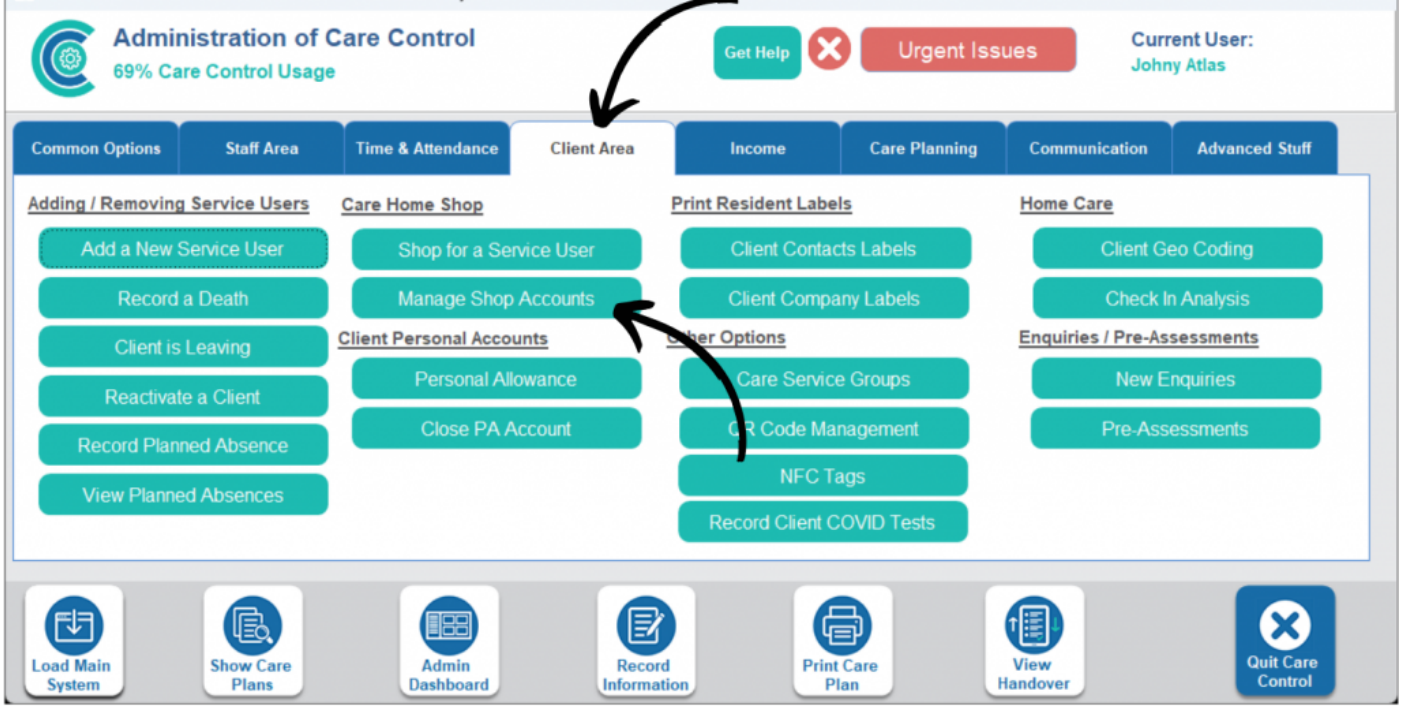
Processing Shop Purchases

Care Plans Windows · https://cclearninghub.co.uk/docs/processing-shop-purchases/

Processing Shop Purchases

This guide will cover how to process purchases made from the service user shop on Care Control Windows. These deductions are made from the Personal Allowance for the service user. Please refer to our dedicated guide about Personal Allowance for more information.





