How to Excel with CUFS (Excel 2010) Part 1

Course Manual





1.	Extracting data from CUFS	
1.1	Obtaining data by using on-line enquiries	1
	Summary Templates	1
	Customising your enquiry view using folder tools	2
	Exporting your enquiry	3
	Saving it as an Excel file	4
4.0	For antiana Demant	-
1.2	Exporting a Report	5
	Saving as a text file	5
	Chapting tage breaks in word	0
	Opening text me in Excer	1
2	Excel Basics	
21	Customising the Quick Access tool bar	9
2.1	Customising the whick Access tool bai	5
22	Customising the Ribbon	10
		10
23	Moving around large spreadsheets	12
2.0	nio mig alouna largo oproudonoolo	12
2.4	Formatting columns' width	13
	All columns	13
	Just one column	14
2.5	Formatting date fields	15
2.0	r ormatting date holds	10
2.6	Formatting numbers and working with currencies	16
	Column headings	16
	Formatting numbers	16
		-
2.7	Reconciling data back to CUFS	18
	5	
3.	Simple Functions	
3.1	Combining debits and credits into one column	19
••••	Copying formula all the way down a spreadsheet	20
	Conving text/formula across a specific range of cells	20
		20
32	Conv-Paste Special	21
0.2		21
2 2	Extracting data from existing cells	? ?
5.5	The 'Mid' function	22
		22
	Left and Right functions	.22
3.4	Find function	23
3.5	Find and Replace Function	23
4.	Data Functions	
4.1	Text to column	24
	Before you start	24
	Splitting	24

4.2	Sorting Data	26
4.3	Sub-totalling	28
	Pre-requisites	28
	Adding sub-totals	28
	Nested subtotals	29
	Removing subtotals	29
4.4	Filtering	30
	Before you begin	30
	AutoFilter	30
	Applying additional filters	31
	Adding totals	31
	Copying filtered information	32
	Removing filters	32

Appendix

Α	Configuring your pc to allow automatic export of queries to Excel	33
В	Excel navigation keys	37

1. Extracting Data from CUFS

1.1 Obtaining data by using online enquiries

The General Ledger (GL) module allows you to review detailed balances and transactions within your accounts on screen. Online account enquiries can be used for various purposes, such as:

- Reviewing income/expenditure balances on a particular account or range of accounts
- Looking at expenditure against budgets (variances) and then "drilling down" to see the detail behind the balances
- Reviewing invoices posted from Accounts Payable to a general ledger account;
- Look at income posted from Accounts Receivable into trading/donations accounts

In CUFS, from your GL Navigator screen:

Enquiry \rightarrow Account

In the Account Enquiry screen you will need to decide whether you want to look at a range of accounts or just one specific account, e.g. **U.AG.AGBG.AAAA.EPZZ.0000** Fill in the boxes as follows:

Eile Edit View Folder Tools With Users	can choose a single month e.g. JUL-11 to JUL-11 or e. When choosing a range, users can also cross	
Account Inquiry (CAPSA)	ial years if desired e.g. JUL-11 to OCT-11	K R ≥
Selection Criteria Accounting Periods From JUL-11 To JUL-11	Currency Single Currency Currency Currency Currencies Default type is Defaul	Currency Type • Entered • Translated
Primary Balance Type Second • Actual • Budget • Encumbrance Summary Template	Iary Balance Type nge budget ce Budget Encumbrance Type To query back more than one code combination in a single line, use a Summary template (see 1.2 below)	Factor Units Thousands Millions Billions
U.AG.AGBG.AAAA.EPZZ.0000 Description UC.Finance.Training.Chest Non P	Payroll.Other/ General Printing.Default	
Show Balances	Show Journal Details	Show Variance

Summary Templates

Templates allow you to group together and obtain balances for the following account code combinations:

- transactions for a particular cost centre and source of funds combination
- all transactions on a particular cost centre
- all transactions on a particular source of funds

Su	immary Templates (2000000)	•••••••••••••••••••••••••••••••••••••••	<]	
F	indSummaryD.D.%			Using the highlighted example D.D.D.T.T:
	Template Name	Template		
	Summary D.D.D.D.T.TE.T Summary D.D.D.D.T.TE.T Summary D.D.D.T.T.T. Summary D.D.D.T.TIE.T Summary D.D.T.D.TIE.T	D.D.D.D.THET D.D.D.D.THET D.D.D.T.THET D.D.D.T.THE.T D.D.T.D.THE.T		Where there is a D, you fill in the codes: $1^{st} D = Entity (e.g. "U" for University)$ $2^{nd} D = Dept. Code(s)$ $3^{rd} D = Cost Centre(s)$ $4^{th} D = Source(s) of Funds$
	Ein	d) QK Qancel		Where there is a T, leave the codes blank, CUFS will retrieve all combinations.

1	D.D.D.D.T.T.	This template will select every transaction code combination against specified department, cost centre and source of funds codes
2	D.D.D.D.TIE.T	As 1 above , but further limited to transaction codes for Income and expenditure only (TIE) e.g. transaction codes such as XEAA (brought forward balances) are excluded.
3	D.D.D.T.T.T.	This template will select every source of funds and transaction code combination against specified department and cost centre codes.
4	D.D.D.T.TIE.T	As 3 above , but further limited to transaction codes for Income and expenditure only (TIE) e.g. transaction codes such as XEAA are excluded.
5	D.D.T.D.TIE.T	This template will select every cost centre and every income and expenditure transaction code combination against specified department and cost centre codes. <i>Note: Only available for Central Administration users</i>

Click on the **Show Journal Details** button to view the transactions and use folder tools to customise the view of the data before you export it to Excel.

Customising your Enquiry view using Folder Tools

Folders allow you to customise/personalise the layout of the screen, and are available when

the folder icon or folder menu appears . Custom folders are specific and unique to the user who creates them.



To save a folder view:

- 1. Select New from the 'Folder' menu.
- 2. Give your folder a name in the Folder field. (E.g. Phil's Export Screen)
- 3. If you want this folder view every time you view this screen, tick the 'Open as Default' box
- 4. Click on the Folder icon on the Toolbar to open the Folder Tools toolbar shown above.
- 5. Customise your folder by moving, unhiding, hiding, and resizing columns using the Folder Tools.
- 6. Click on the "Save" icon when you have finished customising.

All these functions can also be accessed from the Oracle Folder menu

Exporting your Enquiry	
Before you attempt this for the first time, you may need to cus PC – Please see Appendix A for further	tomise the configuration of your guidance.
From the Menu bar choose: File → Export	
Pecision 100 more records have been retrieved, and an unknown number of additional records remain. If you h will see End. All the	ave more than 100 records, you this screen. Select Continue to
Continue Stop Continue to End All the red pro	aress bar will show the %

complete	ed.
----------	-----

When the export has completed you will see the following window:

File Download							
Do you want to open or save this file?							
Name: fnd_gfm.tsv Type: tsv_auto_file, 651 bytes From: ufsplay.admin.cam.ac.uk							
Open Save Cancel							
Always ask before opening this type of file While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?							

Saving it as an Excel file

The data should now automatically display in Excel for you, however it is still in a text file format as you can see from the suffix .tsv



Therefore before you do anything else you should save it as an Excel file.

- 1) Go to the File menu
- 2) Select Save As
- Give the document a name, select where you would like it saved and then change the Save as Type to be Excel Workbook
- 4) Click Save



1.2 Exporting a report

Suitable Reports to Export

Within the GL:

- Transaction Code Balances Alternative (UFS)
- Transaction Code Balances Exportable (UFS)
- Trial Balance Detail (UFS)
- Account Analysis Transaction Detail 3 (UFS)

Within Grants:

•

Plus any other reports where each line of data includes:

- (i) All the information required to identify the record when sorting in Excel; and
- (ii) The text is not wrapped around more than one line.

Page Breaks in Reports

- a) Run your report in the normal way in CUFS but do not print it.
- b) Instead when your report has completed normally click on the View Output button to display the report on line.

<u>R</u> efi	resh Data	Find Requests	ind Requests		Sub <u>m</u> it a New Request
Request ID		Parent			
	Name		Phase	Status	Parameters
10056742	Transaction Code Balanc		Completed	Normal	2, 101, A, -100, JUL-11, AG, 3
10056700	Transaction Code Balanc		Completed	Normal	2, 101, A, -100, JUL-11, AG, \$
10056672	Trial Balance Detail - Full		Completed	Normal	2, 101, A, -100, JUL-11, AG, \$
10054169	Budget Report - Compari		Completed	Normal	101, 2, AUG-10, JUL-11, 1, U
10054155	Budget Report - Compari		Completed	Normal	101, 2, AUG-11, SEP-11, 1, U
10036968	Account Analysis - Trans		Completed	Normal	AG, 2, 101, AUG-11, SEP-11,
10036908	Account Analysis - Trans		Completed	Normal	2, 180, N, AG, 101, B, AUG-1
10036764	Transaction Code Balanc		Completed	Normal	2, 101, A, -100, SEP-11, AG,
10036569	Transaction Code Balanc		Completed	Normal	2, 101, A, -100, SEP-11, AG,
10036489	Trial Balance Detail - Full		Completed	Normal	2, 101, A, -100, SEP-11, AG,
Hold	d Request	View Det <u>a</u> ils			View Output
Cano	cel Request	Diagnostics			View Log

In most CUFS reports the formatting includes page break symbols that need to be removed before it is imported into Excel otherwise you will end up with something in Excel that looks like the picture below.

- 34	ACAF	Super
55		(Clinic
56	ACAG	Stiper
57		(Clinic
58	DACAL	Stipen
59		29,51
60	ACAO	Stiper
61		(Other
62	ACAP	Stiper

Excel displays all the original page breaks as a symbol at the front of the first row of data on each page. This means that it shunts all the data for that row along by one character and often into slitting it over two columns.

To rectify we save the output as a text file and removing the page breaks in Word and then import this text file in to Excel.

Save as a Text File

a) In Internet Explorer 8, click on Page and select Save As...

