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.

![Figure 1. Budget Details](image)

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](image)

**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

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