



## 14 An overview of an Individuals folder

A budget manager or support team member is able to use an Individuals folder to view and maintain details relating to the support needs of an individual. All this information is presented in the form of a Personal Budget Account (PBA), created for one individual.

You can access an individual's Personal Budget Account folder in the following ways:

- Using the filter drop down menus at the top of the Individuals page, as below.
  - Select a Personal Budget Manager.
  - Select an Individual.

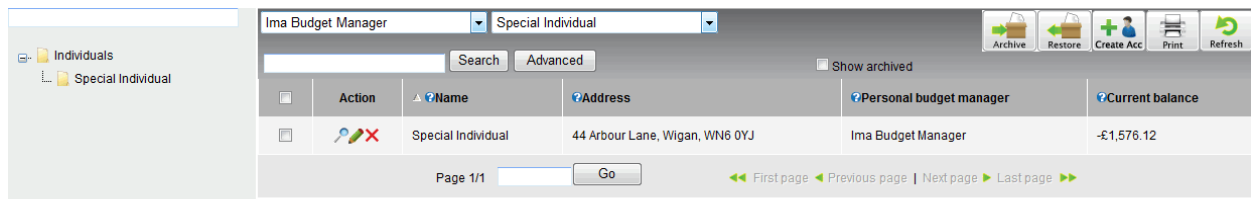


Fig. 1 Filter selection of Individual

- Using the predictive search functionality at the top left of the Individuals list, as shown in the top left of the screen below.

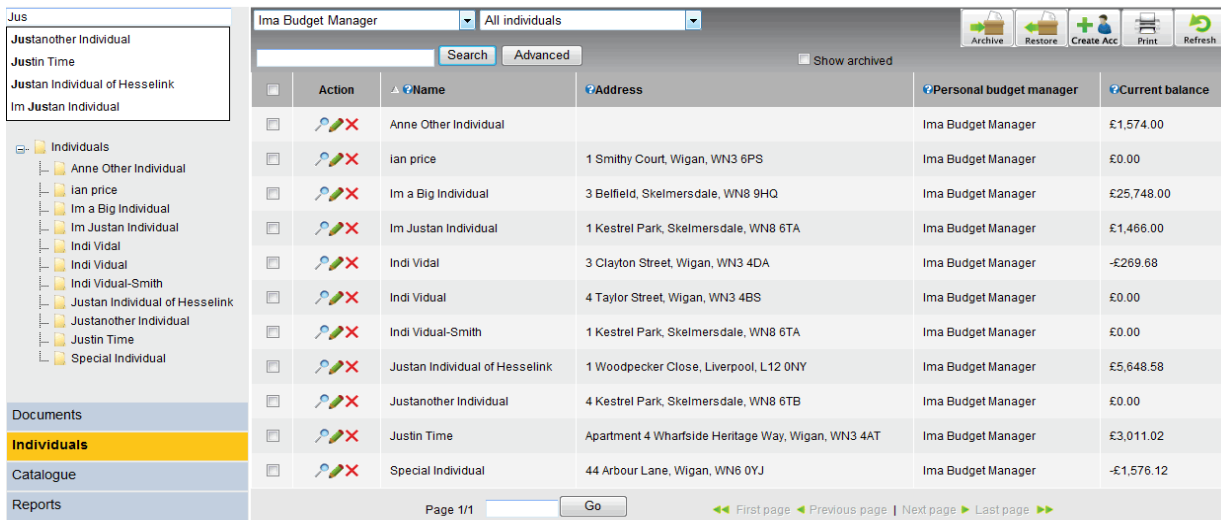


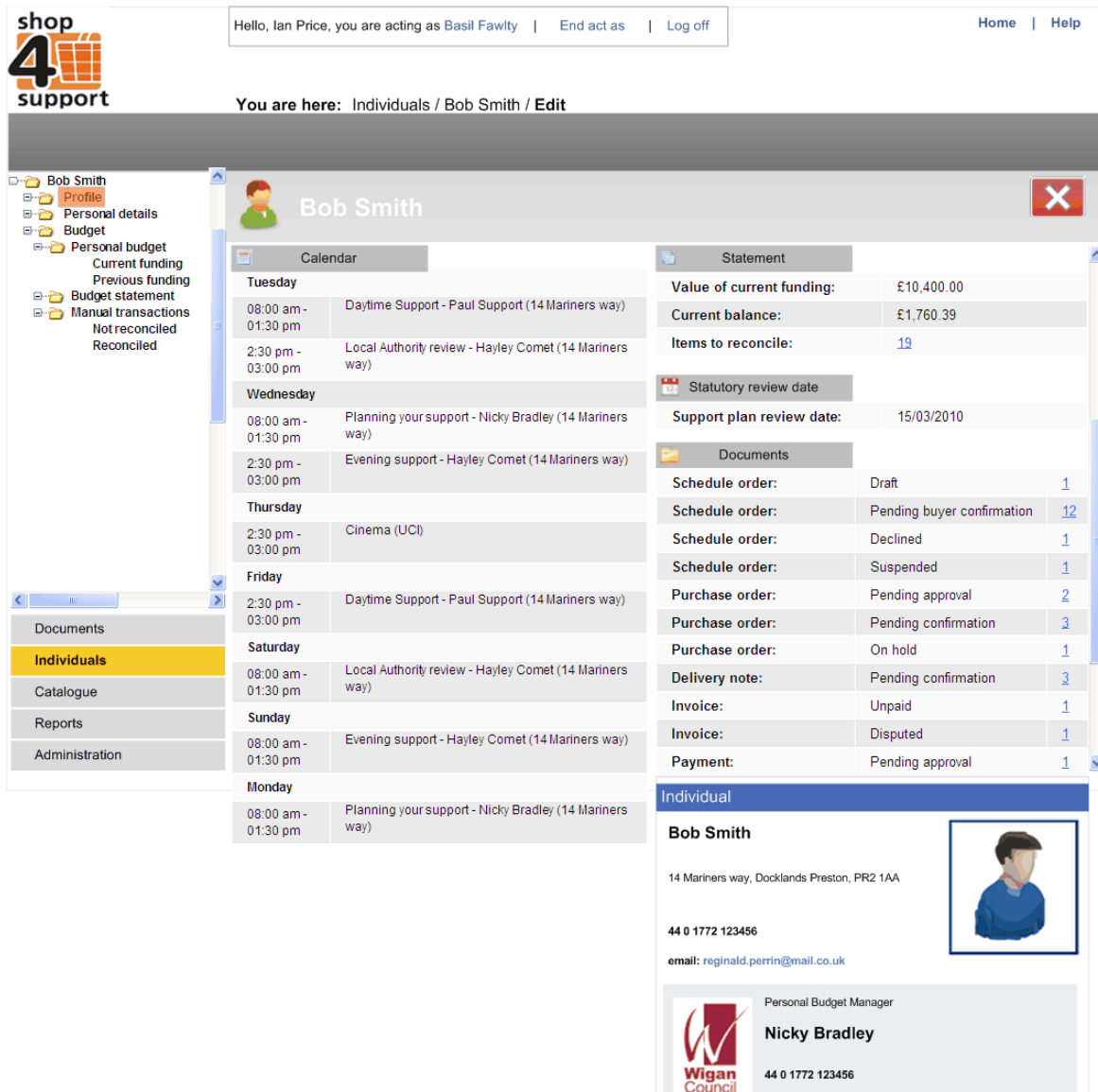
Fig. 2 Predictive Search for Individuals

3. Using the view/edit icons  in the action column.

When an individual has been selected, you will be able to view the following information (depending on your user permissions).

## Individual's profile folder

An individual's Profile folder is shown below.



The screenshot displays the 'shop 4 support' interface. At the top, it shows the user's name 'Hello, Ian Price, you are acting as Basil Fawley' and navigation links for 'Home' and 'Help'. The breadcrumb trail indicates the current location: 'You are here: Individuals / Bob Smith / Edit'.

