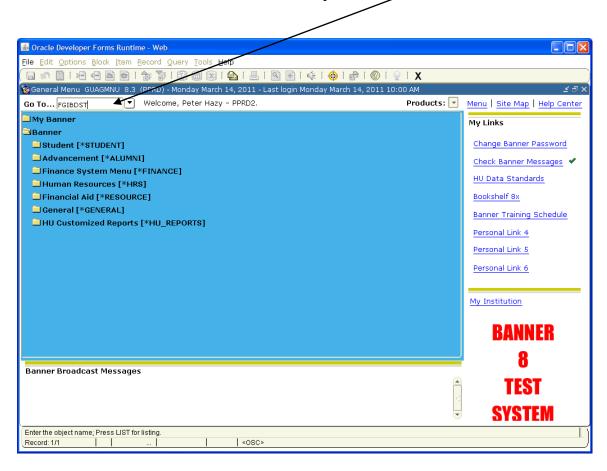
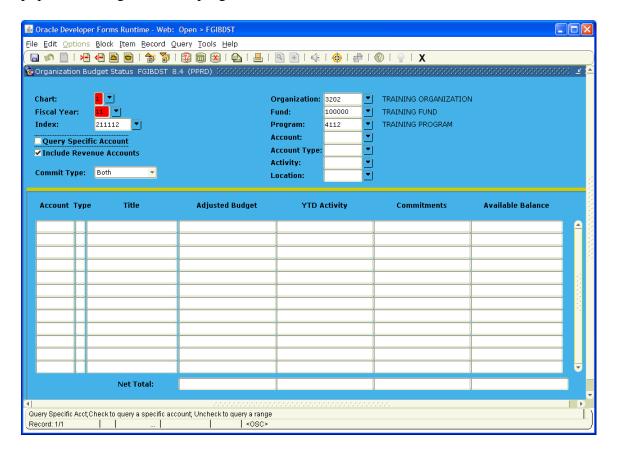
## **Budget Inquiry**

This form provides query capability on the budget, year to date activity, budget reservations and the available balance for the unrestricted fund 100000.

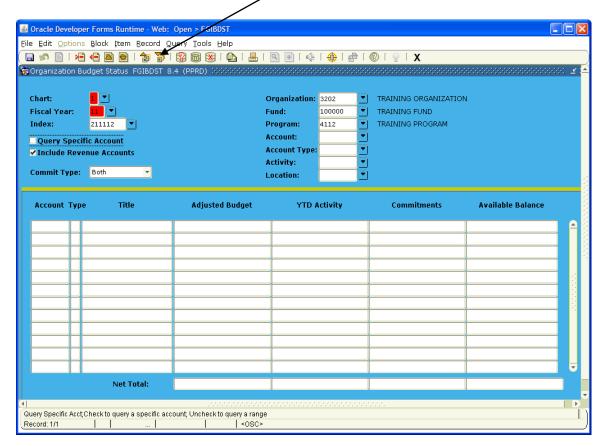
Enter FGIBDST in the Direct Access field and press enter



Tab to the index, enter your account (index) in the index field and press your TAB key to populate the org, fund, and program. Chart and Fiscal Year will default.



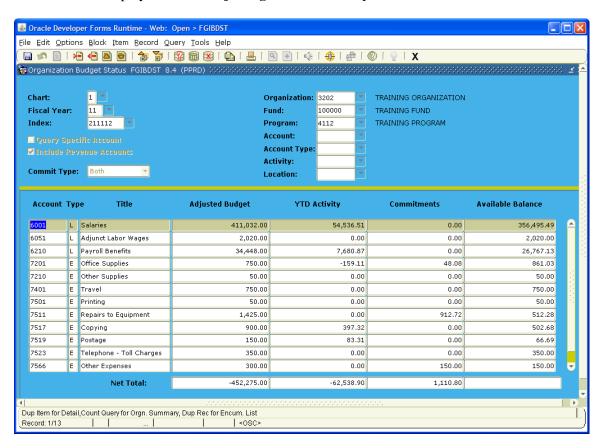
Click "Next Block" on the tool bar.



