Did You Know . . .

You can use filters and delete ‘0’ rows from your ADI spreadsheet?

You can use formulas to assist in calculating salaries/benefits/dependent tuition/etc.?

You can use functions (ex. VLOOKUP, Concatenate, etc.) in your ADI spreadsheet?

You can add rows, columns, worksheets to your ADI spreadsheet that won’t be uploaded?
Demo
Resources

- Finance Division Training Website
  - Instructor Led Classes
    - Using Excel for Data Analysis Class Document
      https://www.cmu.edu/finance/training/systems/index.html
  - Brown Bag Sessions
    - Tips & Techniques:
      Using ADI and Excel Tools in Budget Preparation
      - List of Object Code Numbers, Names, and Financial Review Line Item Spreadsheet