

## Budget Search Page:

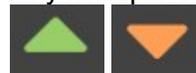
The "Budget Search" page allows you to search for existing budgets or create new budgets.

### 1) Search Options - There are five options to search for a budget:

- **"Program Year"** – Type the program year that you want to filter. For example, typing 2018 will return all relevant budgets for 2018. This field uses the "Exact Match" condition, so typing "18" will not return all results for 2018.
- **"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.
- **"Budget Number"** – This is the unique identifier for each budget that is created. This number can be found in the "Budget Summary" tab of any budget. This field uses the "Exact Match" condition, so you will need to type the specific number of the budget you want to find.
- **"Status"** – You can use this dropdown to filter budgets by their status. **Note** budget statuses are not being implemented with Phase 1.

### 2) Search Results and Most Recent Budgets – When the page first loads you will see a list of the budgets sorted in ascending order by program year and descending order by budget number. This is also the table that will show the results of your search. Each column can be sorted by clicking on the label, and you sort my multiple columns.

You can clear the sort click by clicking on the arrow icons:



### 3) To add a new budget, click "Add Budget."