15 is "50000: Salaries and Wages" with a value of 7,020.21. The "Salaries and Wages" row is collapsed, indicated by a minus sign (-) in the left margin.

Select the Negative sign to collapse.

The screenshot shows a portion of the Excel spreadsheet with several rows expanded. The rows are: "Total Operating Revenues" (8), "Salaries and Wages" (14), "Fringe Benefits" (29), "All Other Operating Expenses" (32), "Total Operating Expenses" (126), "Total Non Operating Activities" (128), and "Total Capital Expenditures" (130). Each row has a plus sign (+) in the left margin, indicating it is expanded.

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.

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[TICKET=NzM2MDA0IGNpbmR5LmZyb250ZXJyZUBST0NIRVNURVluRURVIFVSRklOU5DSUFMU1VTRVJlOn5qjKaJaqt&c=SIGNOFF](#)