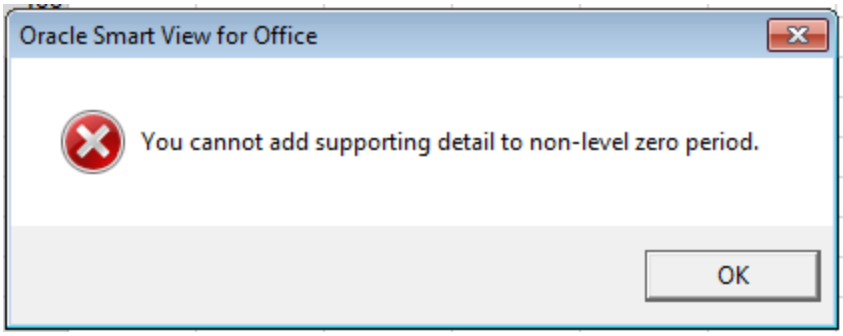
Smart View: Adding/Deleting Supporting Details

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

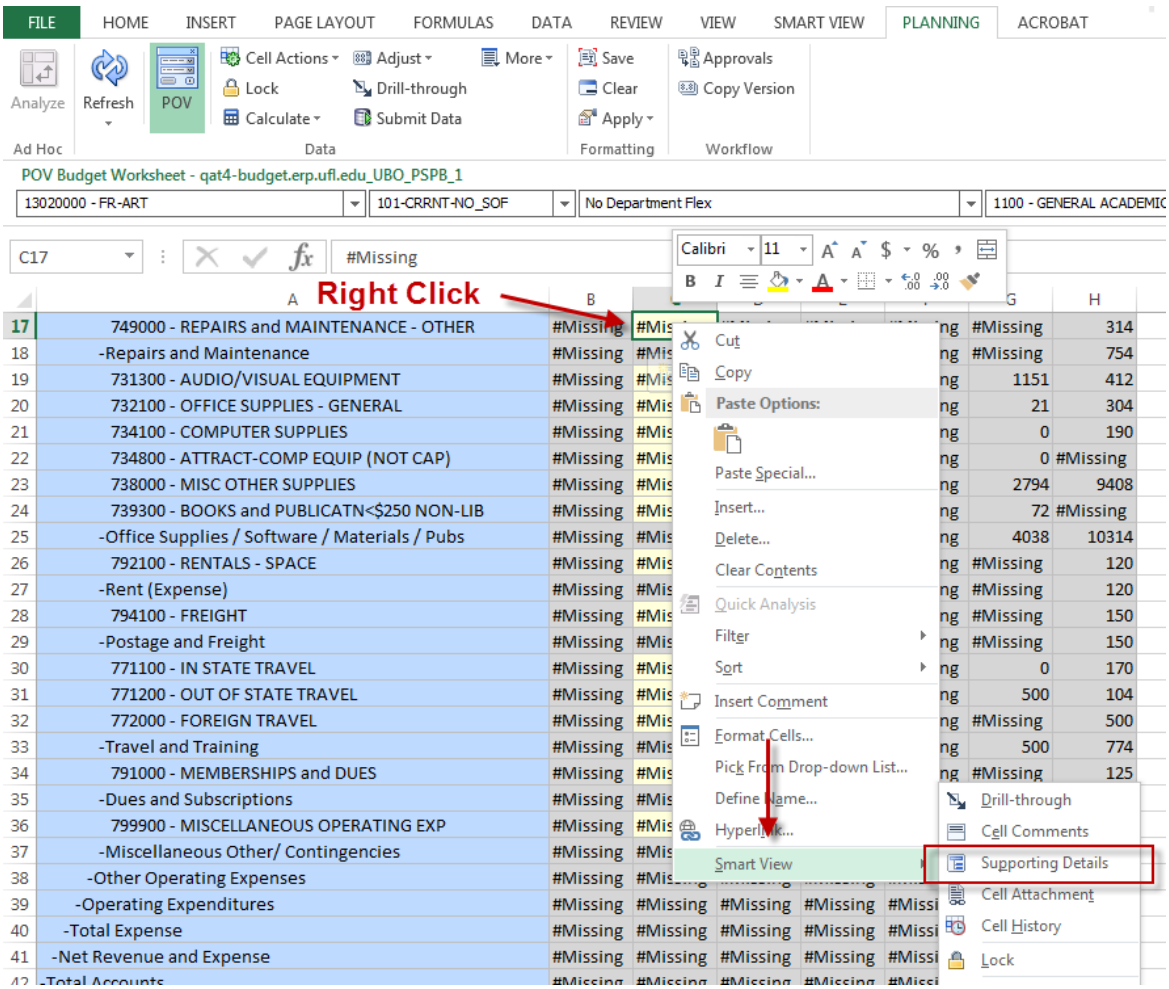
Supporting Details are "calculating" explanations you can add to specific cells if desired.

