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.
6. Click the **FundBudRefSOF** drop down field.

7. Click the appropriate **FundBudRefSOF** list item.

![Diagram showing FundBudRefSOF drop down field and list items]

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.

![Diagram showing Dept Flex and No Department Flex list items]

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.

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/](http://cfo.ufl.edu/administrative-units/budget/)