

Submit a Budget Item for Approval

Budget items can only be submitted for active budgets. To submit a budget item for approval, go to the Active Tab of the Budgets Page in the Finance Module. Open the specific budget with the budget item that needs to be submitted for approval either by clicking the name of the budget or the eyeball icon in the action column of the desired budget.

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	--	\$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	

Showing 1 to 2 of 2 entries

This opens the budget, showing the Budget Item per Budget Table.

Finance > Budgets > Active > Mitzi Orkus > Marketing Supplies

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

Back to Budgets

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	Submit for approval	--	--	
				\$37.85		\$162.15					

Showing 1 to 1 of 1 entries

To submit the budget item for approval, select the clickable link “Submit for Approval” in the Approval Status column.

Approval Status	Approve /	Paid	Actions
0 of 2	Submit for Approval		

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

The approval status now shows how many of the required approvals have been granted. The comment icon shows the date and time the budget item was submitted for approval.

Revision #2

Created 2025-12-05 22:18:16 UTC by Mitzi Orkus

Updated 2026-01-23 21:42:48 UTC by Mitzi Orkus