PST950 Budget & Commitment Control

a myUFL Training Course

Study Guide



Office of Human Resource Services Training and Organizational Development UNIVERSITY of FLORIDA



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Introduction and Overview

- Today we will discuss
 - o Definitions and Key Concepts
 - o myUFL ChartFields
 - o Commitment Control: Fundamentals
 - KK Budget Inquiry: State Appropriations
 - KK Budget Inquiry: Grants
 - o KK Budgets Overview
 - Checking Budget Exceptions
 - o Manager Self Service: Notify Preferences
 - o KK Budget Inquiry: Cash-Based
 - o Summary and Conclusion

Definitions and Key Concepts

- The myUFL System is a collection of online services and business processes, which includes
 - The Portal
 - A Finance System
 - A Human Resources System
 - An Enterprise Reporting System
 - A Student Financials System
- Security Roles. Security role UF_FI_UNIVERSAL_INQUIRY allows you view only access to all financial modules; however does not allow budget transfers. Security role UF_KK_BDGT_TRANSFER_PROCESSOR allows you to perform budget transfers. This class is recommended prior to requesting UF_FI_UNIVERSAL_INQUIRY; however it is *required* prior to requesting UF_KK_BDGT_TRANSFER_PROCESSOR.

Obtaining the UF_KK_BDGT_TRANSFER_PROCESSOR role also requires completion of PST952 Budget Transfer Processing, additional approval by the University Budget Office and is designated primarily for budget officers or their proxies. Those who do not complete budget transfers as part of their job duties will not be granted this role.

• Commitment Control (KK)

- An accounting methodology in *myUFL* that identifies and reserves ("commits") funds for future payment obligations
- Designated "KK" because "CC" = credit card in myUFL

• Ledger Groups

- o Provide information associated with the category of budget
- o Different ledger groups for different "categories" of budget available to departments
- Different sources of funds, different "rules" associated with spending
- For example, APPROP, CASH_BASED, KKGMCHD

• Budget-Based Funds

- The distinction between *budget-based* funds and *cash-based* funds determines your "available spending authority"
- Budget allocations funded from State Appropriations (including student tuition revenue) are made in lump-sum amounts by the University Budget Officer as determined by UF's RCM budgeting model
- These allocations may be further allocated to colleges, centers, and divisions
- Once the budget allocation has been made, these <u>funds</u> can be spent
- Sponsored Projects also are considered "budget-based"
- Think of budget-based funds as a credit line that has been extended and guaranteed to your department

• Cash-Based Funds

- Available resources (operating budget amounts) are based on beginning cash balances, plus revenue, less expenditures and encumbrances
- o Includes Auxiliaries, Component Units, Returned Overhead and Residuals, as well as others
- These funds can be spent only when the "cash" has been obtained
- Think of this as the cash you have in your wallet —you must have the cash in your wallet in order to be able to spend it

myUFL ChartFields

- **ChartFields** are the data entry fields that, *used in proper combination*, allow the completion of revenue and expense transactions within myUFL.
- Budget Details Form. Defining a Budget Search requires the entry of data into specific ChartFields.
- ChartFields required for all transactions
 - Business Unit
 - Department
 - Fund Code
 - Program Code
 - o Account
- **Business Unit** ChartField (Required)
 - o Sometimes called a "GL Unit" (General Ledger Unit) UFLOR, for example
- **Department** ChartField (Required)
 - Department IDs have eight digits
 - Required for myUFL financial transactions
 - o Used to identify your organizational structure
- **Fund Code** ChartField (Required)
 - o Answers the question "Where does your department's money come from?"
 - There are 82 UFLOR Fund Codes from which to choose Fund Code Examples
 - 101 E&G Gen Rev, Main Campus
 - 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

PST950 Budget and Commitment Control

- Program Code ChartField (Required) Answers the question "Why Are You Doing This?"
 - Examples:
 - 0100 Physical Plant Admin
 - 0500 Custodial Services
 - 1100 Instruction & Research
 - 2200 Individual/Proj Res
 - 4400 Computing Supp
 - 4600 Academic Admin
 - 6100 University Supp
- Account ChartField (Required)
 - Answers the question: "What are you doing?"
 - Used to specify the classification of activities
 - o Six-digit code
 - Account ChartField value that begin with:
 - 1 represents Assets
 - 2 represents Liabilities
 - 3 represents Fund Equity
 - 4 represents Revenue, Operating
 - 5 represents Revenue, Non-Operating
 - 6 represents Expenses, Personnel Operating
 - 7 represents Expenses, Other Operating
 - 8 represents Expenses, Non-Operating
 - 9 represents Statistics & Self-Balancing
- **Dept Flex** ChartField is required with these Fund Codes:
 - 131 FIN AID UNRESTD-INSTITUTIONA
 - 143 AUX DOCE FUND
 - 0 162 MATERIAL & SUPPLY FEE
 - 163 AUX EQUIPMENT USE FEE FUND
 - 192 CONCESSION Fund and others...
- Source of Funds ChartField is required with these Fund codes:
 - 0 171 C&G TFTS FR COMPONENTS
 - 201 C&G FEDERAL RESTRICTED
 - o 213 UFRF ALLOCATIONS and others...
- Fund Codes 201, 209, 211, 212, 213, and 214 require these additional ChartFields:
 - Project
 - PC Business Unit GRANT
 - Activity ID (for grants = "1")