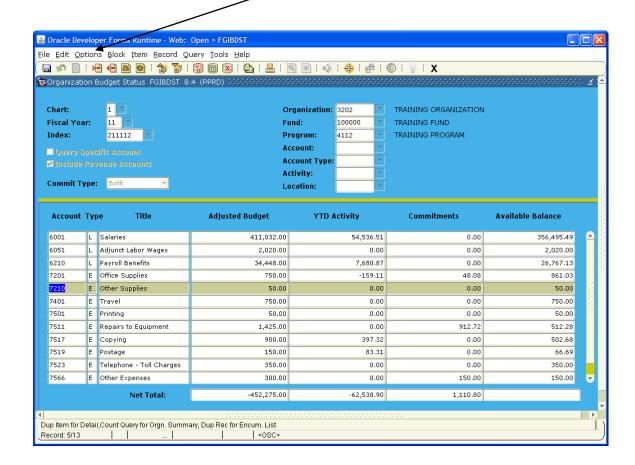
The **Organization Budget Status Form** now displays budget information for the accounting information entered. Note that only items that have been **processed** against the budget (YTD Activity) or have been **approved** (Commitments) will be included in the amounts.

The **Account** and **Title** fields allow you to identify the type of expense or revenue (ex. supplies, travel, etc). The **Adj Budget** is the quarterly budgeted amount. The **YTD Activity** indicates how much has been spent. **Commitments** are encumbrances for the account until it is expended. **Avail Bal** is the balance available to be spent.

Net Totals are displayed for the Adj Budget, YTD Activity, and Commitments.

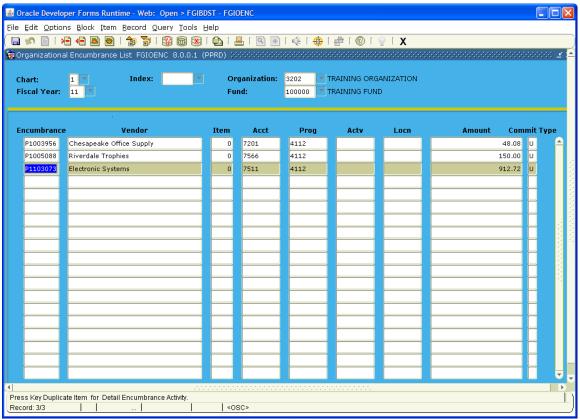


Use the down arrow key or click on the account you wish to review **Transaction Detail Information or** choose **Organization Encumbrances** to review open commitments. Both actions are listed under options.



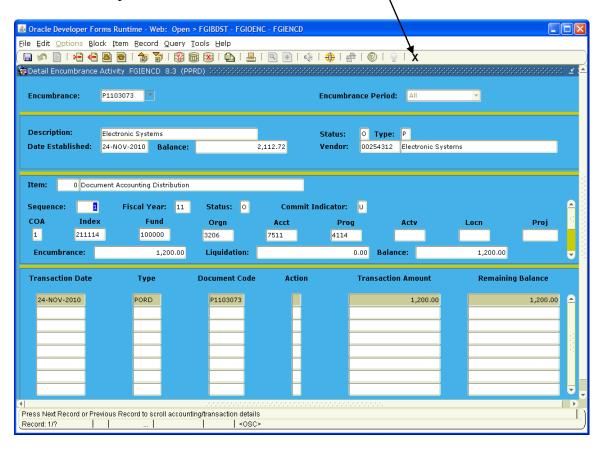
Choose options and organization encumbrances to review 'open commitments'.

The **Organization Encumbrance** List Form provides an Encumbrance Number, the vendor name for a Purchase Order, a Description for a General Encumbrance, and the document total amount. Open commitments for your department may be viewed on this screen.

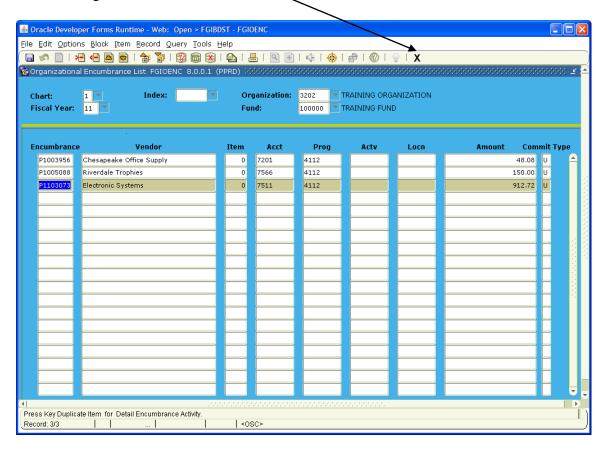


Choose options and query detail encumbrance info to review activity against the encumbrance (Purchase Order).

