Overview

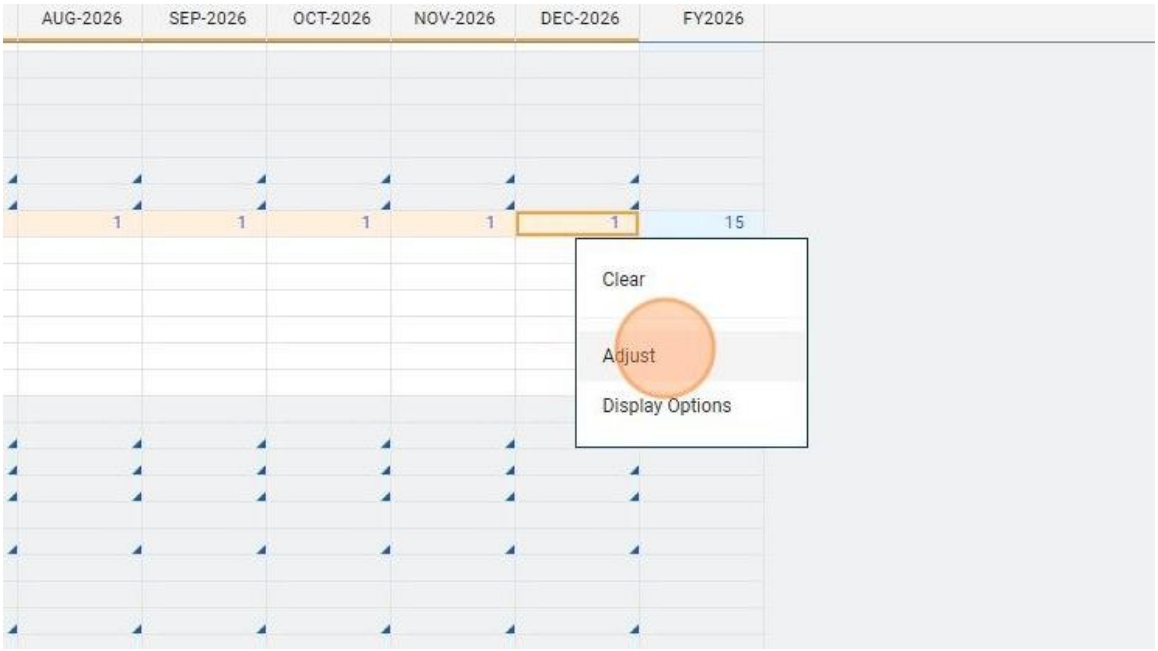
This guide provides an overview of advanced data entry tools available in the Workday Adaptive Budget Input Sheet. It explains how to use key input functions to streamline data entry and improve accuracy, including how to adjust existing values, copy data across time periods or accounts, and adding notes directly to cells for additional context.

Data Entry Method	Description
Adjust	Allows you to increase or decrease selected values by a specific amount or percentage.
Copy Forward	Copies data from the current month to all future months within the same row, saving time on repetitive entries.
Copy Downward	Copies data from one cell downwards across multiple accounts or line items in the same column.
Add Notes to Cells	Allows you to attach notes or explanations directly to individual cells for tracking changes or clarification.

