To view Salary Detail, choose the **Current Year – Budget by Position** report. This will provide you with the information needed to ensure sufficient budget has been allocated to cover the salaries of the staff being paid on the FOP.

- In the Main Menu, enter the Fund and Organization you would like to view.
- From the **Report** drop-down list, select **Current Year – Budget by Position**.
- Select **ENTER** to generate the report.

- Drill down on links to get to the desired level of detail.