

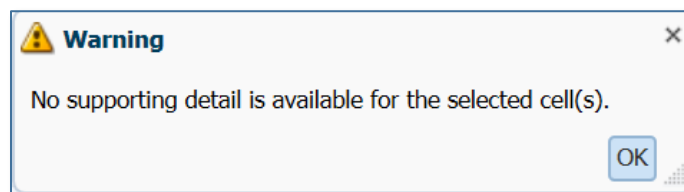
Adding/Deleting Supporting Details

This function allows you to add calculations or aggregate lines to your budget cells. For example Travel and Training, you can add the airfare cost, lodge, meals etc. to the cell as supporting details.

Supporting Details are "calculating" explanations you can add to specific cells if desired.

- Supporting details allows you to add in specifics of a cell's entry. For example, if travel expenses are expected to be higher than normal, you can use Supporting Details to explain everything that goes into that value.

Supporting details can only be added to "0" level cells, not to the roll up level. If you get the following error message, you are on a roll up level.



- In this example, Out of State Travel is higher than last year and you feel you need to explain why.
- Right-click** in the cell to which you wish to add supporting details.
- Click the **Supporting Detail** option.

		FY17		FY16	FY16	FY15	FY14
		Control	Budget Working	Budget Final	Actual Final	Actual Final	Actual Final
771005 - DOMESTIC TRAVEL (5) - BUD ONLY			0				
771100 - IN STATE TRAVEL							160
771200 - OUT OF STATE TRAVEL			10,038			1,500	1,386
772000 - FOREIGN TRAVEL							639
Travel and Training			0			1,500	2,185
791000 - MEMBERSHIPS and DUES						2,873	2,344
791100 - SUBSCRIPTIONS						300	149
Dues and Subscriptions						3,173	2,493
797100 - PATIENT CARE COSTS						43	188
799900 - MISCELLANEOUS OPERATING EXP				0,000		0	
Miscellaneous Other/ Contingencies				0,000		43	188
Other Operating Expenses			0	0,000		6,988	8,029
Operating Expenditures			3,276,401	4,473		3,420,842	3,290,568
Total Expense			3,276,401	4,473		3,420,842	3,290,568
Net Revenue and Expense			-3,276,401	4,473		-3,420,842	-3,290,568
Total Accounts			-3,276,401	4,473		-3,420,842	-3,290,568

Right click here →

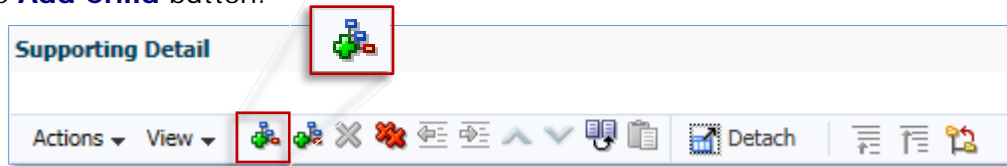
Supporting Detail

4. Enter the desired information into the **Description** field (For example, "**California Conference**").

In this example, we are going to add sub-category descriptions (children) to the California Conference category. We need to add 'Child' and 'Siblings' to itemize the expenditures.

- **Children** are sub-categories of the main described category (i.e., California Conference).
- **Siblings** are additional categories/sub-categories added at the same level.

5. Click the **Add Child** button.

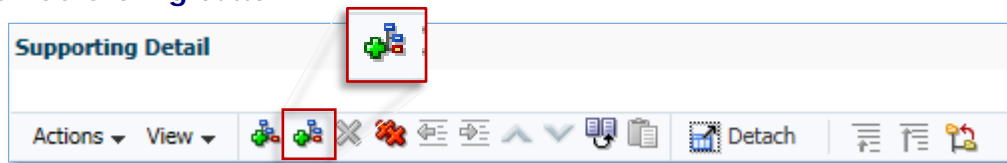


6. Enter a valid value e.g. "**Flight**" into the first sub-category (child) field.
7. Enter "**2000**" as the value of the flight into the **Amount** field.

