Finance & Income Settings

Income Windows · https://cclearninghub.co.uk/docs/finance-income-settings/

Finance & Income Settings

This guide will cover how to access and amend the settings for the Income module on Care Control Windows.





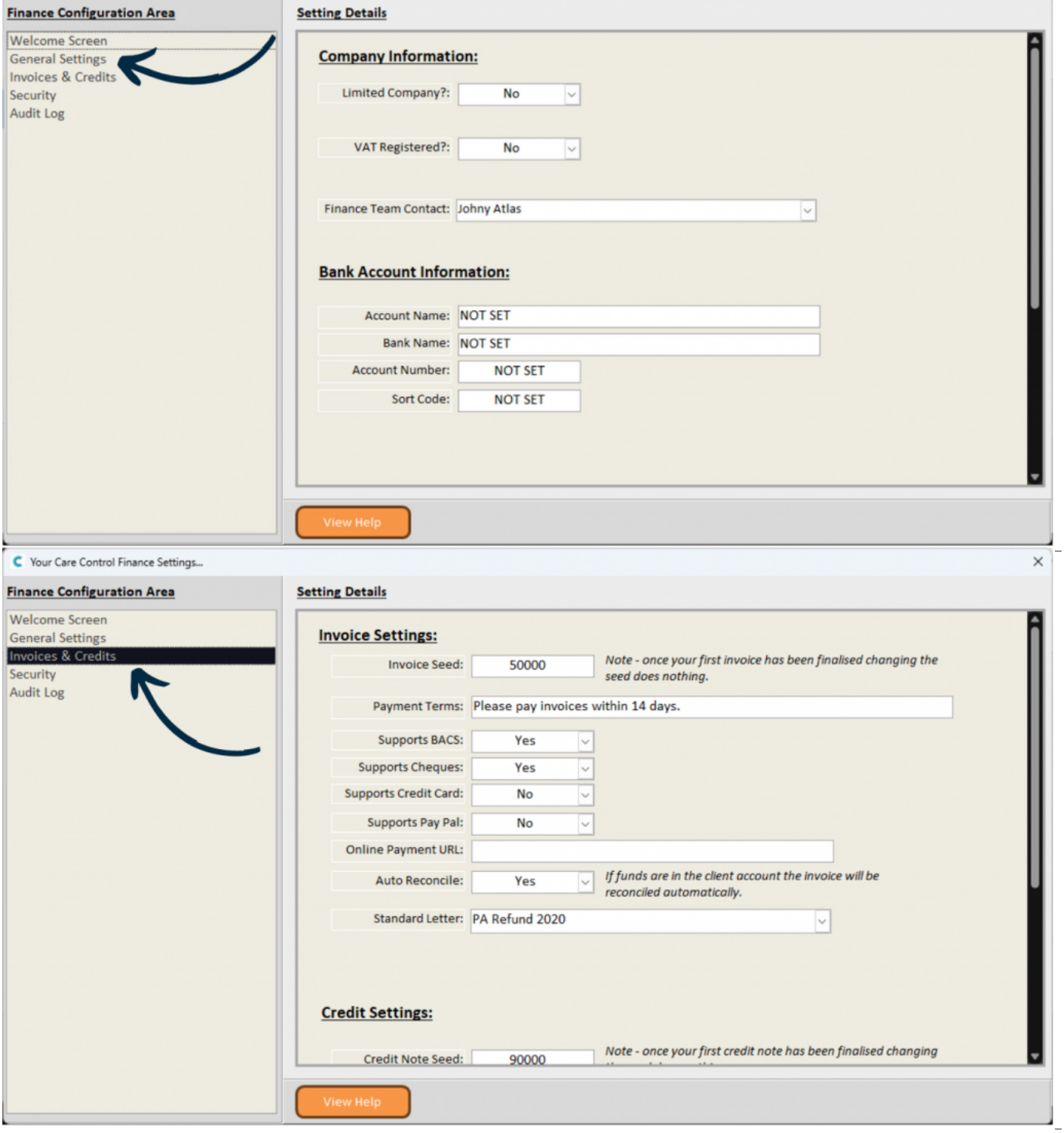
1

In the Administration of Care Control Windows, navigate to the **Finance Settings** tool, which can be found under the Income tab.

