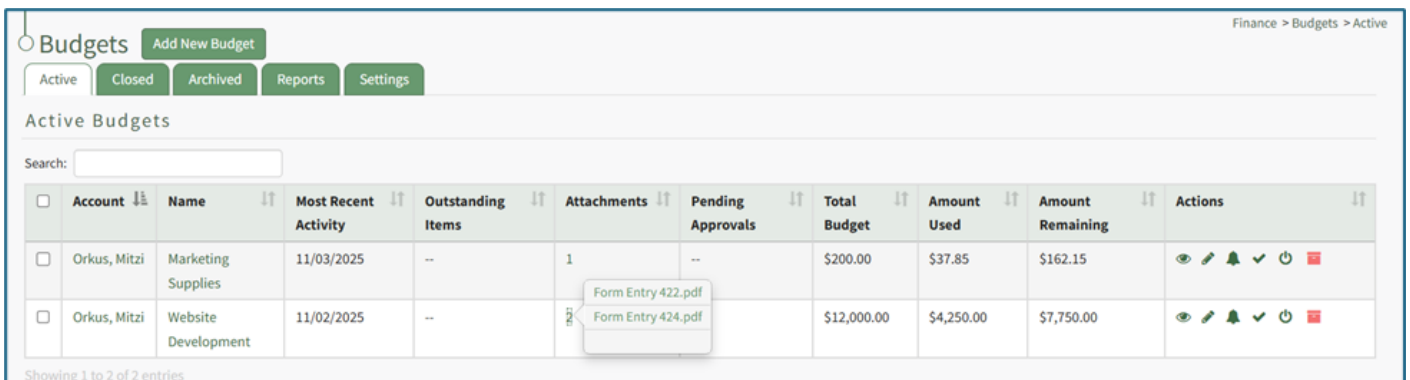


Access a Budget Item Attachment

To access an attachment associated with a specific budget item, go to the Active Tab of the Budgets Page in the Finance Module.

Attachments can also be accessed for Closed or Archived Budgets on the appropriate tabs.



The screenshot shows the 'Budgets' page with the 'Active' tab selected. The 'Active Budgets' table has the following data:

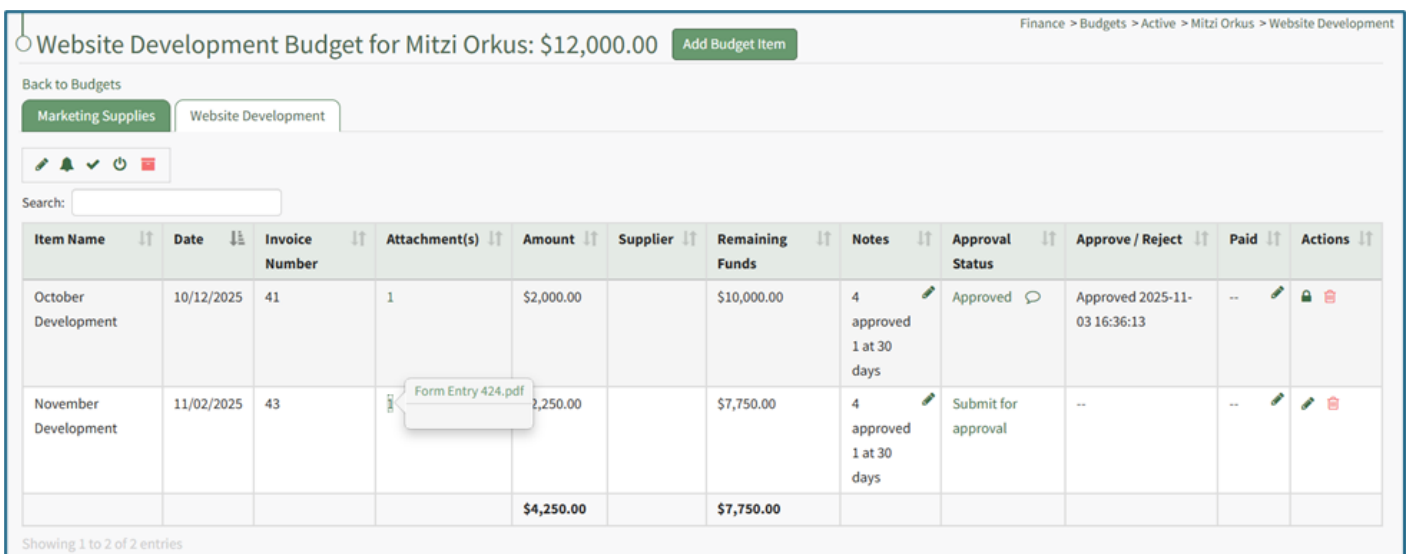
Account	Name	Most Recent Activity	Outstanding Items	Attachments	Pending Approvals	Total Budget	Amount Used	Amount Remaining	Actions
Orkus, Mitzi	Marketing Supplies	11/03/2025	--	1	--	\$200.00	\$37.85	\$162.15	[Eye] [Pencil] [Bell] [Check] [Power] [Close]
Orkus, Mitzi	Website Development	11/02/2025	--	2	--	\$12,000.00	\$4,250.00	\$7,750.00	[Eye] [Pencil] [Bell] [Check] [Power] [Close]

Modal for attachments:

- Form Entry 422.pdf
- Form Entry 424.pdf

Clicking on the attachment file number in the attachments column opens the associated attachments file name as a clickable link that, if selected, will open the attached file for viewing.

You can also access your attachments by clicking on the budget name or the eyeball icon in the actions column of the Active Budgets Table which opens the Budget Items Per Budget Table.



The screenshot shows the 'Website Development Budget for Mitzi Orkus: \$12,000.00' page. The 'Website Development' tab is selected. The table below shows budget items:

Item Name	Date	Invoice Number	Attachment(s)	Amount	Supplier	Remaining Funds	Notes	Approval Status	Approve / Reject	Paid	Actions
October Development	10/12/2025	41	1	\$2,000.00		\$10,000.00	4 approved 1 at 30 days	Approved	Approved 2025-11-03 16:36:13	--	[Pencil] [Lock] [Close]
November Development	11/02/2025	43	2	\$2,250.00		\$7,750.00	4 approved 1 at 30 days	Submit for approval	--	--	[Pencil] [Check] [Close]
				\$4,250.00		\$7,750.00					

Modal for attachments:

- Form Entry 424.pdf

Click on the attachment's entry for the desired budget item opening a modal with the attachment name. Click the attachment name and the attachment will automatically be downloaded to your personal device.

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