6 https://ufslive.adr	min.cam.ac.uk/OA_C						🏠 🕶 🔝 👻 🖷	• Page	Safety	 Tools 	- 🔞 -
CAPSA Set of E	Books Currer Ti Cost Centre Ran	ncy: GBP /pe: Entere nge: 0000 t	d o zazz	Transaction Year to da Department AG	Code Balances (UFS) te Period JUL-11 Finance	*	New Window Cut Copy Paste	Ctrl+N Ctrl+X Ctrl+C Ctrl+V	Date: Page:		08 1 of
Cost Centre Co De	Source of Funds Rar ost Centre escription	ige: GAAA t Source of Funds	o GAAA Source of Funds Description	Transaction	Transaction Description	7	Blog with Windows Live E-mail with Windows Live Translate with Bing		riod A	ctivit	Y
AGAA Fi AGAA Fi AGAA Fi AGAA Fi	inance: Administratio inance: Administratio inance: Administratio inance: Administratio	GAAA GAAA GAAA GAAA	External Trading External Trading External Trading External Trading	FKAA LAAA LKAA LLAA	Internal Trading - Default Expe Services Rendered Sales/Income - Miscellaneous Discount Taken	00	All Accelerators		(4,	352.31 249.20 219.14 (70.94	
AGAA Fi AGAZ In AGAZ Ir	inance: Administration nsurance Office nsurance Office	GAAA GAAA GAAA	External Trading External Trading External Trading	XEAA ERFB XEAA	Departmental Reserves Professional Indemnity Insurand Departmental Reserves		Save As Send Page by E-mail Send Link by E-mail	\sim	34,	0.00	1
AGBA F1 AGBA F1 AGBA F1 AGBA F1	inance General inance General inance General inance General	GAAA GAAA GAAA GAAA	External Trading External Trading External Trading External Trading	LAAA LAIB LKAA XEAA	Services Rendered Income from Stands Sales/Income - Miscellaneous Departmental Reserves	7	Edit Compatibility View		((6.18 221.28 442.38 0.00	
AGBB Bu AGBB Bu AGBC Di	ureau Service ureau Service irector of Finance	GAAA GAAA GAAA	External Trading External Trading External Trading	LAAA XEAA LAAA	Services Rendered Departmental Reserves Services Rendered	۲	Compatibility View Settings Zoom		(5,	811.60 0.00 000.00	
AGBC Di AGBC Di AGBD Fi AGBD Fi	irector of Finance irector of Finance inancial Reporting inancial Reporting	GAAA GAAA GAAA GAAA	External Trading External Trading External Trading External Trading	LRMD XEAA ET22 LAAD	Sales:Refund Departmental Reserves Other/General Travel & Transpor Training Courses	А́ я	Text Size Style	÷	. (4,	1.15 0.00 4.90 000.00)
AGBD Fi AGBE Fi AGBE Fi	inancial Reporting inancial Transaction inancial Transaction	GAAA GAAA GAAA	External Trading External Trading External Trading	LKKA EKHZ ERKZ	Income - Royalties Desktop Computer Purchase & Mai Temporary Staff and Employment	a≠	Encoding Caret Browsing	F7	3,	653.96 393.12 738.66) I
AGBE F1 AGBE F1 AGBE F1	inancial Transaction inancial Transaction inancial Transaction	GAAA GAAA GAAA	External Trading External Trading External Trading	ETFZ FJAP LPOC	Rail Travel PDQ Prossessing Charge Net Commission Received	0	Properties View Source		(5,	(12.00 318.00 005.87)))) /)

b) Give your webpage a name and save it as a text file either on the desktop or in an appropriate folder.

Save Webpage	among a falle control of a second	X
G G C E Desktop	✓ 4y Search Desktop	Q
Organize 👻 New folde	⊎≓ ▼	0
▲ ★ Favorites	Libraries System Folder	* II
■ staff developmen ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■	Karen Sheldon System Folder	
 Downloads Libraries 	Computer System Folder	
4 😽 Computer	Network System Folder	
▷ ♣ Do Not Use! (C:) ▷ ♀ J Share (\\internal ▼	CamSIS Internet Charterit	-
File name: Trans	action_Code_BalancesUFS_081111	-
Save as type: Text F	le (*.txt)	-
Hide Folders	Encoding: Western European 🔻 Save Car	ncel

c) Now close the web browser (and the report)

Open Text file in word to remove the page breaks

- a) In Word , find and open the text file that you have just saved. Do not worry about its format at this stage!
- b) In the Home tab on the ribbon select Replace

🏦 Find 🝷	
ab Gac Replace	
🗟 Select 🔹	
Editing	r

c) In the **Find and Replace** parameter box ask it to find **^m** (all the manual page breaks) and replace them with nothing.

Then click on Replace All

	Find and Replace
	Find Reglace Go To
	Find what:
leave this	Replace with:
	More >> Replace All Find Next Cancel

d) Click **OK** to the pop up message that appears



e) Re-save the text file and then close Word

Open the Text File in Excel

- a) Now open up Excel and the folder where you saved your text file.
- b) Change the file type to be All Files and then open your text file

	Planning 2011-12 - Shortcut (2) Shortcut 1.51 KB		Planning 2011-12 - Shortcut Shortcut 1.51 KB	ø	Tips and Tricks to Power Virtual Training Internet Shortcut		TLB-database changes Microsoft Word 97 - 2003 Docum 39.0 KB	
	TLB-Finance Division Training Needs - Shortcut Shortcut		Transaction_Code_Balances_UFS_0 81111 Text Document	Ž,	TrentReportViewer View and Print Trent report files Midland Software Limited	8	UFS Play Internet Shortcut 196 bytes	
Ø	University of Cambridge Admin Reporting Internet Shortcut	ø	Voicemail Karen Sheidon homepage Internet Shortcut	ø	Welcome! Internet Shortcut 205 bytes	ø	Welcome Internet Shortcut 174 bytes	
	WPM Issue Log 091026.xls Internet Shortcut 725 bytes	Ø	Wsginfo HTML Document 798 bytes					
							All Files	
							Tools - Open - Cancel	1

c) The Text Import wizard will guide you through the next few steps. Step 1: Start the import at the row containing the column headings

Click Next

Text Import Wizard - Step 1 of 3	
The Text Wizard has determined that your data is Fixed Width.	
If this is correct, choose Next, or choose the data type that best describes your data.	
Original data type	
Choose the file type that best describes your data:	
Delimited - Characters such as commas or tabs separate each field.	
Fixed width - Fields are aligned in columns with spaces between each field.	start the import where
	the column headings
Start import at row: Second St	Sidii
	-
Preview of file C:\Users\ks311\Desktop\Transaction Code Balances UFS 081111.txt.	
4 Type: Entered 5 Cost Centre Range: 0000 to ZZZZ	
6 Source of Funds Range: GAAA to GAAA 7	+
8 Cost Centre Cost Centre Source of Source of Funds Transactic	
9 Description Funds Description	scroll down until you
	column headings
Cancel < Back <u>N</u> ext > <u>F</u> inish	j

e) Step 2: Specify exactly where you would like Excel to put the column breaks.

ext Import Wizard - Step 2 of 3	
This screen lets you set field widths (column breaks). ines with arrows signify a column break.	Always align the column breaks with:
To CREATE a break line, click at the desired position. To DELETE a break line, double click on the line. To MOVE a break line, click and drag it.	 the start text column titles to eliminate all 'spaces'
Data greview 10 20 30 40 50 60 70 80 Type: Entered Cost Centre Range: 0000 to Source of Funds Ranpe: GAAA to GAAA Cost Centre Cost Centre Source of Source of Funds Fransaction V III Vest Fransaction	 At the end of 'amount' column titles to allow plenty of space for large numbers

Click Next

f) Step 3: specify the format of the columns you are about to import:

Cost centres/ Sources of funds	Always select Text	So any balance sheet entries are not converted from 0000 to just 0
Dates	Select Date	So it will sort on this field chronologically rather than alphabetically

			9	x
This screen lets you select each colu Column data format	imn and set the Data Format.			
© General ● Text ● Date: DMY ▼	'General' converts numeric values to text.	c values to numbers, date values	to dates, and all rema	ining
Do not import column (skip)				
Data preview				
Text General	General	General	General	
Text General Cost Centre Cost Centre	General Source of	General Source of Funds	General Transaction	
Text General Cost Centre Cost Centre Description	General Source of Funds	General Source of Funds Description	General Transaction	•
Text General Cost Centre Cost Centre Description AGAA Finance: Adm	General Source of Funds inistratioGAAA	General Source of Funds Description External Trading	General Transaction FKAA	• III
Text General Cost Centre Cost Centre Description AGAA Finance: Adm: AGAA Finance: Adm:	General Source of Funds inistratioGAAA inistratioGAAA	General Source of Funds Description External Trading External Trading	General Transaction FKAA LAAA	•
Text General Cost Centre Cost Centre Description AGAA Finance: Admi AGAA Finance: Admi	General Source of Funds inistratioGAAA inistratioGAAA	Seneral Source of Funds Description External Trading External Trading External Trading	General Transaction FKAA LAAA LKAA	•
Text General Cost Centre Cost Centre Description AGAA Finance: Admu AGAA Finance: Admu AGAA Finance: Admu AGAA Finance: Admu	General Source of Funds inistratioGAAA inistratioGAAA inistratioGAAA	General Source of Funds Description External Trading External Trading External Trading External Trading	Seneral Transaction FKAA LAAA LKAA LLAA	•
Text General Cost Centre Cost Centre Description AGAA Finance: Adm: AGAA Finance: Adm: AGAA Finance: Adm: AGAA Finance: Adm: ()	General Source of Funds inistratioGAAA inistratioGAAA inistratioGAAA inistratioGAAA	General Source of Funds Description External Trading External Trading External Trading External Trading	General Transaction FKAA LAAA LKAA LLAA	•

q) Click on Finish

2. Excel Basics

It is sometimes useful to customise your toolbar in Excel so that you have icons displayed for the functions that you are likely to use on a regular basis. In Excel 2010 you have two tool bars that you can customise.

/	X Fi	le F	(°4 → - Home 1	insert f	age Layout Form	ulas Data	Review	View	Developer Ac	A id-Ins	II orders	for 2011	- Mic	crosoft Exce	-	
This is the	Pas	te	ut opy + ormat Paint	Calibr	i • 11 Z <u>U</u> • <u>·</u> • <u>·</u>		= <mark>=</mark> = :	≫ 1≢1≢	📑 Wrap Text 📴 Merge & Cer	Ge nter - 🖉	neral	• •.0	.00	Conditional	Form	This is the Ribbon
Access Toolbar		Clipboa U9	rd	Бі • (0	Font f æ	G.		Alignm	ent	Es	Numb	er	E	Formatting *	Tab	
		G	Н	1	J			K	[L	М	N	0	О Р		
	1	Descrip	NOU	Quantit	Charge Account					Sove :	Amoun	t Curren	Con	ntrac Delive	era A	
	2	Grants	fEA	12	U.AG.AGBG.AAA	A.EPZZ.0000				1E-08	18.6	GBP			A	
	. 2	Income	FAM	12	LLAG. AGRG. AAA	A E P.77.0000	Jan	مستحقيق في		15-09	10.2	GRO.	L		<u></u>	

2.1 Customizing the Quick Access Toolbar

There are a couple of ways in which to either add/remove commands to the tool bar or even change the position of the toolbar itself.

