ChartFields for a KK Budget Inquiry

A **ChartField** is a data entry field, which specifies an account, department, fund, etc. A collection of individual ChartFields, used to define the parameters for a particular transaction, is referred to as a **ChartField Combination**.

myUFL uses ChartFields to define the parameters required for journal entries. ChartFields provide the proper level of detail needed for journal entry and inquiry. Using an appropriate combination of ChartFields allows users to define sets of criteria to be used for numerous transactions within myUFL.

Certain ChartFields are required for all financial transactions: Business Unit, Department ID, Fund Code, Program Code, and Account. This is not true for completing a budget search: you do not have to enter all of the fields to complete a search.

Additionally, with certain Fund Codes, other ChartFields must also be used to have a proper ChartField combination.

Example

This example uses a Budget Details form (comprised of ChartFields), that allows the user to specify the parameters that define a Budget Inquiry. Refer to Figure 1.

Entering values into the following ChartFields (Table 1) defines the set of parameters (ChartField Combination) used to launch a Budget Inquiry via myUFL Commitment Control (KK). Note that for each ChartField the data may be entered directly or by clicking on the Lookup icon and selecting an entry from the Search Results table.

Table 1. ChartFields for a KK Budget Inquiry

CHARTFIELD	VALUE (FIGURE 1 EXAMPLE)	NOTES
Business Unit	**UFLOR** = default value	
Ledger Group	**APPROP** [State] Appropriations	The Lookup functions allows the following selections from the Search Results table: • CASH_BASED Cash Based • CONST Construction Parent • CONSTC Construction Child • KKGMCHD Grants Child KK Ledger Group • KKGMPAR Grants Parent KK Ledger Group • STUGOV Student Government • APPROP_CS Appropriations Cost Share
Account	**600000** Personnel Operating Expenses	ChartField values that begin with: • EXPREV represents All Expenses & Revenues • 600000 represents Salaries • 650000 represents OPS Salaries • 700000 represents Other Operating Expenses

Department	1601	Department IDs consist of 8 digits. However, since budget is controlled at the higher departmental level, use only the first 4 digits of the Department ID.
Fund Code	101 E&G-GEN REV – MAIN CAMPUS	There are many valid Fund Codes. Other values include: • 102 E&G-GEN REV - HSC • 103 E&G-GEN REV - IFAS • 171 Transfer from Component Units • 201 C&G Federal Restricted • 209 C&G Other Restricted
Budget Reference	CRRNT Current Year Budget	Other related values: • CYFWD Carry Forward
Budget Period	2011	Budget period is the fiscal year for budget based funds (Approp, Approp_CS, Stugov). For cumulative funds, (CASH_BASED and KKGMCHD), budget period is CUM.

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Budget Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Field	Operator	Value
Business Unit:	=	UFLOR
Ledger Group:	=	APPROP
Account:	begins with	600000
Department:	begins with	1601
Source of Funds:	begins with	
CRIS:	begins with	
Fund Code:	begins with	101
Program Code:	begins with	
Budget Reference:	begins with	CRRNT
Affiliate:	begins with	
Fund Affiliate:	begins with	
Dept Flex:	begins with	
EmplID:	begins with	
PC Business Unit:	begins with	
Project:	begins with	
Activity:	begins with	
Source Type:	begins with	
Budget Period:	begins with	
Statistics Code:	begins with	2011

Callouts: Business Unit ChartField, Ledger Group ChartField, Account ChartField, Department ChartField, Fund Code ChartField, Budget Reference ChartField, Lookup Icons, Budget Period ChartField

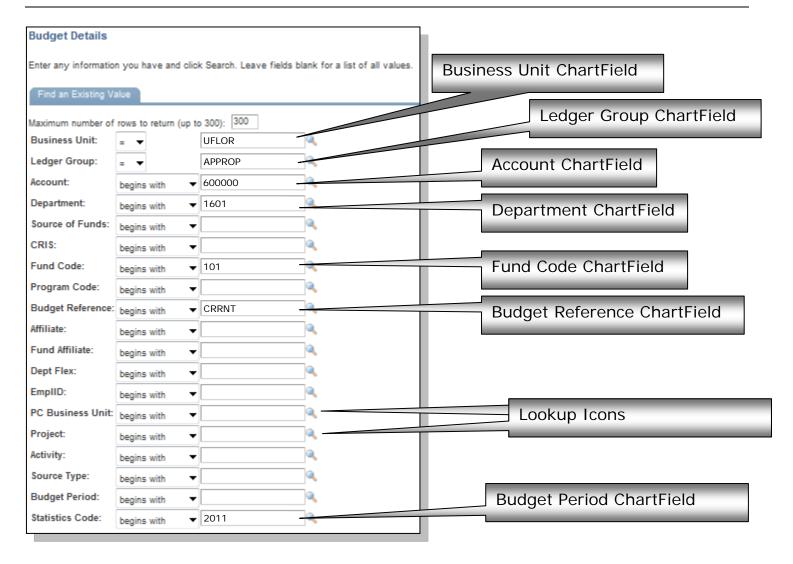**Figure 1**. Budge Details Form Showing Chartfields

Additional Help

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