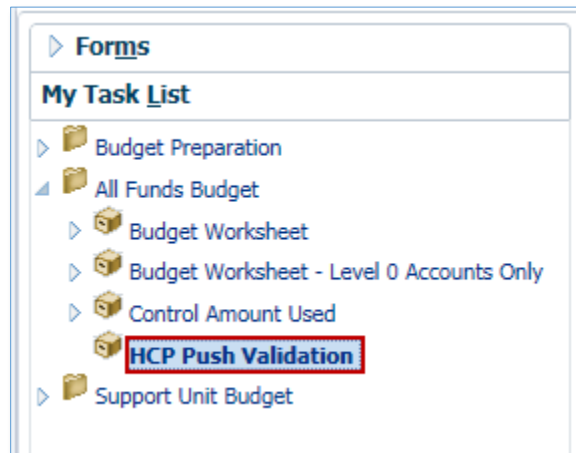


HCP Push Validation

Budget Preparation data will push every hour between 7 am — 7 pm on weekdays and 11am — 7pm on weekends.

1. Navigate to **My Task List > All Funds Budget Folder**.
2. Click the **HCP Push Validation** form.

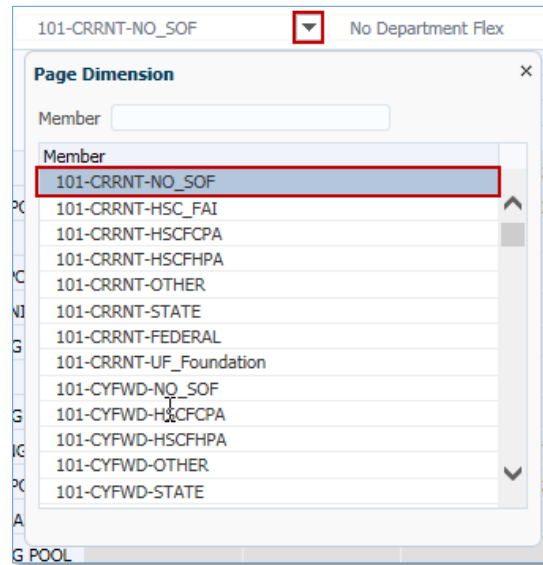


3. Click the **Entity** drop down field.
4. Enter or search for the desired Entity (e.g., "**13020100**")
5. Click the appropriate **Entity** list item.

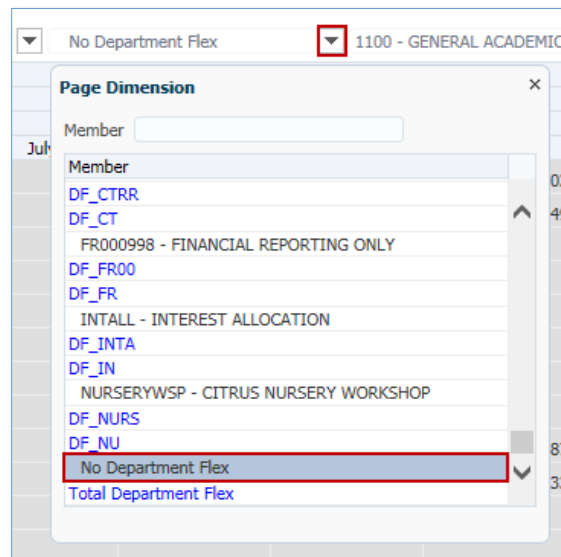
The screenshot shows the 'Task - HCP Push Validation' form. At the top, there are several dropdown menus for 'Entity', 'Department Flex', and 'Academic Instruction'. Below these, there is a 'Page Dimension' dropdown menu that is open, showing a list of entities. The entity '13020100 - FR-ART-DIRECTOR' is highlighted with a red rectangular box. In the background, a table is visible with columns for months (July, August, September, October, November) and rows of data.