Label	Operator	FY17 BegBalance Budget Working
California Conference	+	2,000.0
Flight	+	2000
Total		2,000.0

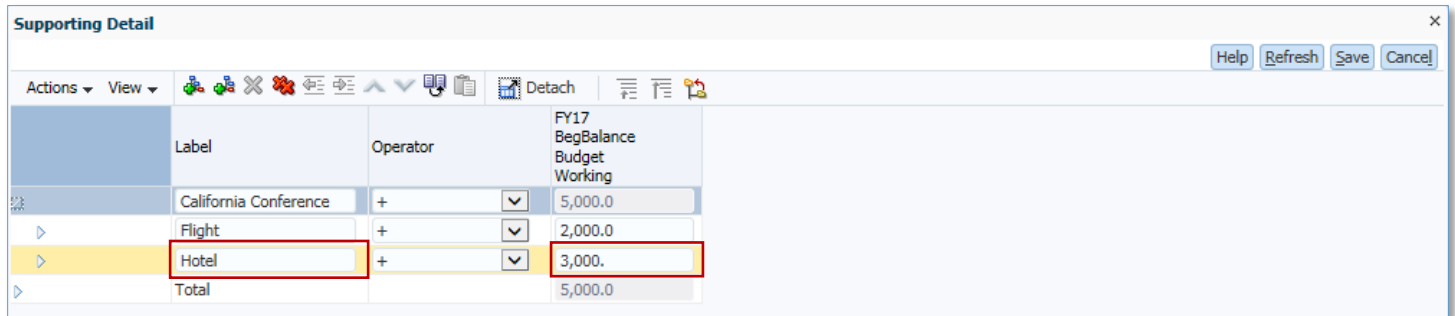
There were more items that made up the cost of this conference, so we will add additional siblings to the Flight sub-category.

8. Click the **Add Sibling** button.



9. Enter a valid value e.g. "**Hotel**".

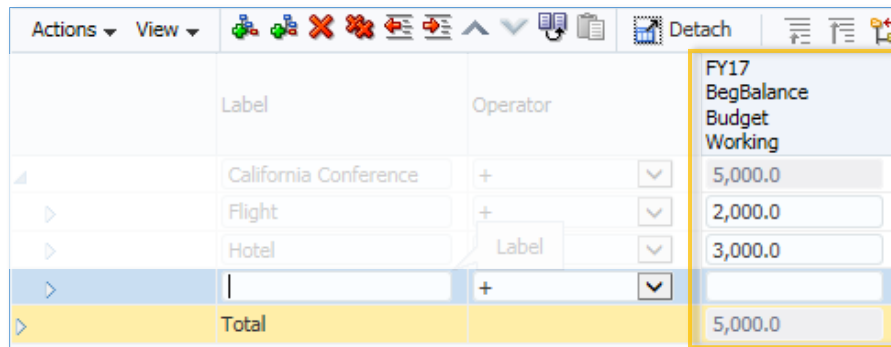
10. Enter a valid value e.g. "3000".



	Label	Operator	FY17 BegBalance Budget Working
	California Conference	+ ▼	5,000.0
▶	Flight	+ ▼	2,000.0
▶	Hotel	+ ▼	3,000.0
▶	Total		5,000.0

11. Click the **Add Sibling** button again.

- Notice how the sub-categories (children) at totaling up for the total costs of the California Conference in the FY17 BegBalance budget Working column.

