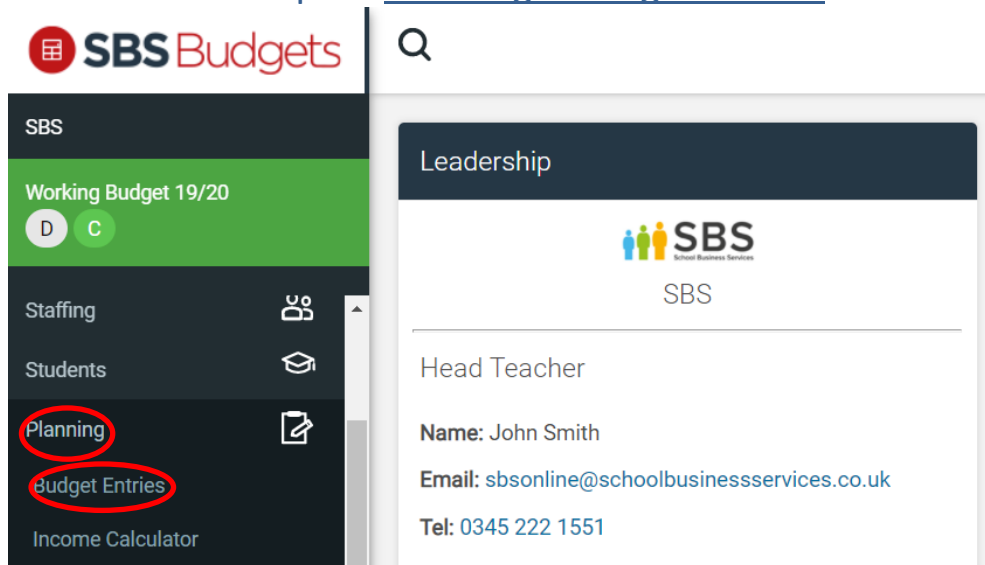




How to bulk inflate Budget entries

Inflating Budget Entries

1. Follow the path Planning > Budget Entries



2. Click the box to the left of the budget entry line, select all applicable

Actions		Filters	Hidden		72 items : 1 pages											
<input type="checkbox"/>	Type	Budget Code	CFR	GAG	Cost Centre	Description	Tags	Fund Codes	2018/19 outturn	2019/20	2020/21	2021/22	2022/23	2023/24	Notes	Actions
<input type="checkbox"/>	Brought Forward	BBF	B02	Balance Brought Forward		Balance BF			23,525.00							edit
<input type="checkbox"/>	Expenditure	ACA5200	E22	Furniture/Equip (Not Cap)		Furniture	PP (50%)		2,000.00	2,040.00	2,080.80	2,122.42	2,164.86	2,164.86		edit
<input type="checkbox"/>	Expenditure	ACA3135	E17	Other Occupancy Costs	RATES	General Rates			67,252.50	70,615.13	74,145.88	74,145.88	74,145.88	74,145.88		edit
<input type="checkbox"/>	Expenditure	ACA3111	E18	Other Occupancy Costs	RATES	Hygiene Requisites			6,835.50	7,177.28	7,536.14	7,536.14	7,536.14	7,536.14		edit

3. Click the bulk edit option in the grey bar

Actions		Filters	Hidden		72 items : 1 pages										
	Type	Budget Code	CFR	GAG	Cost Centre	Description	Tags	Fund Codes	2021/22	2022/23	2023/24	2024/25	2025/26	Notes	Actions
<input type="checkbox"/>	Brought Forward	BBF		B02	Balance Brought Forward	Balance BF									edit
<input checked="" type="checkbox"/>	Expenditure	ACA5200		E22	Furniture/Equip (Not Cap)	Furniture	PP [50%]		2,122.42	2,164.86	2,164.86	2,164.86	2,164.86		edit
<input checked="" type="checkbox"/>	Expenditure	ACA3135		E17	Other Occupancy Costs	RATES	General Rates		74,145.88	74,145.88	74,145.88	74,145.88	74,145.88		edit
<input checked="" type="checkbox"/>	Expenditure	ACA3111		E18	Other Occupancy Costs	RATES	Hygiene Requisites		7,536.14	7,536.14	7,536.14	7,536.14	7,536.14		edit

4. Add a value into the apply inflation field

Budget code:
Cost centre:
Tags:
Apply inflation:
Profile:
Fund codes:
Notes:

Changes will be applied to:
Furniture
General Rates
Hygiene Requisites

5. Click the green tick to save, all entries shown to the right will be affected

Edit Multiple Budget Entries ⓘ

Budget code:
Cost centre:
Tags:
Apply inflation:
Profile:
Fund codes:
Notes:

Changes will be applied to:
Furniture
General Rates
Hygiene Requisites

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