






How to duplicate a contract in SBS Budgets


How to duplicate a contract in SBS Budgets

Start by going **Staffing > Staff Contracts**, then click the name of the contract that you wish to duplicate (as circled in red below).

Actions		Filters	Hidden	39 items : 1 pages									
	Current Budget	Contract Name	Employee Number	First Name	Last Name	Type	Service Term	Tags	Fund Codes	Start	End	Budget Count	Actions
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contract 1	7837434	Jessica	Alba	Support	ADMIN	<div>Year 1 [35%]</div> <div>Year 2 [65%]</div>		1st April, 2020	31st August, 2022	2	edit

Once the next screen has loaded, click the cog in the top right corner (as circled in red below) then select **Duplicate**.

View Contract ?   



Details:

Staff member: [Jessica Alba](#)

Contract name: Contract 1

Service term: ADMIN - Administration Staff

Tags:

Year 1 [35.00 % - adjust]

Year 2 [65.00 % - adjust]

Type: Support

Contract start: 1st Apr, 2020

Contract end: 31st Aug, 2022

Position: School Business Manager

Once you have selected **Duplicate**, you will be taken into edit mode for the new duplicate contract. Simply rename the contract, along with any other necessary changes to the contract then finally click the green tick in the top right corner to save the new contract.

Please note: **This contract will only be included in your currently selected budget (budget in green in the top left corner).** Please refer to our user guide on including/excluding contracts if you need to include the contract in other budgets as well.