

# 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.

The screenshot shows a web interface for a "Tournament Budget Budget for Alfa TestAccount: \$10,000.00". It includes a search bar, a "Back to Budgets" link, and a table of budget items. The table has columns for Item Name, Date, Invoice Number, Attachment(s), Amount, Remaining Funds, Notes, Approval Status, Paid, and Actions. The items listed are Advertising Pamphlets, Catering Order, and Referee Payment. The total amount is \$7,500.00 and the remaining funds are \$2,500.00.

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	--	🔒 🗑️
				<b>\$7,500.00</b>	<b>\$2,500.00</b>				

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.

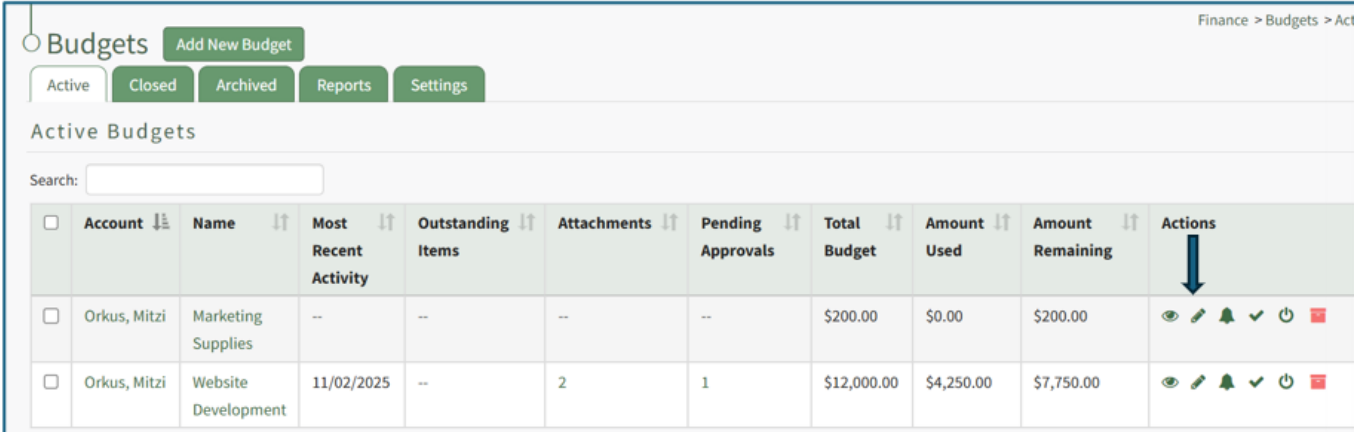
The lock icon is now replaced with the pencil icon in the actions column and the budget item is unlocked.

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

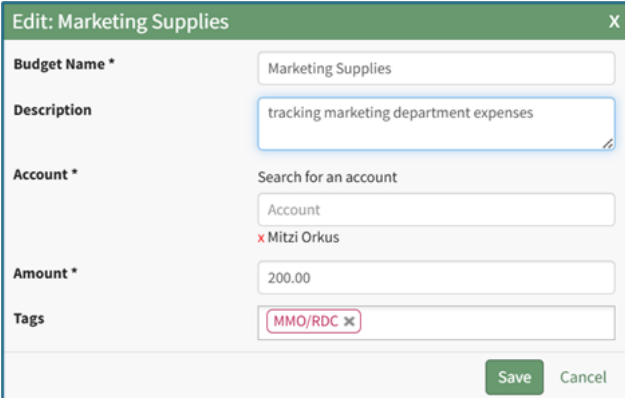
Only active budgets can be edited. To edit a budget, go to the Active Tab of the Budgets Page in the Finance Module. Click the pencil icon in the Actions column of the Active Table.



The screenshot shows the 'Budgets' page with the 'Active' tab selected. Below the navigation tabs, there is a search bar and a table of active budgets. The table has columns for Account, Name, Most Recent Activity, Outstanding Items, Attachments, Pending Approvals, Total Budget, Amount Used, and Amount Remaining. The 'Marketing Supplies' row is highlighted, and a blue arrow points to the pencil icon in the Actions column.

