

# Manage Budget Holders

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## Permissions

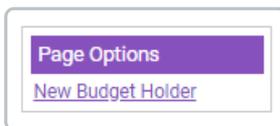
You will require an Access Role with the following permissions:

- User Management (Budget Holders)

1. Navigate from the Home page to **Administrative Settings | User Management | Budget Holders**. This will display a list of any existing budget holders which have been created.

Budget Holders			
 	Label ▲	Description	Employee Responsible
 	Head of Finance		Kieron Sykes

2. Click **New Budget Holder** from the Page Options menu.



- Alternatively, you can do the following:

Action	Description
Edit	Click  to edit an existing budget holder.
Delete	Click  to delete an existing budget holder.

3. Complete the following details:

Budget Holder: New  
**Budget Holders**

**General Details**

Label\*  Employee responsible\*

Description

General Details	Description
Label*	Enter the label for the budget holder. For example, this could be "Head of Finance" so that it is easier to identify than the employee's name.

General Details	Description
Employee Responsible*	Type to search for an employee within Assure Expenses. Relevant search results will appear after typing three characters.
Description	Describe the purpose of the budget holder and add any other relevant information which will help users differentiate this budget holder from others which have been created.

4. Click **Save**.

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