

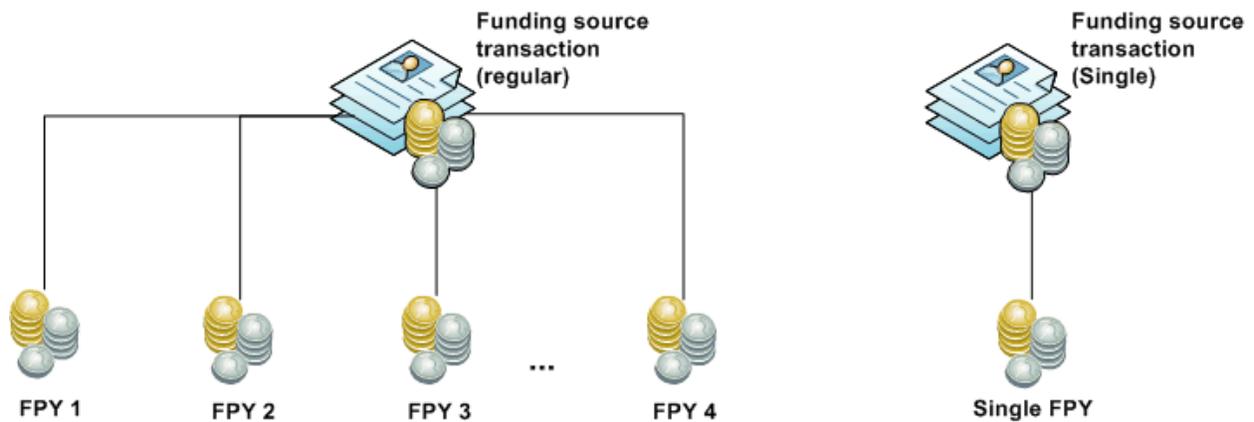


16 An overview of funding sources

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.

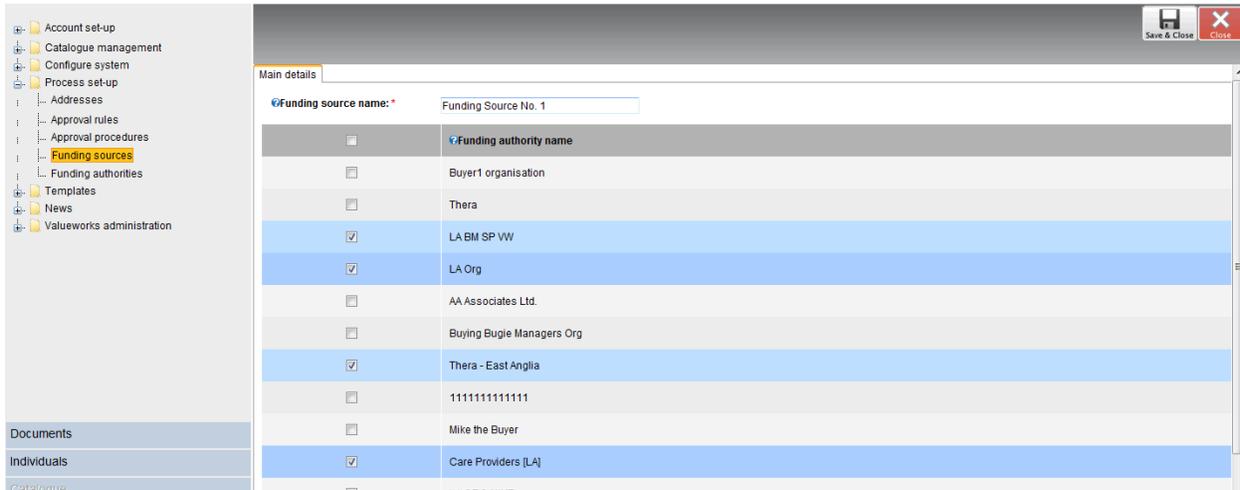


Fig. 3 Funding Sources

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.

Im Justan Individual

Wizard steps:

1. Select funding source
2. Payment details
3. Repeating pattern
4. Summary

Funding authority: LA Org

Funding source: Funding Source No. 1

Funding Type: Single Regular

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.

 **Im Justan Individual**

Wizard steps:

- 1. Select funding source
- 2. **Payment details**
- 3. Repeating pattern
- 4. Summary

First payment
Amount: * £ 500
Payment date: * 01/11/2011
Payday: Tuesday

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.

