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.