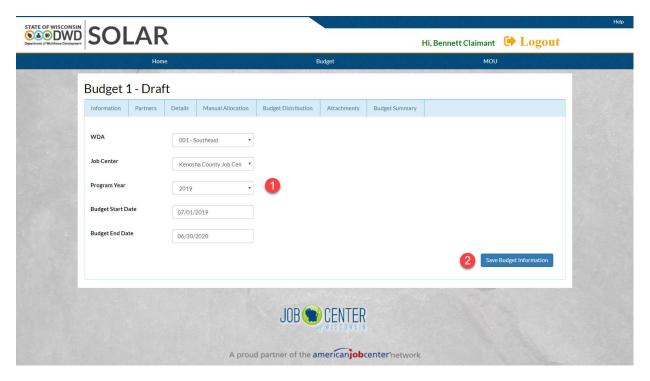
## **Budget - Information Tab:**

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



- 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.