

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.



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.

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

- [Export User List](#)
- [Managing Folder Permissions](#)
- [Add or Change a Budget Number](#)
- [Request a Change to an Existing Resource \(Quota, Backup\)](#)
- [Requesting a New Resource](#)