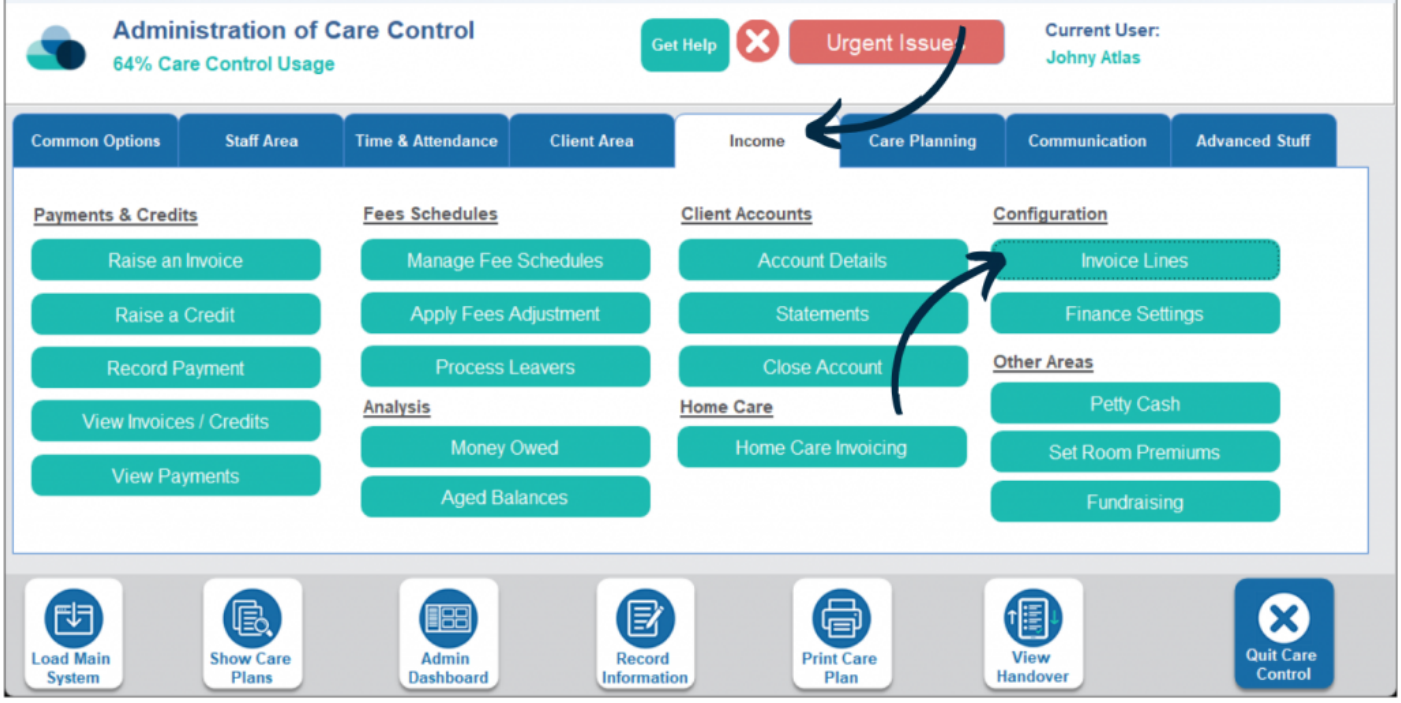
Invoice Lines

Income Windows · https://cclearninghub.co.uk/docs/invoice-lines/

Invoice Lines

This guide will cover how to add Invoice Lines on Care Control Windows. These are used when creating invoices to itemise the final amount.