For more information on Chartfields... http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/chartfields/

PST950 Budget and Commitment Control

Commitment Control: Fundamentals

- **Commitment Control** is a function of myUFL
 - Used to control commitments and expenditures automatically by checking them against predefined, authorized budgets
 - Will stop transactions that would exceed budget
 - Designed to answer: "What is my available spending authority?"
 - Track the following against a designated budget
 - Encumbrances
 - Expenditures
 - The Cycle for financial transactions:
 - PURCHASE ORDER: KK creates an encumbrance
 - VOUCHER: KK relieves the encumbrance, creates an expenditure
 - In general, Commitment Control ("KK") answers the question: "What is my *available spending* authority?" If you do not have sufficient budget, the process will be stopped

• Ledger Groups

- State Appropriation APPROP
- Cash-Based CASH_BASED
- o Grants KKGMCHD
- Construction CONST
- Student Government STUGOV
- Each ledger group calculates available Spending Authority, or your "Available Spending" balance
 - o Related to FUNDING SOURCES, each with a different set of "rules" for spending
- Different Funding Sources are grouped under the same ledger group (Figure 1).





Funding Source	UF Lingo	Designated Fund Code ChartField	Ledger Group in KK
State of Florida ⊾egislature	State Appropriation	Fund Code 101: E&G, Gen. Revenue, Main Campus	APPROP
This funding comes from state taxes, fees, and	E&G— Education and General	Fund Code 102: E&G, Gen. Revenue, HSC	
other sources of state revenue	General Revenue	Fund Code 103: E&G Gen. Revenue, IFAS	
	State Funds	Fund Codes 401-403 Cost Sharing E&G Gen. Revenue	



Funding Source	UF Lingo	Designated Fund Code ChartField	Ledger Group in KK
Student Tuition	State Appropriation	Fund Code 121: Student Fees, Main Campus	APPROP
This funding comes from the payment of a	E&G— Education and General	Fund Code 122: Student Fees, HSC	
student's in-state tuition and their out-of-state fee, as appropriate	State Funds		



Funding Source	UF Lingo	Designated Fund Code ChartField	Ledger Group in KK
Lottery Funds (Educational Enhancement Trust Fund)	State Appropriation E&G— Education and General	Fund Code 111: Ed Enhancement, Main Campus Fund Code 112: Ed Enhancement, HSC	APPROP
	State Funds	Fund Code 113: Ed Enhancement, IFAS	



Funding Source	UF Lingo	Designated Fund Code ChartField	Ledger Group in KK
Sponsored Projects Federal and non- federal contracts and grants are awarded to UF faculty designated as principal investigators (PIs) responsible for the funded research activity	"Project" is the ChartField used to identify activity associated with sponsored projects or programs	Fund Code 201: C&G Federal Restricted Fund Code 209: C&G Other Restricted (Non- Federal)	KKGMCHD

R				
Funding Source	UF Lingo	Designated Fund Code ChartField	Ledger Group in KK	
Returned Overhead / Residual Funds	IDC (Indirect Cost)	Fund Code 211: Returned Overhead	CASH_BASED	
This funding comes from indirect cost recovery or unused funds from Federal and Other Restricted Grants	Returned Overhead Residual	Fund Code 212: Residual Funds		



Funding Source	UF Lingo	Designated Fund Code ChartField	Ledger Group in KK
Cost Sharing This funding comes from indirect cost recovery or other restricted and unrestricted funds allowed to be used as cost sharing	Cost Sharing	Fund Codes 420 & 425: Cost Sharing Non- E&G Restricted and Unrestricted	CASH_BASED



Funding Source	UF Lingo	Designated Fund Code ChartField	Ledger Group in KK
Component Units (CUs) A variety of outside sources fund CUs to support UF, which can be Direct Support Organizations	Example #1 UF Foundation or (UFF) funding comes from fundraising, donations, and other investments	Fund Code 171: Transfer from Component Units Fund Code 471: Cost Sharing Transfer from Component Units	CASH_BASED
(DSOs) or other affiliates (not-for- profit corporations)			



Funding Source	UF Lingo	Designated Fund Code ChartField	Ledger Group in KK
Component Units (Continued) This revenue comes primarily from patient fees for services provided by UF clinics	Example #2 The Faculty Practice Plans—also known as the Clinical Practice Plans—are affiliates that fund the Academic Enrichment Eurd (AEE)	Fund Code 171: Transfer from Component Units	CASH_BASED



Funding Source	UF Lingo	Designated Fund Code ChartField	Ledger Group in KK
Component Units (Continued)	<u>Example #3</u> UF Research Foundation	Fund Code 213: UFRF Allocations	CASH_BASED
This DSO receives royalties from licenses for UF discoveries as a result of research efforts and grants from private industry and foundations	(UFRF)		

