[ChartFields for a KK Budget Inquiry]

A ChartField is a data entry field, which stores a character string defining an account, department, fund, etc. The data strings are ChartField Values. A collection of individual ChartFields, used to define the parameters for a particular transaction, is referred to as a ChartField String.

myUFL uses ChartFields to define the parameters required for journal entries. ChartFields provide the proper level of detail needed for journal entry and inquiry. Using an appropriate combinations of ChartFields allows users to define sets of criteria to be used for numerous transactions within myUFL.

Certain ChartFields are required for all financial transactions: Business Unit, Department ID, Fund Code, Program Code, 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.

Example

- This example uses a Budget Details form (comprised of ChartFields), that allows the user to specify the parameters that define a Budget Inquiry. Refer to Figure 1.

- Entering values into the following ChartFields (Table 1) defines the set of parameters (ChartField String) used to launch a Budget Inquiry via myUFL Commitment Control (KK). Note that for each ChartField the data may be entered directly or by clicking on the Lookup icon and selecting an entry from the Search Results table.

Table 1. ChartFields for a KK Budget Inquiry

<table>
<thead>
<tr>
<th>CHARTFIELD</th>
<th>VALUE (FIGURE 1 EXAMPLE)</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>UFLOR</td>
<td>= default value</td>
</tr>
<tr>
<td>Ledger Group</td>
<td>APPROP</td>
<td>The Lookup functions allows the following selections from the Search Results table:</td>
</tr>
<tr>
<td></td>
<td>[State] Appropriations</td>
<td>• AUX_EXP   Auxiliary Expense</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• AUX_REV    Auxiliaries Revenue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• CASH_BASED Cash Based</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• CONST      Construction Parent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• CONSTC     Construction Child</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• KKGMCHD    Grants Child KK Ledger Group</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• KKGMPAR    Grants Parent KK Ledger Group</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• STUGOV     Student Government</td>
</tr>
</tbody>
</table>
### Table 1. ChartFields for a KK Budget Inquiry

<table>
<thead>
<tr>
<th>CHARTFIELD</th>
<th>VALUE (FIGURE 1 EXAMPLE)</th>
<th>NOTES</th>
</tr>
</thead>
</table>
| Account        | 600000                   | ChartField values that begin with:  
|                | Personnel Operating Expenses |  
|                |                          | • 1 represents   Assets  
|                |                          | • 2 represents   Liabilities  
|                |                          | • 3 represents   Fund Equity  
|                |                          | • 4 represents   Revenue, Operating  
|                |                          | • 5 represents   Revenue, Non-Operating  
|                |                          | • 6 represents   Expenses, Personnel Operating  
|                |                          | • 7 represents   Expenses, Other Operating  
|                |                          | • 8 represents   Expenses, Non-Operating  
|                |                          | • 9 represents   Statistics & Self-Balancing  
| Department     | 1601                     | Department IDs consist of 8 digits. However, since budget is controlled at the higher departmental level, use only the first 4 digits of the Department ID.  
| Fund Code      | 101                      | There are 104 valid Fund Codes. Other related values:  
|                | E&G-GEN REV - MAIN CAMPUS | • 102 E&G-GEN REV - HSC  
|                |                          | • 103 E&G-GEN REV - IFAS  
|                |                          | • 171 Transfer from Component Units  
|                |                          | • 201 C&G Federal Restricted  
|                |                          | • 209 C&G Other Restricted  
| Budget Reference | CRRNT                  | Other related values:  
|                | Current Year Budget      | • CYFWD   Carry Forward  
|                |                          | • PYENC   Prior Year Encumbrance  
| Budget Period  | 2007                     | Note: Budget Period is typically based on Fiscal Year, but some funding sources use other references.  

**Business Unit ChartField**

**Ledger Group ChartField**

**Account ChartField**

**Department ChartField**

**Fund Code ChartField**

**Budget Reference ChartField**

**Lookup icon**

**Budget Period ChartField**

---

**Figure 1.** Budget Details Form Showing ChartFields

---

**Additional Help**

For additional help call UF Help Desk at 392-HELP