

# How to Complete a Work Order Subject to Budget Approval?

[help.fractal.com/hc/en-us/articles/25021172151053-How-to-Complete-a-Work-Order-Subject-to-Budget-Approval](https://help.fractal.com/hc/en-us/articles/25021172151053-How-to-Complete-a-Work-Order-Subject-to-Budget-Approval)

A work order subject to budget approval cannot be edited until a budget has been added and approved. To add a budget, click on the budget icon that appears on the work order (this icon only appears on work orders created with this option).

Then, upon clicking, a new window will appear where you must add the different budgets associated with the execution of the work order.

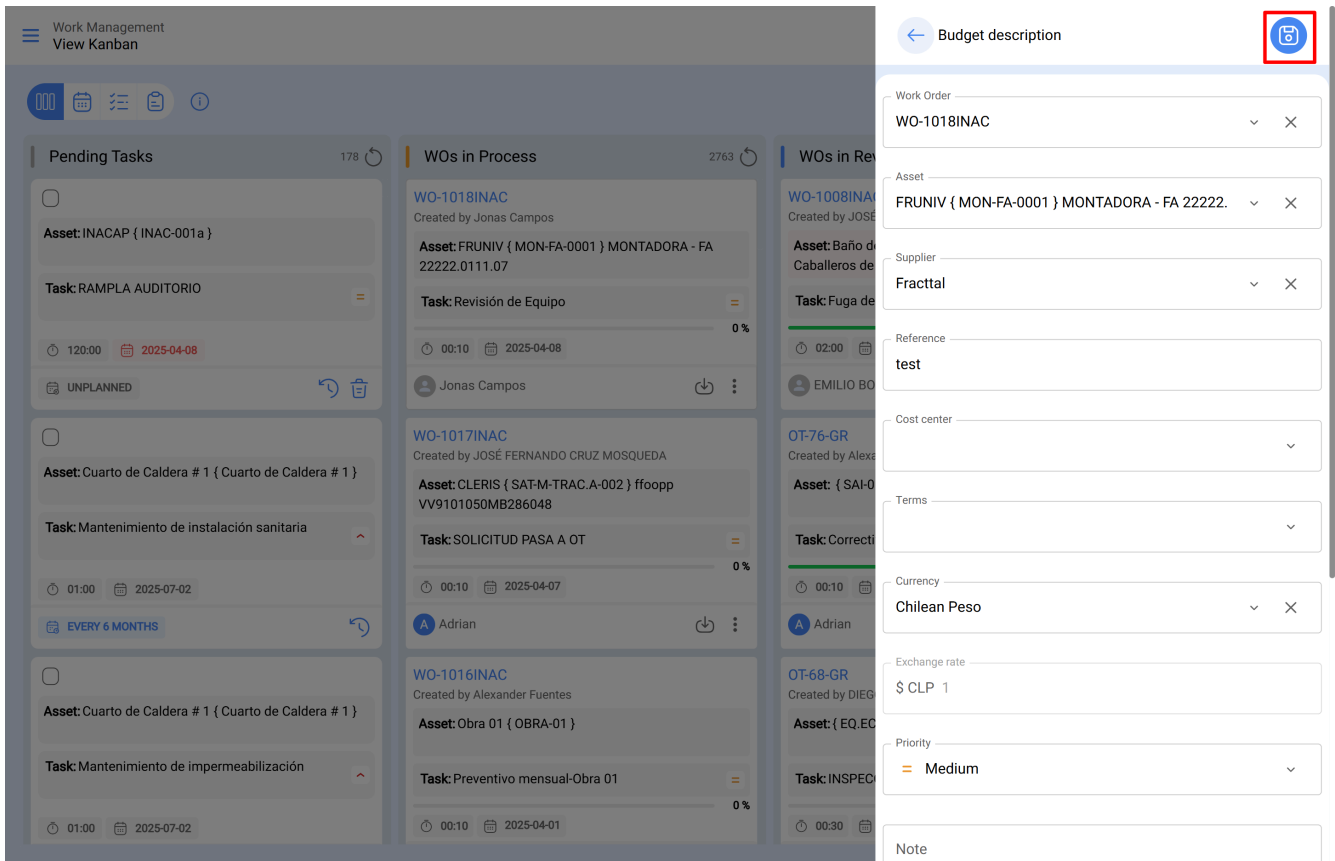
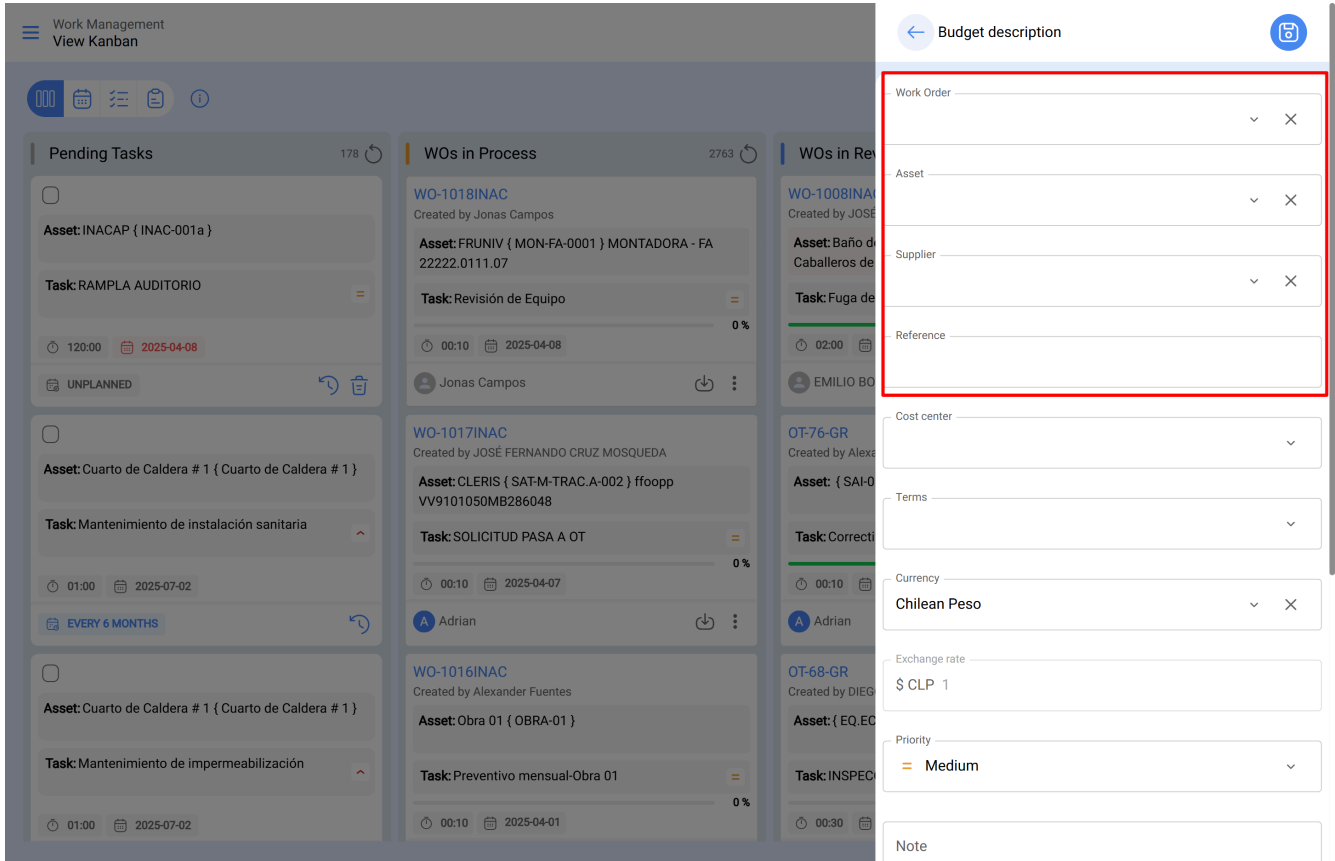
The screenshot displays the Fractal Work Management interface. On the left, a Kanban board shows three work orders in the 'Pending Tasks' column:

