

How to Excel with CUFS

Part 2

Course Manual



Finance Training

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1. Tips on Exporting Reports from UFS

1.1 Suitable Reports to Export

Within the GL:

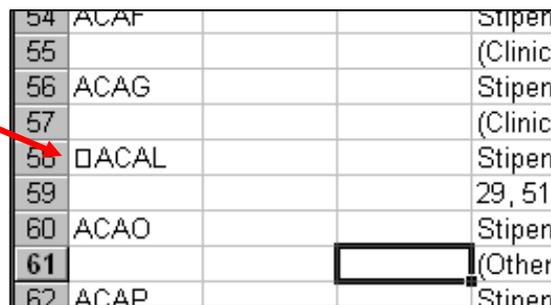
- Transaction Code Balances – Alternative (UFS)
- Transaction Code Balances – Exportable (UFS)
- Trial Balance Detail (UFS)
- Account Analysis Transaction Detail 3 (UFS)

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.

1.2 Removing the Page break symbol

Normally when you export a report, Excel displays all the original page breaks as a □ symbol at the front of the first row of data on each page.



54	ACAF			Stiper
55				(Clinic
56	ACAG			Stiper
57				(Clinic
58	□ACAL			Stiper
59				29, 51
60	ACAO			Stiper
61				(Other
62	ACAP			Stiper

To ensure the data export works correctly in Excel, the page breaks must first be removed using Microsoft Word.

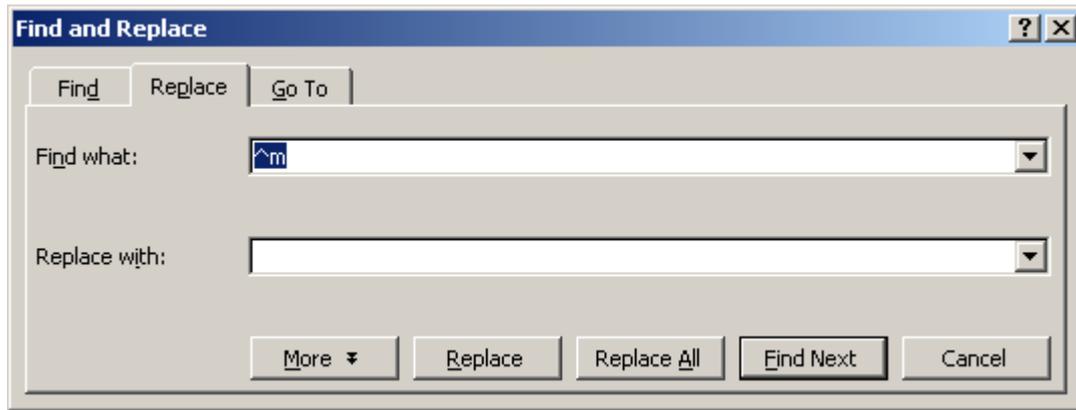
For example : To create a summary of all available Transaction codes run in the “Chart of Accounts – Segment Values Listing” report (which is 123 pages long)

In CUFS

1. Run the report , view the output on screen
2. Save the output as a text file in the normal way

In Word

3. Open the text file in Word
4. Remove all the page breaks by typing Ctrl + H :
Find: ^m (a manual page break)
Replace with: *leave blank*
Click on Replace All