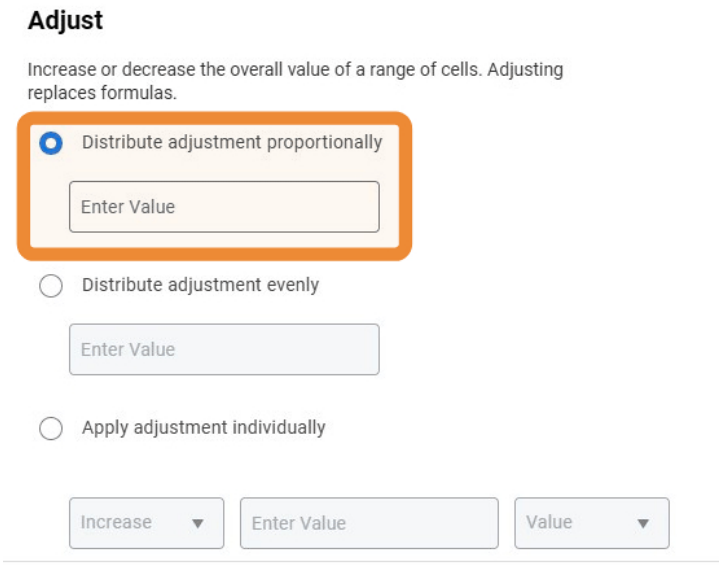
Instructions

Using the Adjust function to enter data

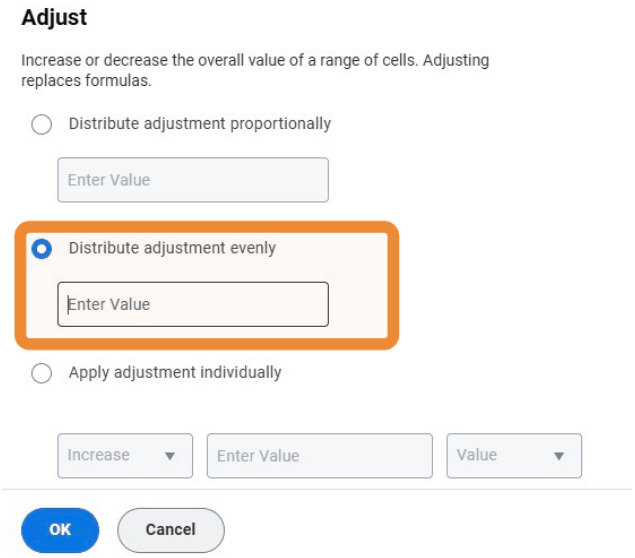
1. When selecting one or multiple cells, right-click to open the selection menu. Clicking **Adjust** will open the adjustment menu.



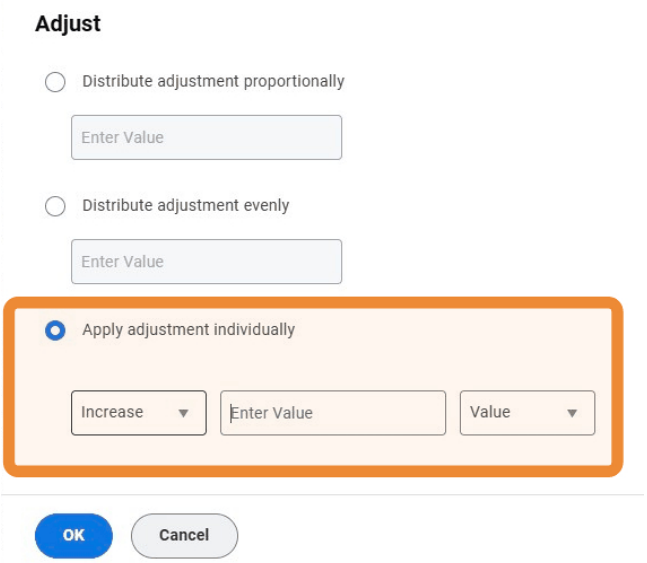
2. Within the adjust menu, there are multiple adjustment options. The ***Distribute Adjustment Proportionally*** option allows you to distribute the entered adjustment proportionally based on existing values.



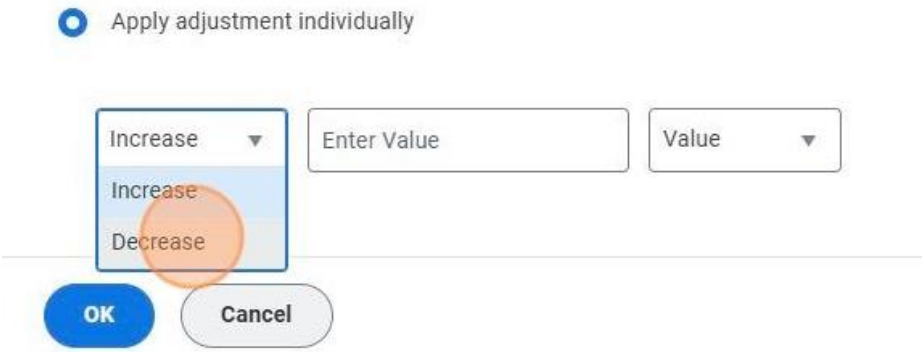
3. The ***Distribute Adjustment Evenly*** option allows users to distribute the entered adjustment evenly across the selected period.



