PST954 Hyperion Budgeting

University Budget Office Office of the Vice President and Chief Financial Officer

October 2016





Table of Contents

HYPERION OVERVIEW
Overview2
UF Budget Cycle 2Click here for SU Budget Request Whole Cycle Document2Click here for All Funds Budget Whole Cycle Document2
Logging In2
Setting Hyperion User Preferences
WORKSPACE9
Hyperion Navigation9
Toolbar Icons9
Hyperion Processes 11
BUDGET PREPARATION OVERVIEW11
RUNNING HYPERION REPORTS
Navigation to all reports
Budgeted Lines + Benefits Report15
Additional Earnings + Benefits
Benefit Selection 20
BUDGET PREPARATION PROCESSES
Manage Position and Employee Data Forms22Maintain position data22Maintain filled positions22Maintain employees by position22Fill to-be-hired vacancies22
Update Current Employees' Distributions & Data
Add an Additional Distribution for the same Employee25
Delete a Distribution

Calculate and Allocate Compensation Budgets per Edit	30
Assigning an Existing Employee	32
Assigning a To-Be-Hired Employee	34
Employee Status Change	39
Removing an Assignment	41
Change FTE To change the position FTE only To change the FTE for an employee	42 42 44
Promote a Position and Employee including Fringe Benefit changes	45
Add Overtime Pay or Additional Earnings	52
Add a Vacant Position	55
Calculate and Allocate Compensation per Entity	57
Review Allocation Results	65
Correct Allocation Errors	66
ALL FUNDS BUDGET SUBMISSION	67
Forms for Budget Submission Accessing Forms	67 67
HCP Push Validation	68
Budget Worksheet Seeding Budgets	70 71
Budget Worksheet-Level 0 Accounts Only	72
Populating Accounts	72
Comments and Supporting Details Adding Comments Comments can be added to Level 0 or rollup accounts in both Budget Preparation forms and All Funds Budget forms Deleting Comments	76 76 78
Supporting Details Adding Supporting Details Editing/Deleting Supporting Details	79 79 84
Control Amount Used	86
SMART VIEW	87
Opening Smart View	87

Setting up Smart View Shared Connections URL	
Smart View Option Settings	89
Connecting to Hyperion in Smart View	
Input and Save Budget Data in Smart View	
Copy, Paste and Cut	
Populating Accounts	
Adding Comments	
Adding Supporting Details	100
Control Amount Used	101
SECURITY	
UBO_PSPB ALL FUNDS BUDGET APPLICATION OVERVIEW	
UBO_PSPB ALL FUNDS BUDGET APPLICATION OVERVIEW	
UBO_PSPB ALL FUNDS BUDGET APPLICATION OVERVIEW Account Entity	
UBO_PSPB ALL FUNDS BUDGET APPLICATION OVERVIEW Account Entity Fund/Budget Reference/Source of Fund	
UBO_PSPB ALL FUNDS BUDGET APPLICATION OVERVIEW Account Entity Fund/Budget Reference/Source of Fund Program	
UBO_PSPB ALL FUNDS BUDGET APPLICATION OVERVIEW Account Entity Fund/Budget Reference/Source of Fund Program Dept Flex	
UBO_PSPB ALL FUNDS BUDGET APPLICATION OVERVIEW Account Entity Fund/Budget Reference/Source of Fund Program Dept Flex Scenario	
UBO_PSPB ALL FUNDS BUDGET APPLICATION OVERVIEW Account Entity Fund/Budget Reference/Source of Fund Program Dept Flex Scenario Version	
UBO_PSPB ALL FUNDS BUDGET APPLICATION OVERVIEW Account Entity Fund/Budget Reference/Source of Fund Program Dept Flex Scenario Version Year	

Hyperion Overview

Overview

Hyperion is a centralized, Excel and Web-based planning, budgeting and forecasting solution that integrates financial and operational fiscal processes and improves business predictability. Support Units and Responsibility Centers enter budget data through web forms using a web browser. Current year budget and two years of actual data are provided to facilitate the budgeting process. Support Units and Responsibility Centers can also choose to open these same forms in Smart View which is integrated into Excel to input and submit the budget through Excel or use the Smart View Ad Hoc functionality.

UF Budget Cycle

There are important milestones throughout the UF Budgeting process you should be aware of depending on whether you are budgeting for a Support Unit (SU), Responsibility Center (RC), College, State Funded Center (SFC) or hybrid.

Starting in Noveember of every year, Support Units make their budget requests for the upcoming fiscal year to the UF Budget Office. The requests are reviewed and approved by Senior Vice Presidents and the President.

Click here for SU Budget Request Whole Cycle Document

Starting in May/June, all budget personnel will receive their final budgets and can then manage and distribute the monies as appropriate across their Budget Preparation and All Funds Budget.

Click here for All Funds Budget Whole Cycle Document

Logging In

The Hyperion budget submission application is incorporated to the myUFL portal. After logging into myUFL, navigate to the NavBar. Go to Main Menu > Budgeting > UF Hyperion Budgeting. *Internet Explorer 11 is the recommended browser.*

ORACLE Enterprise Performance Management System Works Navigate File View Favorites Tools Help A Image: System System System Image: System Sy	pace, Fusion Edition	
HomePage × /Shared Workspace Pages/HomePage Recently Opened UBO_PSPB Open	Quick Links Favorites Applications Planning Planning FY14PSPB FY15PSPB FY15SUPT FY16PSPB	More ¥
Workspace Pages		

Hyperion opens with the HomePage displayed by default.

NOTE:

You may choose to display either the HomePage or the UBO_PSPB Application as the opening page by changing this setting in Hyperion User Preferences.

NOTE: Also note that previous fiscal year data will appear on the HomePage. For example, above you can see FY14PSPB, FY15PSPB, and FY16PSPB. As the years pass, you will see FY17PSPB, FY18PSPB, etc. These applications are the view only data that was entered for that fiscal years submissions.

Setting Hyperion User Preferences

Changing Hyperion Display Settings

The display options must be established prior to using the Hyperion application for requesting UF budgets. It allows you to set the default page and the display options such as thousand number separator, demical separator et. al. It also allows you to set the user variables to display specific content in the forms.

Set the default page when you log in to Hyperion

1. Go to myUFL and navigate to the NavBar. Click on **Main Menu > Budgeting > UF Hyperion Budgeting.**



2. Go to **File** > **Preferences** from the Menu bar.

If you prefer the Homepage to be the default page when you log into Hyperion, from the General section, you can keep the content for Default Startup Options to be "Homepage". If you prefer the UBO_PSPB to open by default, from the General section select the Home Page drop down arrow and choose Application.

Preferences	×
V General	Default Startup Options Content: Home Page Use Current Page
Authentication	Application Home Page
2 Explore	Explore Document Favorite
Financial Reporting	Your e-mail address: rmitchell@UFL.EDU
Web Analysis Web Analysis	Accessibility Mode

4. Now select the **Application** drop down arrow, choose **Planning** > **UBO_PSPB**

Preferences		×
General	Content:	Jse Current Page
Authentication	Application:	
2 Explore	✓ Prompt to Save Ur ✓ Prompt to Save Ur	
Einancial Reporting	Show Path For Do FY15SUPT Your e-mail address: mitchell@UFL.EE FY16SUPT	
Web Analysis	Accessibility Med PY175UPT	
Web Analysis		

5. Click **OK**.

Note: Most users keep Homepage as the default page. It allows the users to look at all the applications that are available in Hyperion.

Set Display Options

You must go to UBO_PSPB first to set the display options.

- 6. Open UBO_PSPB.
- 7. Go to **File > Preferences.** Or click on the **Preferences** section on the left side menu area.

F	or <u>m</u> s			
My	Fask <u>L</u> ist			
> 🎾	Budget Pr	eparation		
> 🎾	All Funds	Budget		
> 🏳	Support U	nit Budget		
			_	

8. Go to Planning. Click on the Display Options tab.

*=	Application Setting: Display Options Printing	g Options User Varia <u>b</u> le Options
General	Number Formatting	Use Application Default
	Thousands Separator	Comma 🔽 🗌
	Decimal Separator	Dot 🗸
Authentication	Negative Sign	Prefixed Minus 🔽
8	Negative Color	Red 🔽 🗌
Explore	Page Options	Use Application Default
Lula	Remember selected page members	Yes 🗸 🗌
· 토포 💷	Allow Search When Number of Pages Exceeds	50
Financial Reporting	Indentation of Members on Page	Indent based on hierarchy 🔽 🗌
Web Analysis		
Web Analysis	Other Options	Use Application Default
,	Show consolidation operators	Form Setting 🔽 🗌
<u>_</u>	Partial Grid Fetch Size(Rows,Columns)	25,17
	Date Format	Automatically Detect 🗸

9. Select your desired options.

You are welcome to customize your desired Display Options settings as you see fit. Some suggested default settings include:

Number Formatting

- Thousands Separator choose Comma
- Decimal Separator choose Dot
- Negative Sign choose Prefixed Minus
- Negative Color choose Black

Page Options

- Indentation of Members on Page choose Indent based on hierarchy
- This option dictates the look and feel of data categories on web forms

Other Options

• Using the default settings is highly recommended

Number Formatting	Use Application Default	
Thousands Separator	Comma V	
Decimal Separator	Dot V	
Negative Sign	Prefixed Minus V	
Negative Color	Red V	
Page Options	Use Application Default	
Remember selected page members	Yes	
Allow Search When Number of Pages Exceeds	50	
Indentation of Members on Page	Indent based on hierarchy	
Other Options Show consolidation operators Partial Grid Fetch Size(Rows,Columns) Date Format High Contrast	Use Application Default Form Setting 25,17 Automatically Detect	
User Image Choose File Browse Please note that the maximum file size limit is 500 KB		

Changing Hyperion User Variable Settings

As part of the Hyperion preference setup, you will indicate three User Variable settings. These variables define the data content in the forms. For the All Funds Budget cycle, the variables should be setup as below.

- Scenario: Budget
- Version: Working
- Year: FYXX (the fiscal year you are budgeting for)

10. Click on the User Variable Options tab. Type in or select the proper variables.

Application Settings	Display Options	Printing Options	User Varia <u>b</u> le Options	
Dimension	User Variable Name	Selected Membe		1
Scenario	Current Scenario	Budget		
Version	Current Stage	Working		
Year	Current Year of Vi	FY17		

11. Click Save, then OK.

You are now ready to navigate through the application.

Workspace



Toolbar Icons

間	Save	Save the input data
\$	Refresh	Refresh the form
#	Print	Print the current screen
/	Adjust	Adjust the selected cell value by a percentage or by a value
	Grid Spread	Spread value
3	Mass Allocate	Run a mass allocation

ABC	Comment	Add or edit comment to the selected cell.
4	Lock/Unlock Cells	Lock or unlock cells when spreading data.
111	Supporting Detail	Add or edit supporting details to selected cell.
	Add/Edit Document	Add or edit attached documents for the selected cell.
5	Instructions	Show the instruction details for the open data form.
Ś	Open in Smart View	Open data from in Smart View. (This button does not work and will not be used.)

Some tools can be accessed by right-clicking on the desired area of the form and displaying the shortcut menu.



Hyperion Processes

There are two specific and individual processes you will complete using Hyperion to successfully submit your budget each fiscal year. Those processes include multiple procedural steps and are titled:

- Budget Preparation
- Budget Submission



Budget Preparation and All Funds Budget are now under the same place **My Task List**. You can work on the postions/employees changes and the operating budget in the same area (or mode).

HomePage UBO_PSPB ×
▶ For <u>m</u> s
My Task <u>L</u> ist
▶ [₽] Budget Preparation
All Funds Budget
Support Unit Budget

Budget Preparation Overview

The annual Budget Submission process includes completing relevant procedures within both Budget Preparation and Budget Submission before submitting to the University Budget Office (UBO).

In this section, we will cover the available procedures in Budget Preparation in the order the University Budget Office recommends as best practice. Required Budget Preparation

procedures should be completed first, prior to completing Budget Request Submission procedures.

There are a total of 15 budget prep procedures displayed in the image below from which you may choose to successfully prepare your budget.

Before we go into the details of the budget prep procedures. We recommend you to run some of the Hyperion report first to review the current employees and positions in your organizations and decide the personnel changes you need to make.



Running Hyperion Reports

Please keep in mind that the reports will not be updated until after the push has occurred in Hyperion. The push runs every two hours starting at 7am and ending at 7pm Monday thru Friday. On Saturday and Sunday the push will run every two hours starting at 11am and ending at 7pm.

We have found that the push typically takes ½ hr to run. We recommend you run the reports an hour after the push times (7:30am, 9:30am, et al.) to see any changes that were made before the push occurred.

Navigation to all reports

- 1. Log into myUFL and navigate to the NavBar. Go to **Main Menu > Enterprise Reporting** > **Access Reporting**.
- 2. From the **Public Folder** tab, select **Financial Information** > **Budget** > **UF Budgeting.** Once inside you will choose the report you want to run from the list provided.

myufl Enterprise Reporting
Public Folders My Folders
Public Folders > Financial Information
🔲 Name 🗘
Annual Financial Reports
E Budget
Contains reports for Expense Reimbursements and Tr
Financial Information Tool
Purchasing
Reference Reference queries related to various topics, code valu queries.
Subsidiary Detail Reports

my _{ut}	Enterprise Reporting
	Public Folders My Folders
Public Fol	ders > Financial Information > Budget
	Name 🗘
	<u>Budget Central</u> Contains Budget content for Budget Director(s) and delegates as authorized by the UF Budget Off
	Budget Preparation Contains Budget Preparation content for college and department budget preparer and reviewers.
	<u>Delivered Salary Status Detail Cost Projection</u> Provides bi-weekly pre-run reports that provide future cost of payroll for the remaining portion of UF, the employer.
	J <u>Payroll Cost Distribution Analysis</u> PRCD Cubes. Copy of contents also located at Public Folders > Human Resources Information > Performation > Perform
	RCM Responsibility Conter Management (RCM)
	UF Budgeting Contains Budget Preparation content from the Hyperion Application for college and department bu UF_FI_UNIVERSAL_INQUIRY user role.
	Active Employee Job and FTE Report by College and Department - With Subtotals Prompts are for College and Department.
	Active Employee Job and FTE Report by College and Department - Without Subtotals Prompts are for College and Department.
	FTE and Head Count by College Head count and total FTE for specified employee categories within selected college-level units. Tot
	 FTE and Head Count by College and Department Detail Head count and total FTE details for individuals associated with specified employee categories with spreadsheet.
	FTE and Head Count by Department Head count and total FTE for specified employee categories within selected department-level units totals for different combinations of departments as well as entire units. Opens as an Excel spreads

Budgeted Lines + Benefits Report

The Budgeted Lines + Benefits Report gives you a list of where all employees are currently budgeted and their benefits within Hyperion. This report can be run by the following additional search criteria Employee, Entity (Home Department), Comp Entity (Earnings Department), and Filled or Vacant. Please note Comp Fund (Earnings Fund), Comp Program (Earnings Fund), Comp Dept Flex (Earnings Dept Flex) are available search criteria. We recommend that this be the first step in the budgeting process so that you know how the people data was loaded into Hyperion at the time of the snap shot.

1. Select Budgeted Lines + Benefits

Public Folders My Folders
Public Folders > Financial Information > Budget > UF Budgeting
□ Name \$
Additional Earnings + Benefits
Benefit Selection
Budgeted Lines + Benefits
Support Unit Budget Request
All Funds Budget - By Account
All Funds Budget - By Summary Account
Facts Last Updated

2. Choose your required search criteria.

Year. * FY17 V AND Scen	enario: * Budget 🔽 AND	Version: * Working V Finish
-------------------------	------------------------	-----------------------------

3. Choose your additional search criteria. In this example, we will use HR_3201 data. After entering scroll to bottom of form or top of the form.



Please note that there are two types of Entities.

One is the employee's home department which is referred to as "Entity" on the search criteria page. The home department starts with "HR_".

The other one is the employee's earnings department which is referred to as "Comp Entity" on the search criteria page. The earnings department starts with "D_".

If you search by home department, the report will return all the positions/employees who are administrated in that department. If you search by the earnings department, the report will return all the positions/employees who are paid by that department.

		•	
	Keywords: Type one or more keywords separated by s	paces.	
	<u>Options</u> ×		
	Results:		Choice:
		Insert 🔶	
<u>Entity:</u> (ex: HR_0101)		Remove	
	Select all Deselect all		Select all Deselect all
	OF	Ł	
	Keywords: Type one or more keywords separated by s	paces.	
	Search	Q	
	Options *		
	Results:	Insort À	Choice:
Comp Entity:			
(ex: D_01010000)		Remove	
			1
	Select all Deselect all		Select all Deselect all

4. Click **Finish** and wait for the report to run.

Select all Deselect all	Select all Deselect all
Cancel < Back	

5. **Review** your report.

_		с и								м
my	ufl								Budgeted Lines	+ Benefits
Eastine 149, 3401 149, 3401 149, 3401 149, 3401 149, 3401 149, 3401	UTD and Name	KP Ensities KP Positie UFD STREAM P SOLUTION UFD STREAM P SOLUTION	Job Title OFFICE MARK - 60003 OFFICE MARK - 60003 OFFACT SPECIALIST - 600083 Admensative Suscence AST 1 - 600003 Admensative Suscence AST 1 - 600003 Admensative Suscence AST 1 - 600003 ADD EAVIA & ADD FPDP - 600455 ADD EAVIA & ADD FPDP - 600455	Job Code & 20082 & 20082 & 20084 & 20084 & 20084 & 20085 & 2005 & 2005 & 2005 & 2005 & 2005 & 2005 & 2005 & 2005 &	Helice LD Administrative & Denoui - Administrative & Denoui - Manaenta/Contidential - 3 Out of Unit - 00 Det of Unit - 00 Det of Unit - 00 Phth So Center Manaental Hith So Center Manaental	Evenent IT TUDN IT Frome TEAMS USP'S Non-Ex 5 Frome TEAMS USP'S Non-Ex 7 TUDN Frome TEAMS USP'S Non-Ex TUDN Frome Facults Frome Facults	annual Salara Sare UMontha NaA NaA SUMontha NaA UMontha NaA UMontha SUMontha	Annual Plat 10-16 549-263-41 549-268-41 154-547-56 154-547-56 155-775-87 8200-578-85 8200-558-85 8200-558-85	FTI Come Commit Spe T No Come Commitment 1 No Come Commitment	ter Some Cest Pac's lou No Come Cest Pic Sou No Come Cest Pic lou No Come Cest Pic Sou No Come Cest Pic
* HE 340 * HE 340 * HE 340 * HE 340 * HE 340 * HE 340		UFID 577852X P 5008230 UFID 5645060 P 0000642 UFID 5645060 P 0000642 UFID 5645060 P 50010642 UFID 5645060 P 50010642	Admission while Subsect: AST 1: 680700 ABO DEAN 5: ASD PROF: 680457 ASD DEAN 5: ASD PROF: 680457 ASD DEAN 5: ASD PROF: 680457 ASD DEAN 5: ASD PROF: 680457	AC 90379 AC 90045 AC 90045 AC 90045 AC 90045	Dut of Unit - 50 Hith Six Center Managerial Hith Six Center Managerial Hith Six Center Managerial Hith Six Center Managerial	TUDN - Fitnee Facults - FAtz - FAtz - FAtz	U Montha AdA U Montha AdA U Montha	\$26,7753 \$200,504,7 \$200,504,7 \$200,504,7 \$200,504, \$200,504	17 15 15 15 15 15	IP INo Come Commitment Mi No Come Commitment

NOTE: At this time each person has at least two rows of data. The one row of data is the salary expense data line and the one row is the benefit data line.

NOTE: You do not have to run all of the below reports before you continue on with your budgeting work this is just to show you how to run the additional reports that are available for your use.

Additional Earnings + Benefits

The Additional Earnings + Benefits Report gives you a list of any employee where that employee has had additional earnings and their benefits input into Hyperion. This report can be run by the following additional search criteria Employee, Entity (Home Department), Comp Entity (Earnings Department), and Filled or Vacant. Please note Comp Fund (Earnings Fund), Comp Program (Earnings Fund), Comp Dept Flex (Earnings Dept Flex) are available search criteria.

1. Select Additional Earnings + Benefits

	Ρι	Iblic Folders My Folders
<u>Publi</u>	ic Folder	rs > Financial Information > Budget > UF Budgeting
		Name 🗘
		Additional Earnings + Benefits
		Benefit Selection
		Budgeted Lines + Benefits
		Support Unit Budget Request
		All Funds Budget - By Account
		All Funds Budget - By Summary Account
	ö	Facts Last Updated

2. Choose your required search criteria.

Additional Ea	rnings	+ Benefits				
Year: * FY17	~	AND <u>Scenario:</u>	* Budget 🗸	AND <u>Version</u> :	* Working	Finish

3. Choose your additional search criteria. In this example, we will use HR_3201 data. After entering scroll to bottom of form or top of the form.

Additional Ear	nings + Benefits	
Year: * FY17	✓ AND <u>Scenario:</u> * Budget ✓ Al OR	ND Version: * Working V Finish
<u>Employee:</u> (ex: UFID_0000000)	Keywords: Type one or more keywords separated by spaces. Search Options Results: Insert →	Choice:
	OR	<u>Oviot an</u> <u>Oviot an</u>
<u>Entity:</u> (ex: HR_0101)	Keywords: Type one or more keywords separated by spaces. HR_3201 Search Options Results: HR_3201 Insert ⇒	Choice: HR_3201
	Select all Deselect all	Select all Deselect all

4. Click **Finish** and wait for the report to run.

						Descret all	all			Select all Desi	elect all
					Cancel	< Back	Next >	Fin	ish		
Contraction of the local division of the loc											
	.			1							
5. I	Reviev	v your i	repoi	rt.							
5. I	Reviev	v your i	repoi	rt.	-				Additional Ear	nings + Benefits	
5. I	Revie HCP Position	₩ YOUĽ I	repoi	rt. Job Code	Union LD	Element	Annual Salary Spread	Annual Rate	Additional Ear	nings + Benefits	Com

Benefit Selection

The Benefit Selection Report gives you a list of all employees benefit selections that have been input into Hyperion. This report can be run by the following additional search criteria Employee, Entity (Home Department), Comp Entity (Earnings Department), and Filled or Vacant. Please note Comp Fund (Earnings Fund), Comp Program (Earnings Fund), Comp Dept Flex (Earnings Dept Flex) are available search criteria

1. Select Benefit Selection

Public Folders > Financial Information > Budget > UF Budgeting Image: Name Image: Additional Farmings + Benefits Image: Benefit Selection Image: Budgeted Lines + Benefits Image: Support Unit Budget Request
Name Additional Farnings + Benefits Benefit Selection Budgeted Lines + Benefits Support Unit Budget Request
Name Additional Farnings + Benefits Benefit Selection Budgeted Lines + Benefits Support Unit Budget Request
Additional Farnings + Benefits Benefit Selection Budgeted Lines + Benefits Support Unit Budget Request
Benefit Selection Budgeted Lines + Benefits Support Unit Budget Request
Benefit Selection Budgeted Lines + Benefits Support Unit Budget Request
Budgeted Lines + Benefits Support Unit Budget Request
Support Unit Budget Request
All Funds Budget - By Account
All Funds Budget - By Summary Account
Facts Last Updated

2. Choose your required search criteria.

Benefit Selection					
Year. * FY17 🗸	AND <u>Scenario:</u>	* Budget	AND Version:	* Working V Finis	sh

3. Choose your additional search criteria. In this example, we will use HR_3201 data. After entering scroll to bottom of form or top of the form.

Benefit Selection	<u>on</u>	
Year: * FY17	AND Scenario: * Budget V AND Version: * Working V Fit	nish
<u>Employee:</u> (ex: UFID_0000000)	Keywords: Type one or more keywords separated by spaces. Search Options Results: Choice: Insert Remove Select all Deselect all	
<u>Entity:</u> (ex: HR_0101)	OR Keywords: Type one or more keywords separated by spaces. HR_3201 Search Options Results: Choice: HR_3201 Insert Remove HR_3201	
	Select all Deselect all Select all	

4. Click **Finish** and wait for the report to run.

Cancel < Back					Select a	Deselect all				Select all Deselect a
Review your report. Image: Section 2010/10/10/10/10/10/10/10/10/10/10/10/10/			Cance	el	< B;	ack N	lext >	F	ïnish	
Review your report.										
N C O E F S N I	5. Revie	ew your repo	ort.							
Infl Description Descripion <thdescription< th=""> <thdes< th=""><th></th><th>e 0</th><th></th><th></th><th></th><th></th><th></th><th>1</th><th>C 1</th><th></th></thdes<></thdescription<>		e 0						1	C 1	
UPU Add York Add York Material Control Control <th< th=""><th>ufl</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>Benefit Selection</th></th<>	ufl									Benefit Selection
UPE tracks (UP Franking, UP and Num. Job Tells Job Tell Jobs Tells Tell Tells Tell	and George									
UPD #13301 F POINDS Memory Summary Sum	UTID and Name	KP Easters KP Facility	July Title	Jub Code	Union LD	Chanal	same Induce Inc.	understal Rev 10	to FTI Come Commit Service Jone C	ant Postana Estil Come Fred C
UPU Mature II Account II Account II Account II Account III Account IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	11	UPID STATIST P. DOSCIMOU MAR	Alexalis Severalist 8 - 002514	AC 40451 Det a	F1AR-08	TUSH	12 Months	\$15.048.05	If No Comp Committeent Servic No Com	Court Pol D. Spinnonic two-CREWEIND SOF
OPE EXEMPT P Description Description <thdescripion< th=""> <thdescripion< th=""> <thdescripio< td=""><td>A</td><td>UPE STATIST P. DOGEMON MA</td><td>Askedia Secolular a - 202514</td><td>AC INCH DAY</td><td>F UMR - 90</td><td>Free TEAML UPS No Co</td><td>NO.</td><td>100.048.05</td><td>K No Cone Conniteral Sources Con</td><td>Carl PC D S200000 MJ-CREW AO SOF</td></thdescripio<></thdescripion<></thdescripion<>	A	UPE STATIST P. DOGEMON MA	Askedia Secolular a - 202514	AC INCH DAY	F UMR - 90	Free TEAML UPS No Co	NO.	100.048.05	K No Cone Conniteral Sources Con	Carl PC D S200000 MJ-CREW AO SOF
UPD EMAIL ID Control ID Contro ID Control ID Contro ID		LET STATUT P COLUMNS AND	Allentin Secondary - 100214	AC INCOME ON A	Fiber diff.	From TEAMS LEFT Boolfs	No.	415 648 05	I No Come Completion Spect No Com	Cart Pr D 1209000 Val CREAT AG 107
UPD: BitMark Provide Column Construction Description UPD: BitMark Provide Column	14	UPED EDAGATE P DODOTING BUT	GRAESS ADAMA SPECIALIST & GOVEN	6 AC 00100 Det s	FUNR 1 08	Frises TEAMS LUPS Example	No.	\$54,547,00	I No Cone Commitment Issue No Com	Cast Par D 1001010C KIN CREAT NO 10F 8
UPD_RTSD01P_ROUGHER_Anabase Trunce Start CAL Mode Total Control Start Star Start Start <ths< td=""><td>A</td><td>UFID 2064435 P DODOPH3 BUT</td><td>UNETLADAM IPECIALIT 8 - 90407</td><td>0 XC 00100 Ovt 1</td><td>FSML-08</td><td>TAN</td><td>12 Months</td><td>\$52,581.00</td><td>5 No. Cons Constitutor Jouri No Con</td><td>Continue D. Saleking KingMat AD SOF</td></ths<>	A	UFID 2064435 P DODOPH3 BUT	UNETLADAM IPECIALIT 8 - 90407	0 XC 00100 Ovt 1	FSML-08	TAN	12 Months	\$52,581.00	5 No. Cons Constitutor Jouri No Con	Continue D. Saleking KingMat AD SOF
Open Entropy For Statistic Products Advanced Statistics Control Products Advanced Statistics Contreteeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeeee	A	UPID HISKOB P 00500486 Ack	utumis Provanian Dana 1 - 0040020	AC 00451 Over	FEMR-90	Prince TEAMS USPE Erunet	No.	\$K2,000.00	E No Cone Considerant Source No Con	Cast Fr. D. 22050601 KH-CREAT AD. 20F
UPD NAME DESIGN TO DESIGN TO <thdesign th="" to<=""> DESIGN TO <thdesign <="" td="" to<=""><td></td><td>UPE RENDER F BROOMER Are</td><td>CARE TYPETYA DECLI - DOPOLO</td><td>AC COMES ON A</td><td>C164-00</td><td>Yatt</td><td>No bloothe</td><td>BM2 000 00</td><td> No Come Committee of Town Mr. Com No Come Committee of Town Mr. Com </td><td>Cost Po D Salation Re-CHART-AD SOF</td></thdesign></thdesign>		UPE RENDER F BROOMER Are	CARE TYPETYA DECLI - DOPOLO	AC COMES ON A	C164-00	Yatt	No bloothe	BM2 000 00	 No Come Committee of Town Mr. Com No Come Committee of Town Mr. Com 	Cost Po D Salation Re-CHART-AD SOF
UPD NAME P (DISTANC) ADD (DIF frame) PDIM Z (DIAD) PDIM TUTME TDDIME ADD (DIF frame) PDIM Z (DIAD) PDIM PDIM TDDIME ADD (DIF frame) PDIM		UPID SAROTE P DODUSTIT BUT	CARLIN AGAIN DECIALITY # - DONN	0 AC 00100 CM H	r Laik - 00	Frings TEAMS LUPS Evener	No.	211,000.00	1 No Cone Complete or Source No Com	Cast Pu D 1001010C KIN-CREAT NO 107 4
UPD_BitAbit F_D001842_ADDRF_man_001842ADDRF_man_001843ADDRS_00184ADDRS_00184ADDRF_man_001843ADDRS_00184ADDRF_man_001843ADDRF_man_00184ADDRF_man_00	14	UPED SASASSY P DOGUSAAL ALC	O DRI: Falance - 002143	AC BRIDE OW A	F1AR-08	TAU	12 Months	\$30,59180	5 No Cone Considerant Speci No Con	Courte D SUDDOOK ITS CREAT HOCHERA A
UPD_S1424007 P 0000544 A10 DBL Faces, 201445 JL Old 15 Opt Faces, 201455 JL State (and construct for a back for back for a back for back for a back for a back for a back for back for a back for	H	UPID SAGADTI P DOGEMAE ADD	O DRI: Fases - 002143	AC ODEM OW N	CUNK-08	FING TEAMS LIFE EXAMI	NA.	\$20,521.60	5 No Cone Commitment Source No Com	Char Po D. SECTORE ITS-CREME ADCREPA
UPU NUMBERT POSSING ALTONES POSSING PO		UPID 5454551 P. 00025442, A20	D DIFL Facance - DRE143	AC 100214 DVI 1	CUAR-00	TANE	St Mueta	\$20,521,60	5 No Colle Collentition Source No Coll	Char Pu D. 1201020C NIN-CREWE-ND. 10F
VIC NETTE & DOWN TAKEN DE LONGER DE	P1	UPE MOADI P DOGEMAL ALC	D DR. Pasaco - 002MB	AL 99214 Det 8	F1M-98	FIRM TEAMS WIPS ENDER	No. 1	10.5H83	T No Code Coesiteur Iseri Als Coe	Court Pic D. Satemptic Res CREAT AG. SOF
UPD INTEGR P DODOBIT AT DR. Ext Prane Press. EXC D or Link P DODOBIT AT DR. Ext Prane Press. EXC D or Link P DODOBIT AT DR. Ext Prane Press. EXC D or Link P DODOBIT AT DR. Ext Prane Press. EXC D or Link P DODOBIT AT DR. Ext Prane Press. EXC D or Link P DODOBIT AT DR. Ext Prane Press. EXC D or Link P DODOBIT AT DR. Ext Prane Press. EXC D or Link P DODOBIT AT DR. Ext Prane Press. EXC D or Link P DODOBIT AT DR. Ext Prane Press. EXT Press. EXC D or Link P DODOBIT AT DR. Ext Press. EXT Press. <thext press.<="" th=""> EXT Press. EXT Press.<</thext>	64 -	LET SALENA P DOUDLAS POR	ALC FLACTIONS CED 2 DOWN	AC DOME ON A	F Chat I dill	TAN	10 Martin	M1-000.00	5 No Cone Constituent Lower No Con	Care by D. Support No. CHIAT AD 107
VPD INSIGN P ADDRESS P ADDRESS AT ADDR. Sec. PARTY ADDRESS ADD	04		the second se			1.1798			The same support part of the same	A REAL PROPERTY AND A REAL
VPD ENGODE AT CRETERY THEM PHAN DUTID AC ADDIT OF a Line - 00 VPD Finance Table - 0000001 AT CRETERY THEM PHAN DUTID OF a Line - 00 VPD ENDODE PODDENT AT CRETERY THEM PHAN DUTID AC ADDIT OF A LINE - 00 VPD ENDODE PODDENT AT CRETERY THEM PHAN DUTID OF ADDIT ADDIT ADDIT OF ADDIT	04 07	UPED HISERON P DOUDDANT ALT	Citil: Educ/Training Prana - Oligitia	JC OIUTS Own	# LbA - 00	TAIP	10 Mustle	\$16,000,00	E No Comp Commitment Source No Com	E Cash Per D. S20400000 MIS-CREWE-NO. SOF
UFD STA320 F 0000007 AT DR Edu/Team/Family 50010 Ar / 00120 Ar / 04 - 00 Frame TLAME UPE Scaan NH. 10100000 F 16 Ceam Ceambert Size In Ceam Can PL 200000 V3-CHMY 40 D7 UPD STA040 F 0000 V3-CHMY 40 D7 UPD STA040 V3-CHMY 40 D7	040404040404040	UPED HIGHEN P DOUDDANT ALT UPED HIGHEN P DOUDDANT ALT	Coll: Edu/Traine Pratur - 002038 Coll: Edu/Traine Pratur - 002038	JC 00013 Own	r Uwr - 00 r Uwr - 00	TAIL Frings, TEAMS LUPS Example	No.	\$76.000.00	 No Come Commitment Source No. Com 1: No Come Commitment Source No. Com 	E Cash Pri D. S2010000 M3-CRIMAT MO. SOF R
UPD INTERNAL PRODUCTION Administration Social Control (CODING ON ADMINISTRATION OF THE A	04. 09. 09. 09.	UPD HIGHLE P DOUDDENT AT UPD HIGHLE P DOUDDENT AT UPD HIGHLE P DOUDDENT AT	TORI, EduciTrainia Pranc - 00203 TORI, EduciTrainia Pranc - 00203 TORI, EduciTrainia Pranc - 00203	X: 90213 Ow a X: 90213 Ow a X: 90213 Ow a	r Uwr - 90 r Uwr - 90 r Uwr - 90	TAU Fries, TEAMS LUPS Example TAU	U Muette Niti	\$16,000,00 \$16,000,00 \$16,000,00	 No Cone Complexed Start No Con No Cone Complexed Start No Con Na Cone Constituted Start No Con 	Court Put D. Salencook, McJ-CRIMMT NO. SCP. II II. Court Fut D. Salencook, McJ-CRIMMT NO. SCP. II. II. Court Fut D. Salencook, McJ-CRIMMT NO. SCP. II.
1970 Million Constant And Const	0401001001000000_000000	UPID PROBAG P DOSDART ALT UPID PROBAG P DOSDART ALT UPID PROBAG P DOSDART ALT UPID PROBAG P DOSDART ALT UPID PROBAG P DOSDART ALT	TORN Educ/Trainic Franci 00208 TORN Educ/Trainic Franci 00208 TORN Educ/Trainic Franci 00208 TORN Educ/Trainic Franci 00208	AC DEUTS OW A AC DEUTS OW A AC DEUTS OW A AC DEUTS OW A	r Unit - 90 r Unit - 90 r Unit - 90 r Unit - 90	TAU Fries, TEAME USPE Example TAU Friese, TEAME USPE Example	U Muerla Nix. U Muerla Nix.	\$16,000,00 \$16,000,00 \$16,000,00 \$16,000,00	 No Come Commitment Source No. Com 1 No. Come Commitment Source No. Com 5 No. Com Commitment Source No. Com 5 No. Com	© Curr Fry D. S0040000 MC-CRIMMT-ND SOF IF © Curr Fry D. S0040000 MC-CRIMMT-ND SOF IF © Curr Fry D. S0040000 MC-CRIMMT-ND SOF IF © Curr Fry D. S0040000 MC-CRIMMT-ND SOF IF

Budget Preparation Processes

Manage Position and Employee Data Forms

Maintain position data

This form should only be used to make changes to positions. Updating employee distributions and data is performed within a different form.

