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.
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.

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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