<u>How to Find your Fund Status</u>
<u>Using FGIBDST</u>

1. Select the form **FGIBDST** from the **Finance Fast Track Menu** from the Main Menu or type **FGIBDST** in the **Direct Access** field and hit **Enter**.

2. Hit the **Tab** key until you get to the **Fund** field. Enter your **Fund** number.

3. Hit the **Tab** key and **Delete** the information in the **Program** field, **Activity** field, and the **Location** field.

4. Click the **Next Block** icon  or, use **Ctrl-Page Down** if you prefer your keyboard.

5. **Scroll** to the bottom of the screen.

6. The **Adj Budget** column represents your **Total Budget** for the year.

7. The **YTD Activity** column represents the **Actual** revenue and expenditures posted to your Fund.

8. The **Commitments** column represents the **Total Budget** set aside for **Future Obligations**. It includes **Reservations** and **Encumbrances** (typically from Purchase Orders and Appointment Forms).

9. The **Available Balance** column represents what you have **Left** to spend.

10. You can **drill** down to the **transactions** by placing your cursor in the field you are interested in (<u>*Example:*</u> ***YTD Activity***) and click on the **Transaction Detail Information** link in the yellow **Options** bar to the left of your screen.

11. To perform a **New Search**, click the **Rollback** icon  to return to the **Key Block**.

For **MORE INFORMATION** on this form see the <u>Form Documentation</u>

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