



Transport Back Office Budgeting

One Transport enables you to track and forecast budgets using a budget code system. You can assign budget codes to invoices, payment and contracts, enabling you to track the movement of money to and from your LA's various budgeting "pots". Forecasts can be generated for some or all codes either as a summary of the whole financial year or as a monthly breakdown.

Creating Budget Codes

1. Select **Admin | Budget codes** and click the **create a new budget code** hyperlink. Editable fields relating to budget code details are displayed.

Code	Description
CHER	Allowances
MED	Medical Transport
PRI	Primary Transport
SPEC	Secondary Transport
SPEC	Special Transport
SS	Social Services
TEST	Test Category

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2. Enter a **Budget code** identifier.
3. Enter a **Description**.
4. If required, enter a **Cost code**.
5. Click the **Save** button to save the code.

Assigning Budget Codes to Payments

Budget codes are assigned to passenger payments during the payment creation process via the **Budget Code** field. This is a mandatory field, meaning that all existing passenger payments should have a code assigned.

(this unique number is automatically generated)
 (you can choose this 10-character ID)
 Entered on: Due on: Paid on:
 Period from: until:
 Amount: (pounds) Payee: Budget code:

For more information on creating passenger payments, see the *Creating a Passenger Payment* topic of the *Transport Back Office* handbook, available from www.onepublications.com and My Account.

To change an existing passenger payment's budget code:

1. Select **Processes | Single Passenger | [select passenger] | Payments out** to display a list of payments that have been made to that passenger.
2. Select a payment from the list to display editable fields relating to that payment.
3. Select the required budget code from the **Budget Code** drop-down menu and click the **Save** button to confirm your changes.

Assigning Budget Codes to Invoices

Individual Invoices

Budget codes are assigned to invoices during the invoice creation process via the **Budget Code** field. This is an optional field, meaning that a particular invoice may not necessarily have a budget code assigned.

For more information on creating invoices, see the *Invoicing a Passenger* topic of the *Transport Back Office* handbook, available from www.onepublications.com and My Account.

To assign a budget code to an invoice:

1. Select **Processes | Single Passenger | [select passenger] | Invoices** to display a list of passenger invoices.

Serial number	Invoice ID	Issued on	Reason	Amount
675	13/12/2016	13/12/2016	Invoice for 2001/2002	10.00
676	13/12/2016	13/12/2016	Invoice for 1998/1999	5.00
677	13/12/2016	13/12/2016	Invoice for 1995/1996	100.00

2. Select an invoice from the list to display editable fields relating to that invoice.

prefix: 678 (this unique number is automatically generated)
 Invoice ID (you can choose this 10-character ID)
 Invoice issued on: and due for payment on:
 Reason for invoice: Address holder with financial responsibility
 Budget code:

3. Select the required code from the **Budget Code** drop-down menu and click the **Save** button to confirm your changes.

Bulk-Generated Invoices

To assign a budget code when invoicing in bulk, select the required code from the **Budget Code** field during the bulk invoice generation process.

All invoices generated will share the following details:
 Invoice issued on: and due for payment on:
 Reason for invoice: Address to carer with financial responsibility
 Budget code:

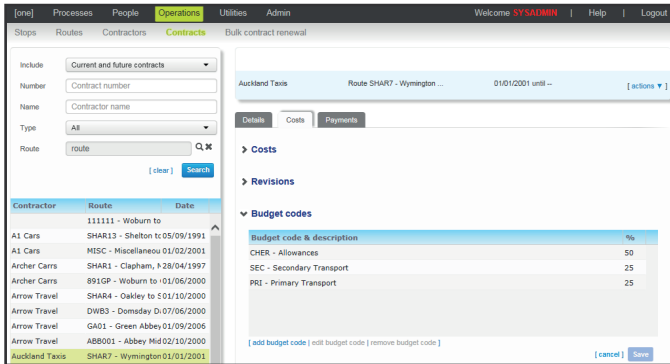
For more information on bulk invoices, see the *Creating Invoices in Bulk* topic of the *Transport Back Office* handbook, available from www.onepublications.com and My Account.



