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## How To Create a Budget in Xero

### Set up a new budget with or without tracking

You can use the Budget Manager worksheet to set up a budget for each of your tracking categories. You can also follow these steps to create new budgets without tracking.

1. In the **Accounting** menu, select **Reports**.
2. Under **Financial**, click **Budget Manager**.
3. Under **Select Budget**, click **Add new budget**.
4. Give the new budget a name, then select a tracking category (or **Do Not Filter** for no tracking).
5. Select your **start** and **end** dates.
6. To **compare with actuals**, set how far back you want to view (3, 6 or 12 months).
7. Click **Update** to filter the budget.
8. Enter budgeted amounts into each account field. Use a simple formula to fill out months using the green arrows.
9. **Save** at any time to preserve your changes.