AUX

Funding Source	UF Lingo	Designated Fund Code ChartField	Ledger Group in KK
Sale of goods and services to customers -	Auxiliaries are UF entities that	Fund Code 149: Aux-Other Funds	CASH_BASED
employees, departments, students, members of community	are generally self supporting and charge for services Examples include the Physical Plant Div. and Tele- communica-	Fund Code 159: RCM Support Unit Fund Fund Code 151: Aux-Working Capital (Physical Plant)	

		СР	
Funding Source	UF Lingo	Designated Fund Code ChartField	Ledger Group in KK
State, private, and university sources provide funding for capital projects — new construction and major renovations of buildings	State Approp Non- operating Capital Improvement Trust Fund (CITF) Transfers from component units, PECO— Public Educ'n Capital Outlay	Fund Code 5XX	CONST

Funding Source	UF Lingo	Designated Fund Code ChartField	Ledger Group in KK
Student Government fees, which are collected by University Financial Services as a component of tuition	Student Activity and Service (A&S) fees are administered by the Div of Student Affairs and are allocated by Student Senate to the needs of student groups	Fund Code 191: Student Government Funds	STUGOV (function similar to APPROP)

KK Budget Inquiry: State Appropriations

- State Appropriations (Figure 2): Funding is allocated into three "buckets" of funding (account codes):
 - KK Salaries
 - KK OPS
 - KK Other Expenses



• SALARIES and OPS commitments are *not* encumbered.

- Projected Payroll Reports are provided
 - Based on amount of employee's current earnings
 - Based on the Fringe Benefits Pool rate of the employee's Salary Admin Plan
- Payroll expenses will be posted even if a balance is not available
 - Negative balances must be corrected immediately
- **OTHER EXPENSES** are *encumbered* via processes associated with vendor relations
 - Spending is restricted via a "budget check" process
 - Before purchase order is issued
 - Before a voucher is issued

• Please NOTE:

- o If you do not have sufficient budget to proceed at any of these points...
- o the process will be stopped until you acquire the needed funds
- For State Appropriations: Budget

Less: Encumbrances (purchase orders and travel authorizations) Less: Expense (vouchers, JE, payroll, expense rpt)

= Funds Available to spend

- In myUFL, you can gain access to information about your budget via "Commitment Control"
 Follow the path:
 - Commitment Control \rightarrow Review Budget Activities \rightarrow Budget Details
- On the **Budget Details** form (Figure 3), enter ChartField information associated with your department to define your search
 - Business Unit (UFLOR) is provided by default.
 - For Ledger Group. Click on the Look Up button or type "A" to activate Type Ahead functionality.
 - Click on "APPROP" to enter the Ledger Group value.
 - We can select one of three "Account" ChartField values for State Appropriations:
 - 600000 Salaries
 - 650000 OPS
 - 700000 Other
 - In the Department ChartField, let's use: "2101"
 - Let's use the Lookup icon to search for the Fund Code.
 - Fund Code: answers the question: "Where does the money come from?"
 - o In the Budget Reference: ChartField, let's enter: "CRRNT"
 - Note: Budget Reference answers the question "When did I receive this money?"
 - CRRNT = spending occurs in the FY in which it was budgeted.
 - CYFWD = unexpended balances at end of FY are carried forward and budgeted in next FY. Same restrictions as state appropriations, but not used for recurring expenses.
 - o In the Budget Period: ChartField, enter: "2015"
 - Note: BUDGET PERIOD is typically based on Fiscal Year, but some funding sources use other references.
- Click: Search at the bottom of the Budget Details form to see "Search Results" table (Figure 3).

Enter any information you have and click Sea Find an Existing Value Search Criteria Business Unit: = VUFLOR	rch. Leave fiel	ds blank for a list c	of all values.							
Find an Existing Value Search Criteria Business Unit:										
Search Criteria										
Business Unit: = V UFLOR										
Ledger Group: = V APPROP	get Detail C	Overview								
Se	lect Budget De	tail								
Bu	siness Unit	Ledger Group	Account		Department		Fund Code	Program Code	Budget Reference	Budget Period
UF	LOR	APPROP	700000	0	21010000	Q	101 🔍	Q	CRRNT 🔍	2015 🔍

Budget Details Personalize Find View All 🖾 🛄 First 🕚 1 of 1 🕑 Las											
Business Unit	Ledger Group	Account	Department	Fund Code	Program Code	Budget Reference	Budget Period	View Details			
1 UFLOR	APPROP	700000	21010000	101		CRRNT	2015	View Details			

Choose the desired record from the Search Results screen. Then click the View Details link to display **Budget Details** screen.

- Budget Inquiry gives you information about your balances in the *Budget Details* page (Figure 4)
 - ChartFields
 - Budget = Allocated Amount
 - Expense = What you've spent
 - Encumbrance = What you're in the process of spending POs, TAs, etc.
 - Pre-encumbrance = No longer used
 - "Without Tolerance" is set by the University
 - "Exception Errors" indicates the number of line items within transactions that currently have budget exceptions.