Option 1



Put your curser anywhere in the Ribbon and then ngi
 Select Customize Quick Access Toolbar.

iluias	Data		Devel	oper				
• A A = =		Wrap 🖥	Text	General	*			
<mark>≽ - <u>A</u> ·</mark>	E		📕 🎫 Merge	& Center 🝷	∰∙%,	00. 0.→ 0.◆ 00.	Conditional Fo Formatting ▼ as T	
Г	i	Alig	nment	Add	to Quick Access	Toolbar		
				<u>C</u> ust	omize Quick Ac	cess Toolbar.		
E	F	G	H	Show	w Quick Access	Toolbar Belo	w the Ribbon	
D Converted			Customize the <u>R</u> ibbon Mi <u>n</u> imize the Ribbon					

General	Customize the Quick Acce	ss Toolbar.			
Formulas					
Proofing	Choose commands from: ()			Customize Quick Access Toolbar:	
_	Popular Commands	-		For all documents (default)	-
Save	.C			EL fam	
Language	<separator></separator>			Save	
Advanced	Calculate Now			-) Ondo	
Advanced				(- Kedu	
Customize Ribbon	Conditional Formatting	•			
Ouick Access Toolbar	Connections	-			
	Сору	=			
Add-Ins	💼 Create Chart				
Trust Center	Custom Sort				
	👗 Cut				
	Datasheet Formatting				
	A Decrease Font Size		Add >>		
	🌁 Delete Cells		Aud >>		
	😾 🛛 Delete Sheet Columns		<< <u>R</u> emove		-
	Delete Sheet Rows				
	避 E-mail				
	Fill Color	•			
	'∀= Filter				
	Font	1-			
	A Font Color	▶ ►			
	Font Size	1-			
	Format Painter				
	Freeze Panes	•		8.8	
	A Increase Font Size	*		Modify	
	Show Quick Access Toolbar beld	w the		Customizations: Reset -	
	Pibbon	w the			10

3) Select 'Popular...' or 'All commands' from the drop down list

• To add an icon...

Highlight the command you would like to see on the toolbar and click on the **Add** button.

To remove an icon...

Highlight the unwanted icon in the right hand box and then click the **Remove** button.

2.2 Customizing the Ribbon

You can also customize the Ribbon which especially useful if there is a particular function/icon that you use regularly which is not on the Home Tab.

- a) Put your curser anywhere in the Ribbon and then right click
- b) Select Customize Ribbon

The easiest option is to set up a 'new group' with the particular functions that you use regularly and then allocate it to the Home Tab.



2.3 Moving around large Spreadsheets

You can at a glance see how many rows of data there are in your spreadsheet by highlighting a column and then looking at the bottom right of the screen to see what the 'count' is.

F	ile Home Insert Page Lag	yout Formulas Data	Review View	Developer Add-Ins										≈ 🕜 🗆	留 23
ľ	Cut Calibri	· 11 · A A =	= = >-	📑 Wrap Text	General	*		Normal	Bad	×	÷	P 👔	Σ AutoSum	· 27 6	ħ
Pas	ste J Format Painter	* 🖽 * 🌺 * 📥 * 🚍	= = i≭ i≠	🔠 Merge & Center 🔹	∰ • % •	100 .00 CC	onditional Form	at as Good	Neutra	l	Inser	t Delete Forma	t 🖉 Clear -	Sort & Fit	nd &
	Clipboard 12	Font 🕞	Alignme	nt 🖬	Number	E .	inatting rat	Styles				Cells	E	diting	ieu
	A1 -	f Account						,							~
	А	В		С	D	E	F	G		Н			1		
						Effective									Lir
1	Account	Account Description	Journal Entry		Source	Date	Period	Line Description		Amount (£)	L	ine Reference	1		Re
2	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	04-Aug-10	0 Aug-10	CATERING		0	D.57 P	RISTINE FOOD	SERVICES LTI	D	
3	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	04-Aug-10	0 Aug-10	CATERING		1	1.15 P	RISTINE FOOD	SERVICES LTI	D	
4	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	04-Aug-10	0 Aug-10	CATERING		2	2.26 P	RISTINE FOOD	SERVICES LTI	D	
5	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	04-Aug-10	0 Aug-10	CATERING		2	2.26 P	RISTINE FOOD	SERVICES LTI	D	
6	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	04-Aug-10	0 Aug-10	CATERING		3	3.25 P	RISTINE FOOD	SERVICES LTI	D	
7	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	04-Aug-10	0 Aug-10	CATERING		3	3.25 P	RISTINE FOOD	SERVICES LTI	D	
8	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	04-Aug-10	0 Aug-10	CATERING		3	3.25 P	RISTINE FOOD	SERVICES LTI	D	
9	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	04-Aug-10	0 Aug-10	Buffet Lunch for Weo	dnesday 4	12	2.95 P	RISTINE FOOD	SERVICES LTI	D	
10	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	04-Aug-10	0 Aug-10	Buffet Lunch for Thur	rsday 5 Au	12	2.95 P	RISTINE FOOD	SERVICES LTI	D	
11	U.AG.AGBG.AAAA.ERPZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	12-Aug-10	0 Aug-10	TRAINING DAY		32	2.85 L	EARNINGAGE	SOLUTIONS LI	IMITED	
12	U.AG.AGBG.AAAA.ERPZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	12-Aug-10	0 Aug-10	TRAINING DAY		78	B.75 L	EARNINGAGE	SOLUTIONS LI	IMITED	
13	U.AG.AGBG.AAAA.ERPZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	12-Aug-10	0 Aug-10	TRAINING DAY		78	8.75 L	EARNINGAGE	SOLUTIONS LI	IMITED	
14	U.AG.AGBG.AAAA.ERPZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	12-Aug-10	0 Aug-10	one nights accomoda	ation and t	187	7.69 L	EARNINGAGE	SOLUTIONS LI	IMITED	
15	U.AG.AGBG.AAAA.ERPZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	12-Aug-10	0 Aug-10	Instructional Design E	Best Pract	450	0.00 L	EARNINGAGE	SOLUTIONS LI	IMITED	
16	U.AG.AGBG.AAAA.ERPZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	12-Aug-10	0 Aug-10	Articulate Author Too	ol Training	450	0.00 L	EARNINGAGE	SOLUTIONS LI	IMITED	
17	U.AG.AGBG.AAAA.ESJZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	01-Aug-10	0 Aug-10	Journal Import Create	ed	0	0.00 C	DNECALL			
18	U.AG.AGBG.AAAA.ESJZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	01-Aug-10	0 Aug-10	COFFEE FAIRTRADE S	TICK	0	0.00 C	DNECALL			
19	U.AG.AGBG.AAAA.ESJZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	01-Aug-10	0 Aug-10	Journal Import Create	ed	5	5.90 C	DNECALL			
20	U.AG.AGBG.AAAA.ESJZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	01-Aug-10	0 Aug-10	COFFEE FAIRTRADE S	TICK 500F	33	3.74 C	DNECALL			
21	U.AG.AGBG.AAAA.ESJZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	01-Aug-10	0 Aug-10	COFFEE FAIRTRADE S	TICK 500F	33	3.74 C	DNECALL			
22	U.AG.AGBG.AAAA.ESJZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	01-Aug-10	0 Aug-10	COFFEE FAIRTRADE S	TICK	33	3.74 C	DNECALL			
23	U.AG.AGBG.AAAA.ESJZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	01-Aug-10	0 Aug-10	CREDIT FOR COFFEE	AS VAT CH	(5	.90) C	DNECALL			
24	U.AG.AGBG.AAAA.ESJZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	01-Aug-10	0 Aug-10	COFFEE FAIRTRADE S	TICK 500F	(33	.74) C	DNECALL			
25	U.AG.AGBG.AAAA.ESJZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	01-Aug-10	0 Aug-10	CREDIT FOR COFFEE	AS VAT CH	(33	.74) C	DNECALL			
26	U.AG.AGBG.AAAA.ECKC.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	11-Aug-10	0 Aug-10	Journal Import Create	ed	1	1.92 L	YRECO UK LTE)		
27	U.AG.AGBG.AAAA.ECKC.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	11-Aug-10	0 Aug-10	Plastic Cups 210MI - I	Pack Of 10	11	1.00 L	YRECO UK LTE)		
28	U.AG.AGBG.AAAA.ETDZ.0000	UC.Finance.Training.Ch	e Purchase Invoic	es GBP	Payables	01-Sep-10	0 Sep-10	TRAVEL EXPENSES		0	D.00 H	IUTSON, MR S	F		-
20		UC Einanco Training Ch	Durchasa Invois	or GBD	Davablar	01 Son 10	5 Son 10			-	e nni c	THEON MD C	-		•
Rea	dy									(Count	: 209 🔛 🗆 🖽	100% —		(+)

Going to last cell containing data (the bottom right corner)	Ctrl + End
Returning to the top of your spread sheet	Ctrl +Home
Selecting/highlighting a block of data	Shift + arrow keys
Highlighting all data	Shift + Ctrl + End
Note: More quick keys are listed in Appendi	ix B at the back of this manual

2.4 Formatting columns' width

Once exported into Excel you can quickly format the columns on your spreadsheet using a variety of methods.

A1

Batch

6

10

- (m

24568 Pay Purchase I Payables GBP

24568 Pay Purchase I Payables GBP

24668 Pay Purchase I Payables GBP

24668 Pay Purchase I Payables GBP

24668 Pay Purchase I Payables GBP

5 24668 Pay Purchase I Payables GBP

8 24668 Pay Purchase I Payables GBP 9

fx Batch A B C D E F G ttch Journal En Source Currency Line Entered Dr Entered Cr

All Columns

Select the whole work sheet by clicking on the top left hand box

Option 1

- Place your cursor on the • vertical line between a column and its right hand neighbour (e.g. between Band C)
- Your cursor should change • into a cross symbol
- **Double click** •

Opt	ion	2
File	Home	Inse

о	pti	on	2																							
Fil	le	Home	Insert	Page Lay	out Form	nulas Data	Review	View	Developer	Add-Ins														_	_	۵ 🕜
Ĉ		Cut Copy -	C	alibri	- 11	· A A =	= =	≫ -	📑 Wrap 1	ext	Gene	ral		•	55		Norm	nal	Bad		^ •	+	Y		Σ AutoSum ■ fill -	· 27
sel clia	lect the cking on	whole the to	spreadshe p left corn	et by U er	Font	<u>ð</u> •• <u>∧</u> • ≡ ⊓		读译	Merge	& Center •		% Numb	• 38	-33 Fa	Conditiona Formatting	Format a	Good	styles	Neutr	al	Ŧ	Insert	Cells	e Format	⊘_clear ×	Sort 8 Filter
	A1	l.	- (-	f _x Batch																					
4	A		В	C	D	E	F	G	H	4	$1 \sim$		J	K		L	М	N	0		Р	0	۱ ک	R	S	T
1	Batch	J	ournal En	Source	Currence	y Line	Entered D	Entere	ed Credit																	
2	24568	Pay P	urchase I	Payables	GBP	2566	0																			
3	24568	Pay P	urchase I	Payables	GBP	2567	168.3																			
4	24668	Pay P	urchase I	Payables	GBP	2842	0																			
5	24668	Pay P	urchase I	Payables	GBP	2843	0																			
6	24668	Pay P	urchase I	Payables	GBP	2844	36.9																			
7	24668	Pay P	urchase I	Payables	GBP	2845	38.4																			
8	24668	Pay P	urchase I	Payables	GBP	2846		2	5.44																	
9						19353																				
10																										
11																										

