Subaccount Budgets

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 PI.

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. On the last page click **Add** to attach supporting documents for internal review purposes, such as a budget justification or instructions.

6. When satisfied with your budget entries and attachments click **Finish**.

7. On you Subaccount Budget Workspace click **Send for Subaccount Review**.