- 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.

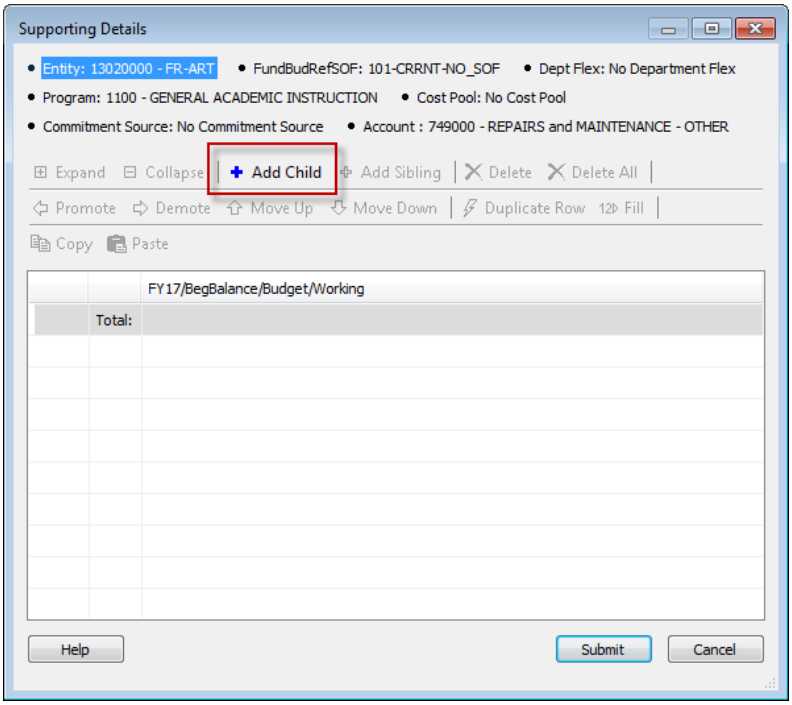


1. To add Supporting Details, first you must **right-click the cell** to which you want to add the supporting details.

2. From the pop-up menu, hover over the **Smart View** option and click the **Supporting Details** menu.

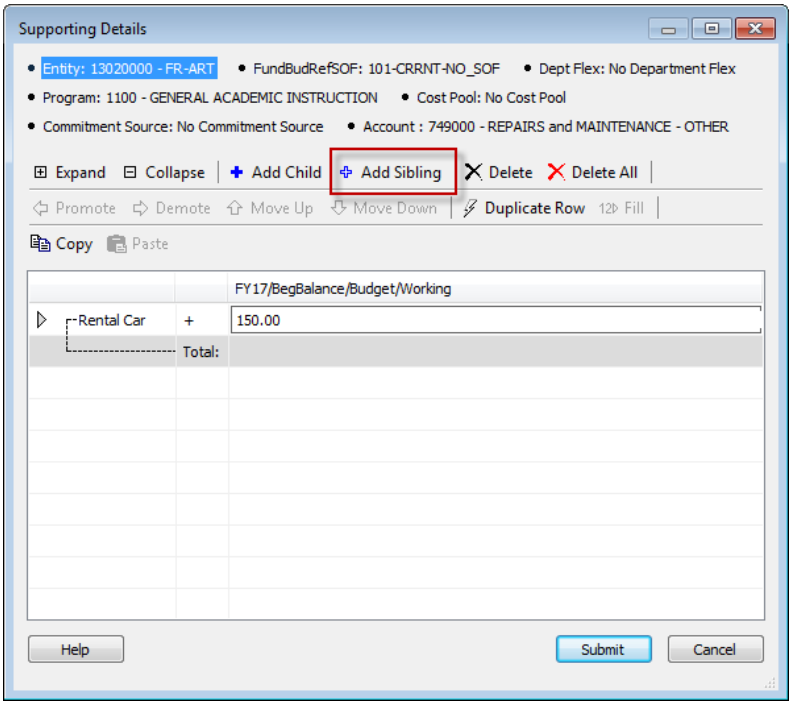

FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
SMART VIEW
PLANNING
ACROBAT
Analyze
Refresh
POV
Cell Actions
Adjust
More
Lock
Drill-through
Calculate
Submit Data
Save
Clear
Apply
Approvals
Copy Version
Ad Hoc
Data
Formatting
Workflow
POV Budget Worksheet - qat4-budget.erp.ufl.edu_UBO_PSPB_1
13020000 - FR-ART
101-CRRNT-NO_SOF
No Department Flex
1100 - GENERAL ACADEMIC
C17
#Missing
Right Click
749000 - REPAIRS and MAINTENANCE - OTHER
-Repairs and Maintenance
731300 - AUDIO/VISUAL EQUIPMENT
732100 - OFFICE SUPPLIES - GENERAL
734100 - COMPUTER SUPPLIES
734800 - ATTRACT-COMP EQUIP (NOT CAP)
