Director Budget Ledger (View & Add Items)

Department Leader Documentation · https://docs.dacapoinventory.com/doc/director-budget-ledger-view-add-items/

From Budget Setup, directors can open a teacher’s budget ledger to view balances and add purchases when helping a colleague or covering a leave.

Where to go

1. Open **Budget Setup**.
2. Choose **View & Add Budget Items** for the teacher and building you need.

What you can do

- See that teacher’s encumbrances and remaining category balances.
- Add budget items when appropriate.
- Keep descriptions clear so the teacher understands the ledger later.

Teachers normally use **Your Budget** themselves. Use this director ledger for oversight and support — not as a surprise dump of charges without communication.