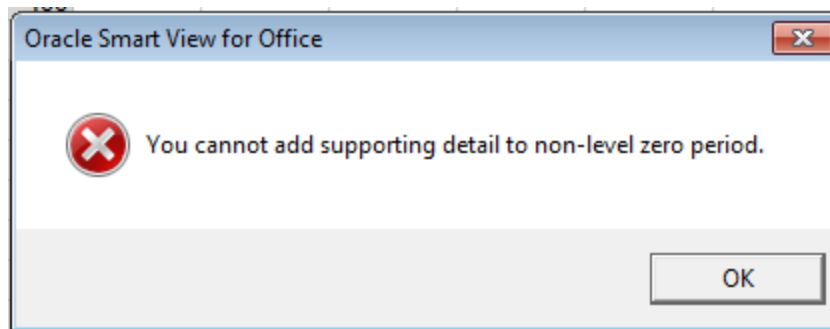

Smart View: Adding/Deleting Supporting Details

You can add **Supporting Details** to cells in Smart View.

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.

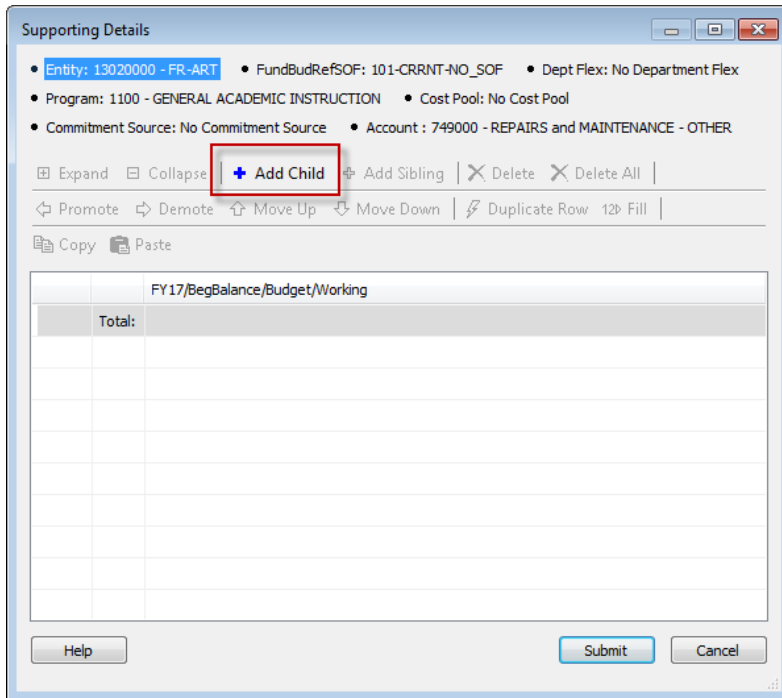


1. To add Supporting Details, first you must **right-click the cell** to which you want to add the supporting details.
2. From the pop-up menu, hover over the **Smart View** option and click the **Supporting Details** menu.

The screenshot shows the Microsoft Excel interface with the 'PLANNING' ribbon selected. The active worksheet is 'POV Budget Worksheet - qat4-budget.erp.ufl.edu_UBO_PSPB_1'. The selected cell (C17) contains '#Missing'. A right-click context menu is open, and the 'Smart View' option is highlighted with a red box. A red arrow points from the text 'Right Click' to the context menu.

