[Budget Inquiry for Grants]

The best source of up to date available spending authority for grants is in the Commitment Control menu. When doing a budget inquiry for grants, use the KKGMCHD ledger group for funds 201 and 209, and CASH_BASED ledger group for funds 211 and 212. (See the instruction guide "Budget Inquiry via KK" for more detail and other ledger group budget inquiries.)

- Log into the system via the myUFL portal, using your GatorLink user id and password (http://my.ufl.edu)
- Navigate through the menu:
  - Commitment Control
    - Review Budget Activities
    - Budget Inquiry
    - Budget Details

- Enter the following:
  - Business Unit as "UFLOR"
  - Ledger group as KKGMCHD if your project has a fund of 201 or 209
  - Ledger group as CASH_BASED if your project has a fund of 211 or 212
    - Enter the project number you need to view
    - Then click the “Search” button at the bottom

Created in conjunction with Training and Development, Purchasing & Disbursement Services and Information Systems
The Search Results list will display:

- Click on your selection - note that it displays both Direct and Indirect budgets for the project
- Clicking on the DIRECT link will display your available budget on the Budget Details panel
- If you entered KKGMCHD as a ledger group, the panel will look like this:

![Budget Details Panel]

- You may easily check your Available Budget on this panel
You may also search projects by ledger group and fund code to get a list:

From the Search Results, click on your selected project.
If you entered **CASH_BASED** as ledger group, the panel will look like this:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger Group</th>
<th>Department</th>
<th>Fund Code</th>
<th>Account</th>
<th>Source</th>
<th>Dept Flat</th>
<th>Project</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>UFCLOR</td>
<td>CASH_BASED</td>
<td>211</td>
<td>EXPREV</td>
<td>1L</td>
<td></td>
<td></td>
<td>00012570</td>
<td>CUM</td>
</tr>
</tbody>
</table>

**Ledger Amounts**
- **Budget:** $18,919.82 USD
- **Expense:** $18,919.82 USD
- **Encumbrance:** $0 USD
- **Pre-Encumbrance:** $0 USD

**Available Budget**
- **Without Tolerance:** $18,919.82 USD
- **With Tolerance:** $18,919.82 USD

**Budget Exceptions**
- **Exception Errors:** 0
- **Exception Warnings:** 0

**TIP:** When looking through a list of results, use the "Next in List" button.

For more budget detail, click on a "View Related Links" icon 📈
This will bring you to the Drill links panel:

Please select one of the following links:
- Drill to Ledger
- Drill to Activity Log
- Cancel

TIP

If you click on the "Drill to Activity Log" link here you will view all transactions for all periods instead,

- Tailor your search by clicking on the "Drill to Ledger" link first
- On the Ledger panel, use the "Show All Columns" icon to scroll to the right
- Then, find the row with the needed accounting period (July = Accounting Period 1)

- Use the drill-down icon on the left to click to the Activity Log for that period
- Drill down again to see the transaction details

- Use the instruction guide for "Budget Inquiry via KK" for illustrated instructions on drill-down

For further help please call the UF Help Desk at 392-HELP