Maintain filled positions

This form should only be used to make changes to existing and to-be-hired employees. This is where you would make any changes to distributions, salary, benefits, etc.

Maintain employees by position

Maintain employees by position was originally designed to display positions and employees together in one form, but due to the level of complexity and resulting confusion, the UBO does not recommend using this form.

Fill to-be-hired vacancies

This form was originally designed to replace to-be-hired employees with named employees if they are hired. Because we don't add new hired employees to Hyperion after the snap shot, you will never need to use the Fill to-be-hired vacancies functionality. In this training, we still show you the steps on how to fill a to-be-hired vacancy. However, keep in mind you will not need to do that in Hyperion. This form is currently used by the departments to review all the to-be-hired employees.



Update Current Employees' Distributions & Data

This procedure is used to make changes to particular parameters of an employee's distribution, such as changing an employee's Entity.

1. From the **Budget Preparation > Manage position and employee data > Maintain filled positions form**, choose your desired **Entity** from the Entity drop down field.



2. **Right-click** on the name of the employee for which you wish to change the distribution and select **Edit Employee Details**.

				Job
P_00003467		1560		000000
P_00004089		Calculate Compens	ation Expense tion Budget to GL Act	counts
P_00004779	STREET, STREET			
P_00004869	NUMBER OF	Delete Employee A	ssignment	
P_00005734		Assign Employee		•
P_00005736	And I American	급 Edit Employee Deta	ails N	
P_00005737		Change Status	Allocation Results	

3. Click the Distributions tab.

4	Employee	Details								h I
1	General	Position Details	FTE	Status Changes	Salary	Additional Earnings	Fringes	Benefit Elections	Distributions	
										1

In this example, we will be changing the employee's Entity and assigning the appropriate Chartfield String. If any data is missing addressing these segments will clear the red cell color.

- 4. Click in the desired allocation Entity Segment field and click the **Entity Segment** drop down arrow.
- 5. Enter the desired Entity number into the Search field (e.g., "1302").

NOTE: When searching, you do not have to type D_ in the Entity field. You can just type in the first part of the department ID and the list should automatically move to the correct options. You may also choose to scroll to the appropriate list item.

	Entity Segment	Fund Segment	Program Segment	Dept Flex Segment	Allocation Start Date	Allocation End Date
1st Allocation	13010000 -	301 CRONT FEDER	000 33	No Deet Flat	714145	6/30/17
2nd Allocation	D_13010	intries			×	6/30/17
	9	Search				
	1	Name D_13010000				
		D_13010100				
		D 13010102				
		D_13010103				
		D_13010104				
		D_13010105				
		D 13010107				
		D_13010108				
	_	D_13010109			\sim	
Evenence		D_13010110				
Lypense					af.,	
		YearTotal	July	A	ugust	Septe

5. Click the new desired **Entity**.

segment	Fund Segment	segment	Segm
, 13010000 -	301 CODNET FEDER	000 33	N- D
n D_13010	ntries		
2	iearch 1302		×
	Name		
	D_13020000		
	D_13020100		
	D_13020200		
	D_13020300		
	D_55130200		
	D_57130200		
	D_29051302		
	D_29130200		

- 6. Click the Fund Segment drop down field.
- 7. Click the desired Fund/Budget Reference/Source of Funds option (e.g., 101-CRRNT-NO_SOF).

Fund Segment	Program Segment	Dept Flex Seament	Start Date	Allocation End Date
-CRRNT-FEDERAL	tries	No Deet Flass	7/1/1/	C 11/17
S	arch ame			
2 2 2 2	01-CRRNT-F 01-CRRNT-A 09-CRRNT-O 09-CRRNT-S	EDERAL RRA THER TATE		
7	12-CRRNT-N	0_30F		

- 8. Click the **Program Segment** drop down field.
- 9. Click the desired Program option (e.g., PRG_1100).

Progra Segme	em ent	Dept Flex Segment	Start Date	Alloc End
G_3200 PRG_1	En	No Doot Flow	7/4/	ie et
	Se N Pl	arch ame RG_3200		
	PI PI PI	RG_3300 RG_3301 RG_3302		
	PI PI PI	RG_3303 RG_3304 RG_3305		

- 10. Type **No Dept Flex** into the Dept Flex drop down field.
- 11. Make any changes to the Allocation Start and End Dates if needed.
- 12. If any changes are needed to the **Percentage Allocation** field, make those here. **NOTE**: You must have a number in the percentage cell and all lines must be 100% in total. Do not leave any 0% distribution lines. If you do not need that line please delete the allocation not being used.



13. Click the Save button, then OK button.

NOTE: If you had any red or yellow fields, they no longer appear once you save your changes.

	Entity Segment	Fund Segment	Program Segment	Dept Flex Segment	Allocation Start Date	Allocation End Date	Percentage Allocation
1st Allocation	D_130202	101-CRRNT-NO_SOF	PRG_11	No Dept Flex	7/1/16	6/30/17	36
2nd Allocation	D_130104	101-CRRNT-NO_SOF	PRG_11	No Dept Flex	7/1/16	6/30/17	64

Add an Additional Distribution for the same Employee

It's not uncommon for an employee to hold multiple positions or have multiple distribution sources at UF. This procedure covers how to add an additional distribution for the same employee.

1. From the **Maintain filled positions** form, choose your desired **Entity** from the Entity drop down field, if needed.

2. Right-click on the name of the employee for which you wish to change the distribution and select **Edit Employee Details**.

	Job
P_00003467	
P_00004089	Calculate Compensation Expense
P_00004779	Allocate Compensation Budget to GL Accounts
P_00004869	Delete Employee Assignment
P_00005734	Assign Employee
P_00005736	Edit Employee Details
P_00005737	Change Status

- 3. Go to the **Distributions** tab.
- 4. Right-click the last Allocation label.
- 5. Click the Add Distribution Information link.

*					
	Entity Segment	Fund Segment	Pro Sec		
1st Allocation	D_130202	101-CRRNT-NO_SOF	PRG		
2nd Allocation	D 130104	101-CRRNT-NO SOF	DRG		
Return to Previous Form					
Reg Add Distribution Information					
<u>C</u> uo	alata Distributi	on Information			
🔁 vi	ew Overlappin	g Distributions			
🔂 vi	ew Allocated E	xpenses			
🕞 C	alculate Compe	ensation Expense			
🔂 Al	locate Comper	nsation Budget to GL A	ccour		

- 6. Enter the Effective Start or End Date if it's different.
- 7. Click the **Add** button.

rompt Text	Value	
* Enter Effective Start Date	07-01-2016	100
Enter Effective End Date	06-30-2017	10

- Once the additional allocation appears, select an entity from the Entity drop down list and select the appropriate department from the list.
 NOTE: You may need to search for the desired entity.
 - **NOTE**: Red cells indicate required data that is currently missing.

15t Allocation	U_130202	101-CKRIN1-INO_50	0011_00Md_1100	NO Dept Flex	//1/10
2nd Allocation	D_130104	101-CRRNT-NO_SC	OF PRG_1100	No Dept Flex	7/1/16
3rd Allocation	No Entity	tries	11 P	No Deeb Flau	7/1/16 X
	Se	arch 1302		×	
		ame _13020000 _13020100 _13020200 _13020300 _55130200 57130200			
Evnanca	D. D. D.	_29051302 _29130200 _28011302			-
cxpense					

- Click the Fund Segment, Program Segment field, Dept Flex Segment, and Allocation Start and End Dates and enter the appropriate data. Follow steps 7 – 11 from previous procedure, as needed.
- 10. Make changes in the **Percentage Allocation** fields of both allocation lines.

NOTE: Keep in mind, the combination of all distribution lines must equal 100% allocation. Please do not leave any 0% distribution lines. If it is not needed delete the distribution allocation.

	Allocation End Date	Percentage Allocation
6	6/30/17	36
6	6/30/17	60
6	6/30/17	4

NOTE: In this example, the 2nd allocation was altered so all 3 allocations would total 100%.

11. Click the Save button, then the OK button.NOTE: Remember any red or yellow cells should clear after saving.

Delete a Distribution

1. From the **Maintain filled positions** form, choose your desired **entity** from the Entity drop down field, if needed.



2. Right-click on the name of the employee for which you wish to change the distribution and select **Edit Employee Details**.



- 3. Go to the **Distributions** tab.
- 4. Right-click the Allocation label you wish to delete.
- 5. Select Delete Distribution Information.



6. Updae the **Percentage Allocation** field(s) of the remaining allocation(s) to equal 100%. **NOTE**: Remember, all lines must add up to 100.



8. Click the **Save** button, then the **OK** button.

Calculate and Allocate Compensation Budgets per Edit

After each edit you make, you may choose to calculate and allocate. These procedures will process all needed calculations and allocate the updated data to the Budgets Submission mode within Hyperion.

These procedures can take a long time depending on your area and number of employees. As such the University Budget Office recommends you run these procedures from the Budget Prep panel once all edits/updates are done.

If you choose to calculate and allocate after each edit, it's very important that you note where you are before running these procedures as they are very sensitive to location to run accurately.

For example, if you are on the main Maintain position data or Maintain filled positions forms, you must right-click on the exact position row you just edited for the calculate and allocate procedures to run successfully. Otherwise, the edited data may not calculate and allocate correctly.

If you are in Edit Employee Details, you can right click on any input cell on any tab (except for the General tab) to run the calculate and allocate procedures for this position.

1. Right click anywhere in the main portion of the edited position.

Emp	loyee	Details	

G	eneral Posit	ion Details	FTE Status Changes	Salary	Additional Earr	nings Frir	nges Ben	efit Elections	Distributions
		Entity Segment	Fund Segment	Program Segment	Dept Flex Segment	Allocation Start Date	Allocation End Date	Percentage Allocation	
	1st Allocation	D_634002	101-CRRNT-NO_SOF	PRG_05	No Dept Flex	7/1/16	6/30/17	100	

2. Click Calculate Compensation Expense.



3. Confirm the calculation procedure was successful by noting the message that appears at on the window.



- 4. After the Launch Business Rules window closes, **right click** within the same cell on the form again.
- 5. Choose Allocate Compensation Budget to GL Accounts.



NOTE: You will see an animated blue circle within the Launch Business Rules window while the process is running. See image below.

EP_SC_EmpDistElmCost in Progress

6. Confirm the procedures have completed successfully by noting the message that appears on the form.



NOTE: Sometimes the Launch Business Rules window gets stuck. If you notice the calculation or allocation has been running for several minutes, you can check to make sure the rule has finished running by clicking Tools>Job Console from the Menu bar.

If the last column says "Completed", the procedure has run successfully. If not completed, click Tools > Job Console again to refresh the screen until the job reads Completed.



Assigning an Existing Employee

If you know you will be hiring a new current full time UF employee from another department before the snap shot was taken you will need to add them into Hyperion so that you can account for their salaries. This process must be started by using the Maintain position data form and finished using the Maintain filled positions form.

NOTE: The snap shot is the status of the data in PeopleSoft on a particular date that is then loaded into Hyperion as the base data.

- From the Maintain position data form, right click the line of the position for which you want to assign an existing UF employee. Make sure the position status is Vacant.
 NOTE: If the position is listed as Not Budgeted, complete the following steps to assing FTE to the position first.
 - a. Right click on position and choose Edit Position Details
 - b. Click the FTE tab
 - c. Right click on assignment label and choose Update FTE
 - d. Enter FTE value and the Start and End Dates **NOTE**: Leave the End Date blank to make this an ongoing change.
 - e. Click Add, then OK.


2. Click the Assign Employee option and click the Assign Existing Employee.

P_00004089	LECTURER - 000531		//1/16	Filled	1	months	40	0	1
P_00004566	PROF - 000518		-	ALCO ALC: N	1.1	12 months	40		
P_00004567	PROF - 000518	C. Edit Desition De	otaile			12 months	40		
P_00004568	PROF - 000518					12 months	40		
P_00004569	PROF - 000518	Calculate Comp	pensation Expe	nse		12 months	40		
P_00004570	PROF - 000518	🕞 Allocate Compe	ensation Budge	t to GL Accounts		12 months	40		
P_00004779	DIR, Campus IT - 002213					12 months	40	0	1
P_00004869	MGR, Human Resources - 0					12 months	40	0	1
P_00005734	DEAN & PROF - 000449				-	A			-
P_00005736	Executive Assistant I - 003	Assign Employe	26		1	Lg Assign	Existing	Employee	
P_00005737	DEVELOPMENT/ALUMNI AF	Edit			۲	Assign	To-Be-Hi	red Employ	tar 1
P_00005739	ACADEMIC SUPP SVCS, CR	Adjust			Þ	12 months	40	0	1
P_00005814	Human Resources Generali	Comments				12 months	40	0	1
P_00006108	Public Relations Spec III - 0	ta Currentine Det				12 months	40	-0.5	0.5
P_00008608	ASO DEAN & PROF - 00045	Supporting Det	:all			12 months	40	0	1

3. Click in the **Select Employee** field, delete any default text and enter the **UFID** of the appropriate employee.

NOTE: the UFID must start with UFID_.

Runtime Prompts - Assign Existing Employee		×
Prompt Text	Value	
💓 * Select Employee	UFID_41839908	× Me.
* Enter FTE	1	
* Enter Effective Date	7/1/13	10
Enter Union Code	None	✓
in Enter Full/Part Time	Full-time	~

- Enter the correct FTE, Effective Date, Union Code and Full/Part Time status, if different from position defaults. NOTE: All these fields are required.
- 5. Click the **Assign** button.

6. To confirm the change, click the **Maintain filled positions** form and verify the assigned employee data appears associated with the proper position.

Maintain position data			Job	Start Date	End Date	Employee Number	Emp Na
Maintain filled positions Maintain employees by position	P_00003467	0.010.011.0000000	PRG DIR & ASO IN - 000326	7/1/16		UFID_00	Sonk
▶ ^{Sol} Fill to-be-hired vacancies	P_00004089	10.000	LECTURER - 000531	7/1/16		UFID_97:	Lee,:
Calculations P Review entity compensation budgets	P_00004566	Mitchell,Ronda Clemons-41839908	PROF - 000518	7/1/16		UFID_41	Mitch
All Funds Budget	P_00004779	NUMBER OF STREET	DIR, Campus IT - 002213	7/1/16		UFID_84:	Harir

- 7. **Right click** on name of newly assigned existing employee and choose **Edit Employee Detail** to make any needed distribution and salary changes.
- 8. Click **Save** button.

NOTE: Remember to run the calculations for changes to become active.

Assigning a To-Be-Hired Employee

You would assign a To-Be-Hired employee for those positions not yet budgeted, but will be in the future or for new employees hired after the snap shot was taken. To include the budget information for the future employee in your budget preparation procedure, you would assign a To-Be-Hired employee as a place holder.

1. From the Maintain position data form, locate the position for which you wish to assign a To-Be-Hired employee.



- 2. Notice the Occupancy Status for this position will indicate "Not Budgeted" or "Vacant". If the position is listed as Not Budgeted, please go to step 3. If the position is vacant, please go to step 12.
- 3. Right click on the position and choose Edit Position Details.

