

## Budget - Information Tab:

This is the first tab in a budget and must be completed and saved before you can access other tabs.

The screenshot shows the SOLAR web application interface. At the top, there is a header with the State of Wisconsin DWD logo, the word 'SOLAR', and a user greeting 'Hi, Bennett Claimant' with a 'Logout' button. Below the header is a navigation bar with 'Home', 'Budget', and 'MOU' tabs. The main content area is titled 'Budget 1 - Draft' and contains a form with the following fields:

- WDA:** A dropdown menu with '001 - Southeast' selected.
- Job Center:** A dropdown menu with 'Kenosha County Job Cen' selected.
- Program Year:** A dropdown menu with '2019' selected. A red circle with the number '1' is next to this field.
- Budget Start Date:** A text input field with '07/01/2019' entered.
- Budget End Date:** A text input field with '06/30/2020' entered.

At the bottom right of the form, there is a blue button labeled 'Save Budget Information' with a red circle and the number '2' next to it. The footer of the page features the 'JOB CENTER WISCONSIN' logo and the text 'A proud partner of the americanjobcenter network'.

- 1) Budget Information – Here you enter high level information about the budget. All five fields are required for you to save the budget.
  - **"WDA"** - You can use the dropdown menu to select the relevant WDA. You will only have options for WDA's that you have permission to access.
  - **"Job Center"** – You can use the dropdown to select a relevant Job Center. You will only have options for Job Centers that you have permission to access.
  - **"Program Year"** – You can use the dropdown to select the relevant Program Year. You will only have options to select the current and the following program year.
  - **"Budget Start Date"** – This defaults to July 1<sup>st</sup> of the selected program year. This field can be modified to fit the period of the budget being created.
  - **"Budget End Date"** – This defaults to June 30<sup>th</sup> of the selected program year. This field can be modified to fit the period of the budget being created.
- 2) Click "Save Budget Information" to save changes on the "Information" tab.