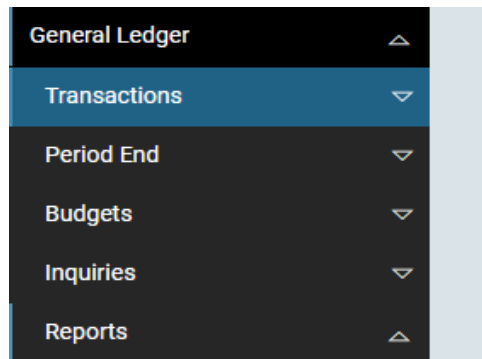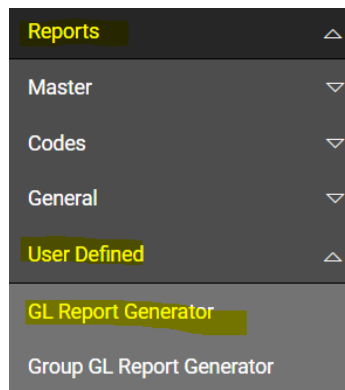# How to Obtain a Budget

To pull up your budget - Follow below –

1. Select General Ledger

2. Then select **Report**, then **User Defined**, then **GL Report Generator**

Accessing Your Department's Budget

General Ledger Report Generator

Report Name	Report Description	Output File Name
MGR_AVAILABLE	**Manager Available Report**	**MGR_AVAILABLE**
MGR_AVAILABLE_2	Manager Available Report 2	MGR_AVAILABLE_2
MGR_AVAILABLE_WITH_SUMMARY	Manager Available with Summary	MGR_AVAILABLE_WITH_SUMMARY

General Ledger Report Generator

Report Name	MGR_AVAILABLE
Report Description	Manager Available Report
Output File Name	MGR_AVAILABLE
Column Format	AVAIL — Available Balance Report
Row Format	AVAIL — Available Balance Report
Report Width	132
Form Size	66
Last Line	0
Suppress Column Headings	N
Include Page Numbers	Y
Date_time Mask	!DD-!3Lm-!LY at !HH:!MI
1st Heading Line	NEW ORLEANS INTERNATIONAL AIRPORT
2nd Heading Line	AVAILABLE BALANCE REPORT
3rd Heading Line	[GL_ELEMENT_03]-[DESCRIPTION_03] PERIOD [CP]/[CY]
Output File Format	.PDF
Current Period	1
Current Year	2022
Department/Fund Source	110-598
Confirm	No

Output File Format
- .PDF
- .LIS
- .CSV

Make sure range is for your department only; i.e. 571-571.

Accessing Your Department's Budget

Date_time Mask	!DD-!3Lm-!LY at !HH:!MI
1st Heading Line	NEW ORLEANS INTERNATIONAL AIRPORT
2nd Heading Line	AVAILABLE BALANCE REPORT 2
3rd Heading Line	[GL_ELEMENT_03]-[DESCRIPTION_03] PERIOD [CP]/[CY]

Output File Format	.LIS
Current Period	3
Current Year	2021
ırtment/Fund Source	571-571

Confirm Yes No

To see the report, go to IAF User - > My Files.

The file should appear in the list (populate by date by clicking "Date" on the list for assistance in locating the file).