4. The ***Apply Adjustment Individually*** option allows you to adjust values by increasing or decreasing the selected cell(s) by a specific value or percentage.



5. You can choose to increase or decrease the cell(s) by clicking on the dropdown menu on the left



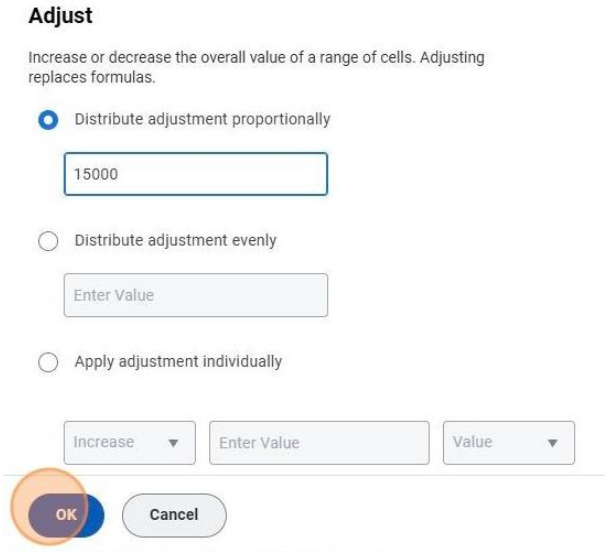
6. The adjustment value can be entered in the center cell



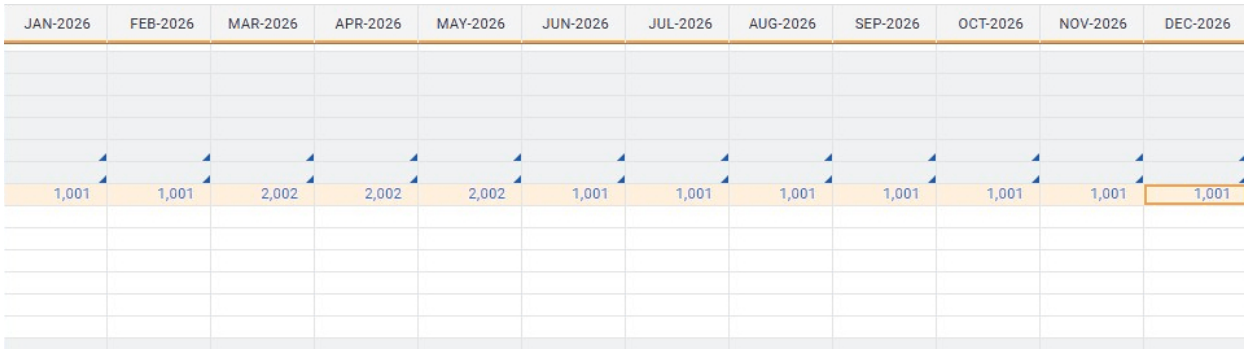
7. You can then select if you'd like to increase or decrease the selected cells by the value or use the value as a percentage using the final dropdown menu.



