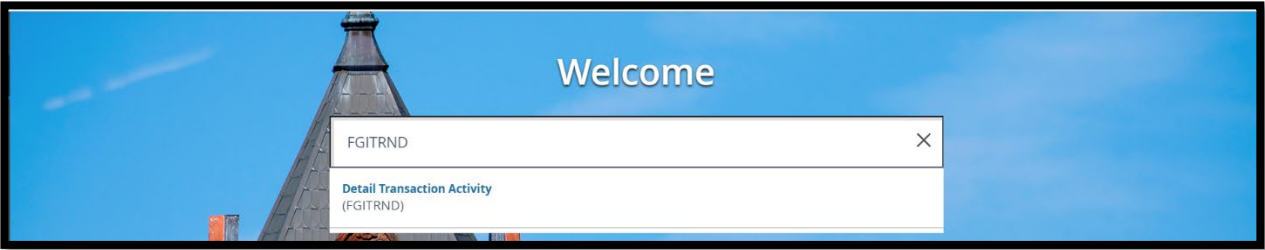
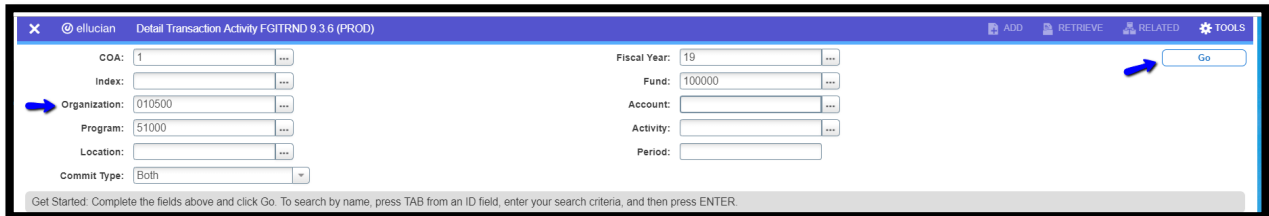


Steps for Finding Beginning Budget Amount (E&G and SAF Orgs)

1. Type FGITRND into the search field, then press Enter



2. Enter Org# then press Enter to populate Fund and Program THEN click 'Go' button



3. You will be directed to the Detail Transaction page and prompted to enter a Query
Click on the 'Add Another Field' box and select 'Document' to add the field



4. Enter L% in the Document field then press Go button. Result may include Original budget and Carryover budget. To Query Original budget only enter document code associate with the Original budget entry (i.e. L000030 or L%30). Document code different each year.

Note: To extract the Original budget information into Excel go to Tools, select Export

