Charge Accounts

Roles: Financial Manager, Financial Manager Assistant

Project Status: Pre-Planning, Planning

Step	Task
1.	Click the drop-down next to *Go To…* and select **Project Data Summary.**
2.	Scroll to the bottom of the page and click the **Edit Charge Accounts** command button.
3.	Within the *Charge Accounts* section, click the **Add Account** command button.
4.	Enter account numbers in the required fields for: • Chart • Fund • Organization • Program
5.	In the *Percent* field, enter the percentage of the entire project budget.
6.	Click the drop-down next to the **Capitalized** and select: • Capitalized • Not Capitalized
7.	Enter account numbers and the percentage for all accounts.
8.	Click the **Submit** command button.