8. Clicking **OK** updates the selected cells with the selected adjustments.

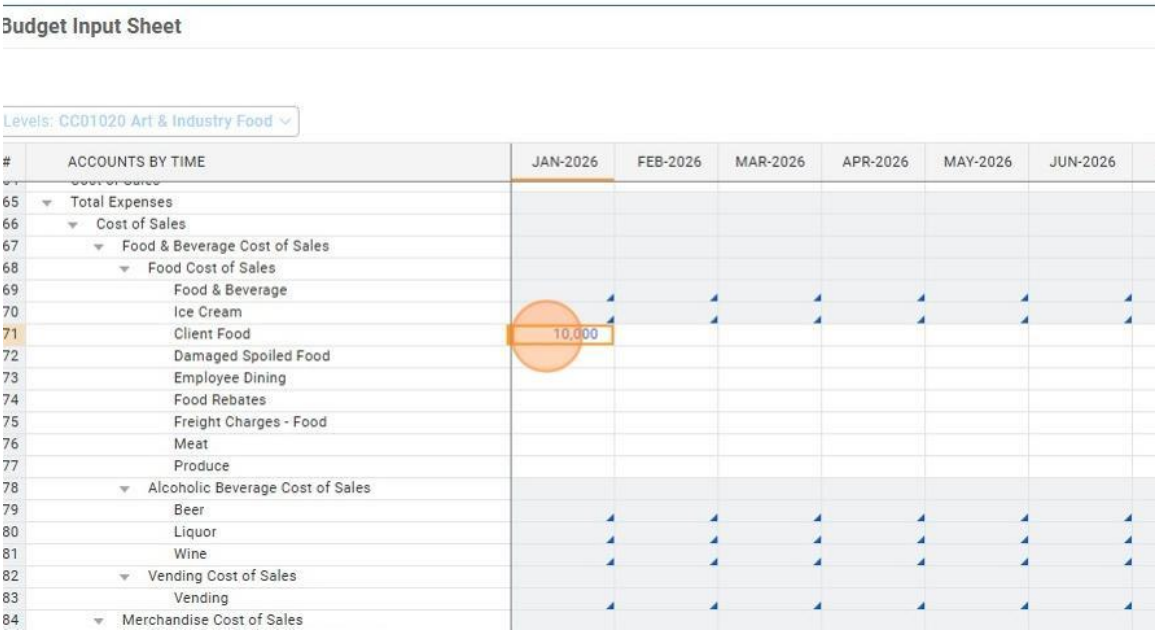


9. The selected cells will automatically update themselves.

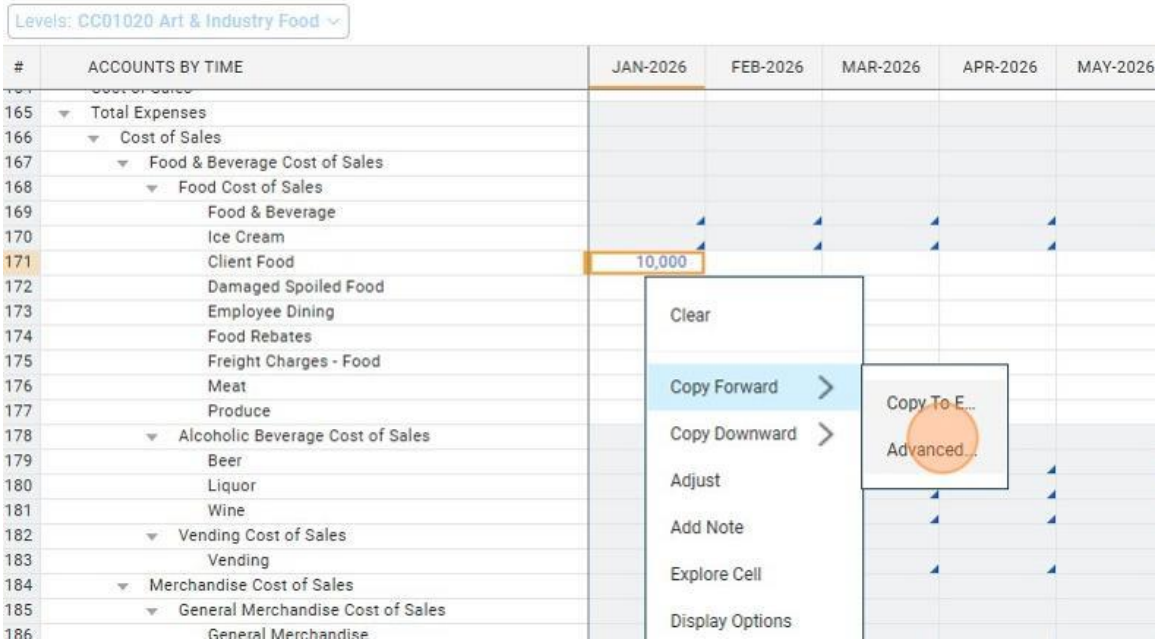


Using the copy forward function

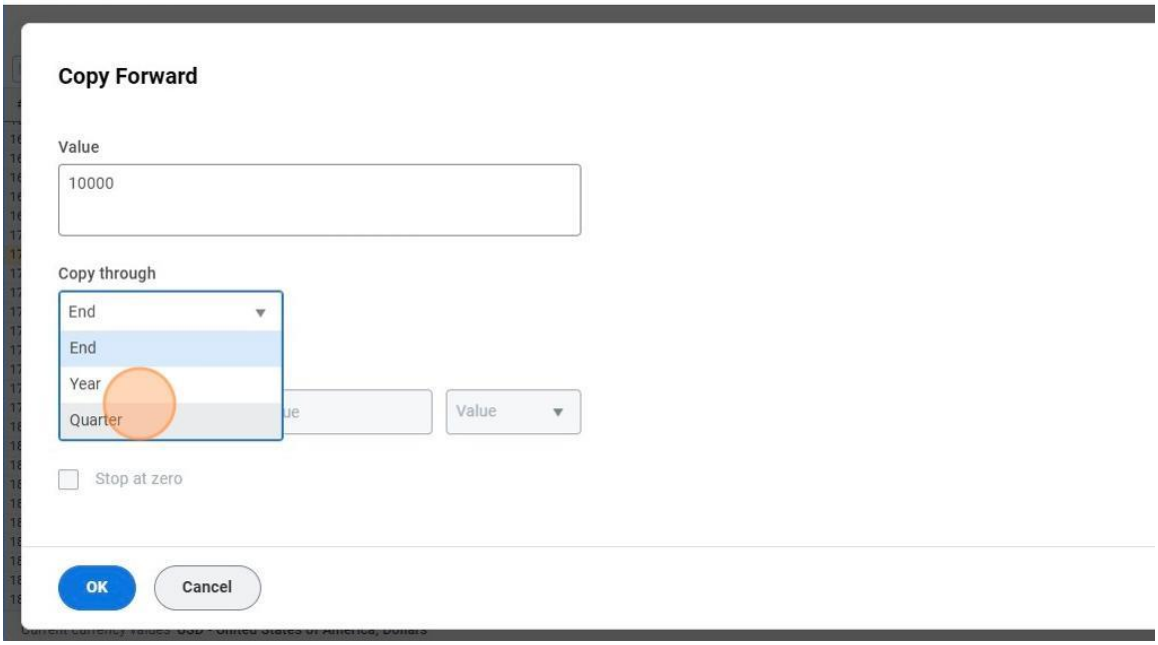