P_00009 P_00009 P_00009 P_00009 P_00017 P_00020
--

5. Right-click anywhere on the screen and choose Update FTE.

	Proposed FTE	FTE Start Date	FTE End Date	
1st Assignment	0.5	7/1/	6/30/	
			Dpdat	e FTE Period vel Details
			🛃 Calcul	ate Compensation Expense

- 7. Input the FTE for this position.
- 8. Remove the **Effective End Date**.

If you do not remove the end date it adds an unnecessary FTE line for the next available date sequence.

9. Click **Add**, then click **OK**.

npt Text		Value	
* Enter FTE		1	
* Enter Effective Start Date	Example: 11/29/98	07-01-2016	12
Enter Effective End Date		1	10

10. Confirm the assignment appears on the FTE page.

11. Click the **Maintain position data form** again and notice your position should now read Vacant in the Occupancy Status field.

-				
P_00009022	Fiscal Assistant II - 002009	7/1/16	Filled	12
P_00009052	OFFICE AST - 000817	7/1/16	Vacant	12
P_00009080	Web Developer - 001899	7/1/16	Filled	12
D_00009091	ACADEMIC BROGRAMS CRD 1 001140	7/1/16	Not Pudaoto	d 12

- 12. **Right-click** the Position number.
- 13. Click the **Assign Employee** on the pop-up menu.
- 14. Click the **Assign To-Be-Hired Employee** option.

P_00008831 SR ASO IN - 001558	7/1/16	Filled	12 month
P_00009022 Fiscal Assistant II - 002009	7/1/16	Filled	12 month
P_00009057 OFFICE AST 000917	7(1/16	Vacant	12 month
P_00009	(1/16	Filled	12 month
P_00009	(1/16	Not Budgeted	12 month
P_00017 Calculate Compensation Expense	(1/16	Filled	12 month
P_00020 🔂 Allocate Compensation Budget to GL Accounts	(1/16	Filled	12 month
P_00020	(1/16	Filled	12 month
P_00021	(1/16	Filled	12 month
P_00021	11/12	Cillad	12 month
P_00072 Assign Employee	Assign E	xisting Employee	onth
P_00023 Edit	🕨 🕞 Assign T	o-Be-Hired Employ	yee ionth
P_00023 Adjust	1/16	Not Budgeted	1 month
P_00025 Comments	1/16	Vacant	12 month
P_00028	1/16	Filled	12 month

- 15. Enter the name of the new employee or a placeholder name or description if unknown. **NOTE**: If you know the UFID and want to input it best practice is to input it as UFID_XXXXXXX otherwise if you input a number only the system will treat it as a dollar figure and add a decimal and cents.
- 16. Be sure to indicate the correct Full/Part Time status, Union Code, FTE and Effective Date, if different from default.
- 17. Click the **Assign** button.

Value	
loyee Number "Unspecified Employee"	
nployee Name Albert Alligator	
r/pr Full-time	\checkmark
nion Code None	v
E 1	
re Date 7-1-2016	10
Ν	
~2	
	Assign

18. Note the message indicating the Position was filled successfully and the Occupancy Status of the position is now "Filled."

1_00003022	115C01 A5515C011C 11 002005	//1/10		12 1101010
P_00009052	OFFICE AST - 000817	7/1/16	Filled	12 months

- 19. Click on the **Maintain filled positions** form and find the To-Be-Hired employee just assigned.
 - FISCAL ASSISTALLE T OUZOUS F_00009022 P_00009052 To be Hired 6 Calculate Compensation Expense P_00009080 Allocate Compensation Budget to GL Accounts P_00017120 Delete Employee Assignment P_00020122 Bione 18111118 P_00020367 Edit Employee Details P_00021200 🕞 Change Status P 00021830 Review Employee Allocation Results
- 20. Right-click on the To-Be-Hired employee and choose Edit Employee Details.

21. If you changed the default FTE value in step 16 above, choose the **FTE** tab to ensure you have a valid FTE.



- 22. Choose the **Salary** tab and ensure you have a valid salary. If not, input the new salary dollar amount. If changes are made, be sure to save.
- 23. Choose the **Benefits Elections** tab and ensure you have valid benefits and save.
- 24. Choose the **Distribution** tab and input your distribution information and save.
- 25. Run both the Calculate and Allocate procedures.

Employee Status Change

Common status changes are to inactive (due to maternity leave, military leave, retirement part way through the fiscal year, etc.)

- 1. From Maintain filled positions form, **right-click** the relevant employee for which you are changing status.
- 2. Click the Edit Employee Details.
- 3. Click the Status Changes tab.
- 4. **Right-click** the blue assignment label of the assignment you wish to change.
- 5. Click the Change Status option.

Employe	e Detallis				_		
General	Position	Details	FTE S	tatus Chang	es Salary	Addi	
1st Assi	, gnment ,	Action Active	Assignment Start Date 7/1/16	Assignment End Date		_	
Change Status Ch							
	Ret	turn to P	revious For	m			

6. Double click the Select Status drop down field.

Value	
Active	J.
	42 120
	10
	Value Active

7. Click the appropriate status (e.g., Maternity, Inactive, On Sabbatical, etc.).

Runtime Prompts - Change Status			×
Prompt Text		Value	
* Select Status	Example: 11/29/98	Active	
* Enter Effective Start Date	·r	Maternity Inactive	20
Enter Effective End Date		On Sabbatical	20
		Leave of Absence Disability	

- 8. Enter the desired information into the Enter Effective Start Date field (e.g., "11/4/16") and Enter Effective End Date as appropriate.
- 9. Click the **Change** button at bottom of page.

Runtime Prompts - Change Status					
Prompt Text	Value				
* Select Status	Maternity	V			
* Enter Effective Start Date	11/4/16	2 Contraction of the second seco			
Enter Effective End Date	5/3/17	ka la			

10. **Confirm** the additional allocation displays with the appropriate Action.

Employee Details								
(General Position Details		FTE	Statu	s Changes	Salar		
	Action		Assig	gnment t Date	Assignment End Date			
	1st Assig 2nd Assi	gnment ignment	Active Matern	1	7/1/16 1/4/16	11/3/16 5/3/17		
	3rd Assi	gnment	Active		5/4/17			

11. Go to **General** tab and change the appropriate **Assignment End Date** to 11/3/16 to reduce the amount of salary expense being charged for this individual to the appropriate time period.



- 12. Click the **Save** button, then the **OK** button.
- 11. Run the Calculate Compensation Expense and Allocate Compensation Budget to GL Accounts.
- 13. **Right-click** within any form cell to access the pop-up menu.
- 14. Click the Return to Previous Data Form option.

Removing an Assignment

- 1. From the **Maintain filled positions** form.
- 2. Right-click the Name of the individual of which you want to delete.
- 3. Select Delete Employee Assignment.



4. Once the process has run you will now notice that the employee is no longer listed in the Maintain filled positions form.

Change FTE

Occasionally the Full Time Equivalency (FTE) of a position or person may change. Examples are full-time positions changing to part-time, part-time positions changing to full time or a different part-time status.

NOTE: Prior to completing the Change FTE procedure, please check the Default Weekly Hours cell to ensure you are adjusting your FTE correctly. Default Weekly Hours listed as 40 is equivalent to 1.0 FTE. Be aware that some employees have default weekly hours of 20 (not 40). The equivalent FTE for this would still be 1.0, not 0.5. If you inputted 0.5, that would be equivalent to 10 hours, not 20.

	Јор	Position Start Date	Position End Date	Occupancy Status	Annual Salary Spread	Default Weekly Hours	Available FTE	40- Hour FTE	⊳ Total FTE	Status
P_00003467	PRG DIR & ASO IN - 000326	7/1/16		Filled	9 months	26.8	0	0.67	1	Acti
P_00004089	LECTURER - 000531	7/1/16		Filled	9 months	40	0	1	1	Acti
P_00004566	PROF - 000518	7/1/16		Not Budgeted	12 months	40				
P_00004567	PROF - 000518	7/1/16		Not Budgeted	12 months	40				
P_00004568	PROF - 000518	7/1/16		Not Budgeted	12 months	40				

FTE may be changed either per position or per employee.

To change the position FTE only.

- 1. From the **Maintain position data** form, right click on the position to which you wish to change the FTE.
- 2. Click the Edit Position Details option.

		A
P_00003467	PRG DIR & ASO I	Edit Position Details
P_00004089	LECTURER - 0005	
P_00004566	PROF - 000518	De Allerete Commente Ruderte Cl. Arrowski
P_00004567	PROF - 000518	Allocate Compensation Budget to GL Accounts
P_00004568	PROF - 000518	
P_00004569	PROF - 000518	

- 3. Click the FTE tab.
- 4. Right-click in the **Proposed FTE** field.
- 5. Select **Update FTE** from the pop-up menu.

Position Details		_					
General Emplo	yee FTE	Statu	s Chan	ges	Salary	Addit	
	_						
	Proposed	Start	End				
	FTE	Date	Date				
1st Assignment					^		
	- Gau	Jpdate F	TE				
	Adjust Period LAVEL Details						
	R	leturn to	Previo	us Fo	rm		
	r and a second		Como	onanti	on Evnon		

In this example, we are changing the position from a 1.0 FTE to a 0.5 FTE.

- 6. Replace the 1 in the Enter FTE field with .5.
- 7. Select the default data in the Effective End Date field.
- 8. Press **[Delete]** on the keyboard to remove the Effective End Date to make this an ongoing change.
- 9. Click the Add button, then click OK.

ompt Text		Value	
* Enter FTE		.5	
* Enter Effective Start Date	Example: 11/29/98	07-01-2016	1
Enter Effective End Date			20
			~
			(
			Add

10. Confirm the assignment updates correctly.

General Emplo	yee FTE	Statu	s Chang	jes
				_
	Proposed FTE	FTE Start Date	FTE End Date	
1st Assignment	0.5	7/1/		

To change the FTE for an employee.

- 1. From the **Maintain filled positions**, right click on the name of the individual you wish to change the FTE.
- 2. Click the Edit Employee Details option.
- 3. Click the **FTE** tab.
- 4. Right-click in the **Proposed FTE** field.
- 5. Select **Update FTE** from the pop-up menu.

Employee Details							
General Positio	n Details	FTE	Status	Changes	Salary	Additional Ea	
	Proposed FTE	FTE Start Date	FTE End Date				
FTE Date Date 1st Assignment							
	G	Adjust P	eriod I	A El Detai			

In this example, we are changing the position from a 1.0 FTE to a 0.5 FTE.

- 6. Replace the 1 in the Enter FTE field with .5.
- 7. Select the default data in the Effective End Date field.
- 8. Press **[Delete]** on the keyboard to remove the Effective End Date to make this an ongoing change.

9. Click the **Add** button.

ime Prompts - Update FTE			
npt Text		Value	
* Enter FTE		.5	
* Enter Effective Start Date	Example: 11/29/98	07-01-2016	02
Enter Effective End Date			20

10. Confirm the assignment updates correctly.



Promote a Position and Employee including Fringe Benefit changes

This procedure would be used when you are hiring a new employee and do not have an appropriate vacant line for that position. You can use any one of the vacant lines you have and change the Job title and, if needed, change the Salary Admin plan which adjusts the fringes.

- 1. From the **Maintain position data** form, select the vacant position for which a promotion will be provided.
- 2. Click on the job name cell.

3. Click the job drop down arrow.

		11-1-20	11100	12 1101010	10
P_00005814	Human Resources Generalist I - 003113	714.147	etter d	to months	40
P_00006108	Public Relations Spec III - 002522	Entries			× -0
P_00008608	ASO DEAN & PROF - 000456	Creat			
P_00008831	SR ASO IN - 001558	Search			
P_00009022	Fiscal Assistant II - 002009	Name			
P_00009052	OFFICE AST - 000817	Program Assista	int - 000908	2000	
P_00009080	Web Developer - 001899	UNIV UNION PR	OGRAM SPEC - UU	. 000910	
P_00009081	ACADEMIC PROGRAMS, CRD 1 - 001140	BOOKSTORE/RE	TAIL SPV - 000911	000910	
P_00017120	DEVELOPMENT/ALUMNI AFF, CRD 4 - 001	BOOKSTORE/RE	TAIL MGR - 00091	2	
P_00020122	AST DEAN & LECTURER - 000468	BOOKSTORE/RE	TAIL MGR, SR - 00	0913	
P_00020367	Executive Assistant I - 003707	FINANCIAL AID	OFFICER - 000914		
P_00021200	BUSINESS MGR 3 - 001446	FINANCIAL AID	OFFICER, SR - 000	915	
P_00021830	Academic Program Spec III - 004025	ADMISSIONS/R	EGISTR OFFICER -	000916	
P_00022395	Accountant III - 002002	ADMISSIONS/R	EGISTR OFFICER, S	SR - 000917	
P_00023551	End User Computing Spec II - 001827	LABORATORY,	TEACHING SPEC - U	00918	\sim
P_00023964	Communications Manager - 002510	LIDKART TECH	VICAL AST - 000915	,	
P_00025487	Program Assistant - 000908	7/1/16	Vacant	12 months	40 0
P_00028941	AST SCHOLAR - 000527	7/1/16	Filled	12 months	40
.n. 000000040	VIC ACT COUCLAD 000710	714.147	milled	10 months	40

- 4. Use the Search field to search for a position name or job number.
- 5. Once found, select the position name or job number you want.

Entries	×
Search executive assist	
Name	
Executive Assistant III - 003709	
Executive Assistant I - 003707	
Executive Assistant II - 003708	
-	
1	

NOTE: The cell may flash to yellow to indicate a recent edit has not yet been saved.

- 6. Click the **Save** button, then click **OK**.
- 7. If the salary admin plan remains the same, skip to step 22.

In this example, we need to change the benefits from a Non-Exempt Staff rate to a Exempt rate.

Change the Salary Admin Plan

- 8. **Right-click** on the newly changed position.
- 9. Choose Edit Position Details.

10. Click the **Salary** tab. Notice the Salary Admin Plan still says TU2N which is a Non-Exempt salary admin plan.

Position Details		1						
General Employee FTE	Status	Status Changes Salary A			Additional Earnings Fringes			
						S. Emplo	ye	
	Option Value	Option	n Start Date	Option End Date	n Allows Value Change	Override Option Value		
TU2N st Element Change	0		7/1/1	.6	Yes	0		

11. Click the **Fringes** tab and notice the fringes are Non-Exempt fringe rates.

Position Details			-		e				
General Employee FTE Status Changes Salary Additional Earnings Fringes									
S Employee:Vaca									
	Option Value	Override Option Value	Option Start Date	Option End Date					
Fringe_TEAMS_USPS_Non-Exempt 1st Element Change	44.8	44.8	7/1/		Perc				
Fringe_Non-Benefit_Earnings 1st Element Change	7.6	7.6	7/1/		Perc				

- 12. Go back to the Salary tab and **right click** on any of the cells in the Position Details section.
- 13. Click Delete Salary Information.

Positio	n Details											
Genera	Employee	FTE	Status	Changes	Sala	ry Ad	y Additional Earnings Fringes Benef		Benefit Ele	ctions	Distrib	
							Employe	e:Vacancy				
			Option Value	Option Start Date	Option End Date	Allows Value Change	Override Option Value					
TU2N	1st Element C	Change	0	7/1/	Vac 0							
						Return	n to Previou	s Form	I			
					ئے ا	add s	alarv Inforn	nation		_		
					C	👌 Delete	Salary Info	ormatiq	'n			
					L.	Calcul	ate Comper	isation	Rense			
1.5						🛃 Alloca	te Compens	ation E	Budget to G	GL Accounts		
Total C	e	ancy				Edit					•	

14. **Right-click** on any cell in the Position Details section and choose **Add Salary Information** to add a new salary admin plan.

Po	sition De	tails								
Ger	General Employee FTE Status Changes Salary Additional Earnings Fringes Benefi									
	Sin Employee:Vacan									
Rig	ght-click	and add	Salary G	rades						
	Option Option Allows Override Option Start End Value Option Value Date Date Change Value									
							~			
					Re	turn to Pre	vious Form			
	Add Salary Information									
	Delete Salary Information									
					— 🕞 Ca	lculate Cor	npensation Expense			

15. Click the **Salary Grade Select Members** icons to search for and locate the appropriate salary grade for this position.

tuntime Prompts - Add Salary Information							
Prompt Text	Value						
📑 * Select Salary Grade	"Unspecified Element"	Ma _n					
* Enter Effective Start Date	7-1-2016						

In this example, we will choose TA12, which is a 12 month TEAMS Exempt Salary Admin Plan.

- 16. Expand the Salary Grades and Faculty categories, and then click TA12.
- 17. Once TA12 is chosen click the right arrow to send it over to the Element area on the right hand side and then click OK.

Member Selection Dimensions Element ✓ Member Name ✓ Salary Grades Faculty COM Clinical Faculty		Member Name	×
	Add Remove		
Help			OK Cancel

- 18. From the Add Salary Information window, adjust your Effective Start Date if needed. In this example, we will leave it at 7-1-2016.
- 19. Click the **Add** button.

After adding the new salary, you must run the Calculate Compensation Expense for the new Fringe Benefit to be reflected.

20. Right-click on any cell in the Position Details section and choose Calculate Compensation Expense. Once it is finished, run the Allocate Compensation Budget to GL Accounts calculation.

