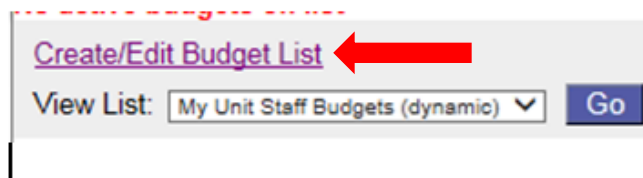


Creating a Budget List in MyFD

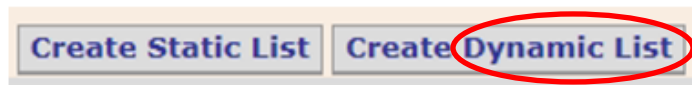
1. From the MyFD main screen click on the REPORTS dropdown and select "My budget list"



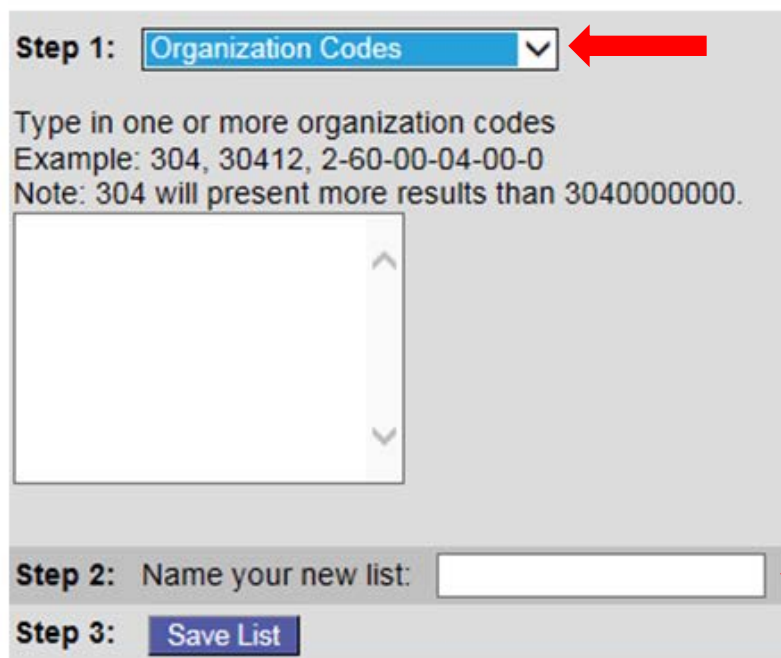
2. In the upper left, click on "Create/Edit New Budget List"



3. On the next screen, click on "Create Dynamic List"



4. On the "Step 1" dropdown, select "Organization Codes" then enter the applicable org code(s).

A screenshot of the "Step 1" dropdown menu. The dropdown is set to "Organization Codes". Below it is a text input field for organization codes. A red arrow points to the dropdown menu. Below the text input field is a "Step 2: Name your new list:" label and a text input field. A red arrow points to this input field. At the bottom is a "Step 3: Save List" button.

Alternatively, you can select “A PI’s Budgets” from the dropdown and enter their netid to create a comprehensive budget list by PI.

PI's UW Netid (e.g. jsmith):

5. End by adding a list name to “Step 2” and click save on “Step 3”
6. Lists can be accessed by selecting “My budget list” from the REPORTS dropdown; then select the correct list from “View Lists” in the upper left

[Create/Edit Budget List](#)
View List: