Looking up your grant balances:

**Step 1:** Click on the “Grants Management” icon

**Step 2:** Click the report called “Grant Budget vs Actual (User)"

**Step 3:** Press OK! You can leave the grant prompt field blank to get all, or you can enter one or more grant numbers.

Once you see the list of your grants, click the arrow button on the left you can expand to view by budget category.
Click on any blue numbers to drill down for add’l info.

Then click refresh.

You can add criteria here such as employee or supplier or ledger period.
You can do the same with Obligations:
You can export the report to excel to add in your own budget projections.

Once exported, clear the outline format to get all the budget line details.