2

A new window will open. Here, you can browse the settings via the menu on the left hand side.

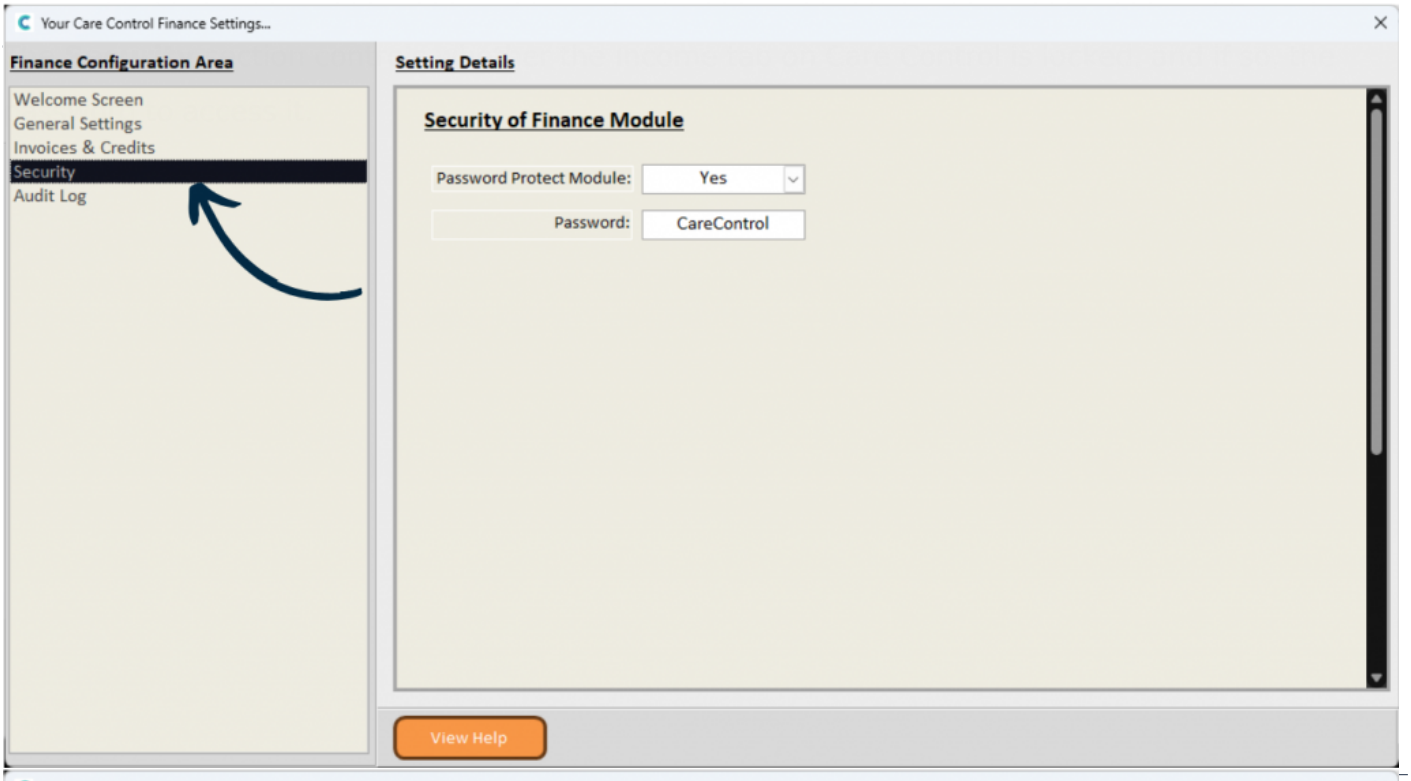
The first section covers basic information, such as company type and bank account information.

