

### Completing a KK Budget Inquiry - CASH\_BASED

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 CASH\_BASED 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 **Look up Ledger Group** button.
2. Click the **Look Up** button.
3. Click the **CASH\_BASED** ledger group from the Search Results list.
4. Click the **Search** button.
5. Click in the **Account** field.
6. Enter a valid value (e.g., "e") into the **Account** field.
7. Click the desired account (e.g., **EXPREV ALL EXPENSES & REVENUES**).
8. Click in the **Department** field.
9. Enter a valid value (e.g., "3307") into the **Department** field.

**Tip:** consider entering just the first 4 digits of the department ID to facilitate searching

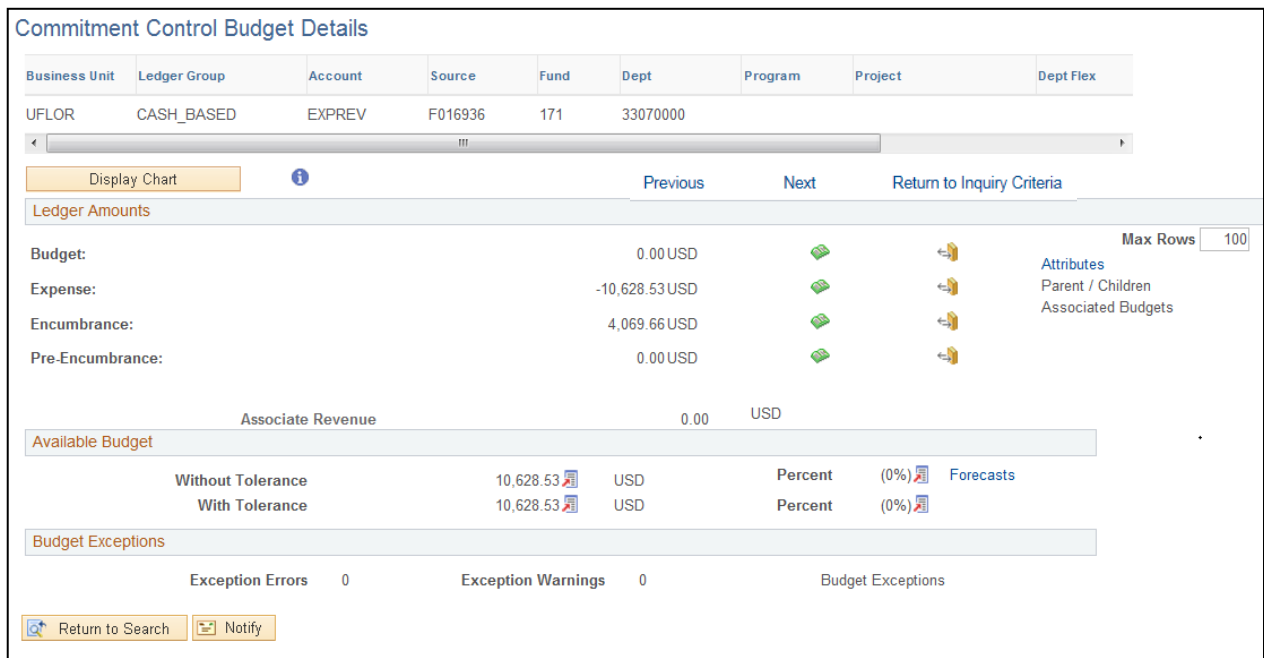
10. Select the desired Department from the Type Ahead list.
11. Enter a valid value (e.g., "f016939") into the **Source** field.
12. Enter a valid value (e.g., "171") into the **Fund** field.
13. Enter a valid value (e.g., "cum") into the **Budget Period** field.
14. Click the **Search** button.
15. Choose the **desired record** from the Search Results list.

If only one record satisfies the search criteria, it will automatically open.

16. Scroll to the right, if needed.
17. Click **View Details** link.

## Budget Details (see figure 1)

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



**Figure 1.** Budget Details

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

Ledger Amounts section:

Budget = Not used by CASH\_BASED Ledger; always "0.00"

Expense = A combination of all revenue collected and all expenses incurred. Negative values indicate revenue; positive values indicate expenditures

Encumbrance = What you're in the process of spending (e.g., Pos, TAs, etc.).

Encumbrances do not affect the cash balance, but is used more for tracking purposes

Pre-Encumbrance = no longer used

Available Budget section:

Without Tolerance = Cash balance available to spend. This will increase as you make deposits and will decrease as you 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 available cash exceptions

Budget Exceptions = will become a hyperlink if budget or cash exceptions exist

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

20. Click the **Show all columns** button  to view additional columns.

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

21. Click the **Drill Down** button to display the Activity Log for that Accounting period. 


22. Remember to scroll over to see all available columns, then scroll back.

23. Click the **Drill Down** button on the desired transaction (see figure 2).

**General Ledger Journal Line Drill Down**

---

**Transaction Line Identifiers**

Business Unit UFLOR	Journal ID UAC1407526 	Date 07/01/2014
Line 3470	Ledger ACTUALS	

---

**Additional Source Information**

Journal Line Description Transfer from UFF

---

**Transaction Line Details**

Account	Source of Funds	Fund Code	Department	Program Code	Budget Reference
430000	F016936	171	33070000	6100	CRRNT

Line Status Valid

Budget Date 07/01/2014

Line Amount -10,628.53      USD

**Figure 2.** Transaction Details

24. Note the details of the transaction, and then click the **OK** button.

25. Click the **OK** button.

26. Click the **OK** button.

27. Scroll down, if needed.

28. Click the **OK** button.

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



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

31. 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

© Training and Organizational Development, Office of Human Resource Services,  
University of Florida, Gainesville, FL 32611