The main content area is divided into several sections:

- Calendar:** A weekly view showing appointments for Bob Smith from Tuesday to Monday.
 

Day	Time	Event
Tuesday	08:00 am - 01:30 pm	Daytime Support - Paul Support (14 Mariners way)
Tuesday	2:30 pm - 03:00 pm	Local Authority review - Hayley Comet (14 Mariners way)
Wednesday	08:00 am - 01:30 pm	Planning your support - Nicky Bradley (14 Mariners way)
Wednesday	2:30 pm - 03:00 pm	Evening support - Hayley Comet (14 Mariners way)
Thursday	2:30 pm - 03:00 pm	Cinema (UCI)
Friday	2:30 pm - 03:00 pm	Daytime Support - Paul Support (14 Mariners way)
Saturday	08:00 am - 01:30 pm	Local Authority review - Hayley Comet (14 Mariners way)
Sunday	08:00 am - 01:30 pm	Evening support - Hayley Comet (14 Mariners way)
Monday	08:00 am - 01:30 pm	Planning your support - Nicky Bradley (14 Mariners way)
- Statement:** Financial summary for Bob Smith.
 

Value of current funding:	£10,400.00
Current balance:	£1,760.39
Items to reconcile:	19
Statutory review date:	
Support plan review date:	15/03/2010
- Documents:** A list of documents related to Bob Smith's profile.
 

Schedule order:	Draft	1
Schedule order:	Pending buyer confirmation	12
Schedule order:	Declined	1
Schedule order:	Suspended	1
Purchase order:	Pending approval	2
Purchase order:	Pending confirmation	3
Purchase order:	On hold	1
Delivery note:	Pending confirmation	3
Invoice:	Unpaid	1
Invoice:	Disputed	1
Payment:	Pending approval	1

The profile card at the bottom right shows the following information for Bob Smith:

- Name:** Bob Smith
- Address:** 14 Mariners way, Docklands Preston, PR2 1AA
- Phone:** 44 0 1772 123456
- Email:** reginald.perrin@mail.co.uk
- Role:** Personal Budget Manager
- Manager:** Nicky Bradley
- Manager Contact:** 44 0 1772 123456

Fig. 3 Personal Budget Account Summary

This is broken down into the following sections:

### Calendar section –

- A summary of the individual's appointments and purchases for the next seven days.

- A summary of the individual's financial details including, current funding, current balance and number of items to reconcile.

### Documents section –

A summary of any documents relating to the individual that are outstanding, including links to the documents themselves.

The individuals Profile page also contains a brief summary of the individual and the contact details of their current budget manager.

**Personal details tab** – the personal details tab contains detailed information about the individual such as their name, address and contact details. Here, there is also the facility to upload their photograph.

Fig.4 Personal Details

**Further personal details tab** – this contains further details regarding the individual, such as their date of birth, age and the number of hours they are supported. **Specific** references can also be added in this area, such as membership numbers or individual reference numbers.

The Show Sensitive Information button hides sensitive information such as the individual's ethnic group, marital status, gender and disability, unless it is specifically requested that this information be viewable. This also indicates whether or not the individual is on the At Risk register.

**Additional information tab** – here, you can type in any necessary additional information. This tab also enables you to upload documents including word processed documents, PDF or excel spreadsheets.

**Support team tab** – here, you can view or add people to the support team of the individual.

**Catalogue tab** – in this area you can find information regarding the current suppliers and service providers related to the individual. Suppliers can also be added or removed and a list of favorites compiled.

**Settings tab** - in this area you can view any approval procedures set up for the individual, as well as indicating that you want to Auto Confirm delivery notes on orders placed by the individual.

**Delivery addresses tab** - here, you can add specific delivery addresses, if they are different from the invoice address.

**Tracking tab** – here, you can view any recent changes to the profile of the individual. This includes the date and time of any changes and who made the changes.

