Encom Budget - Additional Resource Page

The 'Additional Resource' page in Encom provides a variety of information that will help you track your budget during the school year. Please log in and review this page regularly, to ensure you are aware of your budget and can work within it to avoid going into an overage.

Additional Resource

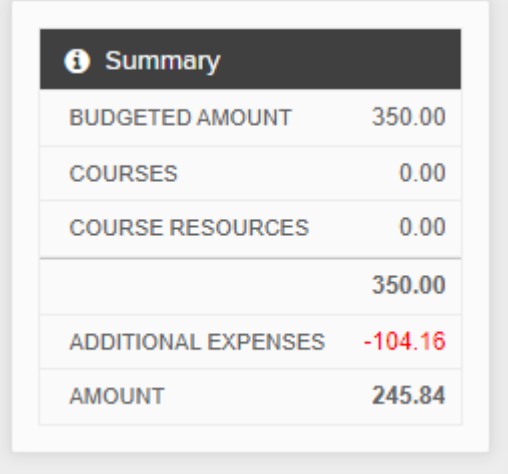
- Log into Encom
- Click on the "Additional Resource" button located on the menu bar.



This page gives you information on funding and expenses for a family as well as per student.

Student Summary

This box will include the following information per student and is located to the left of each student's name.

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- Budgeted Amount: the amount of funding the student received
- Courses: the amount of funding used that went towards courses
- Course Resources: Resources that were ordered by the parent when adding an online course
- Additional Expenses: the amount of funding used that went towards resources (typically these are purchases parents have made by vendors either using the purchasing department or Purchase Order system)

- Amount: this is the amount of funding remaining or owing

Beside the summary box you will see the "Additional Resource" box. This box will include a list of expenses or items purchased using this students purchase order number.

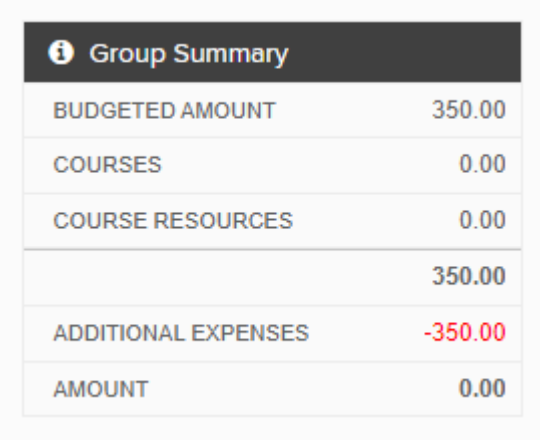


Vendor	Invoice #	Description	Posted	Purchased	Amount
Canadian Home Education Resources	[redacted]	Curriculum Non Consumables	Jul. 8, 2021	Jul. 6, 2021	-211.15
» Canadian Home Education Resources	[redacted]	Curriculum Consumables	Jul. 8, 2021	Jul. 6, 2021	-25.90

- Vendor: name of the vendor
- Invoice number
- Description of item(s) purchases
  - Curriculum purchases
    - Non-Consumable: Need to be returned or bought out when a student leaves, as per the curriculum agreement
    - Consumable: Do not need to be returned or bought out when a student leaves
  - Lessons
    - Will have the Start/End date, type of lesson, Vendor's CRC Expiry date
- Posted: Date the expense was posted by HCOS Finance staff
- Purchased: Date on the invoice
- Amount: Amount HCOS Paid

Group Summary

This box will include the following information per family and is located at the top left hand side of the additional resource page



Group Summary	
BUDGETED AMOUNT	350.00
COURSES	0.00
COURSE RESOURCES	0.00
	350.00
ADDITIONAL EXPENSES	-350.00
AMOUNT	0.00

- Budgeted Amount: the combined amount of funding the family received
- Courses: the combined amount of funding the family used that went towards courses

- Course Resources: Resources that were ordered by the parent when adding an online course
- Additional Expenses: the combined amount of funding used that went towards resources (typically these are purchases parents have made by vendors either using the purchasing department or Purchase Order system)
- Amount: this is the combined family amount of funding remaining or owing

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Created 11 February 2022 20:06:41 by Aubri Reid
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