

Deleting a Distribution

1. Navigate to: My Task List > Budget Preparation > Manage position and employee > Maintain filled positions.



2. Right-click the Name/UFID of the individual field.

3. Select Edit Employee Details.

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	Ascian 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	Edit	7/1/16
P_00005814	Felicitano,Malcolm	Adjust	7/1/16
P_00008608	Curtis,Dominique	▲ Comments ▲ Supporting Detail	7/1/16
P_00008831	Clarke,Victoria	Thange 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

- 4. Click the **Distributions** tab.
- 5. Select the Allocation you wish to delete. Right click to select Delete Distribution Information.



General Position Details		FTE	Status Changes Salar		alary Additional Earnin		ngs Fringes Bene		afit Elections	Distributions	
		Entity Segment		Fund Segment	Program nd Segment Segment		ept Flex	Allocation Start Date	Allocation End Date	Percentage Allocation	
1st Allocation		D_130101	. 101	L-CRRNT-NO_SOF	PRG_46	No	Dept Flex	7/1/16	6/30/17	50	
2nd Allo	cation	D 491001	. No	Fund	PRG 11	No	Dept Flex	7/1/16	6/30/17	50	
	R	Return to P Add Distrib	reviou ution I	is Form							
	C	j Delete Dist	ributio	n Information							
🔓 View Overlapping Distributions											
	G	View Allocated Expenses									
	G	a Calculate Compensation Expense									
	Regardle Compensation Budget to GL Accounts										
Expense		Edit				+					
		Adjust				×	1	August	Sept	ember	October
Basic Sa	lary 🔤	Comments				3	83	2,88	3	2,883	2,88
Benefits	Ext 🖆	Supporting	Detail			2	92	1,29	2	1,292	1,29
4 Total C	omį 🖲	Change His	tory				75	4,17	5	4,175	4,17
Gross Earr	ning 🥥	Attachment	ts			3	83	2,88	3	2,883	2,88
		Lock/Unloc	k Cells	1							

The distribution is deleted.

(i) Information	×
EP_SC_DeleteDistribution was successful.	
	ОК

- 6. Click in the **Percentage Allocation** field of the remaining allocation.
- 7. Enter "100".

General Po	sition Details FTE Status Chan		Salary	Additional Ear	nings Fri	nges Ben	efit Elections	Distributions
	Entity Segment	Fund Segment	Program Segment	Dept Flex Segment	Allocation Start Date	Allocation End Date	Percentage Allocation	
1st Allocatio	n D_130101	101-CRRNT-NO_SOF	PRG_46	No Dept Flex	7/1/16	6/30/17	100	

Remember, the lines must add up to 100.

8. Click the **Save** button.

If you need help with ...

- Technical issues, contact the UF Help Desk:
 - o 392-HELP(4357)
 - o helpdesk@ufl.edu
- Policies and Directives, contact the UF Budget Office:
 - o **392-2402**
 - o <u>http://cfo.ufl.edu/administrative-units/budget/</u>