## Budget folder

By clicking into the Budget/ Personal Budget /Current funding folder shown below, you will be able to see any current funding relating to the individual. This screen also allows any additional funding to be added.

Action	Amount	Funding source	Funding authority	Repeating	Next payment	Last payment
	£525.00	Funding Source No.2	Lancs County Council	Monthly	01/12/2011	01/03/2012

Value of current funding: £6,575.00

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Clicking on the edit icon in the action column allows a more detailed view of any current funding, as below.

**Source details** | Payment details | Tracking

**Funding authority:** Lancs County Council  
**Funding source:** Funding Source No.2  
**Funding Type:** Regular

**Next payment**  
**Amount:** £550.00  
**Payment date:** 01/12/2011  
**Payday:** Thursday

**Regular payment**  
**Amount:** £550.00  
**Payment date:** 01/05/2011  
**Payday:** Sunday

**Repeating pattern**  
 Repeat on 1 day of every 1 month(s)

**New regular payment**  
**Amount:** £  
**From date:**  
**Payday:**

**Last payment**  
 No end date  
 End after 11 periods  
 End date 01/03/2012  
**Payday:** Thursday

## Previous funding folder

This displays a summary of any single payments made to the individual, as below.



Action	Amount	Funding source	Funding authority	Repeating	First payment	Last payment
	£387.25			Single		16/02/2011
	£1,234.00	Funding Source No.1	LA BM SP VW	Single		09/03/2011
	£1,000.00	Red Source	Thera - East Anglia	Single		22/04/2011
	£600.00	Red Source	Lancs County Council	Single		04/01/2011

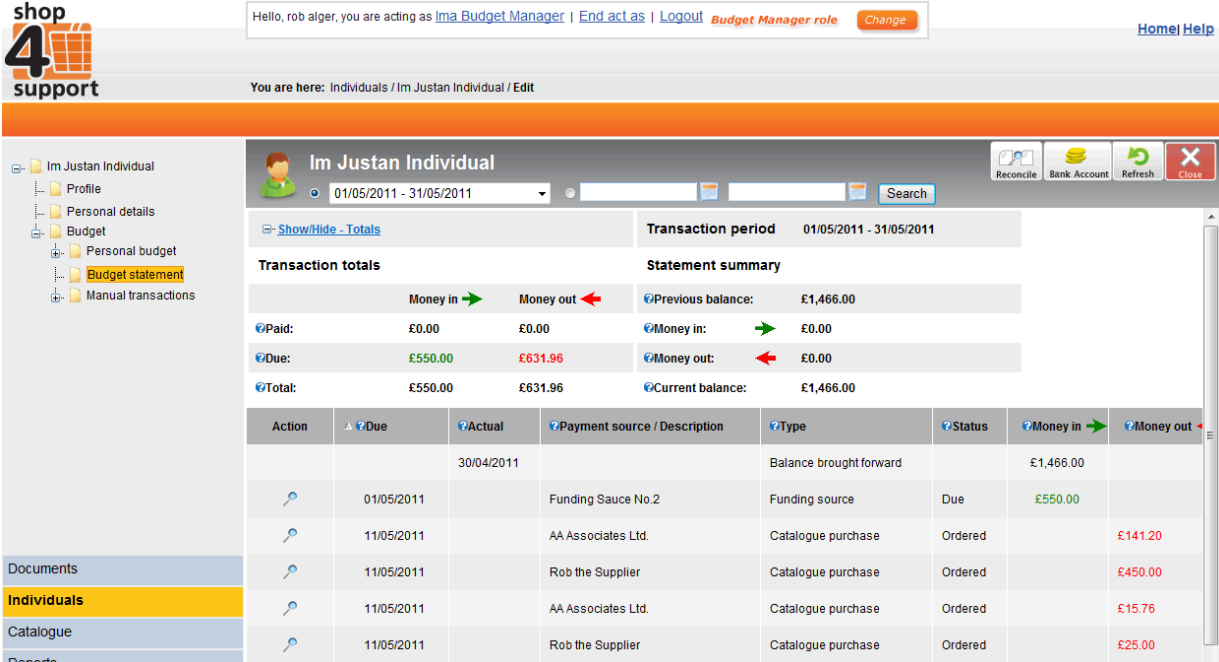
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## Budget statement folder

Here, a summary of money in and money out transactions for selected statement periods can be viewed, as shown below.