Position Details										
General Employee FTE Status Changes Salary Additional Earnings Fringes Benefit Elections										
Employee:Vacancy										
	Option Value	Option Start Date	Option End Date	Allows Value Change	Override Option Value					
TA12 1st Element Change	Element Change 0 7/1/									
				Return to	Previous F	Form				
				Add Salar	y Informat	tion				
			G	Delete Sa	lary Inforn	nation				
			G	Calculate	Compensa	tion Ex	pense			
4 =			G	Allocate (Compensat	ion Bog	iget to GL 4	counts		
Expense				Edit					•	

21. Go to the Fringes tab and notice the fringes are now Faculty fringes.

Position Details			17		
General Employee FTE Status Changes Sala	ary Ac	ditional Ea	rnings	Fringe	s Benef
			-	Emplo	yee:Vacan
	Option Value	Override Option Value	Option Start Date	Option End Date	Val
Fringe_TEAMS_USPS_Exempt 1st Element Change	36.9	36.9	7/1/		Percentag
Fringe_Non-Denefit_Earnings 1st Element Change	7.6	7.6	7/1/		Percentag

Promote an Individual

- 22. Click Maintain filled positions from the Budget Prep panel.
- 23. Click on the job name and select the drop down arrow.

P_00009022	AND - 1000 1 (1000 - 100	Fiscal Assistant II - 002009	7/1/16
P_00009052	To be Hired 6	OFFICE AST - 000817	7,1/16
P_00009080	Harry Phores Claude (1885) 410	Web Developer - 001899	7/1/16
P_00017120	No. 101102-00102-0102082	DEVELOPMENT/ALUMNI AFF, CRD 4 - 001363	7/1/16

- 24. Use the top field to search for a position name or job number.
- 25. Click the position name or job number you want.

Entries
Search fiscal
FISCAL AST - 000833 FISCAL AST, SR - 000 + FISCAL OPERATIONS SPV - 000835
Fiscal Assistant I - 002008 Fiscal Assistant II - 002009

NOTE: The cell may flash to yellow to indicate a recent edit has not yet been saved.

26. Click the **Save** button, then click **OK**.

You will update the Salary and Fringe benefit, if needed.

- 27. Right-click on the name of the employee holding newly changed position.
- 28. Choose Edit Employee Details.



- 29. Repeat steps 10 21 above if you need to change the salary admin plan.
- 30. Click the **Save** button.
- 31. Run Calculate compensation budgets and Allocate compensation to general ledger accounts as needed.

Add Overtime Pay or Additional Earnings

This procedure allows you to apply overtime or additional earnings to an employee's salary information. Examples of when overtime or additional earnings would be if you have a person that will need to work overtime, SPI, or is a Sr. Level manager and has additional earnings they receive.

- 1. From **Maintain filled positions**, **right click** on the name of the person to whom you want to add overtime.
- 2. Click the Edit Employee Details option.
- 3. Click the **Additional Earnings** tab.
- 4. **Right-click** underneath the section that states "Right-click and add Additional Earnings Elements".
- 5. Click the Add Additional Earnings option.

General Po	sition De	tails F	TE	Status Cha	anges	Salary	Additional Earnings	Fringes	Ben
Right-click ar	nd add Ao	dditional	Earning	js Elemen	its				
Override Option Value	Option Start Date	End Date	Vaiue Type Input	Earning Type	Allows Value Change				
	Calculate Allocate View Bu Return t Add Add Delete A	e Compe Compen dget Imp o Previo itional E dditiona	ensation E pact of P us Form arnings L Farnin	Expense Budget to Additional	GL Accou I Earnings	unts s			

6. Click the Enter Additional Earning Select Members drop down icon.

Runtime Prompts - Add Additional Earnings		×
Prompt Text	Value	
🐺 * Enter Additional Earning	"NBE_LSP"	Vite
* Enter Effective Start Date	7-1-2015	

7. Click the **Display Properties** icon.

Members Variables	
Alias	- 🔍 🐎 🔜 🍸 🎬 🦙 🚱

8. Click the Alias menu.



9. Select **OTS Overtime**.

NOTE: In this example we are selecting an overtime payment. You would choose the correct additional earnings for your purpose.

- 10. Click the **right arrow** to move the item to the right side.
- 11. Click the **OK** button.

Alias		Alias	
A Element		⊿ Element	
ASB Asbestos Pay	^	"OTS Overtime"	
CWE Campus or Weather Emergency			
OCH 230-On Call Hol-Wkend Diff Pay			
OCW 225-On Call Week Day Diff Pay			
OTS Overtime			
SEP Evening Shift 5% Differential			
SNP Night Shift 10% Differential		2	
UOT UPD Overtime	A	Id	
ADU Additional Duties (HSC)		8	
BNS Bonus	Ren	iove	
ESC 170-Extra Comp (S)		×	
ESH 175-Extra Comp (H)	Remo	we All	
ESL 180-Extra Comp Lump Sum			
FPA Foundation Payment			
FSU Foundation Supplement			
INP Incentive Pay (HSC)			
LBNLegislative Bonus			
LSP Lump Sum Payment			
PRD Productivity (HSC)			
QTL 285-Quarterly (HSC)			
RPA Research Professorship Award			
RSA Research Award (HSC)	~		
SGH 145-Student Govt/Housing			
lelp			OK Cancel
			5

12. If you want to make this effective as of July 1, 2017, click inside the **Effective Start Date** field. For example, change the date to "7-1-2017".

Prompt Text	Value
* Enter Additional Earning	"OTS Overtime"
* Enter Effective Start Date	7/1/17

- 13. Click the Add button.
- 14. Click in the **Override Option Value** field and enter the Amount of the additional earnings. For example, enter "500.00".



15. Click the **Option End Date** field and enter the date this option amount will end. For example, enter "7-30-17".

		Override Option Value	Option Start Date	Option End Date	Value 1
OTS Overtime	1st Element Change	500	7/1/17	7/30/2017 🖄	Amount - Sp

16. Click the Value Type Input field and a drop down list will appear. Select Amount - July.

Value Type Input	Earning Type	Allows Value Change			
, iount - Spread with Salary -	DÊ4 El::	¥			
Er	arch				
Ν	Name				
A	mount - Spread	with Salary			
P	Percentage of Salary				
P	ercentage of Ove	erall Earnings			
	ercentage of Oth	her Carnings			
A	mount - July				
A	<u>mount - Augula</u> ट्से	5			
A	mount - Septeml	iber			
A	mount - October	r			
Contombor A	mount - Novemb	her			

17. Click the **Save** button, then click **OK**.

Add a Vacant Position

If you want to hold a specific dollar amount, but do not plan to hire someone in the near future for a specific position you can add a truly vacant line to hold dollar amounts.

- 1. From the Maintain position data form, find a Not Budgeted or Vacant position.
- 2. Right-click on the position and choose Edit Position Details.
- 3. Click the **FTE** tab and verify the correct FTE is listed.

NOTE: If you do not have a FTE or an inaccurate FTE is currently listed you will need to input the correct FTE by completing the following steps:

- a. **Right-click** anywhere on the assignment line.
- b. Choose Update FTE.

Posit	tion Deta	ils						
Gener	ral Em	ployee	FTE	Status Changes	Salary	Additional Earnings	Fringes	Benefit Ele
							Employe	e:Vacancy
No F	TE assigr	ments	are defir	ned				
P	roposed FTE	FTE Start Date	FTE End Date					
				🕞 Upda	te FTE	wel Details		
Expe	ense I Positio	n Va	acancy	Retur B Calcu B Alloca	n to Previ late Comp ate Comp	ious Form pensation Expense ensation Budget to GL	Accounts	

- c. Enter the appropriate FTE.
- d. Click the **Add** button.

ompt Text	Value	
* Enter FTE	0.5	×
* Enter Effective Start Date	07-01-2016	20
Enter Effective End Date	06-30-2017	
	00-30-2017	-0
		Add C
		Add

NOTE: If you permanently wanted to change the FTE of this position, you would delete the Effective End Date. Otherwise, the updated FTE will return to the previous value after that end date passes.

4. Click the **Salary** Tab.

5. Input a Salary amount to hold in the Override Option Value cell. Please keep in mind that the fringes will automatically calculate so if you have an exact amount you need to hold adjust the number you input for fringe benefits.

Status	Change	s Sala	ary Ac	dditional Earnings	Fring
				Q	Empl
Option Value	Option Start Date	Option End Date	Allows Value Change	Override Option Value	1
0	7/1/		Yes	20,000	
	Status Option Value e 0	Status Changes Option Value 0 7/1/	Status Changes Sala Option Option Option Start Value Date 0 7/1/	Status Changes Salary Addition Option Option Option Option Option Start End Value Value Date Date Change e 0 7/1/ Yes	Status Changes Salary Additional Earnings Option Option Option Allows Option Start End Value Value Date Date Change 0 7/1/ Yes 20,000

- 6. Click the Save button, then click OK.
- 7. Go to the **Distributions** tab and input your distribution information and save.
- 8. Run both the Calculate and Allocate procedures.

Calculate and Allocate Compensation per Entity

In Hyperion you have the option of calculating and allocating after each transaction or all at one at the end of all of your transactions.

Complete these tasks to run the calculation and allocations after all of your transactions for the day.

BEST PRACTICE

Because of the amount of time it takes for the system to complete the running of these options, the Budget Office recommends running this at the end of all your transactions, rather than after each transaction.

For large units, please run these rules at the four digit department level instead of the whole unit. If these rules are run at the whole unit level, the calculations may cause the system to freeze.

1. Navigate to: My Task List > Budget Preparation > Calculations > Calculate compensation budgets.

2. Click the Launch button.

1y Task <u>L</u> ist		
	Task - Calculate compensation budgets	Task Instruction
 Budget Preparation Review employee information Mass adjust compensation and fringe Manage position and employee data Calculations 	Launch Business Rules Plan Type HCP Business Rule EP SC EmpDistElmCost_All Launch	
Calculate compensation budgets	a	

- 3. To change the entity, make sure the **Version** is **Working** and the **Scenario** is **Budget**.
- 4. Select the appropriate Entity.

Runtime Prompts - EP_SC_EmpDistElmCo	st_All	X
Prompt Text	Value	
* Select Version	Working	90
* Select Scenario	"Budget"	Wa.
💓 * Select Entity	HR_1302	Ma _e

- 5. Click your **Department or College** (if you are small size college) to select it.
- 6. Click the **right arrow** to move it to the right side of the screen.
- 7. Click the **OK** button.

famhar Utriabler			,
• Q 🐲 🏡 🗔 🗸 🖏		A V	
famhar Nama		Manhas Mana	
4 Entity		Member Name	
b Unspecified Entity	^	NO 1202	
b Generic Entity		HR_1302	
4 Total Entity	_		
b HR. President			
HR_Senior Vice President for Academic Affairs and Provost			
HR_02			
> HR_12	>		
▲ HR_13	Add		
> ND_1201	8	-	
HR_1302	Remove		
HR 1303	(12)		
HR_1304	Remove Al		
HR_1305			
HR_1350			
HR_15			
HR_16			
HR_17			
HR_18			
HR_19			
▶ HR_20			
> HR_23			
D RK_29			
MR_25 HR_25	~		
dp		-	OK Gancel

8. Click the Launch button.

The system will create a popup let you know it was successfully run.

(i) Information	×
EP_SC_EmpDistElmCost_All Rule was run successfully	
	ОК ""

- 9. Once you see the rule was run successfully, click the **Allocate compensation to** general ledger accounts option.
- 10. Click the **Launch** button.

▷ Forms	Task List Status	
 ▶ FOTES My Task List Budget Preparation Se Review employee information Mass adjust compensation and fringe Manage position and employee data Maintain position data Se Maintain filled positions Maintain employees by position Se Maintain employees by position Se Till to-be-hired vacancies Calculations Se Calculate compensation budgets Mallocate compensation to general ledger accounts 	Task List Status Task - Allocate compensation to general ledger accounts Launch Business Rules Plan Type Plan Type HCP Business Rule EP_SC AllocDistCost Launch	Task Instructions
Preview entity compensation budgets All Funds Budget Support Unit Budget		

Before going into details on how to select the calculation criteria, let's define some concepts.

- **Existing Employees** are all of the pre-loaded employees. Existing Employees have a valid 8-digit UFID.
- Existing Positions are all of the pre-loaded positions. Any position that starts with "P_," "P_A," "SA_," or "SB_" is an existing position.
- **To-Be Hired Employees** start with "**To_Be_Hired**" followed by a digit. An example is: "**To Be Hired 1**."
- New Positions are all added to Hyperion by the Budget Office per requests from a unit. They start with "New Position." An example is: "New Position 100."

Here are the three major instances when you may run the allocate compensation rule.

Parameters	Position	Employee	Employee/Position Relationship
Instance 1	P_xxxxxxxx	Name_UFID	Existing Employee on Existing Position
Instance 1	P_xxxxxxxx	Name_UFID	Existing Employee on Existing Position
Instance 2	P_xxxxxxxx	To be Hired 1	To Be Hired on Existing Position
Instance 2	P_xxxxxxxx	To be Hired 2	To Be Hired on Existing Position
Instance 3	New Position	To be Hired 3	To be Hired on New Position

Each of these calculations correspond with different parameters, which are shown below. Review the list of employees/positions in your department. In most cases, you will have existing employees on existing positions. When you run the allocate compensation calculations for these instances, make sure you use the following parameters:

Instance 1:	Existing	employees	on existing	positions
-------------	----------	-----------	-------------	-----------

Prompt Text	Value	
* Select Employee	EMP_1302	Ø3.
* Select Entity	HR_1302	91.
* Select Position	PO5_1302	¥
👷 * Select Scenario	"Budget"	12-
👷 * Select Version	Working	91-

If you have existing employees on existing positions, you need to set these parameters: Make sure you select **EMP_XXXX** for *Employee* criteria and **POS_XXXX** for *Position* criteria. You can also type those values directly into the boxes. The *Scenario* should always be "Budget" and the *Version* should always be "Working" when you work in the All Funds Budget cycle.

Instance 2: To-be-Hired employees on existing positions

Runtime Prompts - EP_SC_AllocDistCost		د
Prompt Text	Value	
* Select Employee	"New Employees"	91
🐺 * Select Entity	HR_1302	
* Select Position	PO5_1302	V.
📑 * Select Scenario	"Budget"	
* Select Version	Working	ŵ.
		$\label{eq:launch} \boxed{\underline{C}} ancel \boxed{Create runtime prompt values \underline{\hat{f}} le}$

If you have To-be-Hired employees on existing positions, you need to set these parameters: Select **New Employees** (which represents all the To-be-Hired) for *Employee* criteria, and **POS_XXXX** for *Position* criteria. You can also type those values directly into the boxes. The *Scenario* should always be "**Budget**" and the *Version* should always be "Working" when you work in the All Funds Budget cycle.

Instance 3: To-Be-Hired employees on new positions

Runtime Prompts - EP_SC_AllocDistCost			×
Prompt Text	Value		
* Select Employee	"New Employees"		¥.
🐺 * Select Entity	HR_1302		Ŵ.
🐺 * Select Position	"Total New Positions"		Ŵ.
📑 * Select Scenario	"Budget"		Ŵ.
🐺 * Select Version	Working		¥
		Launch Create runtime prompt	values <u>f</u> ile

If you have To-be-Hired employees on new positions, you need to set these parameters: Select **New Employees** (which represents all the To-be-Hired) for *Employee* criteria, and **Total New Positions** for *Position* criteria. You can also type those values directly into the boxes. The *Scenario* should always be "**Budget**" and the *Version* should always be "Working" when you work in the All Funds Budget cycle.

The following steps show you how to make selections for Instance 1. You can follow these steps to make selections for instances 2 and 3 as well.

11. To change employee selection, click the **Search** button next to the Select Employee box.

Runtime Prompts - EP_SC_AllocDistCost		
Prompt Text	Value	
🐺 * Select Employee	UFID_\$52838	Ma.
🐺 * Select Entity	HR_1302	VII VS
* Select Position	"All Positions"	Ø1.
* Select Scenario	"Budget"	91.
🖬 * Select Version	"Stage 1"	Ý1.
	Laur	nch Cancel Create runtime prompt values file
		,

12. Navigate along the branches to select employee branch for your organization.

13. Click the **right arrow** to move it into the right side of the window.

14. Click the **OK** button.

Members Variables		
Implex Variables Implex Implex Implex Implex	Add Remove All	
▷ EMP_23 ▷ EMP_24	~	
N FMD 25		OK Cancel

Next, you will select **Department or College** as the Entity you want.

15. Click the **Search** button next to the Select Entity box.

	11 L	
rompt Text	Value	
🐺 * Select Employee	EMP_1302	
* * Select Entity	HR_1301	10
* Select Position	PO5_1301	
* * Select Scenario	Budget	Vi.,
* Select Version	Working	¥1

- 16. Click the + button next to your **Department**.
- 17. Select the **Department**.
- 18. Click the **right arrow** to put it in the right side of the window.
- 19. Click the **OK** button.

1embers Variables			
- 🭳 🌮 🔜 🏹 📆 🖓		~~	
1ember Name		Member Name	
f Entity		⊿ Entity	
Unspecified Entity	^	HR_1302	
Generic Entity			
I Total Entity			
HR_President			
HR_Senior Vice President for Academic Affairs and Provost			
HR_02			
> HR_12	2		
⊿ HR_13	Add	a	
N HP 1201	4		
▶ HR_1302	Remo	ove	
▷ HK_1303	(3	
> HR_1304	Remov	ve All	
▶ HR_1305			
▷ HR_1350			
▶ HR_15			
▶ HR_16			
▶ HR_17			
▶ HR_18			
▷ HR_19			
> HR_20			
> HR_25	~		
alp			OK Cancel

To change the position selection, click the **Search** button next to the Select Position box.

