

The **inexpensive** way to manage **budgets** efficiently

Managing the budgets of multiple clients efficiently

shop4support **budget manager** is intended for use by any organisation that assists individuals in securing the support required for them to lead a good life. In the majority of cases, this will be a Local Authority but could also be an independent third party broker; a service provider offering comprehensive support management services perhaps through an Individual Service Fund, or any other establishment or group of people whose task it is to manage the support for multiple clients.

Managing the support of multiple clients involves complex administrative procedures. By streamlining these procedures, shop4support **budget manager** significantly reduces administrative time and therefore costs. Exceptionally user friendly, **budget manager** offers a wide range of benefits.

Supporting the individual



shop4support **budget manager** allows an organisation to input and view an individual's important personal details in one easy to access location, as well as viewing and adding details regarding the members of their support network. This can be auto-populated from a Local Authority case management system.

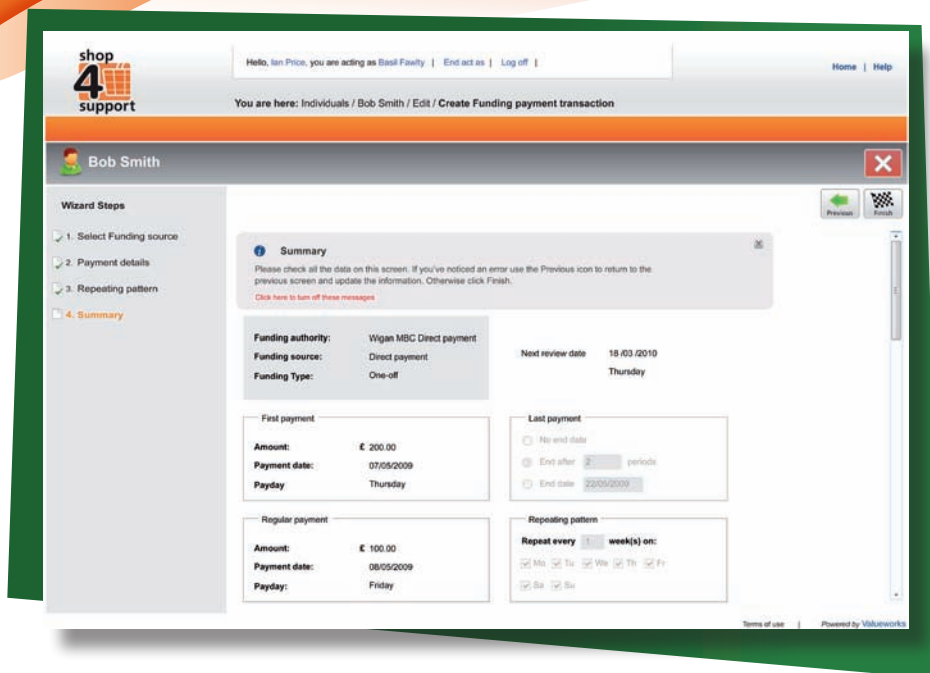
Purchasing and ordering made easy



budget manager makes what could be a complex process of ordering and purchasing products and services, simple logical and clear. shop4support.com's catalogues are exceptionally user friendly, with the look and feel of a traditional online shopping experience.

Online catalogues containing a wide range of products and services can be filtered by individual, enabling an organisation to choose items from catalogues that will suit a citizen's specific needs. Should an individual have a private catalogue containing products with prices that have been specially negotiated with a provider, this can be viewed easily and the items added to an individual's online shopping basket. Once an organisation has selected all the items they require, they can 'checkout' and process the orders by supplier.

budget manager Order Wizard allows organisations to order items either on a one off basis, by specifying the date and time services are needed, or to schedule an item over a longer period of time on a re-occurring basis. This information is translated into Budget Manager's very comprehensive Diary – an overview of the support planned for an individual weeks and even months in advance.



Payment choice and flexibility

In terms of payment, shop4support.com offers organisations greater choice and flexibility. Payment can be made either online and upfront via credit or debit card, or offline via invoice. The opportunity to 'split' the payment of items, i.e. pay some by card and some by invoice, is also available.

Clear communication, concise administration

Budget Manager's system can record vast amounts of ordering data and provides seamless communication between buyers and suppliers during each transaction. Documents such as Purchase Orders, Invoices, Delivery Notes, Credit Notes and Payments are available on screen at the touch of a button.

If it is known that a product or service is to be supplied repeatedly over a period of time, **budget manager** can automatically create Purchase Orders via its scheduling functionality, rendering the time-consuming creation of manual Purchase Orders redundant.

Reconciling spend, managing budgets

Budget Manager's Reconciliation Wizard allows organisations to reconcile an individual's funding with their spend, by reconciling this with their banking information. This allows for a 'soft touch' audit.

For organisations managing individual budgets with multiple funding sources, the system tracks expected payments to individuals on a weekly/ monthly basis and generates funding statements. In this way, significant efficiencies are made through the time saving workflow and accuracy of the data used.

Find out more...

If your organisation would like to find out more, we recommend booking a free on-site demonstration of **budget manager**. This can be done by calling **01942 614 088** or emailing info@shop4support.com

To receive shop4support.com's free monthly eNewsletter email info@shop4support.com today.