



How to add a National Insurance table in Budgets

How to add a National Insurance table in SBS Budgets

To do this, firstly please go **Settings > Budgets**, then click **edit** to the right of the budget you wish to apply the national insurance table to.

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, then scroll all the way to the bottom. Click **Add National Insurance table**, as illustrated below.

National Insurance tables	
Effective date	Version
2020-04-01	2020/21
Add National Insurance table	

This will add a new row, the effective date will automatically be incremented for a year ahead. You can however manually adjust this date if need be (if you are adding historic NI tables for instance).

All you will need to do now is firstly ensure you are happy with the effective date on the left then adjust the NI table to the correct version from the drop-down box on the right (as illustrated below). In the case of the below example, we would want to change the circled version to **2021/22**.

This process can be repeated for future years if the budget is far behind. Click the green tick in the top right corner to save your changes.

National Insurance tables

Effective date	Version	
2020-04-01	2020/21	▼ 🗑
2021-04-01	2020/21	▼ 🗑

🔗 [Add National Insurance table](#)

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.