



How to edit financial year start date in SBS Budgets

Editing the financial year start date in SBS Budgets

To edit the financial year start date of a budget, firstly please go **Settings > Budgets**, then click **edit** to the right of the budget you wish to amend.

Actions Filters Hidden			3 items : 1 pages				
Name	Start	End	Reporting	Created At	Archived	Notes	Actions
Initial Budget 2020/21 C D P	1st September, 2020	31st August, 2025	CFR, GAG, ACOA	2nd September, 2021			Edit
Initial Budget 2021/22 (scenario)	1st September, 2021	31st August, 2026	CFR, GAG, ACOA	9th December, 2021			Edit

Once this page has loaded, simply adjust the financial year start date from the drop down boxes as circled in the image below, click the green tick in the top right corner to save.

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Edit Budget ⓘ

Core Settings

Staff contract settings

Calculation Tables

Additional Settings

Notes

Name:

Initial Budget 2020/21 ⓘ

Reporting:

☒ Consistent Financial Reporting [CFR] ⓘ
☒ General Annual Grant [GAG]
☒ Academy Chart of Accounts [ACOA]
☐ Custom Reporting

Start:

2020-09-01 ⓘ

End:

2025-08-31 ⓘ

Financial year start

Sep

▼

1

▼

ⓘ

Please note! These changes will be budget specific, so if you have more than 1 working budget, you will need to replicate this change across all your working budgets.