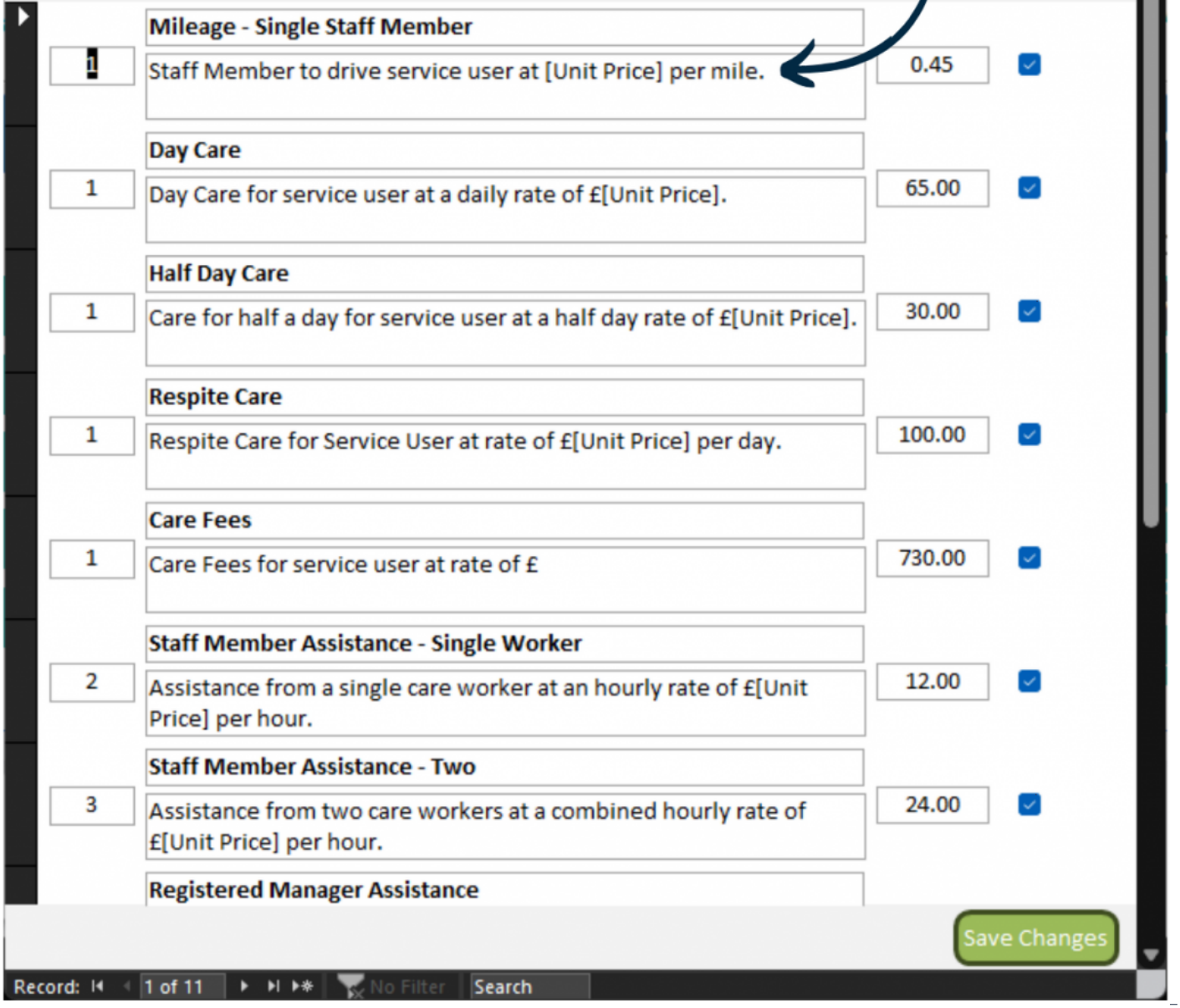
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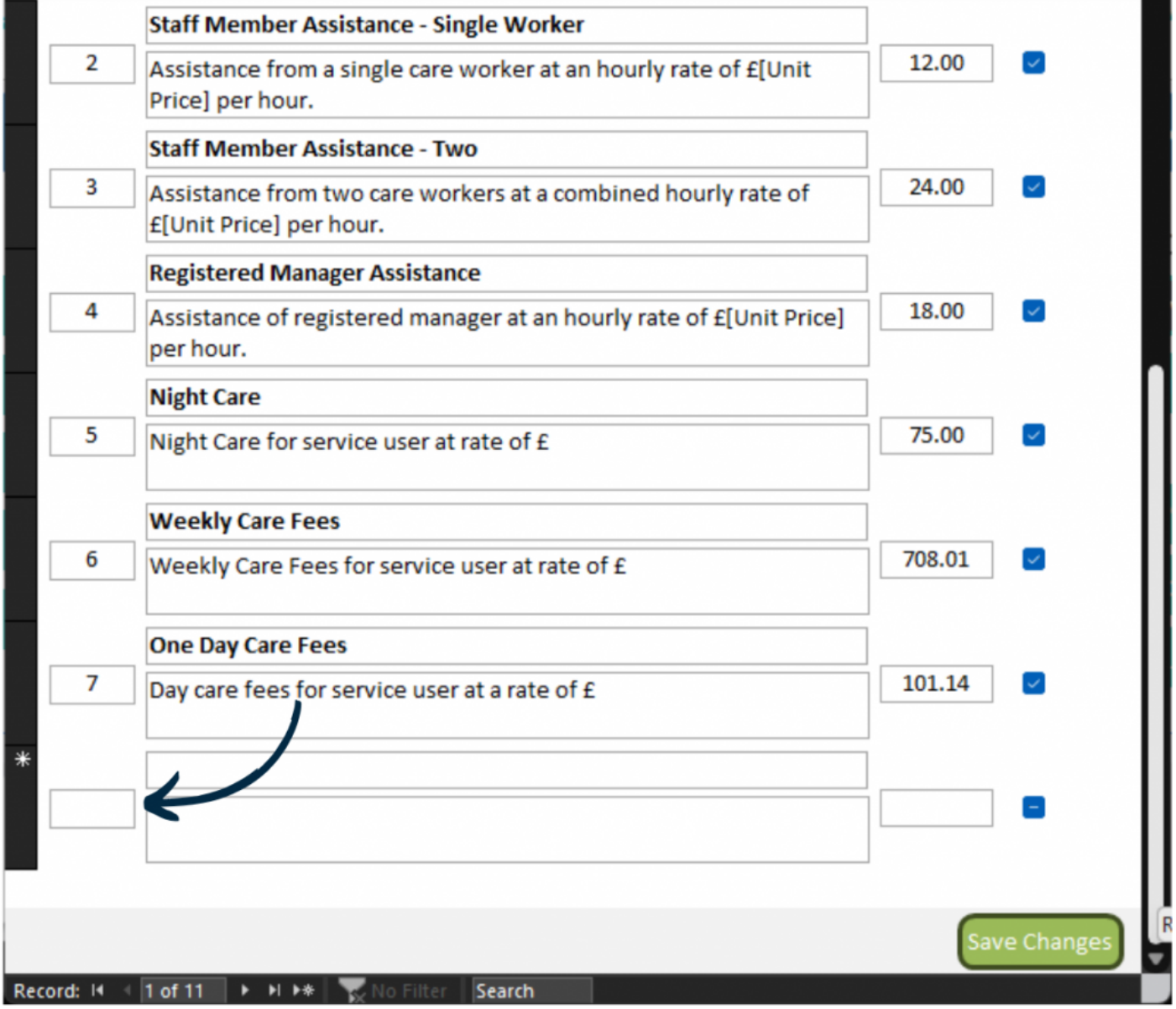
In the Administration of Care Control, navigate to the **Invoice Lines** tool, which can be found under the Income tab.

