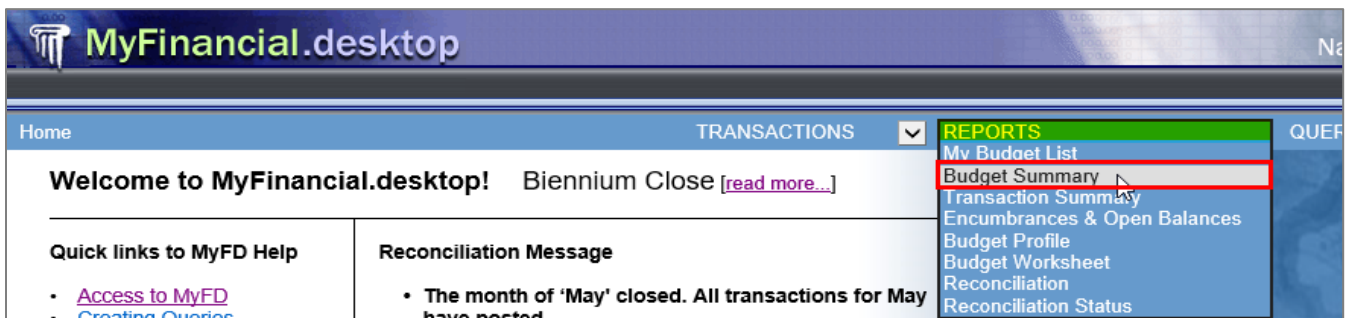# Using the Budget Snapshot in MyFD

The budget snapshot can be found from almost every report in MyFD, including Budget Summary, Transaction Summary, Encumbrances & Open Balances, Budget Worksheet and Reconciliation. Budget Worksheet & Reconciliation reports need access granted in ASTRA to the specific budget while the others listed here are open access.
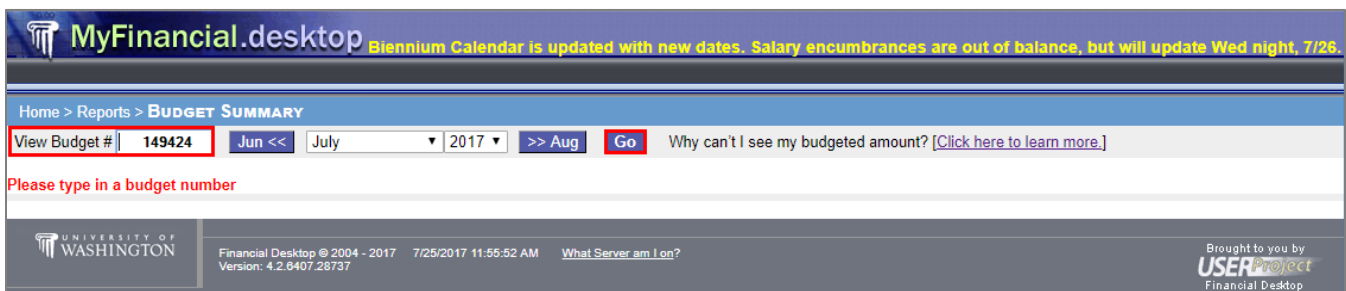
For the snapshots below, we will use the Budget Summary report. This report is not limited by access; anyone with access to MyFD may look at the Budget Summary Report for any budget.

First, sign in to MyFD: https://ucs.admin.uw.edu/MyFD/Home.aspx

Next, select **Budget Summary** from the **Reports** drop-down:

In the "View Budget #" field, **type in the budget number** and then click **Go**.

The budget summary information will be shown. In the budget snapshot area, we can immediately see details including the Reporting Dates, budget Name, Budget Period and Status and if a PI is assigned:

For additional budget details, click the plus sign [+] to expand the budget snapshot. The expanded area shows additionally:

- Campus Box #
- Org Code
- Indirect Cost
- Type/Class

- Program/Category
- Revenue Class/Source
- Accounting flags
- Grant flags

Even more details can be found by clicking the **Profile** button, which will bring up the full Budget Profile report, which further includes details such as:

- New Budget Number (if applicable)
- Old Budget Number (if applicable)
- Effective Date