- WO-1018INAC:** Asset: INACAP { INAC-001a }, Task: RAMPLA AUDITORIO, 120:00, 2025-04-08, UNPLANNED.
- WO-1017INAC:** Asset: Cuarto de Caldera # 1 { Cuarto de Caldera # 1 }, Task: Mantenimiento de instalación sanitaria, 01:00, 2025-07-02, EVERY 6 MONTHS.
- WO-1016INAC:** Asset: Cuarto de Caldera # 1 { Cuarto de Caldera # 1 }, Task: Mantenimiento de impermeabilización, 01:00, 2025-07-02.

The main area shows 'WOs in Process' with three items:

- WO-1018INAC:** Created by Jonas Campos, Asset: FRUNIV { MON-FA-0001 } MONTADORA - FA 22222.0111.07, Task: Revisión de Equipo, 00:10, 2025-04-08, 0% progress, assigned to Jonas Campos.
- WO-1017INAC:** Created by JOSÉ FERNANDO CRUZ MOSQUEDA, Asset: CLERIS { SAT-M-TRAC.A-002 } ffoopp VV9101050MB286048, Task: SOLICITUD PASA A OT, 00:10, 2025-04-07, 0% progress, assigned to Adrian.
- WO-1016INAC:** Created by Alexander Fuentes, Asset: Obra 01 { OBRA-01 }, Task: Preventivo mensual-Obra 01, 00:10, 2025-04-01, 0% progress.

On the right, a modal window titled 'Budgets: WO-1018INAC' is open, showing a dropdown menu with the selected asset: 'FRUNIV { MON-FA-0001 } MONTADORA - FA 22222.0111.07'. Below the modal, a blue circular button with a white plus sign is highlighted with a red square, indicating the action to add a budget. The text 'Showing 1 of 1' is visible at the bottom of the modal.



Finally, once the budgets have been added, you only need to approve them, which can be done directly from the Work Orders module or the Budgets module.

# Budget Approval from the Work Order

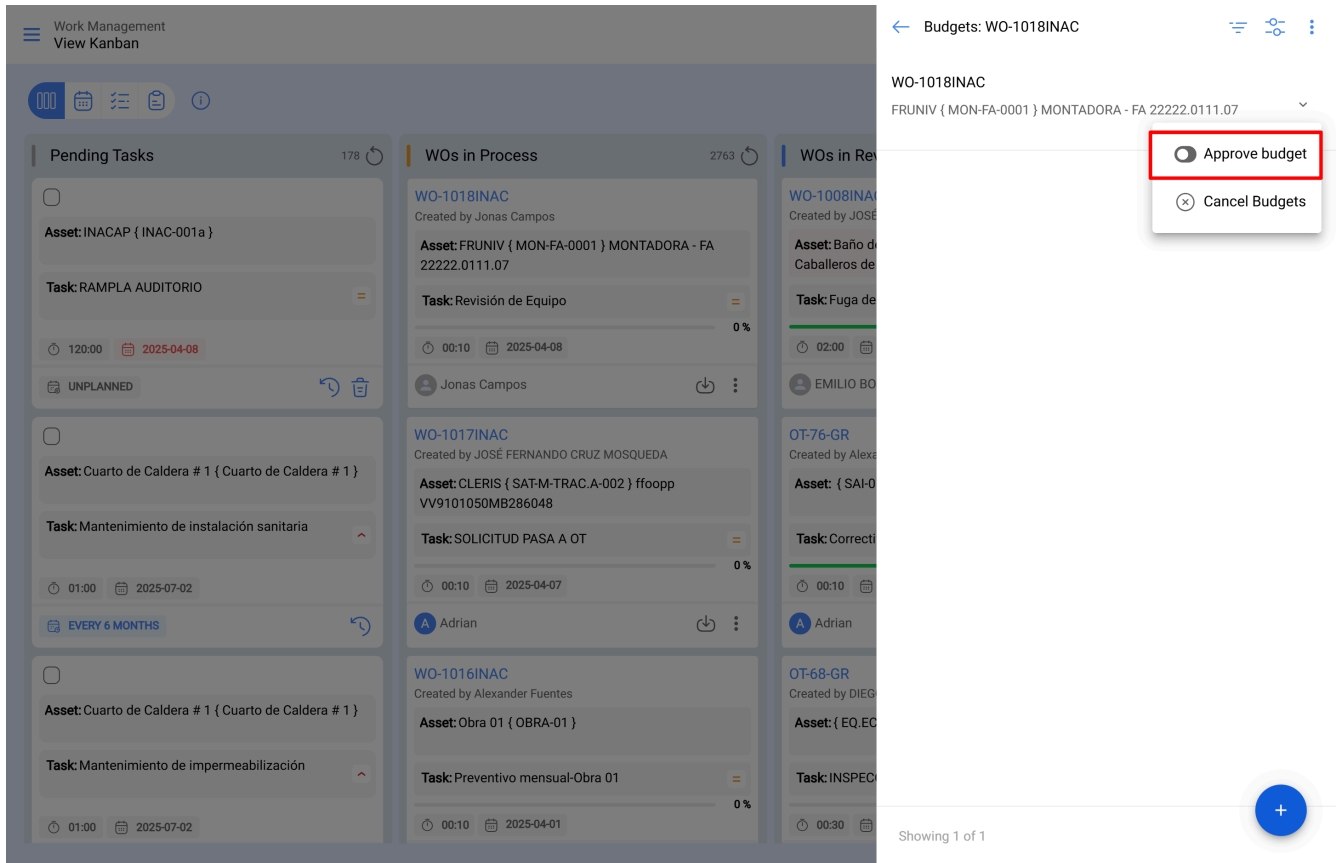
Within the selected work order, select the budget option. A side panel will open showing the assigned budget and the option to proceed with approval.

