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|  *SBS BUDGETING SOFTWARE FLOWCHART WHAT DO I DO NEXT?*  |
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| **ACTIVATE ACCOUNT (new users only)** User name and password provided by SBSUser Guidance Pages 2-7

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|  |  |  |  |  | **DASHBOARD**Check User Details & Updates |  |  |
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|  |  |  |  |  | **SETTINGS CHECKS** |  |  |
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|  | **Service Terms**Settings > Budgets > Edit > Staff Contract Settings |  |  |  |  |  |  |
|  |  | **Teacher Payscales**Staffing > Salary Scales |  |  |  |  | **Staffing Inflation & Pension Rates**Staffing > Inflation & Superannuation |
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|  | **UPDATE STAFF MEMBERS**Staffing > Staff Members > select Contract Name |  |  |  |  |  |  |
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| **Pupil Numbers**As previous Oct census and future forecasts | **PLANNING**)**Funding Predictor**Check against LA funding figures |  | **Income Calculator**Examples EYSFF, Teacher Pay Grant |  |  |  | **Budget Entries**Planning > Budget Entries (for Income & Expenditure, Revenue & Capital) |
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|  | **KEY CHECKS**Reports > General Reports > Budget Overview |  |  |  |  |  |  |
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|  | **PRODUCE REPORTS**Reporting > CFR Summary for LA |  |  |  |   |  |  |
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|  | **FIX BUDGET**Settings > Budgets > Select Budget > Cog icon > Fix |  |  |  |  |  |  |
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| **PUBLISH BUDGET**Settings > Budgets > Select Budget > Cog icon > Publish |
|  ? Help icon on each page and at bottom left hand corner.ORConnect to SBS Assist by icon or the assist on the top of each page. |
|  |
| * For Finance assistance contact your link officer
* For technical assistance contact SBS Budgets 0345 222 1551 Option 8
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Schools Finance Team

February 2023