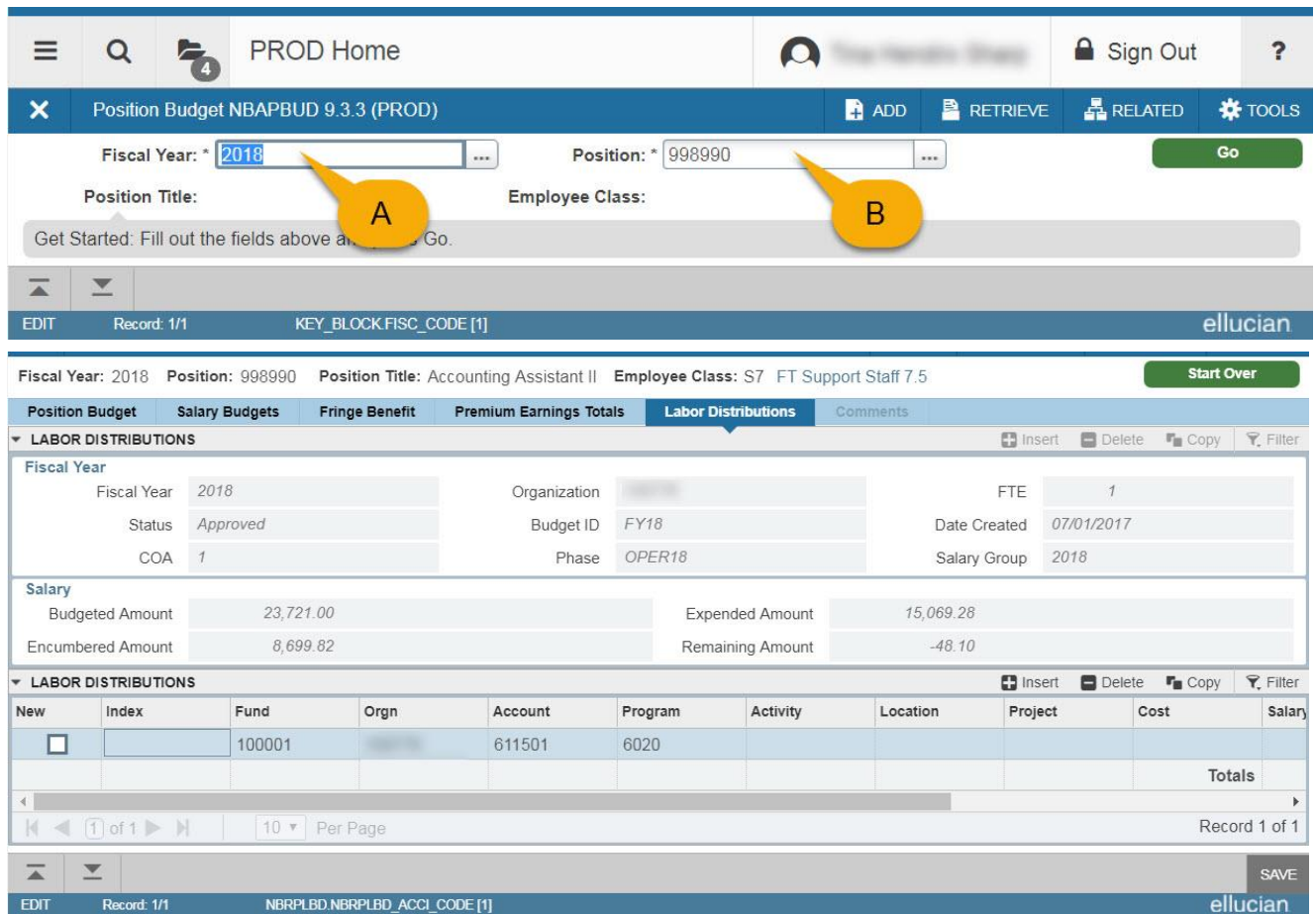# myGate Instructions for Position Budget – NBAPBUD

NBAPBUD enables you to view the status of the budget for a position that has been set up under a specified FOAPAL.

1. From myGate, click on the Finance category.
2. In the Finance Category, click to open the AppNav card.
3. In the Search: field on the welcome screen, enter NBAPBUD
4. Press <Enter>
5. Key block information must be entered in order to view additional detail in the information block of the form. For this form, in the Fiscal Year field (A), enter the fiscal year for which the position will be effective (e.g. 2010). Then <Tab> to the Position field (B) and enter the position number that you want to check the budget status (e.g. 998221 or 998277). You will notice the Employee Class and Position Title fields are displayed.
    a. If you do not know the position number refer to, Position List by Organization – NBIPORG Instructions.
6. Click the Go button, then select the Labor Distribution tab to see the salary budget status, the FOAPAL source of the position budget, the amount of the salary budgeted to this FOAPAL, and the percentage of the salary budgeted to this FOAPAL.

7. To close this form, click on the Exit (blue X) button.