

Edit a Budget Item After Submission for Approval

Go to the Active/Closed/Archived Budget Table and click the title of the budget you wish to edit, opening the Budget Item Per Budget Table.

If the budget item has already been submitted for approval, it must be unlocked first before edits can be made.

Finance > Budgets > Active > Alfa TestAccount > Tournament Budget

Tournament Budget Budget for Alfa TestAccount: \$10,000.00 [Add Budget Item](#)

Back to Budgets

Tournament Budget

This is a fake budget for a 2023 Sports Tournament.

Search:

Item Name	Date	Invoice Number	Attachment(s)	Amount	Remaining Funds	Notes	Approval Status	Paid	Actions
Advertising Pamphlets	10/10/2022	1	1	\$1,000.00	\$9,000.00	--	Approved	--	
Catering Order	10/11/2022	2	1	\$5,500.00	\$3,500.00	--	0 of 3	--	
Referee Payment	10/12/2022	3	1	\$1,000.00	\$2,500.00	--	Submit for approval	--	
				\$7,500.00	\$2,500.00				

Unlock the approved budget item.

How To: Unlock a Submitted Budget Item for Editing

In order to edit an approved budget item, any existing approvals and rejections regarding the budget item will be cancelled. The budget item must then be unlocked before editing is possible.

To unlock a submitted budget item for editing, select the appropriate budget from the Active/Closed/Archived Budget tab. Click the budget title to be taken to the Budget Item Per Budget Table.

Add Budget Item

Back to Budgets

Tournament Budget



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Referee Payment	10/12/2022	3	1	\$1,000.00	\$2,500.00	--	Submit for approval	--	
				\$7,500.00	\$2,500.00				

Click the lock icon in the actions column of the budget item you wish to edit.

The lock icon opens a Confirmation Modal which states, "Locked for editing. Would you like to cancel approvals and rejection and unlock editing?"

live.kastrack.com says

Locked for editing. Would you like to cancel approvals and rejections and unlock editing?

Select OK.

The lock icon is now replaced with the pencil icon in the actions column and the budget item is unlocked.

Item Name	Date	Invoice Number	Attachment(s)	Amount	Remaining Funds	Notes	Approval Status	Paid	Actions
Advertising Pamphlets	10/10/2022	1	1	\$1,000.00	\$9,000.00	--	Submit for approval	--	

The pencil icon opens the Edit Budget Item Modal if clicked.

How To: Edit a Budget Item

Only active budgets can be edited. To edit a budget, go to the Active Tab of the Budgets Page in the Finance Module. Click the pencil icon in the Actions column of the Active Table.

Budgets										
Add New Budget										
Active Closed Archived Reports Settings										
Active Budgets										
Search: <input type="text"/>										
<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	--	--	--	--	\$200.00	\$0.00	\$200.00	
<input type="checkbox"/>	Orkus, Mitzi	Website Development	11/02/2025	--	2	1	\$12,000.00	\$4,250.00	\$7,750.00	

This opens the Edit (BUDGET NAME) Modal.

Edit: Marketing Supplies
X

Budget Name *

Description

Account * Search for an account

x Mitzi Orkus

Amount *

Tags

Save
Cancel

Make any desired changes to the Budget Name, Description, Account, Amount, or Tags associated with the budget.

When done making changes, click the "Save" button and return to the Active Tab of the Budgets Page.

Edit: Advertising Pamphlets
X

Budget Item Name *

Date *

Invoice Number *

Amount *



Attachment(s) * Drop files here or click to upload
x A.pdf (6.3 KB)

Notes

If the following items are not listed on the attached invoice, please include them here: Tail number, Aircraft Make/Model, Liberty Course Code, Lesson #, Student's LU ID

Save
Cancel

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Item Name	Date	Invoice Number	Attachment(s)	Amount	Remaining Funds	Notes	Approval Status	Paid	Actions
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Edit: Advertising Pamphlets

Budget Item Name *

Date *

Invoice Number *

Amount *

Attachment(s) *
x A.pdf (6.3 KB)

Notes

If the following items are not listed on the attached invoice, please include them here: Tail number, Aircraft Make/Model, Liberty Course Code, Lesson #, Student's LU ID

Make the necessary changes and select Save for your edits to be recorded.