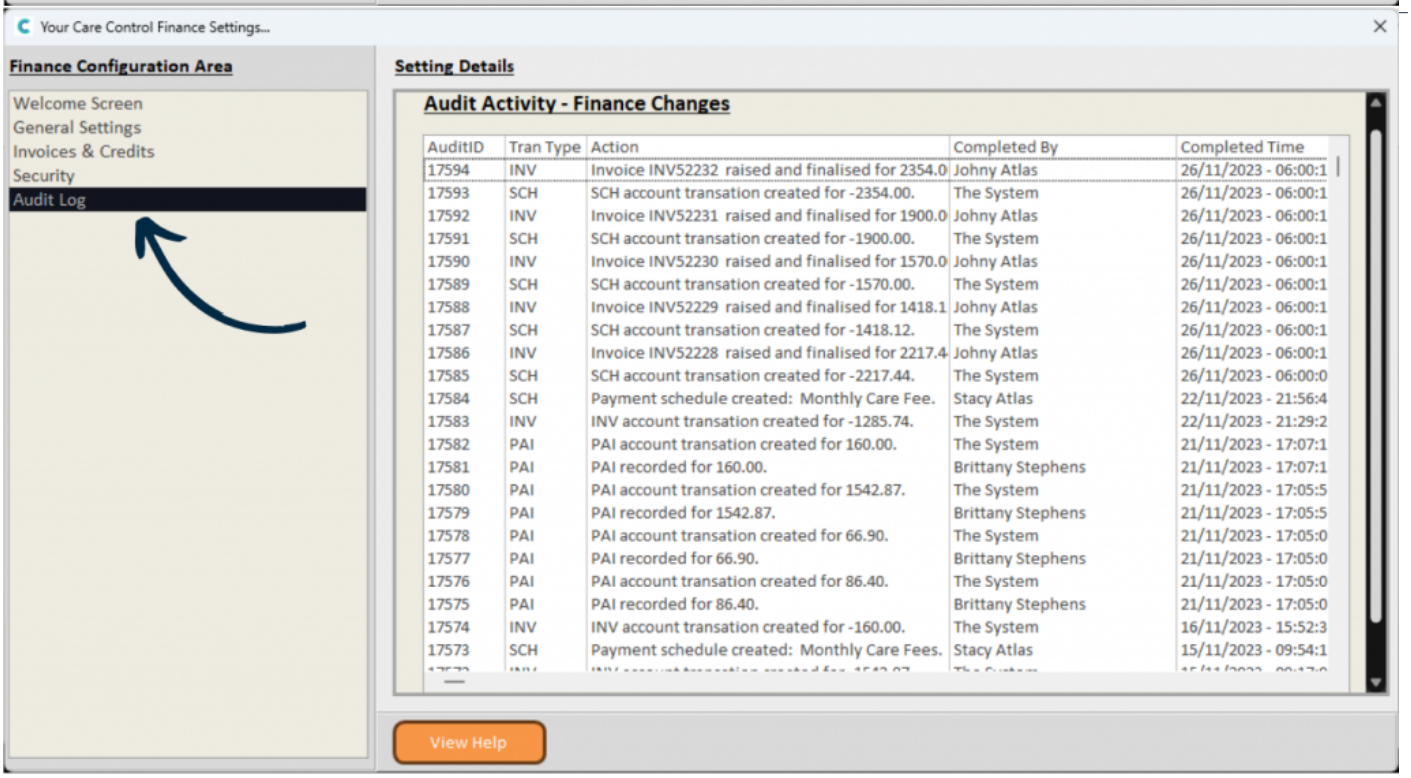


3

The **Invoices & Credits** section contains settings related to payment methods and credit options.

4





5

The final section, the **Audit Log**, contains a history of changes made in the Income area. This includes actions taken, the associated staff member and the time completed.

After making any changes within these settings, make sure to **Save Changes**.