

Add or Change a Budget Number

Use The BeMyIT Store to add a budget number for a resource or change an existing budget number for a resource.

Follow the instructions below to add or change a budget number:

You must be designated as an owner or a Resource Manager to be able to view and submit budget number changes for that resource.

1. **Login** to the BeMyIT Store at <https://ritstore.research.cchmc.org/>.
2. In the Resources area, **look under the tab labeled "Manageable Resources" and find the resource you wish to change.**
3. **Click the resource name/path or the Request Change button.**
4. **Click "Budget"** in the left-hand menu.
5. In the Budget Information section you can Add a budget number, Delete a budget number, or change the Budget Allocation:
 - Add a Budget Number
 - a. **Click the Add button** to display the Add Budget Number window.
 - b. The entry for budget number is broken-up into separate fields. **Select or fill-in each of the fields:** BU, Fund, Department ID, Project BU, Project ID, and Percentage.

The screenshot shows a modal window titled "Add Budget Number". It contains the following fields and controls:

- BU:** A dropdown menu showing "31" with a "2 digit BU Code" label below it.
- Fund:** A text input field with a "5 digit Fund Code" label below it.
- Department Id:** A text input field with a "6 digit Department Id" label below it.
- Project BU:** A dropdown menu.
- Project Id:** A text input field with a "6 digit Project Id (grants only)" label below it.
- Description:** A large text area.
- Account:** A text input field containing "666350".
- Budget Ref Yr:** A text input field.
- End Date:** A text input field.
- Responsible Party:** A dropdown menu.
- Percentage:** A text input field containing "100".
- Buttons:** "Clear", "Cancel", and "Verify" buttons are located at the bottom of the form.

- c. **Click the Verify button** at the bottom.
- d. **Look for a Success message** at the top of the window when your budget number verifies.

The screenshot shows the same "Add Budget Number" modal window, but now a green success message banner is displayed at the top: "Success: Budget number verified, click OK to proceed."



Budget Number Error

If budget number does not verify, then **send an email to help@bmi.cchmc.org** with the budget number that you **want to use**, and we will take care of it for you.

- e. The Account, Budget Ref Yr, End Date, and Responsible Party fields will be auto-filled for you when the budget number verifies.
 - f. **Click the OK button** at the bottom to close the Add a Budget Number window.
 - g. **Click the Save button** under the Budget Information section to finish adding the budget number.
- Remove a Budget Number
 - a. **Click the checkbox** next to an existing budget number in the list and then **click the Remove button**.
 - b. **Click the OK button** in the popup to confirm you want to remove the budget number.
 - c. **Click the Save button** under the Budget Information section to finish adding the budget number.
 - Change the Budget Allocation

When adding a budget number you can specify how much of the charges will be allocated to it. The Percentage field defaults to 100% but can be edited while adding the budget number.

 - a. If you want to change the allocation after you've already added a budget number, just **add your second (third, fourth, etc) budget number, set the Percentage, and save it.**

- b. Then when you return to the main Budget Information section you'll see a message prompting you to change the allocations.

Budget Number % Must Equal 100 - Correction required in 'Budget Information' section below

- c. Click the **Budget Allocation** button and the Update Budget Number Allocation window will appear.

Update Budget Number Allocation	
31-00000-666350-200700-32-000000	100
Total	100

Cancel Save

- d. **Reduce the Percentage** field for the displayed budget number from 100% to the correct amount **so that the total of all your budget number allocations will be 100.**
- e. **Click the Save button** to close the Update Budget Number Allocation window.
- f. **Click the Save button** under the Budget Information section to finish adding the budget number.

Related articles

- [Pending Requests](#)
- [Request a Change to an Existing Resource \(Quota, Backup\)](#)
- [Delete a Resource that is No Longer Needed](#)
- [Change the Owner or Resource Managers of an Existing Resource](#)
- [Add or Change a Budget Number](#)