738000 - MISC OTHER SUPPLIES
739300 - BOOKS and PUBLICATN<$250 NON-LIB
-Office Supplies / Software / Materials / Pubs
792100 - RENTALS - SPACE
-Rent (Expense)
794100 - FREIGHT
-Postage and Freight
771100 - IN STATE TRAVEL
771200 - OUT OF STATE TRAVEL
772000 - FOREIGN TRAVEL
-Travel and Training
791000 - MEMBERSHIPS and DUES
-Dues and Subscriptions
799900 - MISCELLANEOUS OPERATING EXP
-Miscellaneous Other/ Contingencies
-Other Operating Expenses
-Operating Expenditures
-Total Expense
-Net Revenue and Expense
Cut
Copy
Paste Options:
Paste Special...
Insert...
Delete...
Clear Contents
Quick Analysis
Filter
Sort
Insert Comment
Format Cells...
Pick From Drop-down List...
Define Name...
Hyperlink...
Smart View
Drill-through
Cell Comments
Supporting Details
Cell Attachment
Cell History
Lock

3. Click on Add Child.



4. Enter "**Rental Car**" in the left side and enter “150.00” in the right side field.

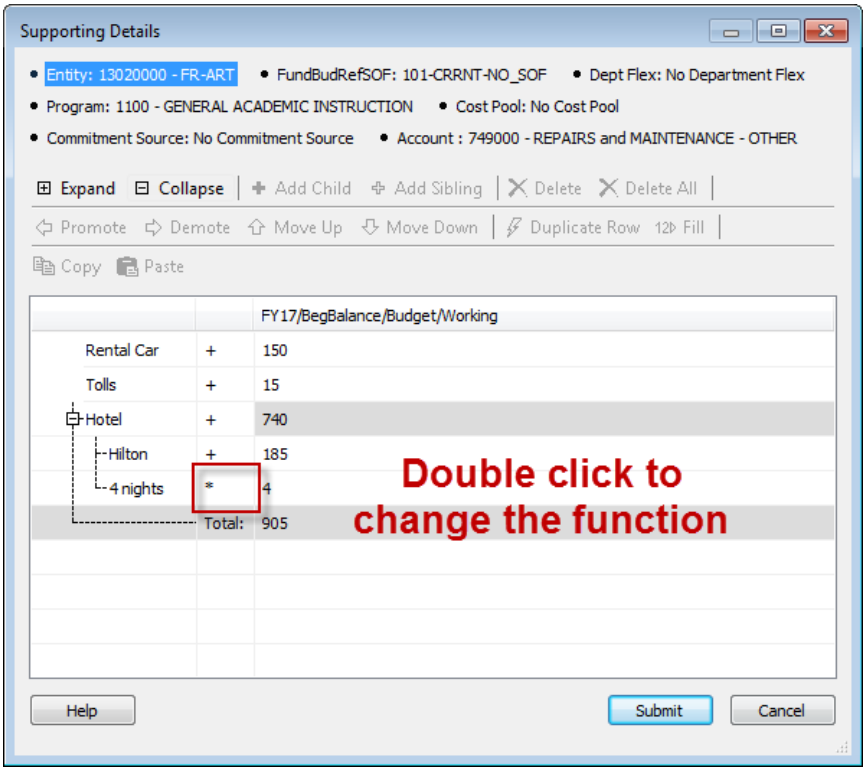
5. Click the **Add Sibling** option.