You must resubmit your budget items for approval.

How To: Resubmit a Budget Item for Approval after Edits Are Made

A Budget Item must be unlocked for edits to be made.

How To: Unlock a Submitted Budget Item for Editing

In order to edit an approved budget item, any existing approvals and rejections regarding the budget item will be cancelled. The budget item must then be unlocked before editing is possible.

To unlock a submitted budget item for editing, select the appropriate budget from the Active/Closed/Archived Budget tab. Click the budget title to be taken to the Budget Item Per Budget Table.

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Finance > Budgets

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	--	--	--	--	\$200.00	\$0.00	\$200.00	
<input type="checkbox"/>	Orkus, Mitzi	Website Development	11/02/2025	--	2	1	\$12,000.00	\$4,250.00	\$7,750.00	

This opens the Edit (BUDGET NAME) Modal.

Edit: Marketing Supplies X

Budget Name *

Description

Account * Search for an account

x Mitzi Orkus

Amount *

Tags MMO/RDC x

Save Cancel

Make any desired changes to the Budget Name, Description, Account, Amount, or Tags associated with the budget.

When done making changes, click the “Save” button and return to the Active Tab of the Budgets Page.

Edit: Advertising Pamphlets X

Budget Item Name *

Date *

Invoice Number *

Amount *

Attachment(s) * Drop files here or click to upload
x A.pdf (6.3 KB)

Notes

If the following items are not listed on the attached invoice, please include them here: Tail number, Aircraft Make/Model, Liberty Course Code, Lesson #, Student's LU ID






Save Cancel

Finance > Budgets > Active > Alfa TestAccount > Tournament Budget

Tournament Budget Budget for Alfa TestAccount: \$10,000.00 [Add Budget Item](#)















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Referee Payment	10/12/2022	3	1	\$1,000.00	\$2,500.00	-- 	Submit for approval	-- 	 
				\$7,500.00	\$2,500.00				

Unlocking the budget item allows the pencil icon to be selected for edits to the budget.

How To: Edit a Budget Item After Submission for Approval

Go to the Active/Closed/Archived Budget Table and click the title of the budget you wish to edit, opening the Budget Item Per Budget Table.






If the budget item has already been submitted for approval, it must be unlocked first before edits can be made.

Finance > Budgets > Active > Alfa TestAccount > Tournament Budget

Tournament Budget Budget for Alfa TestAccount: \$10,000.00 [Add Budget Item](#)















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Unlock the approved budget item.

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Per Budget Table.

Finance > Budgets > Active > Alfa TestAccount > Tournament Budget Budget for Alfa TestAccount: \$10,000.00 [Add Budget Item](#)















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live.kastrack.com says

Locked for editing. Would you like to cancel approvals and rejections and unlock editing?

OK

Cancel

Select OK.

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Item Name	Date	Invoice Number	Attachment(s)	Amount	Remaining Funds	Notes	Approval Status	Paid	Act
Advertising Pamphlets	10/10/2022	1	1	\$1,000.00	\$9,000.00	-- 	Submit for approval	-- 	

The pencil icon opens the Edit Budget Item Modal if clicked.

How To: Edit a Budget Item

Only active budgets can be edited. To edit a budget, go to the Active Tab of the Budgets Page in the Finance Module. Click the pencil icon in the Actions column of the Active Table.

Finance > Budgets

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	--	--	--	--	\$200.00	\$0.00	\$200.00	
<input type="checkbox"/>	Orkus, Mitzi	Website Development	11/02/2025	--	2	1	\$12,000.00	\$4,250.00	\$7,750.00	

This opens the Edit (BUDGET NAME) Modal.

Edit: Marketing Supplies X

Budget Name *

Description

Account * Search for an account

x Mitzi Orkus

Amount *

Tags

Save Cancel

Make any desired changes to the Budget Name, Description, Account, Amount, or Tags associated with the budget.

