

Section 1. Introduction

- A. The HUDCAPS Navigation Guide is designed to assist you the user in accessing and using HUDCAPS. The instructions herein provides guidance on the usage of HUDCAPS in the Graphical User Interface (GUI) or Windows environment. To use this Guide, your computer must have HUDware II installed. If you are not sure if you have HUDware II, please refer to Section 2 of this document, which describes in part, the HUDware II desktop. If you don't have HUDware II on your computer, contact User Assistance at (202) 708-3300.
- B. In addition to the HUDCAPS Navigation Guide, the following guidance materials are available to assist you with documents processing and information gathering in HUDCAPS:
1. **HUD Budget and Accounting Handbook Policies and Procedures Handbook** - Prescribes budget execution and accounting policies and procedures applicable to all appropriations and funds of the Department.
 2. **Budget Execution Data Entry Guide** - Provides detailed instructions on entering budget execution documents into HUDCAPS, accessing query tables to ascertain fund availability and other financial information, and an Appendix with examples of populated documents.