



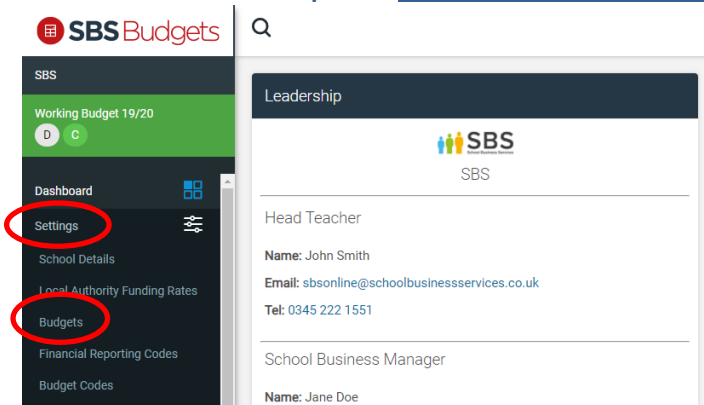
SBS Budgets

How to fix a Budget




How to fix a budget

Fixing a Budget in SBS budgets creates a photocopy of all the data values that cannot be edited. It is irreversible and permanent.

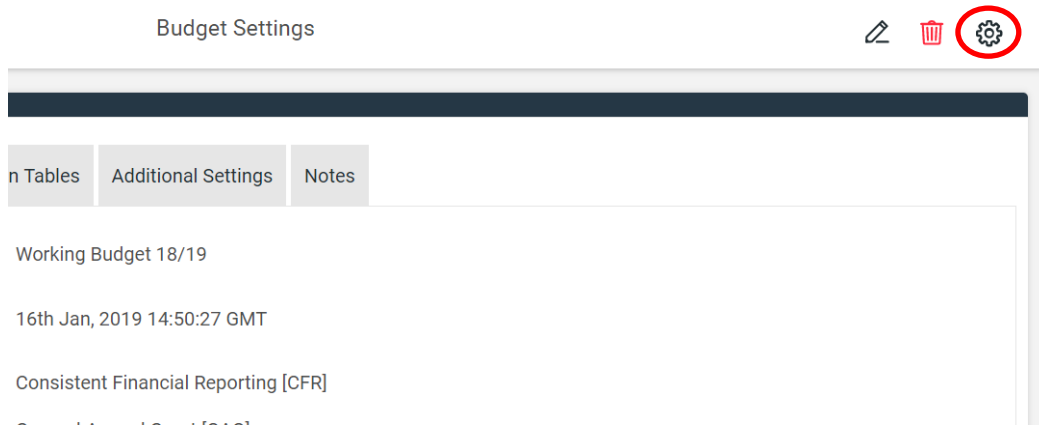
1. Follow the path Settings > Budgets



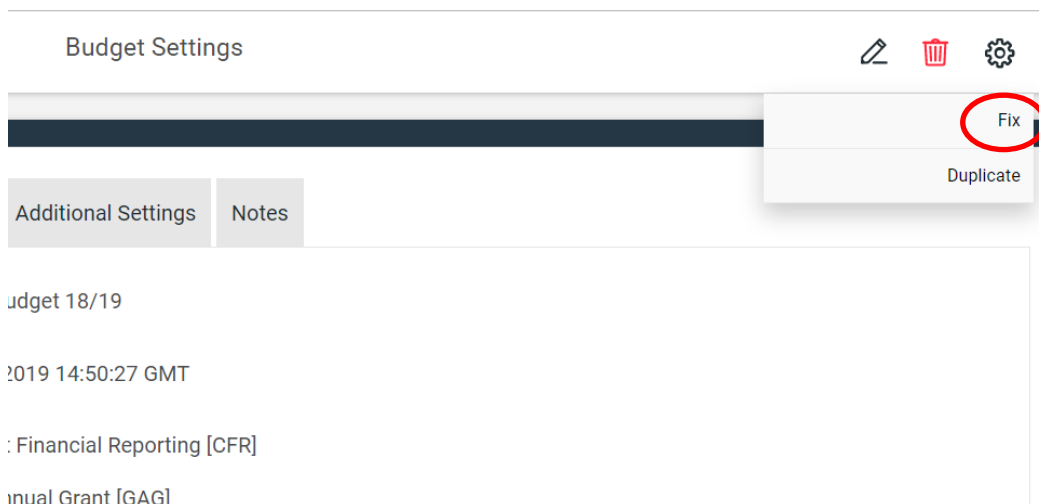
2. Select the name of the Budget you wish to fix The Budget must be your current budget to fix it.

Budgets ?			
Actions Filters Hidden			
<div>    </div>			
Name	Start	End	Reporting
Working Budget 18/19	1st September, 2018	31st August, 2023	CFR, GAG
Scenario 1 18/19	1st September, 2018	31st August, 2023	CFR, GAG
Initial budget 2018/19	1st September 2018	31st August 2023	CFR,

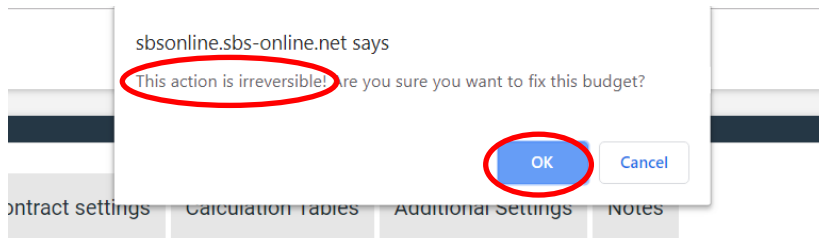
3. This will take you to view the budget settings, there will be a cog in the top right, select this.



4. This will give you the option to fix your budget



5. Before the budget fixes, you will receive a warning message, this will produce an auto duplicate you can use to work from in future.



Name: Working Budget 18/19

Created on: 16th Jan, 2019 14:50:27 GMT

Reporting: Consistent Financial Reporting [CFR]

General Annual Grant [GAG]