When done making changes, click the “Save” button and return to the Active Tab of the Budgets Page.

Edit: Advertising Pamphlets
X

Budget Item Name *

Date *

Invoice Number *

Amount *

Attachment(s) * Drop files here or click to upload

x A.pdf (6.3 KB)

Notes

If the following items are not listed on the attached invoice, please include them here: Tail number, Aircraft Make/Model, Liberty Course Code, Lesson #, Student's LU ID

Save
Cancel

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Edit: Advertising Pamphlets
X

Budget Item Name *

Date *

Invoice Number *

Amount *

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x A.pdf (6.3 KB)

Notes

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Save
Cancel

Make the necessary changes and select Save for your edits to be recorded.

You must resubmit your budget items for approval.

How To: Resubmit a Budget Item for Approval after Edits Are Made

A Budget Item must be unlocked for edits to be made.

How To: Unlock a Submitted Budget Item for Editing






In order to edit an approved budget item, any existing approvals and rejections regarding the budget item will be cancelled. The budget item must then be unlocked before editing is possible.

To unlock a submitted budget item for editing, select the appropriate budget from the Active/Closed/Archived Budget tab. Click the budget title to be taken to the Budget Item Per Budget Table.

Tournament Budget Budget for Alfa TestAccount: \$10,000.00 Add Budget Item Finance > Budgets > Active > Alfa TestAccount > Tour















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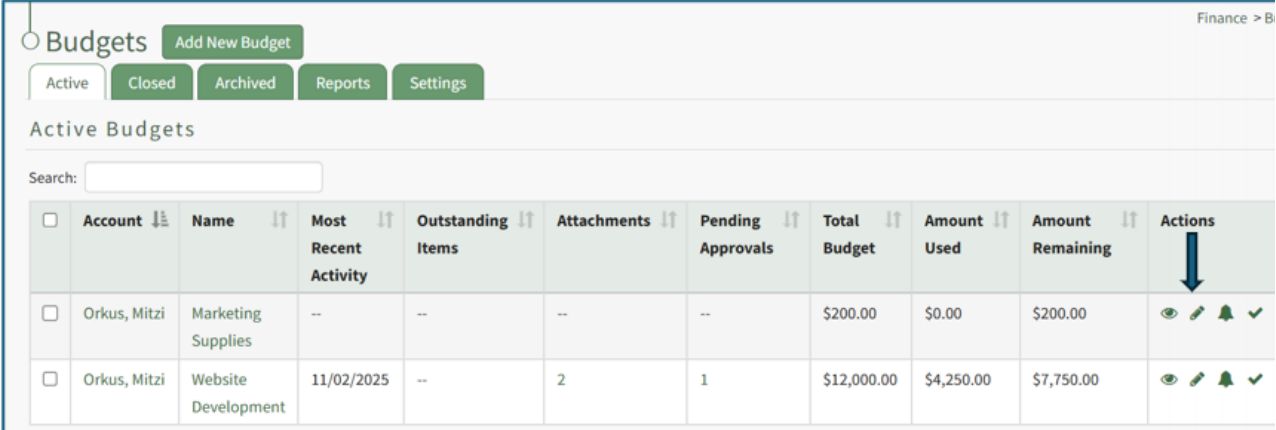
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Finance > B

Budgets Add New Budget

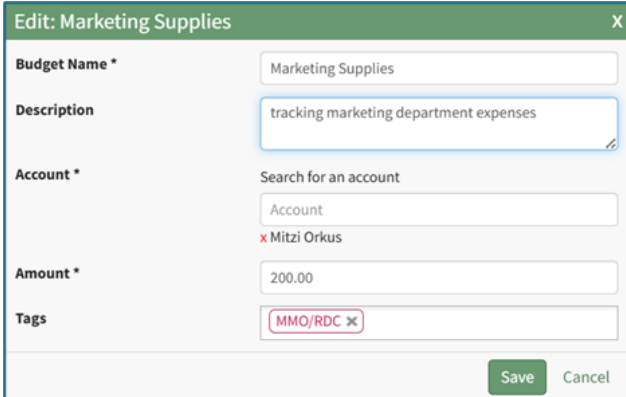
Active Closed Archived Reports Settings

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	--	--	--	--	\$200.00	\$0.00	\$200.00	   
<input type="checkbox"/>	Orkus, Mitzi	Website Development	11/02/2025	--	2	1	\$12,000.00	\$4,250.00	\$7,750.00	   

This opens the Edit (BUDGET NAME) Modal.



