

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

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				

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.

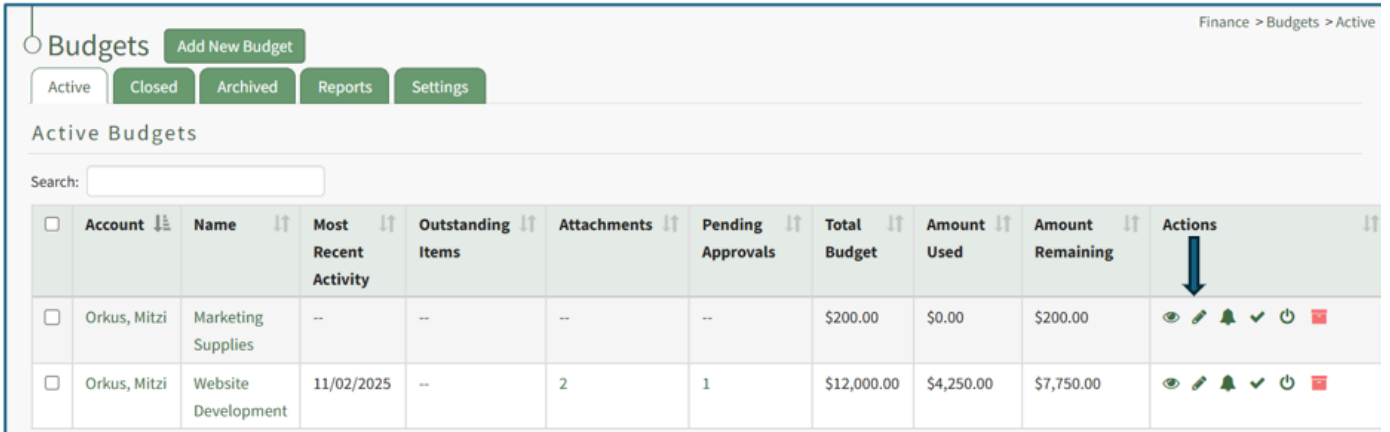
The lock icon is now replaced with the pencil icon in the actions column and the budget item is unlocked.

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.



Finance > Budgets > Active

Budgets Add New Budget

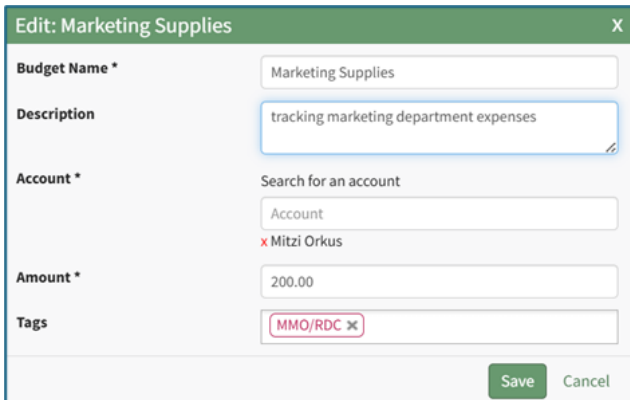
Active Closed Archived Reports Settings

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	--	--	--	--	\$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) *
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

Revision #2

Created 2025-12-05 22:24:48 UTC by Mitzi Orkus

Updated 2026-01-23 21:45:10 UTC by Mitzi Orkus