1. Right-click the cell(s) you'd like to copy forward



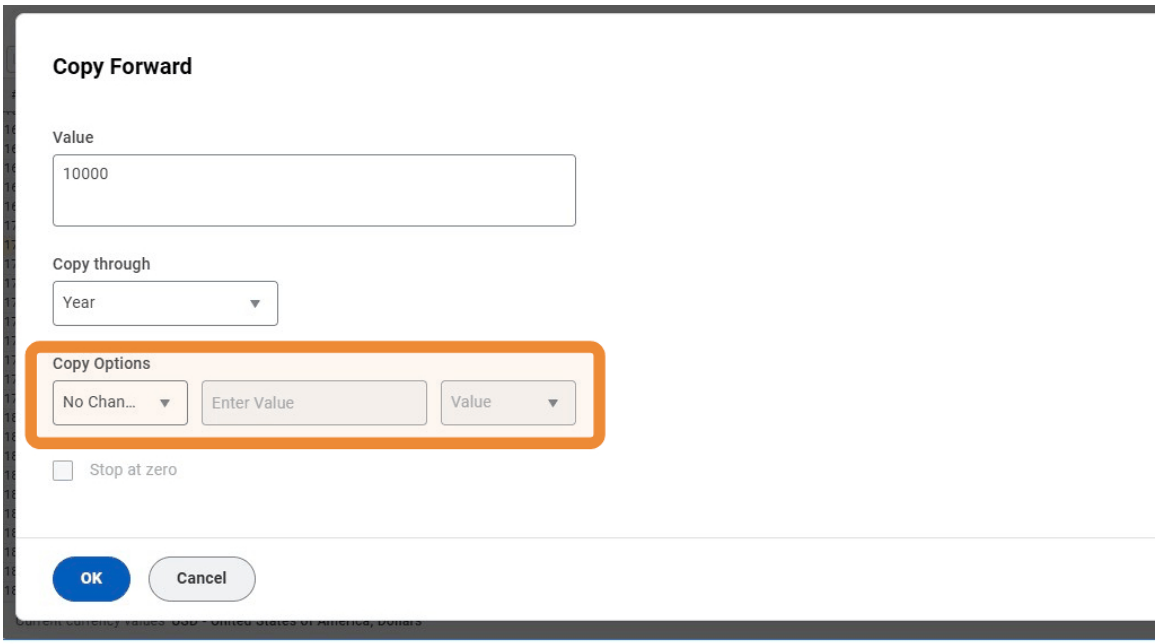
2. Under the *Copy Forward* option, you can use the **Copy to End** option to copy the value all the way across to the right or open the **Advanced** menu to option additional copy forward options.



