Budget Amendment Inquiry - FIN8050

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This page is used to view the status of each amendment that has been saved, returned, pending approval, or approved. All amendment information on this page is display only and cannot be modified. You are only able to view amendments that are in the approval path that you created or pending your approval.

Perform a budget amendment inquiry:

Perform an inquiry.	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.
	Amendment Status	Click ⌄ to select an amendment status.
	From Date	Type the beginning pay date in the MMDDYYYY format for which the inquiry is being conducted.
	To Date	Type the ending pay date in the MMDDYYYY format for which the inquiry is being conducted.
	Click **Retrieve**. The amendment information is displayed.	

Under **Amendment Information**, the fields are display only.

Click ⌕ to view additional information for an amendment.

Under **Detail Information**, the fields are display only and indicate the account code transactions that were created for the selected amendment.

Under **Approval Information**, the fields are display only and indicate the amendment approval path, which includes historical, current, and future approvers.

Other functions and features:

Print	Click to print data.
	Review the report using the following buttons:
	Click First to go to the first page of the report.
	Click ◀ to go back one page.
	Click ▶ to go forward one page.
	Click Last to go to the last page of the report.
	The report can be viewed and saved in various file formats.
	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.
Documents	View or attach supporting documentation.