The screenshot displays a Kanban board for Work Management, organized into four columns: Pending Tasks, WOs in Process, WOs in Review, and Closed WOs. A context menu is open over the 'Budgets' option for the work order WO-1017INAC. The menu includes options for History, Budgets (highlighted with a red box), Cancel, and Bookmark. The work order details for WO-1017INAC are as follows:

- WO-1017INAC**  
Created by JOSÉ FERNANDO CRUZ MOSQUEDA
- Asset:** CLERIS ( SAT-M-TRAC.A-002 VV9101050MB286048 )
- Task:** SOLICITUD PASA A OT (0% progress)
- Created by:** Adrian

Other work orders visible in the board include:

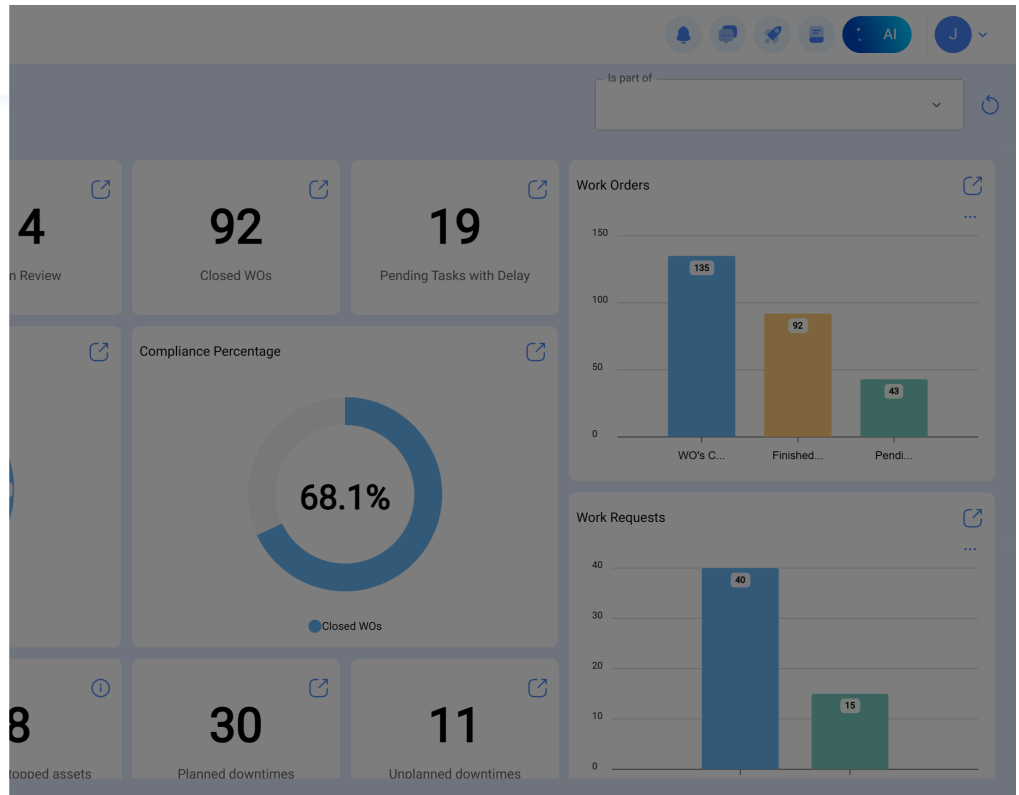
- WO-1018INAC** (0% progress) by Jonas Campos
- WO-1008INAC** (100% progress) by JOSÉ FERNANDO CRUZ MOSQUEDA
- WO-1015INAC** (100% progress) by Ramon Toro
- WO-1012INAC** (100% progress) by Imène Chakroun
- WO-1016INAC** (0% progress) by Alexander Fuentes
- WO-68-GR** (0% progress) by DIEGO VERGARA
- WO-1007INAC** (100% progress) by EMILIO BOSQUES