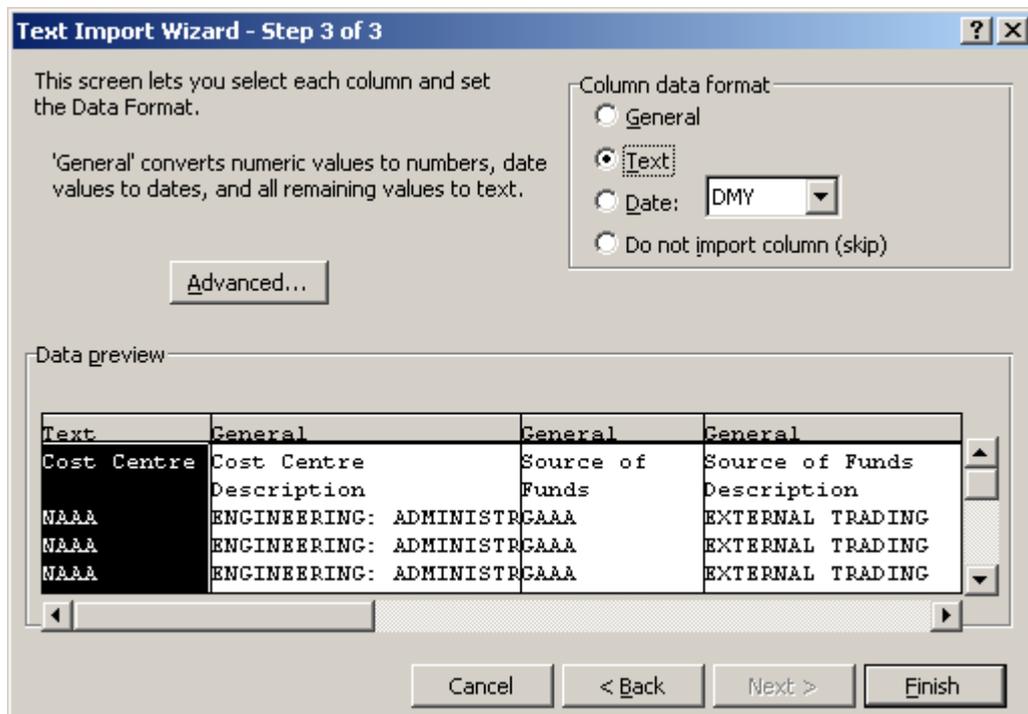
5. Resave the file (saying Yes to a text file) in Word

In Excel

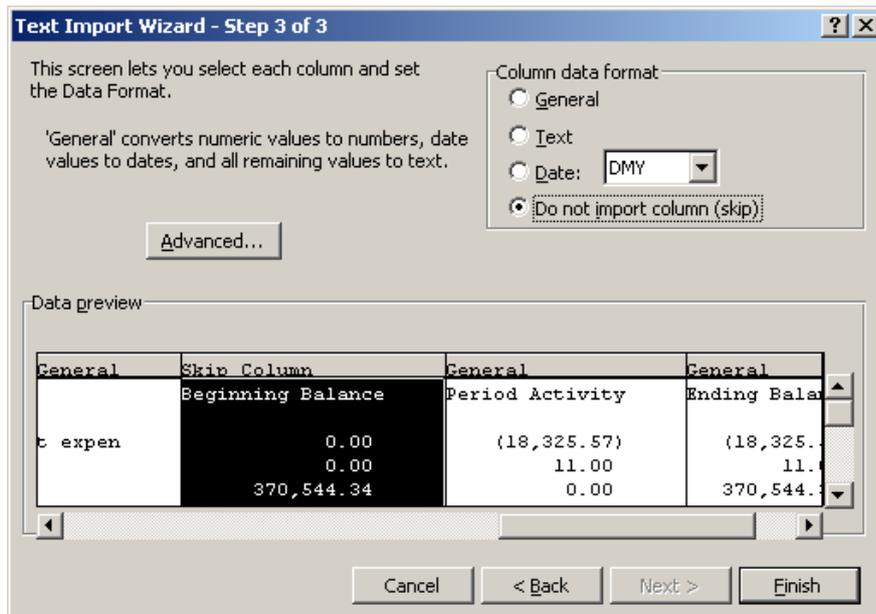
6. Open the text file in Excel and work through the Import Wizard screens.

