Amending Personal Allowance on Pocket

Care Control Pocket · https://cclearninghub.co.uk/docs/amending-personal-allowance-on-pocket/

Amending Personal Allowance on Pocket

This guide will cover amending the personal allowance on Care Control Pocket.



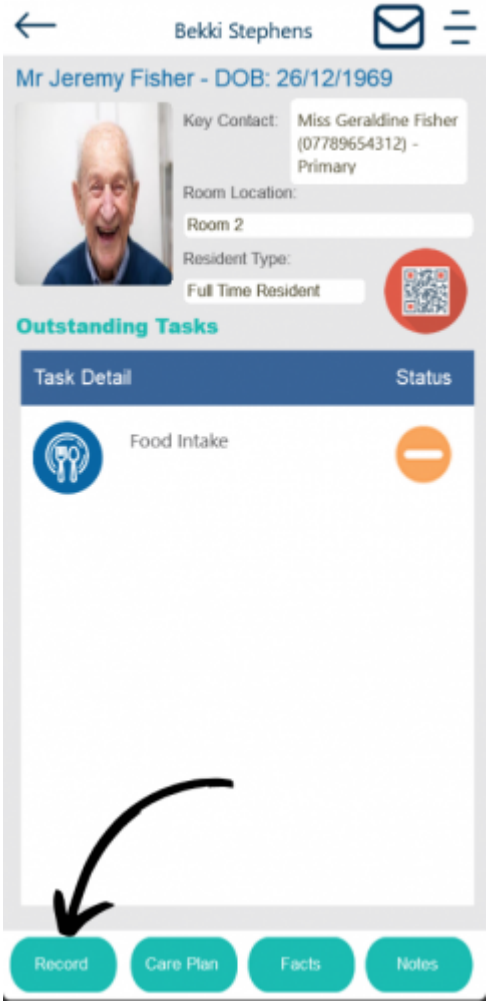
Step 1:

After logging in, select the **Service User** you wish to update the Personal Allowance of.



Step 2:

Then select the **Record** option.



Step 3:

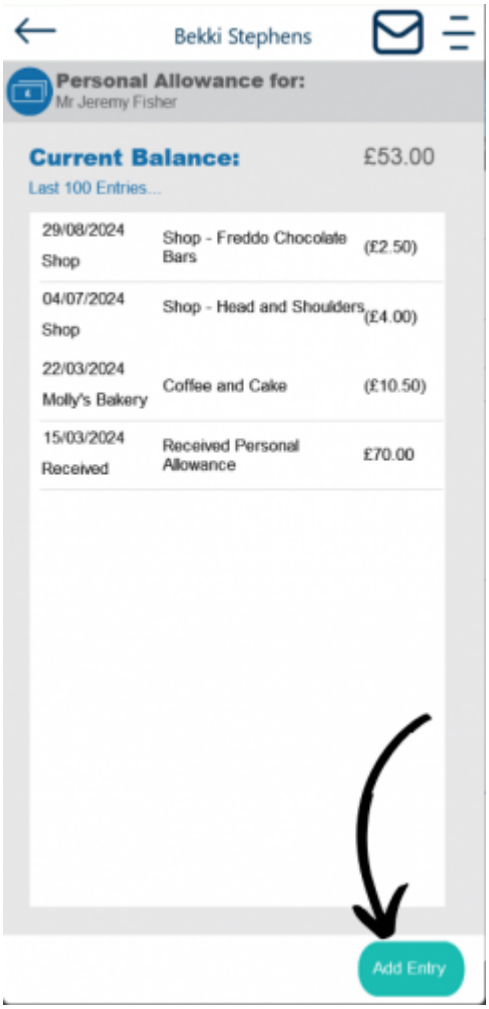
Scroll through the list until you find **Personal Allowance** and then select it.



Step 4:

On this page you can see the current balance and the last 100 entries for the service user.

To create a new entry, select **Add Entry.**



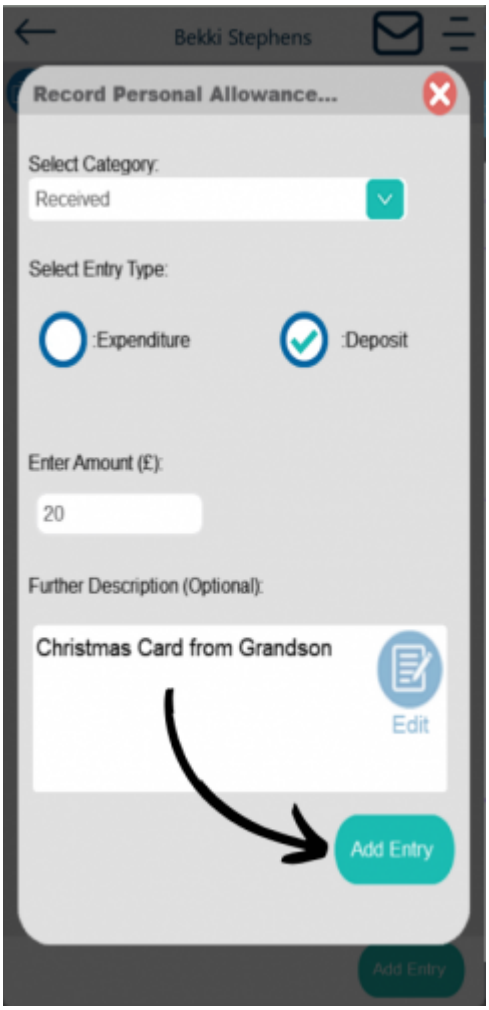
Step 5:

Fill out the form. You can select the **Category.**

Expenditure or **Deposit.**

The **Amount.**

Enter a **Further Description** if you would like to. Then select, **Add Entry.**


Bekki Stephens
Record Personal Allowance...
Select Category:
Received
Select Entry Type:
:Expenditure
:Deposit
Enter Amount (£):
20
Further Description (Optional):
Christmas Card from Grandson
Edit
Add Entry
Add Entry