- Under the Home Task bar select the Format option
- Select AutoFit Column Width



Entered De Entered Credit

25.44

0

0

0

36.9

38.4

168.3

2566

2567

2842

2843

2844

2845

2846

19353

Just One Column

Option 1 Click on the dividing right-hand line of the column that you want to exp	and
---	-----

E.g. Double click on this line to expand the width of column B

	А	B	¢	D	E	F	G	Н
1	Batch	Journal Entr	Source	Currency	Line	Entered De	Entered Cr	edit
2	24568 Pay	Purchase Inv	Payables	GBP	2566	0		
3	24568 Pay	Purchase Inv	Payables	GBP	2567	168.3		
4	24668 Pay	Purchase Inv	Payables	GBP	2842	0		
5	24668 Pay	Purchase Inv	Payables	GBP	2843	0		
6	24668 Pay	Purchase Inv	Payables	GBP	2844	36.9		
7	24668 Pay	Purchase Inv	Payables	GBP	2845	38.4		
8	24668 Pay	Purchase Inv	Payables	GBP	2846		25.44	
9								

Option 2

Highlight the column you would like to expand

Under the Home Task bar select the Format option
Select AutoFit Column Width

	А	В	С	D	E	F	G	Н
1	Batch	Journal En	Source	Currency	Line	Entered De	Entered Cr	edit
2	24568 Pay	Purchase I	Payables	GBP	2566	0		
3	24568 Pay	Purchase I	Payables	GBP	2567	168.3		
4	24668 Pay	Purchase I	Payables	GBP	2842	0		
5	24668 Pay	Purchase I	Payables	GBP	2843	0		
6	24668 Pay	Purchase I	Payables	GBP	2844	36.9		
7	24668 Pay	Purchase I	Payables	GBP	2845	38.4		
8	24668 Pay	Purchase I	Payables	GBP	2846		25.44	
9					19353			

2.5 Formatting Date fields

Often it is useful to reformat date fields in Excel for both presentational purposes and to allow individual days within a month to be grouped together.

To do this

- 1. Highlight your date column
- 2. From the Home tab on the task bar select Format > Format cells from the menu

_																											
X	1 La *7 • 1	(H × ∓			-								fnd_gfm	Microso	oft Excel	-	-			_					-		x
	File Ho	me Inse	ert Page	Layout	Formulas	Data Rev	iew	View De	veloper															-		a 🕜 🗆 d	7 X
	Cut		Calibri	- 1	· · A A	= =	*	Wr	ap Text	Genera	(×	-		N	ormal	Bad		Good	Ne	utral	1	• 泽		Σ AutoSum *	7 🕅	
P	aste 🛷 For	mat Painter	BI	u • 🖽 •	<u> </u>	== =	律	🚝 🔜 Me	rge & Center	· 🤫 ·	%,	00. 0.+ 0.4 00.	Condition Formatting	ial Formi g∗asTab	le v Ca	alculation	Check	Cell	Explanator	y Inp	ut	Ţ Ins	ert Delet	Form	at 🖉 Clear Y 💡	ort & Find & ilter * Select *	
_	Clipboar	d 6		Font			Alig	gnment		G 1	Number						S	tyles					Cells	Cell	Size		_
	A1		- (e	f _x Peri	od																			‡⊡	Row Height		~
1	A	В	С	D	E	F	G	н	1	J	K	L		M	N	0	р	Q	R	S	T	U	V		AutoFit Row Height		Z.
1	Period	Account	Currency	PTD	PTD Conve	rted																		**	Column Width		
2	May-11	U.PD.PDB	GBP	38373.36																					AutoFit Column Widt	ah	-
3	May-11	U.PD.PDB	GBP	11606.65																					Default Width		
4	May-11	U.PD.PDB	GBP	43658.1																				Visit	bility		_
5	May-11	U.PD.PDB	GBP	C																					Hide & Unhide		
6	May-11	U.PD.PDB	GBP	40352.26																				Org	anize Sheets		
-	May-11	U.PD.PDB	GBP	0																				-	Rename Sheet		- 1
0	May-11	U.PD.PDB	CRD	12442.15																				-	- Move or Copy Sheet.		
10	May-11		GBP	1024 52																				-	Tab Color	·	
11	May-11	U.PD.PDB	GBP	0																				Prot	tection		- 1
12	May-11	U.PD.PDB	GBP	0																				2	Protect Sheet		
13	May-11	U.PD.PDB	GBP	0																					HDIR CRI	_	-11
14	May-11	U.PD.PDB	GBP	0																			1		Council Collec		
15	May-11	U.PD.PDB	GBP	4902.35																				1	Format Cgll5		
16	May-11	U.PD.PDB	GBP	0																				-			
17	May-11	U.PD.PDB	GBP	0																							

Option 1:

Select the **Date** category and then your preferred date Type

Format Cell							9	×
Number	Alignment	Font	Border	Fil	Protection			
Category: General Number Currency Accountin Date Time Percenta Fraction Scientific Text Special Custom	ig je	▲ Samp 1 Ma Type: 14/03 14/3 14/3 14/3 14/3 2001 14/4 Locale Englis	le y 2011 /2001 /01 01 03-14 rch 2001 (location): h (U.K.)					
Date form asterisk (* operating	ats display di) respond to system. Form	te and tim changes in nats withou	e serial num regional da it an asteris	nbers as dat ate and time ik are not a	te values. Da settings tha ffected by op	ate formats tha It are specified perating system	t begin v for the settings	vith an
					(ОК	Ca	ncel

Option 2:

Select the Custom category

Scroll down the list of available types

Select dd-mmm

Number	Alignment	Font	Border	Fill	Protection		
Category: General Number Currency Accounting Date Time Percentage Fraction Scientific Text Special Custom	2	San Iype Gene # ?? dd/n dd-n h:m hh:m hh:m hh:m hh:m	ral rral rry mm-yy s s	m			
Type the nu	imber format	 code, usin 	g one of the e	xisting code	s as a starting p	point.	Delete

2.6 Formatting numbers and working with currencies

To make it easier to read we should always include some basic formatting on the spreadsheet.

Column Headings

1st Always make sure your heading row stands out by highlighting the whole row and either:

- a) putting all the text in Bold (Ctrl +B); or
- b) Shading in the top row using the icon in the ribbon

	А	В	С	D	E	F	G	Н	I
			Journal		Effective				
1									
1	Account	Account Description	Entry	Source	Date	Period	Line Description	Amount (£)	Line Reference 1
2	U.AG.AGB	Account Description UC.Finance.Training.Che	Entry Purchase I	Source Payables	Date ##########	Period Aug-10	Line Description CATERING	Amount (£) 0.57	Line Reference 1 PRISTINE FOOD SERVIC
2	U.AG.AGB	Account Description UC.Finance.Training.Che UC.Finance.Training.Che	Entry Purchase I Purchase I	Source Payables Payables	Date ######### ##########	Period Aug-10 Aug-10	Line Description CATERING CATERING	Amount (£) 0.57 1.15	Line Reference 1 PRISTINE FOOD SERVIC PRISTINE FOOD SERVIC

2nd Make sure that any value columns include an indication of the currency (there is a big difference between 2 million yen and 2 million pounds!). The standard practice is not to include the currency symbol in each cell, instead include it in the column heading.

Amount (£)

Never mix currencies in the same report, remember ...

- Entered debits/credits
- Accounted debits/credits
- Functional currency

are the foreign currency values are the sterling value

- is also the sterling equivalent
- 3rd At this point it is advised that you think carefully about the purpose of your spreadsheet/report and who will be its eventual recipient and the level of preciseness (materiality) required.
 - E.g. If the report is for your Head of Department and is to summarize expenditure for the whole year are they really likely to be interested in the 'pence'?

Think about the materiality of the figures. For example it is not uncommon at School or University level for us to work in £000s. So £83,176.54 would be displayed as

Amount (£000) 83

Formatting numbers

a) Highlight your column of values and ...

Option 1 Right click and select **Format cells** from the context menu that pops up

Option 2 Click on the Format icon in the Ribbon



and select Format Cells from its pop up menu.

- b) Select the Number category and your required format
- c) Click on OK

Number	Alignment	Font	Border	Fill	Protection			
Category:								
General		Sam	ple					
Number		Amo	ount (£)					
Currency								
Date	9	Decim	al places:	-				
Time		Us Us	e 1000 Sepa	ator (,)				
Fraction	e	Negat	ive numbers:					
Scientific		-1234	1.10					,
Text		1234	.10					
Custom		-1234	1.10 1.10					
		-						,
								-
Number is	used for gene	ral display o	of numbers.	Currency and	d Accounting off	er specializ	zed formatti	ng
for moneta	iry value.							
								_
						ЭК	Cance	al

Displaying negative items in reds makes them stand out on screen but be careful if your spreadsheet is subsequently going to be printed out, as there might not always be a colour printer!

An alternative method is to display any negative figures in brackets...

a) Select the **Custom** category

Format Cells		2 X		
Number Alignment Font Border	Fill Protection			
Category:			•	
General Sample				
Currency Amount (£)				
Accounting <u>Type</u> :			any negative values in red)
Time #,##0.00;[Red	(#,##0.00)		brackets by typing this format	
Fraction 0.00		^	into this field.	
Scientific #,##0 Text #,##0.00		Ħ		
Special #,##0;-#,##0	##0		Click OK	
#,##0.00;-#,#	##0 #0.00			
#,##0.00;[Red £#,##0;-£#,##	-#,##0.00 0			
£#,##0;[Red]-:	#,##0 ##0.00	-		
2#,##0.00, 2#	##0.00			
	l	<u>D</u> elete		
Type the number format code, using one of the	existing codes as a starting point.			
·				
	ОК	Cancel		
		Aug-10	COFFEE FAIRTRADE STIC	33.74 ONE
		Aug-10	CREDIT FOR COFFEE AS	(5.90) ONE
		Aug-10	COFFEE FAIRTRADE STI	(33.74) ONE
		Aug-10	CREDIT FOR COFFEE AS	(33.74) ONE
		Aug-10	Journal Import Created	1.92 LYRI

2.7 Reconciling the data back to CUFS

It is always vitally important that you ensure that the data in your spreadsheet still agrees with CUFS and that you haven't accidentally lost or corrupted any of the data during the export and your initial manipulations.

