## 16 An overview of funding sources

Funding sources can be created by an organisation administrator or a budget manager user.

Funding sources can be created and then assigned to a funding authority, who are responsible for payments made to an individual. Each funding authority can provide money from different funding sources.

A funding source transaction can be either a single payment or a payment which is paid on a regular basis. The diagram below illustrates this.
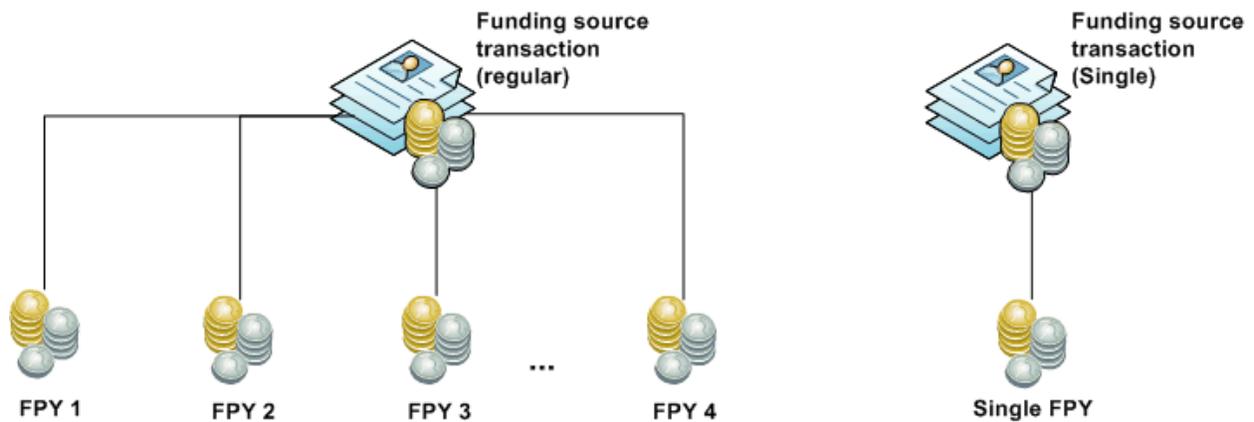
Creating a funding authority

Administrative users can create funding authorities using the following area of Budget Manager: Administration / Process set-up / Funding authorities, as shown below.

Fig. 2 Funding Authority

Creating a funding source

Administrative users can create funding sources using the following area of Budget Manager, as shown below: Administration / Process set-up / Funding sources / Create Funding source.

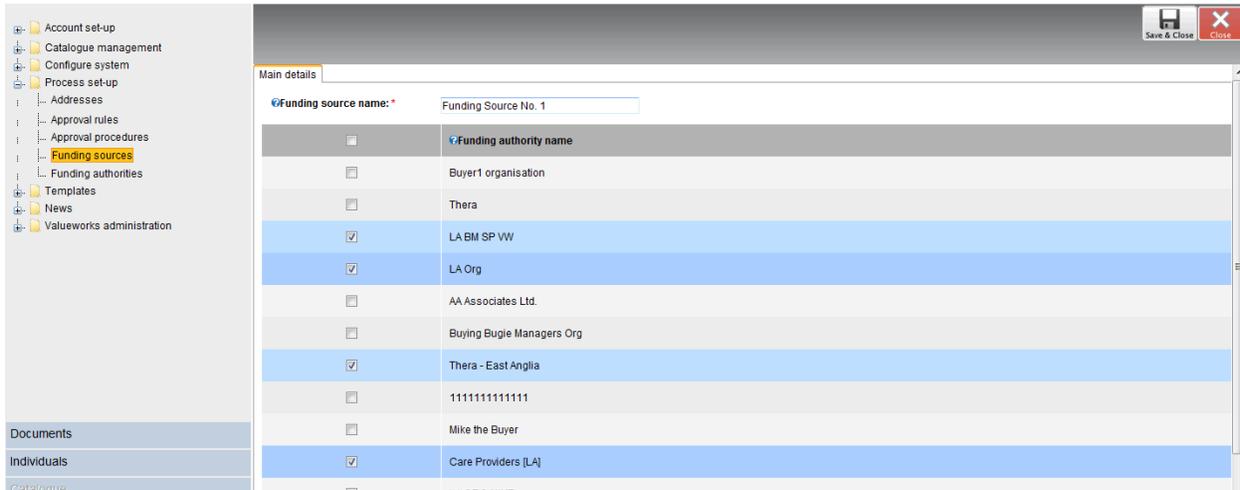Funding sources can be linked to funding authorities.