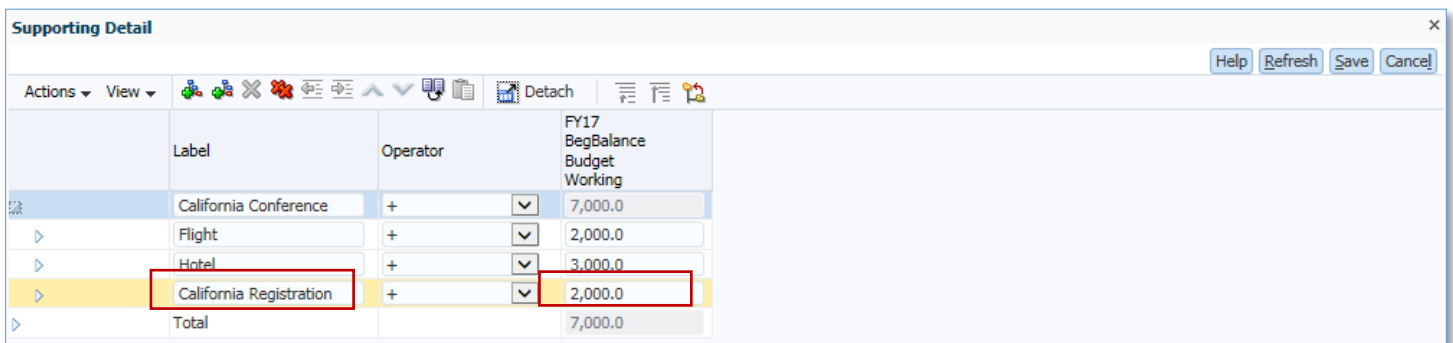


	Label	Operator	FY17 BegBalance Budget Working
◀	California Conference	+ ▼	5,000.0
▶	Flight	+ ▼	2,000.0
▶	Hotel	+ ▼	3,000.0
▶		+ ▼	
▶	Total		5,000.0

We will now enter the last item to be calculated for the California Conference.

12. Enter a valid value e.g. "Conference Registration".

13. Enter a valid value e.g. "2000".

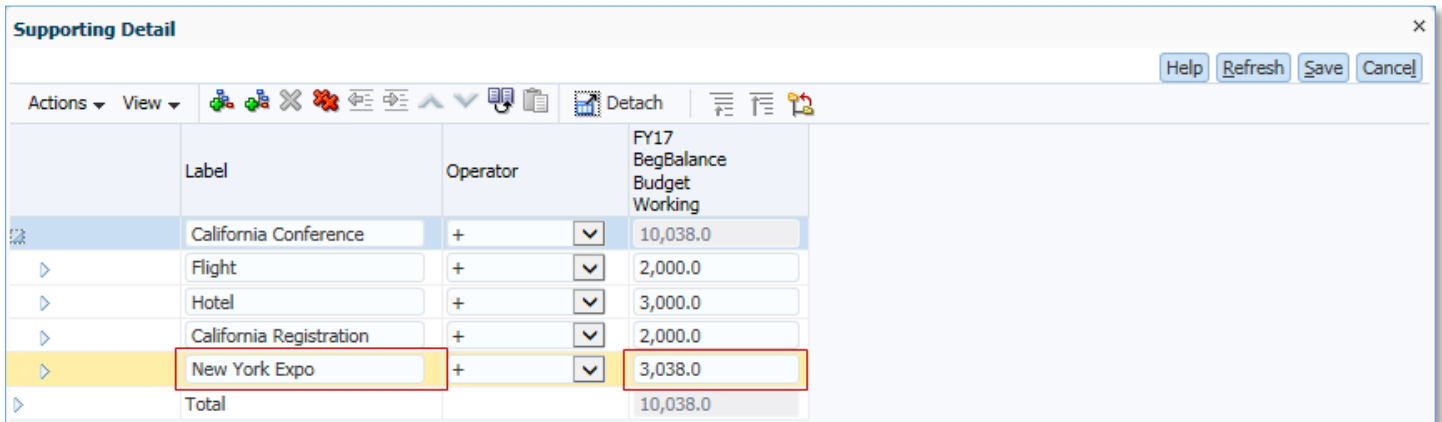


	Label	Operator	FY17 BegBalance Budget Working
◀	California Conference	+ ▼	7,000.0
▶	Flight	+ ▼	2,000.0
▶	Hotel	+ ▼	3,000.0
▶	California Registration	+ ▼	2,000.0
▶	Total		7,000.0

