

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.





Instruction Guide

4. Click Go.

You can see each position's earnings for the year and per month.

634005 Bldgsrvc Innovation Hub 💌 主 YearTotal July August 🖓

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

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	YearTotal	July	August	September	October	November	December	January	February	March	April	May	June
Manager - Parent - Anger - Anger	37,198	2,850	2,850	2,850	2,850	2,850	4,276	2,850	2,850	2,850	2,850	2,850	4,418
BARREN COMMENTS OF THE OWNER	35,347	3,063	3,063	3,063	3,063	3,063	4,594	3,063	3,063	3,063	3,063	3,063	4,747
The state of the s	37,475	2,872	2,872	2,872	2,872	2,872	4,308	2,872	2,872	2,872	2,872	2,872	4,451
Residence of the second second	42,830	3,281	3,281	3,281	3,281	3,281	4,922	3,281	3,281	3,281	3,281	3,281	5,086
LANSING COMPANY OF THE PARTY OF	740.0000	0.010	0.010	0.010	0.010	0.010	4 077	0.010	0.040	0.010	0.010	0.010	4 500

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

		YearTotal	July	August	September	October	November	December	January	February	March	April	May	June
P_0000	TA12	88,006	6,744	6,744	6,744	6,744	6,744	10,116	6,744	6,744	6,744	6,744	6,744	10,453
	Exempt TEAMS/USPS	88,006	006											
	✓ Salary Grades	88,006												
	Fringe_TEAMS_USPS_Exempt	32,474												
	Benefits	32,474			1.11		1.11	100						

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

	Status	Total FTE	40- Hour FTE	Available
P_00	Active	1	1	
P_00	Active	1	1	
P_00	Active	1	0.5	
P_00	Active	1	1	
2_00	Active	1	1	
200 Martin Alexandra Alexandra	Active	1	1	
2_00	Active	1	0.5	
P_00	Active	1	1	
2_00	Active	1	1	
P_00	Active	1	1	
P_00	Active	1	1	
P_00	Active	1	1	
Total	20	30	39	

8. The **Review FTE and Headcount** form displays the FTEs of all positions and associated headcounts.

	▼ →						
		Status	⊳ Total FTE	40- Hour FTE	Assigned FTE	Available FTE	⊳ Headcount
P_000	(Menter a)	Active	1	1	1	0	1
	-Birds - British - Links - Links	Active	1	1			
P_000		Active	1	1	1	0	1
	Herrison (chiefen herris	Active	1	1			
P_000		Active	1	1	1	0	1
	STREET, STREET	Active	1	1			



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.

		Total Compensation Expenses
P_00	Strapher Franciscus (1999) and 1999	69,
P_00	Strength & Househouse & Househousehouse & Househouse & Ho	49,111
P_00	Theorem of the state of the sta	69,
P_00	-second - rate - lights second	55,910
P_00	COLUMN - NAME - CARDON - PROVIDER	80,
P 00	states (Charleston, spect and i find)	69.

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

		 Total Compensation Expenses 	⇒ Salary Grades	⊳ Benefits						
P_0(69,	48,	21,						
P_0(49,	34,	15,						
P_0(69,	48,	21,						
P_0(55,	38,	17,						
P_0(69,	48,	21,						
P_0(69,	48,	21,						

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.

	 Total Compensation Expenses 	Exempt TEAMS/USPS	Non- Exempt TEAMS/USPS	Salary Grades	⊳ Benefits					
P_0	69,		48,	48,	21,					
P_0(49,		34,	34,	15,					
P_0	69,		48,	48,	21,					
P_0	55,		38,	38,	17,					
P_0	69,		48,	48,	21,					

- 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.



▼ +					
	 Total Compensation Expenses 	Exempt TEAMS/USPS	Non- Exempt TEAMS/USPS	Salary Grades	⊳ Benefits
P_0	49,		34	34	15
P_0	60,	Edit Pos	sition Details		
P_0	47,	Review	Employee Allo	cation Re	sults 😽
P_0	69,	Edit			
P_0	80,	Adjust			•
P_0	69,				· ·
P_0	69,	ABC Comme	nts		
P_0	49,	📜 🚰 Support	ting Detail		
P_0	69,	🔄 🛐 Change	History		
P_0	55,	Attachn	nents		
P_0	69,	A Lock/U	alack Calla		
P_0	89,	LOCK/UI	IIOCK CEIIS		
P_0	69,	Select A	All		
		Data Va	alidation Messa	ges	
		Apply			•

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.

	Total Compensa Expense	tion Allocated Expense	Difference						
P_0	69,	69,	0						
P_0	49,	49,	0						
P_0	69,	69,	0						
P_0	55,	55,	-0						
P_0	69,	69,	0						

- 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.

	Total Compensation Expense	Allocated Expense	Difference						
P_0	69,	69,	0						
P_0	49,	49,	0						
P_0	69,	69,	0						
P_0	55,	55,	0						
P_0	69,	69,	0						



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 http://cfo.ufl.edu/administrative-units/budget/