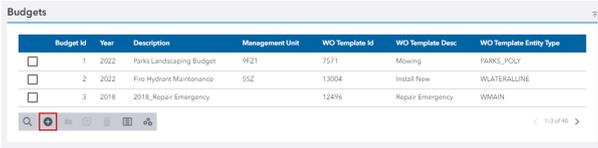


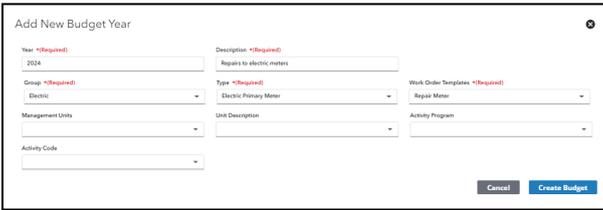
Add a New Budget Year

Budgets are set on a yearly basis. Create a new budget year on the **Home** page.

1. On the **Budgets** panel, click **Add record**.



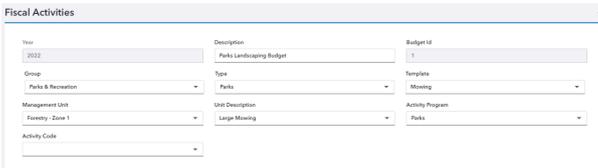
2. On the **Add New Budget Year** panel, complete the information for the new budget, including all required fields.



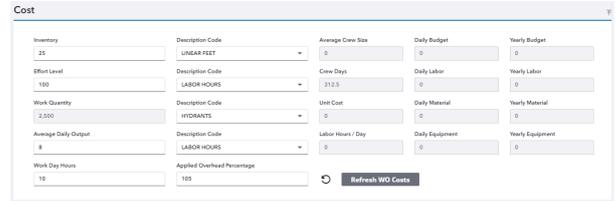
4. On the **Budgets** panel, select the check box next to the new budget.
5. Click **View Details**.



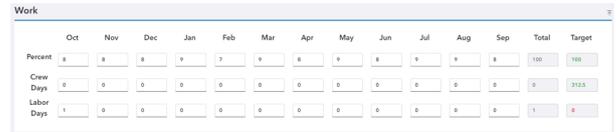
6. Add the information for the budget on the **Fiscal Activity** panel.



7. Add the information for the budget on the **Cost** panel.
8. Click **Refresh WO Costs** to update any changes that may have been made from the work order template estimated costs.



9. Add the information for the budget on the **Work** panel.



10. Click **Save** in the upper-right corner.