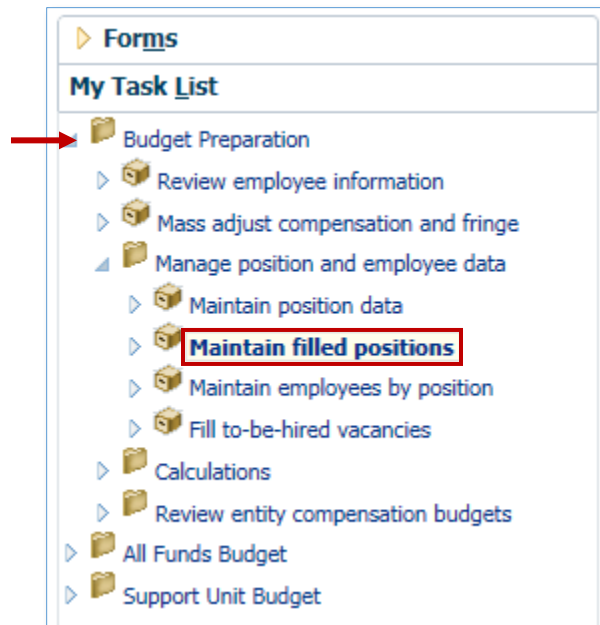


Adjusting a Distribution

1. From the **My Task List > Budget Preparation > Manage position and employee data > Maintain filled positions** form,



2. **Right-click** on the employee for which you wish to change the distribution.

P_00004089	Carter, Jerome	LECTURER - 000531	7/1/16
P_00004089	Thoms, Jim		7/1/16
P_00004779	Wilson, Amy		7/1/16
P_00004869	Johnson, Mack		7/1/16
P_00005734	Greenhill, Tawny		7/1/16
P_00005736	Corden, James		7/1/16
P_00005737	James, Pamela		7/1/16
P_00005739	Lawrence, Gina		7/1/16
P_00005814	Felicitano, Malcolm		7/1/16
P_00008608	Curtis, Dominique		7/1/16
P_00008831	Clarke, Victoria		7/1/16
P_00009022	Morton, Carrie	Fiscal Assistant II - 002009	7/1/16
P_00009080	Morrow, Holly	Web Developer - 001899	7/1/16

A context menu is open over the row for Morton, Carrie. The menu items include: Calculate Compensation Expense, Allocate Compensation Budget to GL Accounts, Delete Employee Assignment, Assign Employee, Edit Employee Details (highlighted with a red box), Change Status, Review Employee Allocation Results, Edit, Adjust, Comments, Supporting Detail, and Change History. A red arrow points to the Morton, Carrie row with the text 'Right click here'.

3. Click the **Edit Employee Details** option
4. Click the **Distributions** tab.
5. Click the **Entity Segment** drop down field for the desired allocation.
(You may need to click the current Entity value to see the drop down arrow.)
6. Enter the desired Entity number into the field. (e.g., "**D_1302**".)
7. Click the desired **Entity**.

4.