Edit: Marketing Supplies X

Budget Name *

Description

Account * Search for an account

X Mitzi Orkus

Amount *

Tags

Save Cancel

Make any desired changes to the Budget Name, Description, Account, Amount, or Tags associated with the budget.

When done making changes, click the "Save" button and return to the Active Tab of the Budgets Page.

Edit: Advertising Pamphlets
X

Budget Item Name *

Date *

Invoice Number *

Amount *

Attachment(s) * Drop files here or click to upload

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Save
Cancel

Tournament Budget Budget for Alfa TestAccount: \$10,000.00
Add Budget Item
Finance > Budgets > Active > Alfa TestAccount > Tournament Budget

Back to Budgets

Tournament Budget

✎
🔒
🔓
🔍
🗑️

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Advertising Pamphlets	10/10/2022	1	1	\$1,000.00	\$9,000.00	--	Approved	--	🔓 🗑️
Catering Order	10/11/2022	2	1	\$5,500.00	\$3,500.00	--	0 of 3	--	🔓 🗑️
Referee Payment	10/12/2022	3	1	\$1,000.00	\$2,500.00	--	Submit for approval	--	🔓 🗑️
				\$7,500.00	\$2,500.00				

Unlocking the budget item allows the pencil icon to be selected for edits to the budget.

How To: Edit a Budget Item After Submission for Approval

Go to the Active/Closed/Archived Budget Table and click the title of the budget you wish to edit, opening the Budget Item Per Budget Table.

If the budget item has already been submitted for approval, it must be unlocked first before edits can be made.

Back to Budgets

Tournament Budget



This is a fake budget for a 2023 Sports Tournament.

Search:

Item Name	Date	Invoice Number	Attachment(s)	Amount	Remaining Funds	Notes	Approval Status	Paid	Actions
Advertising Pamphlets	10/10/2022	1	1	\$1,000.00	\$9,000.00	--	Approved	--	
Catering Order	10/11/2022	2	1	\$5,500.00	\$3,500.00	--	0 of 3	--	
Referee Payment	10/12/2022	3	1	\$1,000.00	\$2,500.00	--	Submit for approval	--	
				\$7,500.00	\$2,500.00				

Unlock the approved budget item.

How To: Unlock a Submitted Budget Item for Editing

In order to edit an approved budget item, any existing approvals and rejections regarding the budget item will be cancelled. The budget item must then be unlocked before editing is possible.

To unlock a submitted budget item for editing, select the appropriate budget from the Active/Closed/Archived Budget tab. Click the budget title to be taken to the Budget Item Per Budget Table.

Back to Budgets

Tournament Budget



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Referee Payment	10/12/2022	3	1	\$1,000.00	\$2,500.00	--	Submit for approval	--	
				\$7,500.00	\$2,500.00				

Click the lock icon in the actions column of the budget item you wish to edit.

The lock icon opens a Confirmation Modal which states, "Locked for editing. Would you like to cancel approvals and rejection and unlock editing?"

live.kastrack.com says

Locked for editing. Would you like to cancel approvals and rejections and unlock editing?

OK Cancel

Select OK.

The lock icon is now replaced with the pencil icon in the actions column and the budget item is unlocked.

Item Name	Date	Invoice Number	Attachment(s)	Amount	Remaining Funds	Notes	Approval Status	Paid
Advertising Pamphlets	10/10/2022	1	1	\$1,000.00	\$9,000.00	--	Submit for approval	--

The pencil icon opens the Edit Budget Item Modal if clicked.

