



## **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:

<b>Perform an inquiry</b>	<b>Amendment Nbr</b>	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). <b>Note:</b> 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.
	<b>Amendment Number Description</b>	Type a description for the amendment. The description can be a maximum of 30 characters.
	<b>Amendment Status</b>	Click ▼ to select an amendment status.
	<b>From Date</b>	Type the beginning pay date in the MMDDYYYY format for which the inquiry is being conducted.
	<b>To Date</b>	Type the ending pay date in the MMDDYYYY format for which the inquiry is being conducted.
Click <b>Retrieve</b> . 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:

<b>Print</b>	Click to print data. <a href="#">Review the report.</a>
<b>Documents</b>	<a href="#">View or attach supporting documentation.</a>



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