

How to Query Fund Information Using FTMFUND

1. Type **FTMFUND** in the **Direct Access Field** on the Main Menu and hit **Enter**.
2. Hit the **F7** key or use the **Enter Query** icon .
3. Hit the **Tab** key until you are in the **Fund** field.
4. Enter your **Fund** number.
5. Hit the **F8** key or use the **Execute Query** icon .
6. To see the related **Text**, scroll down the yellow **Navigation** bar to the left of your screen and click on **Document Text**.
7. Type **FND** in the **Type** field.
8. Hit the **Tab** key and enter the **Fund** number in the **Code** field.
9. Click on the **Next Block** icon  or use **Ctrl-Page Down** if you prefer using your keyboard.
10. To get **Back** to the **Original** form, click on the **Exit** icon  or use **Ctrl-Q** if you prefer using your keyboard.
11. To find out who your **Fund Administrator** is, click **Budget Information** on the yellow **Navigation** bar to the left of your screen.
12. To get **Back** to the **Original** form, click on **Header Information** on the yellow **Navigation** bar to the left of your screen.

For more **Information** on this form, see the Form Documentation