Business Unit	Ledger Group	Account	Fund	Dept	Program	Bud Ref	Budget	Period
JFLOR	APPROP	700000	101	21010000		CRRNT	2015	
Displa	y Chart 🚺					Return to Inquiry	Criteria	
Ledger Amou	nts							
Budget:				78,0	52.00 USD		÷	Max 100 Rows
Expense:				5	39.36 USD		< <u></u>	Parent / Children
Encumbrance:					0.00 USD	\$	-	Associated Budge
Pre-Encumbra	nce:				0.00 USD	<i></i>	4	
	Associate R	levenue		0.00	USD			
Available Bud	lget							
	Without Tolera	nce	77,512	2.64 📕 U	SD	Percent (99.	31%) 🛒 🛛 Fore	casts
	With Tolera	nce	77,512	2.64 🛒 🛛 U	ISD	Percent (99.	31%) 漏	
Budget Excep	otions							
	Exception Err	rors 1	Exception	Warnings	0	Budget	Exceptions	

Figure 4. Budget Details Report

Click: Drill to Ledger icon

- The Ledger provides information about your balance by FY and accounting period (month)
- Click: "Show All" icon to show all columns
- Accounting Period: 1 = Jul; 3 = Sep
- Click: **Drill Down** twice to see transaction line details (Figure 5)

Tanbaction	Line Identifiers						
E	Business Unit UF	LOR	Voucher ID 04479829 屓				
	Voucher Line 1		Distribution Line 1				
Additional S	ource Information	l .					
	Invoice Numb	er 2014 07 03 0	000000000197				
		0. 20000_0					
	Supplier	ID 000002301					
-							
Iransaction	Line Details						
	Fund Code	Department	Program Code	Budget Reference			
Account							
Account 771200	101	21010000	6100	CRRNT			
Account 771200	101	21010000	6100	CRRNT			
Account 771200 L	101 ine Status Valid	21010000	6100	CRRNT			
Account 771200 L Bt	101 ine Status Valid idget Date 07/01/ be Amount -165.0	21010000 2014	6100	CRRNT			

Figure 5. Payables Voucher Line Drill Down

Click: Drill to Activity Log icon

- Activity Log displays KK transactions and detail amounts starting at the beginning of the fiscal year
- Click: Drill Down icon
- Click: View Related Links icon
- Click: Go to Source Entry link to view actual voucher

Summary Relate	d Documents	Payments Voucher Attribu	tes <u>E</u> rror Summary
Rusiness Unit		Invoice Date	06/26/2014
Veneber ID	04470000	Invoice Date	
voucrier iD	04479829	Invoice No	2014_07_03_0000000000000000
Voucher Style	Regular	Invoice Lotal	-585.00 USD
Supplier Name	MBNA America (Delaware) NA	Pay Terms	Net 10
	dba FIA Card Services	Voucher Source	Procurement Cards
	Acct number 4715697000001140		
	507 Pleasanton Rd Ste 101		
	San Antonio, TX 78214	Origin	ONL
Entry Status	Postable	Created On	07/07/2014 12:00AM
Match Status	No Match	Created By	53348540
Approval Status	Approved	Last Update	07/08/2014 12:00AM
Post Status	Posted	Modified By	72821890
		ERS Type	Not Applicable
		Close Status	Open
Budget Status	Valid		
Budget Misc Status	Valid		
View Related	Payment Inquiry	Go	
Return to Search	n 🔚 Notify 🕄 Refresh		
Summary Related Do	cuments Invoice Information Payment	ts Voucher Attributes Error Su	mmary

Figure 6. Budget Journal Line Drill Down

KK Budget Inquiry: Grants

• For Grants: Budget

Less: Encumbrances (purchase orders and travel authorizations) Less: Expense (vouchers, JE, payroll, expense rpt)

= Funds Available to spend

- For Grants Ledger Group
 - Depending Upon Fund Code
 - KKGMCHD or... Cash_Based
- Navigation: Commitment Control \rightarrow Review Budget Activities \rightarrow Budget Details
- **Budget Details** form is displayed define the search (Figure 7).

Budget Details								
Enter any information you have an	nd click Search. Leave field	ls blank for a li	st of all values.					
Find an Existing Value				[Busines	s Unit = UF	IOR	
Search Criteria					Buomoo		LOIN	
Business Unit: = → UFLOR Ledger Group: = → KKGMC	HD Q				Ledger (Group = KK	GMCHD	
Search Clear Basic	Department Fund of 233070000 201	Code PC Busine Unit	SS Project	Activity	Budg	et Period		
Department ID				Search				
	Department	Fund Code	PC Business Unit	Project		Personali	ze Find View All 🖾 📖 Budget Period	First ♥ 1-4 of 4 ♥ Last
Fund Codes = 201, 209	33070000	201	GRANT	00118259		1	СЛМ	View Details
	33070000	201	GRANT	00118259		1	сим	View Details
	33070000	201	GRANT	00118259		1	СЛМ	View Details
Project	33070000	201	GRANT	00118259		1	СИМ	View Details

Figure 8. Search Results table

Click View Details to display Details screen.