Row	Description	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
17	749000 - REPAIRS and MAINTENANCE - OTHER	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing	314
18	-Repairs and Maintenance	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing	754
19	731300 - AUDIO/VISUAL EQUIPMENT	#Missing	#Missing	#Missing	#Missing	#Missing	1151	412
20	732100 - OFFICE SUPPLIES - GENERAL	#Missing	#Missing	#Missing	#Missing	#Missing	21	304
21	734100 - COMPUTER SUPPLIES	#Missing	#Missing	#Missing	#Missing	#Missing	0	190
22	734800 - ATTRACT-COMP EQUIP (NOT CAP)	#Missing	#Missing	#Missing	#Missing	#Missing	0	#Missing
23	738000 - MISC OTHER SUPPLIES	#Missing	#Missing	#Missing	#Missing	#Missing	2794	9408
24	739300 - BOOKS and PUBLICATN<\$250 NON-LIB	#Missing	#Missing	#Missing	#Missing	#Missing	72	#Missing
25	-Office Supplies / Software / Materials / Pubs	#Missing	#Missing	#Missing	#Missing	#Missing	4038	10314
26	792100 - RENTALS - SPACE	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing	120
27	-Rent (Expense)	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing	120
28	794100 - FREIGHT	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing	150
29	-Postage and Freight	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing	150
30	771100 - IN STATE TRAVEL	#Missing	#Missing	#Missing	#Missing	#Missing	0	170
31	771200 - OUT OF STATE TRAVEL	#Missing	#Missing	#Missing	#Missing	#Missing	500	104
32	772000 - FOREIGN TRAVEL	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing	500
33	-Travel and Training	#Missing	#Missing	#Missing	#Missing	#Missing	500	774
34	791000 - MEMBERSHIPS and DUES	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing	125
35	-Dues and Subscriptions	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing
36	799900 - MISCELLANEOUS OPERATING EXP	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing
37	-Miscellaneous Other/ Contingencies	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing
38	-Other Operating Expenses	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing
39	-Operating Expenditures	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing
40	-Total Expense	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing
41	-Net Revenue and Expense	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing
42	Total Accounts	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing	#Missing

3. Click on Add Child.



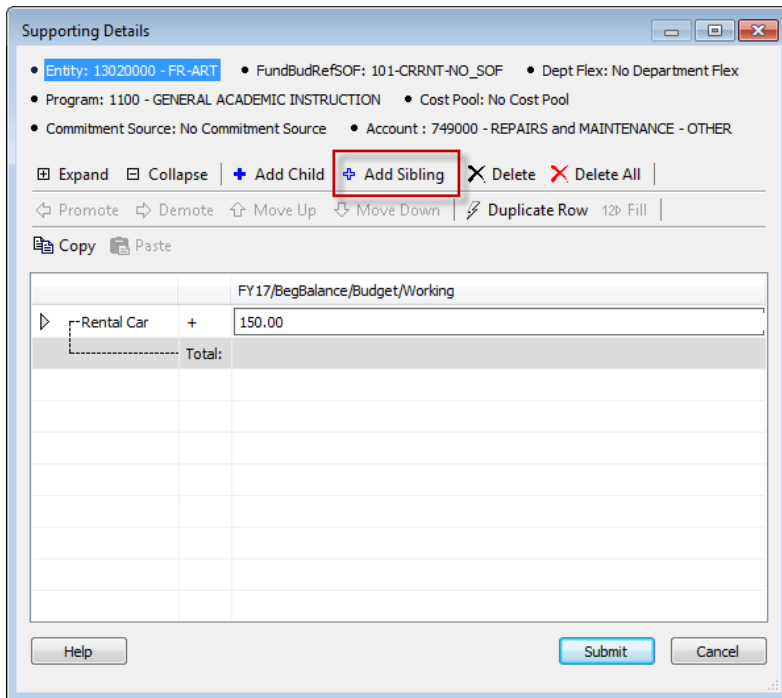
The screenshot shows a 'Supporting Details' window with the following information:

- Entity: 13020000 - FR-ART
- FundBudRefSOF: 101-CRRNT-NO_SOF
- Dept Flex: No Department Flex
- Program: 1100 - GENERAL ACADEMIC INSTRUCTION
- Cost Pool: No Cost Pool
- Commitment Source: No Commitment Source
- Account: 749000 - REPAIRS and MAINTENANCE - OTHER

Below the information are several action buttons: Expand, Collapse, **Add Child** (highlighted with a red box), Add Sibling, Delete, Delete All, Promote, Demote, Move Up, Move Down, Duplicate Row, and Fill. At the bottom are Help, Submit, and Cancel buttons.

FY17/BegBalance/Budget/Working	
Total:	

4. Enter "Rental Car" in the left side and enter "150.00" in the right side field.
5. Click the **Add Sibling** option.



The screenshot shows the 'Supporting Details' window after the previous step. The 'Add Sibling' button is now highlighted with a red box. A new row has been added to the table with the text 'Rental Car' in the left column and '150.00' in the right column. The 'Total' row is still empty.