14. Click the **Add Sibling** button.

15. Enter a valid value e.g. "**New York Expo**".

16. Enter a valid value e.g. the total cost of this event as "**3038**".

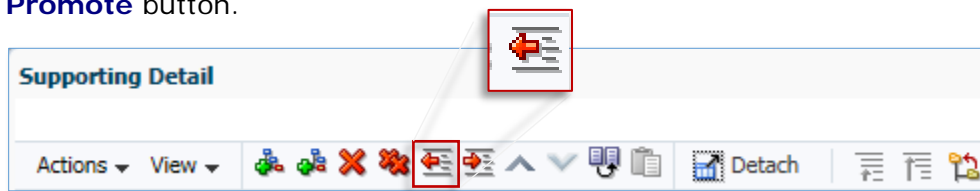


	Label	Operator	FY17 BegBalance Budget Working
	California Conference	+ ▾	10,038.0
▶	Flight	+ ▾	2,000.0
▶	Hotel	+ ▾	3,000.0
▶	California Registration	+ ▾	2,000.0
▶	New York Expo	+ ▾	3,038.0
▶	Total		10,038.0

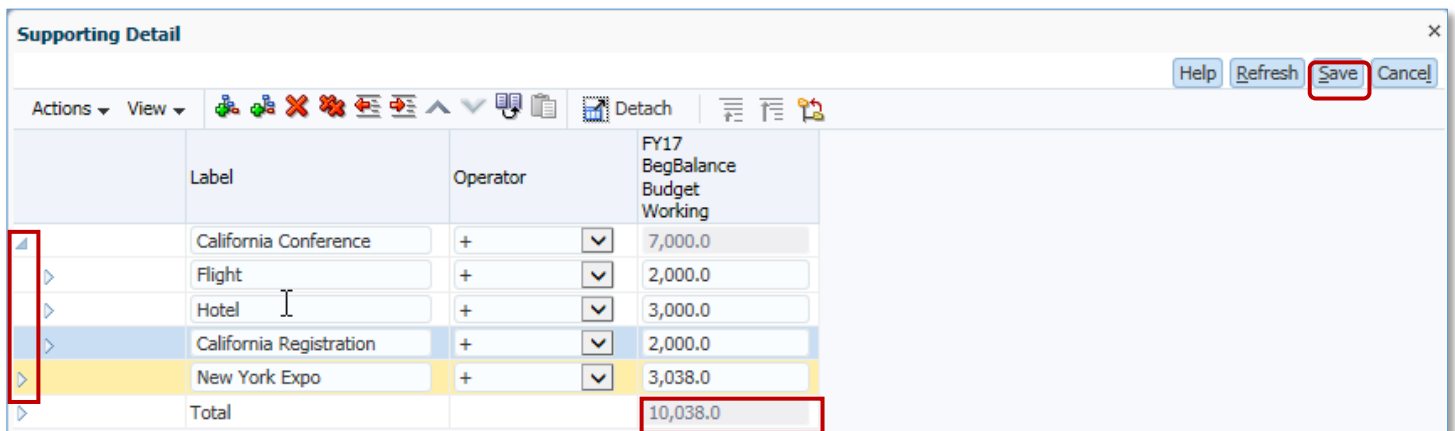
This event has nothing to do with the California Conference so it will not remain a "child" of the California Conference, but will be "**promoted**" to a "**sibling**" of the California Conference.

We need to promote this entry to the status of "sibling" of the California Conference.

17. Click the **Promote** button.



- Notice the New York Expo has been promoted to its own category and is considered the sibling of the California Conference.
- The final total of all entries appears at the bottom.



	Label	Operator	FY17 BegBalance Budget Working
	California Conference	+ ▾	7,000.0
▶	Flight	+ ▾	2,000.0
▶	Hotel	+ ▾	3,000.0
▶	California Registration	+ ▾	2,000.0
▶	New York Expo	+ ▾	3,038.0
▶	Total		10,038.0

18. When finished adding all needed supporting details, you will save the data and return to the Budget Worksheet.

19. Click the **Save** button.

- Remember you will need to scroll back down to the area of the worksheet in which you were working after saving your supporting details.

