

Approve or reject current working year

Once a budget has been **finalised and submitted for approval**, it moves to the **Budget Approval** screen.

From this page, users responsible for reviewing the plan can take one of several actions.

Available actions

1. **Approve**

- Confirms the proposed maintenance plan and budget as the **official budget for the year**.
- Once approved, the year can't be edited anymore and becomes the **authoritative version** used for reporting and forecasting.

2. **Reject**

- Sends the budget back for revision.
- The plan is **unlocked**, allowing users to make adjustments and **resubmit** for approval.

3. **Cancel Submission**

- If the budget was submitted in error, the user can cancel the submission.
- This **reopens the plan** for editing without triggering an approval or rejection.

Approvals

Current working year

Approved years

LOCKED FOR APPROVAL

The budget for has been finalised and submitted for approval.

↓ [Download maintenance plan](#)

The plan is locked for editing until the proposed budget is either approved or rejected.

You can cancel the submission if it was done in error.

[Cancel submission](#)

Reject

Approve

Reviewing the plan

Before approving or rejecting, the user can:

- Download the [Maintenance Plan PDF report](#) for offline review or sharing.
- Open the **Maintenance Plan** within the application to review details such as tasks, costs, and forecasts.

Locked during review

While a plan is awaiting approval:

- **No edits can be made** to the maintenance plan and its tasks.
- The budget remains in a **read-only state** until an action (approve, reject, or cancel) is taken.

Key points

- Approval **finalises** the budget and prevents further edits.
 - Rejection **unlocks** the budget for revision.
 - Cancelling a submission **reverses** the submission process, allowing further edits before resubmitting.
 - PDF exports and in-app review tools make it easy to verify details before final approval.
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