Account	Fund	Dept	Project	PC Bus Unit	Activity		Budget Perio	d	
812005	201	33070000	00118259	GRANT	1		CUM		
				II	I				
Display Ch	art	0					Return	to Inquiry Criteria	
edger Amounts									
Budget:				0.00 l	JSD		←	Attribu	Max Rows
xpense:				336.531	JSD	<i></i>	←	Parent	t / Children
ncumbrance:				0.00	JSD	\$	4	Assoc	iated Budgets
Pre-Encumbrance:				0.00	JSD	<i>~</i>	¢		
	0 -				0.00	USD	•		
Available Budget	AS	sociate Revenue			0.00				
	Without Tol	erance	-336.53 🗾	USD		Percent	(0%) 📃	Forecasts	
	With Tol	erance	-336.53 🐙	USD		Percent	(0%) 📕		
Budget Exceptions	;								
	Exceptior	Errors 0	Exception Warn	ings 0		Budg	et Exceptions		

Figure 9. Budget Details screen

• Click: Attributes link to see Budget Detail Attributes (Figure 10).



Figure 10. Budget Details Attributes

Commitment Control: Budgets Overview

- Navigation: Commitment Control → Review Budget Activities → Budgets Overview to display Budgets Overview tabs (Figure 11).
- On the **Add a New Value** tab:
 - o Enter an Inquiry Name
 - Click: Add to display the Budgets Overview form (Figure 11).

Budgets Overview
Find an Existing Value Add a New Value
Inquiry Name: BudOvervw
Add
Find an Existing Value Add a New Value

Figure 11. Budgets Overview tabs

- Provide the following values:
 - **Description**: This is a description
 - Ledger Group: Click Ledger Group Look Up or use Type Ahead, select the KKGMCHD line
 - Enter/Lookup FUND_CODE: 201
 - Enter/Look Up **PROJECT_ID**: 00117011
 - Deselect "Closed"
 - Deselect "Hold"
- Click: **Search** (Figure 12) to execute the search.
- Change maximum number of rows to at least 500
- Click: Search again (Figure 13) to view Budget Overview results

Budget Ov	erview											
	Inquiry BUDOVE	RVW				Descrip	otion This is a	descr	ription		Î	
Amount Criteria	Searc	ch	Clear		Reset							
Budget Type												
*Busines	ss Unit UFLOR 🔍				Ledger Gr	oup/Set L	_edger Group		- Led	Iger Group KKG	MCHD 🔍	
	View St	tat Code Chart	Budgets						Grants C	hild KK Ledger (Group	
TimeSpan												1
*Type of Ca	lendar Detail Bud	lget Peri	od 👻									
Budget Criteria							Perso	nalize	Find View All 🔄	🔲 🛛 🛛 First 🕚	1 of 1 🕑 Last	
Select	Ledger Group		Calendar ID		From Budg	et Period	To Budget Pe	riod	Include Adjustment Period(s)	Include Closi	ng Adjustments	
	KKGMCHD		SP		CUM	Q	CUM	0				
ChartField Crite	eria									Budget	Status	
ChartField	ChartField Fro Value	m	ChartField To		Info	ChartFie	eld Value Set	Upda	ate/Add	V	Open	
Account	%	Q	%	0	6		Q	Upda	ate/Add		Closed	
Dept	%	0	%	Q	6		Q	Upda	ate/Add		Hold	
Fund	201	Q	%		. 0		Q	Upda	ate/Add			
PC Bus Unit	%	0	%		6		Q	Upda	ate/Add			
Project	00117011	Q	%		6		Q	Upda	ate/Add			
Activity	%		%		. 0		Q	Upda	ate/Add			

Figure 12. Budgets Overview form



Checking Budget Exceptions

- Two methods to check Budget Error Exceptions:
 - 1. Via Commitment Control
 - 2. Drilling down from Budget Inquiry
- **Definition**: Budget Error Exception
 - A transaction that fails budget checking, causing an error or warning to be issued.
- Method 1. KK Review Budget Check Exceptions (Figure 14)
 - Commitment Control \rightarrow Review Budget Check Exceptions \rightarrow Budget Exceptions
 - Budget Exceptions form: Enter **Ledger Group** and any other information you have and click **Search**. Leave other fields blank for a list of all values.

