

Helpful System Hints for Direct Funding Standard Agreements

Purpose

This document provides additional information on the features of the *Direct Funding Financial Reporting System* (DFFRS) for Standard Agreements.

This document is one of several supporting documents that provide information on how to manage funding and report to CLBC on your *Direct Funding Standard Agreement*. This document should be used in conjunction with the *Direct Funding Standard – Training Video* (How to use the system and report to CLBC for Standard Agreements), *Managing the Money: Direct Funding Standard Guide* (How to use the system and manage your funding), and the *FAQs: Reporting on Standard Agreements (Agents)*. The training video and these documents can be found together at www.communitylivingbc.ca/IF under the “Learn more about Individualized Funding” section.

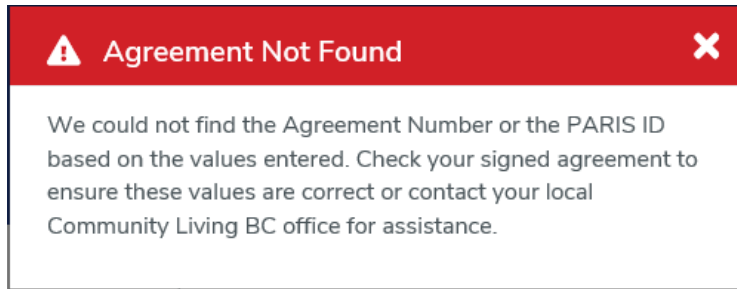
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Getting Started

Agreement Not Found Error Message

If an “Agreement Not Found” message is displayed:



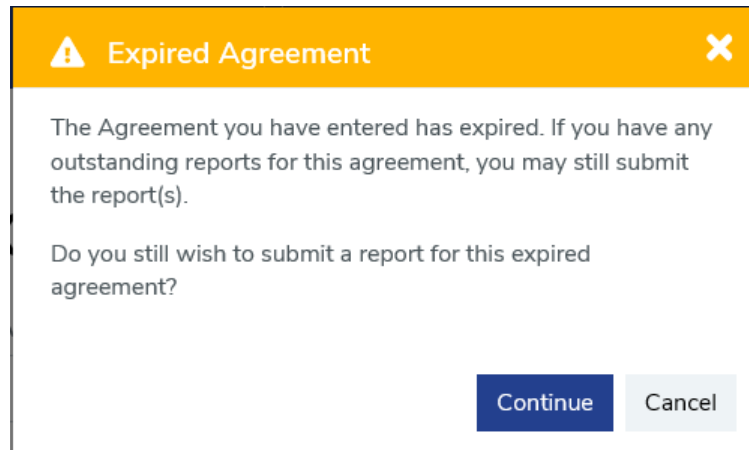
The Agreement Number and the PRISM ID can be found on Page 1 of the *Direct Funding Standard Agreement* ('Agreement'). If the information matches and you continue to get the error message, contact your CLBC analyst for further investigation.

Who is the CLBC Analyst?

The name and contact information of the CLBC Analyst (Quality Service Analyst) is listed on page 4 (signature page) of the Agreement.

Submitting a Report Against an Expired Agreement

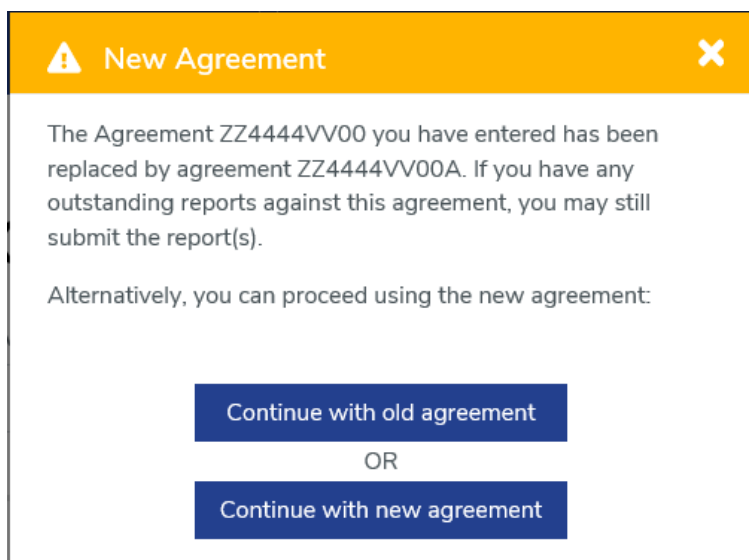
When submitting a report against an expired Agreement, a warning dialog box is displayed.