Therefore, always make a note of the total in CUFS before the export and then Sum the Amount column to make sure its total agrees

- a) navigate to the bottom of the spreadsheet
- b) click in the cell below the last data amount value
- c) click on the AutoSum icon in the Ribbon
- d) hit the return key
- e) compare to the total in CUFS.

r Add-Ins	ind_giiii[1]		DSOIT EXCEL									~ 🕜
) Text	General	Ŧ	S		Normal	Bad	^	÷			Σ AutoSum	
je & Center 🚽	∰ • % ,	00. 0. → 0.∢ 00.	Conditional Formatting	ormat as Table *	Good	Neutral	- -	Insert *	Delete	Format		Sort 8 Filter
E.	Number	E.	. or marking		Styles				Cells			Editing
	н										••	
				I		J	K	L		М	N	0
Y - JUL 11	51.72	PECK,	MRS MARGAF	RET		J	K EXP/22/07	/11		M	N	0
Y - JUL 11 Y - JUL 11	51.72 0	PECK, PECK,	MRS MARGAF MRS MARGAF	RET RET		J	K EXP/22/07 EXP/22/07	/11 /11		M	N	0
Y - JUL 11 Y - JUL 11 Y - JUL 11	51.72 0 1	PECK, PECK, PECK,	MRS MARGAF MRS MARGAF MRS MARGAF	RET RET RET		J	K EXP/22/07 EXP/22/07 EXP/22/07	L /11 /11 /11		M	N	0
Y - JUL 11 Y - JUL 11 Y - JUL 11 SPENDIN(51.72 0 1 -148	PECK, PECK, PECK,	MRS MARGAF MRS MARGAF MRS MARGAF	RET RET RET		J	K EXP/22/07 EXP/22/07 EXP/22/07	/11 /11 /11		M	N	0

Sometimes if you have a large spreadsheet with lots of columns of figures you may find it easier to summarise the column totals at the top of the page, rather that having to keep scrolling down to see them.

- a) Simply AutoSum as normal at the bottom of the page
- b) Return to the top of the wprksheet and insert an extra line
- c) Type into this new top cell a link to the cell where the column total is displayed i.e. =H211

				-		·····			
	H2	▼ (= f _x	=H211						
	А	В	С	D	E	F	G	Н	
			Journal		Effective				
1	Account	Account Description	Entry	Source	Date	Period	Line Description	Amount (£)	Line Reference 1
2	TOTALS							6,100.00	
3	U.AG.AGB	UC.Finance.Training.Che	Purchase I	Payables	########	Aug-10	CATERING	0.57	PRISTINE FOOD S

3. Simple Functions

3.1 A quick way to put the debits and credits into a single column

Sometimes debits and credits are exported from the CUFS in two separate columns **and** they are both presented as positive numbers (e.g. from the general ledger enquiry screen). In Excel, you want the credit values to be minus numbers and you want all the values in a single column. A simple and reliable way to do this is as follows:

- a) Ensure there is a blank column to the right of the "Accounted Credits" column. To illustrate, let's say the new column is column J
- b) Name the new column "Amount"
- c) In cell J2, enter the formula =H2-I2

	🗳 🖬 🗋	-	1,046		_			fnd_	gfm[1] - Micro	soft Excel		
Fi	le Hom	e Insert	Page Layo	ut Formula	as Data	Review	View Developer Add	-Ins				
	🔏 Cut	Ca	alibri	• 11 •	A` ∧` ≡	= =	≫ - 🚔 Wrap Text	General	¥	S	Normal Bac	d
Pas	te V Forma	at Painter	B <i>I</i> <u>U</u> ∗	A	• <u>A</u> • 🔳		達 ≢ 🔛 Merge & Cente	er • 🦉 • %	, *.0 .00 .00 →.0	Conditional Form Formatting * Tab	at as Good Ne	utra
	Clipboard	E.		ont			Alignment	G Nur	nber 🕞	-	Styles	
	J2 🔻 🛑 🙀 =H2-12											
	А	В	С	D	E	F	G	Н	I	J	К	
		Account Descripti	Journal		Effective			Accounted	Accounted			
1	Account	on	Entry	Source	Date	Period	Line Description	Debit	Credit	Amount	Line Reference 1	
2	U.AG.AGB	UC.Financ	Purchase I	Payables	########	Aug-10	CATERING	0.57		0.5	7 PRISTINE FOOD SERVICE	E <mark>S L</mark>
3	U.AG.AGB	UC.Financ	Purchase I	Payables	########	Aug-10	CATERING	1.15			PRISTINE FOOD SERVICE	E <mark>S L</mark>
4	U.AG.AGB	UC.Financ	Purchase I	Payables	########	Aug-10	CATERING	2.26			PRISTINE FOOD SERVICE	E <mark>S L</mark>
5	U.AG.AGB	UC.Financ	Purchase I	Payables	########	Aug-10	CATERING	2.26			PRISTINE FOOD SERVICE	ES L
6	U.AG.AGB	UC.Financ	Purchase I	Payables	########	Aug-10	CATERING	3.25			PRISTINE FOOD SERVICE	ES L

For each line of data, there will only be a value in either the debit column or credit column, never in both, so the result of the formula will be a plus figure for debits and a minus figure for credits.

3.2 Copying formula/text within your spreadsheet

Copying formula all the way down to the bottom of the spreadsheet

There are a number of ways of copying this formula down to the last row of data. The easiest way of doing this is as follows:

Н	1	J	
Accounted Debit	Accounted Credit	Amount	Line Refer
0.57		0.57	PLASTINE
1.15		C	PBISTINE
2.26			PRISTINE
2.26			PRISTINE

With your mouse "hover" over the bottom right corner of the field where you have entered the expression that you want to copy down.

Double-click on the little black square that appears

Copying text/formula across just a specific range of cells

	A4	\bullet (a) $f_{\mathbf{x}}$
	А	E
1	Source	
2	of Funds	Transaction Code and I
3		
4	AAAA	EBBZ: Books: Great Brit
5		EKEN: Computer Aided
6		ERPZ: Training Courses
7		EXAZ: Fees, Lecturing, E
8		EZXX: Transfer of Expen
0		

- a) Highlight the cell you want to copy
- b) Put your cursor on the bottom right hand corner of the cell's box so that the crossed arrows appear.
- c) Press the left hand button of your mouse and keeping it pressed, drag it down over the cells where you want the information copied into.

3.3 Converting calculated figures into values: copy – paste special

In the example we are working through the debit and credit columns are no longer needed but at the moment all the values in the "amount" column are dependent on them and if we deleted them an error in the formula will occur.

=#REF!-	·H2					
D	E	F	G	Н	l I	
	Effective			Accounte	d	Here we have deleted the 'Accounted Deb column that was originally column H2
Source	Date	Period	Line Description	Credit	Amount	L
Payables	########	Aug-10	CATERING	1	+ #REF!	_≝

Therefore, **before you delete them**, we need to turn all the figures calculated in the new 'Amount' column into values (i.e. plain numbers):

- a) Highlight the whole of column that currently contains the calculated values , e.g. Column J in our worked example
- b) Right click on the mouse to bring up the context menu
- c) Select Copy
- d) Keeping the column highlighted, right click again and this time select **Paste Special**



e) Check the Values radio button and then press OK

Paste Special	
Paste	
© <u>A</u> II	All using Source theme
Eormulas	All except borders
	Column widths
Formats	Formulas and number formats
O Comments	Values and number formats
Validation	All merging conditional formats
Operation	
None	Multiply
Add	O Divide
◎ <u>S</u> ubtract	
Skip <u>b</u> lanks	Transpos <u>e</u>
Paste Link	OK Cancel

f) Now you can delete the debit and credit columns and will be left with just one column of numbers, debits are positive, credits are negative.

Other uses for this functionality

- copy a formula from one cell to another
- copy just the value from a cell, i.e. removing the formula behind the value
- copy a comment from one cell to another
- highlight that you want to paste just the 'values' and click OK

3.4 Extracting data from existing cells

The 'Mid' function

This is a particularly useful way of extracting the details of just one segment from an account code string, e.g. the cost centre

- a) Insert a new column ready for your new data and give it a column title
- b) Click into a cell in your new column and enter the formula:

= MID (J2,6,4)

J2 is the cell containing the source text 6 tells the formula to start at the sixth character in the text 4 indicates the number of characters to capture

X	🞽 🖬 🛛) -			2.4				MEMORY NO.	Marriel V	All orders	for 2011	- Mic
Fi	ile H	lome	Insert	Page Layout Fo	mulas	Data	Review	View	Developer Ad	d-Ins			
	Cut Calibri • 11 • A • = = Wrap Text General •												
Pas	te 🛷 Fo	rmat Pai	inter B	<i>Ι</i> <u>υ</u> - <u>υ</u> -	<u></u> - <u>A</u>	• =	≣ ≣		📑 Merge & Cen	ter +	∰ - %	• •.0 .00 -	.00 •.0 F
	Clipboar	rd	- Fa	Font		19		Alignme	ent	E.	Numb	er	Б
	К2			f _x =MI	D(J2,6,4)		•)						
	G	Н	1					к		L	М	N	C
1	Descript	UOM	Quantit	Charge Accoun	t					Recov	e Amount	Currenc	Con
2	Grants f	EA	12	U.AG.AGBG.AA	AA.EPZZ.	0000	AGBG			1E-0	18.6	GBP	
3	Income	EA	12	U.AG.AGBG.AA	AA.EPZZ.	0000				1E-0	8 19.8	GBP	
Ann	D. comprise			LUNGAGOGIA	AA CD73	<u>AP00</u>		مدم مصمد			م معرم	GDD	أتسبيل

Also Using LEFT and RIGHT formulas

Similar to the Mid function, you can also capture text at the beginning and end of a cell by using LEFT and RIGHT formulas.

Left Looking at cell J2 in the screen shot above, to capture the nine characters U.AG.AGBG at the beginning of the cell use the LEFT formula:

=LEFT(J2,9)

Right

To capture the last nine characters EPZZ.0000 use the formula: =RIGHT(J2,9)

3.5 Find Function

a) Use **Ctrl F** (Find) or the binoculars icon on the ribbon to find a value or text anywhere in the spreadsheet.

Add-Ins										∝ 🕜	- 6 2
Text	General +		Normal	Bad	*	→			Σ AutoSum	Ż	A
} e & Center ≁	∰ • % • • .0 .00	Conditional Format as Formatting • Table •	Good	Neutral	* +	Insert	Delete	Format	Clear *	Sort & Filter	Find & Select ₹
<u> </u>	Number 🕞		Styles				Cells		Ec	liting	\checkmark

- b) Type either the value or text that you wish to locate into the Find what box
- c) Click on the Find Next button if the value exists, it will go to the cell.

You can then press "Find Next" again to see if there are any other cells containing your specified text or value.

d) Click on close to clear the Find box.

