

## Budget Setup for New Year

Last Modified on 05/06/2026 2:12 pm EDT

# Budget Setup for New Year

*Settings > Budgeting > Years*

The following are the steps to set up a budget for a new year.

1. Click **New**

2. Enter the **new year**

3. Select **Type**

4. Checkboxes and Options

- **Disallowing entry on specific dates** allows you to automatically disable entry for select months after a chosen date.
- The **Allow Entry** checkbox either allows edits/entries to this budget or not, and can be changed at any time.
- Click the **Account Restrictions** button and choose the accounts with allowed budget entry. If nothing is selected, entry is permitted for all accounts.
- To restrict budget entry to selected users, click the **User Restrictions** button and select the users allowed to enter a budget. If no users are specified, all users can access the budget entry if their menu permissions allow it.
- **Allow change to annual amount**, when unchecked, will allow movement of the budget amount between months, but the overall annual amount has to stay constant in order to save changes.
- If you wish to start the new year's budget with figures from another year, check the box to **Copy budgets** and select from the drop-down arrow. You can leave this box unchecked and later on copy the **Global Budget Changes** into chosen accounts. One popular option seems to start with a zero budget and set the budget format to prompt the user to copy (or not) the components from last year on this account, and then make appropriate changes.

You can also **Copy allocations** from an existing year to the new year. Later, you can change (add, edit, delete) allocations as needed for the new year.

To set up the forecast for the new year, see [Forecasting](#).

---