Prompt Text	Value	
* Select Employee	EMP_1302	¥.
* Select Entity	HR_1302	Mar
* Select Position	"P_00022457") () () () () () () () () () (
👷 * Select Scenario	Budget	
📑 * Select Version	Working	VEL

20. Navigate the branches to select the positions for your organization.

- 21. Click the **right arrow** to move it to the right side of the screen.
- 22. Click the **OK** button.

Iembers Variables			
- 🔍 🌮 🚟 🖓 🔞		AV	
lember Name		Henber Name	
Position		A Position	
Default Position	^	PO5_1302	
▲ All Positions			
Unspecified Position			
⊿ Total Existing Positions			
POS_President	1.0		
POS_Senior Vice President for Academic Affairs and Provost			
> PO5_02			
PO5_12	Add		
PO5_13	\$		
> POS_1301	Remov	e	
POS_1302	3		
0 POS_1303	Remove	All	
PO5_1304			
PO5_1305			
PO5_1350			
POS_15			
> POS_16			
POS_17			
PO5_18			
PO5_19			
▶ PO5_20			
▶ PO5_23			
> PO5_24	\sim		
N DOS 25		I	
dp.			OK Cance
			(and

- 23. Confirm *Scenario* and *Version* fields display **Budget** and **Working**.
- 24. Click the Launch button.

ompt Text * * Select Employee		
Select Employee	Value	
t to be the to be	EMP_1302	V3.
a Select Entity	HR_1302	¥1.
Select Position	POS_1302	Mal
* Select Scenario	Budget	9a.
* * Select Version	Working	Ø3.

Repeat these steps to make selections for Instances 2 and 3 if needed.

NOTE: Besides searching to change your selection values, you can type in all the values (such EMP_1302, POS_1302 and HR_1302) directly to the search boxes.

NOTE: If you are at the Support Unit Budget Request cycle, please make sure to select "SU_Budget" for *Scenario* and either "Working Flat" or "Working Optimal" for *Version*.

Remember the BEST PRACTICE

Because of the amount of time it takes for the system to complete the running of these options, the Budget Office recommends running this at the end of all your transactions, rather than after each transaction.

Review Allocation Results

To confirm the data has been processed successfully, you'll review a report to show you what was processed.

- 1. Click the **expand arrow** next to **Review entity compensation budgets** to view the reports available.
- 2. Click the Review Allocation Results option.
- 3. View the results to make sure the Allocation process was run.

Page 6201	Administration • (N) Go				dell're.
		Total Compensation Expense	Allocated Expense	Difference	4
P_00004700	NAME OF COMPANY OF	52,080,90048	52,081	0	
P_00005009	Construction of the local division of the	70,700	70,700	0	2
P_00005132	CONTRACTOR OF STREET	297,598	297,598	0	
P_00005259	COMPANY OF COMPANY OF	38,382	38,382	0	
P_00005273	CONTRACTOR OF STREET	129,700	129,700	0	
P_00005274	comparison and the other	147,840	147,840	0	
P_00005374	Constitution of the other	49,842	49, 912		٦
P_00005478	CONTRACTOR OF STREET, 17	68,615	69,925	-1,311	
P_00005479	Contraction of the local division of the	0		•	
P_00005480	Concession of the second of the	155,143	155,143	0	
P_00005481	Contractor and the second second	73,475	73,475	-0	
P_00005484	No. of Concession, Name	70,803	70,803	0	
P_00005486	CONTRACTOR OF THE OWNER, NAME	61,310	61,310	-0	
	CONTRACTOR OF THE OWNER OF	71 564	71 504	0	

In this example, you can see that position P_00005478 is displaying an error.

Correct Allocation Errors

Whenever you see red cells in the Review Allocation Results report, that means you have an error somewhere with this person/position.

Common errors are:

- Allocate compensation to general ledger accounts procedure was not run
- FTE not assigned
- No distribution assigned
- Distribution does not equal 100%
- 1. From the **Review Allocations Results** report, **right click** on employee name.
- 2. Choose Edit Employee Details.
- 3. Check the **FTE** and **Distribution** tabs to check if above issues are found.
- 4. If nothing appears within the FTE and Distributions tabs, calculate and allocate again.
- 5. Confirm the error has been fixed.

Period: Year Total JCurrent Year of View: FY15		JCurrent Scenario: SU_Budget		Urrent S	
Page 6201 Administration + M	Go				
	Total Co	mpensation Expense	Allocated Expense	Difference	-
P_00004700		52,081	52,081	0	
P_00005009		70,700	70,700	0	
P_00005132		297,598	297,598	0	
P_00005259		38,382	38,382	0	
P_00005273		129,700	129,700	0	
P_00005274		147,840	147,840	0	
P 00005374		49 847	40.847	0	š
P_00005478		68,615	68,615	0	

NOTE: Position number P_00005478 no longer displays the red cell.

Prior to submitting your requested budgets, the Push has to occur. This will occur every 2 hours from 7 AM – 7 PM, Monday – Friday. On Saturday & Sunday, the push will occur every 2 hours from 11 AM – 7 PM

All Funds Budget Submission



Forms for Budget Submission

Accessing Forms

1. In My Task List, click the All Funds Budget expand arrow



- 2. You should see four forms.
 - Budget Worksheet
 - Budget Worksheet-Level 0 Accounts Only
 - Control Amount Used
 - HCP Push Validation



HCP Push Validation

This forms allows you to verify that "the push" has successfully completed and will display the salary dollars entered via Budget Prep. You should verify this information prior to using the other two forms.

- 1. Select HCP Push Validation form.
- 2. Choose your **Entity** from the Entity dropdown field. **NOTE**: You may need to search for the appropriate Entity.
| ▷ Forms | Task List Status |
|---|--|
| My Task <u>L</u> ist | Task - HCP Push Validation Task Instructions |
| Budget Preparation All Funds Budget Sudget Worksheet Budget Worksheet - Level 0 Accounts Only Control Amount Used HCP Push Validation Support Unit Budget | 19040200 - EG-GEOMATICS 111-CRRNT-NO_SOF Page Dimension × Member 1301 13010000 - FR-DEAN'S OFFICE 13010100 - FR-DEAN'S OFFICE 13010100 - FR-DEAN'S OFFICE-GEN ADMIN 13010101 - FR-ADMIN 13010101 - FR-ADMIN PPLEMENTS 13010102 - FR-AWARD MATCHING 13010103 - FR-COMMENCEMENT 13010104 - FR-DEAN DISCRETIONARY 13010105 - FR-DEAN TRAVEL 13010105 - FR-DEAN TRAVEL 13010106 - FR-FACULTY COUNCIL |

- 3. Choose your **FundBudRefSOF** from the FundBudRefSOF drop down field.
- 4. Choose your **Dept Flex** from the Dept Flex drop down field.

NOTE: If your ChartField string does not include Departmental Flex, this field must display "No Department Flex". Type in "no depart" into the search field, then choose No Department Flex from result list.

5. Choose the **appropriate program** from the Program drop down field.

Task List Status		
Task - HCP Push Validation Task Instructions		
13010100 - FR-DEAN'S OFFICE 💌 101-CRF	NT-NO_SOF	nt Flex

6. Click the arrow button.

Task List Status		
Task - HCP Push Validation Task Instructions		
13010100 - FR-DEAN'S OFFICE	▼ No Department Flex	▼ 1100 - GENERAL ACADEMIC INSTR ▼

Verify the displayed data is what you expected to see pushed from Budget Prep. If the data is unexpected or in error, return to Budget Prep and make any needed corrections.

Budget Worksheet

Salary data and fringe will automatically be populated from the Budget Prep push.

This form displays account categories and accounts that expand and roll up along with totals at the bottom of the columns. Please note either this form or the Budget Worksheet – Level 0 Account Only form can be used to input budget. Both forms do the same thing they just have a different view.

This form provides two years of actual expenditures, partial expenditures for the current fiscal year, and current year final approved budget. The actual data include your expenditures only. **NOTE**: It is not required to budget at the 8 digit DeptID level or GL account level. It is your unit's decision what level to budget. However, all data must be input at Level 0 members. Your State Appropriation funds will be released at whatever level you budget here so please make sure you budget at whatever level you want your State Appropriations released at for the next fiscal year.

If you plan to budget at a higher level, you also need to select one 8 digit DeptID. For example Enrollment Management, if you plan to budget at Office of Admission, Office of Registrar's Office and VP of Enrollment Management areas, you can select DeptID 03020000 for Office of Admission, DeptID 03030000 for Office of Registrar and 03010000 for VP of Enrollment Management. You don't have to go down to 03020100 or 03020300 deptID level.

Similarly, if you plan to budget at GL account level, select the GL accounts you need to budget to and input your value. If plan to budget at higher level, for example, if you want to budget at Contractual Services level, pick one GL account under Contractual Services and input your value. You can either pick the GL account where you spend most of the Contractual Services or pick the GL account "71000 - Contractual Services". We will release State Appropriations at the 600000 650000 and 700000 categories as we have in the past.

- 1. Go to **All Funds Budget > Budget Worksheet**. Select your **Department** from the Entity drop down field (if needed).
- 2. Select the appropriate FundBudRefSOF, Dept Flex (if needed) and Program.
- 3. Then click the **arrow** button.

Tas	k List Status				
*					
	13020100 - FR-ART-DIRECTOR 💌 101-CRRNT-NO_SOF	•	No Department Flex	▼ 1100 - GENE	RAL ACADEMIC INSTR
				FY17	FY16
				Budget	Budget

NOTE: The upcoming fiscal year appears first in the workspace, following by the previous 3 fiscal years.

The upcoming fiscal year will display 3 budget columns:

• **Control** – this is the initial budget the Budget Office inputs for the new fiscal year

- **Working** this is your working budget. This is where you amake your plans for spending for the fiscal year.
- **Final** this is your final, confirmed budget for the fiscal year and the Budget Office will populate this column once everything has been finalized.

Seeding Budgets

Seeding budgets allows you to take budget data from current or previous fiscal year(s) and populate your Working budget for the upcoming year. This process allows you to quickly add data to use as a starting point for budgeting without having to manually enter large amounts of budget data. You can only seed at the 8 digit entity level, but you can seed at the rollup level for fund, program and deptflex.

- 1. Right-click the upcoming fiscal year Working budget column header.
- 2. Point to Seed Budget...from menu.
- 3. Click from Current year (YTD) Actual.

Ŧ	No Department Flex		-	1100 - GENER	ral acae	DEMIC INS
		FY	'17			FY1
		Buo	dget			Budg
	Control	Wo	rking	Final		Fina
R from	Current Year Budget		Seed	Budget	•	
D from	Current Year (YTD)	Actual	Seed	Final Version	. F	
R from	Prior Year Actual	43	📴 Popul	ate Account		2,
📴 from	Prior Year 2 Actual		Show	Control Accou	unts 🕨	2,
📴 for Z	ero-Based Budgeting		Edit		+	
			Adjus	t	•	
			Comm	nents		
			📲 Suppo	orting Detail		

4. Scroll down to confirm non-salary accounts have seeded correctly. NOTE: you will notice that Salary account (600's) do NOT reflect the data from the current year Actual. Salary data is pushed over from Budget Prep and is not editable in All Funds Budget (Budget Submission). If you wish to make a change to salary data, you must return to Budget Preparation and make the change there.

OPS and Operating Cost account should display the seeded data from the chosen fiscal year.

NOTE: Data may be entered manually into any white cell, instead of seeding, if desired.

Budget Worksheet-Level 0 Accounts Only

Salary data and fringe will be automatically be populated from the Budget Prep push.

This form only displays level 0 accounts and the accounts don't expand (roll up). You will also not see totals at bottom of columns. Please note either the Budget Worksheet form or this form can be used to input budget. Both forms do the same thing they just have a different view.

Populating Accounts

The populating accounts procedure allows you to add accounts that were not previously used but will be needed and used in the future.

1. From either the Budget Worksheet or Budget Worksheet – Level 0 Accounts Only, rightclick on the form and select Populate Account.



2. From the Runtime Prompts window, indicate the account you wish to add. **NOTE:** Do NOT change any of the other fields in this window.

Value	
"741300"	91
"No Commitment Source"	90
"No Cost Pool"	¢∎,
"No Dept Flex"	
"D_13020100") (m. 1997) (m.
"101-CRRNT-NO_SOF"	
"PRG_1100"	Ø1_
	Value "741300" "No Commitment Source" "No Cost Pool" "No Dept Flex" "D_13020100" "101-CRRNT-NO_SOF" "PRG_1100"

3. Click the Account Select Members button.



You will drill-down and locate the account you wish to add within the left Member Name column. You can also type in the GL accounts directly into this field if you know which account(s) to add.

If you add multiple accounts at once, separate each account with a comma.

on	Runtime Prompts - PopulateAccount	
	Prompt Text	Value
ks	🔢 * Select Account(s) to add:	771005, 713000, 799400
she	* DO NOT CHANGE (Set By Form)	"No Commitment Source"

NOTE: When adding OPS Salary accounts please choose the second choice in the list as the first choice in the list is the pre-fringe benefit pool account and this account is no longer active. You will not be able to input data into this account cell once added.

In this example, we are going to add an additional Travel account.

- 4. Click the **Total Accounts Expand** icon.
- 5. Click the Net Revenue and Expense Expand icon.
- 6. Click the **Total Expense Expand** icon.
- 7. Click the **Operating Expenditures** Expand icon
- 8. Click the **Other Operating Expenses** Expand icon NOTE: Scroll down, as needed.
- 9. Click the Travel and Training Expand icon.
- 10. Click the **771005** object.

Equities	
Net Revenue and Expense	
Total Revenue	
Total Expense	
Operating Expenditures	
Salaries and Benefits	
Other Personal Services	
Other Operating Expenses	
Contractual Services	
Building Maintenance and Supplies	
Moter Fuels and Lubricants	
Repairs and Maintenance	
Utilities Expense	
Data Processing	
Office Supplies / Software / Materials / Pubs	
Rent (Expense)	
Printing and Reproduction	
Telephone	
Postage and Freight	
Food	
Advertising/ Marketing	
Travel and Training	
> 771005	
> 771006 kg	

Once you have located the desired account, you will move it to the right side Member Name Column. Only the accounts listed on the right side will appear in your worksheet.

- 11. Click the **Right-pointing Select arrow**.
- 12. Confirm the correct account appears on the right side.
- 13. Click the **OK** button.

- 9 🏷 🏞 📰 🔬 🖓 🔞		~ ~ <i>5</i>	
Member Name		Member Name	
Member Name • Travel and Training • 771005 • 771006 • 771006 • 771000 • 771000 • 771000 • 772000 • 772005 • 772005 • 772006 • 773000 • 773000 • 773005 • 773006 • 773006 • 773006 • 773006 • 773006 • 773006 • 773006 • 773006 • 773006 • 775000 • Dues and Subscriptions • Miscellaneous Other/ Contingencies • Other Expenses (Operating Expense Acct) • 700000		Member Name Account "771005" Add Add All Remove Remove All	
> 700005			
Scholarshins and Financial Aid			
Library Resources			
 Operating Capital Outlay 			
Insurance and Risk Management	\checkmark		
N Waiver			
Help			OK Car

14. Click the Launch button.



- 15. After launching the rule, you will receive a confirmation message.
- 16. Click the **OK** button.



- 17. Scroll down to verify the new account has appeared in your worksheet.
- 18. Notice the new account now appears in the Travel and Training section.

Advertising/ Marketing		
771005 - DOMESTIC TRAVEL (5) - BUD ONLY	0	
771100 - IN STATE TRAVEL		
771200 - OUT OF STATE TRAVEL	1,500	
772000 - FOREIGN TRAVEL		
Travel and Training	1,500	

19. Click within the Foreign Travel cell of the appropriate budget column.

20. Enter the amount you wish to budget for that acount. For this example, enter "100".

Postage and Freight			451	
713000 - ADVERTISIN	Row 771005 - DOMESTIC TRAVEL (5) - BUD ONLY. Column FY17 Budget Working			
771005 - DOMESTIC TRAVEL (5) - BUD ONLY			100 ×	
771100 - IN STATE TRAVEL				-
771200 - OUT OF STATE TRAVEL			1,500	

21. Click the **Save** button.

NOTE: This account will remain in your worksheet as long as you budget for it by placing a value in the cell.

NOTE: If you decide you don't need/want to budget for this account, you can clear the cell of all data and save the worksheet. The account will no longer appear. Or, if you enter a "0" into the cell the account will remain visable (as long as you did not suppress zeros in your user preferences) for the current fiscal year.

Comments and Supporting Details

To elaborate on or explain the data entered into any cell, you may choose to add comments or supporting details to the appropriate cell.

Adding Comments

Comments can be added to Level 0 or rollup accounts in both Budget Preparation forms and All Funds Budget forms.

- 1. **Right click** on the cell to which you wish to add a comment.
- 2. Choose Comments.