Fig. 3 Funding Sources

Creating a funding source as a budget manager

A Personal Budget Manager can also create funding sources and funding authorities using the following area of Budget Manager: Individuals/[Individual's Name]/Edit/Budget/Personal Budget/Current Funding.

Click the Add button to create a new funding source using the Funding Wizard.

Using the Funding Wizard

Step 1 - Select a funding authority

The user can choose from existing funding authorities and sources or create new ones, as shown below.

The funding type can be a single one-off payment or set up as a regular payment.

Step 2 - Payment Details – Single

If a single payment type is selected, the user will be prompted to enter the date and amount of the payment.

Step 2 Payment Details – Regular

If a regular payment type is selected, the user will be taken to the regular payment set-up screen shown below on step 2 of the Funding Wizard. They will be able to use the check-box at the top if the first payment is different to any regular payments. They will also be able to set the amount and date of any regular payments.
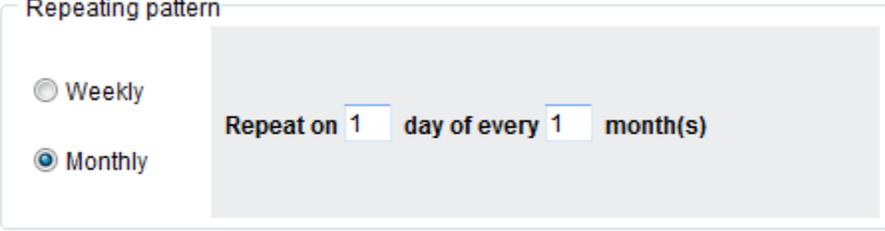
Step 3 - Repeating Pattern

The repeating pattern for the payment can be set to Weekly, or Monthly, as below. If Weekly is selected, the user can specify on which day of the week the payment occurs, and how many weeks are needed between payments.
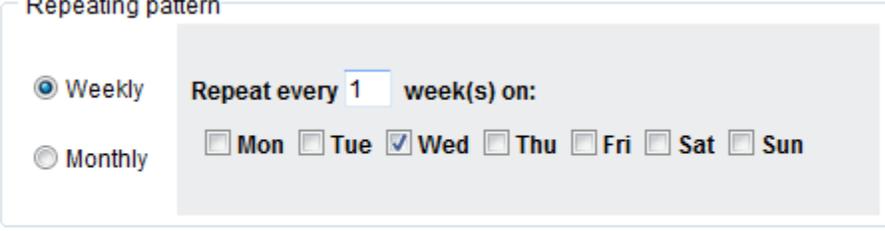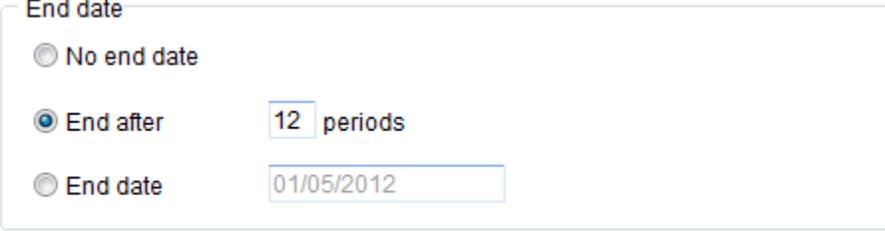

Fig. 7 weekly pattern

If the Monthly payment pattern is selected, the user can specify the day of the month the payment will occur, as below.

Fig. 8 Monthly pattern

There are three different options to choose from regarding the payment end date, shown below.

Fig. 9 End Date

If no end date is specified, then the regular payment will continue indefinitely.

If the 'End after' option is selected, then the regular payment will continue for the number of periods specified. The period can be either weeks or months depending on the repeating pattern that has been selected for the payment. The end date will be calculated automatically depending on the number of periods selected.

The end date can also be specified by selecting the 'End date' options. The number of periods will be calculated automatically.

The next review date must be set for regular payments. This cannot be earlier than the current date and has to be a minimum of 90 days.

Step 4 - Summary

Finally, you will be shown a summary of all the funding details, as below. Click Finish to end, or Previous to go back to any previous screens.

Fig. 10 Payment Summary