# GM097 "Sponsored Project Actuals Balance Report"

## ASRSP Formatting Recommendations

9/24/2019

x  Please note related job aids:
  o  How to ScheduCD92.3 (e)-.45j6 (e)-tweeeweweehuCD92.3rrinCD92.3gtey
                                                        x  The Cognos email will arrive with an Excel GM097 at
                                                        x  The Exel file has three possible worksheets:
                                                          o  Non-clinical Portfolio
                                                              ƒ  (610, 620, 630, and 650 nonlinical spor
                                                                 share accounts)
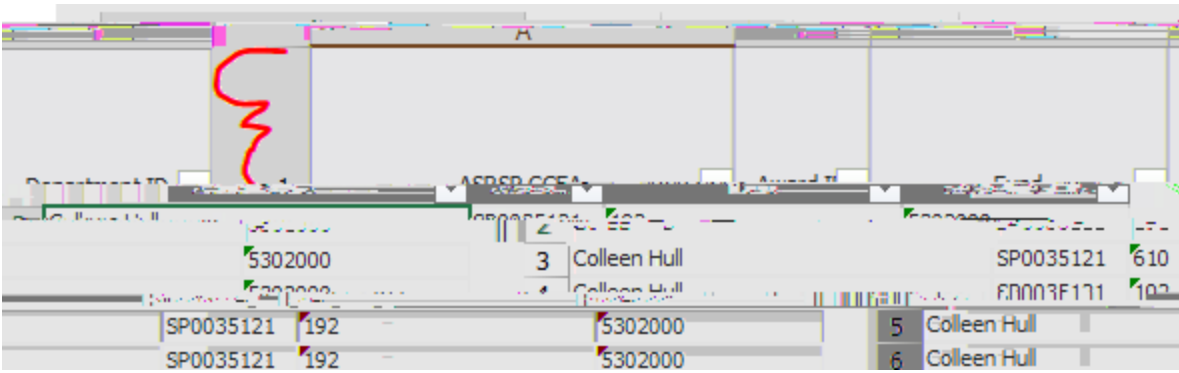                                                          o  Clinical Portfolio (640 clinical trials)
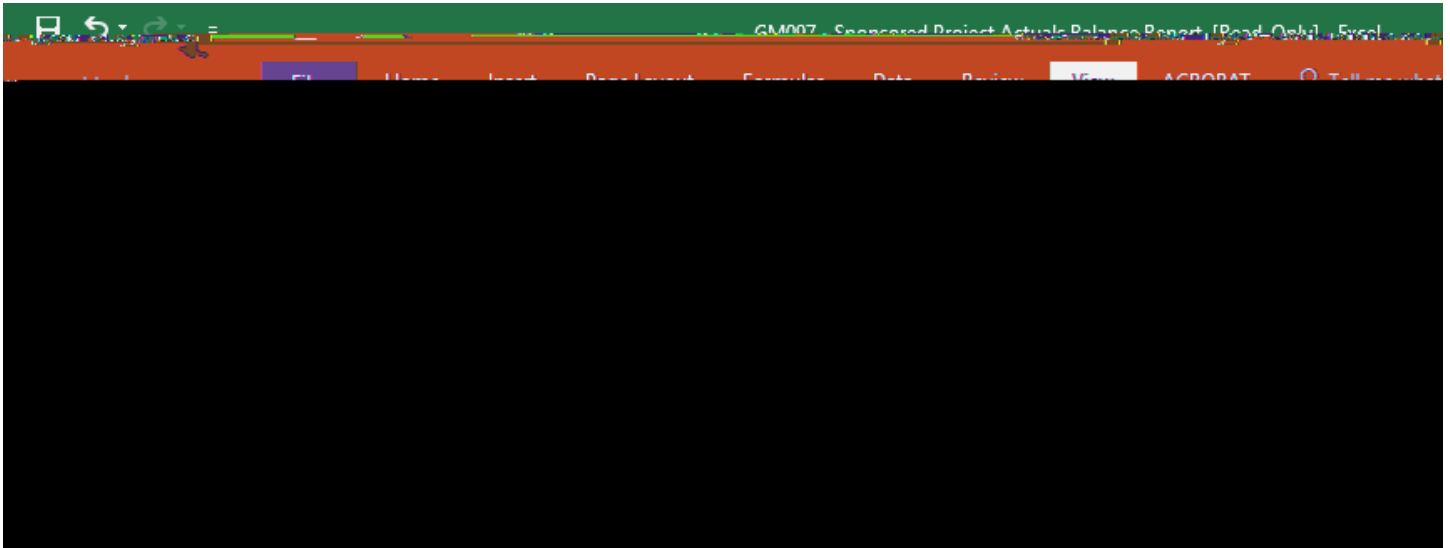                                                          o  Appendix Page (summary of run parameters)
                                                        x  Save an unedited version of the Excel file for potentia
                                                           for ease of use and potential further distribution. Furt
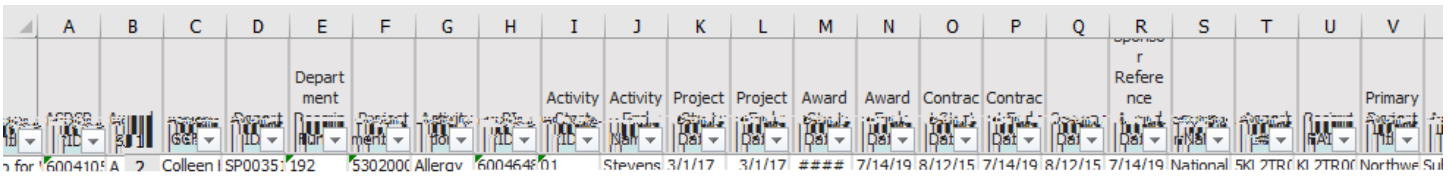                                                        x  On both Nonclinical Portfolio and Clinical Ptolio tabs

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

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



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



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