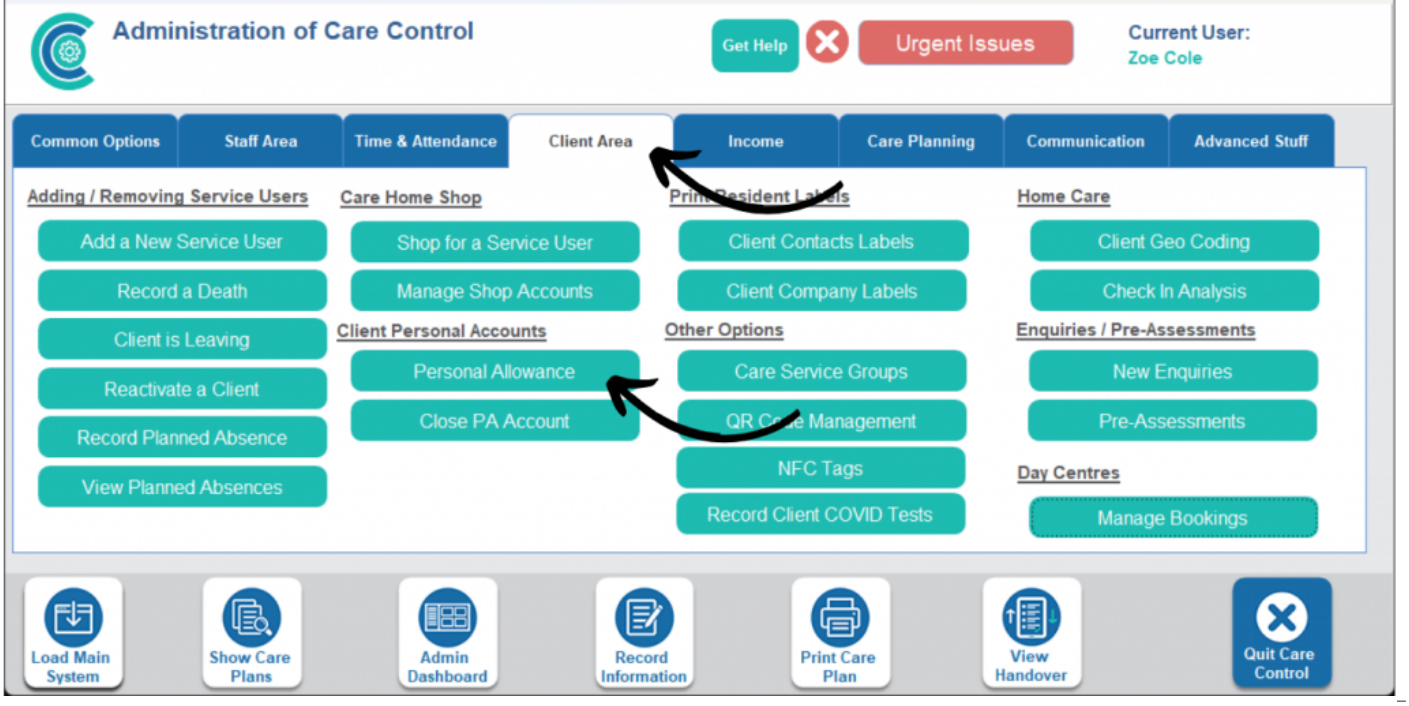
Adding Funds to Personal Allowance

Income Windows · https://cclearninghub.co.uk/docs/adding-funds-to-personal-allowance/

Adding Funds to Personal Allowance

This guide will cover how to add funds to a service users Personal Allowance on Care Control Windows. These funds can be used in the service user shop.





