



DATA ENTRY

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Example data form with various cell colors

Budget Input ⓘ

LEntity	Fund	Organization	Program	Category			
The College of New Jersey	100000 - General Fund	1701 - Nursing	0000 - Default Program	100 - Instruction - General			
	Total Plan Element		Inputted Data				
	FY20		FY21				
	Remaining Budget \$		Budget				
	YearTotal	Q1	Q2	Jan	Feb	Mar	
602095 - Pension Expense							
602096 - OPEB Expense							
Fringe Benefits Expense	657,028	1,898	1,968	626	607	639	
Personnel Expenses	2,055,930	485,823	503,817	160,305	155,398	163,577	
604000 - Athletic Equipment							
604010 - Gifts Expense							
604020 - Graphic Design	774	198	206	65	63	67	
604030 - Graphic Printing							

774	198	206	65	63	67
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Read-Only
or Non-
Level0

Open for
Input

Unsaved
Input

Supporting
Detail

Locked
Cell

Cells display the data for the selected members. Cell colors indicate the cell's status:

- + **White:** default; data can be entered into these cells
- + **Yellow:** values changed but data is not yet saved
- + **Grey:** read-only cells
- + **Grey with a Lock Symbol:** locked cells
- + **Teal:** cells have supporting detail

DATA ENTRY FEATURE: COMMENTS

Comment directly on the form:

- + Scroll to farthest right column on the form in which you are inputting
- + Enter comments directly into cell that corresponds with the row

NOTE: Most forms have a comment column built in. This is the Preferred Method for Comments as it allows for easy immediate viewing and editing of all comments on the form.

	ppl	Total Plan Element	Total Plan Element	Inputted Data
		FY21	FY21	FY21
		PY Actual vs NY Budget (\$)	PY Actual vs NY Budget (%)	Budget
		+ YearTotal	+ YearTotal	Comments
604000 - Athletic Equipment				
604010 - Gifts Expense				
604020 - Graphic Design	798	-1,289	-61.77%	New Logo Design
604030 - Graphic Printing				
604050 - Departmental Postage	1,247	385	44.72%	
604060 - Express Shipping	399	144	56.61%	

DATA ENTRY FEATURE: TIPS & TRICKS

- + Each form may have a POV bar, if you click on the members in blue hyperlink, **ALWAYS** make sure that you click  update the data on that form

Years FY21	Scenario Budget	Version Working	LEntity The College of New Jersey
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- + The refresh button will update the form to whatever was saved on the previous Save



- + The  button within your browser **DOES NOT** take you to the previous click or page. Instead it will always take you back to the home page.



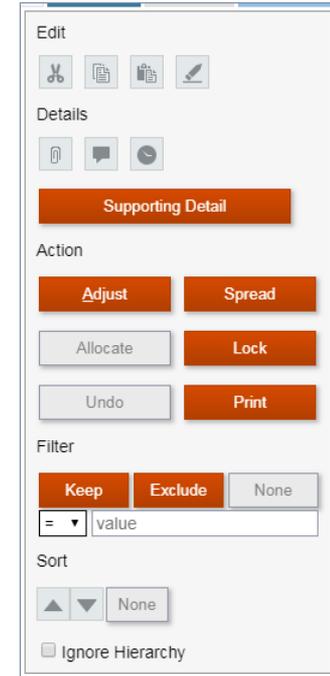
DATA ENTRY WHERE IS THE DATA?

Year	Scenario	Version
FY18	Budget	Final
	Actuals	Final
FY19 (Prior Year)	Budget	Final
	Actuals	Final
FY20 (Current Year)	Budget	Final
	Actuals	Working
	Forecast	Working
FY21 (Next Year)	Budget	Working
FY22 (Multi-Year 1)	Budget	Working
FY23 (Multi-Year 2)	Budget	Working

DATA ENTRY FEATURES

Select the Data button at top right section of the form to access data entry features:

- + **Adjust** existing data via increase or decrease by a number of a percentage
- + **Spread** data from summary to base periods automatically
- + Add **supporting detail** (e.g. breakdown of amounts summing to the overall data)
- + Add **comments**
- + **Lock** to prevent changes (e.g. cannot initially input until someone else unlocks it)

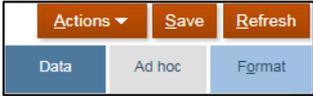


DATA ENTRY FEATURE: COMMENTS

Comment or Add Attachments to a specific cell:

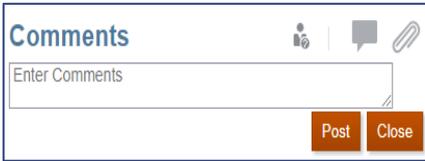
+ Click on desired input cell

+ Click **Data** on form



+ Click 

+ Enter comments and click **Post**

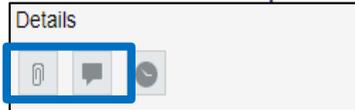


+ Cells with comments will have a flag in the corner



+ To delete a comment, click on the cell with the flag in the corner. Click **Data** and then . Comments window will appear. Click **Delete** on the desired comment.

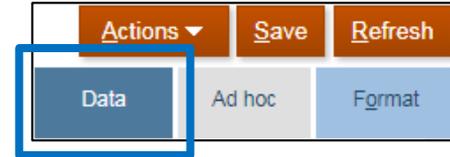
+ Follow the same process for Attachments by clicking the 



DATA ENTRY FEATURE: ADJUST

To adjust:

- + Click on desired input cell
- + Click **Data** on form
- + Click **Adjust**
- + Choose a value to adjust +/- or a % to be adjusted by. New Value will show you what the new value in the cell will be after the adjustment
- + Click **Apply** to apply value to the cell



Adjust Data

Cell Value 192

Adjust By +/- %

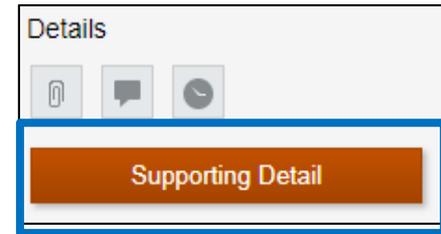
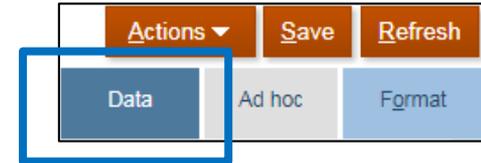
New Value

Apply Close

DATA ENTRY FEATURE: SUPPORTING DETAIL

To add or delete supporting detail:

- + Click on desired input cell
- + Click **Data** on form
- + Click **Supporting Detail**
- + To add additional detail, click on **Actions** and select either **Add Child** (to add sub-line) or **Add Sibling** (to add another row to support overall Total)
- + Change operator if needed and enter value
- + Click **Save**
- + Cell will turn teal to indicate supporting detail
- + To delete a detail row, click on the value, click on **Actions**, and then click **Delete**

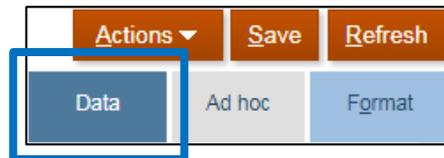


Supporting Detail ?			Actions	Save	Refresh	Cancel
	Operator	Sep				
Untitled	+	192.0				
Total		192.0				

DATA ENTRY FEATURE: LOCK & UNLOCK

To Lock and Unlock:

- + Click on desired input cell with the value already saved to the database
- + Click **Data** on form
- + Select **Lock**
- + Cell will change to grey with a lock sign
- + To unlock, click on the cell with the lock sign. Click **Data** and select **Lock**



774	198	206	63	63	67
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