Displaying Charts

The ability to display budget data visually in a chart is also new. Column or Pie charts are available depending on budget type and ledger.

- Charts provide a visual representation of numerical data
- Can clearly display budget expenditures, encumbrances and available balance

Charts can be displayed within the following two processes:

- Budget Inquiry
- Budget Overview

**During Budget Inquiry**

**Navigation**

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

1. Once you have searched for and displayed the budget details for the desired ChartField string, click the **Display Chart** button.
2. Scroll down, if needed.
3. View the graphically displayed financial information.
4. Scroll down again, if needed.
5. Click the **Return to Search** button.
6. Click the **Clear** button.

**During Budget Overview**

**Navigation**

Navigate through Nav Bar > Main Menu > Financials > Commitment Control > Review Budget Activities > Budgets Overview.

7. After reaching the Budget Overview screen, click the **Display Chart** option in the Budget Type section before clicking Search button.
8. Click the **Search** button.
9. Scroll down to view chart, if needed.
10. Click the **Return to Search** button.

11. 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