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
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

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.

Select the Negative sign to collapse.

Tips and Tricks

How to Expand and Collapse Rows in Microsoft Excel

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