Navigating in the Budget Tool

Using Underlined Name Links

1. Once in the Budget tool, click on an **underlined name link** to navigate to a desired function (for example *Budget Development*).
   
   **Note:** An alternate way to navigate is to use the *Detailed Navigation* in the left margin (see next section). *Breadcrumb links* are also available to use to return to previous screens.

2. Review options displayed and click on the **underlined name link** to access a layout for that function (for example *Non-Position*).
Navigating (cont.)

3. Click on the underlined name link for the desired layout option and begin working. (for example Non-Position by BFR allows you to select and load your budget data by BFR Code).

4. For more information about loading data, continue to the section in this guide for selecting and loading data for a layout.