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).
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.
Navigating (cont.)

Using the Detailed Navigation Pane

Note: An alternate way to navigate is to use the Detailed Navigation in the left margin. If Detailed Navigation is not displayed, use the Open Tray button to display the links. Breadcrumb links are also available to use to return to previous screens.

1. If the Detailed Navigation pane in the left margin is not displaying items, click on the Twistee to open the pane.

2. Click on the Twistee icons to open the folders for functions and layouts as needed (example Budget Development and then Non-Position).
3. Once a folder is fully opened (indicated with dots beside options), click on desired option to open a layout (example Non-Position by BFR).

*Note:* **Breadcrumb links are also available to use to return to previous screens.**

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