



How to remove out of date scale tables in SBS Budgets

How to remove out of date scale tables in SBS Budgets






If you have been duplicating previous years budgets to create your current working budget(s) – which is the way we would recommend, please see our guide on duplicating budgets for more information on this – you may notice that your older teacher and support scale tables are still present.

Whilst this will not have an impact on your budgeted figures (as long as you have correctly set the up-to-date scale tables for this, again please see our guide on updating scale tables for more information on this), it will however cause your salary scales (**Staffing > Salary Scales**) to look quite messy and cluttered.

To rectify this, firstly please go **Settings > Budgets**, then click **edit** to the right of the budget you wish to clear the out-of-date scale tables on.

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, click the **Calculation tables** tab at the top of the page.

Teacher scale tables	
Effective date	Version
2017-09-01	Teacher Scales - 2017 (B) 
2018-09-01	Teacher Scales - 2018 (B) 
2019-09-01	Teacher Scales - 2019 (B) 
2020-09-01	Teacher Scales - 2020 (B) 
 Add Teacher scale table	

On this page you can use the bin icons to the right of each line to clear out unnecessary tables. Using the above as an example, if your budget was beginning 1/9/20, you could clear out the top 3 lines as illustrated by the red circle. **The exact same principle can be applied to support scales also.**

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.