View Forms
There are seven additional forms that you can use to view UF Hyperion Budgeting data.

After logging in and accessing Budget Preparation, you can access the desired form from the Review entity compensation budgets task list. For each form you access, you must choose the appropriate entity from the Entity drop down field.

1. The **Review position budgets** form displays budgets for all filled and vacant positions by year and month.

2. Click the Entity drop down field.

3. Choose the desired entity.
4. Click Go. You can see each position’s earnings for the year and per month.

5. The **Review employee budgets** form displays the earnings of all assigned employees by year and by month.

6. The **Review element budgets** form displays a list of positions and employees with yearly and monthly compensation amounts.

7. The **Review FTE Assignments - filled** form displays FTE information per employee.

8. The **Review FTE and Headcount** form displays the FTEs of all positions and associated headcounts.
9. The **Manage element budgets** form displays the total compensation amounts for each assigned employee. This form is NOT read-only and as such you can edit position and employee details, change a status and review employee allocation results.

![Manage element budgets form]

10. Click the **Expand** button in the **Total Compensation Expenses** column. Notice the new columns that have expanded.

![Expanded Total Compensation Expenses]

11. Click the **Expand** button for the **Salary Grades** column. Notice additional columns have now expanded. You can also edit position data from this form.

![Expanded Salary Grades]

12. **Right-click** in any cell.

13. You can click the **Edit Position Details** option to access position details. This will take you to the Maintain filled positions task data where you can make any needed changes.
14. Click the **Review Allocation Results** form.
   This view form displays any errors such as GL allocation non-completions or lack of distributions. If you notice an error with one of the positions, you must return to Budget Preparation and correct your data there.

15. Right-click the **Employee Name** that has the error.

16. Click the **Edit Employee Details** object.

17. Check the **FTE** and **Distribution** tabs to check for any errors.

18. Run the Calculate and Allocate processes again, if needed.

19. Go back to the **Review Allocation Results** object.
   Confirm the error has been fixed. Red cell shading should be gone.
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/