FY17/BegBalance/Budget/Working	
▶ Rental Car	150.00
Total:	

6. Enter "**Tolls**" on the next line.

7. Enter "**15.00**" for the **Tolls**.

Next you will enter hotel expenses. The hotel will cost \$185.00 for four nights.

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

9. Enter "**Hotel**" as the expense type.

10. Click the **Add Child** button.

11. Enter "**Hilton**" as the hotel.

12. Enter the nightly amount in the next field. For this example, enter "**185.00**".

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

14. Enter the number of nights. In this example, enter "**4 nights**".

15. Double Click the **+ cell** to select a different function.

16. Click the ***** to multiply.

17. Enter "**4**" as the number of nights. Note that the **Total** is updated.

Supporting Details

- Entity: 13020000 - FR-ART • FundBudRefSOF: 101-CRRNT-NO_SOF • Dept Flex: No Department Flex
- Program: 1100 - GENERAL ACADEMIC INSTRUCTION • Cost Pool: No Cost Pool
- Commitment Source: No Commitment Source • Account : 749000 - REPAIRS and MAINTENANCE - OTHER

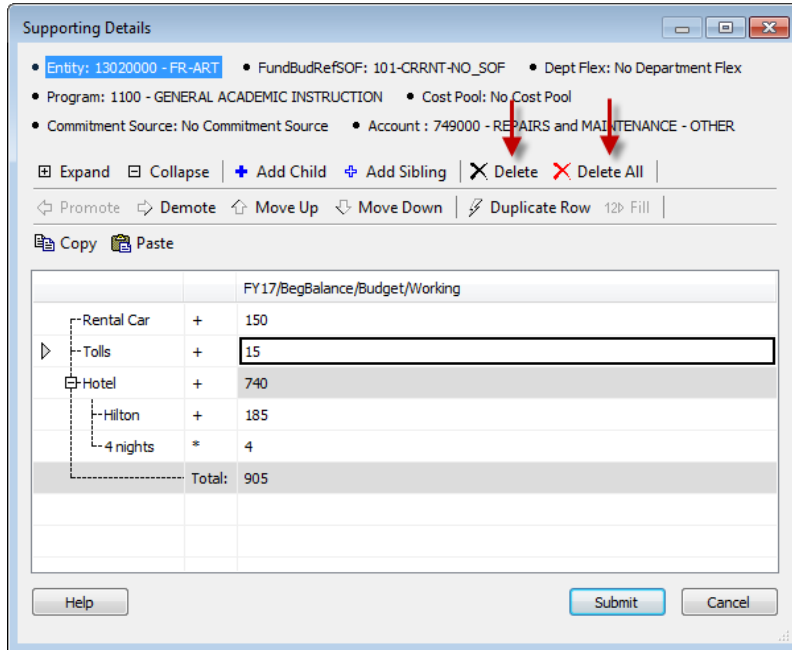
Expand Collapse |
 |
 |
 |
 |

		FY17/BegBalance/Budget/Working
Rental Car	+	150
Tolls	+	15
Hotel	+	740
Hilton	+	185
4 nights	*	4
Total:		905

Double click to change the function

18. To delete a row, click the **Delete** button.

19. To delete all rows, click the **Delete All** button.



20. Click the **Submit** button.

- The amount is entered into the field and it turns a different color, indicating it is saved.

- Contractual Services	#Missing	#Missing	#M
742300 - REPAIRS and MAINT - VEHICLES	#Missing	#Missing	#M
749000 - REPAIRS and MAINTENANCE - OTHER	#Missing	905	#M
- Repairs and Maintenance	#Missing	905	#M
721100 - ELECTRICITY	#Missing	0	#M
- Utilities Expense	#Missing	0	#M
731300 - AUDIO/VISUAL EQUIPMENT	#Missing	#Missing	#M

If you need help with...

- Technical issues, contact the UF Help Desk:
 - 392-HELP
 - helpdesk@ufl.edu
- Policies and Directives, contact the UF Budget Office at (352) 392-2402 or <http://cfo.ufl.edu/administrative-units/budget/>