Completing a KK Budget Inquiry - GRANTS

The myUFL Commitment Control (KK) Ledger is a tool utilized by the University to ensure that commitment and expenditure of University resources are made within established budgets and available cash. The KK Ledger is comprised of the following ledger groups that are applicable to University operating funds: (1) Appropriations Ledger Group; (2) Cash-Based Ledger Group; (3) Grants Ledger Group; (4) Student Government Ledger Group; and (5) Construction Ledger Group.

Commitment Control identifies and reserves (or “commits”) funds for future payment obligations. It answers the question "What is my available spending authority?"

This instruction guide provides step-by-step instructions for completing a KK Budget Inquiry as it pertains to the GRANTS ledger group.

1. Click the Main Menu link.
2. Click Commitment Control.
3. Click Review Budget Activities.
4. Click Budget Details.

Searching
Values may be entered into the ChartFields manually, by using the Look up button or by using the Type Ahead feature.

5. Click the Ledger Group Look Up button from the Search page.
6. Click the Look Up button to view the list of available options.
7. Click KKGMCHD from the Search Results table.
8. Click the Search button.
9. Enter a valid value (e.g., "2905") into the Department field. (Optional)
10. Select the appropriate Department from the Type-Ahead list.
11. Enter a valid value (e.g., "201") into the Fund Code field. (Optional)
12. Select the appropriate Fund from the Type-Ahead list.
13. Enter a valid value (e.g., "00018145") into the Project field.
14. Enter a valid value (e.g., “cum”) into the Budget Period field. (Optional)
15. Click the Search button.
16. Scroll down, if needed.
17. Select the desired record from the Search Results list.
   If only one record satisfies the search criteria, it will automatically open.
18. Click the **View Details** link.

**Budget Details** (see figure 1)

The top line shows **ChartFields** that were used to define the search.

![Budget Details](image)

**Figure 1.** Budget Details

19. If you wish to view the previous or next budget line, click the Previous or Next link as appropriate.

20. Note the Budget Details.

   - **Ledger Amounts section:**
     - **Budget** = Allocated amount
     - **Expense** = What you’ve spent
     - **Encumbrance** = What you’re in the process of spending (e.g., Pos, TAs, etc.)
     - **Pre-Encumbrance** = no longer used

   - **Available Budget section:**
     - **Without Tolerance** = full budget amount is available to spend
     - **With Tolerance** = UF currently does not use. If used, would limit amount of budget that could be spent by a set percentage

   - **Budget Exceptions section:**
     - **Exception Errors** = the number of line items within transactions that have budget exceptions
     - **Budget Exceptions** = will become a hyperlink if budget exceptions exist
If desired, you can drill down to view activity logs.

21. Click the Expense Drill to Ledger button.
22. Click the Show all columns button.

This view shows the Accounting Period. UF fiscal year runs from July – June. Accounting Period 1 = July; Accounting Period 3 = September, etc.

23. Click the Drill Down icon on the desired Accounting Period row.

This view displays the Activity Log. This view of the Activity Log displays each transaction that occurred during that Accounting Period.

24. Click the Drill Down icon on the desired transaction
25. Click the OK button three times to return to Budget Details screen
26. Click the Attributes link to view Budget Details Attributes (see figure 3) which displays the Begin and End dates of the awarded project.

These dates are used by KK and Contracts & Grants to determine if the grant is still in effect. If a grant has been extended, this End date must be updated by Contracts & Grants before a transaction can be processed.

**Figure 3.** Budget Detail Attributes
27. Note the dates; then click the **OK** button.
28. If you wish to view the previous or next budget line, click the Previous or Next link as appropriate.

29. Click the **Return to Search** button.
30. Click the **Clear** button.

If you need help with...

- **Technical issues**, contact the UF Help Desk:
  - 392-HELP
  - helpdesk@ufl.edu

- **Policies and Directives**,
  - Contact the University Budget Office at 392-2402