



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:

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| <p>Retrieve an existing record.</p> | <p>Search for a record.</p> <p>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).</p> <p>Click Retrieve. The amendment numbers are displayed. If the amendment number is not known, click Directory.</p> |
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Under **Amendment Information**:

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

Click **Path** to display the approval path, which allows you to insert an approver. Only users who are set up on the Security Administration > Manage Users page with an employee number are displayed in the autosuggest drop down.

Select **Board Approval Required** to prevent the amendment from automatically posting to Finance when the amendment is approved by the final approval (as set up in District Administration). When **Board Approval Required** is selected, you must manually post the amendment transaction to the Finance > Budget Amendment > Post to General Ledger page.








Click **Return** to disapprove the amendment and return the amendment to the originator.

Click **Skip** to continue to the next amendment without returning or approving it.

Click **Approve** to approve the amendment and forward the amendment to the next approver in the path.

Other functions and features:

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| <p>Retrieve</p> | <p>Retrieve data.</p> <p>The Retrieve button is also used to retrieve information from the last save. If you click Retrieve, any unsaved changes are lost.</p> |
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| <p>Print</p> | <p>Print data.</p> <p>Review the report using the following buttons:</p> <p>Click  to go to the first page of the report. Click  to go back one page. Click  to go forward one page. 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. 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. Click X to close the report window. Some reports may have a Close Report, Exit, or Cancel button instead.</p> |
| <p></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> |
| <p>Documents</p> | <p>View or attach supporting documentation.</p> |