 **Im Justan Individual**

Wizard steps:

- 1. Select funding source
- 2. **Payment details**
- 3. Repeating pattern
- 4. Summary

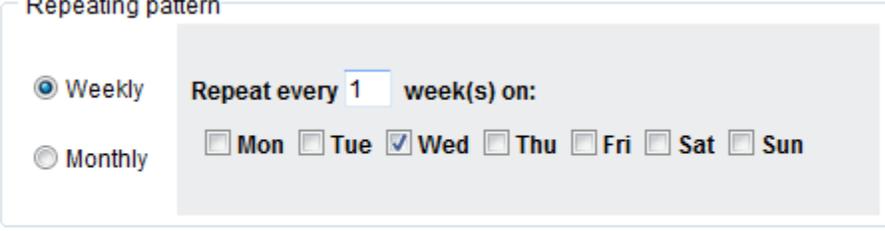
Click here if the first payment is different to regular payments

First payment
Amount: * £ 100
Payment date: * 02/11/2011
Payday: Wednesday

Regular payment
Amount: * £ 900.00
Payment date: * 10/11/2011
Payday: Thursday

Step 3 - Repeating Pattern

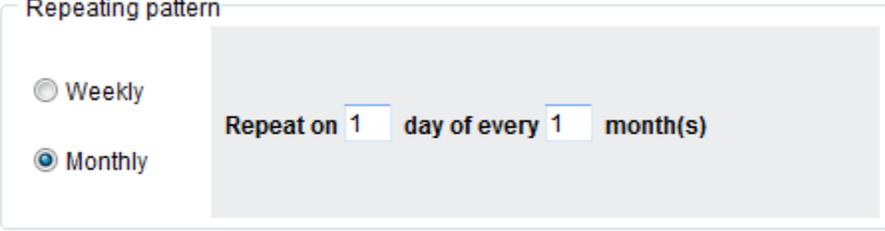
The repeating pattern for the payment can be set to Weekly, or Monthly, as below. If Weekly is selected, the user can specify on which day of the week the payment occurs, and how many weeks are needed between payments.



The screenshot shows a form titled "Repeating pattern". On the left, there are two radio buttons: "Weekly" (which is selected) and "Monthly". To the right of the "Weekly" radio button, the text reads "Repeat every 1 week(s) on:". Below this text, there are seven checkboxes for the days of the week: "Mon", "Tue", "Wed", "Thu", "Fri", "Sat", and "Sun". The "Wed" checkbox is checked, while all others are unchecked.

Fig. 7 weekly pattern

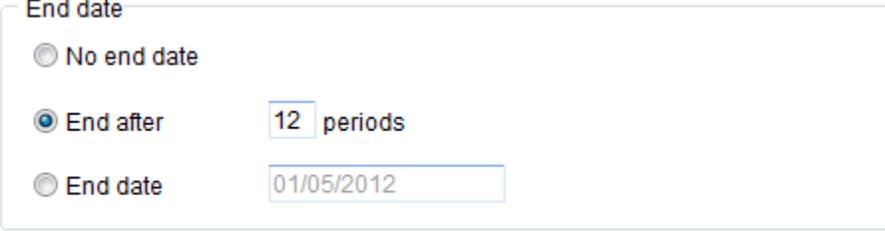
If the Monthly payment pattern is selected, the user can specify the day of the month the payment will occur, as below.



The screenshot shows a form titled "Repeating pattern". On the left, there are two radio buttons: "Weekly" and "Monthly" (which is selected). To the right of the "Monthly" radio button, the text reads "Repeat on 1 day of every 1 month(s)".

Fig. 8 Monthly pattern

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



The screenshot shows a form titled "End date". There are three radio buttons: "No end date", "End after" (which is selected), and "End date". To the right of the "End after" radio button, there is a text input field containing the number "12" followed by the text "periods". To the right of the "End date" radio button, there is a date input field containing the date "01/05/2012".

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.

| | | | |
|---------------------------|---------------------|--------------------------|----------------------|
| Funding authority: | AA Associates Ltd. | Next review date: | 01/04/2012 Sunday |
| Funding source: | Funding Source No.1 | | |
| Funding Type: | Regular | | |

| | | | |
|----------------------|------------|--|------------|
| First payment | | End date | |
| Amount: | £500.00 | <input type="radio"/> No end date | |
| Payment date: | 01/05/2011 | <input checked="" type="radio"/> End after | 12 periods |
| Payday: | Sunday | <input type="radio"/> End date | 01/05/2012 |

| | | | |
|------------------------|------------|--------------------------|---------------------------|
| Regular payment | | Repeating pattern | |
| Amount: | £525.00 | | |
| Payment date: | 01/06/2011 | | |
| Payday: | Wednesday | | |
| | | Repeat on | 1 day of every 1 month(s) |

Fig. 10 Payment Summary