



## 07 A budget manager's guide to payments

When you approve an unpaid invoice, Budget Manager will automatically create a draft payment.

A single draft payment will also be created when you approve several invoices at the same time for the same provider (for instructions on how to approve invoices please see guide number 06 An overview of invoices for budget managers). The invoices will be grouped into the same draft payment.

Credit notes can also be added to draft payments. This can be done by clicking on the Payment Details tab of the Draft edit screen, as below.

Action	Invoice number	PO Number	Individual	Net	VAT	Gross	
✗	RA0081	RAA07/001	Special Individual	£150.00	£0.00	£150.00	
✗	RA0085	RAA0B/001	Special Individual	£76.00	£15.20	£91.20	
Recalculate							
				Invoices at 0.0% VAT:	£150.00	£0.00	£150.00
				Invoices at 20.0% VAT:	£76.00	£15.20	£91.20
				Total Invoices:	£226.00	£15.20	£241.20
+ Invoices							
	Credit note number	Individual	Parent invoice number	Net	VAT	Gross	
<input type="checkbox"/>	00003	Special Individual	RA0094	£51.00	£10.20	£61.20	
				Total credit notes:	£0.00	£0.00	£0.00
				Amount to be paid:	£226.00	£15.20	£241.20

Fig. 1 Draft Payment Details page

If an invoice is deleted from a draft payment, the invoice will return to an unpaid state.

You can now also add negative payments to your order.

A negative payment can occur when an individual's funding ends; however, as the budget manager, you may still wish to generate a payment using any outstanding credit notes.


## Payment details

Each payment is displayed in a tab format as shown below. There are several tabs at the top of the screen. The following is a description of each tab:

**Main tab** – the Main tab displays information about you and the service provider. You can enter a unique payment reference here. The Payment date field specifies the date that the payment will be sent to the service provider.

Fig. 2 Draft Payment Main Tab

**Payment details tab** – this tab displays details of the payment and any associated credit notes. You

can add unpaid invoices by clicking on the + Invoices button .

Action	Invoice number	PO Number	Individual	Net	VAT	Gross	
X	<a href="#">000036-0006-0001A/001-01-01</a>	000036-0006-0001A/001	Justan Individual of Hesselink	£26.81	£0.00	£26.81	
X	<a href="#">000036-0006-0001L/001-01-01</a>	000036-0006-0001L/001	Justan Individual of Hesselink	£26.81	£0.00	£26.81	
<a href="#">+ Invoices</a>				<b>Total invoices:</b>	£53.62	£0.00	£53.62
	Credit note number	Individual	Parent invoice number	Net	VAT	Gross	
	<a href="#">00007</a>	Justan Individual of Hesselink	<a href="#">000036-0006-00019/001-01-01</a>	£26.81	£0.00	£26.81	
				<b>Total credit notes:</b>	£0.00	£0.00	£0.00
				<b>Amount to be paid:</b>	£53.62	£0.00	£53.62

Fig. 3 Payment Details

**Address details tab** – this tab contains details of the Delivery and Invoice addresses. You cannot make any amends within this tab as it is read only.



Justan Individual of Hesselink

Save Print Save & Close Submit Close

Main Payment details Address details Attachments Notes Tracking

Delivery address: 2 Smithy Court, Wigan

Delivery note:

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Invoice address: 2 Smithy Court, Wigan

Fig.4 Address Details

**Other tabs:**

**Attachments tab** – this tab allows you to upload or view any attachments related to an order.

**Notes Tab** – this tab enables you to enter notes and dispute reasons in relation to an order.

**Tracking Tab** – this tab allows you to view a record of any major changes to an order.