## Budget Approval Directly from the Budget View

From the main menu, go to the "Tasks" module and then "Budgets." Locate the appropriate budget in the list and click the icon to proceed with approval.

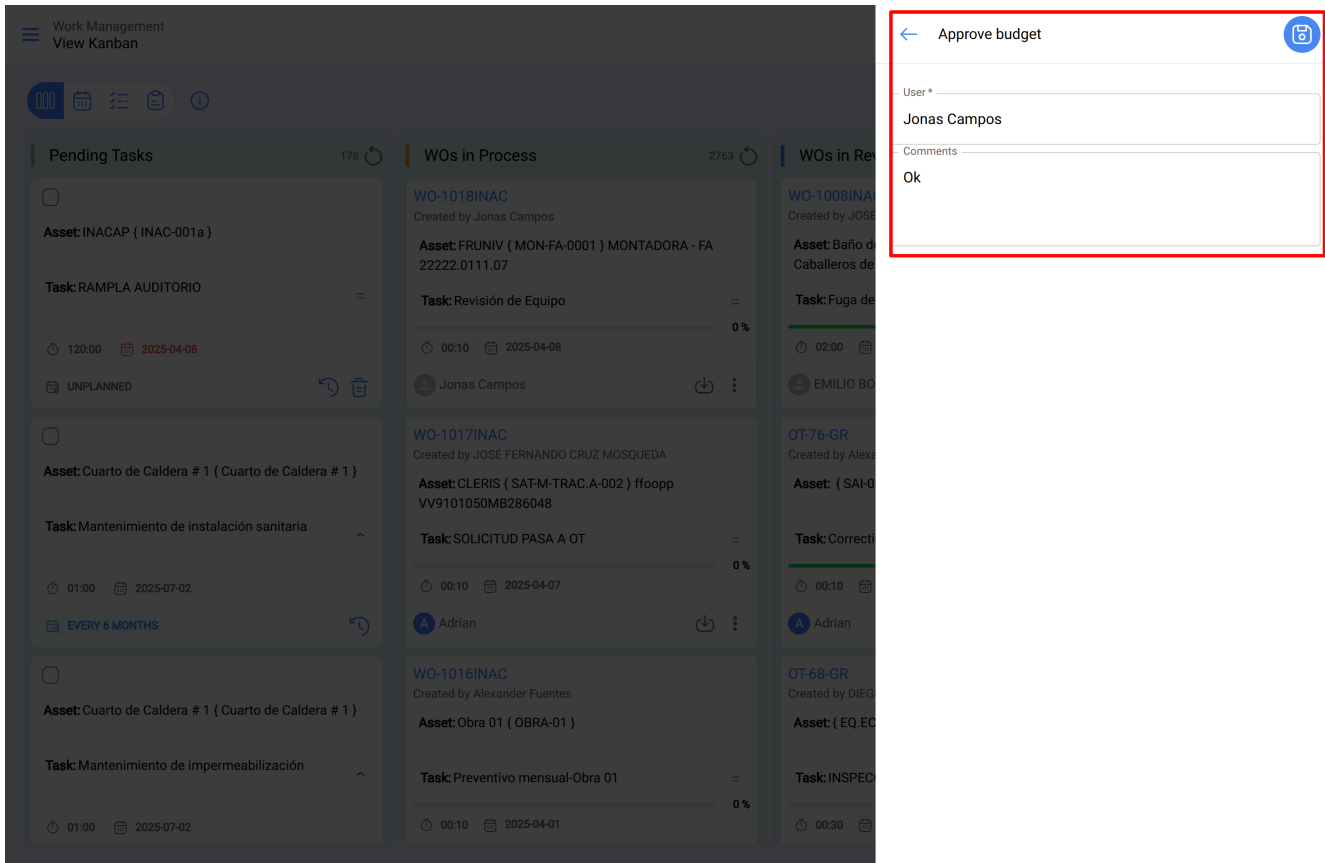
- Catalogs
- Warehouses
- Work Management**
  - Planned Maintenance
  - Work Orders
  - Budgets**
  - Compliance and Security
- Monitoring
- Dispatcher
- Business Intelligence
- Cloud Disk
- Requests



