

## Reviewing Balances in PeopleSoft

1. In **my.ufl.edu**, go to:
  - a. **Main Menu > Financials > Commitment Control > Review Budget Activities > Budget Details**
2. On the **Ledger Group** section, click the look up (🔍) button.
3. Select the **CASH\_BASED** ledger group from the **Search Results** list.
4. Click the **Search** button.
5. In the **Budget Detail Overview** do the following:

**Budget Detail Overview**

Budget Inquiry Criteria

Select Budget Detail

Business Unit	Ledger Group	Account	Department	Source of Funds	Fund Code	Program Code	Dept Flex	Project	Budget Period
UFOR	CASH_BASED	<input type="text"/>							

- a. In the **Department** field and enter your department ID (e.g. "**6035XXXX**")
  - i. If you do not know your department ID, do the following:
    1. click on the magnifying glass (🔍)
    2. Change the **Description** criteria from **begins with** to **contains**
    3. Type in your county name in the description field and click the **LookUp** button.
    4. Select the **department** that AG- and the county name. *For example, Lake County would be AG-Lake*
  - b. In the **Fund Code** field enter the fund code (e.g. "**171**" or "**182**")
  - c. Click the **Search** button.
6. Scroll to the right and the select the **View Details**

7. On the **Budget Details** page you will then see your available balance.

**Commitment Control Budget Details**

Business Unit	Ledger Group	Account	Source	Fund	Dept	Program	Project	Flex	Budget Period
UFOR	CASH_BASED	EXPREV		182	60052000				CUM

Display Chart ⓘ

**Ledger Amounts**

Budget:	0.00 USD			<b>Max Rows:</b> <input type="text" value="100"/>
Expense:	-35,760.91 USD			<a href="#">Attributes</a>
Encumbrance:	0.00 USD			Parent / Children
Pre-Encumbrance:	0.00 USD			Associated Budgets

Associate Revenue: 0.00 USD

**Available Budget**

Without Tolerance:	35,760.91	USD	Percent:	(0%)	<a href="#">Forecasts</a>
With Tolerance:	35,760.91	USD	Percent:	(0%)	

**Budget Exceptions**

Exception Errors:	0	Exception Warnings:	0	Budget Exceptions
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