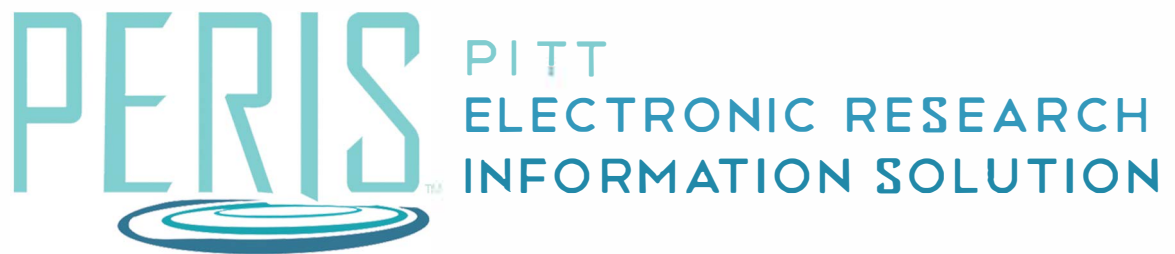




University of Pittsburgh



# Quick Reference

APPROVING A SUBACCOUNT.....2

# Approving a Subaccount

## My Inbox

Filter ?

ID

ID

Name

 BU00000660 sub 2

Period 1	Period 2	Period 3	Period 4	Period 5	Cumulative
\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$15,450
\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$12,500
\$590	\$590	\$590	\$590	\$590	\$2,950
\$5,000	\$5,150	\$5,305	\$5,464	\$5,628	\$26,547

Edit Budget

 Complete Subaccount Review

### Complete Subaccount Review

1. Comments:

2. Attachments (optional)

 Add

There are no items to display

OK

Financials



Subaward

Documents

Snapshots

History

#### Activity

-  Subaccount Review Completed
-  Sent for Subaccount Review

## 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.