How To: Edit a Budget Item

Only active budgets can be edited. To edit a budget, go to the Active Tab of the Budgets Page in the Finance Module. Click the pencil icon in the Actions column of the Active Table.

Budgets Add New Budget Finance

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	--	--	--	--	\$200.00	\$0.00	\$200.00	
<input type="checkbox"/>	Orkus, Mitzi	Website Development	11/02/2025	--	2	1	\$12,000.00	\$4,250.00	\$7,750.00	

This opens the Edit (BUDGET NAME) Modal.

Edit: Marketing Supplies
X

Budget Name *

Description

Account * Search for an account

x Mitzi Orkus

Amount *

Tags

Save
Cancel

Make any desired changes to the Budget Name, Description, Account, Amount, or Tags associated with the budget.

When done making changes, click the “Save” button and return to the Active Tab of the Budgets Page.

Edit: Advertising Pamphlets
X

Budget Item Name *

Date *

Invoice Number *

Amount *

Attachment(s) * Drop files here or click to upload
x A.pdf (6.3 KB)

Notes

If the following items are not listed on the attached invoice, please include them here: Tail number, Aircraft Make/Model, Liberty Course Code, Lesson #, Student's LU ID

Save
Cancel

The lock icon is now replaced with the pencil icon in the actions column, and the budget item is unlocked.

Item Name	Date	Invoice Number	Attachment(s)	Amount	Remaining Funds	Notes	Approval Status	Paid
Advertising Pamphlets	10/10/2022	1	1	\$1,000.00	\$9,000.00	--	Submit for approval	--

The pencil icon opens the Edit Budget Item Modal if clicked.

Edit: Advertising Pamphlets
X

Budget Item Name *

Date *

Invoice Number *

Amount *

Attachment(s) * Drop files here or click to upload

x A.pdf (6.3 KB)

Notes

If the following items are not listed on the attached invoice, please include them here: Tail number, Aircraft Make/Model, Liberty Course Code, Lesson #, Student's LU ID

Save
Cancel

Make the necessary changes and select Save for your edits to be recorded.

You must resubmit your budget items for approval.

How To: Resubmit a Budget Item for Approval after Edits Are Made

A Budget Item must be unlocked for edits to be made.

How To: Unlock a Submitted Budget Item for Editing

In order to edit an approved budget item, any existing approvals and rejections regarding the budget item will be cancelled. The budget item must then be unlocked before editing is possible.

To unlock a submitted budget item for editing, select the appropriate budget from the Active/Closed/Archived Budget tab. Click the budget title to be taken to the Budget Item Per Budget Table.

Tournament Budget Budget for Alfa TestAccount: \$10,000.00
Add Budget Item
Finance > Budgets > Active > Alfa TestAccou

Back to Budgets

Tournament Budget

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This is a fake budget for a 2023 Sports Tournament.

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Advertising Pamphlets	10/10/2022	1	1	\$1,000.00	\$9,000.00	--	Approved	--	✎ 🔒 🗑️
Catering Order	10/11/2022	2	1	\$5,500.00	\$3,500.00	--	0 of 3	--	✎ 🔒 🗑️
Referee Payment	10/12/2022	3	1	\$1,000.00	\$2,500.00	--	Submit for approval	--	✎ 🗑️
				\$7,500.00	\$2,500.00				

Click the lock icon in the actions column of the budget item you wish to edit.

The lock icon opens a Confirmation Modal which states, "Locked for editing. Would you like to cancel approvals and rejection and unlock editing?"

live.kastrack.com says

Locked for editing. Would you like to cancel approvals and rejections and unlock editing?

Select OK.

The lock icon is now replaced with the pencil icon in the actions column and the budget item is unlocked.

Item Name	Date	Invoice Number	Attachment(s)	Amount	Remaining Funds	Notes	Approval Status	Paid
Advertising Pamphlets	10/10/2022	1	1	\$1,000.00	\$9,000.00	--	Submit for approval	--

The pencil icon opens the Edit Budget Item Modal if clicked.