ŧ	Aug-10	Journal Import Created	5.90	ONECALL		221
ŧ	Aug-10	COFFEE FAIRTRADE STICK 50	OF 33.74	ONECALL		221
ŧ	Aug-10	COFFEE FAIRTRADE Find an	d Replace	ONECAL	? X	221
ŧ	Aug-10	COFFEE FAIRTRADE				251
ŧ	Aug-10	CREDIT FOR COFFEE	d Re <u>p</u> lace			189
ŧ	Aug-10	COFFEE FAIRTRADE : Find	what: petty cash			221
ŧ	Aug-10	CREDIT FOR COFFEE	P7			189
ŧ	Aug-10	Journal Import Creat				6.72
ŧ	Aug-10	Plastic Cups 210MI -		ſ	Options >>	6.72
ŧ	Sep-10	TRAVEL EXPENSES				####
ŧ	Sep-10	TRAVEL EXPENSES		Find All Find Next	Close	####
ŧ	Sep-10	PRINTING				64
ŧ	Sep-10	PRINTING	51.42	REGISTRY		64
ŧ	Sep-10	OFFICE STATIONERY	0.78	ONECALL		276
ŧ	Sep-10	DOOR WEDGES RUBBER GRI	EY 4.45	ONECALL		276
ŧ	Oct-10	Petty Cash	43.42			
	0-1 10	D-H-Ck	1.00			

3.6 Find and Replace Function

In addition to finding a value or text, you can then replace it with something else. You can also replace blank cells with a value e.g. a zero.

In our data exercise we want to replace blank cells in the debit and credit column with zeros.

- a) Highlight worksheet cells where you want to use the find and replace functionality
- b) Use the quick keys Ctrl+H to bring up the Find and Replace window
 - Find what: leave it blank (i.e. find blank cells)

0

- Replace with:
- c) Click on the Replace all button

Find and Replace	
Fin <u>d</u> Reglace	
Find what:	•
	Options >>
Replace <u>All</u> <u>R</u> eplace	Find All Eind Next Close

4. Data Functions

4.1 Text to Column

Data from CUFS often contains strings of account code information that you want to separate out to enable you to sort and analyse the information more easily. You could use the MID, LEFT and RIGHT formula to extract this information but an easier option is the **Text to Column** function.

Before you start

- Decide which elements of the original text you want to spread out into columns. In the example below we will extract from the Account string the cost centre, the source of funds code transaction codes i.e. three columns
- Insert extra blank columns to insert your split data NB this function overwrites the original column so in the example below I only need two extra columns not three

	А	В	С	
1	Account			Αссоц
2	U.AG.AGBG.AAAA.ECTZ.0000			UC.Fir
3	U.AG.AGBG.AAAA.ECTZ.0000			UC.Fir
4	U.AG.AGBG.AAAA.ECTZ.0000			UC.Fir
5	U.AG.AGBG.AAAA.ECTZ.0000			UC.Fir
6	U.AG.AGBG.AAAA.ECTZ.0000			UC.Fir
7	U.AG.AGBG.AAAA.ECTZ.0000			UC.Fir
0	LLAC ACDC AAAA ECT7 0000		1	uc ri-

Splitting

- a) Highlight the column of text that you want to split.
- b) Select the Data tab on the ribbon and click on Text to Columns.

Data	Revie	W	View	Develop	oer Add-Ins		_			
🧕 Connecti	ions	4 1	AZ		🕷 Clear	*				E 2
Propertie	es		ZA		🚡 Reapply					
Edit Links	s	Å↓	Sort	Filter	🏷 Advanced	Columns	Duplicates	Validation *	Consolidate	Analysis *
nections				Sort & Filt	ter	_		Data Tool	s	-

c) A 'wizard' will open and guide you through a series of steps.
 Step 1: leave the Delimited box checked and then click on Next

Convert Text to Columns Wizard - Step 1 of 3	X									
The Text Wizard has determined that your data is Delimited.										
If this is correct, choose Next, or choose the data type that best describes your data.										
Original data type										
Choose the file type that best describes your data:										
Delimited - Characters such as commas or tabs separate each field.										
Fixed width - Fields are aligned in columns with spaces between each field.										
Preview of selected data:										
1 Account	<u> </u>									
3 J.AG.AGBG.AAAA.ECTZ.0000	=									
4 U.AG.AGBG.AAAA.ECTZ.0000										
5 U.AG.AGBG.AAAA.ECTZ.0000	-									
16 D.AG.AGBG.AAAA.ECI2.0000										
Cancel < Back <u>N</u> ext > Einish	1									

d) Step 2: Tick the **Other** Delimiter box and type a **full stop** into the field next to it. In the preview window you should see the system split your account code into all the different segments.

Click Next

Convert Text to Column	ns Wizard - Step 2 of 3	? ×
This screen lets you set the below. Delimiters Tab Semicolon Comma Space V Other:	he delimiters your data contains. You can see how your text is affected in the	preview
Data preview		
Account U AG AGBC U AG AGBC U AG AGBC U AG AGBC U AG AGBC	3 AAA ECTZ 0000 3 AAA ECTZ 0000 3 AAA ECTZ 0000 5 AAA ECTZ 0000 5 AAA ECTZ 0000 5 AAA ECTZ 0000	
	Cancel < Back Next >	Einish

e) Step 3: In turn highlight each column in the Data Preview window and specify its format for import.

Column 1:	Entity code	U AG	Do not import
Column 2:	Cost Costro		imment on Taxt
Column 3:	Cost Centre	AGBG	import as Text
Column 4:	Source of Funds	AAAA	import as Text
Column 5:	Trans. code	ECTZ	leave as is
Column 6:	Spare	0000	Do not import

We convert the Cost centre and Source of funds codes to text other wise if your data includes transactions against either your Balance sheet cost centre (0000) or source of funds (0000) Excel will display these items as just 0 rather than 0000.

Convert Text to Columns Wizar	d - Step 3 of 3	3
This screen lets you select each of Column data format <u>G</u> eneral <u>Text</u> <u>Date:</u> DMY O not import column (skip)	lumn and set the Data Format. 'General' converts numeric values to numbers, date values to dates, and remaining values to text. <u>A</u> dvanced	all
D <u>e</u> stination : \$A\$1 Data <u>pre</u> riew		
Skip ColGenerGenerGenerGenerGenerGenerGenerGene	GenerGeneral	
	Cancel < gack Next > Einish	

- f) Click Finish
- g) Say **OK** to the pop up message

Microsoft	Excel
	Do you want to replace the contents of the destination cells?

h) Your text will be split out across the three columns; add in appropriate column headings.

	А	В	С	D
1	Cost Centre	Source of Funds	Transaction	Account Descrip
2	AGBG	AAAA	ECTZ	UC.Finance.Trair
3	AGBG	AAAA	ECTZ	UC.Finance.Trair
4	AGBG	AAAA	ECTZ	UC.Finance.Trair
5	AGBG	AAAA	ECTZ	UC.Finance.Trair

4.2 Sorting

There are a variety of reasons why you may want to sort your spreadsheet in a particular order e.g.

- to put in date order;
- rearrange alphabetically,
- to rearrange in numeric value
- to collate together lines of information you do not need so you can delete them quickly and easily

NB. It is much easier to sort when your data has column headings

- a) Highlight the whole spreadsheet or the block of data you wish to sort
- b) Select the Data ribbon tab
- c) Click on the **Sort** icon

File	Ho	ome	Insert Pa	age Layout	Formulas	Data	Review	N V	'iew	Develo	per Add-Ins										
From Access	From Web	From Text	From Other Sources *	Existing Connections	Refresh All -	 Conne Proper Edit Lii 	rties nks	2↓ ∡↓ 3	AZA Sort	Filter	😵 Clear 📡 Reapply 🌠 Advanced	Text to Columns	Remove Duplicates	Data Validation	Consolidate	What-If Analysis *	Group	Ungroup	Subtotal	♥클 Show Detail ■클 Hide Detail	
		Get Ext	ernal Data		Co	onnections		~	_	Sort & Fil	ter			Data Too	ols			C	Outline	Es.	
	A1		• (=	<i>f</i> ∗ Ac	count																

- d) Under Column, in the Sort by box, select the first column that you want to sort.
- e) Under Sort On, select the type of sort. Do one of the following:
 - To sort by text, number, or date and time, select Values
 - To sort by format, select Cell Color, Font Color, or Cell Icon
- f) Under **Order**, select how you want to sort. Do one of the following:
 - For text values, select A to Z or Z to A.
 - For number values, select Smallest to Largest or Largest to Smallest.

- For date or time values, select Oldest to Newest or Newest to Oldest.
- To sort based on a custom list, select **Custom List**.
- g) To add another column to sort by, click Add Level, and then repeat steps d) to f) above

s	ort	Loop UK.Fears		ining the Purchase Institute Off		
	[.] ∳⊉j <u>A</u> dd	Level X Delete Level		<u>C</u> opy Level	My data has <u>h</u> eade	ers 🔶
	Column			Sort On	Order	
	Sort by	Period	•	Values 💌	Oldest to Newest	-
	Then by	Account	-	Values 💌	A to Z	-
					OK Cancel	

Remember to check the box to say that your data includes a Header row

Tell Excel which columns to sort by (you can now select up to 64 colums!)

4.3 Subtotalling

Sub-totalling is a very easy to use tool but first you must make sure of a few things.

Prerequisites

- The data is sorted in the way you wish to subtotal if you want to subtotal by cost centre, the data should be sorted by cost centre
- Columns with dates in them are actually *formatted* as dates otherwise they will sort alphabetically rather than chronologically
- There are now blank fields in the data
- You don't already have a '**total**' within/at the end of the data if so it will also be included within the sub-totalling giving a misguiding Grand Total

Adding a subtotal

- a) Make sure your curser is in the block data that you wish to subtotal
- b) Select from the ribbon Data > Subtotals
- c) Set the required sub-totalling criteria
- d) Click OK



Excel will create subtotal rows within the data. They are special formulas that are placed at the end of each month. The left edge of your worksheet will look different, giving 3 options at the top of the sheet for choosing the level of detail you wish to see.

				Get External Data	Connections	Sort & Filter
	_		201	▼ (<i>f</i> x		
(1 2	3	Y	А	В	С
\mathbf{i}	_	_				
				_		
			1	Account	Account Description	Journal Entry
	ΓΓ	· · [2	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP
		•	3	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP
		•	4	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP
		•	5	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP
		•	6	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP
		•	7	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP
		·	8	U.AG.AGBG.AAAA.ECTZ.0000	UC.Finance.Training.Che	Purchase Invoices GBP

e) To begin with, all rows are shown **but if you click on button 2**, all the detail is hidden and the just the subtotals show.....

