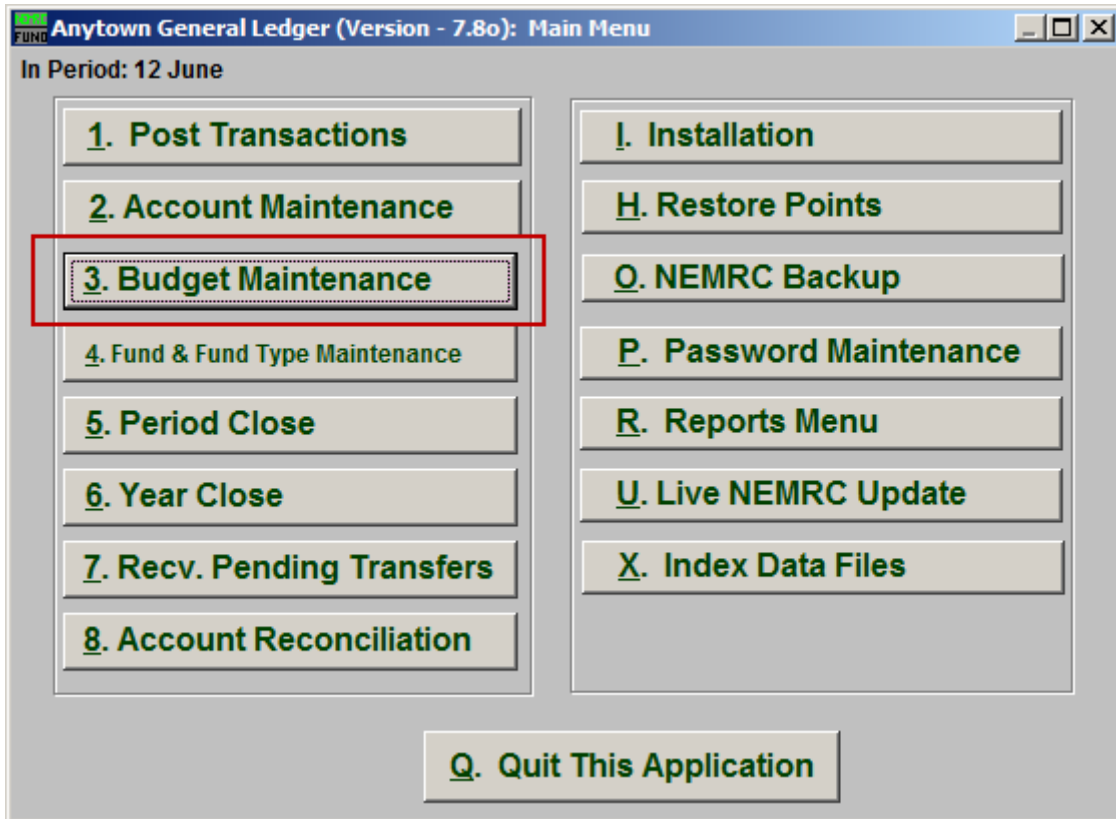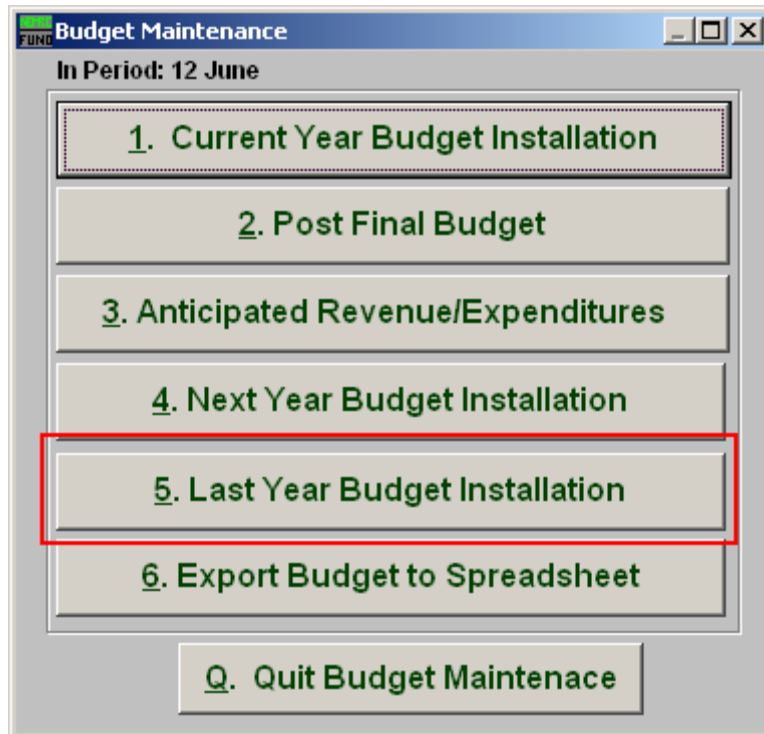# 3. Budget Maintenance: 5. Last Year Budget Installation

Click on "3. Budget Maintenance" from the Main Menu and the following window will appear:

General Ledger

Click on "5. Last Year Budget Installation" from the Budget Maintenance Menu and the following window will appear:

General Ledger

Last Year Budget Installation

1. **Account Number to Post:** Enter the budget account number to post anticipation amounts to or click the find button to select from a table.

2. **Budget Notes:** This is a free form area to review or enter notes on the budget details about this account. This can help determine anticipated values during entry.

3. **Last Year Budget:** Enter the amount for last year's budget on this account. Revenue accounts typically post a debit budget and expense accounts a credit budget figure.

4. **Previous:** Click this button to save the present value and bring up the account that by number appears before the one shown.

5. **OK:** Click "OK" to save changes and return to the previous screen.

6. **Cancel:** Click "Cancel" to cancel and return to the previous screen.

7. **Next:** Click this button to save the present value and bring up the account that by number appears after the one shown.