1.3 Formatting the Data to be imported into Excel

Account code strings: format as 'text' so that any segments containing 0000 don't convert to a single 0 after import



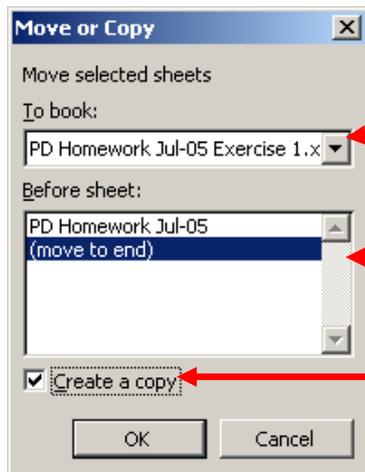
Date fields: format as 'date' so if you decide later to sort the spreadsheet by date it runs in calendar month order as opposed to alphabetically



You don't have to import columns of data that you don't need. Highlight any unwanted column and click on the "Do not import" button

Click "Finish" to complete the export.

Select "Move or Copy" from the pop-up list, you will see this window....



Select the Excel workbook that is the destination for the copied sheet

Tell Excel where you want the copied sheet to be placed in the destination workbook

Tick this box to make a copy. (If the box is unticked, the sheet will just be **moved** from one workbook to the other).

3. Lookup Tables

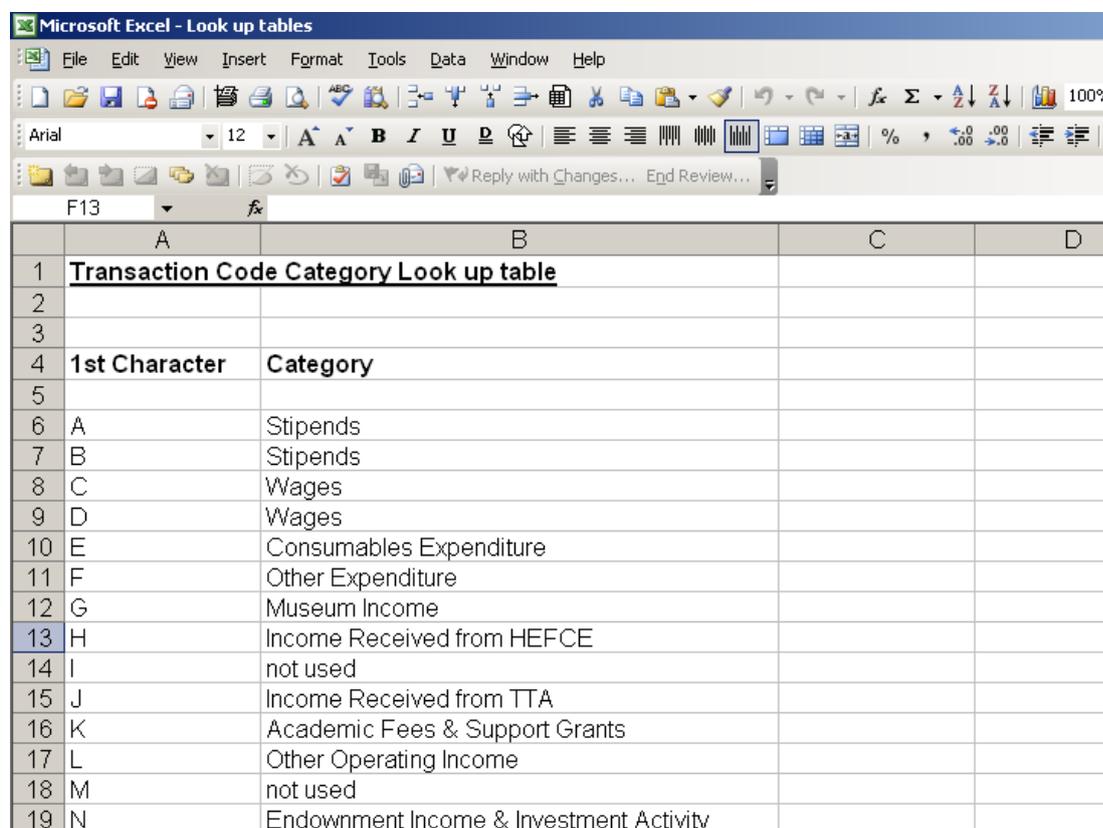
3.1 What are they?