Click the “Continue” button to proceed with submitting your report for the expired Agreement. Click the “Cancel” button or “X” to close the dialog box. This will take you back to the Getting Started page which will allow you to make changes to the Agreement Number and/or PRISM ID.

Submitting a Report Against an Agreement that has been Replaced

When submitting a report against an Agreement that has been replaced (the Agreement numbers are different), a warning message is displayed.



Click "Continue with old agreement" to submit a report for the old Agreement.
Click "Continue with new agreement" to submit a report for the new Agreement.
Click the "X" button to close the dialog box. This will take you back to the Getting Started page which will allow you to make changes to the Agreement Number and/or PRISM ID.

Reporting Details

Entering a Reporting Period Start Date that has been Previously Submitted

When entering a Reporting Period Start Date that has been previously submitted, a warning message is displayed.



Click the "Confirm" button to submit a report for a period whereby a report has already been submitted.
Click the "Cancel" button or "X" to close the dialog box. This will take you back to the Reporting Details page which will allow you to make changes to the Reporting Period Start Date.

Reporting Periods

Entering a Reporting Period Start or End Date Later than Today's Date

When entering a Reporting Period Start or End Date later than today's date, an error message is displayed.

Start Date <input type="text" value="01 Dec 2019"/> <div>The Reporting Period Start Date can't be later than today's date.</div>	End Date <input type="text" value="31 Dec 2019"/> <div>The Reporting Period End Date can't be later than today's date.</div>
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Reports cannot be submitted for a date in the future.

Reporting Period Greater than 35 Days

When entering a Reporting Period that spans more than 35 days, an error message is displayed.

End Date <input type="text" value="10 Jan 2020"/> <div>The End Date can't be more than 35 days after the Start Date.</div>

Financial reports must be submitted monthly. End dates should be the end of each calendar month.

Bank Balances

Zero Dollars Bank Balances

Opening Balance <input type="text" value="Enter Balance"/> <div>Please enter a Bank Opening Balance.</div>	Closing Balance \$ <input type="text" value="Enter Balance"/> <div>Please enter a Bank Closing Balance.</div>
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The Opening Balance and Closing Balance must have an amount and be two decimal places. Enter \$0.00 to proceed.

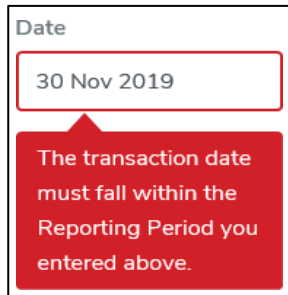
Bank Balance(s) less than Zero Dollars

If a bank balance is less than zero dollars, enter a negative sign in front of the amount.
For example: -100.52

Bank Statement Details

Date Error Message

When entering a Bank Statement Details date outside the reporting period, an error message will be displayed.

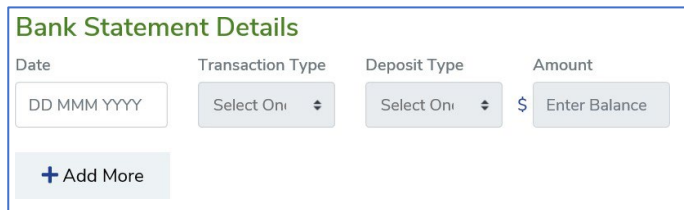


The screenshot shows a date input field with the text "30 Nov 2019". Below the field is a red error message box that reads: "The transaction date must fall within the Reporting Period you entered above."

Review to ensure the entered date is within the Reporting Period. Correct the date and proceed.

No Deposits and/or Expenses Made During the Reporting Period

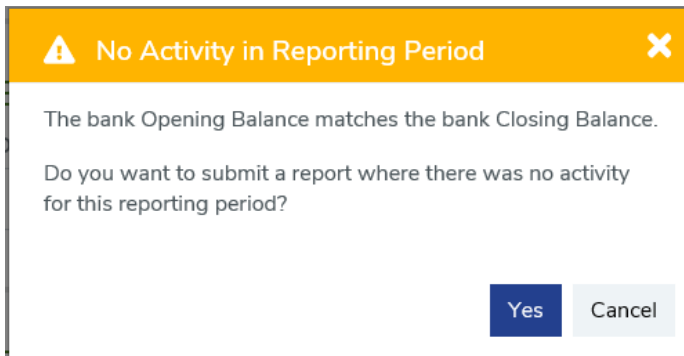
If no deposits and/or expenses were made during the reporting period, leave the Bank Statement Details section blank.