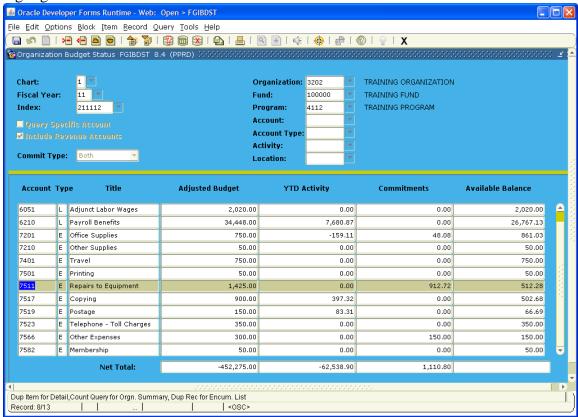
To return to the previous screen, click on the exit button.



You can review additional encumbrances or click on the exit button to return to previous form. Exit again to return to main form.



Choose options and transaction detail to review **Transaction Detail Information** for highlighted account code.



The following form displays transactions, document types and fields (fld):

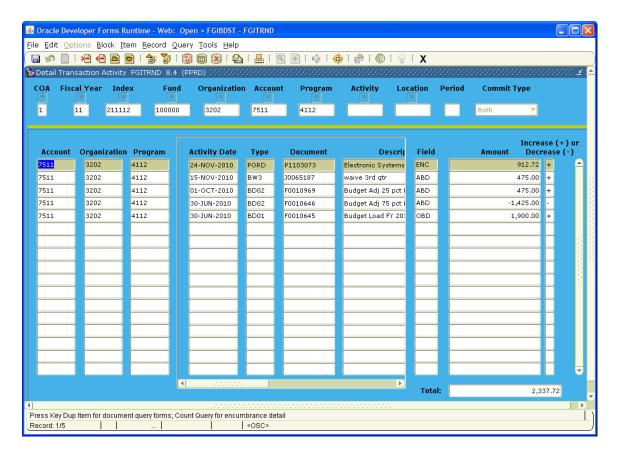
BD01 for the original budget

BD02 or BD2 for the adjusted budget

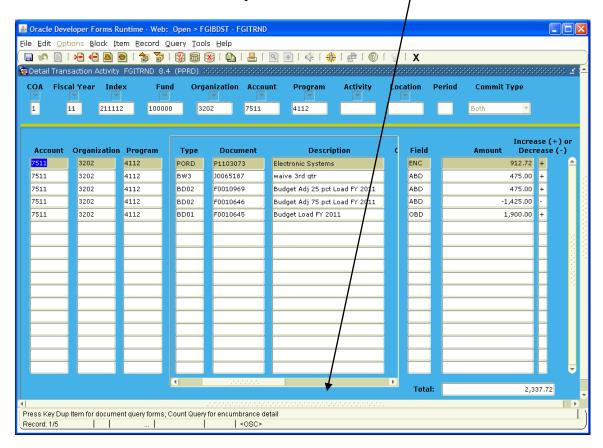
BW2 through BW4 for budget quarter waive

PORD for the Purchase Order Encumbrance

INEI for the Invoice and Check

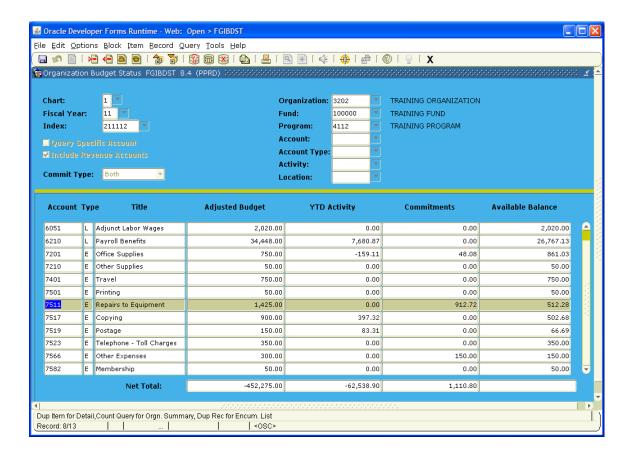


Use the scroll bar to view the description of the documents.



To return to the previous screen, click on the X.

You are now back at the Organization Budget Status Form.



To review additional Budgets, click Roll Back on the Tool Bar and the form will refresh. Choose another index and click next block or click on the X to exit the screen.

