



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:

 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.
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