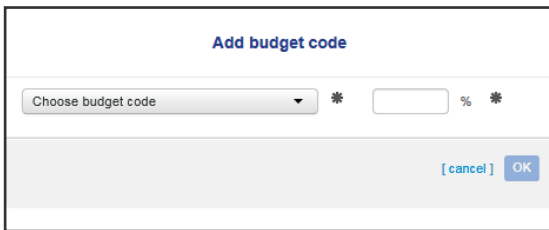
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Assigning Budget Codes to Contracts

1. Select **Operations | Contracts** and select a contract using the search fields.
2. Select the **Costs** tab and then open the **Budget codes** section. A list of the contract's current and past budget codes is displayed.



3. Click the **add budget code** hyperlink to display the **Add budget code** dialog.



4. Select the budget code you wish to add from the **Choose budget code** menu. The **Choose budget code** menu only lists those budget codes that have already been configured in Transport.
5. Enter a % value for the budget code. This is the percentage of the total cost (as configured in **Operations | Contracts | Costs**) which the budget code will bear within the year for each contract.

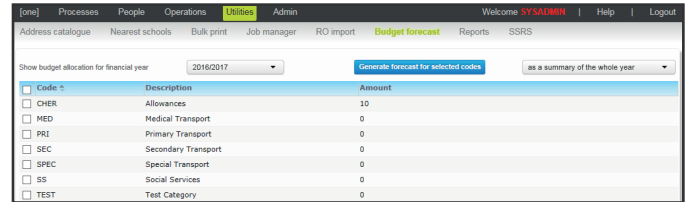
For more information on setting contract costs, see the *Setting Contracts Costs* topic of the *Transport Back Office* handbook, available from www.onepublications.com and My Account.

NOTE: The % values for all of the current budget codes associated with the contract must add up to 100.

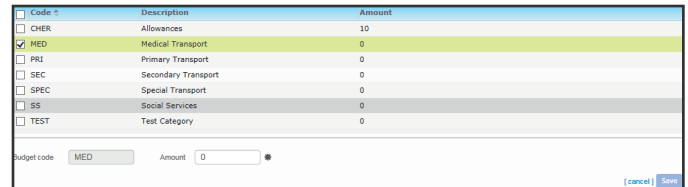
6. Click the **OK** button to close the dialog.
7. Repeat steps 3-6 for each budget code you want to add.
8. Click the **Save** button. If the total % value of the current contract codes adds up to 100, then One saves the new codes to the contract. If not, then an error message is displayed and you should amend the values accordingly.

Generating Budget Forecasts

1. Select **Utilities | Budget forecast** to display the **Budget forecast** page.



2. From the **Show budget allocation for financial year** drop-down menu, select the financial year for which you wish to allocate a budget.
3. Allocate budget amount between the codes as required:
 - a. Highlight a budget code. The **Budget code** and **Amount** fields are displayed.



- b. Enter the amount that you wish to allocate to that code into the **Amount** field and click the **Save** button to save the amount.

- c. Repeat steps a and b for all codes that you want to allocate budget for.

4. Use the check boxes to select the budget codes you want to generate a forecast for.
5. Select whether you want to view the forecast as a summary of the whole year or including monthly breakdowns from the drop-down menu at the right of the screen.
6. Click the **Generate forecast for selected codes** button to generate the forecast report.

Budget Forecast- 2016/2017			Report Date: 13/12/2016
Summary			Page 1 of 1
A). Budgeted Expenditure	258.00		
B). Actual Expenditure to Date	79.00		
C). Expected Cost for the rest of the year	0.00		
D). Estimated Variance (A - (B+C))	179.00		
Breakdown			
Route Code	Cost to Date	Forecast Amount	Estimate for Year
Medical Transport - MED - (Budget Amount : 200.00) (Balance Amount : 131.00)			
	69.00	0.00	69.00
Total for MED	69.00	0.00	69.00
Secondary Transport - SEC - (Budget Amount : 33.00) (Balance Amount : 23.00)			
	10.00	0.00	10.00
Total for SEC	10.00	0.00	10.00



More Information:

- *Transport Back Office* handbook, available from www.onepublications.com and My Account.