The statement period can be selected either by choosing a specific statement period from the drop down selector, or by choosing a range of dates using the calendar.

You will also be able to access the Reconcile  and Bank Account  areas by selecting the appropriate action icon.



The screenshot shows the 'Budget statement' folder selected in the navigation menu. The main content area displays the following data:

Transaction totals		Statement summary	
Money in →	Money out ←	Previous balance:	£1,466.00
£0.00	£0.00	Money in: →	£0.00
Due: £550.00	£631.96	Money out: ←	£0.00
Total: £550.00	£631.96	Current balance:	£1,466.00

Action	Due	Actual	Payment source / Description	Type	Status	Money in →	Money out ←
		30/04/2011		Balance brought forward		£1,466.00	
	01/05/2011		Funding Sauce No.2	Funding source	Due	£550.00	
	11/05/2011		AA Associates Ltd.	Catalogue purchase	Ordered		£141.20
	11/05/2011		Rob the Supplier	Catalogue purchase	Ordered		£450.00
	11/05/2011		AA Associates Ltd.	Catalogue purchase	Ordered		£15.76
	11/05/2011		Rob the Supplier	Catalogue purchase	Ordered		£25.00

Fig. 8 Budget Statement

The Transaction Totals area displays a summary of transactions for a chosen date range. Similarly, the Statement Summary area displays a summary of account activity for the same period.

## Manual transactions folder

Manual transactions can be money in or money out transactions from the individual's budget which will need to be shown on the budget statement and be included in the relevant totals.

There are four types of manual transactions:

- **Manual transactions** - these are payments made (money out) for purchases that are not on the catalogue.
- **Returned funding** – these are payments made (money out) to one of the funding authorities.
- **Manual Refund** – these are payments received (money in) from one of the funding authorities.
- **Adjustment** – this is an item posted to balance the account if a discrepancy has occurred.

The 'Not Reconciled' list, as shown below, shows all manual transactions registered for the individual which haven't passed the process of reconciliation.

The 'Reconciled' list of transactions shows those manual transactions which have been reconciled.

shop 4 support

Hello, Ian Price, you are acting as Basil Fawley | End act as | Log off

Home | Help

You are here: Individuals / Bob Smith / Edit

Bob Smith

Profile

Personal details

Budget

Personal budget

Current funding

Previous funding

Budget statement

Manual transactions

Not reconciled

Reconciled

Action	Transaction date	Type	Description	Status	Amount
	18/05/2009	Manual transaction	Cinema evening	Paid	£13.00
	17/05/2009	Adjustment	N/A	Paid	£8.75
	17/05/2009	Adjustment	N/A	Paid	£3.25
	16/05/2009	Manual transaction	Cinema evening	Paid	£5.00
	16/05/2009	Returned funding	Returned funding	Returned	£15.00
	15/05/2009	Returned funding	Returned funding	Returned	£6.50
	14/05/2009	Returned funding	Returned funding	Returned	£5.25
	13/05/2009	Manual transaction	Cinema evening	Paid	£10.00
	12/05/2009	Returned funding	Returned funding	Returned	£12.50
	11/05/2009	Returned funding	Returned funding	Returned	£30.25
	10/05/2009	Manual transaction	Taxi	Paid	£12.00
	10/05/2009	Manual transaction	Theatre	Paid	£4.50
	09/05/2009	Manual transaction	Theatre	Paid	£13.50
	08/05/2009	Returned funding	Returned funding	Returned	£11.00
	07/05/2009	Returned funding	Returned funding	Returned	£14.70

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