	F228	3 🔻	f_{x}							
1 2 3	3	А	В	С	D	E	F	G	Н	
						Effective		Line		
_	1	Account	Account Description	Journal Entry	Source	Date	Period	Description	Amount (£)	Line F
+	28						Aug-10 Total		1,366.59	
+	35						Sep-10 Total		82.65	
+	60						Oct-10 Total		296.26	
+	73						Nov-10 Total		68.71	
+	90						Dec-10 Total		284.38	
+	120						Jan-11 Total		1,859.19	
+	122						Feb-11 Total		26.03	
+	143						Jan-11 Total		48.30	
+	159						Feb-11 Total		153.15	
+	166						Mar-11 Total		204.89	
+	169						Apr-11 Total		26.00	
+	174						May-11 Total		21.88	
+	195						Jun-11 Total		1,588.79	
+	223						Jul-11 Total		73.18	
	224						Grand Total		6,100.00	
	225									

f) To reveal the detail behind the subtotals, click on one or more of the plus signs

Nested subtotals

You can also have subtotals within subtotals ('nested').

- a) Subtotal as normal
- b) return to the subtotal icon
- c) enter the parameters for the nested subtotal
- d) uncheck the 'replace current subtotals' box
- e) Click OK



1 2	3 4])⊿	Α	В	С	D	E	F	G	Н	
Ē	_	153						Jan-11 Total		48.30	
Γ	ſ٠	154	U.AG.AGBO	UC.Finance.Training.Che	AG/SB/001	Manual	11-Feb-11	Feb-11	Petty Cash	39.91	-
	·	155	U.AG.AGBO	UC.Finance.Training.Che	AG/SB/001	Manual	11-Feb-11	Feb-11	Petty Cash	1.48	-
	•	156	U.AG.AGBO	UC.Finance.Training.Che	AG/SB/001	Manual	11-Feb-11	Feb-11	Petty Cash	3.00	-
E	-	157				🔶 Manual T	otal			44.39	
	ſ	158	U.AG.AGBO	UC.Finance.Training.Che	Purchase Invo	ices Payables	01-Feb-11	Feb-11	PRINTING SERVICES	0.00	REGIST
	•	159	U.AG.AGBO	UC.Finance.Training.Che	Purchase Invo	ices Payables	01-Feb-11	Feb-11	PRINTING SERVICES	46.60	REGIST
	·	160	U.AG.AGBO	UC.Finance.Training.Che	Purchase Invo	ices Payables	08-Feb-11	Feb-11	OFFICE SUPPLIES	0.00	OFFICE
	•	161	U.AG.AGBO	UC.Finance.Training.Che	Purchase Invo	ices Payables	08-Feb-11	Feb-11	OFFICE SUPPLIES	0.00	OFFICE
	·	162	U.AG.AGBO	UC.Finance.Training.Che	Purchase Invo	ices Payables	08-Feb-11	Feb-11	Twinings Camomile Tea Ba	2.07	OFFICE
	•	163	U.AG.AGBO	UC.Finance.Training.Che	Purchase Invo	ices Payables	08-Feb-11	Feb-11	PG TIPS ENVELOPE TEA BA	3.94	OFFICE
	•	164	U.AG.AGBO	UC.Finance.Training.Che	Purchase Invo	ices Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAF	0.00	FORD, N
	·	165	U.AG.AGBO	UC.Finance.Training.Che	Purchase Invo	ices Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAF	43.00	FORD, N
	•	166	U.AG.AGBO	UC.Finance.Training.Che	Purchase Invo	ices Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAF	0.00	FORD, N
	·	167	U.AG.AGBO	UC.Finance.Training.Che	Purchase Invo	ices Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAF	5.45	FORD, N
	•	168	U.AG.AGBO	UC.Finance.Training.Che	Purchase Invo	ices Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAF	0.00	FORD, N
	•	169	U.AG.AGBO	UC.Finance.Training.Che	Purchase Invo	ices Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAF	7.70	FORD, N
Ŀ	-	170			-	Payables	Total			108.76	
-		171						Feb-11 Total		153.15	

To remove subtotals

In the Data ribbon, click on the Subtotals icon Click the **Remove all** button.

4.4 Filtering

Filters are very handy when there are many rows and columns of data in an Excel spreadsheet. A filter allows you narrow down the view of the data based on criteria you select.

When you filter data, entire rows are hidden if values in one or more columns don't meet the filtering criteria. You can filter on:

- numeric or text values, or
- by colour for cells that have colour formatting applied to their background or text.

Before you begin filtering

- Remove any subtotals
- Make sure that you have column headings
- Make sure that you curser is in the block of data

Adding an Autofilter

a) From the Data tab select Filter



This will automatically put little drop down arrows (the 'filters') next to each of your column headings

	А	В	С	D	E	F	G
							Effective
1	Cost Cent 🔻	Source of Fun	Transactic	Account Description	Journal Entry	Source 🔻	Date -
2	AGBG	AAAA	ECTZ	UC.Finance.Training.Che	Purchase Invoices	Payables	04-Aug-10
3	AGBG	AAAA	ECTZ	UC.Finance.Training.Che	Purchase Invoices	Payables	04-Aug-10
4	AGBG	AAAA	ECTZ	UC.Finance.Training.Che	Purchase Invoices	Payables	04-Aug-10
5	AGBG	AAAA	ECTZ	UC.Finance.Training.Che	Purchase Invoices	Payables	04-Aug-10

· /

b) To filter your data click an arrow and pick from the relevant drop down list, e.g. Data for just transaction code ERPZ

...

			۲ I	rοι	l can eitner:		
1	Co	st Cent 🕆 Source of Fun 🕆 Transactic	Adcou			₽↓	Sort A to Z
2	2↓	Sort A to Z	OC.Fin •	•	Scroll down	Z↓ A↓	S <u>o</u> rt Z to A
3	Ă↑	S <u>o</u> rt Z to A	UC.Fin		the list and		Sor <u>t</u> by Color
4		Sort by Color	UC.Fin		tick/un-tick	*	Clear Filter From "Transaction"
6	K	<u>C</u> lear Filter From "Transaction"	UC.Fin	/	vour required		Filter by Color
7		Filter by Color	UC.Fin		values.		Text <u>F</u> ilters
8		Text <u>F</u> ilters	UC.Fin				orp7
9		Search 🔎	UC.Fin	~			
10		(Select All)	UC.Fin	Jr		 Image: A start of the start of	✓ (Select All Search Results)
11		EAEZ	U.Fin	•	If it's a long list		Add current selection to filter
12		- ✓ ECGA	UC.Fin		and you know		
14		– ✓ ECKC	UC.Fin		the criteria		
15		- ECRA	UC.Fin		that you want		
16			UC.Fin		that you want		
17			UC.Fin		just type it into		
18		OK Cancel	UC.Fin		the search		
19			UC.Fin		field		OK Cancel

c) Click OK

		А	В	С		
	1	Cost Cent 🔻	Source of Fun 🔻	Transactic 🖛	Acc	this icon indicate that a filter has
line	11	AGBG	AAAA	ERPZ	UC.	been placed on
numbers	12	AGBG	AAAA	ERPZ	UC.	this column
indicate	13	AGBG	AAAA	ERPZ	UC.	
that these	14	AGBG	AAAA	ERPZ	UC.	
are fillered	15	AGBG	AAAA	ERPZ	UC.	
	16	AGBG	AAAA	ERPZ	UC.	
	210					
	211					

Applying more than one filter

a) You could then apply filters to other columns if you wish. Simply add one filter as normal and then repeat on another column.

e.g. Filters added to Transaction codes and Period to give travel costs during Feb-11 to Jul-11.

	А	В	С	D	E	F	G	Н	I	J
							Effective		`	
1	Cost Cent 🝸	Source of Fun	Transacti 🕂	Account Description 👻	Journal Entry 🔄	Source *	Date 🧹	Period 🏾 🖵	Line Description 🔹	Amount (£) 🔄 L
138	AGBG	AAAA	ETFZ	UC.Finance.Training.Che	Purchase Invoices	a Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAR	0.00 F
139	AGBG	AAAA	ETFZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAR	43.00 F
140	AGBG	AAAA	ETGZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAR	0.00 F
141	AGBG	AAAA	ETGZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAR	5.45 F
142	AGBG	AAAA	ETZZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAR	0.00 F
143	AGBG	AAAA	ETZZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAR	7.70 F
154	AGBG	AAAA	ETZZ	UC.Finance.Training.Che	Purchase Invoices	Payables	26-May-11	May-11	EXPENSES	0.00 P
155	AGBG	AAAA	ETZZ	UC.Finance.Training.Che	Purchase Invoices	Payables	26-May-11	May-11	EXPENSES	1.00 P
199	AGBG	AAAA	ETZA	UC.Finance.Training.Che	Purchase Invoices	Payables	15-Jul-11	Jul-11	EXPENSES MAY - JUL 11	0.00 P
200	AGBG	AAAA	ETZA	UC.Finance.Training.Che	Purchase Invoices	Payables	15-Jul-11	Jul-11	EXPENSES MAY - JUL 11	1.00 P
206	AGBG	AAAA	ETZZ	UC.Finance.Training.Che	AG/SB/001	Manual	11-Feb-11	Feb-11	Petty Cash	3.00 -
210										61.15

Adding Totals

When filters are applied, the Autosum function recognises the filters and acts differently.

	J210	- (° (f _{sc} =SUBTO	TAL(9,J2:J209)						
	Α	В	C	D	E	F	G	Н	1	J
							Effective			
1	Cost Cent 👻	Source of Fun	Transactic 🖓	Account Description	Journal Entry	Source 💌	Date 🛛	Period J	Line Description	Amount (£) 🛛
138	AGBG	AAAA	ETFZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINA	0.00
139	AGBG	AAAA	ETFZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINA	43.00
140	AGBG	AAAA	ETGZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINA	0.00
141	AGBG	AAAA	ETGZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINA	5.45
142	AGBG	AAAA	ETZZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINA	0.00
143	AGBG	AAAA	ETZZ	UC.Finance.Training.Che	Purchase Invoices	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINA	7.70
154	AGBG	AAAA	ETZZ	UC.Finance.Training.Che	Purchase Invoices	Payables	26-May-11	May-11	EXPENSES	0.00
155	AGBG	AAAA	ETZZ	UC.Finance.Training.Che	Purchase Invoices	Payables	26-May-11	May-11	EXPENSES	1.00
199	AGBG	AAAA	ETZA	UC.Finance.Training.Che	Purchase Invoices	Payables	15-Jul-11	Jul-11	EXPENSES MAY - JUL 11	0.00
200	AGBG	AAAA	ETZA	UC.Finance.Training.Che	Purchase Invoices	Payables	15-Jul-11	Jul-11	EXPENSES MAY - JUL 11	1.00
206	AGBG	AAAA	ETZZ	UC.Finance.Training.Che	AG/SB/001	Manual	11-Feb-11	Feb-11	Petty Cash	3.00
210									\rightarrow	61.15

In the example below, instead of =sum(J1:J209), only the filtered and displayed data is included in the sum – and a subtotal for the filtered data is calculated

Bonus feature: When you apply a different filter, the subtotal changes automatically

Copying filtered information

When a filter is on and the data is highlighted and copied to another sheet, only the filtered data is copied.