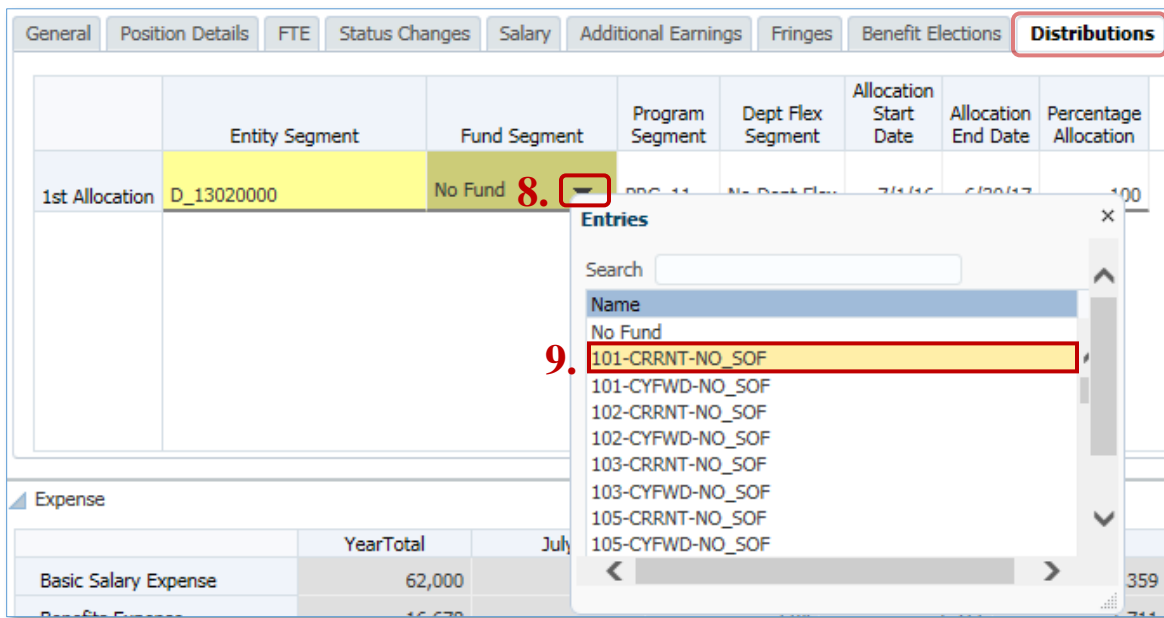
The screenshot shows the 'Distributions' tab with a table of allocations. The 'Entity Segment' column has a dropdown menu open. The search bar contains 'D_1302' and the list of options includes 'D_13020000', 'D_13020100', 'D_13020200', and 'D_13020300'. The 'D_13020000' option is highlighted. Below the table, there is an 'Expense' section with a table showing expenses for 'er' and 'October'.

Entity Segment	Fund Segment	Program Segment	Dept Flex Segment	Allocation Start Date	Allocation End Date	Percentage Allocation
1st Allocation	D_13020100	101-GRANT-NO-COF-PPG-11	No-Dept-Flex	7/1/16	6/30/17	100

Expense	Yea	er	October
Basic Salary Expense		6,359	6,359
Benefits Expense		1,711	1,711
Total Compensation Expense		3,070	8,070

8. Click the **Fund Segment** drop down field.
(You may need to click the current Fund value to see the drop down arrow.)

- Click the desired **Fund/Budget Reference/Source of Funds** option (e.g., **101-CRRNT-NO_SOF**).



Entity Segment	Fund Segment	Program Segment	Dept Flex Segment	Allocation Start Date	Allocation End Date	Percentage Allocation
D_13020000	No Fund 8.		No Dept Flex	7/1/16	6/30/17	100

