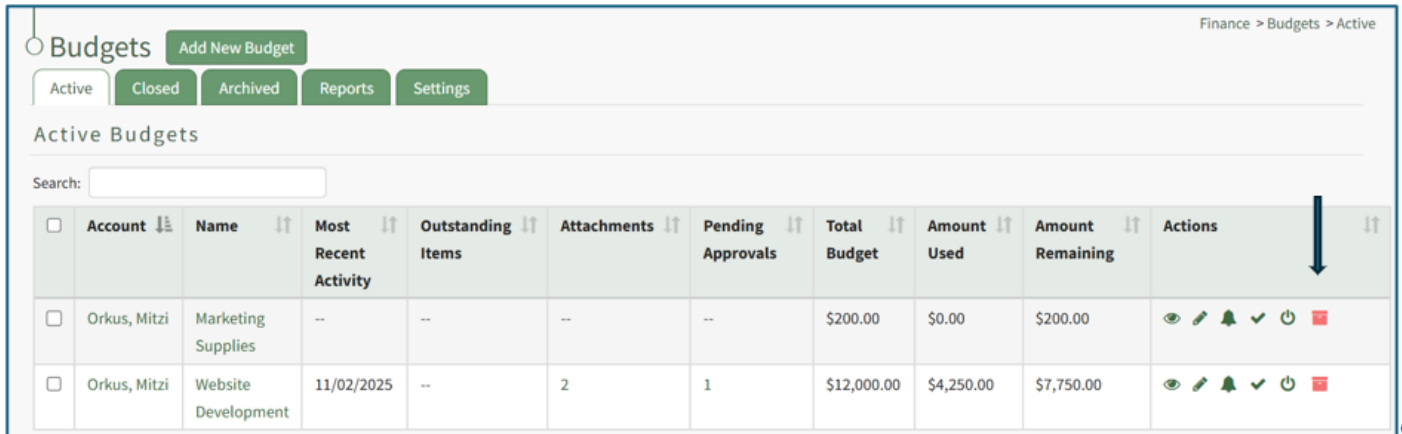


# Archive a Budget

Both an active budget and a closed budget can be archived. To archive a budget, locate the budget to be archived on the Active or Closed Tab of the Budgets Page. Click the file box icon in the Actions column of the budget table.



Finance > Budgets > Active

Budgets Add New Budget

Active Closed Archived Reports Settings

Active Budgets

Search:

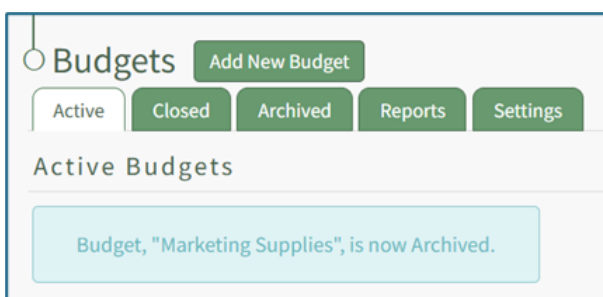
<input type="checkbox"/>	Account	Name	Most Recent Activity	Outstanding Items	Attachments	Pending Approvals	Total Budget	Amount Used	Amount Remaining	Actions
<input type="checkbox"/>	Orkus, Mitzi	Marketing Supplies	--	--	--	--	\$200.00	\$0.00	\$200.00	
<input type="checkbox"/>	Orkus, Mitzi	Website Development	11/02/2025	--	2	1	\$12,000.00	\$4,250.00	\$7,750.00	

This will open a confirmation modal stating, “Are you sure you want to archive this budget?”

**sam.kastrack.com says**

Are you sure you want to archive this budget?

The budget will no longer show on the Active (or Closed) Tab of the Budgets Page, which will display a message stating the budget is now closed.



Budgets Add New Budget

Active Closed Archived Reports Settings

Active Budgets

Budget, "Marketing Supplies", is now Archived.

The archived budget will now show on the Archived Tab of the Budgets Page.

# Budgets Add New Budget

- Active
- Closed
- Archived
- Reports
- Settings

## [Archived] Budgets

Search:

<input type="checkbox"/>	Account ↓	Name ↑	Most Recent Activity ↑	Outstanding Items ↑	Attachments ↑	Pending Approvals ↑	Total Budget ↑	Amount Used ↑	Amount Remaining ↑	Actions ↑
<input type="checkbox"/>	Orkus, Mitzi	Marketing Supplies	--	--	--	--	\$200.00	\$0.00	\$200.00	 

Showing 1 to 1 of 1 entries

Revision #2

Created 2025-12-05 22:06:29 UTC by Mitzi Orkus

Updated 2026-01-23 21:37:26 UTC by Mitzi Orkus