Approve Budget Amendment - FIN8025

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Finance > Budget Amendment > Approve Budget Amendment

This page is used to retrieve, return, and approve budget amendments that have been submitted through the workflow process as set up in the District Administration application. The page consists of three sections: amendment information, detail information, and summary information.

Approve a budget amendment:

Retrieve an existing record.	Search for a record. Type the amendment number, if known, using a maximum of six characters. If numeric values only are used, the system zero-fills the number to six digits when the user enters a partial amendment number and tabs out of the field (e.g., the user entered 123, the system zero-fills the field to 000123). If alphanumeric values are used, the system does not zero-fill the amendment number to six characters (e.g., the user entered ABC2, the amendment number remains ABC2). Click **Retrieve**. The amendment numbers are displayed. If the amendment number is not known, click Directory.

Under **Amendment Information**:

Field	Description
Amendment Nbr	Type an amendment number. The field can be a maximum of six characters. Amendment numbers can be alphanumeric. If only numeric values are used, the field is zero-filled to equal six digits when a partial amendment number is entered and you tab out of the field (e.g., you entered 123, the field is zero-filled to 000123). If alphanumeric values are used, the field is not zero-filled to equal six characters (e.g., you entered ABC2, the amendment number remains ABC2). **Note**: Each amendment number entered is validated against existing journal voucher numbers and amendment numbers. If the amendment number entered already exists as either an amendment number or a journal entry number in Finance, the duplicate amendment number cannot be used. Another amendment number can be entered.
Amendment Number Description	Type a description for the amendment. The description can be a maximum of 30 characters.
Originator	The name of the person currently logged on to the system is displayed.
Campus/Dept	Type the name of the campus and department submitting the amendment transaction. As you type the data, a drop-down list of first approver campuses is displayed. Select the campus/department. This is a required field. This field only displays on the page when **Allow for Approval Process** is selected on the Tables > District Finance Options page.
Board Approval Required	Select to prevent the amendment from automatically posting to Finance when the amendment is approved by the final approval (as set up in District Administration). If selected, you must manually post the amendment transaction to the Finance > Budget Amendment > Post to General Ledger page.

Field	Description
Note	Click to add or read a note for the amendment. An amendment notes pop-up window opens. The text is in the standard font if there are no amendment notes entered. If there is a paper clip next to the button, an amendment note exists. In the amendment notes pop-up, type comments, additional justification, or instructions about the amendment transaction. Click **OK** to save the amendment notes and close the pop-up. Otherwise, click **Cancel** to close the pop-up without saving the note.

Field	Description
Campus ID	
Pass/Fail	

Click **Save**.

**NOTE:

Other functions and features:

❌ Delete a row.
Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.