				-				
Budget Excepti	ons							
Enter any informatio	n you have and o	lick Search. Leave fields b	ank for a list of all values.					
Find an Existing \	/alue							
Search Criterie								
Search Cittena	a							
Business Unit:	= 🔻	UFLOR	٩					
Ledger Group:	= 💌	APPROP	٩					
Account:	begins with 🔻		Q					
Department:	begins with 🔻	33070000	Q					
Source of Funds:	begins with 🔻		Q					
CRIS:	begins with 🔻		Q					
Fund Code:	begins with 🔻		Q					
Program Code:	begins with 🔻		Q					
Budget Reference:	begins with 🔻		Q					
Affiliate:	begins with 🔻		Q					
Fund Affiliate:	begins with 🔻		۹					
Dept Flex:	begins with 🔻		Commitment Co	ontrol Budget Exceptions	i			
EmplID:	begins with 🔻		۹,					
PC Business Unit:	begins with 💌		۹,	Budget Type APPROP Appropriations				
Project:	begins with 🔻		Q B	usiness Unit UFLOR	University of Florida			
Activity:	begins with 🔻		Q В	udget Period 2015				
Source Type:	begins with 🔻		۹. –					
Budget Period:	begins with 🔻		◄ 🗸		Personalize Fir	nd 🖾 🔚 🛛 First 🕙 1-5 of 5 🕑 Last		
Statistics Code:	begins with 🔻		ChartField	ChartField Value	Descr	iption		
Budget Type:	begins with 🔻		Q Department	33070000	HP-CI	LINICAL / HLTH PSYCHOLOGY		
Case Sensitive			Fund Code	101	E&G-0	GEN REV - MAIN CAMPUS		
			Program Code					
Search Cl	ear Basic Sea	rch 🔎 Save Search Crite	Account	700000	OTHE	R EXP (4) - BUDGET ONLY		
Gearch	ear Duoie oco		Budget Reference	CRRNT	CURF	RENT BUDGET		
			*Exc	ception Type Error -	I I	Maximum Rows 100		
Figure 14.	Commitn	nent Control				More Transactions Exist		

Budget Exceptions form

	*Exc	ception Type Error	Maximum Rows 100 More Transactions Exist									
dvanced Transaction Criteria Budget Detail () Search												
Transactions with Budget Exceptions Personalize Find View All 🖾 🗎 First 🛈 1 of 1 🕑 L												
Drill	Date	Eudget Override	Exception	Amount	Currency	ID Name						
Down	Date	Transaction Type	Exception	Amount	currency	ID Name	ib value					
Ð	01/07/2015	GL_BD_JRNL	Exceeds Budget Tolerance	-2,000,000.00	USD	Journal ID:	TEST2TRNG					

Method 2. KK Budget Details

- Commitment Control \rightarrow Review Budget Activities \rightarrow Budget Details
- Displays **Budget Details** page (Figure 15).

usiness Unit	Ledger Group	Account	Fund	Dept	Program	Bud Ref	Budget Peri	iod	
FLOR	APPROP	700000	101	33070000		CRRNT	2015		
				III				4	
Displa	ay Chart	i					Return to	Inquiry Criteria	
_edger Amou	nts							Click ⁻ "Buda	et Exceptio
Budget:				13	2,501.00 USD	<i>©</i>	÷	link to display	/ Budget
xpense:				10	3,810.74 USD	\$	4	Exceptions	form (Fig. 16
ncumbrance	:				9,481.21 USD		⇔	L	
re-Encumbra	ince:				0.00 USD	<i>©</i>	÷		
	4.00	esiste Devenue			0.00	USD			
Available Bud	get	ociate Revenue			0.00	000			
	Without Tole	rance		19,209.05 規	USD	Percent	(14.5%) 🗾 🛛 Fo	ore s	
	With Tole	rance		19,209.05 🗏	USD	Percent	(14.5%) 📕		
Budget Exce	ptions								
	Exception E	Frrors 1	Exc	ception Warnings	0	Bud	dget Exceptions		



Commitment Control Budget Exceptions										
		Budget Type APF	PROP	Appropriations						
	E	Jusiness Unit UFL	_OR	University of Florid	a					
Budget Period 2015										
▼ Personalize Find 🖾 🛅 First 🚯 1-5 of 5 🛞 Last										
ChartFiel	ld		ChartField Value	1 closina	Descriptio					
Departm	ient		33070000							
Fund Cor	de		101	E&G-GEN REV - MAIN CAMPUS						
Program	rogram Code									
Account			700000		OTHER EX	(P (4) - BUDGET	ONLY			
Budget R	Reference		CRRNT	CURRENT BUDGET						
·										
More Transactions Exist										
Advanced	d Transaction (Criteria		Bu	1 Search					
Transact	Transactions with Budget Exceptions Personalize Find View All 🖾 🛅							First 🕙 1 of 1 🕑 Last		
Transa	action Data	<u>B</u> udget Override								
Drill Down	Date	Transaction Type	Exception		Amount	Currency	ID Name	ID Value		
Ð	01/07/2015	GL_BD_JRNL	Exceeds Budget Tolerance		2,000,000.00	USD	Journal ID:	TEST2TRNG		

Figure 16. Budget Exceptions screen

Manager Self Service: Notify Preferences

- You can decide when and how to be notified of *exceptions*; three examples of exceptions:
 - 1. "Exceeds budget tolerance"
 - 2. "No budget exists"
 - 3. "Non Key CF Exception"
- Also can be notified when a specified percentage of budget has been spent
- Navigation: Manager Self Service \rightarrow Budgets \rightarrow Notify Preferences
- Click: Advance Search to display the Advance Search screen (or use Type Ahead) (Figure 17)
- Click: Search icon to display Look Up Budget Type window
- Click: Look Up button to display search results.
- Select: Appropriations from Search Results table to display form for selecting Alert Level (Figure 18)
- Confirm "Advanced" is checked
- Click: Add a Budget Alert button (Figure 19)

