UF | Training & Organizational Development
Human Resources
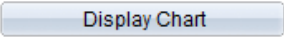UNIVERSITY *of* FLORIDA

Displaying Charts

The ability to display budget data visually in a chart is also new. Column or Pie charts are available depending on budget type and ledger.

- Charts provide a visual representation of numerical data
- Can clearly display budget expenditures, encumbrances and available balance

Charts can be displayed within the following two processes:

- Budget Inquiry
- Budget Overview

During Budget Inquiry

1. Click the **Main Menu** button.

2. Click the **Commitment Control** menu.

3. Click the **Review Budget Activities** menu.

4. Click the **Budget Details** menu.

5. Once you have searched for and displayed the budget details for the desired ChartField string, click the **Display Chart** button. `Display Chart`

6. Scroll down, if needed.

7. View the graphically displayed financial information.

8. Scroll down again, if needed.

9. Click the **Return to Search** button.

10. Click the **Clear** button.

During Budget Overview

1. Click the **Main Menu** button.

2. Point to the **Commitment Control** menu.

3. Point to the **Review Budget Activities** menu.

4. Click the **Budgets Overview** menu.

5. After reaching the Budget Overview screen, click the **Display Chart** option in the Budget Type section before clicking Search button. ☐ Display Chart

6. Click the **Search** button.

7. Scroll down to view chart, if needed.

8. Click the **Return to Search** button.

9. 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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