The screenshot shows the "Bank Statement Details" form. It has four columns: "Date" with a text input field containing "DD MMM YYYY", "Transaction Type" with a dropdown menu showing "Select One", "Deposit Type" with a dropdown menu showing "Select One", and "Amount" with a text input field containing "\$ Enter Balance". There is a "+ Add More" button at the bottom left.

Click "Next Step" to proceed.

A warning message will display.



The screenshot shows a warning message dialog box with a yellow header bar. The header bar contains a warning icon, the text "No Activity in Reporting Period", and a close button (X). The main text of the dialog reads: "The bank Opening Balance matches the bank Closing Balance. Do you want to submit a report where there was no activity for this reporting period?". At the bottom right, there are two buttons: "Yes" and "Cancel".

Click "Yes" to proceed to the Review Page.

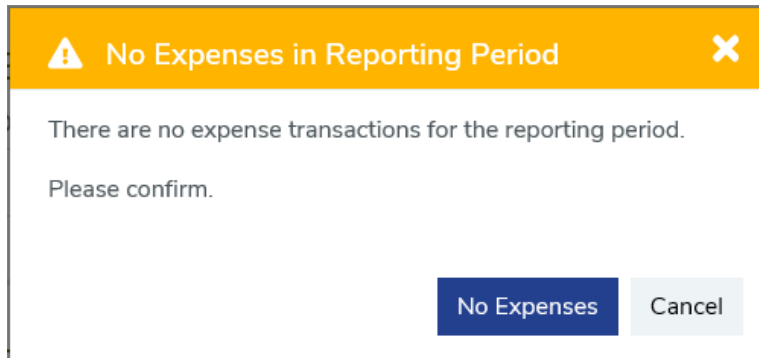
Click the "Cancel" or "X" button to return to the Reporting Details page to make changes.

Selected "Deposit" as the Transaction Type, Amount Field is Not Enabled.

When selecting "Deposit" as the Transaction Type, a Deposit Type must be selected to enable the Amount box and enter the amount of the transaction.

No Expenses in the Reporting Period Message

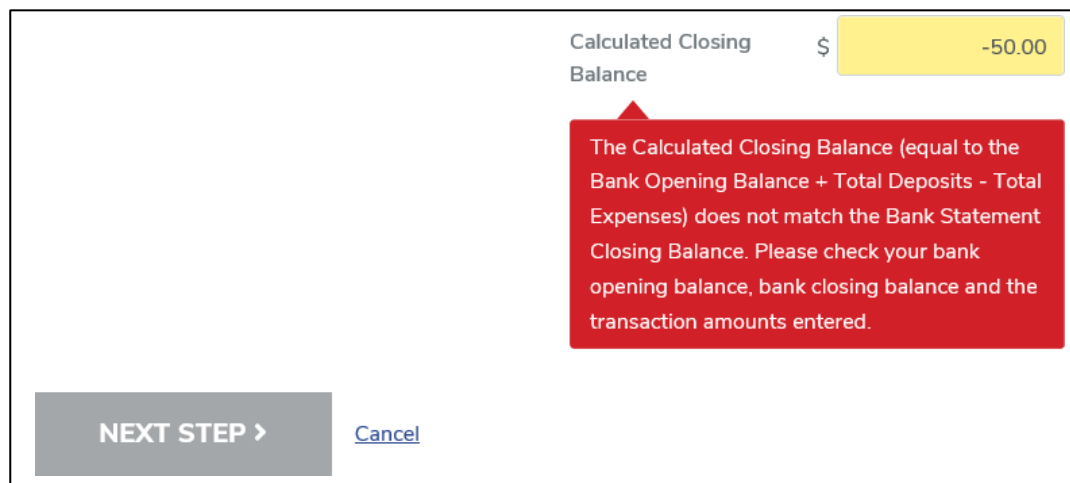
The “No Expenses in Reporting Period” message is displayed when there are no expense transactions entered in the Bank Statement Details.



A message box with an orange header bar containing a warning icon, the title "No Expenses in Reporting Period", and a close button (X). The main content area is white and contains the text "There are no expense transactions for the reporting period." followed by "Please confirm." At the bottom right, there are two buttons: "No Expenses" (dark blue) and "Cancel" (light blue).

Click “No Expenses” to confirm no expenses have been made in the reporting period.
Click the “Cancel” or “X” button to return to the Reporting Details page to make changes.