733000 - BUILDING MAINT and SUPPLIES	30	
Building Maintenance and Supplies	30	
741100 - REPAIRS AND MAINT - BUILDINGS	1 000	
741300 - SAFETY MAINTENANCE / REPAIRS	Seed Budget	
742100 - REPAIRS and MAINT - FURN and EQU		
742200 - MAINTENANCE CONTRACTS - EQUIP	Show Control Acco	unts
Repairs and Maintenance	Edit	
711700 - DATA PROCESSING SERVICES	Adjust	,
Data Processing	Comments N	
732100 - OFFICE SUPPLIES - GENERAL		
734100 - COMPUTER SUPPLIES	Change History	

3. Click Plus-Sign to add a comment.

Program: 1100 - GENERAL ACADEMIC INSTRUCTION	
Account: 741100, Year: EY17, Period: B	egBalance, Scer
Actions 🗸 View 🗸 🐈 🔛	
Comment	
No data to display	

4. Type your comment and click the Add button.

Account: 741100, Year: FY17, Period: BegBalance, Scenario: Budget, Version: Working 🔽	Comments
Font 🔽 2 🗘 🦃 🖓 🔁 🎒 🚯 🖳 🖼 🖓	
B/US\$2 S ² S ΞΞ≣ ☷Ξ ∞ ∞ %	
Type your comment here.	
Apply to all selected cells	Add Cancel Close

5. Notice you can see your lists of comments, who entered them and the date.

Comment	User	Date
Type your comment here.	rmitchell	9/21/16

- 6. Click the Close button.
- 7. You can tell a cell has a comment attached by noted the icon that appears in the upper, right corner of the cell.

755000 - DOTEDTINO PIATINE AND SOFFETES	JU
Building Maintenance and Supplies	20 - 1
741100 - REPAIRS AND MAINT - BUILDINGS	1,000
741300 - SAFETY MAINTENANCE / REPAIRS	42

NOTE: Comments cannot be edited, but you can add comments over comments if desired. Hyperion keeps track of the history of all comments.

Deleting Comments

- 1. **Right-click** the cell that has a comment.
- 2. Click the **Comments** option.
- 3. Select the comment you wish to delete
- 4. Click Delete.
- 5. Click **Close**.

ACADEMIC INSTRUCTION
Account: 741100, Year: P/17, Period: BegBalance, Scenario: Budget, Version
Actions 🗸 View 🚽 📫 💥 📑
42
Comment
Type your comment here.

6. **Scroll down** (if needed) to confirm the cell no longer displays the icon in the upper, right corner.

Contractual Services	300	
733000 - BUILDING MAINT and SUPPLIES	30	
Building Maintenance and Supplies	30	_
741100 - REPAIRS AND MAINT - BUILDINGS	1,000	
741300 - SAFETY MAINTENANCE / REPAIRS		_

NOTE: Comments can be added to a level 0 member or parent member.

Supporting Details

This function allows you to add calculations or aggregate lines to your budget cells. For example Travel and Training, you can add the airfare cost, lodge, meals etc. to the cell as supporting details.

Supporting Details are "calculating" explanations you can add to specific cells if desired.

• Supporting details allows you to add in specifics of a cell's entry. For example, if travel expenses are expected to be higher than normal, you can use Supporting Details to explain everything that goes into that value.

Supporting details can only be added to "0" level cells, not to the roll up level. If you get the following error message, you are on a roll up level.



Adding Supporting Details

- 1. **Right-click** in cell to which you wish to add supporting details.
- 2. Select the **Supporting Detail** option.



The Supporting Detail window will pop up for you to enter the supporting detail.

Supporting Detail				×
				Help Refresh Save Cance
Actions 🗸 View 🗸	💑 🝰 💥 🍇 🌢	e 🗠 🔨 😲	💼 🛃 Detach	ag 計 票
	Label	Operator	FY17 BegBalance Budget Working	
	Untitled	+ 🗸	1,500.0	
>	Total		1,500.0	

You can add as many detail lines as needed. In this example, we will add Airfare and Hotel costs.

- 3. Type in the description of the first detail line in the Untitled field.
- 4. Tab over and type in the amount of this detail line.

Actions - View -	📥 📣 💥 🍇 🍕	e 🖭 木 🕆 🔒 (🛅 🛃 Detach 🔤
	Label	Operator	FY17 BegBalance Budget
			Working
>	Airefare	+ 🗸	1000.00
٥	Total		1,000.0
			N

5. To add an additional line on the same level, choose the **Add Sibling** button.

Supporting Detail					
Actions - View -	🕹 🦂 🗙 🐮	e: 💽 🔨 🗸	••	Detach	† =
	Label	Operator		FY17 BegBalance Budget Working	
	Airefare	t I	~	1,000.0	
>	Untitled	+ [~		
	Total			1,000.0	

- 6. **Type** in a description for the second detail line.
- 7. You will click the Add Child button if you need to include a calculated detail line. In this example, we will input the calculations that contribute to the lodging costs.

Add Child	Add Sibling	Delete	Delete All
13			FY15 BegBalance Budget Working Cut
Airfare		+ •	3,000
Lodging		+ •	
Untitled		+ •]]
-		Total:	3.000

NOTE: A child detail line will appear slightly indented from the previous parent line.

8. **Type** in the description of the child line. **NOTE**: In this example, we are calculating 32 days of lodging at \$125 per night.

Supporting Deta	ail				
Actions - View	- 🚓 🕯 🗙 🎕	🔁 🚈 🔨 🗸		Deta	ch
	Label	Operator		FY17 BegBalance Budget Working	
Þ	Airefare	+	\checkmark	1,000.0	
4	Hotel	+	\checkmark		
>	Hotel Rate	+	~	200.00	×
Þ	Total			1,000.0	

- 9. Click the Add Sibling button to add an additional detail line directly below Hotel Rate.
- 10. Add the appropriate description for the new detail line.

Supporting Deta	il		
Actions - View	- * * × *	₩ ₩ ^	v 😲 🛙
	Label	Operator	
>	Airefare	+	~
4	Hotel	+	~
Þ	Hotel Rate	+	\checkmark
>	Number of days	+	~
Þ	Total		

11. **Double click** the appropriate **operator field** and choose the correct the calculation symbol.

NOTE: In this example, we will be multiplying the Number of Days by the Hotel Rate to determine the expected In-State travel expenses.

Label	Operator		FY17 BegBa Budge Worki
Airefare	+	~	1,000
Hotel	+	~	200.0
Hotel Rate			200.
Number of days	+		
Total	* / }		1,200

12. Enter the appropriate number of expected travel days.

Label	Operator		FY17 BegBalance Budget Working	
Airefare	+	\checkmark	1,000.0	
Hotel	+	~	1,000.0	
Hotel Rate	+	\checkmark	200.0	
Number of days	*	~	5	×
Total			2,000.0	
			1	

NOTE: The Total field will automatically calculate.

13. When all supporting details have been entered, click the **Save** button.

Supporting Detail										
				Help <u>R</u> efrest <u>Save</u> Cancel						
Actions - View - 💑 🍻 🗶 整 叠 🔨 🔨 😲 🛍 🚮 Detach 🛛 🎫 🏗										
	Label	Operator	FY17 BegBalance Budget Working							
Þ	Airefare	+ 🗸	1,000.0							
4	Hotel	+ 🗸	1,000.0							

14. Scroll down and notice that the cell(s) with the supporting detail will now be blue/green.

771005 - DOMESTIC TRAVEL (5) - BUD ONLY		100
771100 - IN STATE TRAVEL	_	
771200 - OUT OF STATE TRAVEL		2,000
772000 - FOREIGN TRAVEL	L	

Editing/Deleting Supporting Details

- 1. Right-click the cell that has the Supporting Details you want to edit or delete.
- 2. Choose **Supporting Detail**. The supporting detail window will pop up for you to edit or delete.



3. Click the expand arrow and edit the values as needed or click the appropriate **Delete button** (Delete or Delete All).

Supporting Detail			
Actions - View -	· · · · · · · · · · · · · · · · · · ·	e ⊻: ∧ V 🐨	Detach
	Label	Operator	FY17 BegBalance Budget Working
>	Airefare	+ 🗸	1,000.0
4	Hotel	+ 🗸	1,000.0
Þ	Hotel Rate	+ 🗸	200.0
Þ	Number of days	*	5.0
٥.	Total		2,000.0



4. Click the **Save** button.

After saving, you will determine whether you wish to remove the value and the supporting details from the cell on the main screen, or just delete the supporting details.

- Choosing Yes \rightarrow all data will be removed, including the cell value.
- Choosing No \rightarrow only the supporting details will be deleted.



In this case, we will remove the supporting details, but leave the value in the cell.

5. Scroll down and confirm the supporting value has been removed from the cell(s).

771100 - IN STATE TRAVEL	
771200 - OUT OF STATE TRAVEL	2,000
772000 - FOREIGN TRAVEL	
Travel and Training	2,100

Control Amount Used

This form is used to confirm that the total expense lines for both the Control and Working budgets equal. After spreading budget dollars and before sending to CFO, you should confirm both budgets balance.

		FY14	
		Budget	
	Control	Working	Final
Salaries and Benefits	11,367,879	11,367,879	
Other Personal Services	1,436,216	1,436,216	
Other Operating Expenses	194,021	194,021	
Scholarships and Financial Aid		0	
Library Resources			
Operating Capital Outlay			
Insurance and Risk Management		0	
Waiver			
Operating Expenditures	12,998,116	12,998,116	
Debt Service			
Transfers (Expense)			
Overhead Charge			
Non-Operating Expenditures			
Total Expense	12,998,116	12,998,116	

If they do not equal, adjustments will need to be made prior to submitting to CFO.

Smart View

Opening Smart View

Smart View allows you to access and work in the same Hyperion forms in a more familiar Excel environment. Smart View is a plugin that must be installed on your computer prior to use. Contact your tech support if you need Smart View installed or if you haven't upgraded Smart View to 11.1.2.5.

1. Open Excel and verify you can see a **Smart View** tab at the top of the application window.

🗶 i 🛃 i	9-1	(* - ∓						Boo	ok1 - Micro	osoft Excel	-					
File	Но	ome	Insert	Page L	ayout F	ormulas	Data F	Review	View	Smart View						a 🕜 — 🗗
	*	Calibri		- 11	· A A	= =	≡ ≫		Genera	5				¦a•■ Insert 👻	Σ·Α	A
Paste	i⊇ - ∛	BI	<u>u</u> -	•	<u>ð</u> - <u>A</u> -	E E	╡╔	-a	\$ - %	, .00 .00 .00 ≯.0	Condition	al Format	Cell Styles •	Pelete ▼	Sort	& Find &
Clipboard	d G		For	nt	6	i /	Alignment	Es.	Num	ber 🕞		Styles		Cells	Edi	ting
	A1		▼ (*		fx											
	А	В		С	D	E	F	G	Н	1	J	К	L	M	N	0
1		ļ														
2																
3	_															

Setting up Smart View Shared Connections URL

Prior to using Smart View to complete all needed Budget Request Submission procedures, you will set up the appropriate Smart View connections.

1. Click the Smart View tab, click the Options button and then select Advanced.

Cal Red	o Copy Data Point Paste Data Point Paste Data Point Functions •	Contractions and the second s	
n	Options		
AI	Member Options	Change global Smart View options.	
	Data Options	General	<u>(</u>)
A	Advanced	Shared Connections URL:	https://qat-budget.erp.ufl.edu/workspace/Smar 👻
	Formatting	Number of Undo Actions	9
		Number of Most Recently Used items	9
	Cell Styles	Delete All MRU Items	
	Extensions	Logging	()
	-	Log Message Display	Errors
	-	Route Messages to File	C:\Users\rmitchell\AppData\Roaming\Oracle\SmartV

2. **Type or paste** the below URL in the Shared Connections URL field:

https://prd4-budget.erp.ufl.edu/workspace/SmartViewProviders.

3. Click OK.

Options	The process	×						
Member Opti	Change global Smart View options.							
Data Options	General	General (i)						
Advanced	Shared Connections URL:	get.erp.ufl.edu/workspace/SmartViewProviders 👻						
Formatting	Number of Undo Actions							
Coll Styles	Number of Most Recently Used items	9						
Cell Styles	Delete All MRU Items							
Extensions	Logging	()						
	Log Message Display	Errors						
	Route Messages to File	C:\Users\rmitchell\AppData\Roaming\Oracle\SmartV						
	Clear Log File on Next Launch							
	Display	0						
	Language	English						
	Adjust Column width							
	Display Smart View Shortcut Menus Only							
	Disable Smart View in Outlook							
	Enable Ribbon Context Changing							
	$\overline{\mathbb{V}}$ Disable options that are not valid for the act	tive connection						
	Compatibility	0						
	Reduce Excel File Size							
	Improve Metadata storage							
	Refresh Selected Functions and their dependents							
	Performance (j)							
	Enhanced Query Performance (Formula and	Comment Preservation will be Disabled)						
Help Peset								
Reset								

Smart View Option Settings

By default, missing data are displayed with #Missing. You can change the default display to other characters such as "-". You can also make other formatting changes to Smart View.

1. Click the Smart View tab, select Options, and select Data Options.

Options	St process		×
Member Options	Change Smart View options re	elated to grid rows and columns	
Data Options	Suppress Rows	Suppress rows	that have no data. 🚺
Advanced	No Data / Missing		
Formatting	Zero K	ppress zeros.	
Cell Styles	No Access		
Extensions	Underscore Characters		
	Repeated Members		
	Suppress Columns		1
	🔲 No Data / Missing 🖌 🦳	Suppress colum	is that have no data.
	🗌 Zero (I)		
	No Access (t)		
	Replacement	_	Ū]
	#NoData/Missing Label:	. ←	Display #Missing
	#NoAccess Label:	#No Access	as other 🚽
	#Invalid/Meaningless:	#Invalid	characters.
	Submit zero		Suggest to use "-"
	🔲 Display Invalid Data		Suggest to use -
	🔽 Enable Essbase Format String		Instead of "0".
	Mode		(i)
	Cell Display	Data	•
	Navigate Without Data		
	Suppress Missing blocks		
Help Reset			OK Cancel

Connecting to Hyperion in Smart View

You are now ready to connect to Hyperion using Smart View.

1. Click t	he Sma	rt View	tab, clic	k the C)pen bu	utton, a	nd ther	n click S	Smart \	/iew Pa	anel.
🚺 🔒 🏷 👌								Book1 - Exc	el		
FILE HOME	INSERT	PAGE LAYO	UT FORM	IULAS I	DATA R	EVIEW \	/IEW DE	EVELOPIER	SMART V	IEW PD	F Architect
Panel Connections	්බ Undo @ Redo	I 대 Copy C Paste 진 Function Edit	Refresh	Submit Data	Options Gen	Help ▼ Sheet Info More ▼ eral					
Panel											
Access and manages connections, task lists	hared and pr s, and extensi	ivate ons. D	E	F	G	н	I	J	к	L	м
Cracle Smart Vie Tell me more	ew for Office	2									

2. Select the **Shared Connections** option from the Smart View Home panel.

File	Home	Insert	Page Lay	out	Fc
Open Start	යි) Undo (pi Redo	Re	fresh Dat		
	A1	• (*	X ✔ ƒ:	k.	
Smart Vi	ew			×	
Smart	/iew Home		<u>⊿</u> - «	-	1 2
Shared Connections Connections from shared repository					
 Private Connections Locally defined connections and shortcuts to shared connections 					
Recent	tly Used —	_	_	-	8

3. Type your GatorLink Username and Password. Click the Login button.

JF Authentication			
GatorLink Username			
	I Change Password	Θ	
Password	Forgot Password	Θ	:
	Create Account	0	
Login	Trouble Signing On?	ο	
UF			•
		Cance	el

4. Select "**Oracle Hyperion Planning, Fusion Edition**" from the Shared Connections Select Server drop down field.

Open Start	්තු Undo (වේ Redo	Copy Data P Paste Data P Functions • Edit	Point Point R	efresh	Submit Data	Options	P Help	
	B8 • (<i>f</i> x							
Smart Vi	ew		- - - X		А	В		
Shared	Connectior	is 🚮	~ «	1 2				
Select S	Server to proc	eed 🔻	→ •	3				
Oracle@ Oracle@	® Essbase ® Hyperion Pla	anning, Fusion Edit	ion	5				
Reporti	ng and Analys	is Framework	5	6				
				7				
				8			_!	
				9				

You should see the Hyperion server at the top of the Shared Connections panel.

- 5. Expand each level as follows: **UBO_PSPB** > **Forms** > **All Funds Budget**. Click **Open Form** on the bottom.
- 6. **Confirm** you can see four All Fund Budget forms: Budget Worksheet, Budget Worksheet-Level 0 Account, Control Amount Used and HCP Push Validation.

Dracle® Hype	rion Planning, Fusion	Edition 🔻	> -
⊡… 🖳 ERP-Q	AT-HYP-AP2		
🕂 🗑 FY	(14PSPB		
🖃 ··· 🍯 UE	BO_PSPB		
	Forms		
	MI Funds Budg	et	
	Budget Wo	rksheet Level	0.0000
		riksneet - Lever	U ACCO
	UCR Push 1	Jalidation	
1	Support Units	- Marina ng	

7. Select your **Entity**, **FundBudRefSOF**, **Dept Flex** (if needed) and **Program** from the Point of View (POV) bar at top of screen, if not already displayed.