Notify Preferences	Notify Preferences
Click on search to look for an existing Budget Type.	Click on search to look for an existing Budget Type.
Find an Existing Value	Find an Existing Value
Search Criteria	Search Criteria
Search by: Budget Type begins with	Budget Type: begins with
Seard Advanced Search	Search Clear Basic Search 🖓 Save Search Criteria
Figure 17. Notify Exceptions screen	
Search by: Rudget Type heat	Help
Search by: Budget Type begi	
Look Up Cancel Advance	ed Lookup

	Help
Search by: Budget Type begins with	
Look Up Cancel Advanced Lookup	
Control Dooutho	
Search Results	
View 100 First 🕢 1-10 of 10 🕟 Last	
Budget Type	
Appropriations	•
Appropriations Cost Share	
Auxiliary Expense	
Auxiliary Revenue	
Cash Based	
Construction Child	
Construction Parent	
Grants Child Ledger Group	
Grants KK Parent	
Student Government	

Figure 18. Notify Preferences navigation



PST950 Budget and Commitment Control

- Refer to Figure 20 for these steps:
 - Specify the budget item combination of **ChartFields** to receive the exception information required.
 - Fields must contain the full ChartField values or you may choose to use "wildcard" (%) independently for all fields *except* Department.
 - \circ Set checkbox to receive notification when 75% of budget has been used.
 - Deselect the "Send me Alerts via Worklist" option.
 - Select the "Send me Alerts via Email" option.
- Return to Budget Search page and click: Save Budget Overrides (Figure 21).

Budget Alert Sele Message Ronda Mitchell Appropriations for U Specify your Budget Alert o	University of Florida ptions. For page ter	m definitions, dick "Help".			Departme value. W conjuncti be used a	ent field fildcard wo on with lone.	must contain the full ChartField will not work correctly used in ChartField values and should not
Budget Items	wing Budget Item C	Combination.				I C 	Fields must contain the full ChartField value or you may use 'wildcard" (%) independently in
Chartfields	05-	Personal	ize Find 🗷 🛄	1-5 of 5 🕑 Last		t	hese ChartFields. Wildcard will
Long Name	Option	ChartField Value		cription			not work correctly used in
Department	A Q	33070000	A HP-	CLINICAL / HLTH CHOLOGY		1	
Fund Code	A	%	Q			0	conjunction with ChartField values.
Program Code	A	%	٩,				
Account	A	%	< [
Budget Reference	A Q	96	<u> </u>				Set checkbox to be notified
Alert Type							when 75% of budget has
Exception Aler	t		(been used.
Early Warning	Alert	Percentage 75.00	(
Alert Form							
Send me Alert	s via Worklist						Deselect Worklist.
Send me Alert	s via Email			Click: Return	to Alert		Select Email.
				Listings			

Figure 20. Set Notification Preferences for specified budgets

Message Ronda Mitchell Appropriations for University of Florida (ou can receive automatic notification when you Save Budget Alerts." Alert Level Basic Notify me of all my (The "Basic" option page later and alter Advanced I want to specify the	Ir budget has an err Rudget Exceptions I works for most use r your selection.) he Budgets for whice	or exception. Select s ers. You may return ch I will be notified.	t an alert level, the	en click Click: Sa to save pr	ve Budge	et Overrides settings
Appropriations for University of Florida 'ou can receive automatic notification when you Save Budget Alerts." Alert Level Basic Notify me of all my (The "Basic" option page later and alter Advanced I want to specify th	Ir budget has an err Budget Exceptions I works for most use r your selection.) he Budgets for whice	ror exception. Select s ers. You may return ch I will be notified.	t an alert level, the	en click Click: Sa to save pr	ve Budge reference	et Overrides settings
Appropriations for University of Florida ou can receive automatic notification when you Save Budget Alerts." Alert Level Basic Notify me of all my (The "Basic" option page later and alter Advanced I want to specify th	Ir budget has an err Budget Exceptions In works for most use In your selection.) The Budgets for which	ror exception. Select s ers. You may return ch I will be notified.	t an alert level, the	Click: Sa to save pr	ve Budge reference	et Overrides settings
Alert Level Basic Notify me of all my (The "Basic" option page later and alter Advanced I want to specify th	r Budget Exceptions a works for most use r your selection.) he Budgets for whic	s ers. You may return ch I will be notified.	to this	Click: Sa to save pr	ve Budge eference	et Overrides settings
Basic Notify me of all my (The "Basic" option page later and alter Advanced I want to specify the	r Budget Exceptions a works for most use r your selection.) he Budgets for which	s ers. You may return c h I will be notified.	to this	Click: Sa to save pr	ve Budge eference	et Overrides settings
Advanced	r your selection.) he Budgets for whic	ch I will be notified.		Click: Sa [*] to save pr	ve Budge eference	et Overrides settings
Advanced I want to specify th	he Budgets for whic	ch I will be notified.	t	to save pr	reference	settings
				~		8-
Chartfields			/	E Find		First 🕚 1 of 1 🕑 Last
Account Department Fund Co	ode Program Code	Budget Reference	rons	Early Warnings	Edit	Delete
AII HP-CLINICAL / HLTH PSYCHOLOGY AII	All	All	√	\checkmark	Edit	Delete
Add a Budget Alert						
Save Budget Overrides						

Figure 21. Save Preferences

Commitment Control: Cash-Based Budget Inquiry

- Two components:
 - Available to encumber (make commitments)
 - Available to disburse

For Cash-Based:

Beginning Cash Balance Collected Revenue

Less: Actual expenditures (payroll, vouchers, expense reports, etc.)