		T r	This is now ji ather than a	ust a text value subtotal			The filter i	cons have bee	en removed		
		J13	• (f_∞ 61	.15						
		Α	В	С	D	E	F	G	H	I. I.	J
	1	Cost Centre	Source of Funds	Transaction 4	Account Description	Journal Entry	Source	Effective Date	Period	Line Description	Amount (£)
	2	AGBG	AAAA	ETFZ	UC.Finance.Training.Chest Non	Purchase I	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAR LON	0.00
	3	AGBG	AAAA	ETFZ	UC.Finance.Training.Chest Non	Purchase I	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAR LON	43.00
	4	AGBG	AAAA	ETGZ	UC.Finance.Training.Chest Non	Purchase I	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAR LON	0.00
reverted to	5	AGBG	AAAA	ETGZ	UC.Finance.Training.Chest Non	Purchase I	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAR LON	5.45
standard	6	AGBG	AAAA	ETZZ	UC.Finance.Training.Chest Non	Purchase I	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAR LON	0.00
line	7	AGBG	AAAA	ETZZ	UC.Finance.Training.Chest Non	Purchase I	Payables	01-Feb-11	Feb-11	LEARNING SKILLS SEMINAR LON	7.70
numbering	8	AGBG	AAAA	ETZZ	UC.Finance.Training.Chest Non	Purchase I	Payables	26-May-11	May-11	EXPENSES	0.00
	9	AGBG	AAAA	ETZZ	UC.Finance.Training.Chest Non	Purchase I	Payables	26-May-11	May-11	EXPENSES	1.00
	10	AGBG	AAAA	ETZA	UC.Finance.Training.Chest Non	Purchase I	Payables	15-Jul-11	Jul-11	EXPENSES MAY - JUL 11	0.00
	11	AGBG	AAAA	ETZA	UC.Finance.Training.Chest Non	Purchase I	Payables	15-Jul-11	Jul-11	EXPENSES MAY - JUL 11	1.00
	12	AGBG	AAAA	ETZZ	UC.Finance.Training.Chest Non	AG/SB/00	Manual	11-Feb-11	Feb-11	Petty Cash	3.00
	13										61.15

Removing filters

To remove all your filters from the spreadsheet

Simply click on the Filter icon in the Data tab.

Y
Filter

If you have multiple filters applied and you just want to remove one

Simply click on the filter icon next to the column heading

Transactic 🗐

And select Clear filter from

Å↓	Sort A to Z
Z↓	S <u>o</u> rt Z to A
	Sort by Color
*	Lear Filter From "Transaction"
	Filter by Color 🕨
	Text <u>F</u> ilters
	erpz ×
 Image: A start of the start of	✓ (Select All Search Results) Add current selection to filter ✓ ERPZ
	OK Cancel

Appendix A Configuring your pc to allow automatic export of queries from CUFS into Excel

Step 1: Setting Internet Options

 In an Internet Explorer browser window navigate to the **Tools** menu and select **Internet** options





2. Select the Security tab

Highlight **Trusted sites**

Click on the **Custom level** button

- 3. Scroll down until you reach the **Downloads** section of the list. Click on the radio buttons for:
- Automatic prompting for downloads enable
- File download enable

Click on **OK** to close this window.

4. Click on **OK** to close the previous window.

Settings
Downloads Disable
Automatic prompting for file downloads Disable Enable Enable File download Disable Font download Disable Font download Disable Font download Disable Font download Disable File download File framework setup File framewo
 Disable Enable File download Disable Enable Font download Disable Enable
Chable Constant Co
Pront download Disable Prompt Fradie - Ref Framework setup Disable Fradie - Ref Framework setup Enable Fradie - Ref Framework setup Fradie - Ref Fr
Disable Prompt Prompt Enable. Disable Prompt Enable. Disable Disable Disable Disable
Enable Prompt Disable Enable Disable Enable Enable
Prompt Enable Scale Scale
C Enable Disable Enable
Enable
Missellaneaus
miscendueous
Access data sources across domains
4 III •
*Takes effect after you restart Internet Explorer
Reset custom settings
Reset to:
Reset to. Medium (default)
OK Cancel

Step 2: In addition, Excel has to be associated with a .tsv file

Windows 7

- 1. Navigate to Start > Control Panel > Programs > Default Programs > Make a file type always open a specific program
- Scroll down until you find *TSV File* in the list, highlight this and click on the Change Program button

If the tsv file type does not appear initially on your list, go back to CUFS run the enquiry and save it to your desk top as a tsv file. From the desktop click on the shortcut and when prompted click **Select a program from a list of installed programs'** and then click **OK**. Click on **Word Pad** and click **OK** and word pad will open. Close out of word pad and proceed from step 1 above.

A 1.1 CL 1	1 1 11 16						
Associate a file t	Associate a file type or protocol with a specific program						
Click on an extension	to view the program that currently opens it by default. To	ວ change the default program, click Change program.					
WordPad							
Microsoft Cor	poration		Change program				
Name	Description	Current Default	*				
🚯 .slk	Microsoft Excel SLK Data Import Format	Microsoft Excel					
2.slupkg-ms	XrML Digital License Package	Software Licensing Commerce Client					
snag	SnagIt Editor Image	SnagIt 8					
snagacc	SnagIt Accessory Installer	SnagIt 8					
snagprof	SnagIt Capture Profile	SnagIt 8					
snd	AU Format Sound	Windows Media Player					
.snippet	Visual Studio Code Snippet File	Unknown application					
.spc	PKCS #7 Certificates	Crypto Shell Extensions					
.spl	Shockwave Flash Object	Unknown application					
isst	Microsoft Serialized Certificate Store	Crypto Shell Extensions					
.stf	Microsoft Setup File	Unknown application					
属 .stl	Certificate Trust List	Crypto Shell Extensions					
.swf	Shockwave Flash Object	Unknown application					
.swm	SWM File	Unknown application					
.sys	System file	Unknown application					
.tcs	Tahoe Server Content Source	Unknown application					
🔚 .thmx	Microsoft Office Theme	Microsoft PowerPoint					
🛃 .tif	TIFF image	Windows Photo Viewer					
🛃 .tiff	TIFF image	Windows Photo Viewer	=				
🔹 .ts	MPEG-2 TS Video	Windows Media Player					
📄 .tsv	TSV File	WordPad					
A.ttc	TrueType collection font file	Windows Font Viewer					
A.ttf	TrueType font file	Windows Font Viewer					
🔳 .tts	MPEG-2 TS Video	Windows Media Player					
📄 .txt	Text Document	Notepad	-				



3. Click on the **Browse** button.

- Find *Microsoft Office* in the list of program files – click
 Open
- Find and open the
 Office14 folder
- Select Excel
- Click Open



- You will return to the previous '*Open with*...' screen which will now include the Excel icon
- 6. Highlight the Excel icon and click on **OK**
- 7. You should return to the previous window and the tsv file should now show as being associated with Excel.

			Ø			
Associate a file type or protocol with a specific program						
Click on an extension to vie	w the program that currently opens it by default. To chang	ge the default program, click Change program.				
Microsoft Excel Microsoft Corporat	ion	Change program				
Name	Description	Current Default	•			
📄 .tsv	TSV File	Microsoft Excel				
A.ttc	TrueType collection font file	Windows Font Viewer				
A	TrueType font file	Windows Font Viewer				
🔹 .tts	MPEG-2 TS Video	Windows Media Player				

Windows XP

My Computer - Tools - Folder Options - File Types search for .tsv file or New if it doesn't exist - select Excel from list of associations.

In a Firefox/Safari browser window

Tools – Options – Main – Tick Show downloads

Appendix B : Excel navigation keys

Key	Description
CTRL+*	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.
CTRL+A	Selects the entire worksheet.
	If the worksheet contains data, CTRL+A selects the current region. Pressing CTRL+A a second time selects the entire worksheet.
	When the insertion point is to the right of a function name in a formula, displays the Function Arguments dialog box.
	CTRL+SHIFT+A inserts the argument names and parentheses when the insertion point is to the right of a function name in a formula.
CTRL+F	Displays the Find dialog box.
	SHIFT+F5 also displays this dialog box, while SHIFT+F4 repeats the last Find action.
CTRL+G	Displays the Go To dialog box.
	F5 also displays this dialog box.

▼ Other useful shortcut keys

Key	Description
ARROW KEYS	Move one cell up, down, left, or right in a worksheet.
	CTRL+ARROW KEY moves to the edge of the current data region (data region: A range of cells that contains data and that is bounded by empty cells or datasheet borders.) in a worksheet.
	SHIFT+ARROW KEY extends the selection of cells by one cell.
	CTRL+SHIFT+ARROW KEY extends the selection of cells to the last nonblank cell in the same column or row as the active cell.
	LEFT ARROW or RIGHT ARROW selects the menu to the left or right when a menu is visible. When a submenu is open, these arrow keys switch between the main menu and the submenu.
	DOWN ARROW or UP ARROW selects the next or previous command when a menu or submenu is open.
	In a dialog box, arrow keys move between options in an open drop-down list, or between options in a group of options.

	·
END	Moves to the cell in the lower-right corner of the window when SCROLL LOCK is turned on.
	Also selects the last command on the menu when a menu or submenu is visible.
	CTRL+END moves to the last cell on a worksheet, in the lowest used row of the rightmost used column.
	CTRL+SHIFT+END extends the selection of cells to the last used cell on the worksheet (lower-right corner).
HOME	Moves to the beginning of a row in a worksheet.
	Moves to the cell in the upper-left corner of the window when SCROLL LOCK is turned on.
	Selects the first command on the menu when a menu or submenu is visible.
	CTRL+HOME moves to the beginning of a worksheet.
	CTRL+SHIFT+HOME extends the selection of cells to the beginning of the worksheet.
PAGE DOWN	Moves one screen down in a worksheet.
	CTRL+PAGE DOWN moves to the next sheet in a workbook.
	CTRL+SHIFT+PAGE DOWN selects the current and next sheet in a workbook.
PAGE UP	Moves one screen up in a worksheet.
	CTRL+PAGE UP moves to the previous sheet in a workbook.
	CTRL+SHIFT+PAGE UP selects the current and previous sheet in a workbook.
SPACEBAR	In a dialog box, performs the action for the selected button, or selects of clears a check box.
	CTRL+SPACEBAR selects an entire column in a worksheet.
	SHIFT+SPACEBAR selects an entire row in a worksheet.
	CTRL+SHIFT+SPACEBAR selects the entire worksheet.
	 If the worksheet contains data, CTRL+SHIFT+SPACEBAR selects the current region. Pressing CTRL+SHIFT+SPACEBAR a second time selects the entire worksheet.
	When an object is selected, CTRL+SHIFT+SPACEBAR selects

all objects on a worksheet.

 $\label{eq:alpha} \mbox{ALT+SPACEBAR displays the } \mbox{Control} \mbox{ menu for the Excel window.}$