It is sometimes helpful to categorise transactions in a way that is meaningful to the department but not available in the standard CUFS output. For example, certain cost centres may be grouped together to form a particular division in a department; also, transaction codes can be classified into generic sets (income, expenditure and balance sheet).

So, by assigning department defined categories to a collection of transactions, it is possible to turn CUFS data into tailored information in Excel.

For example, in CUFS, all transaction codes beginning with A??? relate to expenditure on stipends and all codes beginning with E??? relate to consumables expenditure. So if a table is set up in Excel (such as the example below), it can then be referenced within a block of data, using a LOOKUP formula to add a non-CUFS information.

3.2 Creating a Look up Table



The screenshot shows a Microsoft Excel spreadsheet titled 'Look up tables'. The spreadsheet contains a table with two columns: '1st Character' and 'Category'. The rows are numbered 1 through 19. Row 1 is the title 'Transaction Code Category Look up table'. Row 4 is the header for the table. Rows 6 through 19 list various characters (A through N) and their corresponding categories.

1st Character	Category
A	Stipends
B	Stipends
C	Wages
D	Wages
E	Consumables Expenditure
F	Other Expenditure
G	Museum Income
H	Income Received from HEFCE
I	not used
J	Income Received from TTA
K	Academic Fees & Support Grants
L	Other Operating Income
M	not used
N	Endowment Income & Investment Activity

These categories can be combined with data from CUFS.

Microsoft Excel - PD Homework Jul-05

File Edit View Insert Format Tools Data Window Help

Arial 10

	A	B	C	D	E	F
1	Source of Funds	Transaction Code	Transaction Description	Period Activity		
2	GAAA	ABAL	6012345 SMITH A B	2,345.67		
3	GAAA	CAAJ	3214567 JONES C D	1,234.56		
4	GAAA	ECNA	TABLEDECORATIONS	1.46		
5	GAAA	EAAZ	AUDIO EQUIPMENT	502.56		
6	GAAA	EBBZ	BOOKS: GREAT BRITAIN	46.00		
7	GAAA	EKCC	INK JET CARTRIDGES	199.08		
8	GAAA	KADE	FEE INCOME: REFUNDS	996.16		
9	GAAA	LAAA	SERVICES RENDERED	-1,960.96		
10	GAAA	LJAK	BENCH FEES	-2,000.00		
11	GAAA	LKAA	SALES/INCOME - MISC	-366.52		

Here is a simple set of transaction code balances resulting from a report exported into Excel

Microsoft Excel - PD Homework Jul-05

File Edit View Insert Format Tools Data Window Help

Arial 10

D2 =VLOOKUP(C2,'Category 1'!\$A\$6:\$B\$19,2,FALSE)

	A	B	C	D	E	F	G
1	Source of Funds	Transaction Code	1st Character	Category	Transaction Description	Period Activity	
2	GAAA	ABAL	A	Stipends	6012345 SMITH A B	2,345.67	
3	GAAA	CAAJ	C	Wages	3214567 JONES C D	1,234.56	
4	GAAA	ECNA	E	Consumables Expenditure	TABLEDECORATIONS	1.46	
5	GAAA	EAAZ	E	Consumables Expenditure	AUDIO EQUIPMENT	502.56	
6	GAAA	EBBZ	E	Consumables Expenditure	BOOKS: GREAT BRITAIN	46.00	
7	GAAA	EKCC	E	Consumables Expenditure	INK JET CARTRIDGES	199.08	
8	GAAA	KADE	K	Academic Fees & Support Grants	FEE INCOME: REFUNDS	996.16	
9	GAAA	LAAA	L	Other Operating Income	SERVICES RENDERED	-1,960.96	
10	GAAA	LJAK	L	Other Operating Income	BENCH FEES	-2,000.00	
11	GAAA	LKAA	L	Other Operating Income	SALES/INCOME - MISC	-366.52	
12							
13							
14							
15	The first character is captured using the formula: =left(c2,1).				The category description is created by referencing the lookup table, using the VLOOKUP formula (explained below). This is a new "label" allows the department user to summarise the data in		
16							
17							
18	The formula is then copied down.						
19							
20							

The same data is now enhanced by combining the category table information with the CUPS data.

