

# How to Add new budget record

1. From Financial Reports module > click on **Budget menu**.
2. This will open the **Budget search**.
3. Click on **New**.
4. This will open a blank Budget screen.
5. Enter **Budget Code**.
6. Select the **Fiscal Year** to which budget will be applied.
7. In the grid select **Account ID/s** you want to add budget information.



Columns appear on the grid matches the fiscal year periods configured for the selected Fiscal Year.

8. Save the record. You can click **Save** or use the shortcut key **Ctrl+S**. In case you miss to save it and you click the **Close** or the **x button** at the top right corner of the screen or use the shortcut key **Alt+X** or **Esc** , i21 will prompt you if you would like to save it before closing the screen.