Cash-Based Inquiry Using Query Viewer

Available spending authority in PeopleSoft is divided into categories—or “ledger groups”—State Appropriation (APPROP), Auxiliaries Expense (AUXEXP), Cash-Based (CASH_BASED), Grants, and Construction. This instructional guide describes a budget inquiry process for the cash-based ledger group using Query Viewer.

- Log into the system via the myUFL portal, using your GatorLink user id and password (http://my.ufl.edu)
- Navigate to PeopleSoft > Financials PeopleTools > Query Viewer
- When the new window is launched, navigate to Reporting Tools > Query > Query Viewer
- At the Query Viewer screen, “Query Name” will default in the “Search By” field. Leave as is
  - In the “begins with” field, enter "UF_GL_KK"
  - Then click “Search”
- From the Search Results, look for the Query Name: UF_GL_KK_LDGR_BAL_CASH_BASED
  - Select the hyperlink “Run to HTML” to the right of that Query Name
  - None of the search fields provided can be left blank, but in some cases, a % wildcard is a good alternative to using a specific value. Enter the following:

  SetID:  UFLOR (required)
  Department:  First four digits of your department ID followed by the % wildcard
  Fund Code:  %
    Fund Code is a three-digit number that indicates where the money comes from—for example, 171 = Transfer from Component Units
  Project:  %
    Project is used in conjunction with grant funding (and construction). It is an 8-digit alpha-numeric field
  Source of Funds:  %
    Source of Funds is used to identify outside funding sources. It’s a 7-digit alpha-numeric field—for example, F007004 = Hill Scholarship Endowment
  Dept Flex:  %

For the broadest search, type a % wildcard where indicated above, or if you prefer, enter Fund Code, Project, and/or Source of Funds ChartFields to narrow your search. For purposes of this instructional guide, we recommend using a % wildcard in the Dept Flex field. For your ChartField values, visit http://www.bridges.ufl.edu/transition/chartfield.shtml.

- Click “View Results”
- Available Budget for your cash-based ledger group will be shown
- If desired, download this information to an Excel spreadsheet by clicking on the link provided