

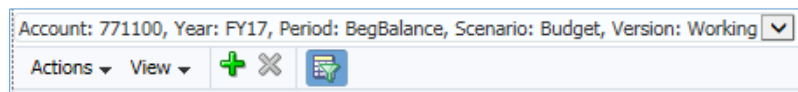
## Adding/Deleting Comments

Adding comments is a simple, non-calculating way to elaborate on the content of a cell. The newer version of Hyperion keeps a record of all changes until the comments are deleted. Comments can be added to Level 0 or rollup accounts in both Budget Preparation forms and All Funds Budget forms.

1. Navigate to **My Task List > All Funds Budget > Budget Worksheet.**
2. Right-click on the cell to which you wish to add comments.
3. Click the **Comments** option.

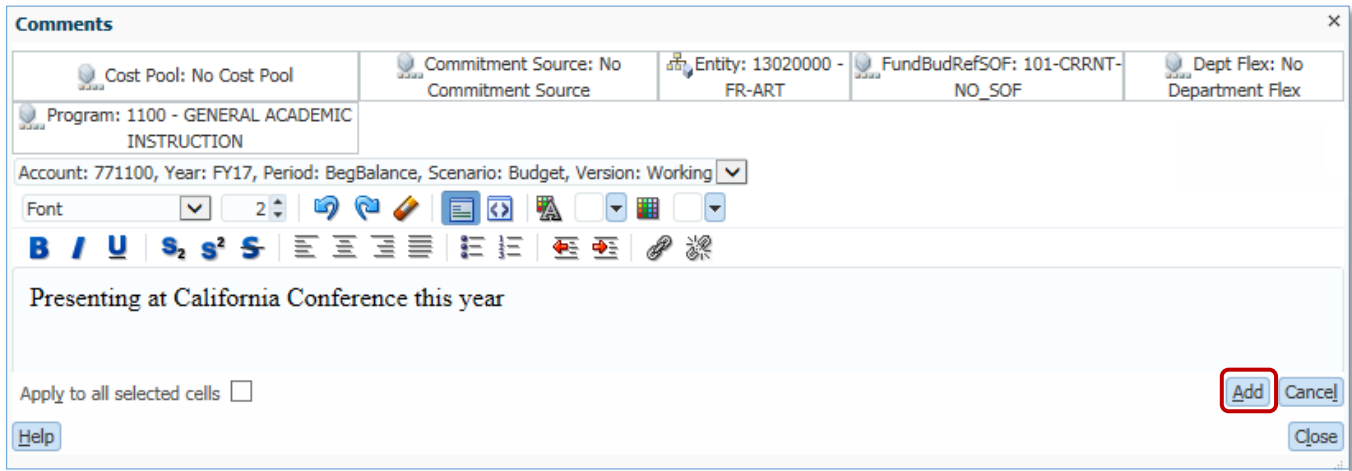
	FY17		FY16	FY16	FY15	FY14
	Budget	Budget	Actual	Actual	Actual	Actual
Control	Working	Final	Final	Final	Final	Final
771100 - IN STATE TRAVEL	10,038				0	170
771200 - OUT OF STATE TRAVEL					500	104
772000 - FOREIGN TRAVEL						500
Travel and Training	10,038				500	774
791000 - MEMBERSHIPS and DUES						125
Dues and Subscriptions						125
799900 - MISCELLANEOUS OPERATING EXP					0	
Miscellaneous Other/ Contingencies					0	
Other Operating Expenses	10,038				5,038	19,334
Operating Expenditures	88,716				6,077	19,752
Total Expense	88,716				6,077	19,752
Net Revenue and Expense	-88,716				-6,077	-19,752
Total Accounts	-88,716				-6,077	-19,752

4. Click + sign to add comment.



5. Enter the desired information into the text block.
6. Enter a valid value e.g. **"Presenting at California Conference this year."**

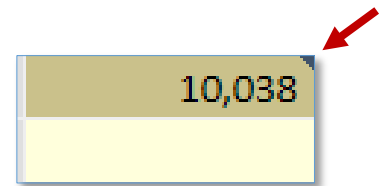
7. Click the **Add** button.



8. Click the **Close** button.

9. Verify the comments were added as intended. Please note you don't need to scroll down to see the changes in the newer version.

