

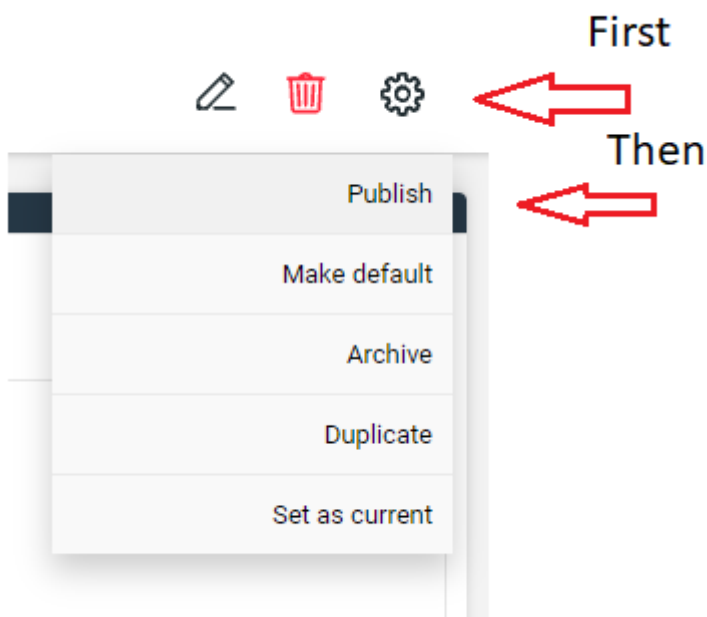


How to publish a budget in SBS Budgets

Setting a budget as published in SBS Budgets

The published budget at school level will be the figures that are pulled through when a multi-school (consolidated) report is ran at trust level.

To publish a budget, firstly navigate **Settings > Budgets**. Once this list loads, select the name of the budget from the list on the left, click the cog in the top right corner, then select 'Publish to trust'.



Once you have done this, a blue circle with a P should appear, indicating that budget is now published.