Creating and Routing a Subaccount

Where to start?
1. From the Workspace click Create Additional Budget.

How do I create the additional Budget?
2. Give the Budget a title and select the Subaccount Investigator.
3. Complete the General Budget Information.
   a. Indicate Yes, this is a Subaccount budget.
   b. Choose a Department and Department Administrator.
4. If necessary, on each budget grid:
   a. Set budget variables such as inflation rate.
   b. Select the number of line items you want to create and click Add.
   c. Supply the requested cost information for each item.
   d. Click Continue.

How do I finish the budget?
5. Click Add to attach supporting documents such as a budget justification.
6. Click Finish.
7. On the Subaccount Budget Workspace click Send for Subaccount Review. This must be done while the Funding Proposal is in the Draft state.
8. Select the Subaccount Reviewer and click OK.