

# GM097 "Sponsored Project Actuals Balance Report"

## ASRSP Formatting Recommendations

9/24/2019

x Please note related job aids:

o How to Schedule CD92.3 (e)-.45j6 (e)-two new weehu CD92.3rin CD92.3gtey

x The Cognos email will arrive with an Excel GM097 at

x The Excel file has three possible worksheets:

o Non-clinical Portfolio

f (610, 620, 630, and 650 non-clinical sponsor

share accounts)

o Clinical Portfolio (640 clinical trials)

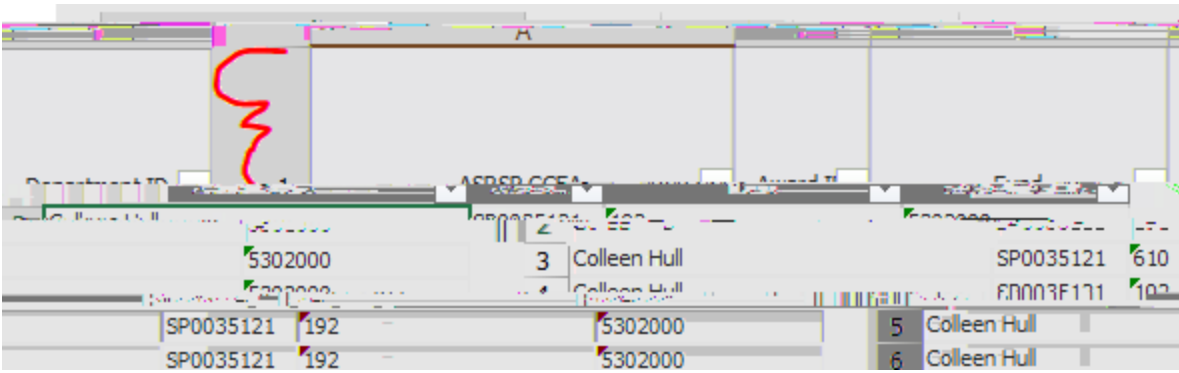
o Appendix Page (summary of run parameters)

x Save an unedited version of the Excel file for potential future use for ease of use and potential further distribution. Further

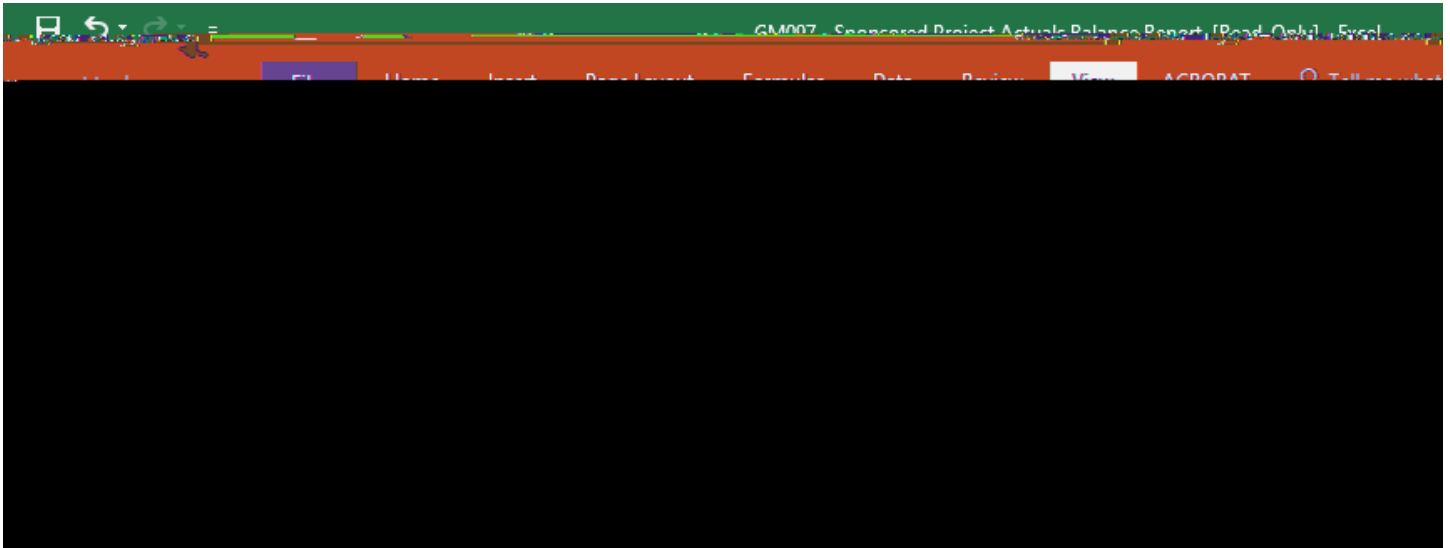
x On both Non-clinical Portfolio and Clinical Portfolio tabs

x Note the final row on each Portfolio worksheet data: "Total Invoiced Total" for the "Current Period" regardless of the fiscal year and account period." ASRSP recommend use "Current Period" run

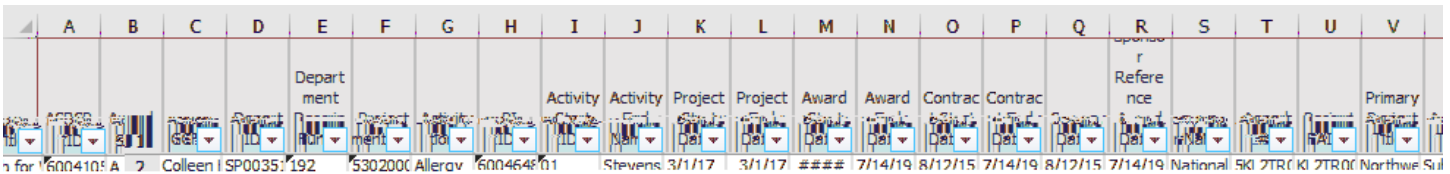




x With Row 1 selected go the View menu and select Freeze Panes and Freeze Top Row.



x Select all columns A through AM. If you reduce the width of one column now it will reduce all columns:



x Now with all columns A through AM still selected, hover over one of the column separators as though you're going to reduce the width again, but instead double click it. This auto fits all column widths to their data while also allow the top row (frozen and filtered) to wrap:

