Completing a KK Budget Inquiry - APPROP

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 APPROP ledger group.

1. Click the **Main Menu** link.
2. Click the **Commitment Control** menu.
3. Click the **Review Budget Activities** menu.
4. Click **Budget Details**.

Searching

Values may be entered into the ChartFields manually, by using the **Look up** button or by using the **Type Ahead** feature.

5. Click the **Ledger Group Look Up** button from the Search page.
6. Click the **Look Up** button to view the list of available options.
7. Click the **APPROP** link from the Search Results table.
8. Enter a valid value (e.g., "**7**") into the **Account** field.
9. Select the desired value (e.g., **700000**) from the Type Ahead choice list.
10. Enter a valid value (e.g., "**0102**") into the **Department** field.

    Note: consider entering just the first 4 digits of department ID to facilitate searching
11. Enter a valid value (e.g., "**101**") into the **Fund Code** field.
12. Enter a valid value (e.g., "**CRRNT**") into the **Budget Reference** field.
13. Scroll down, if needed.
14. Enter a valid value (e.g., "**2011**") into the **Budget Period** field.
15. Click the **Save Search Criteria** link to save your search criteria for later use.
16. Enter a valid value (e.g., "**Approp-0102**") into the Name of Search field.
17. Scroll down, if needed.

18. Click the **Save** button.
19. Click the **Return to Advanced Search** link.
20. Click the **Search** button.
21. Click the desired search result record.

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

Budget Details (see Figure 1)

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

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Program	Bud Ref	Budget Period
UFLOR	APPROP	700000	101	01020000		CRRNT	2011

Display Chart

Ledger Amounts

Budget:	59,826.00 USD	Max Rows: 100
Expense:	7,784.50 USD	Attributes
Encumbrance:	9,409.06 USD	Parent / Children
Pre-Encumbrance:	0.00 USD	Associated Budgets

Associate Revenue: 0.00 USD

Available Budget

Without Tolerance:	42,632.44	USD	Percent:	(86.69%)	Forecasts
With Tolerance:	42,632.44	USD	Percent:	(86.69%)	

Budget Exceptions

Exception Errors: 4 Exception Warnings: 0 Budget Exceptions

Figure 1. Budget Details

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

    Ledger Amounts section:
    Budget = Allocated amount
    Expense = What you've spent
    Encumbrance = What you're in the process of spending (e.g., Pos, TAs, etc.)
    Pre-Encumbrance = no longer used

