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.
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**.

![Image of spreadsheet with comment icon]

14. Click the **Close** button.

15. Notice that the comment icon no longer appears.

![Image of spreadsheet with Comment section]

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

- Notice how the cell now has two comments

![Image of spreadsheet with two comments]

If you need help with...

- Technical issues, contact the UF Help Desk:
  - 392-HELP(4357)
  - helpdesk@ufl.edu

- Policies and Directives, contact the UF Budget Office:
  - 392-2402
  - http://cfo.ufl.edu/administrative-units/budget/