Budget Tool: Budget Modifications

Note: Refer to the Budget Tool: General Navigation Guide for details about supported web browsers and steps for allowing pop-ups for cbp.duke.edu. The General Navigation Guide also has detailed steps for accessing layouts, navigating, loading data, using filters to reload filtered data, and using the funnel function to find and work with certain rows of data. These functions also apply to Budget Modifications.

Accessing the Budget Tool

1. Log onto work.duke.edu. (Do NOT type in http://www.)
2. Enter your NetID and password. Multifactor authentication is required.

On the Duke@WORK web portal screen:

3. Select the Budget tab.

4. Click on Budget Modifications.
On the resulting *SBP Workset iView* screen:

5. Click on **Budget Mods** (only option on this screen at this time).