<input type="checkbox"/>	Work Order	Asset	Third Party	Sequence	Cost center
<input type="checkbox"/>	WO-1018INAC	FRUNIV { MON-FA-0001 } MONTADORA - FA 22222...	Fractal	247	
<input type="checkbox"/>	OT-44-GR	HOYO 18 { GRU-AV-G03-CG1-HY18 }	MULTISERVICIOS OUTSORCING LTDA	245	00-Fractal Mex
<input type="checkbox"/>	OT-39-GR	{ EQ.ECV-00 } GENERADOR	SAVIA	246	0800TDA127
<input type="checkbox"/>	OT-2456	003 CH PLAN DE SAN LUIS { T-3 }	MASER	244	0800TDA102
<input type="checkbox"/>	OT-2417-IMP	{ } Anestesia 1	Fractal México SA de CV	243	00-Fractal Mex
<input type="checkbox"/>	OT-2371-FRA	EQUIPO SUCKER	CDE	242	0800TDA122
<input type="checkbox"/>	OT-2319-FRA	{ JD147 } JD147 JOHN DEERE 5076 EF	RODANDO SERVICES	241	1238
<input type="checkbox"/>	OT-2282-FRA	{ HOR-01 } HORNO 01 H1000	AIR JBM COMPRESORES	240	10010000
<input type="checkbox"/>	OT-2253FRA	{ 10009083 } GRUPO ELECTROGENO	MULTISERVICIOS OUTSORCING LTDA	239	14010000
<input type="checkbox"/>	OT-2224FRA	COMPRESOR RECIPROCANTE 02 { COMP-02 }	AIR JBM COMPRESORES	238	10010000
<input type="checkbox"/>	OT-2177FRA	HORNO 01 INOXIDABLE { HOR-01 } H1000	MADRILEÑA DE AIRE COMPRIMIDO	237	10010000
<input type="checkbox"/>	OT-2004FRA	CHILLER 002 fracttal 25 { CHILL.000002 }	SAROB	234	100
<input type="checkbox"/>	OT-145-NRM	{ ativo A } Ativo A	AIR JBM COMPRESORES	233	
<input type="checkbox"/>	OT-134-NRM	{ HORN-003 } HORNO 3	MTM	232	3000

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Then, upon approving the budget (via either option), the user who performed the approval will be indicated, along with a comment.



Finally, the work order will be enabled for editing and execution.

**Note:** Upon approving a budget, it will not automatically be reflected in the resources added to the work order.