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These Videos are intended to be used in tandem with the Training Guide available on the Bursars web page under Financial Planning.

<https://www.maynoothuniversity.ie/bursar/finance-projects/departmental-reportstraining>

To open the links to the videos below, hold down Ctrl on your keyboard and click on the link.

Or right click on the link with your mouse and choose ‘Open Hyperlink’ from the drop-down menu.

1. **How to Access the Financial Reports**

Duration: 1m 19secs

Link: [How to Access Dept Financial Reports](https://web.microsoftstream.com/video/51fed2b6-d79c-4f02-8b19-4abfab53bb80)

(Note: If not on campus and no VPN, see training notes for alternative access through the App)

1. **Which Report to Choose**

Duration: 1m 42secs

Link: [Which Report to Choose](https://web.microsoftstream.com/video/f028cc2e-60c1-4079-811d-2537574540af)

1. **How to Run the Reports**

Duration:1m 12secs

Link: [How to Run the Reports](https://web.microsoftstream.com/video/ce8b22b4-2f78-4360-90c7-0c9915ce29ca)

1. **How to Interpret the Financial Summary Reports (Dept & Self-Funded Summary Reports)**

Duration: 3m 13secs

Link: [How to Interpret Financial Summary Reports](https://web.microsoftstream.com/video/43ad6161-cee8-4bfd-b903-beb751e581ed)

1. **How to Interpret the Transaction Financial Reports – By Period or By Month**

Duration: 2m 36 secs

Link: [How to Interpret the Transaction Financial Reports](https://web.microsoftstream.com/video/578c92ce-74e6-410b-bb1d-ff6c21f2b066)

1. **Drill down Feature on the Financial Summary**

Duration: 1m 7secs

Link: [Drill down Feature on the Financial Summary](https://web.microsoftstream.com/video/b29f6047-d343-4722-9365-764c60616ff2)

1. **Changing the Report Parameters**

Duration: 3m 52secs

Link: [Changing the Report Parameters](https://web.microsoftstream.com/video/51964fcc-a0b1-4e11-8b46-8c7da73e3fa5)

1. **How to Print and Download the Reports**

Duration: 1m 11secs

Link: [How to Print and Download the Reports](%20https%3A/web.microsoftstream.com/video/ac87f717-1832-490a-b88f-40096b7e1f8a)

1. **Working with and interpreting the Excel version of the**

**Financial Summary**

Duration: 2m 2secs

Link: [How to Work with and Interpret the Excel version of the Financial Summary Reports](https://web.microsoftstream.com/video/b5c6a87e-a456-4b61-b9ba-ff003668e023)