



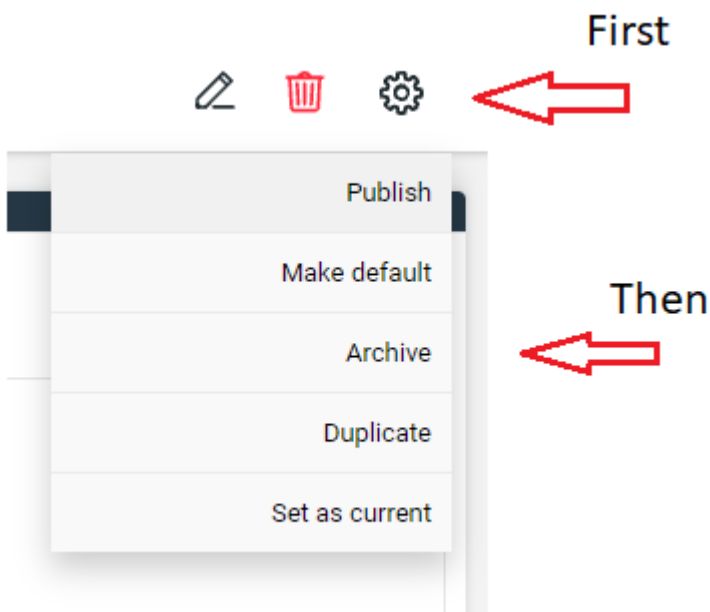
How to archive a budget in SBS Budgets

Setting a budget as archived in SBS Budgets

You may find yourself with a large collection of budgets when looking at Settings > Budgets. If you have many older budgets in your list, you can use the archive function as a housekeeping tool to hide your older budgets from view.

To archive a budget, go **Settings > Budgets**. Once the page loads, select the budget from the list on the left.

On the next page, click the cog icon in the top right corner, then select 'Archive'.



When a budget has been archived it will no longer be viewable/selectable when clicking the green box in the top left corner to select between budgets. It will however still be in your list via Settings > Budgets.

If you ever need to access the archived budget again, simply follow the same steps you used to archive the budget, only this time selecting Unarchive after clicking the cog symbol.