3.3 Using the Look-Up Formula (VLOOKUP)

Based on the content of the cell in column C, the formula looks at the source lookup table you created and brings back the corresponding description.

The elements of the formula:

The V stands for "vertical" – meaning the formula searches up and down columns	(The reference for the cell content you want to look up C2	,	The worksheet location of your look up table (has to be in single quotation marks) 'Category 1'	The range of cells in the look up table that contain both the item to be looked up and the answer \$B\$3:SC\$54	,	The column number in the table containing the "answer" 2 (i.e column B)	,	By including the FALSE argument, #N/A will show in the result if your reference cannot be found in the table FALSE)
=VLOOKUP	(C2	,	'Category 1'	\$B\$3:SC\$54	,	2 (i.e column B)	,	FALSE)

The enhanced data can now be used to create a summary income and expenditure statement.

For example, there are four lines with the category "Consumables Expenditure". By using another formula containing the SUMIF function, these lines can be added together and shown as one line in a summary report.

4 The SUMIF Function

4.1 Using SUMIF to select and add up numbers in a range

This function allows you to total all the individual entries of a particular category. In the example below, all the income and expenditure categories have been set up in a summary spreadsheet. The SUMIF formula adds up all the lines for each category in your source data and returns one summed total for each summary report line.

The screenshot shows an Excel spreadsheet titled "Microsoft Excel - PD Homework Jul-05". The formula bar displays the SUMIF function: `=SUMIF('PD Homework Jul-05'!D2:D11,Sheet1!B7,'PD Homework Jul-05'!F2:F11)`. The spreadsheet contains a summary statement for source of funds for 31st July 2005, with columns A through H and rows 1 through 26. The data is as follows:

	A	B	C	D	E	F	G	H
1	SUMMARY STATEMENT FOR SOURCE OF FUNDS GAAA							
2								
3	31st JULY 2005							
4								
5	Income		£					
6								
7		Museum Income	0.00					
8		Income Received from HEFCE	0.00					
9		not used	0.00					
10		Income Received from TTA	0.00					
11		Academic Fees & Support Grants	(996.16)					
12		Other Operating Income	4,327.48					
13		not used	0.00					
14		Endowment Income & Investment Activity	0.00					
15		Total Income	3,331.32					
16								
17	Expenditure		£					
18								
19		Stipends	2,345.67					
20		Wages	1,234.56					
21		Consumables Expenditure	749.10					
22		Other Expenditure	0.00					
23		Total Expenditure	4,329.33					
24								
25		Surplus/(Deficit)	(998.01)					
26								

