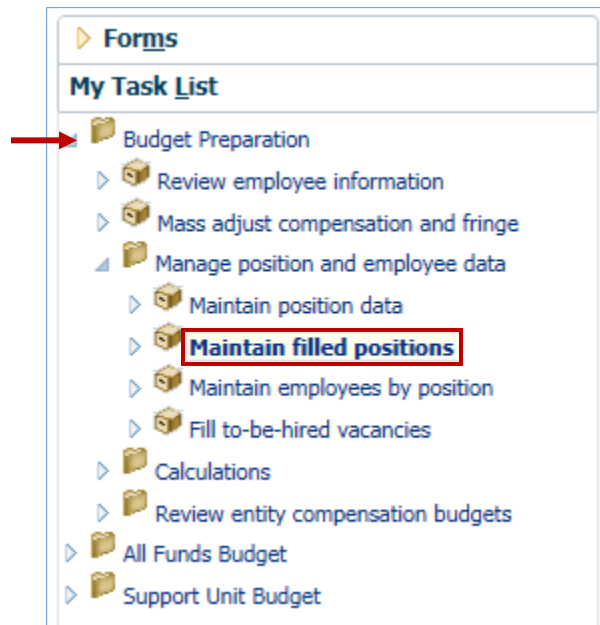


Adjusting a Distribution

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 | Calculate Compensation Expense | 7/1/16 |
| P_00004779 | Wilson, Amy | Allocate Compensation Budget to GL Accounts | 7/1/16 |
| P_00004869 | Johnson, Mack | Delete Employee Assignment | 7/1/16 |
| P_00005734 | Greenhill, Tawny | Assign Employee | 7/1/16 |
| P_00005736 | Corden, James | Edit Employee Details | 7/1/16 |
| P_00005737 | James, Pamela | Change Status | 7/1/16 |
| P_00005739 | Lawrence, Gina | Review Employee Allocation Results | 7/1/16 |
| P_00005814 | Felicitano, Malcolm | Edit | 7/1/16 |
| P_00008608 | Curtis, Dominique | Adjust | 7/1/16 |
| P_00008831 | Clarke, Victoria | Comments | 7/1/16 |
| P_00009022 | Morton, Carrie | Supporting Detail | 7/1/16 |
| P_00009080 | Morrow, Holly | Change History | 7/1/16 |
| P_00009022 | Morton, Carrie | Fiscal Assistant II - 002009 | 7/1/16 |
| P_00009080 | Morrow, Holly | Web Developer - 001899 | 7/1/16 |

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 for the first allocation is 'D_13020100'. A dropdown menu is open over this cell, with a search box containing 'D_1302'. The dropdown list includes 'D_13020000' (highlighted), 'D_13020100', 'D_13020200', and 'D_13020300'. Below the table is an 'Expense' section with a table showing costs for 'September' 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 | Year | September | 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 | | No Dept Flex | 7/1/16 | 6/30/17 | 100 |

8.

9.

Entries

Search

Name

- No Fund
- 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 | No Program | No Dept Flex | 7/1/16 | 6/30/17 | 100 |

10.

11.

Entries

Search

Name

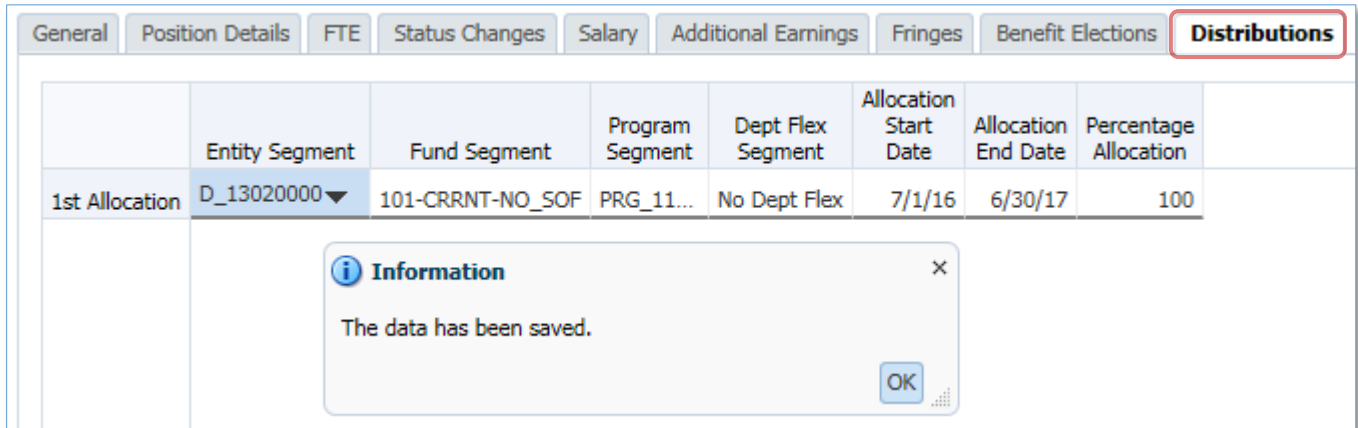
- No Program
- PRG_0100
- PRG_0200
- PRG_0300
- PRG_0500
- PRG_1100**
- PRG_1101
- PRG_1102
- PRG_1103

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 several tabs: General, Position Details, FTE, Status Changes, Salary, Additional Earnings, Fringes, Benefit Elections, and Distributions. The 'Distributions' tab is active and 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/>