	July	August	September	October	November
33	1,453	2,646	4,435	4,435	4,435
21	391	712	1,193	1,193	1,193

6. Click the **FundBudRefSOF** drop down field.
7. Click the appropriate **FundBudRefSOF** list item.

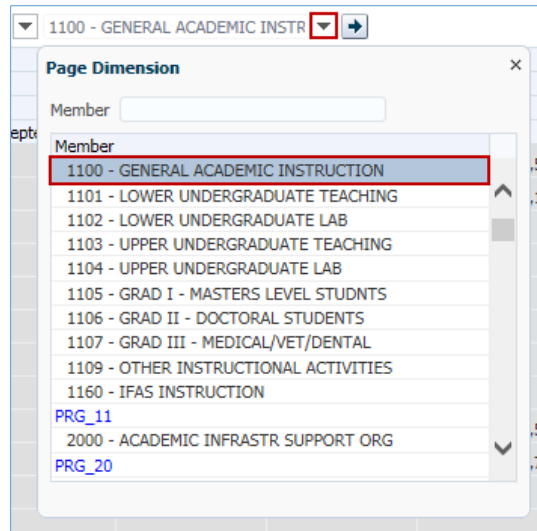


8. Click the **Dept Flex** drop down field.
NOTE: If your ChartField string does not include a Department Flex, this field must display "No Department Flex".
9. Click the appropriate **Dept Flex** or **No Department Flex** list item.



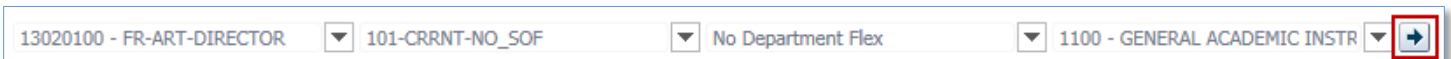
10. Click the **Program** drop down field.

11. Click the appropriate **Program** list item.



Once you've chosen your correct ChartField combination, click **Go** to display the Budget Preparation data that you need to confirm is accurate.

12. Click the **arrow** button.



13. Confirm the correct ChartField data appears at the top of the form.

This form will display the Budget Prep data for the entire year and broken down by month as well.

14. **Scroll over** to view each month.

15. **Scroll back.**

NOTE: You cannot edit data in this form.

Task - HCP Push Validation		Task Instructions											
13020100 - FR-ART-DIRECTOR		101-CRRNT-NO_SOF		No Department Flex				1100 - GENERAL ACADEMIC INSTR					
		FY17 Budget Working											
		YearTotal	July	August	September	October	November	December	January	February	March	April	
611110 - FACULTY-EARNINGS	2,221,056	20,088	100,453	221,002	221,002	221,002	331,503	221,002	221,002	221,002	221,002	221,002	
611120 - FACULTY-EARNINGS FRINGE POOL	597,464	5,404	27,022	59,449	59,449	59,449	89,174	59,449	59,449	59,449	59,449	59,449	
611310 - FACULTY-ADDL PAY													
611320 - FACULTY-ADDL PAY FRINGE POOL													
612110 - COM CLINICAL FACULTY-EARNINGS													
612120 - COM CLIN FAC-EARNING FRNG POOL													
612310 - COM CLIN FAC-ADDL PAY													
612320 - COM CLIN FAC-ADDL PAY FRNG POOL													
621110 - EXEMPT TEAMS/USPS-EARNINGS	135,549	10,387	10,387	10,387	10,387	10,387	15,580	10,387	10,387	10,387	10,387	10,387	
621120 - EX TEAMS/USPS-EARN FRNG POOL	50,017	3,833	3,833	3,833	3,833	3,833	5,749	3,833	3,833	3,833	3,833	3,833	
621310 - EXEMPT TEAMS/USPS-ADDL PAY													
621320 - EX TEAMS/USPS-ADDL PAY FRNG POOL													
631110 - NONEXEMPT TEAMS/USPS-EARNINGS	133,727	10,247	10,247	10,247	10,247	10,247	15,371	10,247	10,247	10,247	10,247	10,247	
631120 - NONEX TEAM/USPS-EARN FRNG POOL	59,910	4,591	4,591	4,591	4,591	4,591	6,886	4,591	4,591	4,591	4,591	4,591	
631310 - NONEXEMPT TEAMS/USPS-ADDL PAY													
631320 - NONEX TEAM/USPS-APAY FRNG POOL													
Total Allocations	3,197,723	54,549	156,533	309,509	309,509	309,509	464,263	309,509	309,509	309,509	309,509	309,509	

If you notice an error with the data, you must return to Budget Preparation and make the corrections there.

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/>