4.2 Using the function wizard with the SUMIF Function

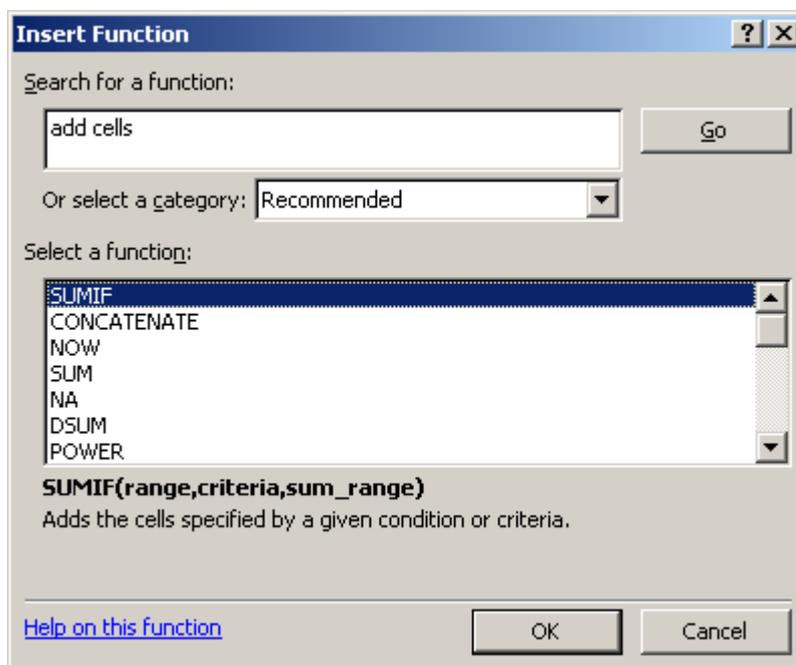
Some Excel users prefer to use the function wizard to help learn and build more complex formulas. Position the cursor in the cell where the formula will go and click on the Function icon on the toolbar



The Insert Function window appears.

In this window you can either type in a search - based on what you are trying to do or select a function from the lists. In this example we want to add a number of cells together, so, when you type “add cells” into the search box, Excel offers a selection of functions.

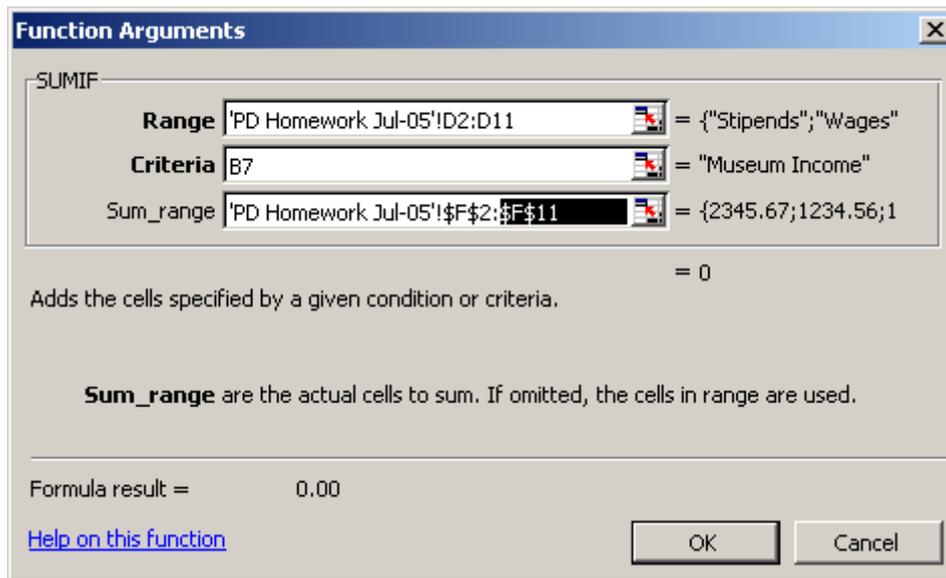
It has offered SUMIF at the top of the list. Select it and press OK:



The next part of the wizard invites you to select the cells (or ranges of cells) that contain:

- Range** - in the source data - the column containing the category names
- Criteria** - in the summary report – the category name you want to total
- Sum range** - add together all the values that exist in the source data for the category (criteria) you specify

Each part of the formula is built by highlighting the ranges or cells (see overleaf).



Note: *In the Sum_range reference, the cell range F2:F11 has been amended to \$F\$2:\$F\$11. These means that when you copy this finished formula down to other rows, the cell coordinates will F2:F11 will be unaffected, they will remain constant. This is an example of an ABSOLUTE cell reference.*

All parts of the formula (the arguments) are now complete, press OK.

The wizard will close down leaving the finished formula in the cell (with closing brackets added).

