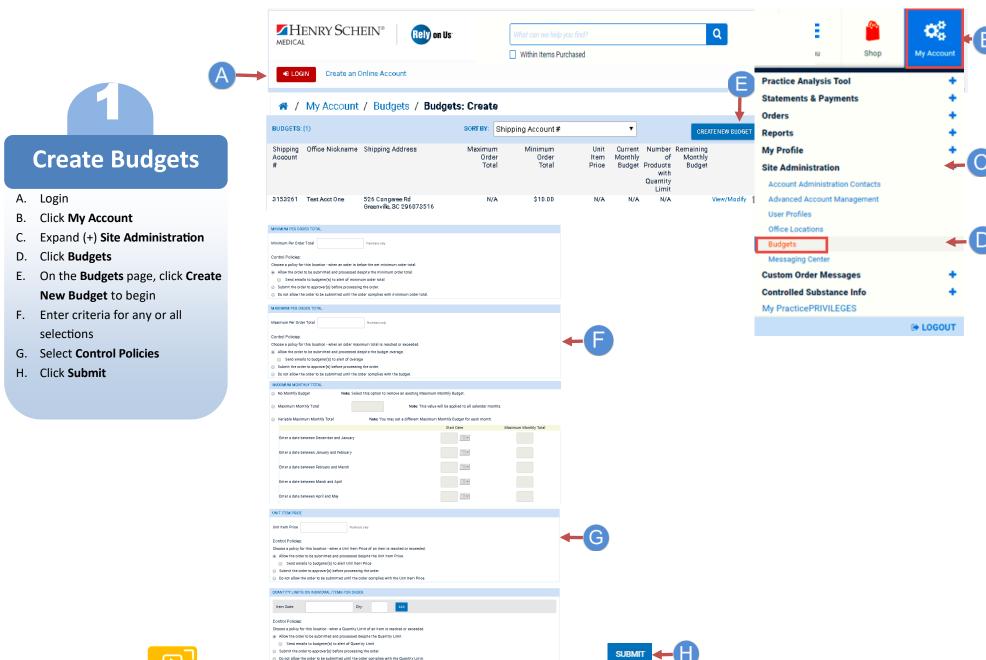
## Web Tutorial: How to Create or Modify a Budget











- A. Log-in
- B. Click My Account
- C. Expand (+) Site Administration
- D. Click Budgets
- E. Click View/Modify









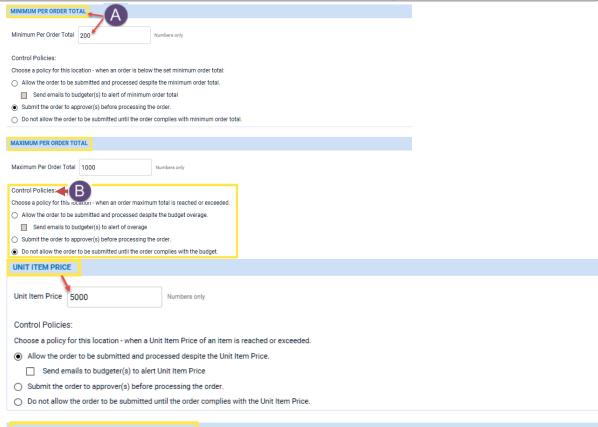


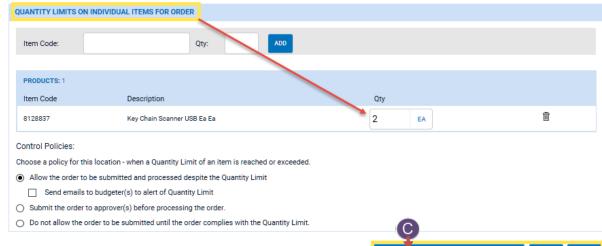
## **Modify Budget**

- A. Modify the amount of the budget, unit item price or quantity limits on individual items for order.
- B. Modify the control policies.
- C. Click Submit and Apply to Additional Locations.
- D. Check the box for locations you want to add or uncheck the box if you want to remove.
- E. Click **Apply**, a notification will appear that the budget has been applied to the following locations

## BUDGET ALLOCATIONS & CONTROL POLICIES: Minimum Per Order Total: Maximum Per Order Total: Current Maximum Monthly Total: Unit Item Price: Number of Products with Quantity Limit: Merge existing item limits with new items limits LOCATIONS: (1) Account # Office NickName

Test Acct Three





SUBMIT AND APPLY TO ADDITIONAL LOCATIONS



3153270