

Completing a KK Budget Inquiry - APPROP

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 APPROP ledger group.

Navigation

Navigate through **Nav Bar > Main Menu > Financials > Commitment Control > Review Budget Activities > Budget Details.**

Searching

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

1. Click the **Ledger Group Look Up** button from the Search page.
2. Click the **APPROP** link from the Search Results table.
3. Click the **Search** button.
4. Enter a valid value (e.g., "7") into the **Account** field.
5. Select the desired value (e.g., **700000**) from the Type Ahead choice list.
6. Enter a valid value (e.g., "**2101**") into the **Department** field.
Note: consider entering just the first 4 digits of department ID to facilitate searching
7. Enter a valid value (e.g., "**101**") into the **Fund Code** field.
8. Enter a valid value (e.g., "**CRRNT**") into the **Budget Reference** field.
9. Enter a valid value (e.g., "**2015**") into the **Budget Period** field.
10. Click **Search** button.
11. Click the **desired record** from the search results list. If only one record satisfies the search criteria, it will automatically open.
12. Click the **View Details** link desired search result record.

Budget Details (see Figure 1)

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

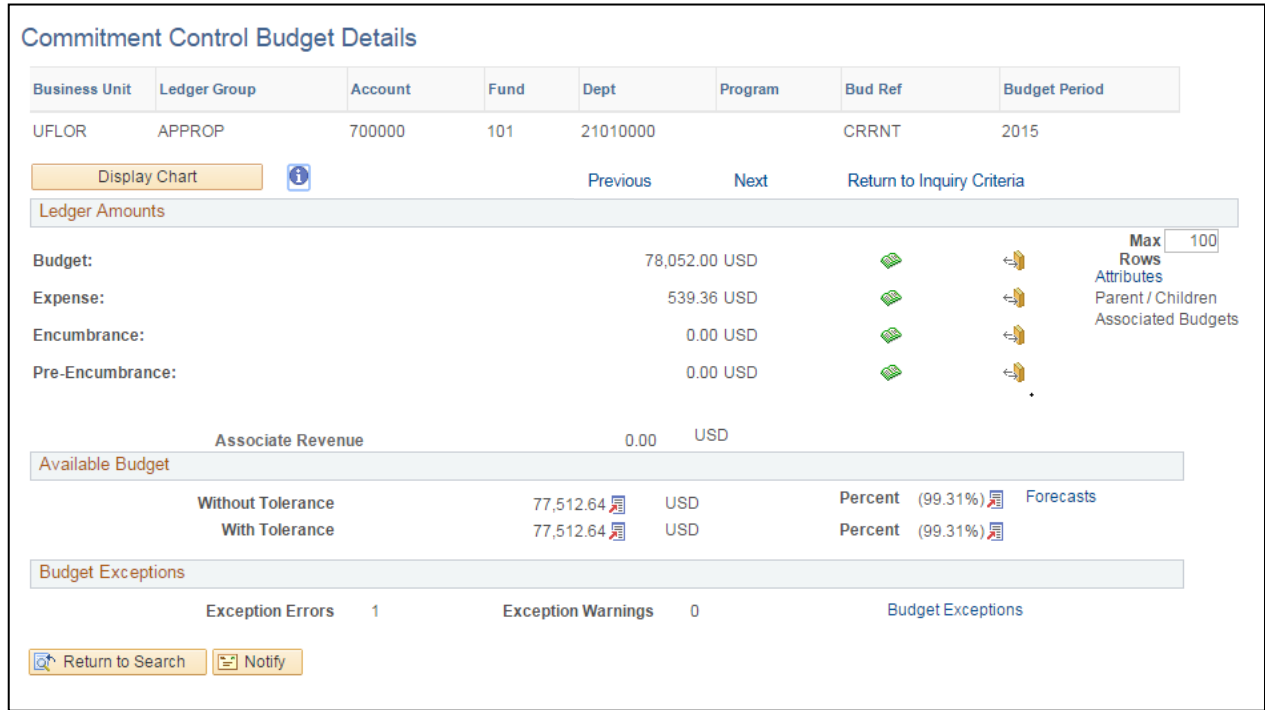


Figure 1. Budget Details

13. Note the **Ledger Amounts**, **Available Budget** and **Budget Exceptions** information on the screen.

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 = amount available to spend

With Tolerance = UF currently does not use. If used, would limit available budget by a set percentage

Budget Exceptions section:


Exception Errors = the number of line items within transactions that currently have budget exceptions

Budget Exceptions = will become a hyperlink if budget exceptions exist

14. Click the **Expense Drill to Ledger** button. 

15. 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.

16. 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.

17. Click the **Drill Down** icon on the desired transaction to see the Transaction Details form (see Figure 2).

Payables Voucher Line Drill Down

Transaction Line Identifiers

Business Unit UFLOR Voucher ID 04479829
Voucher Line 1 Distribution Line 1


Additional Source Information

Invoice Number 2014_07_03_00000000000197
Supplier ID 0000002301

Transaction Line Details				
Account	Fund Code	Department	Program Code	Budget Reference
771200	101	21010000	6100	CRRNT

Line Status Valid
Budget Date 07/01/2014
Line Amount -165.00 USD
Quantity 1.0000

Figure 2. Transaction Details

22. Click the **OK** button three times to return to Budget Details screen
23. Click the **Expense Drill to Activity Log** icon. 

This view of the Activity Log will display every transaction that has occurred within the fiscal year to date starting in the month of July.

24. Scroll down, if needed.
25. Click the **Drill Down** icon on the desired transaction.
26. Click the **Review Related Link** icon to see original document in a new window



Figure 3. Review Related Links icon

27. Click the **Go to Source Entry** link.
Within this new window you can see more detailed information about the transaction, such as the payment information, when the check was issued, vendor information, etc.
28. Click the Browser Tab **Close** button to close the new window.
29. Click the **OK** button 4 times to return to the Commitment Control Budget Details screen.
30. If you wish to view the previous or next budget line, click the Previous or Next link as appropriate.



31. Click the **Return to Search** button.
32. 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

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