CHART OF ACCOUNTS - INCOME (REVENUE) TRANSACTION CODES

Appendix: 1a

Transaction Code	Description	Start Date	Enabled	Parent	Posting Allowed?	Budgeting Allowed?	Account Type
HAAF	HEFCE Recurrent Grant:Teaching	02-Jun-00	Yes	No	Yes	Yes	Revenue
JAAB	TTA Recurrent Grant:ITT	02-Jun-00	Yes	No	Yes	Yes	Revenue
KAAA	Fees Income - Miscellaneous	02-Jun-00	Yes	No	Yes	Yes	Revenue
KAAL	MBA Fees	02-Jun-00	Yes	No	Yes	Yes	Revenue
KAAM	University & College Fees	02-Jun-00	Yes	No	Yes	Yes	Revenue
KEAA	Full Time Home U/G A Band 1 Category 1	24-Nov-00	Yes	No	Yes	Yes	Revenue
KEAD	Full Time Home P/G D Category 3 + 4	24-Nov-00	Yes	No	Yes	Yes	Revenue
KFCB	Full Time Overseas U/G F Band 2 Category 2	29-Aug-03	Yes	No	Yes	Yes	Revenue
LAAC	Conference Income	02-Jun-00	Yes	No	Yes	Yes	Revenue
LAAD	Training Courses	02-Jun-00	Yes	No	Yes	Yes	Revenue
LBAH	Sales: Coffee And Tea	02-Jun-00	Yes	No	Yes	Yes	Revenue
LBDB	Vending - Food	31-Jul-00	Yes	No	Yes	Yes	Revenue
LFAC	Donations - Benefactions	31-Jul-00	Yes	No	Yes	Yes	Revenue
LKAA	Sales/Income - Miscellaneous	02-Jun-00	Yes	No	Yes	Yes	Revenue
LKCG	Sales - Postcards	02-Jun-00	Yes	No	Yes	Yes	Revenue
LKKA	Income - Royalties	31-Jul-00	Yes	No	Yes	Yes	Revenue
LKVW	Farm Sales Of Wheat	04-Aug-05	Yes	No	Yes	Yes	Revenue
LZGA	Proceeds Of Sale Of Fixed Assets - Re Capitalised Assets	31-Jul-00	Yes	No	Yes	Yes	Revenue
NAAA	Distribution To Investors	01-Jun-00	Yes	No	Yes	Yes	Revenue
NDAA	Bank Interest	02-Jun-00	Yes	No	Yes	Yes	Revenue
NHAB	Deposit Interest Barclay's Global Investors	21-Feb-01	Yes	No	Yes	Yes	Revenue

An edited selection of the most commonly used Income transaction codes

Appendix: 1b

CHART OF ACCOUNTS - EXPENDITURE TRANSACTION CODES

Transaction Code	Description	Start Date	Enabled	Parent	Posting Allowed?	Budgeting Allowed?	Account Type
ABAP	Stipends: Established Posts - Teaching And Research:	17-May-00	Yes	No	Yes	Yes	Expense
BDAB	Stipends: Casual: Other: Fees	15-Aug-00	Yes	No	Yes	Yes	Expense
CAAJ	Wages: Central Administration - CS	17-May-00	Yes	No	Yes	Yes	Expense
EAAZ	Audio Equipment	25-Jul-01	Yes	No	Yes	Yes	Expense
EBBZ	Books: Great Britain, Northern Ireland, Channel Isles: All Items	02-Jun-00	Yes	No	Yes	Yes	Expense
ECEE	Groceries, Pasta, Noodles & Rice:	06-Dec-00	Yes	No	Yes	Yes	Expense
EKCB	Laser Printer Toner	02-Jun-00	Yes	No	Yes	Yes	Expense
ELCC	Laboratory: Semiconductor	02-Jun-00	Yes	No	Yes	Yes	Expense
EQDZ	Freight And Carriage Costs	25-Jul-01	Yes	No	Yes	Yes	Expense
EQEA	Extension Line Rental(Actual From Cile)	02-Jun-00	Yes	No	Yes	Yes	Expense
ERFZ	Insurance Services	25-Jul-01	Yes	No	Yes	Yes	Expense
ESFZ	Papers Photocopying Etc.	25-Jul-01	Yes	No	Yes	Yes	Expense
ETEA	Mileage (Private Vehicles)	02-Jun-00	Yes	No	Yes	Yes	Expense
EWVZ	Tool And Plant Hire	25-Jul-01	Yes	No	Yes	Yes	Expense
EXBZ	Credit Card Charges	25-Jul-01	Yes	No	Yes	Yes	Expense
EXCZ	Customs & Excise - Vat	25-Jul-01	Yes	No	Yes	Yes	Expense
EXLB	Council Tax	05-Dec-00	Yes	No	Yes	Yes	Expense
FAAA	Scholarships/Fellowships Etc	02-Jun-00	Yes	No	Yes	Yes	Expense
FDBC	Payments Redundancy	31-Jul-00	Yes	No	Yes	Yes	Expense
TIE	Total - Income & Expenditure (AAAA-OZZZ)	17-Jan-01	Yes	Yes	No	Yes	Expense

