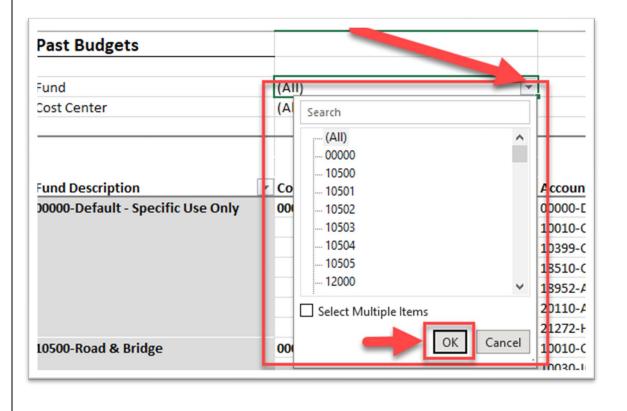**Reference Guide**

Budget Detail Form – Past Budgets

The "Past Budgets" tab is designed for departments to reference their account allocations. Remember, this table is for reference purposes only. After reviewing the information, proceed to the next tab.

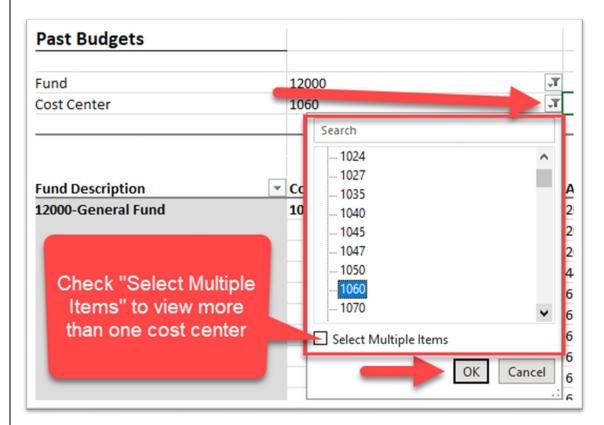Follow these steps to utilize this tab effectively:

1	**Filter Fund:** • Click on the dropdown menu to filter by fund. • Select the appropriate fund. If unsure of the fund number, refer to the "Fund" tab in the Excel workbook's Budget Detail Form. • Click "OK"

●	2	**Filter Cost Center:** • Locate and select the relevant cost center(s) for your budget entries. • Click "OK" • If uncertain about which cost center numbers to choose, consult the "Cost Center" tab within the Excel workbook's Budget Detail Form.