Tips for Entering Data (cont.)

Calculator Drop-down in Input Fields

All white input fields for columns in a layout (New Year Budget, Fall or Spring Projections, etc.) contain a calculator function in the drop-down of the field. In addition, this calculator is available in the input fields on many planning functions as well (see two examples below).

1. To display and use the calculator function:
   - Click into the input field in the layout.
   - OR
   - Click in an input field in a planning function like Create New Line (Budget Development, Non-Position Layout).

2. Click on the Calculator icon.

3. Use the Calculator functions by clicking on buttons and entering amounts. Click OK when done to enter the calculated value.