



Approve Budget Amendment - FIN8025

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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 .
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Under **Amendment Information**:








The [Budget Amendment Maintenance](#) fields are displayed.

Click **Save**.

****NOTE:**

Other functions and features:

Retrieve	Retrieve data. The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
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Print	<p>Print data.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p>The report can be viewed and saved in various file formats.</p> <p>Click  to save and print the report in PDF format.</p> <p>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.</p> <p>Click X to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p>
	<p>Delete a row.</p> <p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>
Documents	View or attach supporting documentation.