Appendix 10

How to enter a Finance Provision on SSID

Select "Provisions" from the menu

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6397 CMU3U	LASE DETAILS	Appointments/Visits	29	
Case Subject		Care Requirements	7	
Address		Case Administration		
District Council	Easington 🤰	Case Profiles		
Case Worker	Turns Kevin Mr	Children - Plans		
Worker Post Title	Agency Worker	Chronology		
Date of Birth	05-JAN-2005 Party ID Case ID	Costed Care Packages		
OT Assessor		DOLS		
OT Ass. Status		Family Pathfinder		
Resp. Manager	Monks Helen Ms	Financial Info		
Resp. Unit	Child Protection - Peterlee	IRO Details		
Resp. Agency	Durham County Council	Leaving Care		
Case Status	Open	Looked After		
G.P.	Frost Gerard	Notes on Case	274	
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Enter "Care Menu Item", "Provider", "Units Per week", "Actual Start Date", "Worker Authorising" Select Save , then exit

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😨 Create	Immediate/Emerger	ency Provision.	
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	Provision ID Case ID Recipient Care Menu Item Provider Relationship Unit Cost Units Per Week Cost Centre Detail Code	Main Placement Payee Manner Code ± Short Breaks ± Manner Code ± Manner Code ± Manner Code ± Short Breaks ± Manner Code ±	
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To enter a payment

Select "F11" on the required provision

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Software developed by Durham Cou	unty Council ICT Services				
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Recipient Summary	
Fin. Alloc. Summary Children/Families Petty Cash - Petty Cash - Food Payments 0	- 1
Authorised Provider Families First - Seaham - S.S.D. Unit Representations C Amend Basic Details	
Projected Start Date 18-NOV-2018 Actual Start Date 18-NOV-2018	- 1
Contract Renewal Date	- 1
Case Worker/Manager Turns Kevin Mr	- 1
Provision Status Authorised And Provided	
Total Payments To Date	
Remaining Commitment Display Options	Ų
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Select "Shift – F5" to create a new payment record

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	Press:	F11		- for Details	of Payment			
		Shift-I ⊏⊿	F5	- to Create	New Payment Rec To Financial Allocati	ord ion Details Menu		

Enter "Period Start", "Amount Paid", "Date Paid", "Payer" and "Comments"

Select Save then exit

LIVE	6397 CI	M0601		FINANCIAL ALLOCATION DETAILS	27/02/2017 15:49
	Provision			Emergency Provision N Payee	
	Recipient Summ	ary _L			
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