Calculated Closing Balance Error Message

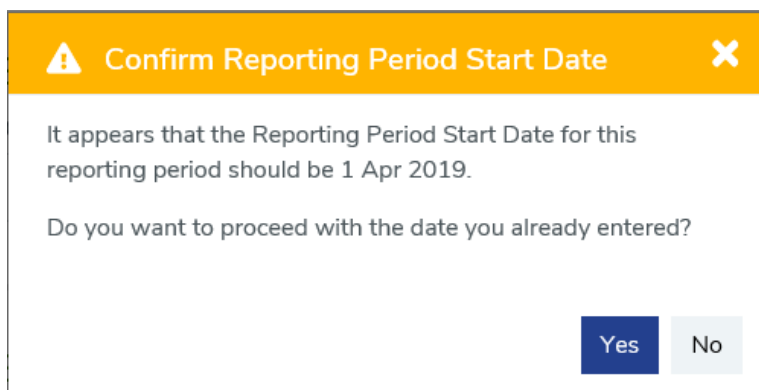


A screenshot of a web interface showing a "Calculated Closing Balance" field with a value of "\$ -50.00". A red tooltip box points to the field, containing the text: "The Calculated Closing Balance (equal to the Bank Opening Balance + Total Deposits - Total Expenses) does not match the Bank Statement Closing Balance. Please check your bank opening balance, bank closing balance and the transaction amounts entered." Below the field, there is a grey button labeled "NEXT STEP >" and a blue link labeled "Cancel".

This error message is displayed when the Calculated Closing Balance does not match the Closing Balance entered in the Bank Balances section. Review the bank balances and bank statement details and make corrections where necessary.

Confirm Reporting Period Start Date

The “Confirm Reporting Period Start Date” message is displayed when a report has not been submitted for the reporting period indicated.



A message box with an orange header bar containing a warning icon, the title "Confirm Reporting Period Start Date", and a close button (X). The main content area is white and contains the text "It appears that the Reporting Period Start Date for this reporting period should be 1 Apr 2019." followed by "Do you want to proceed with the date you already entered?" At the bottom right, there are two buttons: "Yes" (dark blue) and "No" (light blue).

Click the “Yes” button to continue with the Reporting Period Start Date.
Click the “No” or the “X” button to go back to the Reporting Details page to change your reporting period.

Expense Details

Selecting “Other” as the Expense Type

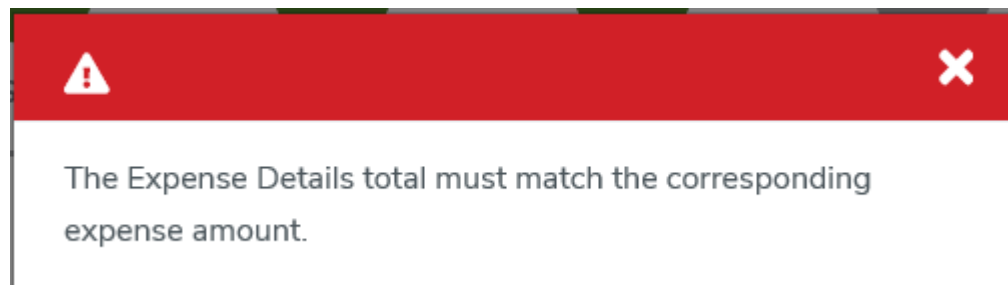
After selecting “Other” as the “Expense Type” and entering the amount, the “Next Step” button is disabled.

When “Other” Expense Type is selected, you must enter a description for the Expense Type. After the description is entered, the “Next Step” button should be enabled.

Expense Details Total Must Match the Corresponding Expense Amount

When the Expense Details amount does not match the Transaction Type amount from the Reporting Details page, an error message is displayed.