Account	Name	Most Recent Activity	Outstanding Items	Attachments	Pending Approvals	Total Budget	Amount Used	Amount Remaining	Actions
Orkus, Mitzi	Marketing Supplies	--	--	--	--	\$200.00	\$0.00	\$200.00	     
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.



The screenshot shows the 'Edit: Marketing Supplies' modal. It contains the following fields: Budget Name (Marketing Supplies), Description (tracking marketing department expenses), Account (Mitzi Orkus), Amount (200.00), and Tags (MMO/RDC). There are 'Save' and 'Cancel' buttons at the bottom.

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

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

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	--	
				<b>\$7,500.00</b>	<b>\$2,500.00</b>				

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
Finance > Budgets > Active > Alfa TestAccount > Tournament Budget

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	--	
				<b>\$7,500.00</b>	<b>\$2,500.00</b>				

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.

The screenshot shows the 'Tournament Budget' page for Alfa TestAccount with a total of \$10,000.00. A green 'Add Budget Item' button is visible. Below the header, there are navigation links and a search bar. The main content is a table with the following data:

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	--	🔒 🗑️
				<b>\$7,500.00</b>	<b>\$2,500.00</b>				

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.

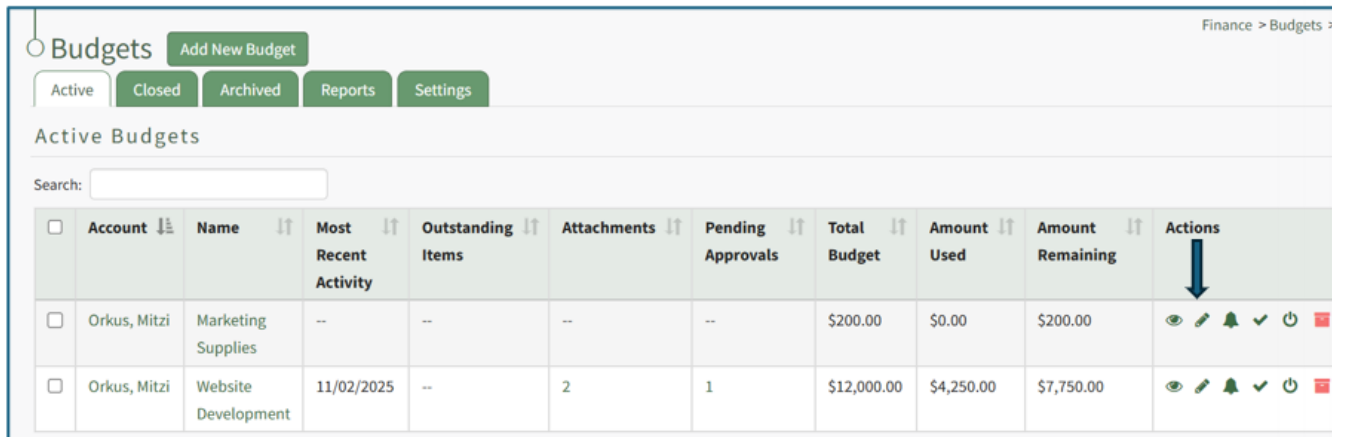
The screenshot shows the same table as above, but the 'Actions' column for the 'Advertising Pamphlets' row now contains a pencil icon (🖋️) instead of a lock icon (🔒).

