



How to bulk increment contracts in SBS Budgets













How to bulk increment contracts in SBS Budgets

Please note: **Making changes to staff contracts will affect all non-fixed budgets.**

If you have staff members who have straight forward increments (ie. M1, M2, M3, etc, each September, or 4, 5, 6, etc, each April) you can use the **Auto-increment** function to budget for this.

To bulk increment contracts, start by going **Staffing > Staff Contracts**.

At this point you will be able to either cherry pick the contracts you want to auto increment by selecting them via the checkboxes (as shown with the red arrows below), or you can select all using the checkbox at the top (as shown with the green arrow below).

Actions Filters Hidden 39 items : 1 pages													
													
<input type="checkbox"/>	Current Budget	Contract Name	Employee Number	First Name	Last Name	Type	Service Term	Tags	Fund Codes	Start	End	Budget Count	Actions
<input type="checkbox"/>		Contract 1	7837434	Jessica	Alba	Support	ADMIN	Year 1 [35%] Year 2 [60%]		1st April, 2020	31st August, 2022	2	edit
<input type="checkbox"/>		Contract 1 (scenario)	7837434	Jessica	Alba	Support	ADMIN	Year 1 [35%] Year 2 [60%]		1st April, 2020	31st August, 2022	1	edit
<input type="checkbox"/>		Contract 1	9836754	Mary	Berry	Teacher	LEAD	Pupil Premium [20%] Year 2 [40%]		1st September, 2020		2	edit
<input type="checkbox"/>		Contract 1	5437689	Kate	Bush	Teacher	TEACH	Year 1 [100%] Year 2 [100%]		1st September, 2020		4	edit
<input type="checkbox"/>		Contract 1	3444785	Eric	Cantona	Teacher	TEACH			1st September, 2020		4	edit

Lastly, once you have selected the contracts you wish to auto-increment, simply hit the piece of paper icon with a plus (as circled in red above) to auto-increment all selected contracts.

Please note, there is no quick way to undo this if done in error (would need to be manually undone contract by contract) so please ensure that you are sure that you want to increment all selected contracts before proceeding.