How To: Edit a Budget Item

{{@308}}

Edit: Advertising Pamphlets X

Budget Item Name *

Date *

Invoice Number *

Amount *

Attachment(s) *
x A.pdf (6.3 KB)

Notes

If the following items are not listed on the attached invoice, please include them here: Tail number, Aircraft Make/Model, Liberty Course Code, Lesson #, Student's LU ID

Tournament Budget Budget for Alfa TestAccount: \$10,000.00 Add Budget Item

Back to Budgets

Tournament Budget

This is a fake budget for a 2023 Sports Tournament.

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Item Name	Date	Invoice Number	Attachment(s)	Amount	Remaining Funds	Notes	Approval Status	Paid	Actions
Advertising Pamphlets	10/10/2022	1	1	\$1,000.00	\$9,000.00	--	Approved	--	
Catering Order	10/11/2022	2	1	\$5,500.00	\$3,500.00	--	0 of 3	--	
Referee Payment	10/12/2022	3	1	\$1,000.00	\$2,500.00	--	Submit for approval	--	
				\$7,500.00	\$2,500.00				

Unlocking the budget item allows the pencil icon to be selected for edits to the budget.

How To: Edit a Budget Item After Submission for Approval

Go to the Active/Closed/Archived Budget Table and click the title of the budget you wish to edit, opening the Budget Item Per Budget Table.

If the budget item has already been submitted for approval, it must be unlocked first before edits can be made.

Tournament Budget Budget for Alfa TestAccount: \$10,000.00 Add Budget Item

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Tournament Budget

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Referee Payment	10/12/2022	3	1	\$1,000.00	\$2,500.00	--	Submit for approval	--	
				\$7,500.00	\$2,500.00				

Unlock the approved budget item.

How To: Unlock a Submitted Budget Item for Editing

{{@314}}

The lock icon is now replaced with the pencil icon in the actions column, and the budget item is unlocked.

Item Name	Date	Invoice Number	Attachment(s)	Amount	Remaining Funds	Notes	Approval Status	Paid
Advertising Pamphlets	10/10/2022	1	1	\$1,000.00	\$9,000.00	--	Submit for approval	--

The pencil icon opens the Edit Budget Item Modal if clicked.

Edit: Advertising Pamphlets
X

Budget Item Name *

Date *

Invoice Number *

Amount *

Attachment(s) * Drop files here or click to upload
x A.pdf (6.3 KB)

Notes

If the following items are not listed on the attached invoice, please include them here: Tail number, Aircraft Make/Model, Liberty Course Code, Lesson #, Student's LU ID

Save
Cancel

Make the necessary changes and select Save for your edits to be recorded.

You must resubmit your budget items for approval.

How To: Resubmit a Budget Item for Approval after Edits Are Made

{{@315}}

Item Name	Date	Invoice Number	Attachment(s)	Amount	Remaining Funds	Notes	Approval Status	Paid
Advertising Pamphlets	10/10/2022	1	1	\$1,000.00	\$9,000.00	--	Submit for approval	--

Once edits have been made, the budget item should be resubmitted for approval. Click the "Submit for approval" link in the Approval Status column.

The Approval Status changes, now showing how many approvals have been received and the total needed. The budget item is locked again.

Item Name	Date	Invoice Number	Attachment(s)	Amount	Remaining Funds	Notes	Approval Status	Paid
Advertising Pamphlets	10/10/2022	1	1	\$1,000.00	\$9,000.00	--	0 of 3	--

Item Name	Date	Invoice Number	Attachment(s)	Amount	Remaining Funds	Notes	Approval Status	Paid	Act
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Advertising Pamphlets	10/10/2022	1	1	\$1,000.00	\$9,000.00	--	0 of 3	--	

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Advertising Pamphlets	10/10/2022	1	1	\$1,000.00	\$9,000.00	--	0 of 3	--	

Revision #2

Created 2025-12-05 22:28:14 UTC by Mitzi Orkus

Updated 2026-01-23 21:39:50 UTC by Mitzi Orkus