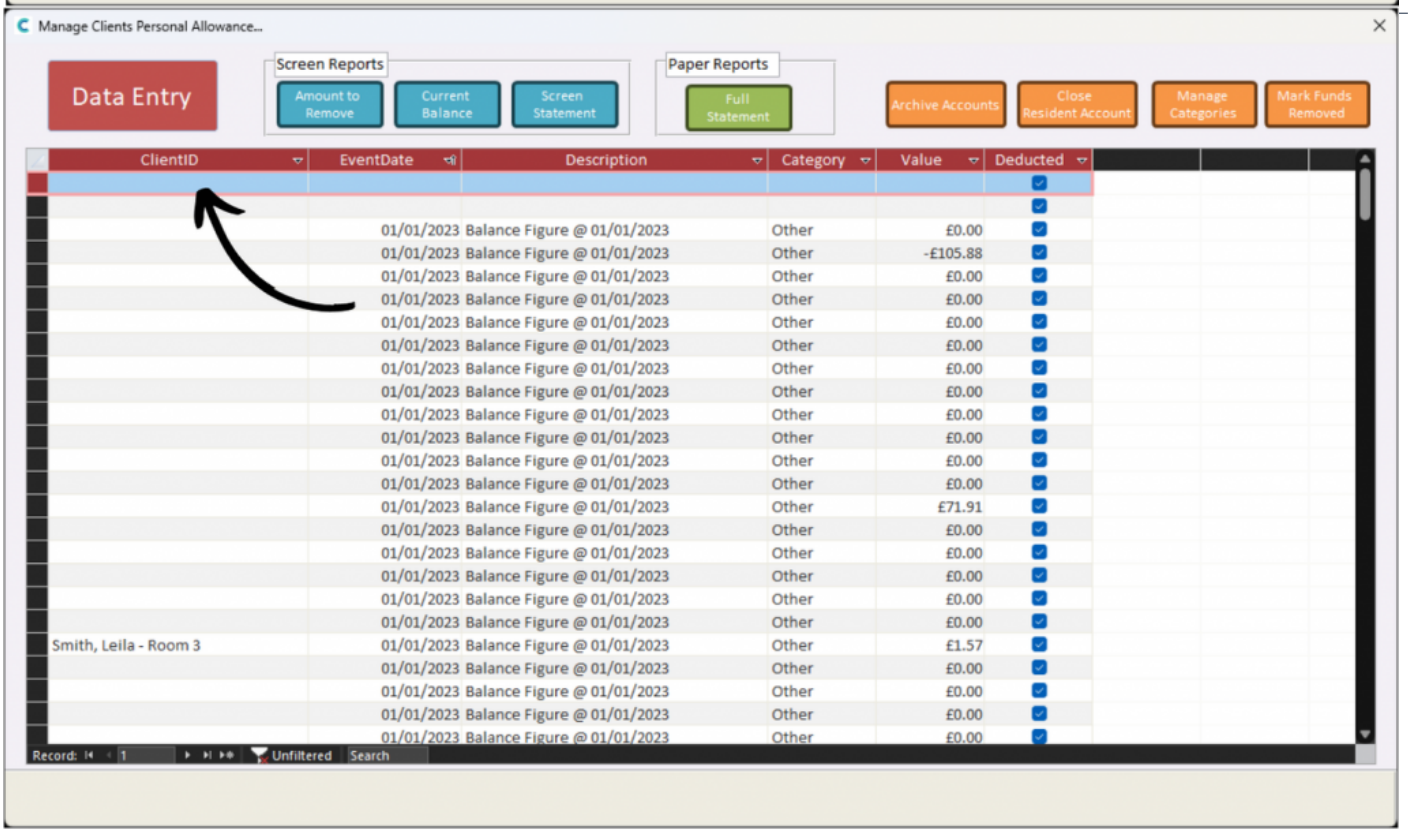
1

In the Administration of Care Control Windows, navigate to the **Personal Allowance** tool, which can be found under the Client Area tab.

2

A new window will open, here, press **Data Entry**.

