Commitment Control (KK) is an accounting methodology that identifies and reserves (or “commits”) funds for future payment obligations. It is designed to answer “What is my available spending authority?” Available spending authority in PeopleSoft is divided into five categories—or “ledger groups.” Each ledger group is related to a different source of funds—each with different “rules” associated with spending. PeopleSoft’s budget inquiry functionality via Commitment Control (KK) provides information associated with each category: State Appropriation (APPROP), Auxiliaries Revenue (AUX REV), Auxiliaries Expense (AUX EXP), Cash-Based (CASH BASED), Grants, and Construction.

- Log into the system via the myUFL portal, using your GatorLink user id and password (http://my.ufl.edu)

- Go to “Budget Details” by navigating through the menu:
  - Commitment Control
  - Review Budget Activities
  - Budget Inquiry
  - Budget Details

- At the “Budget Detail” screen, enter ChartField information associated with your department to narrow your search (see NOTES below)

- Then click “search”

**NOTES:**
A search for your state appropriation (APPROP) ledger group might include:

- **Business Unit:** UFLOR
  Required: Use for all General Ledger Activities

- **Ledger Group:** APPROP
  Ledger group must be specified

- **Account:** For APPROP, your two choices are:
  - 600000 (Personnel) or 700000 (Other Expenses)
  For other ledger groups, consider entering first four digits of department ID to provide a better search

- **Department:** Your Department ID (or first four digits—see above)

- **Fund Code:** For APPROP, your choices are:
  - 101—E&G General Revenue Main Campus or
  - 102—E&G General Revenue HSC or
  - 103—E&G General Revenue IFAS
  “Fund Code” answers the question, “From where does the money come?”

- **Budget Reference:** “Budget Reference” answers the question “When is the activity happening?”
  Available choices: Current (CRRNT), Prior Year (PYENC), Carry Forward (CYFWD)
A budget details screen associated with a state appropriation account would look like this:

<table>
<thead>
<tr>
<th>Budget Details</th>
<th>ChartFields</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget</strong></td>
<td>Allocated amount</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td>What you’ve spent</td>
</tr>
<tr>
<td><strong>Encumbrance</strong></td>
<td>What you’re in the process of spending (POs, etc.)</td>
</tr>
<tr>
<td><strong>Pre-Encumbrance</strong></td>
<td>What you’re planning to spend (reqs. in progress, vacant positions, etc.)</td>
</tr>
</tbody>
</table>

- "Drill down" for more information by clicking on the icon designated above (for more info)
- Choose "drill to ledger"
Four additional screens are then available:

1. **Ledger** gives you information about your balance by FY & accounting period.

2. **July = 1**
Activity Log gives you KK transactions and detail amounts.

This “Drill Down” then provides the source transaction—in this case, a purchase order.