Entries

Search

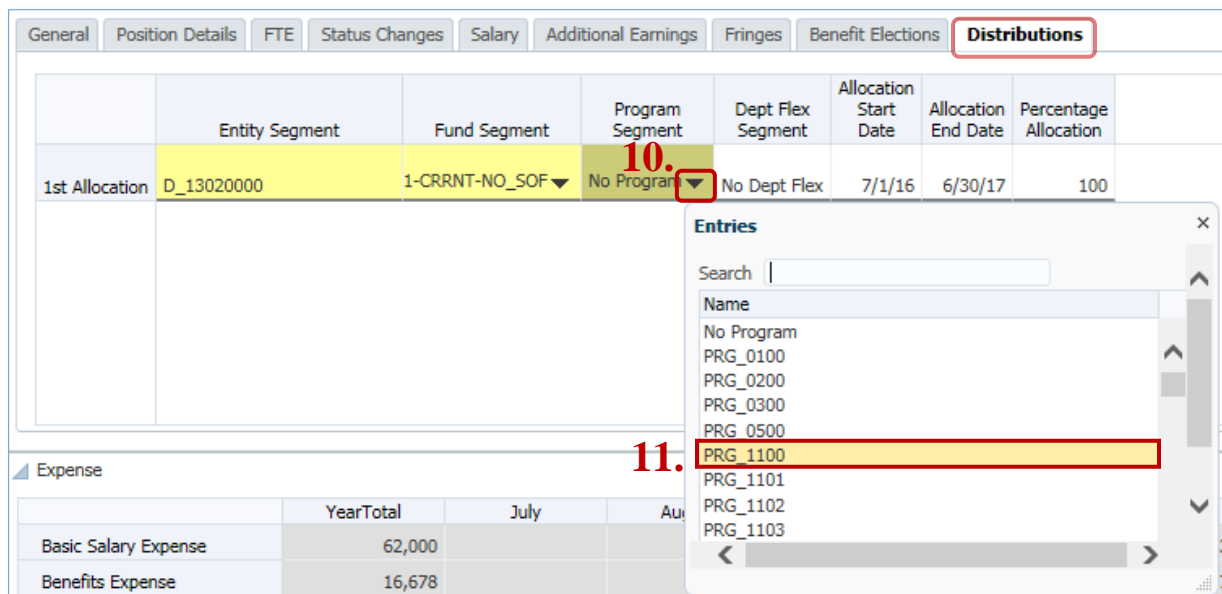
Name

- No Fund
- 9. 101-CRRNT-NO_SOF
- 101-CYFWD-NO_SOF
- 102-CRRNT-NO_SOF
- 102-CYFWD-NO_SOF
- 103-CRRNT-NO_SOF
- 103-CYFWD-NO_SOF
- 105-CRRNT-NO_SOF
- 105-CYFWD-NO_SOF

Expense	YearTotal	July
Basic Salary Expense	62,000	
Benefits Expense	16,678	

- Click the **Program Segment** drop down field.
(You may need to click the current Program value to see the drop down arrow.)

- Click the desired **Program** option (e.g., **PRG_1100**)



Entity Segment	Fund Segment	Program Segment	Dept Flex Segment	Allocation Start Date	Allocation End Date	Percentage Allocation
D_13020000	1-CRRNT-NO_SOF	10. No Program	No Dept Flex	7/1/16	6/30/17	100

Entries

Search

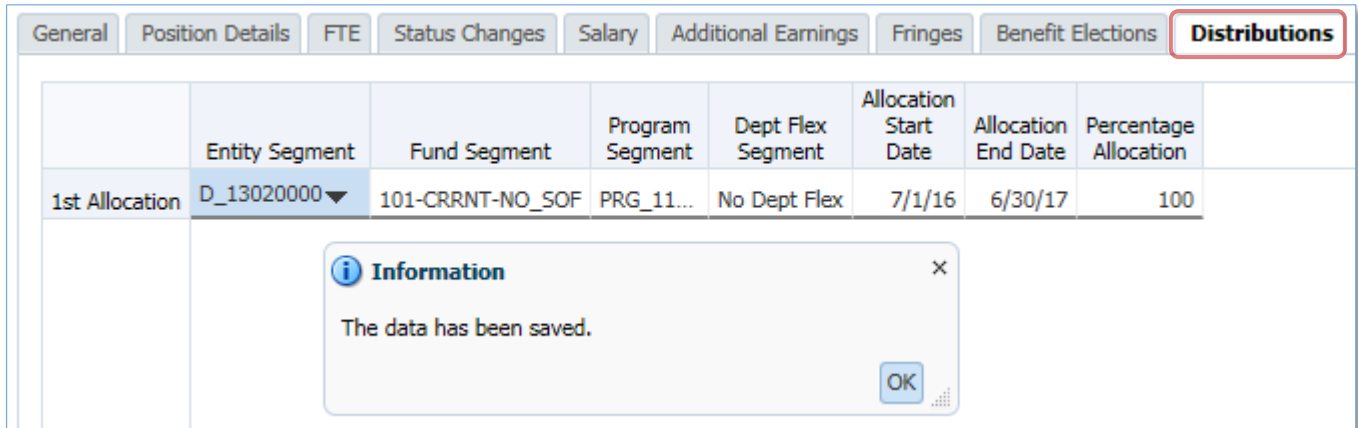
Name

- No Program
- PRG_0100
- PRG_0200
- PRG_0300
- PRG_0500
- 11. PRG_1100
- PRG_1101
- PRG_1102
- PRG_1103

Expense	YearTotal	July	Aug
Basic Salary Expense	62,000		
Benefits Expense	16,678		

- Click the **Save** button.

Notice the yellow fields no longer appear once you save your changes.



The screenshot shows a software interface with a 'Distributions' tab selected. The interface contains a table with the following data:

	Entity Segment	Fund Segment	Program Segment	Dept Flex Segment	Allocation Start Date	Allocation End Date	Percentage Allocation
1st Allocation	D_13020000	101-CRRNT-NO_SOF	PRG_11...	No Dept Flex	7/1/16	6/30/17	100

An 'Information' dialog box is overlaid on the table, displaying the message: 'The data has been saved.' with an 'OK' button.

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/>