Item Name	Date	Invoice Number	Attachment(s)	Amount	Remaining Funds	Notes	Approval Status	Paid	Action
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

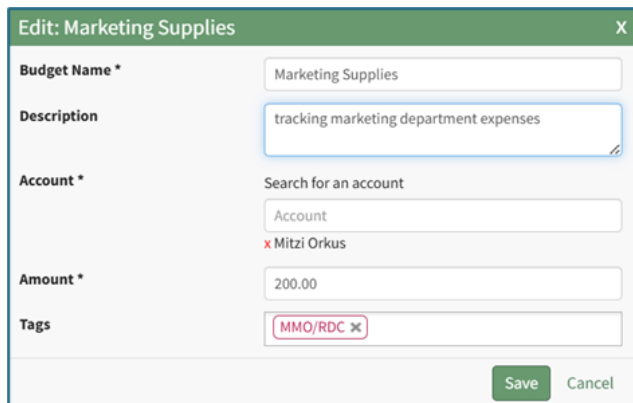
Active Closed Archived Reports Settings

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

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.

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.

Finance > Budgets > Active > Alfa TestAccount > 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	-- 	 
				<b>\$7,500.00</b>	<b>\$2,500.00</b>				

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

Select OK.

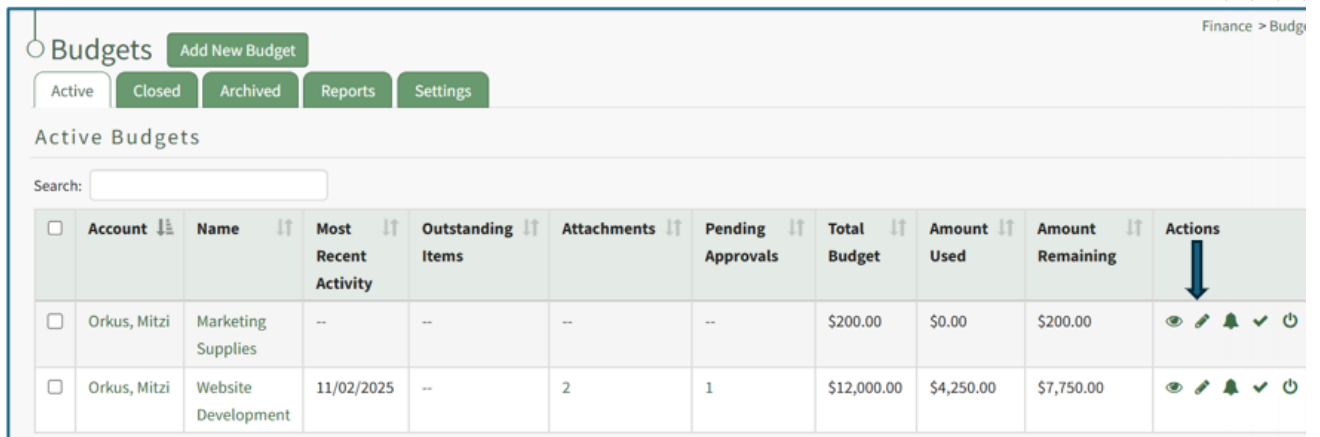
The lock icon is now replaced with the pencil icon in the actions column and the budget item is unlocked.

Item Name	Date	Invoice Number	Attachment(s)	Amount	Remaining Funds	Notes	Approval Status	Paid	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**

