**Value of “Not Mapped” Feature**

In both data entry grids for mapping planned Non-Salary expenses to Projects / Activities and planned Employee Salary expenses to Projects / Activities, you will see “NOT MAPPED” on each key.

Upon opening the grid, all keys show up as “NOT MAPPED”. When you enter a Project / Activity in the NOT MAPPED line, a number in the Percentage column and save, the system creates a new record; there will be a line for the added item AND the line for “NOT MAPPED”.

Initially these may seem a bit cumbersome, but this feature serves two useful purposes:

* Allows additional data entry without Add Row Copy
* Allows for much easier copying when groups of keys are mapped similarly when sorting to enter data for copying and pasting, this can be a big time savings

When viewing information after data entry:

* Filter by “NOT MAPPED” to verify there are only 0.00% entries on those lines
* Filter to exclude “NOT MAPPED” to more easily see your data entry