20. **Scroll** to the desired area of the worksheet.

21. The cell that contains supporting details will turn aqua blue/green.

13020000 - FR-ART		101-CRRNT-NO_SOF		No Department Flex		1100 - GENERAL ACADEMIC INSTR	
		FY17		FY16	FY16	FY15	FY14
		Control	Working	Budget	Actual	Actual	Actual
			Final	Final	Final	Final	Final
792300 - REPAIRS and MAINT - VEHICLES							440
Postage and Freight							150
771100 - IN STATE TRAVEL			10,038			0	170
771200 - OUT OF STATE TRAVEL						500	104

If you decide the supporting details are no longer needed, deleting them is very similar to adding them.

22. Right-click the cell that contains the supporting details you wish to delete.

23. Click the **Supporting Detail** option from the pop-up menu.

771100 - IN STATE TRAVEL		10,038		
771200 - OUT OF STATE TRAVEL				
772000 - FOREIGN TRAVEL				
Travel and Training		10,038		
791000 - MEMBERSHIPS and DUES				
Dues and Subscriptions				
799900 - MISCELLANEOUS OPERATING EXP				
Miscellaneous Other/ Contingencies				
Other Operating Expenses		10,038		
Operating Expenditures		88,716		
Total Expense		88,716		
Net Revenue and Expense		-88,716		
Total Accounts		-88,716		

Seed Budget... ▶

Seed Final Version... ▶

Populate Account

Show Control Accounts ▶

Edit ▶

Adjust ▶

Comments

Supporting Detail

Change History

Attachments

Lock/Unlock Cells

Select All

Data Validation Messages

Apply ▶

You can choose to delete any one supporting detail or delete all of them.

In this example, we are going to delete all of them.

24. Click the **Delete All** button.

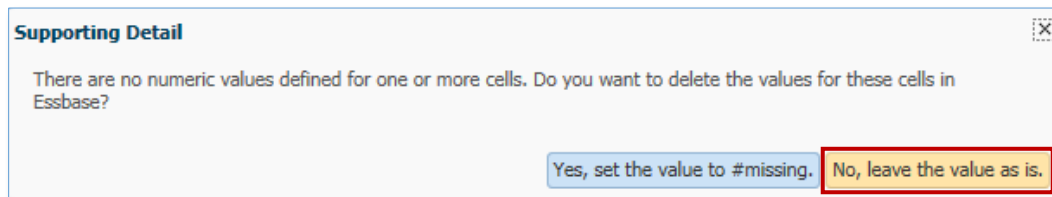


25. Click the **Save** button.

26. After clicking the Save button, you will have the option to decide whether you want to delete the supporting details along with the cell data, or leave the cell data and just delete the supporting details.

In this example, we will leave the cell data and delete the supporting details.

27. Click the **No, leave the value as is.** button.



28. Verify the supporting details were deleted as intended.

- Notice the aqua blue/green cell color is gone indicating there are no supporting details for this cell. Please note that you don't need to scroll down to see the changes in the newer version.

13020000 - FR-ART		101-CRRNT-NO_SOF		No Department Flex		1100 - GENERAL ACADEMIC INSTR	
		FY17		FY16	FY16	FY15	FY14
		Budget		Budget	Actual	Actual	Actual
		Control	Working	Final	Final	Final	Final
794100 - FREIGHT							150
Postage and Freight							150
771100 - IN STATE TRAVEL			10,038			0	170
771200 - OUT OF STATE TRAVEL						500	104

If you need help with...

- Technical issues, contact the UF Help Desk:
 - 392-HELP(4357)
 - helpdesk@ufl.edu
- Policies and Directives, contact the UF Budget Office:
 - 392-2402
 - <http://cfo.ufl.edu/administrative-units/budget/>