= Funds Available to spend

- Budget Details form (Figure 22):
 - Account: EXPREV
 - o May enter just the first four digits of your Department ID to specify the search
 - o Cash is controlled at the division/subdivision

PST950 Budget and Commitment Control

Budget Details				NI.			FVI				
Enter any information you have and click Search. Leave	fields blank for a list o	f all values.			INC	ne Acc	count	EAI	SKE V		
Find an Existing Value				•	/	' /				-	
Search Criteria				/							
Business Unit: = 👻 UFLOR		/	Ĺ								
Ledger Group: = 👻 CASH_BASED	Budget Detail 0	Overview			/						
	Budget Inquiry Criteria										
Close Basic Search 🖓 Save Sea	Select Budget Detail										
Search Clear Dasic Search Q Save Sea	Business Unit	Ledger Group	Account	Departmen	t	Source of Funds	Fund Code	Program Code	Dept Flex	Project	Budget Period
	UFLOR	CASH BASED	EXPREV	33070000	0	F016936 🔍	171 🔍		Q		CUM 🔍
		-									

Figure 22. Budget Details form

- **Budget Details** report page (Figure 23):
 - ChartFields
 - Ledger Amounts
 - Don't be distracted by the *negative value*. Your available budget listed below is what's important.
 - Your **encumbrances** will be tracked here, but they will not affect your cash.
 - Of course, the cash balance will be affected once the funds are spent.
 - o Available Budget
 - At the beginning of the year, **Available Budget** will be based on your ending cash balance. It will increase as you make deposits, and will decrease as you spend.
 - Budget Exceptions indicates the number of line items within transactions that currently have cash exceptions

Commitme	nt Control Budg	get Details		Don't be distracted by the <i>negative</i> <i>value</i> . Your available budget listed below is what's important.		
Business Unit	Ledger Group	Account	Source	Fund	Dept	PTC Ject Deptriex
UFLOR	CASH_BASED	EXPREV	F016936	171	33070000	0
 ✓ Displ 	ay Chart	0	III			Return to Inquiry Criteria
Budget: Expense: Encumbrance Pre-Encumbr	e: ance:				0.09 St -10,628.53 USE 4,069.66 USE 0.00 USE	Max Rows 100 Max Rows 100 SD SD Encumbrances will be tracked here, but will sD SD
	Asso	ociate Revenue			0.	0.00 USD
Available Bu	uget Without Toler With Toler	rance	10 10	,628.53 🗐	USD	Percent (0%) J Forecasts Percent (0%) J .
Budget Exce	ptions Exception E Search 💽 Notify	Errors 0	Except	ion Warning	gs 0	At the beginning of the year, Available Budget will be based on your ending cash balance. It will increase as you make
igure 23 .	Budget Deta	ils report				you spend.

Summary and Conclusion

- Introduced Commitment Control
 - An accounting methodology in myUFL that identifies and reserves ("commits") funds for future payment obligations
 - It checks to make sure you have funds for intended expenditures
- Q: What abbreviation do we use for Commitment Control? KK
- **Q**: Why not CC? Because CC in myUFL indicated "Credit Card"
- Q: Which ledger groups did we discuss today? APPROP, KKGMCHD and CASH_BASED
- **Q**: What is the navigational path that begins your inquiry about your budget? Commitment Control >

Review Budget Activities > Budget Details

Budget & KK Toolkit

- Located at: http://hr.ufl.edu/learn-grow/just-in-time-training/myufl-toolkits/budget-and-commitment-control/
- Web Simulations:
 - Budget Inquiries
 - Budgets Overview
 - Budget Exceptions
 - Manager Self Service
 - Budget Transfer
 - Upload Budget Transfer
 - o Displaying Charts
- Instruction Guides
 - Completing a KK Budget Inquiry: Grants
 - Completing a KK Budget Inquiry: APPROP
 - Completing a KK Budget Inquiry: Cash-Based
 - Completing a KK Budget Overview
 - Completing a Budget Transfer
 - Completing an Upload Budget Transfer
 - Checking for Budget Exceptions
 - Manager Self Service: Notify Preferences
 - ChartFields for a KK Budget Inquiry
 - Displaying Charts
 - Where Are My Available Balances? Search Tips





- Training Related courses and how to register
- Security Roles For Budget & KK functions in myUFL
- Other Helpful Information
- Contact Information

Contacts

- Contact the University Budget Office at: 352-392-2402
- For technical issues, contact the UF Help Desk at: 352-392-HELP

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