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**

1. Click the **Main Menu** button.
2. Click the **Commitment Control** menu.
3. Click the **Review Budget Activities** menu.
4. Click the **Budget Details** menu.
5. Once you have searched for and displayed the budget details for the desired ChartField string, click the **Display Chart** button.
6. Scroll down, if needed.
7. View the graphically displayed financial information.
8. Scroll down again, if needed.
9. Click the **Return to Search** button.
10. Click the **Clear** button.

**During Budget Overview**

1. Click the **Main Menu** button.
2. Point to the **Commitment Control** menu.
3. Point to the **Review Budget Activities** menu.
4. Click the **Budgets Overview** menu.
5. After reaching the Budget Overview screen, click the **Display Chart** option in the Budget Type section before clicking Search button.

6. Click the **Search** button.

7. Scroll down to view chart, if needed.

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

9. 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