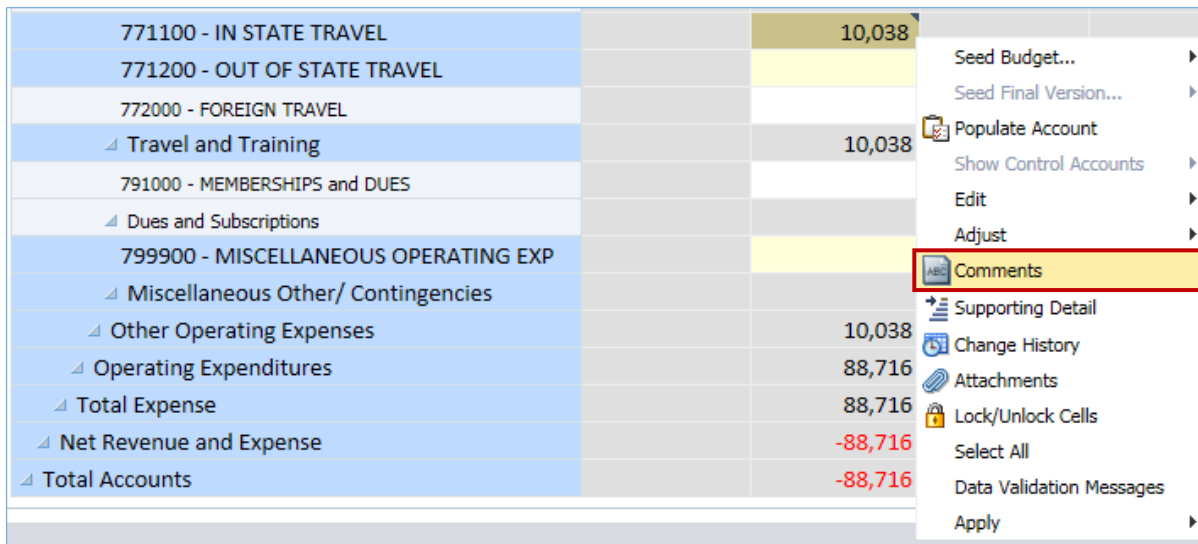
- Notice a dark blue corner icon now appears on the cell.
- This symbol indicates the cell contains either comments or an attached document.



Deleting a comment is very simple.

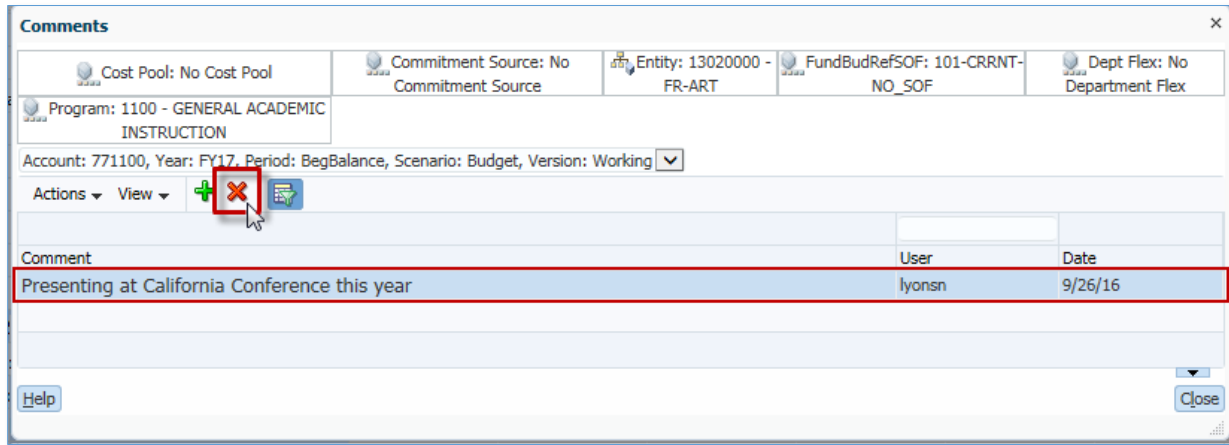
10. Right-click on the cell where you wish to delete a comment.

11. Click the **Comments** option.



12. Select the comment you want to delete.

13. Click the **X** button.



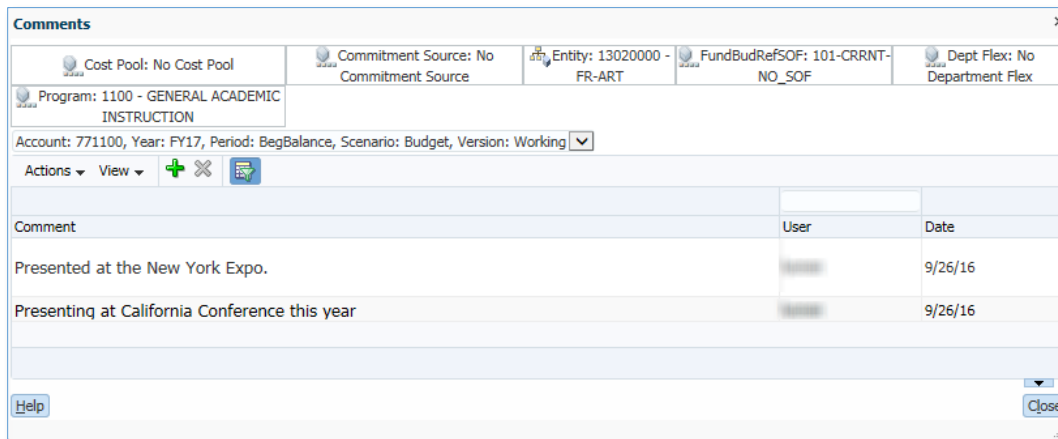
14. Click the **Close** button.

15. Notice that the comment icon no longer appears.

771100 - IN STATE TRAVEL		10,038
771200 - OUT OF STATE TRAVEL		

16. Repeat steps 2 through 9 to add additional comments to a cell.

- Notice how the cell now has two comments



If you need help with...

- Technical issues, contact the UF Help Desk:
  - 392-HELP(4357)
  - [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)
- Policies and Directives, contact the UF Budget Office:
  - 392-2402
  - <http://cfo.ufl.edu/administrative-units/budget/>