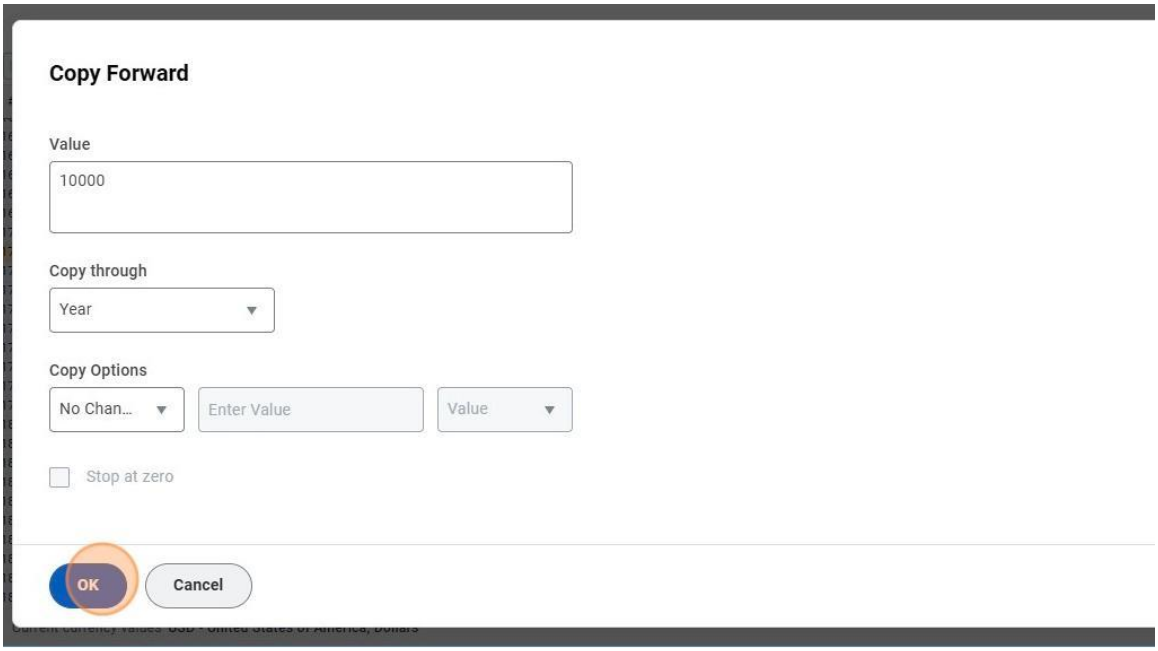
3. Within the menu, you can change whether the value copies through the end (of the year), throughout the entire year, or the quarter.



4. *Copy Options* allows you to change the value being copied to increase or decrease by a percentage or amount each consecutive month.

