# 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.

(1)

#### **Chargebacks Are Discontinued**

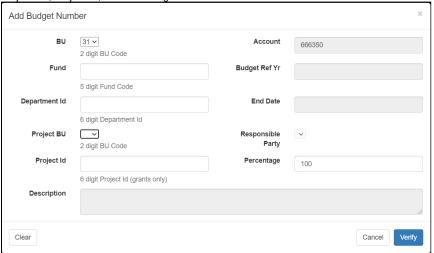
Policies have changed, and chargeback is no longer a component of the responsible use model for institutional storage systems such as RDS6 or BMIISI.

Changes to Research Storage and Compute Chargebacks: https://centerlink.cchmc.org/research/research-home/page-data/research-news/2023/12/2023-12-11/changes-to-research-storage-and-compute-chargebacks

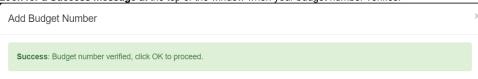
## Follow the instructions below to add or change a budget number:

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.



- 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.





#### **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.

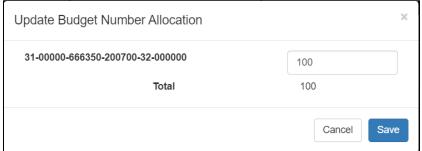
- c. Click the Save button under the Budget Information section to finish adding the budget number.
- Change the Budget Allocation

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.



- 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

- Managing Folder Permissions
- Add or Change a Budget Number
- Request a Change to an Existing Resource (Quota, Backup)
- Requesting a New Resource
- BeMyIT Store