An edited selection of commonly used Expenditure transaction codes

TIE	An example of a parent code, i.e. a code summing up all the Expenditure and Income codes from AAAA to OZZZ. The code is never used for posting transactions whether from AP, AR, Grants, Payroll or from General ledger Journals.
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CHART OF ACCOUNTS - BALANCE SHEET TRANSACTION CODES (ASSETS)

Appendix 1c

Transaction Code	Description	Start Date	Enabled	Parent	Posting Allowed?	Budgeting Allowed?	Account Type
PAAB	Land & Building Cost - HEFCE & Other Grant Funded	13-Mar-01	Yes	No	Yes	Yes	Asset
PABB	Land & Building Depreciation - HEFCE & Other Grant Funded	13-Mar-01	Yes	No	Yes	Yes	Asset
PADA	Land & Buildings CIP Account	02-Jun-00	Yes	No	Yes	Yes	Asset
PBAC	Equipment Cost - Research Grant Funded	13-Mar-01	Yes	No	Yes	Yes	Asset
PBBB	Equipment Depreciation - HEFCE & Other Grant Funded	25-Jul-00	Yes	No	Yes	Yes	Asset
PBBC	Equipment Depreciation - Research Grant Funded	13-Mar-01	Yes	No	Yes	Yes	Asset
PCAA	Heritage Asset Cost Account	24-Feb-05	Yes	No	Yes	Yes	Asset
PCAB	Heritage Asset Cost Account HEFCE And Other Grant Funded	24-Feb-05	Yes	No	Yes	Yes	Asset
PCAC	Heritage Asset Cost Account Research Council Funded	24-Feb-05	Yes	No	Yes	Yes	Asset
RAAA	Property Investments	02-Jun-00	Yes	No	Yes	Yes	Asset
RAEA	Venture Capital Portfolio	16-Jan-02	Yes	No	Yes	Yes	Asset
SAAA	Amalgamated Fund Holding Account	01-Jun-00	Yes	No	Yes	Yes	Asset
SCBA	Monies On Deposit	01-Jun-00	Yes	No	Yes	Yes	Asset
SCCG	Monies On Deposit - BGI Dollar Liquidity Fund	28-Feb-01	Yes	No	Yes	Yes	Asset
SCCH	Charifund Income Shares	05-Sep-02	Yes	No	Yes	Yes	Asset
TCAA	Stock: Computer	02-Jun-00	Yes	No	Yes	Yes	Asset
UBAA	Trade Debtors	17-May-00	Yes	No	Yes	Yes	Asset
UNDA	Staff Loans	06-Jun-00	Yes	No	Yes	Yes	Asset
VCBA	Input Vat	12-Jan-00	Yes	No	Yes	Yes	Asset

An edited selection of Balance Sheet Codes (Assets)