Quick Reference
Generating a Subaccount Report

Where to start?
1. Department Administrators can generate a report to view subaccounts associated with proposals. To start, navigate to the My Inbox tab.

How do I run the Subaccount report?
2. Click on the Reports link
3. Click on the Subaccount Report for Department Administrators link to generate the report
4. If desired, click on Export to export the results to Excel.

What's Next?
5. Click Close to exit.