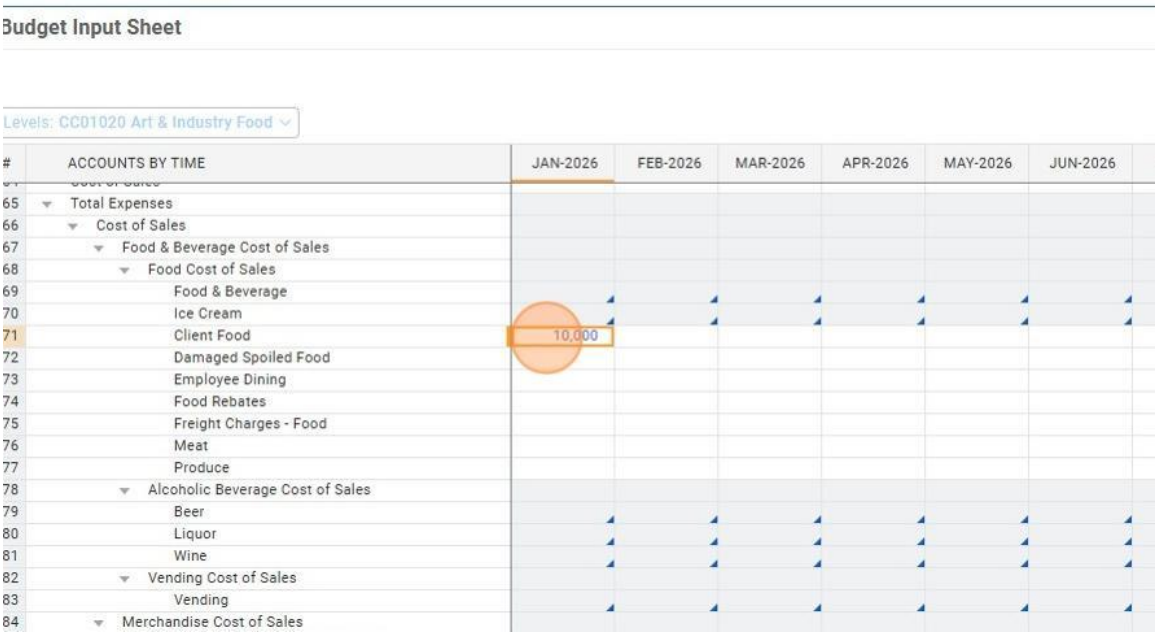


5. Clicking **OK** will save the changes made and apply it to the appropriate cells.

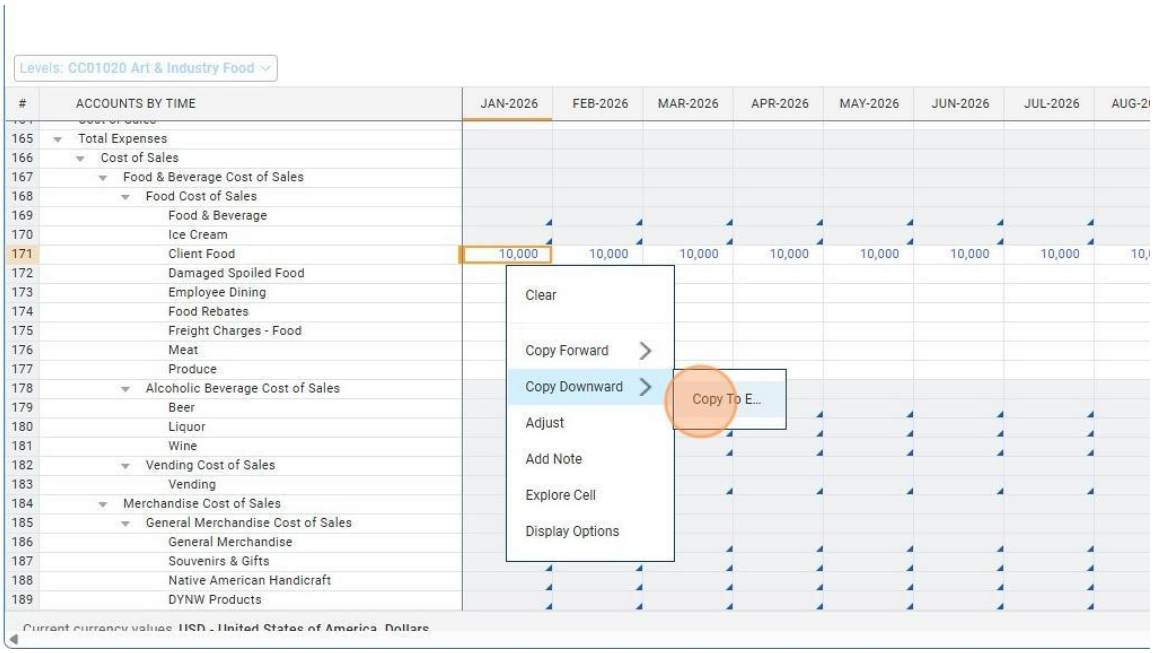


Using the copy downward function

1. Right-click the cell(s) you'd like to copy downward

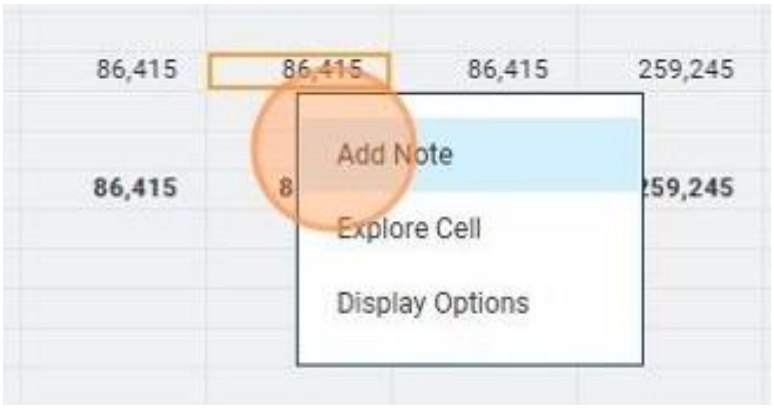


2. Under the *Copy Downward* option, you can use the **Copy to End** option to automatically copy the value all the way down to the bottom of the selected cells or the sheet.

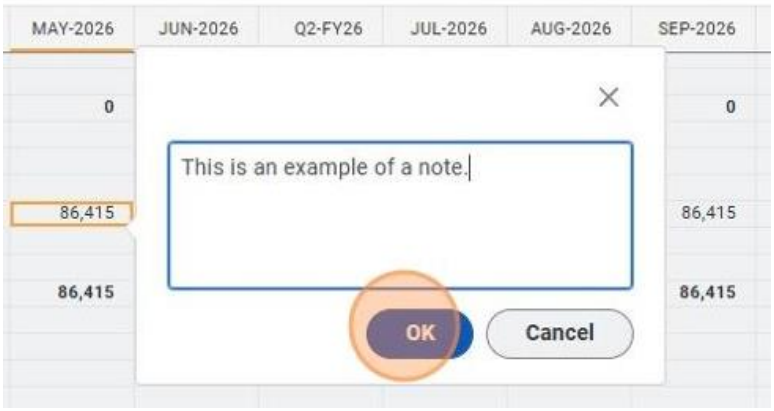


Adding notes to cells

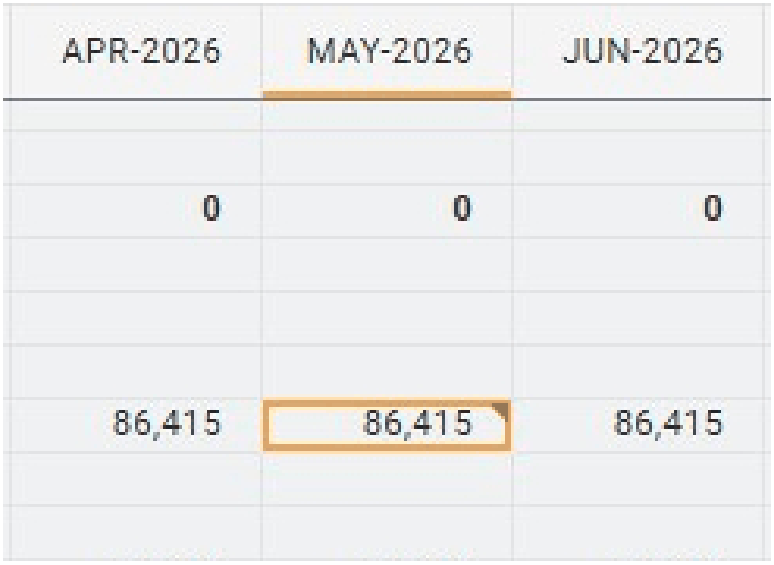
1. After righting-clicking the cell/figure that you'd like to add a note to, selecting **Add Note** will bring up the note menu.



2. In the note menu you can add/edit notes and click **OK** to save it to the cell.



3. Cells with notes will show an orange triangle in the top right-hand corner. You can then hover your cursor over the cell to show the note(s) attached to it.



APR-2026	MAY-2026	JUN-2026
0	0	0
86,415	86,415	86,415

Support Information

Need help? Contact workday@guestservices.com or visit our Workday Adaptive resources page for additional guides and instructions.