Completing a KK Budget Inquiry - CASH_BASED

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 CASH_BASED ledger group.

1. Click the **Main Menu** button.
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 **Look up Ledger Group** button.
6. Click the **Look Up** button.
7. Click the **CASH_BASED** ledger group from the Search Results list.
8. Click in the **Account** field.
9. Enter a valid value (e.g., "**e**") into the **Account** field.
10. Click the desired account (e.g., **EXPREV ALL EXPENSES & REVENUES**).
11. Click in the **Department** field.
12. Enter a valid value (e.g., "**1601**") into the **Department** field.
    Tip: consider entering just the first 4 digits of the department ID to facilitate searching
13. Enter a valid value (e.g., "**F003444**") into the **Source** field.
14. Enter a valid value (e.g., "**171**") into the **Fund** field.
15. Scroll down, if needed.
16. Click the **Search** button.
17. Scroll down, if needed.
18. Choose the **desired record** from the Search Results list.

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

Budget Details (see figure 1)

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

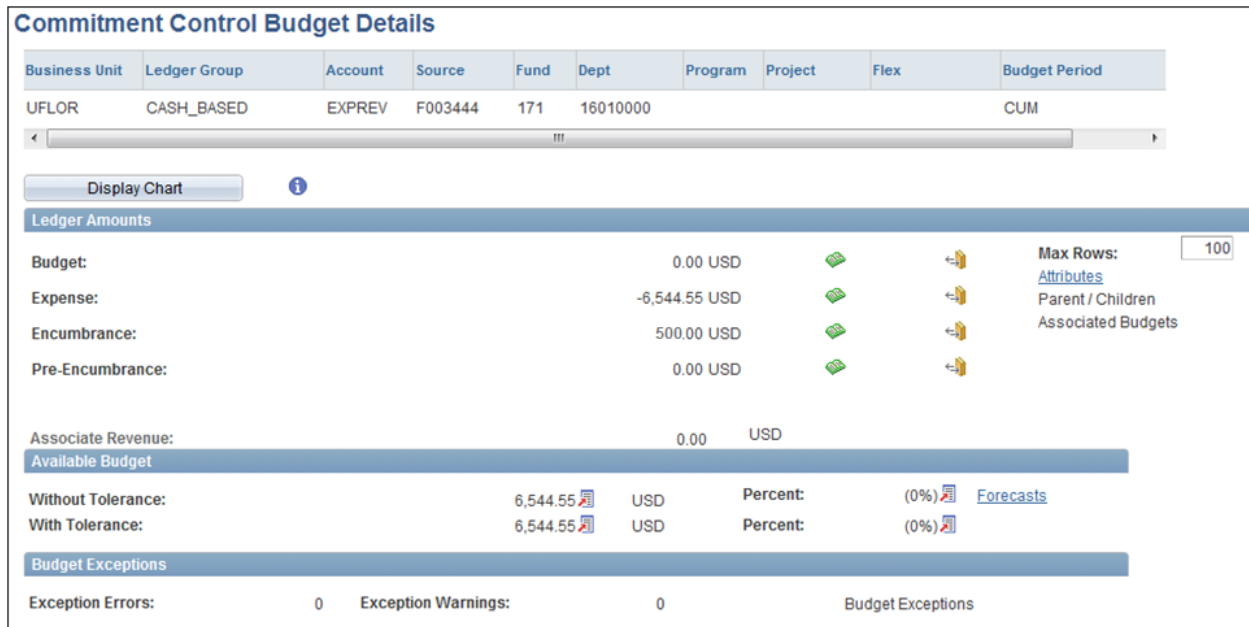**Figure 1.** Budget Details

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

Ledger Amounts section:
Budget = Not used by CASH_BASED Ledger; always "0.00"
Expense = A combination of all revenue collected and all expenses incurred. Negative values indicate revenue; positive values indicate expenditures
Encumbrance = What you're in the process of spending (e.g., Pos, TAs, etc.). Encumbrances do not affect the cash balance, but is used more for tracking purposes
Pre-Encumbrance = no longer used

Available Budget section:
Without Tolerance =Cash balance available to spend. This will increase as you make deposits and will decrease as you 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 available cash exceptions
Budget Exceptions = will become a hyperlink if budget or cash exceptions exist

20. Click the **Expense Drill to Ledger** button.
21. 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.

22. Click the **Drill Down** button to display the Activity Log for that Accounting period.
23. Remember to scroll over to see all available columns, then scroll back.
24. Click the **Drill Down** button on the desired transaction (see figure 2).

Figure 2. Transaction Details

25. Note the details of the transaction, and then click the **OK** button.
26. Click the **OK** button.
27. Click the **OK** button.
28. Scroll down, if needed.
29. Click the **OK** button.
30. Scroll down, if needed.
31. Click the **Return to Search** button.
32. 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

© Training and Organizational Development, Office of Human Resource Services,
 University of Florida, Gainesville, FL 32611