**Project Allocation**

**A project Allocation can be created by (Roles):**

1. Internal/DOE
2. Comptroller Sys Admin
3. Base Comptroller Reviewer
4. Base Comptroller Accountant
5. Base Comptroller Manager

**Steps to approve a project:**

1. From the comptroller home screen click the New Project awaiting approval



1. Opens the all the new projects awaiting approval



1. Click on add original redirects to project master page





1. Project State must be selected



1. Save the project, After saving the project it the record can’t be seen in Comptroller home New Project awaiting approval list

