GM097 "Sponsored Project Actuals Balance Report"

ASRSP Formatting Recommendations

9/24/2019

- x Please note related job aids:
 - o How to ScheduCD92.3 (e)-.45j6 (e)-twoeweweehuCD92.3rrinCD92.3gtey
 - x The Cognos email will arrive with an Excel GM097 a
 - x The Exel file has three possible worksheets:
 - o Non-clinical Portfolio
 - f (610, 620, 630, and 650 notinical spo 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 potentia for ease of use and potential further distribution. Furt
 - x On both Nonclinical Portfolio and Clinical Ptolio tabs

x Note the final row on each Portfolio worksheet data: invoiced total regardless of the fiscal year and accou period." ASRSP recommend use "Current Period" ru

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

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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 doubliek it. This autolits all colum widths to their data while also allow the top row (frozen and filtered) to wrap:

