Calculating and Allocating Compensation Budgets Per Edit

In Hyperion you have the option of calculating and allocating after each transaction or all at one at the end of all of your transactions.

This instruction guide shows you how to complete these tasks to run calculations and allocations for each edit you make.

BEST PRACTICE
Because of the amount of time it takes for the system to complete the running of these options, the Budget Office recommends running this at the end of your transactions, rather than after each transaction. Once you have made a change, click the Save button.

1. Navigate to **My Task List > Budget Preparation > Maintain filled positions**
2. **Right-click** on the employee name.
3. Click **Calculate Compensation Expense**.

- You will see this prompt on the page until the process is completed.
4. **Right-click** on the page again.

5. Select **Allocate Compensation Budget to GL Accounts**.

You will see this prompt on the page until the process is completed.

A pop-up message will appear indicating your success.

You can run the two-calculation-per-edit in any of these tabs.

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/