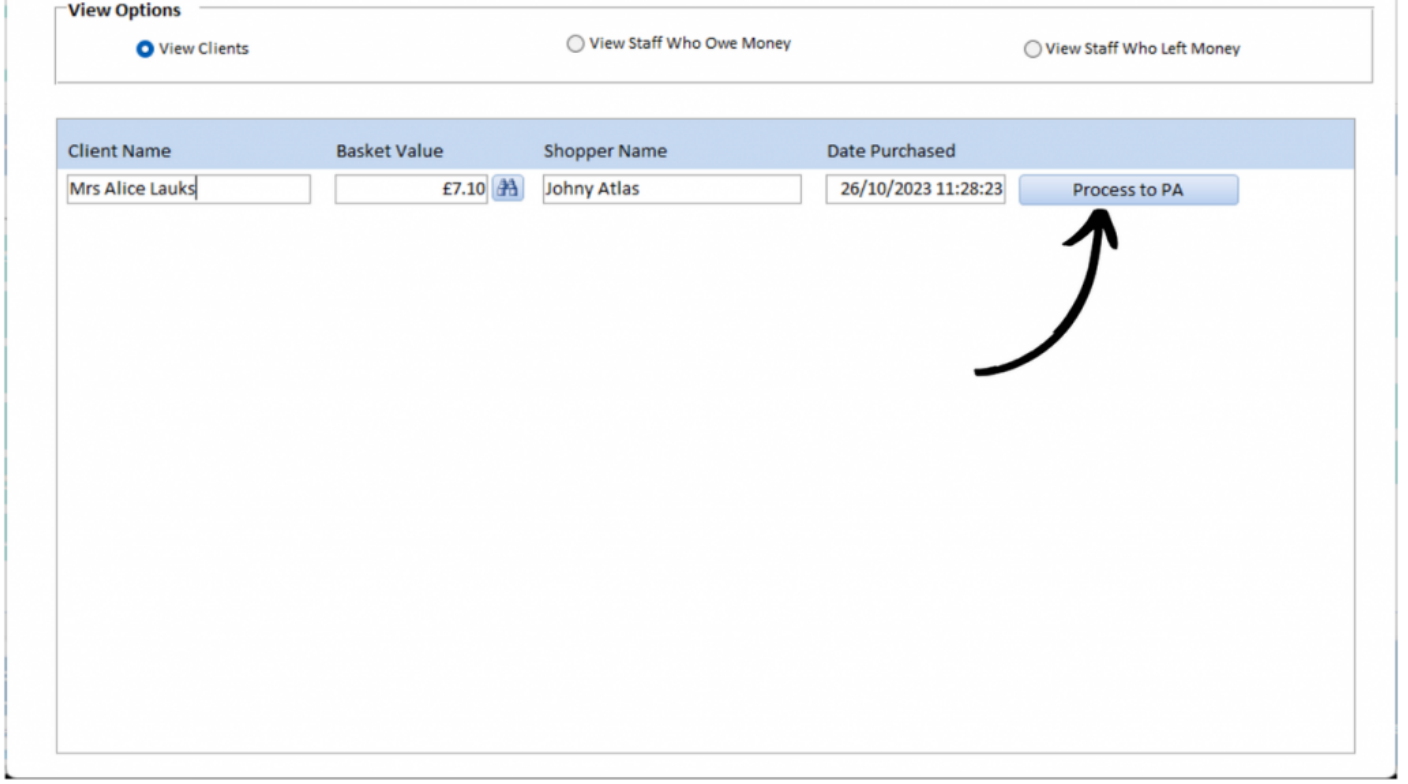
1

In the Administration of Care Control Windows, select the **Manage Shop Accounts** tool, which can be found under the Client Area tab.

2

After checking out a basket from the Service User Shop, the transaction will appear in this window.

Simply press **Process to PA** to complete the transaction and deduct the balance from the service users Personal Allowance.


View Options
View Clients
View Staff Who Owe Money
View Staff Who Left Money
Client Name
Basket Value
Shopper Name
Date Purchased
Mrs Alice Lauks
£7.10
Johny Atlas
26/10/2023 11:28:23
Process to PA