2

A new window will open. You existing lines will be displayed.

To create a new one, scroll to the bottom of the list.


Mileage - Single Staff Member
Staff Member to drive service user at [Unit Price] per mile.
0.45
Day Care
Day Care for service user at a daily rate of £[Unit Price].
65.00
Half Day Care
Care for half a day for service user at a half day rate of £[Unit Price].
30.00
Respite Care
Respite Care for Service User at rate of £[Unit Price] per day.
100.00
Care Fees
Care Fees for service user at rate of £
730.00
Staff Member Assistance - Single Worker
Assistance from a single care worker at an hourly rate of £[Unit Price] per hour.
12.00
Staff Member Assistance - Two
Assistance from two care workers at a combined hourly rate of £[Unit Price] per hour.
24.00
Registered Manager Assistance
Save Changes
Record: 1 of 11
No Filter
Search



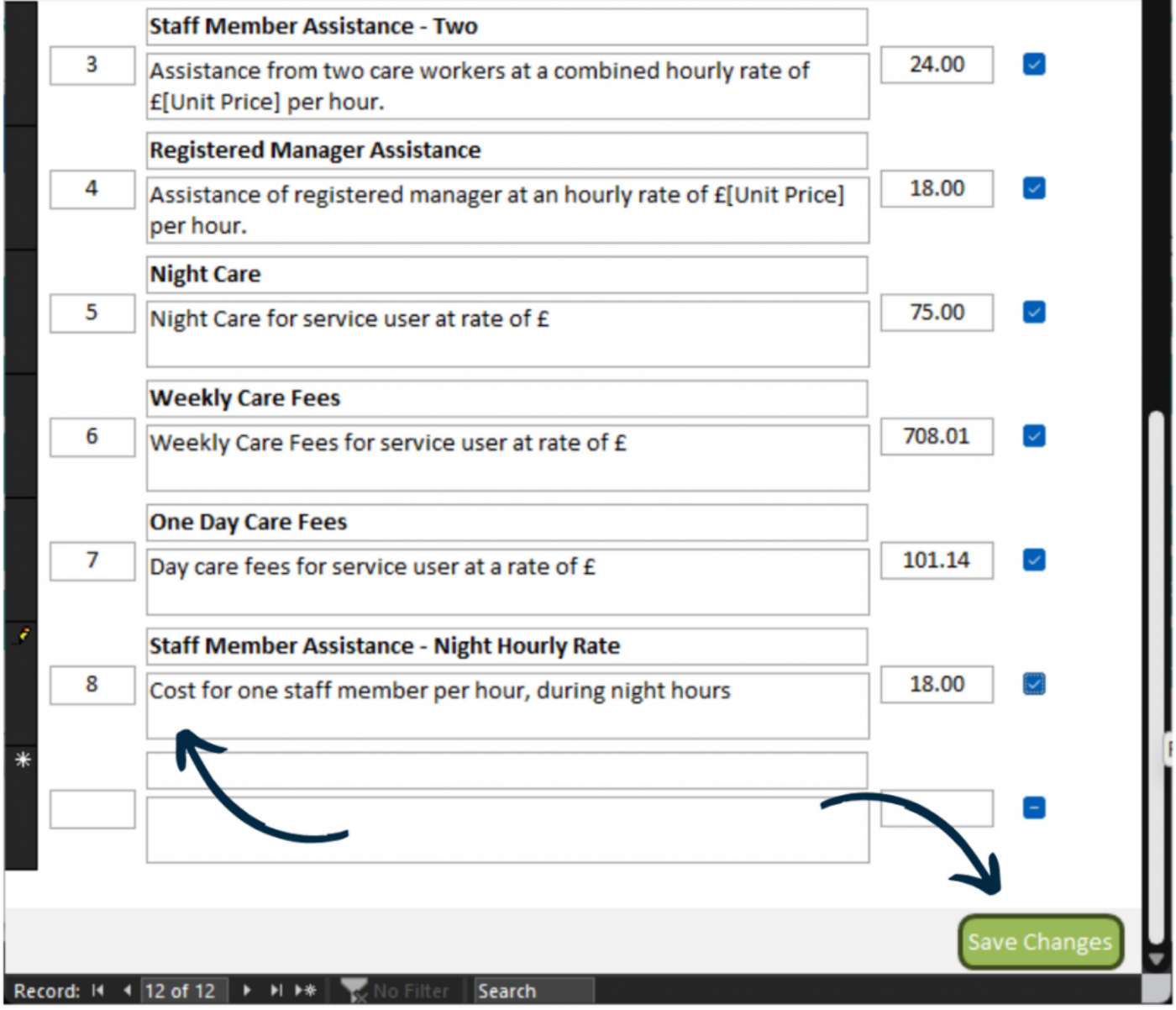
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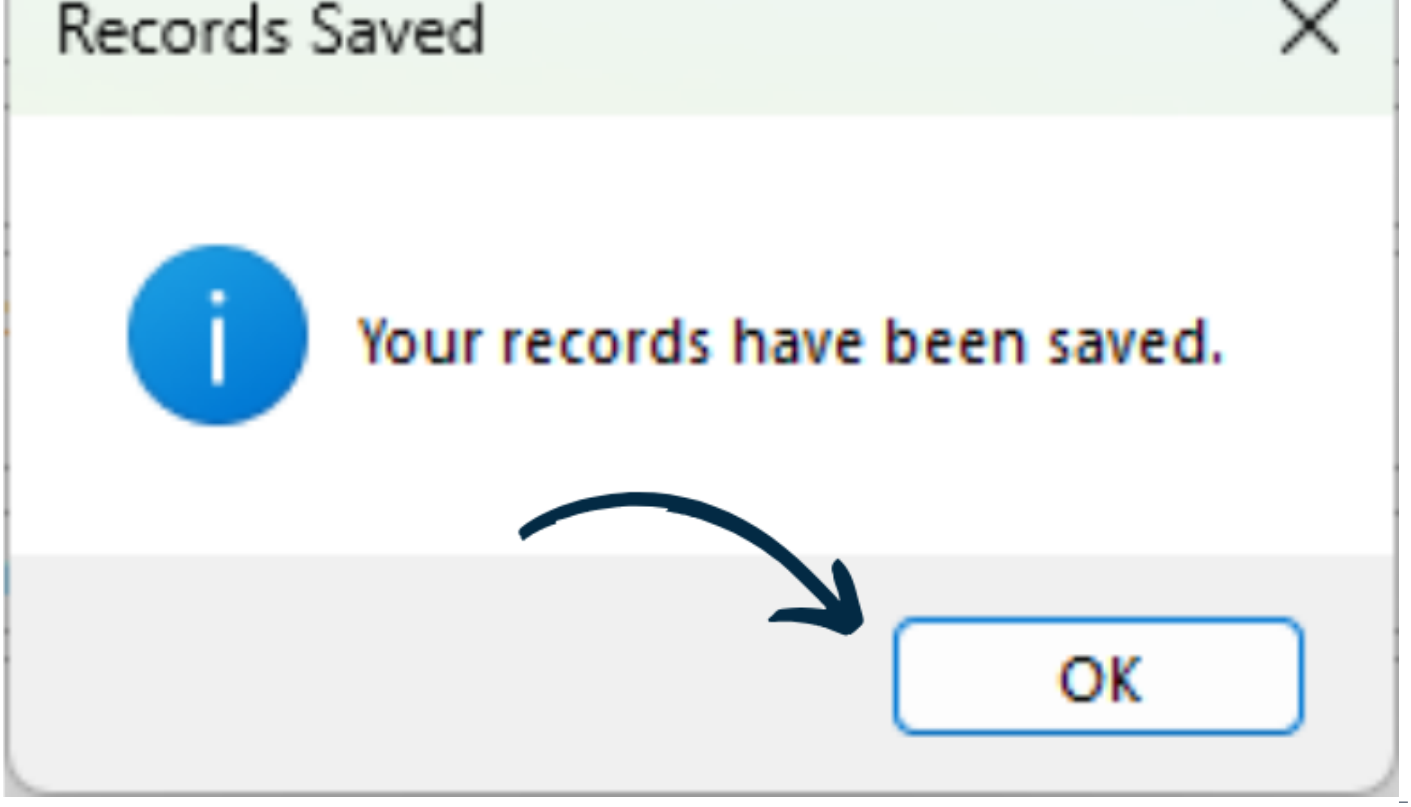
Enter your information in the blank row. This includes a **Heading**, **Description** and **Unit Price**. You will also need to tick the **Active** box.

4

In this example, we are adding an invoice line relating to a staff member working night hours.

After completing the row, press **Save Changes**.


Staff Member Assistance - Two
3
Assistance from two care workers at a combined hourly rate of £[Unit Price] per hour.
24.00
Registered Manager Assistance
4
Assistance of registered manager at an hourly rate of £[Unit Price] per hour.
18.00
Night Care
5
Night Care for service user at rate of £
75.00
Weekly Care Fees
6
Weekly Care Fees for service user at rate of £
708.01
One Day Care Fees
7
Day care fees for service user at a rate of £
101.14
Staff Member Assistance - Night Hourly Rate
8
Cost for one staff member per hour, during night hours
18.00
Save Changes
Record: 12 of 12
No Filter
Search



5

You will receive confirmation of the save, press **OK**.