

Approve / Reject a Budget Item

To approve or reject a budget item, go to the Active Tab of the Budgets Page in the Finance Module. The pending approval column will indicate any budgets that have a budget item pending your approval.

Finance > Budgets > Active

Budgets [Add New Budget](#)

Active Closed Archived Reports Settings

Active Budgets

Search:

<input type="checkbox"/>	Account	Name	Most Recent Activity	Outstanding Items	Attachments	Pending Approvals	Total Budget	Amount Used	Amount Remaining	Actions
<input type="checkbox"/>	Orkus, Mitzi	Marketing Supplies	11/03/2025	--	1	1	\$200.00	\$37.85	\$162.15	
<input type="checkbox"/>	Orkus, Mitzi	Website Development	11/02/2025	--	2	1	\$12,000.00	\$4,250.00	\$7,750.00	

Select the clickable link entry in the Pending Approvals column or the eyeball icon in the Actions column to open the Budget Items Per Budget Table.

Finance > Budgets > Active > Mitzi Orkus > Marketing Supplies

Marketing Supplies Budget for Mitzi Orkus: \$200.00 [Add Budget Item](#)

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Marketing Supplies Website Development

tracking marketing department expenses

Search:

Item Name	Date	Invoice Number	Attachment(s)	Amount	Supplier	Remaining Funds	Notes	Approval Status	Approve / Reject	Paid	Actions
Business Cards	11/03/2025	126	1	\$37.85		\$162.15	Proposed invoice for business cards, pending approval	0 of 2	Approve Reject	--	
				\$37.85		\$162.15					

Showing 1 of 1 entries

The Approve/Reject column shows a clickable link to Approve or Reject the budget item. Select the desired response.

If you elect to approve the budget item, the Approve Budget Item Modal appears. Input any comments relevant to the approval and select the “Approve Budget Item” button.

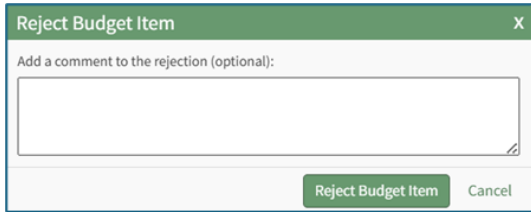
Approve Budget Item X

Add a comment to the approval (optional):

[Approve Budget Item](#) [Cancel](#)

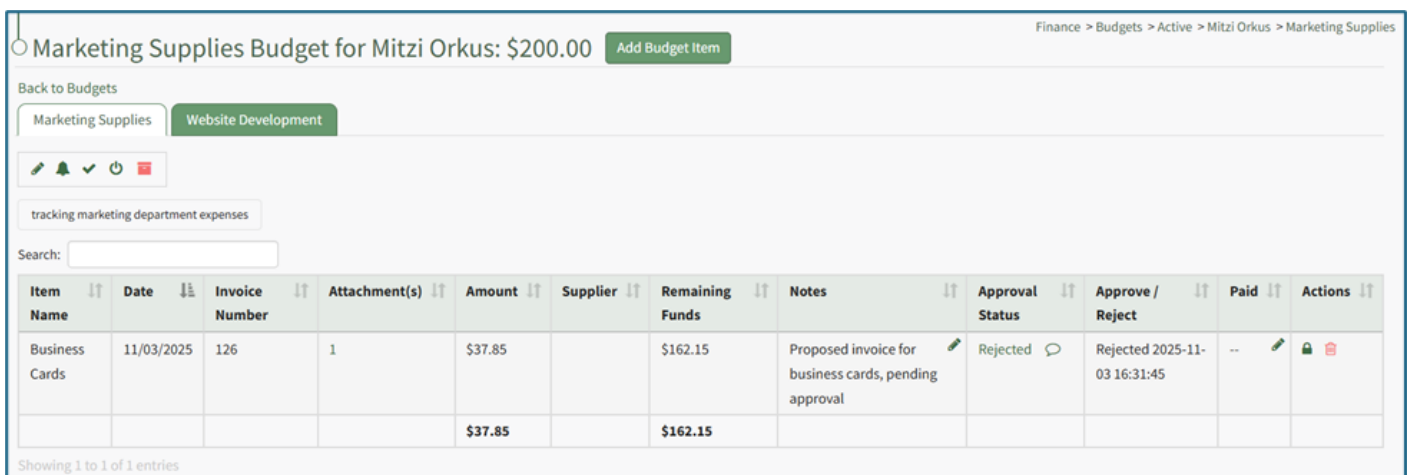
The Approve / Reject column will show the date and time the budget item was approved. The comment icon in the approval status column will show the comments input into the Approve Budget Item Modal.

If you elect to reject the budget item, the Reject Budget Item Modal appears. Input any comments relevant to the rejection and select the "Reject Budget Item" button.



A modal window titled "Reject Budget Item" with a close button (X) in the top right corner. It contains a text input field with the placeholder text "Add a comment to the rejection (optional):". Below the input field are two buttons: "Reject Budget Item" and "Cancel".

The Approve / Reject column will show the date and time the budget item was rejected.



Marketing Supplies Budget for Mitzi Orkus: \$200.00 Add Budget Item

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Marketing Supplies Website Development

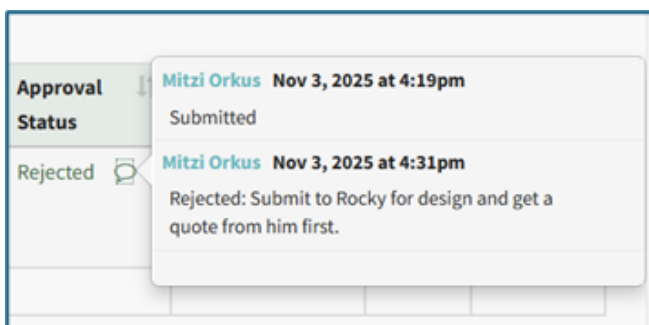
tracking marketing department expenses

Search:

Item Name	Date	Invoice Number	Attachment(s)	Amount	Supplier	Remaining Funds	Notes	Approval Status	Approve / Reject	Paid	Actions
Business Cards	11/03/2025	126	1	\$37.85		\$162.15	Proposed invoice for business cards, pending approval	Rejected	Rejected 2025-11-03 16:31:45	--	
				\$37.85		\$162.15					

Showing 1 to 1 of 1 entries

The comment icon in the approval status column will show the comments input into the Reject Budget Item Modal.



Approval Status

Mitzi Orkus Nov 3, 2025 at 4:19pm
Submitted

Rejected Mitzi Orkus Nov 3, 2025 at 4:31pm
Rejected: Submit to Rocky for design and get a quote from him first.

Revision #2

Created 2025-12-05 22:21:12 UTC by Mitzi Orkus

Updated 2026-01-23 21:37:10 UTC by Mitzi Orkus