Quick Reference

APPROVING A SUBACCOUNT ...............2
Approved a Subaccount

Where to start?
1. After logging in access your subaccount budget from My Inbox.

How do I review the subaccount?
2. Review from your budget workspace.
3. To make changes click Edit Budget.

What’s Next?
4. Click Complete Subaccount Review.
5. Add comments or attachments if necessary and click OK.
6. The History tab of the subaccount budget will track the review process.