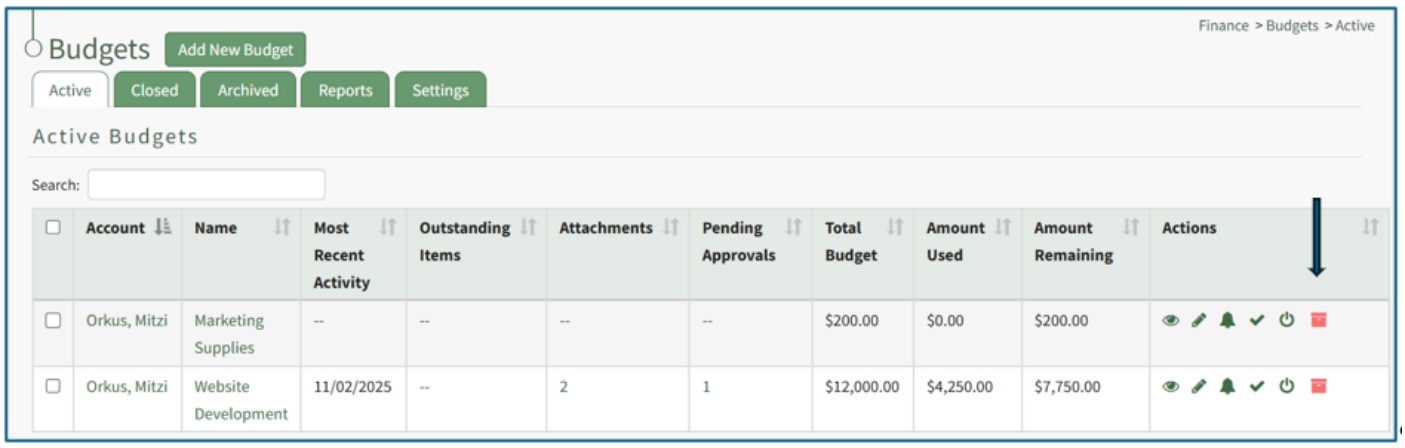
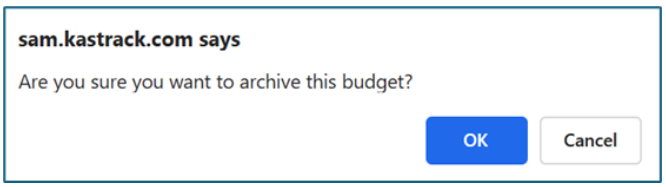
Archive a Budget

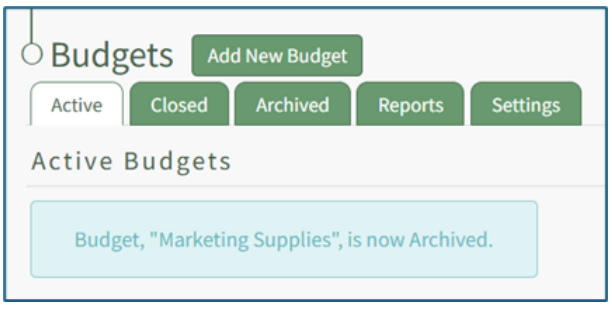
Both an active budget and a closed budget can be archived. To archive a budget, locate the budget to be archived on the Active or Closed Tab of the Budgets Page. Click the file box icon in the Actions column of the budget table.



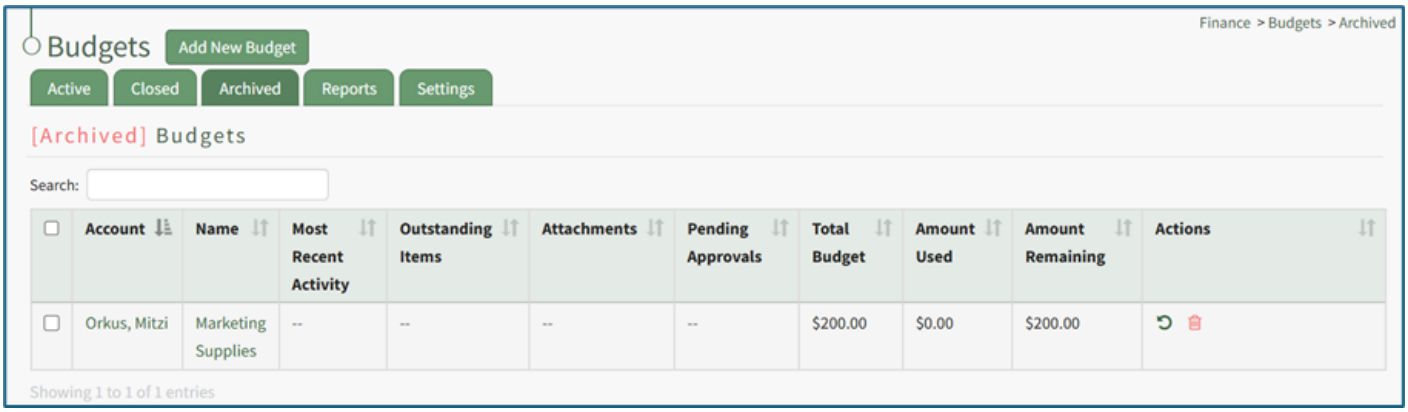
This will open a confirmation modal stating, “Are you sure you want to archive this budget?”



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.



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



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