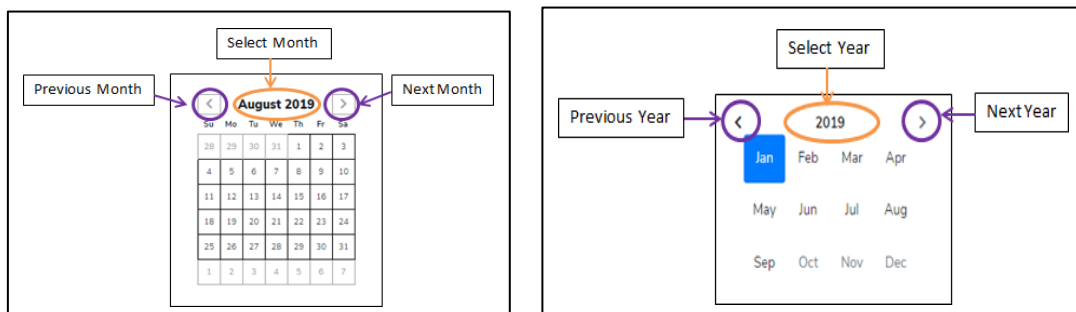
The screenshot shows the 'STATEMENT DETAILS' page with a large blue '1' indicating an error. The 'Transaction Type' is 'Expense' with an 'Amount' of '\$150.00'. The 'Expense Type' is 'Behavioural Con' and the 'Description' is 'Enter Description' with an 'Amount' of '\$130.00'. The 'Detail Total' is also '\$130.00'. An orange line connects the Transaction Type Amount to the Detail Total, highlighting the mismatch.



Click the “X” button to close the error message box and go back to the Expense Details page to make changes.

Other

Navigating Pop-up Calendars




Click on the arrows to navigate to the previous or next month. Click the month or year to display and select other months and/or years.

Modifying a Submitted Report

Modifying a report that has already been submitted is not permitted. However, a new report using the same reporting period can be submitted. This will replace the old report.

Clicking the Back Button in the Browser

The back button  in the browser is disabled. Click the “Previous Step” button or one of the progress bar numbers to go back to the previous page(s).



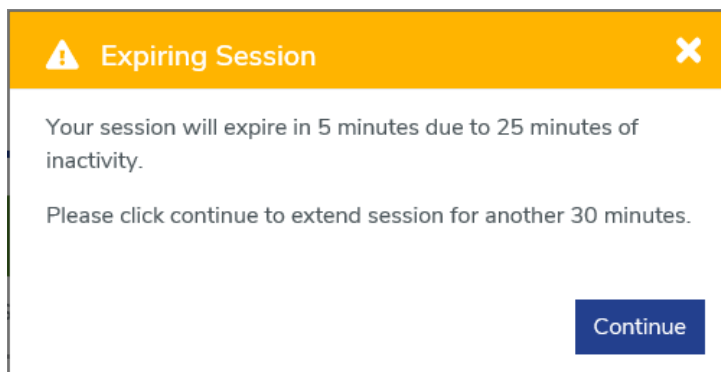
Submitting for a Reporting Period Greater than One Month Ago

Submitting reports you have missed in the past is permitted.

Session Expiry Messages

Expiring Session

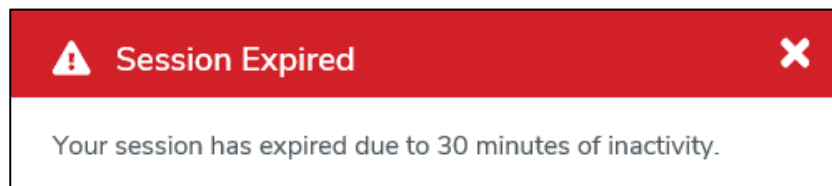
The “Expiring Session” message is displayed.



Click “Continue” if more time is required to submit the report. Information entered will be retained. Click the “X” button to close the dialog box. The reporting session will end in 5 minutes.

Session Expired

The “Session Expired” message is displayed.



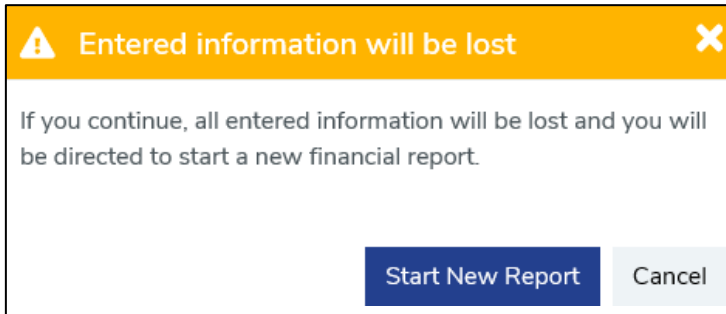
Click the “X” button and it will take you back to the Getting Started page. Information entered will not be retained.

Cancelling a Report in Progress

Click the “Cancel” button at the bottom of the page beside the “Next Step” button or beside the “Submit” button to cancel a report in progress and start a new report.



The “Entered information will be lost” message will display.



Click the “Start New Report” button and it will take you back to the Getting Started page. Information entered will not be retained.

Click the “Cancel” button to stay on the Reporting Details page.