Finding Your Custodial Budget

1. Open **NEW ENCORE**
2. Click on **FINANCIALS**
3. Select **GENERAL LEDGER**
4. Under **REPORTS**, click on **BUDGET SUMMARY REPORTS**
5. Click in the **PROGRAM** box
6. Click on the **3 dots** in the **PROGRAM** box
7. A list of programs will appear. Click on the appropriate program for your custodial budget
8. Click on **PROGRAM SUMMARY REPORT** to print summary. (If you are wanting a detailed report, click on **PROGRAM DETAIL REPORT**).