

Meriden Board of Education – Budget Requests Tool

Copying Budget Requests to the Following Fiscal Year

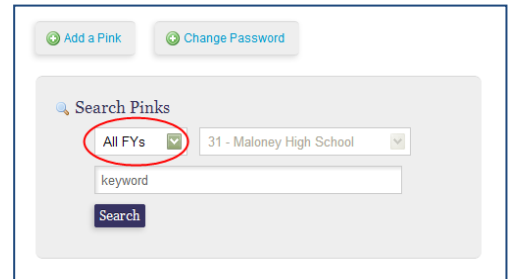
Existing budget requests can easily be copied from one fiscal year to the next. Requests can be copied regardless of their current status (Pending, Denied, or Approved).

Begin by finding the request you want to copy. In the “Search Pinks” box on the dashboard, select the appropriate fiscal year (FY) in the dropdown, and then click “Search.”

The budget requests within that fiscal year will display. When you see the request you want to copy, click on it. The request details will open in a pop-up window. Click “copy” in the upper right corner of this window.

The request can be edited on the next screen. The fiscal year will automatically be set to the upcoming term. Review the request description, price, etc. to verify that these details are still correct. After making any necessary edits, click “Submit Pink.” Your request will then be submitted for review.

Remember that you can always create a *new* budget request, if necessary, by using the “Add a Pink” button on the Dashboard. For existing requests that require many changes for the following fiscal year, it may be easier to simply create a new request.



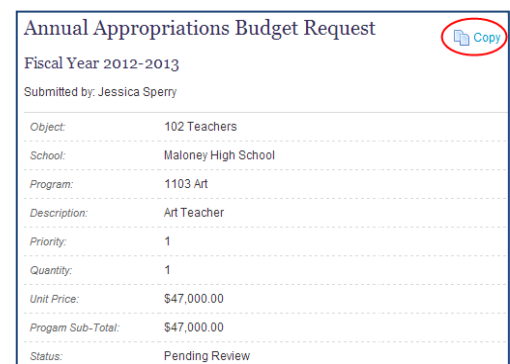
Buttons: Add a Pink, Change Password

Search Pinks

All FYs (circled in red) | 31 - Maloney High School

keyword

Search



Annual Appropriations Budget Request (Copy button circled in red)

Fiscal Year 2012-2013

Submitted by: Jessica Sperry

Object:	102 Teachers
School:	Maloney High School
Program:	1103 Art
Description:	Art Teacher
Priority:	1
Quantity:	1
Unit Price:	\$47,000.00
Program Sub-Total:	\$47,000.00
Status:	Pending Review



Copy Annual Appropriations Budget Request

Fiscal Year: 2013-2014

Object Number: 102 Teachers

School: 31 - Maloney High School

Program: 1103 Art

Description: Art Teacher

Priority: 1

Quantity: 1

Unit Price: \$47,000.00

Program Sub-Total: \$47,000.00

Submit Pink (circled in red) Cancel