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Finance > Budgets

Add New Budget

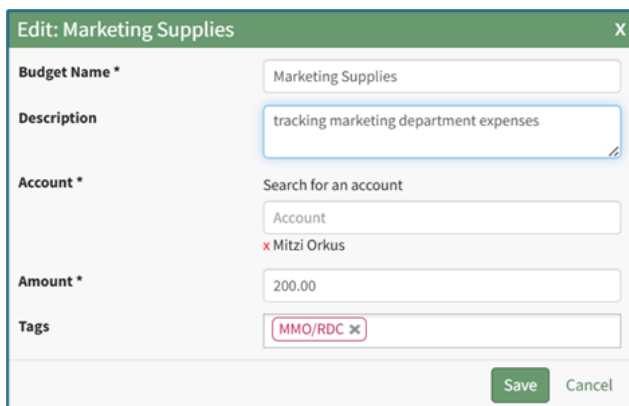
Active Closed Archived Reports Settings

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

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

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	-- <span style="color: green;">✎</span>	Approved <span style="color: blue;">💬</span>	-- <span style="color: green;">✔</span>	<span style="color: green;">🔒</span> <span style="color: red;">🗑️</span>
Catering Order	10/11/2022	2	1	\$5,500.00	\$3,500.00	-- <span style="color: green;">✎</span>	0 of 3 <span style="color: blue;">💬</span>	-- <span style="color: green;">✔</span>	<span style="color: green;">🔒</span> <span style="color: red;">🗑️</span>
Referee Payment	10/12/2022	3	1	\$1,000.00	\$2,500.00	-- <span style="color: green;">✎</span>	Submit for approval	-- <span style="color: green;">✔</span>	<span style="color: green;">✎</span> <span style="color: red;">🗑️</span>
				<b>\$7,500.00</b>	<b>\$2,500.00</b>				

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.

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Tournament Budget



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Item Name	Date	Invoice Number	Attachment(s)	Amount	Remaining Funds	Notes	Approval Status	Paid	Actions
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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	--	
				<b>\$7,500.00</b>	<b>\$2,500.00</b>				

Unlock the approved budget item.

### How To: Unlock a Submitted Budget Item for Editing

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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	--	
				<b>\$7,500.00</b>	<b>\$2,500.00</b>				

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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

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
✕

**Budget Name \***

**Description**

**Account \*** Search for an account  
  
✕ 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
✕

**Budget Item Name \***

**Date \***

**Invoice Number \***

**Amount \***

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

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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.

**Edit: Advertising Pamphlets** X

**Budget Item Name \***

**Date \***

**Invoice Number \***

**Amount \***

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

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

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

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	-- <input type="button" value="Edit"/>	Approved <input type="button" value="Comment"/>	-- <input type="button" value="Edit"/>	<input type="button" value="Lock"/> <input type="button" value="Unlock"/> <input type="button" value="Delete"/>
Catering Order	10/11/2022	2	1	\$5,500.00	\$3,500.00	-- <input type="button" value="Edit"/>	0 of 3 <input type="button" value="Comment"/>	-- <input type="button" value="Edit"/>	<input type="button" value="Lock"/> <input type="button" value="Unlock"/> <input type="button" value="Delete"/>
Referee Payment	10/12/2022	3	1	\$1,000.00	\$2,500.00	-- <input type="button" value="Edit"/>	Submit for approval	-- <input type="button" value="Edit"/>	<input type="button" value="Lock"/> <input type="button" value="Unlock"/> <input type="button" value="Delete"/>
				<b>\$7,500.00</b>	<b>\$2,500.00</b>				

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?"

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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

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**

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) \***   
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
Finance > Budgets > Active > Alfa TestAccount > Tournament Budget

[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	--	
				<b>\$7,500.00</b>	<b>\$2,500.00</b>				

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
Finance > Budgets > Active > Alfa TestAccount >

[Back to Budgets](#)  
 Tournament Budget

This is a fake budget for a 2023 Sports Tournament.

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

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.

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	--  	  
				<b>\$7,500.00</b>	<b>\$2,500.00</b>				

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

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) \***   
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

{{@314}}

The screenshot shows a web interface for managing a budget. At the top, it says "Tournament Budget Budget for Alfa TestAccount: \$10,000.00" with an "Add Budget Item" button. Below this is a "Back to Budgets" link and a search box containing "Tournament Budget". There are several icons (pencil, lock, trash) and a note: "This is a fake budget for a 2023 Sports Tournament." Below the search box is a table with columns: Item Name, Date, Invoice Number, Attachment(s), Amount, Remaining Funds, Notes, Approval Status, Paid, and Actions. The table contains three rows of budget items.

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	--	
				<b>\$7,500.00</b>	<b>\$2,500.00</b>				

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

{{@316}}

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	--

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	Action
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.

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

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

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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	--	0 of 3	--	

Revision #2

Created 2025-12-05 22:26:47 UTC by Mitzi Orkus

Updated 2026-01-23 21:42:04 UTC by Mitzi Orkus