## Smart View: Adding/Deleting Comments

You can add **Comments** to cells in Smart View. Adding **Comments** is a simple, non-calculating way to elaborate on the content of a cell.

- 1. To attach a Comment, simply **right click the cell** to which you want to attach the comment.
- 2. Hover over the **Smart View** menu item and select **Cell Comments**.

FILE	HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW	VIEW SMART VIEW PLANNING ACROBAT Cadwallader, Gwyn
	🗞 📑 🕸 Cell Actions 🛪 📾 Adjust 🛪 📃 More 🛪 📑 Save	Approvals
Analum (	Pafarah DOV 🔒 Lock 🍡 Drill-through 🚍 Clear	Copy Version
Analyze		X Cut
Ad Hoo	Data Formatting	Workflow
POV E	udget Worksheet - qat4-budget.erp.ufl.edu_UBO_PSPB_1	Resta Octore
13020	100 - FR-ART-DIRECTOR V 101-CRRNT-NO_SOF V No Department	Flex v 1100 - GENERAL ACADE
G83	$\bullet$ : $\times$ $\checkmark$ $f_x$ 1500	Paste <u>S</u> pecial
	А	B C D E F Insert
70	734200 - COMPUTER SOFTWARE	#Missing #Missing #Missing #Missing #Missing #
71	738000 - MISC OTHER SUPPLIES	#Missing #Missing #Missing #Missing Clear Contents opportions
72	-Office Supplies / Software / Materials / Pubs	#Missing #Missing #Missing #Missing #Missing #
73	792200 - RENTALS - EQUIPMENT	#Missing #Missing #Missing #Missing #Missing Eliter
74	-Rent (Expense)	#Missing #Missing #Missing #Missing #Missing
75	793200 - OFFSET PRINTING	#Missing #Missing #Missing #Missing #Missing UBO_PSPB
76	793900 - PRINTING REPRODUCTION - OTHER	#Missing #Missing #Missing #Missing @ Insert Comment
77	-Printing and Reproduction	#Missing #Missing #Missing #Missing #Missing Eormat Cells
78	794100 - FREIGHT	#Wissing #Wissing #Wissing #Wissing #Wissing #Wissing Pick From Drop-down List
20	712000 - ADVERTISING / MARKETING	#Missing #Mi
81	-Advertising/ Marketing	#Missing #Mi
82	771100 - IN STATE TRAVEL	#Missing #Missing #Missing #Missing #Missing #
83	771200 - OUT OF STATE TRAVEL	#Missing #Missing #Missing #Missing #Missing
84	772000 - FOREIGN TRAVEL the cell	#Missing #Missing #Missing #Missing #Missing #
85	-Travel and Training	#Missing #Missing #Missing #Missing #Missing #Missing
86	791000 - MEMBERSHIPS and DUES	#Missing #Missing #Missing #Missing #Missing B I = 🛆 - 🗛 - 🖽 - 500 - 4 🌉 Cell Attachment
87	791100 - SUBSCRIPTIONS	#Missing #Missing #Missing #Missing 300 149
88	-Dues and Subscriptions	#Missing #Missing #Missing #Missing 3173 2493
89	797100 - PATIENT CARE COSTS	#Missing #Missing #Missing #Missing 43 188
90	799900 - MISCELLANEOUS OPERATING EXP	#Missing #Missing 37000 #Missing 0 #Missing Adjust ►
91	-Miscellaneous Other/ Contingencies	#Missing #Missing 37000 #Missing 43 188
92	-Other Operating Expenses	#Missing #Missing 37000 #Missing 6988 8029 Seed Budget ▶
93	-Operating Expenditures	#Missing 32/6401 #Missing 352/4/3 #Missing 3420842 3290568 Populate Account
94	- I OTAI Expense	#MISSINg 32/6401 #MISSINg 352/4/3 #MISSINg 3420842 3290568

3. Click Add Comment button.

Comments	
Entity: 13020100 - FR-ART-DIRECTOR, FundBudRefSOF: 101-CRRNT-NO_SOF, Dept Flex: No Department Flex, Pr ACADEMIC INSTRUCTION, Cost Pool: No Cost Pool, Commitment Source: No Commitment Source	ogram: 1100 - GENERAL
G83 - 771200 - OUT OF STATE TRAVEL, FY15, Year 🗹	
User Date Entered	
	<b>•</b>
Hide Intersection  Apply to all selected cells	Close

© Training and Organizational Development Office of Human Resource Services University of Florida, Gainesville, FL 32611 4. On the right side box, enter "This is a comment."

С	omments				- • •	
	Entity: 13020100 - FI ACADEMIC INSTRU	R-ART-DIRECTOR, FundBudRefSOF: 1 CTION, Cost Pool: No Cost Pool, Comm	IO1-C nitme	CRRNT-NO_SOF, Dept Flex: No Department Flex, Program: 110 ent Source: No Commitment Source	0 - GENERAL	
	G83 - 771200 - OUT	OF STATE TRAVEL, FY15, Year 💌	T	SAVE		
	User	Date Entered		This is a comment.	*	
		T				
					-	
	Hide Intersection	Apply to all selected cells			Close	///

Adding a Comment offers a history record feature that keeps track of changes made to the comment. You cannot edit a comment but when you add a new comment you will be able to see the prior versions.

5. Click the **Save** button in the middle of the popup window. You should see your name, timestamp and the comments show up on the left side.

Comments	- • •					
Entity: 13020100 - FR-ART-DIRECTOR, FundBudRefSOF: 101-CRRNT-NO_SOF, Dept Flex: No Department Flex, Program: 1100 - GENERAL ACADEMIC INSTRUCTION, Cost Pool, Commitment Source: No Commitment Source G83 - 771200 - OUT OF STATE TRAVEL, FY15, Year Street Str						
	_1					
	▼ 					
Hide Intersection I Apply to all selected cells	Close					

6. Click Close.



7.	Note the cell is outlined in blue.		
	-Advertising/ Marketing	#Missing	130
	771100 - IN STATE TRAVEL	#Missing	160
	771200 - OUT OF STATE TRAVEL	1500	1386
		110.01	600

- 8. To delete the comments, simply go back to the comment window and remove the text.
- 9. Right-click the cell again.
- 10. Hover over **Smart View** and select **Cell Comments** from the menu.
- 11. Select the text and click delete button. Click Yes on the "Delete selected rows from table?" message. Click Save button in the middle of the popup window.



12. Click the Close button.

• Note the blue frame around the cell is now gone.

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/