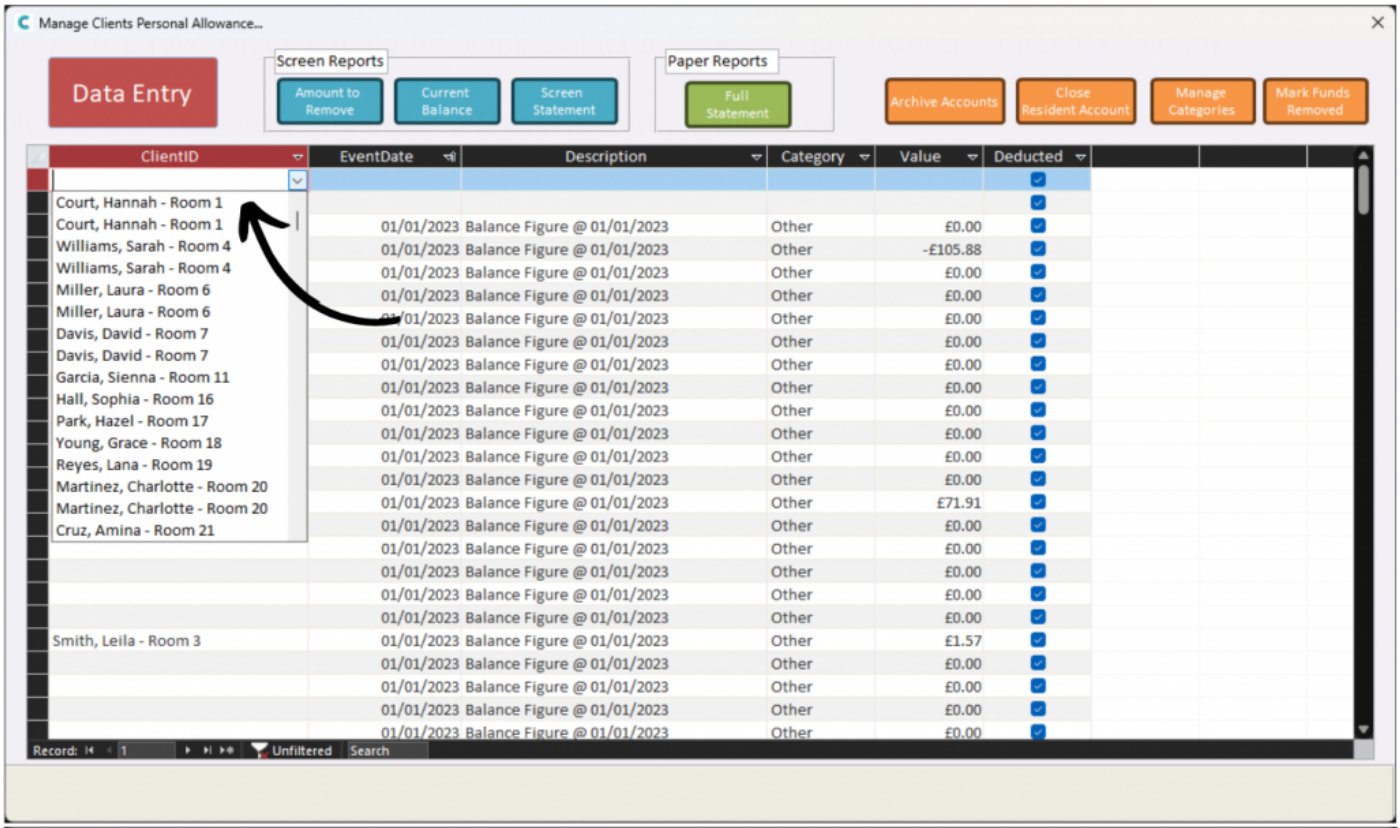


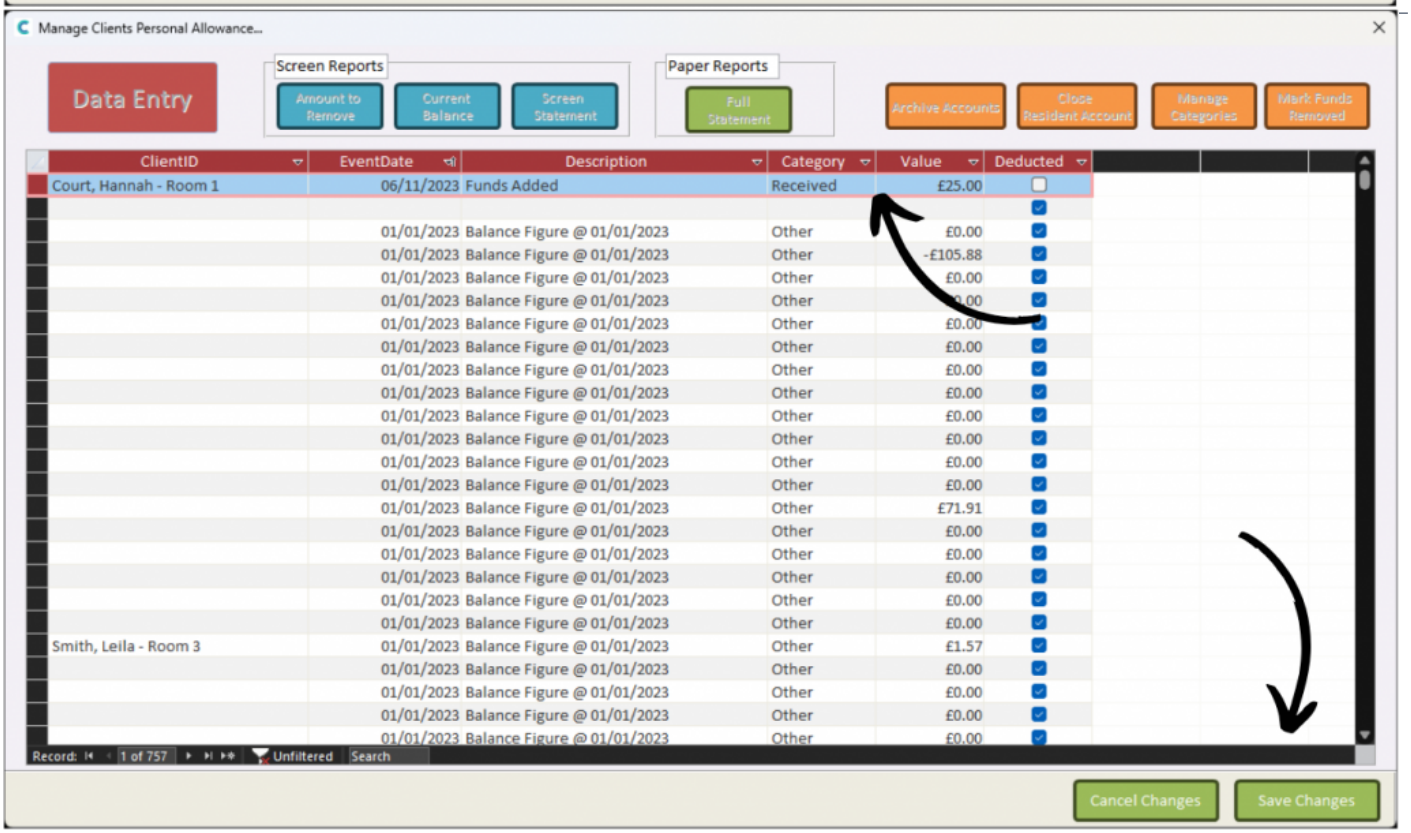


3

A spreadsheet containing previous data entries will be displayed.

4


Manage Clients Personal Allowance...
Data Entry
Screen Reports
Amount to Remove
Current Balance
Screen Statement
Paper Reports
Full Statement
Archive Accounts
Close Resident Account
Manage Categories
Mark Funds Removed
ClientID
EventDate
Description
Category
Value
Deducted
Court, Hannah - Room 1
Court, Hannah - Room 1
Williams, Sarah - Room 4
Williams, Sarah - Room 4
Miller, Laura - Room 6
Miller, Laura - Room 6
Davis, David - Room 7
Davis, David - Room 7
Garcia, Sienna - Room 11
Hall, Sophia - Room 16
Park, Hazel - Room 17
Young, Grace - Room 18
Reyes, Lana - Room 19
Martinez, Charlotte - Room 20
Martinez, Charlotte - Room 20
Cruz, Amina - Room 21
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other -£105.88
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
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01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other £71.91
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
Smith, Leila - Room 3 01/01/2023 Balance Figure @ 01/01/2023 Other £1.57
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
Record: 1
Unfiltered
Search


Manage Clients Personal Allowance...
Data Entry
Screen Reports
Amount to Remove
Current Balance
Screen Statement
Paper Reports
Full Statement
Archive Accounts
Close Resident Account
Manage Categories
Mark Funds Removed
ClientID
EventDate
Description
Category
Value
Deducted
Court, Hannah - Room 1 06/11/2023 Funds Added Received £25.00
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other -£105.88
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
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01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other £71.91
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01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
Smith, Leila - Room 3 01/01/2023 Balance Figure @ 01/01/2023 Other £1.57
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
01/01/2023 Balance Figure @ 01/01/2023 Other £0.00
Record: 1 of 757
Unfiltered
Search
Cancel Changes
Save Changes

5

Finally, select **Received** from the Category column and enter the amount you wish to add for the service user in the Value column.

Press **Save Changes** after completing the data entry.