File +5 uslyze 5 Hot	Hore Instit Page Layout formulas Data Releve View Deve Very Deve Nore* Deve Deve Nore* Deve Nore* Deve Nore* Deve Nore* Nore* <th>loper Ad als ersion</th> <th>ld-ins Smi</th> <th>ort Vier</th> <th>w Planning Atrobat 🛆 🚱 🖂 😫</th>	loper Ad als ersion	ld-ins Smi	ort Vier	w Planning Atrobat 🛆 🚱 🖂 😫
V Bud	Iget Worksheet - ERP-QAT-HYP-AP2_UFPSP8_T_1		WEDDONN		*)
	13020100 - FR-ART-DIRECTOR • 101-ORINT-NO_SOF •	No Depar	tment Flex		• 1100 - 689
head					
1 .	(Ir				1
1	A	в	C	-	Smart View
		- P	daet	B	Shared Connections 🚮 🔹 »
4		Control	Working	Fr	[
5 F	TE	-	38	1	Orade (8 Hyperion Planning, Fusion Edition 🔹 🔶 💌
6					ERP-QAT-HYP-AP2
7	611110 - FACULTY-EARNINGS		2809462	-	🔅 🗑 UBO_PSP8
8	-Faculty Salaries		2809462	-	UPSP0_T
9	611120 - FACULTY-EARNINGS FRINGE POOL	-	•	-	- C Al Funds Budget
10	-Faculty Fringe Benefit Pool Expense		÷.	-	- Budget Worksheet
11	611210 - FACULTY-MOVING EXPENSE		•		- HCP Push Validation
2	611310 - FACULTY-ADDL PAY	-	-	-	P P Human Capital Planning
13	-Faculty Additional Pay	*	•		E P 149K LOIS
14	611220 - FACULTY-MOVING FRINGE POOL	•	•	-	
15	611320 - FACULTY-ADDL PAY FRINGE POOL	*	*	-	
6	-Faculty Additional Pay Fringe Benefit Pool Expense	*	-	*	
7	-Pacuty Salaries and Benefits	•	2809462	-	
18	621110 - EXEMPT TEAMS/USPS-EARNINGS		/4162	-	
9	- TEAMS/USPS-Exempt Salaries	-	74102	-	
0	021120 - EX TEAPIS/USPS-EAKN FRING POOL	1	-	-	
22	631210 EVENDT TEAMS/USDS ADDI DAY	T.		-	
3	-TEAMS/USDS.Evennet Additional Day				
4	621320 - FY TEAMS/USDS-ADDI BY FRNG DOOL		13		
5	-TEAMS/USPS-Exempt Additional Pay Fringe Beneft Pool Expense			-	
26	631110 - NONEXEMPT TEAMS/USPS-EARNINGS		177432	-	
-			177102		
100 P. 1	Sheeri / T			P (1)	Participation of the second se

8. You are encouraged to use the Smart View forms in the same order as you did in Hyperion. Please refer to procedures <u>HCP Push Validation</u>, <u>Budget Worksheet</u> or <u>Budget Worksheet-Level 0 Accounts</u> as needed.

Input and Save Budget Data in Smart View

As with Hyperion, you can enter or paste data into any open cell.

1. Once you have entered data, click **Submit Data** button to save and submit the data.

Home Inse	ert Page Layout	Formulas Data	Review Vi	ew Devel	oper Ado	i-Ins Smart \		
er 🖃	🗏 Cell Comments	🔒 Lock	🛂 Drill-through	R Approva	ls			
Refrech POV	🔚 Supporting Details	s 🛛 🔠 Calculate י	🗊 Submit Data	😻 Copy Ve	rsion			
*	🗎 Document Attachn	nent 😻 Adjust 🔹	📃 More 🔹					
	Data Workflow							
et Worksheet - Ef	et Worksheet - ERP-QAT-HYP-AP2_UFPSPB_T_1							
13020100 - FR-ART-DIRECTOR I01-CRRNT-NO_SOF No Department Flex								
f _x	711700 - DATA PRO	OCESSING SER\	/ICES	Л				
fx f	711700 - DATA PRO	DCESSING SERV	/ICES		В	С		
f∗ 	711700 - DATA PRO 0 - REPAIRS and M	OCESSING SER\ A AINT - FURN a	/ICES nd EQUIP		B -	C 452 -		
	711700 - DATA PRO 0 - REPAIRS and M and Maintenance	OCESSING SERV A AINT - FURN a	/ICES		B - -	C 452 - 452 -		
	711700 - DATA PRO 0 - REPAIRS and M and Maintenance 0 - GARBAGE COLL	OCESSING SERV A AINT - FURN a ECTION	/ICES nd EQUIP		B - -	C 452 - 452 - 267 -		
	711700 - DATA PRO 0 - REPAIRS and M and Maintenance 0 - GARBAGE COLL Expense	OCESSING SERV A AINT - FURN a ECTION	/ICES nd EQUIP		B - - -	C - 452 - 452 - 267 - 267 -		

NOTE:

The unsaved data appears orange in Smart View. When data is submitted, the cell turns yellow.

Copy, Paste and Cut

The copy, paste and cut function are the same as those in Excel.

Populating Accounts

The populating accounts procedure allows you to add accounts that were not previously used but will be needed and used in the future.

- 1. From the **Planning** tab, **right-click** on the form.
- 2. Click Smart View > Populate Account

*	Cu	<u>t</u>			<u> </u>	
Ē	<u>C</u> o	ру				
	Pa	ste Options:				
		1				
	Pas	ste <u>S</u> pecial				
	Ins	ert				
N	De	lete				
N	Cle	ar Co <u>n</u> tents				
细	Qu	ick Analysis				
	Filt	er		•		
	Sou	+		•		
				, ,		
	Ins	ert Co <u>m</u> men	C			
:=	:: <u>F</u> ormat Cells					
N	Pic	<u>k</u> From Drop	-down List			
N	De	fine N <u>a</u> me				
æ	Ну	perlink				
	<u>S</u> m	art View		×.	N	Drill-through
				_		Cell Comments
VIISSI	ng	2/	#IVIISSING	_		Supporting Details
Micci	ng ng	2212259	2295269	_		
Missi	ייש nσ	252076	121532	-		Cell Attachmen <u>t</u>
Missi	ng	252076	121532	_	Ð	Cell <u>H</u> istory
Missi	ng	9831	5590			Lock
Missi	ng	9831	5590			Adj <u>u</u> st ►
Missi	ng	#Missing	0			Options
Missi	ng	#Missing	0			Seed Budget
Missi	ng	#Missing	0	_		Deputate Account
Missi	nø	#Missing	0			Populate Account
						: • •

In this example, we will use Account Code 772000.

3. Enter the appropriate Account code in the Select Account(s) to add: field.

Launch Business Rule	1.1	×
Plan Type		
Business Rule Plan Type Type		
PopulateAccount OPERBUD Rule		
Runtime Prompts		
Select Account(s) to add:		Â
772000		
DO NOT CHANGE (Set By Form)		
No Commitment Source	~	
DO NOT CHANGE (Set By Form)		-
	ОК	Cancel

4. Click the **OK** button.

- 5. Note the "was successful" message that appears within the pop-up window..
- 6. Once this message appears, click the **OK** button.

Oracle Smart View for Of
₩Z
was successful.
ОК

7. Confirm the account displays in the worksheet.

dvertising/ Marketing	37000	37000	37000	<	37000	a	
771100 - IN STATE TRAVEL	7000	7500	7500		7500		1749
771200 - OUT OF STATE TRAVEL	7500	7500	7500	e l	7500		2618
772000 - FOREIGN TRAVEL	0 -	-					

You can now begin budgeting for this account.

NOTE: If you decide you don't need/want to budget for this account, you can clear the cell of all data and save the worksheet. The account will no longer appear. Or, if you enter a "0" into the cell the account will remain visible (as long as you did not suppress zeros in your user preferences) for the current fiscal year.

Adding Comments

You can add **Comments** to cells in Smart View. Adding **Comments** is a simple, non-calculating way to elaborate on the content of a cell.

- 25. To attach a Comment, simply **right click the cell** to which you want to attach the comment.
- 26. Hover over the Smart View menu item and select Cell Comments.



27. Click Add Comment button.

Entity: 13020100 - FR-ART-DIRECTOR, FundBudRefSOF: 101-CRRNT-NO_SOF, Dept Flex: No Department Flex, Program: ACADEMIC INSTRUCTION, Cost Pool: No Cost Pool, Commitment Source: No Commitment Source	1100 - GENERAL
G83 - 771200 - OUT OF STATE TRAVEL, FY15, Year 🔽]
User Date Entered	
	•

28. On the right side box, enter "This is a comment."

Comments		ĸ
Entity: 13020100 - FR-ART-DIRECTOR, FundBudRefSOF: 1 ACADEMIC INSTRUCTION, Cost Pool: No Cost Pool, Comm	01-CRRNT-NO_SOF, Dept Flex: No Department Flex, Program: 1100 - GENERAL nitment Source: No Commitment Source	
G83 - 771200 - OUT OF STATE TRAVEL, FY15, Year 💌	SAVE]
User Date Entered	This is a comment.	1
1		
	-	
Hide Intersection Apply to all selected cells	Close	///

Adding a Comment offers a history record feature that keeps track of changes made to the comment. You cannot edit a comment but when you add a new comment you will be able to see the prior versions.

29. Click the **Save** button in the middle of the popup window. You should see your name, timestamp and the comments show up on the left side.

C	omments				- 0	×					
	Entity: 13020100 - ACADEMIC INSTR	3020100 - FR-ART-DIRECTOR, FundBudRefSOF: 101-CRRNT-NO_SOF, Dept Flex: No Department Flex, Program: 1100 - GENERAL MIC INSTRUCTION, Cost Pool: No Cost Pool, Commitment Source: No Commitment Source									
	G83 - 771200 - OU	T OF STATE TRAVEL, FY15, Year 💌	77	× =							
	User	Date Entered		mu i							
	gcadwallader	8/3/16 11:46 AM		This is a comment.							
			J			v					
	Hide Intersection	Apply to all selected cells			Close						

- 30. Click Close.
- 31. Note the cell is outlined in blue.

-Advertising/ Marketing	#Missing	130
771100 - IN STATE TRAVEL	#Missing	160
771200 - OUT OF STATE TRAVEL	1500	1386
778888 FOREION TO MICH		600

Adding Supporting Details

- 1. Right-click the cell to which you wish to add supporting details.
- 2. Hover over the Smart View menu option and click **Supporting Details** button from the secondary menu.
- 3. You will see similar menu items as those when you work in Hyperion. Please refer to <u>Supporting Details</u> section for steps to add, modify or delete supporting details.

pporting	Detail:	s								
Entity:	130201	00 - FR-ART-DIRECTOR • FundBudRefSOF: 101-CRRNT-NO SOF								
 Dept Fle 	ex: No E	Department Flex Program: 1100 - GENERAL ACADEMIC INSTRUCTION								
Cost Paol: No Cost Paol Commitment Source: No Commitment Source										
Account: 771100 - IN STATE TRAVEL										
🗄 Expar	nd 🖂	Collapse 🕈 Add Child 💠 Add Sibling 🗙 Delete 🗙 Delete All								
Prom	ote 🗆	🛇 Demote 😚 Move Up 🕀 Move Down 🛛 🖉 Duplicate Row 120 Fill 📔								
B Copy	R.P	aste								
		FY15/BegBalance/Budget/Working								
	Total:									
		1								
Help		Submit Cancel								
	_	, in the second s								

4. **Confirm** the cell contains the supporting details. The cell will be highlighted blue/green.

В	С	D
8000	8000	8000 -
8000	8000	8000 -
120000	125000	130000 -
-	-	

Control Amount Used

This form is used to confirm that the total expense lines for both the Control and Working budgets equal. After spreading budget dollars and before sending to CFO, you should confirm both budgets balance.

Analyze Add Hoc	Home Insett Page Layout	Formulas its d Details E ttactusent i Data	Data Lock Calculate - Adjust -	Review No Dell CO Sub TE Mor	v View Ethrough mit Data e *	Develop	er Sma h sion	et View	Planning	Acrobat									9.0
W Con	rol Amount Used - ERP-PRO-HYP-AJ	2_FY14PSP8	1																-
ĥ	ne Arts	101	L-CHRINT -	Refresh															
1	A1 • (* fr	1 2			12 1	2.1		100			11.00		1 22 1						1-1
-	A	В	C	D	E	F	G	н	4	1.	К.	L	M	N	0	P	Q	R	Smart View.
-			Fr14	-															Shared Connections 🙆 🔻 🕅
		Control	Marking	Final															
s	alaries and Benefits	11367879	11367879	-															Oracle & Hyperion Planning, Fusion Edition 🔹 🕈
0	ther Personal Services	1436216	1436216																응 별 BRP-PRD-HYP-AP2
0	ther Operating Expenses	194021	194021																B-W FY14990
5	cholarships and Financial Aid		0																All Funds Budget
L	brary Resources																		Budget Worksheet
0	perating Capital Outlay	-	-3																- Budget Worksheet - Level 0 Act
1 1	isurance and Risk Management		0																Control Amount Used
e v	/aiver		•)																B- Human Capital Planning
-0	perating Expenditures	12998116	12998116																🕀 💕 Support Units
0	ebt Service			•															III Contraction
Т	ransfers (Expense)	4	-Q - 2	-															GPERBLD
0	verhead Charge	•	•	•															IB- I FY1SSUPT
-N	on-Operating Expenditures																		(8) 🖬 USO_PSP8
-Tot	al Expense	12998116	12998116																E-18 000_50
1																			
2																			x[
																			Dpen form
																			and ad how analysis

If they do not equal, adjustments will need to be made prior to submitting to CFO.

Below screenshot shows the color coding for cells with comments, supporting details, and unsaved data.

	Gooki C	Cells with unsaved data nighlighted in orange.	aı	re	С	D		
2					PY14			
2			14	lorking Cut	Working Optimal	Working Elat		
1			B	sco	Base	Rase		
5	FTF		-	.50	3.00	3.00		
6								
7	611110 - FACULTY-EAF	RNINGS		600.00	1,000.00	600.00		
8	-Faculty Salaries			600.00	1,000.00	600.00		
10	+Faculty Fringe Benefit			125.20	232,80	139.20		
13	+Faculty Additional Pay	Cell with supporting	ell with supporting					
16	+Faculty Additional Pay			40.60	101.50	58.00		
18	+Faculty-COM Salaries	details are blue/green		000.00	1,000.00	1,000.00		
20	+Faculty-COM Fringe B	епенстоогскрепзе		187.00	187.00	187.00		
22	+Faculty-COM Addition	nal Pay		1,000.00	-			
24	+Faculty-COM Addition	nal Pay Fringe Benefit Pool Expense		29.00	-			
25	-Faculty Salaries and Ber		/	4,395.80	6,020.50	3,984.20		
49	+Teams Salaries and Ben			103,760.00	103,760.00	103,760.00		
53	+Other Salaries and Ben		-			-		
55	+Salary and Benefits Bud		-		-	-		
56	-Salaries and Benefits	has blue outline		108,155.80	109,780.50	107,744.20		
83	+Other Personal Services	nas plue outline.		2,354.70	1,852.20			
223	+Other Operating Expense	25		1,000.00	1,000.00	0.00		
237	+Total Other		-		-			
243	+Transfers Out		-		-	•		
244	-Total Expense			111,510.50	112,632.70	107,744.20		

Security

The following myUFL security roles are created for users.

UF_N_BP_COLLEGE_PLANNER

This role will grant access to view and update budget information in UF's budget software at the college level.

UF_N_BP_COLLEGE_VIEWER

This role will grant access to view budget information in UF's budget software at the college level

UF_N_BP_DEPT_PLANNER

This role will grant access to view and update budget information in UF's budget software at the department level

UF_N_BP_DEPT_VIEWER

This role will grant access to view budget information in UF's budget software at the department level

To have access to Hyperion application, the support unit users should request the **UF_N_BP_COLLEGE_PLANNER** role.

Users have read and write access to their responsible areas only. For example, the VP and Chief Information Officer user can only view and input budget for all IT departments, not other areas like Finance and Accounting. The SVP areas have read access to all the areas under their umbrella. For example, the SVP for Academic Affairs and the Provost Office can view the budget of DOCE, Graduate School, Library, International Center, Enrollment Management, CFO, Purchasing, Contracts and Grants, Finance and Accounting, and Student Affairs. However, the SVP for Academic Affairs and the Provost Office can only input and modify budget for the Provost's Office, not the other areas just mentioned.

UBO_PSPB All Funds Budget Application Overview

Dimensions represent the key components of the application. The UBO_PSPB All Funds Budget application contains the following dimensions:

- Account
- Entity
- Fund/Budget Reference/Source of Fund
- Program
- Dept Flex
- Scenario
- Version
- Year
- Periods

Account

The Account dimension in UBO_PSPB is based on the account structure in PeopleSoft Financial system. Not all GL accounts in PeopleSoft Financial system are included in UBO_PSPB since the support units do not budget to every single GL accounts. To see the Account dimension hierarchy, go to one of the three forms. Expand and collapse the account to see the details.

The account dimension will be revised each fiscal year.

Entity

The Entity dimension in UBO_PSPB is based on the Department structure in PeopleSoft Financial system. It is modified to reflect the budget reporting hierarchy.

Fund/Budget Reference/Source of Fund

This dimension should reflect your fund budget reference and source of fund combination for your expenditures.

Program

This dimension should reflect your program.

Dept Flex

This dimension should reflect your department flex if used.

Scenario

This dimension shows the data is for Budget.

Version
This dimension shows whether you are working on and should always be Working.

Year

This dimension shows the fiscal year.

Periods

This dimension shows the month of the fiscal year from July to June.

 \mathfrak{G}