How to View your Budget Summary
Using FGIBSUM

1. Type **FGIBSUM** in the **Direct Access** field on the Main Menu and hit **Enter**.

2. **Tab** to the **Fund** field and enter your **Fund** number.

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

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

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

6. The **Commitments** column represents the **Total Budget** set aside for **Future Obligations**. It includes **Reservations** and **Encumbrances**.

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

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

For **MORE INFORMATION** on this form see the [Form Documentation](#)