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Where Are My Available Balances? – Search Tips

If you have an available balance, or available spending authority, you are able to spend. The available balance is determined using Commitment Control, which involves the recording and control of financial transactions that occur as a result of the procurement cycle.

Calculation of available balance varies depending on the funding. Some funds, such as Appropriations, are strictly budget-driven. If you have available budget, you can spend. Others, such as Auxiliaries and Miscellaneous Gifts & Grants, are cash driven. No budget is required to spend, only cash.

To learn more, attend "Introduction to Budget and Commitment Control," a myUFL course offered by Training and Organizational Development.

Budget Details Search Form

Navigation**: Commitment Control > Review Budget Activities > Budget Details**
- Search Page is displayed. Enter values in the ChartFields identified below.

Keep in mind these general tips for a good search:
- The use of fewer criteria will make your search time increase significantly.
- Start with a ledger group and "Fund Code"—then add other values to refine your search.
- In general, take advantage of the "begins with" parameter and only use the first 2 to 4 digits of the ChartField value.

ChartField Combinations
- Certain ChartFields are required for all financial transactions: Business Unit, Fund Code, Department ID, and Account. This is not true for completing a budget search: **you do not have to enter all of the fields to complete a search**.
- Additionally, with certain Fund Codes, other ChartFields must also be used to have a proper ChartField combination. **Again, all of this information is not needed to complete a search for Available Balance, but you will need to keep this in mind when completing financial transactions**.
- The following charts explain ChartField combinations by ledger group and the optional search criteria for budget inquiry. Not all of the identified fields must be populated before a search can be completed—use as many or as few as desired. **Including a ChartField that is not indicated in the chart(s) will return NO results**.

Instruction Guide

State Appropriations

Search Tips

- Department ID can be all 8 digits or any lower variation.
- **Note**: Consider entering just the first 4 digits of the department ID to facilitate searching.
- Accounts are either 600000, 650000, or 700000.
- Detail Account numbers should not be used, as NO results will be returned.
- Budget Reference will be CRRNT or CYFWD.
- It is better to select the desired Budget Reference from the search results rather than including as part of the search criteria.

Ledger Group: APPROP						
Fund Code	**Fund Description**	**Optional Search Criteria**				
		Fund	**Dept ID**	**Budget Ref**	**Account**	**Program**
101	E&G – GEN REV – MAIN CAMPUS	X	X	X	X	X[1]
102	E&G – GEN REV – HSC	X	X	X	X	
103	E&G – GEN REV – IFAS	X	X	X	X	X[1]
105	E&G-GEN REV - STRATEGIC FUND	X	X	X	X	X[1]
111	ED ENHANCEMENT – MAIN CAMP	X	X	X	X	X[1]
112	ED ENHANCEMENT – HSC	X	X	X	X	
113	ED ENHANCEMENT – IFAS	X	X	X	X	X[1]
121	STUDENT FEES – MAIN CAMPUS	X	X	X	X	
122	STUDENT FEES – HSC	X	X	X	X	
192	CONCESSION FUNDS	X	X	X	X	
221	IFAS – EXP STAT FEDERAL TF	X	X	X	X	X[1]
222	IFAS – EXT SVC FEDERAL TF	X	X	X	X	X[1]
401	COST SHARING E&G – GEN REV – MAIN CAMPUS	X	X	X	X	X[1]
402	COST SHARING E&G – GEN REV – HSC	X	X	X	X	
403	COST SHARING E&G – GEN REV – IFAS	X	X	X	X	X[1]
432	COST SHARING E&G – GEN REV – WAIVER AUTHOR	X	X	X	X	X[1]

(1) For department IDs 60010000 – 60950000

Auxiliary

Search Tips
- Control of auxiliary budgets varies with the auxiliary fund.
- Some auxiliaries are controlled at the Fund level. DO NOT enter the Department ID as NO results will return. Other auxiliaries are controlled at a more detailed level, such as fund/department or fund/flex—in this case the user can use the Department ID or Flex in their search.
- For those Funds controlled at Fund/department level, the Department IDs for lower level divisions can be used in the search criteria.
- Auxiliaries must have available cash in their CASH_BASED ledger to spend.

Ledger: Cash_Based				
Fund Code	**Fund Description**	**Optional Search Criteria**		
		Fund	**Dept ID**	**Flex**
141	AUX – REITZ UNION FUND	X		
142	AUX – TRAFFIC & PARKING	X		
143	AUX – DOCE FUND	X	X	X
144	AUX – INFORMATION TECH FUND	X	X	
146	AUX – HOUSING GENERAL FUND	X		
147	AUX – HOUS REV CERT 59 TF	X		
148	AUX - HOUS TANGLEWOOD 74 TF	X		
149	AUX - OTHER FUNDS	X	X	
151	AUX – WORKING CAPITAL TR FD	X		
152	AUX – LAW ENFORCEMENT TF	X		
159	AUX – OTHER ACTIVITIES	X	X	
161	AUX – SERVICE CENTER FUNDS	X	X	
173	PK YONGE RES SCHOOL	X	X	
181	IFAS – EXP STAT INCIDENTAL TF	X	X	
182	IFAS – EXT SVC INCIDENTAL TF	X	X	
601	R&R – HOUSING FUND	X		
611	R&R – TRAFFIC & PARKING	X		
701	I&S – HOUSING FUND	X		
711	I&S – TRAFFIC & PARKING	X		

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Cash-Based

Ledger Group: CASH_BASED						
Fund Code	**Fund Description**	**Optional Search Criteria**				
		Fund	**Dept ID**	**Source of Funds**	**Project**	**Flex**
125	UF STRATEGIC FUND	X	X			
162	AUX – MATERIAL & SUPPLY FEES	X	X			
171	TRANSFERS FROM COMPONENTS	X	X	X		
179	OTHER MISC DONATIONS	X	X			
211	C&G – RETURNED OVERHEAD	X	X		X	
212	C&G – RESIDUAL FUNDS	X	X		X	
213	UFRF ALLOCATIONS	X	X		X	
214	C&G NON-FED – CLINICAL TRIALS	X	X		X	
420	COST SHARING NON-E&G – RESTRICTED	X	X		X	
425	COST SHARING NON-E&G - UNRESTRICTED	X	X		X	
471	COST SHARING - TFRS FR COMP	X	X		X	
991	AGENCY – OTH AGENCY FUNDS	X	X			

Grants

Search Tips
- Begin your search for a grants budget with the Business Unit, Ledger Group, Fund, and Project search criteria. Then select the applicable Department ID and Account from the search results.
- The Accounts associated with Projects will vary depending on the level of control on the Project (Levels 3 - 6). The level assigned to a Project is based on the sponsors' spending restrictions
- Spending for Level 3 Projects is the least restrictive. Accounts are designated as either DIRECT or INDIRECT (the words are the Account Code).
- Level 6 is the most restrictive with budget for DIRECT expenditures allocated to specific types such as salary, equipment, supplies, travel, etc. The budget will be located at the applicable Account for the type of expenditure.

Ledger Group: KKGMCHD					
Fund Code	**Fund Description**	**Optional Search Criteria**			
		Fund	**Dept ID**	**Account**	**Project**
201	C&G - FEDERAL RESTRICTED	X	X	X	X
209	C&G - OTHER RESTRICTED	X	X	X	X

Additional Help

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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