6. Enter "**Tolls**" on the next line.
7. Enter "**15.00**" for the **Tolls**.

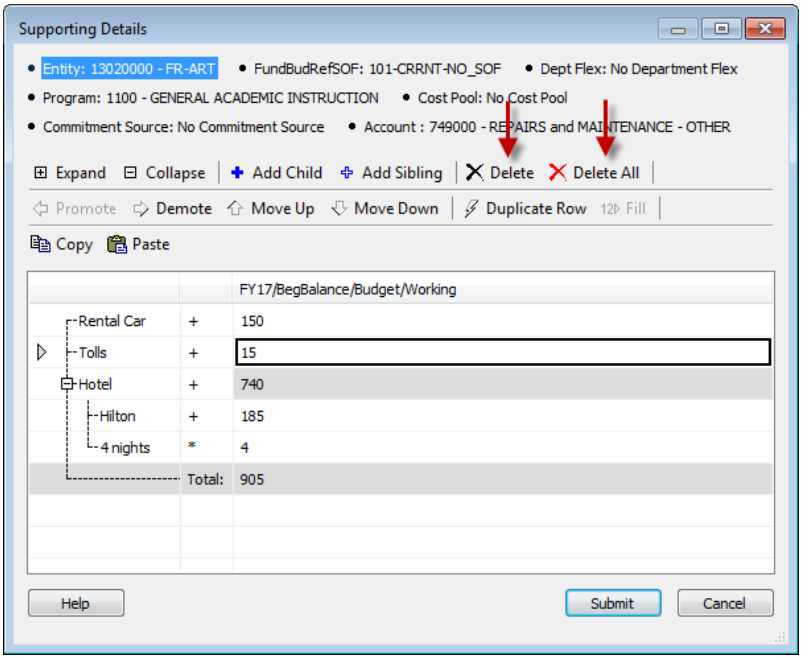
Next you will enter hotel expenses. The hotel will cost $185.00 for four nights.

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



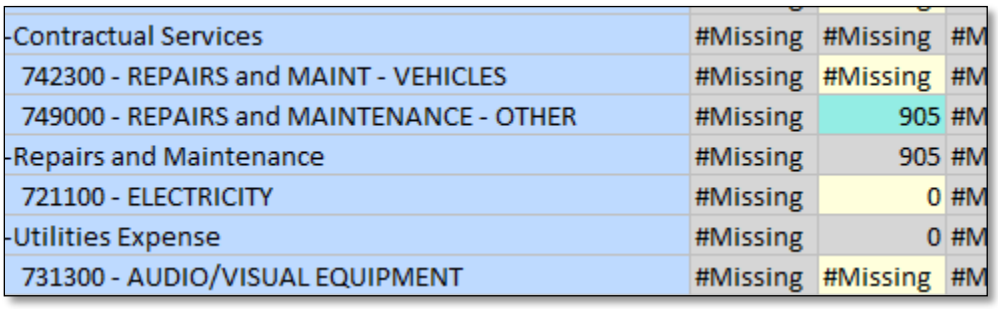
18. To delete a row, click the **Delete** button.

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.



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/