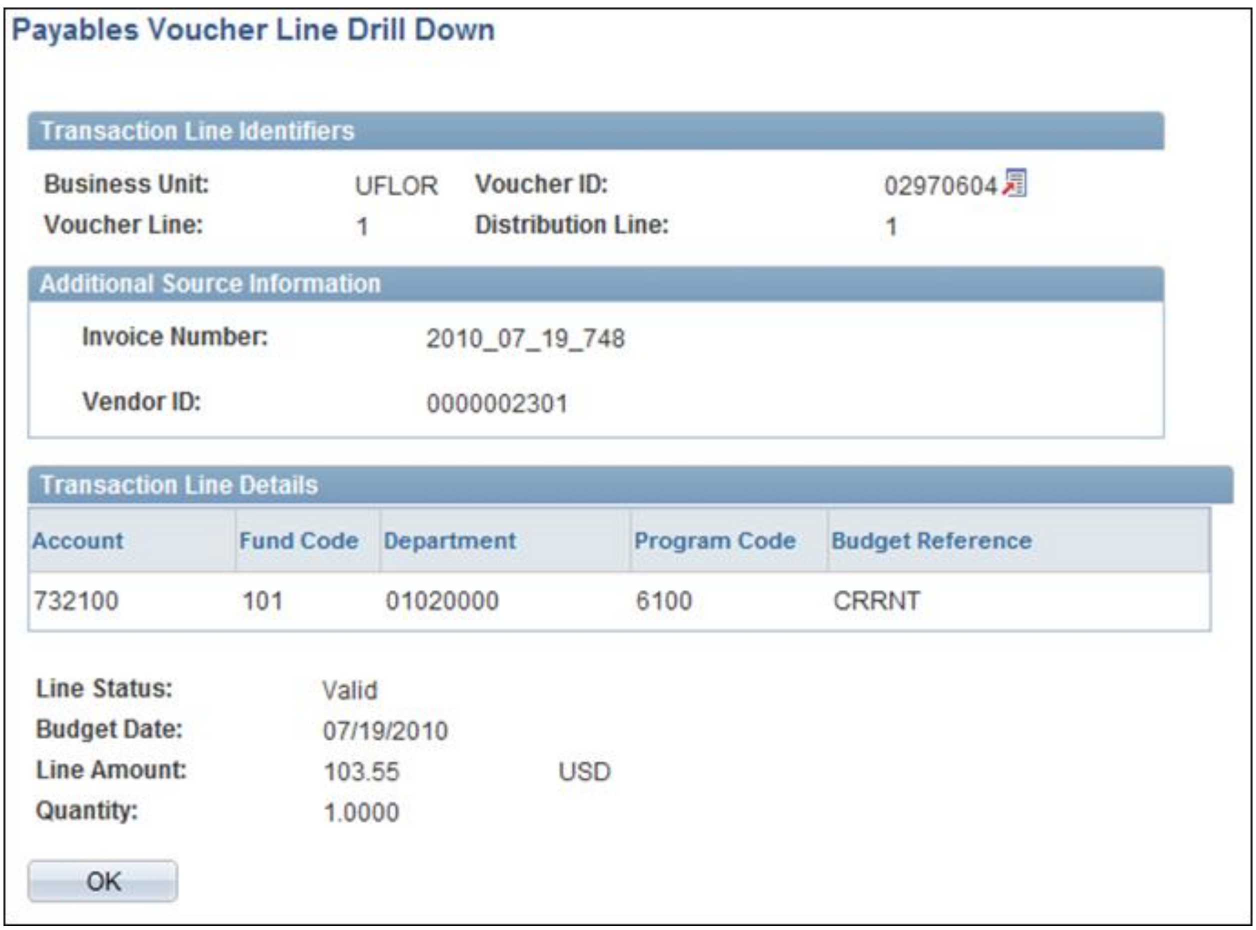
    Available Budget section:
    Without Tolerance = amount available to spend
    With Tolerance = UF currently does not use. If used, would limit available budget by a set percentage

Budget Exceptions section:
Exception Errors = the number of line items within transactions that currently have budget exceptions
Budget Exceptions = will become a hyperlink if budget exceptions exist

23. Click the **Expense Drill to Ledger** button.
24. Click the **Show all columns** button.

    This view shows the Accounting Period. UF fiscal year runs from July – June. Accounting Period 1 = July; Accounting Period 3 = September, etc.
25. Click the **Drill Down** icon on the desired Accounting Period row.

    This view displays the Activity Log. This view of the Activity Log displays each transaction that occurred during that Accounting Period.
26. Click the **Drill Down** icon on the desired transaction to see the Transaction Details form (see Figure 2).



Payables Voucher Line Drill Down

Transaction Line Identifiers

Business Unit:	UFLOR	Voucher ID:	02970604
Voucher Line:	1	Distribution Line:	1

Additional Source Information

Invoice Number:	2010_07_19_748
Vendor ID:	0000002301

Transaction Line Details

Account	Fund Code	Department	Program Code	Budget Reference
732100	101	01020000	6100	CRRNT

Line Status:	Valid	
Budget Date:	07/19/2010	
Line Amount:	103.55	USD
Quantity:	1.0000	

OK

Figure 2. Transaction Details

27. Click the **OK** button three times to return to Budget Details screen
28. Click the **Expense Drill to Activity Log** icon.
    This view of the Activity Log will display every transaction that has occurred within the fiscal year to date starting in the month of July.
29. Scroll down, if needed.
30. Click the **Drill Down** icon on the desired transaction.
31. Click the **Review Related Link** icon to see original document in a new window (figure 3).
32. Click the **Go to Source Entry** link.
    Within this new window you can see more detailed information about the transaction, such as the payment information, when the check was issued, vendor information, etc.
33. Click the Browser **Close** button to close the new window.
34. Click the **OK** button to return to the previous screen.
35. Scroll down, if needed.
36. Click the **OK** button to return to the previous screen.
37. Scroll down, if needed.
38. Click the **Return to Search** button.
39. 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