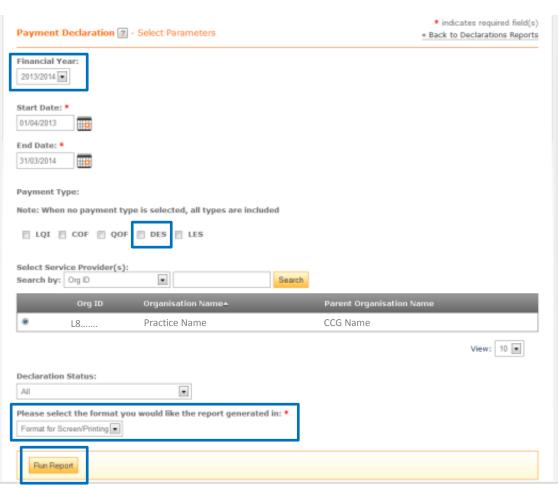
Payment Declaration Status Report

- 1. Go to the 'Reports' tab
- 2. Select the 'Declarations' sub-tab
- 3. Select the 'Payment Declaration' report

- 4. Financial Year: select the appropriate financial year
- 5. Start Date: set as appropriate (generally first date of the financial year)
- 6. End Date: set as appropriate (generally last date of the financial year)
- 7. Payment Type: tick the box to the left of 'DES'
- 8. Service Provider: your Practice should be the only one showing and already be selected
- 9. Declaration Status: leave as 'All'
- 10. Format: select 'Format for Exporting'
 (This provides all the information on the page with the ability to scroll, rather than the information being across a number of pages)
- 11. Run Report





12. CQRS will then show a processing screen for a short time

Home

Participation

Management



Data Submission Achievement

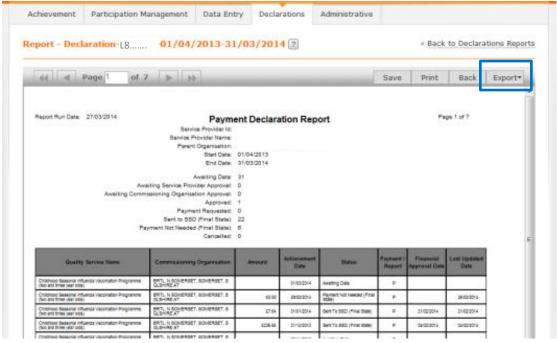
Participation Management Data Entry Declarations

Administrative

Reports

? Help

- 13. The report will then show on screen
- 14. The report can be export to PDF, excel or CSV, if required



The beginning of a sample report is given below:

- The first column identifies the enhanced service, there will be a number of rows for each service one for each reporting period, which can be identified by the Achievement Date column
- An explanation of each status has been added in red Practices should ensure that there are no 'Awaiting Data' and 'Awaiting Service Provider Approval' status to ensure payment is received. If the is no activity in a reporting period, please complete a zero submission

Report Run Date: 27/03/2014 Payment Declaration Report

Page 1 of 1

Service Provider Id: Service Provider Name: Parent Organisation:

> Start Date: 01/04/2013 End Date: 31/03/2014

29	Awaiting Data:
1	Awaiting Service Provider Approval:
1	Awaiting Commissioning Organisation Approval:
2	Approved:
1	Payment Requested:
22	Sent to SSD (Final State):
6	Payment Not Needed (Final State):
0	Cancelled:

Achievement data submission is required by the Practice
Submission needs to be declared for payment under the 'Achievement' tab
Commissioning approval required by Area Team
Commissioning approval given, awaiting financial approval by Area Team
Financial approval given
Payment information transferred to payment system

Quality Service Name	Commissioning Organisation	Amount	Achievement Date	Status	Payment / Report	Financial Approval Date	Last Updated Date
Childhood Seasonal Influenza Vaccination Programme (two and three year olds)	BRTL, N SOMERSET, SOMERSET, S GLSHIRE AT		31/03/2014	Awaiting Data	Р		
Childhood Seasonal Influenza Vaccination Programme (two and three year olds)	BRTL, N SOMERSET, SOMERSET, S GLSHIRE AT	£0.00	28/02/2014	Payment Not Needed (Final State)	Р		26/03/2014
Childhood Seasonal Influenza Vaccination Programme (two and three year olds)	BRTL, N SOMERSET, SOMERSET, S GLSHIRE AT	£7.64	31/01/2014	Awaiting Serivce Provider Approval	Р		21/02/2014
Childhood Seasonal Influenza Vaccination Programme (two and three year olds)	BRTL, N SOMERSET, SOMERSET, S GLSHIRE AT	£236.84	31/12/2013	Sent To SSD (Final State)	Р	04/02/2014	04/02/2014
Childhood Seasonal Influenza Vaccination Programme (two and three year olds)	BRTL, N SOMERSET, SOMERSET, S GLSHIRE AT		30/11/2013	Awaiting Data	Р		
Childhood Seasonal Influenza Vaccination Programme (two and three year olds)	BRTL, N SOMERSET, SOMERSET, S GLSHIRE AT	£7.64	31/10/2013	Approved	Р		13/12/2013
Childhood Seasonal Influenza Vaccination Programme (two and three year olds)	BRTL, N SOMERSET, SOMERSET, S GLSHIRE AT	£7.64	30/09/2013	Awaiting Commissioning Organisation Approval	Р		01/03/2014
Learning Disabilities Health Check Scheme (DES)	BRTL, N SOMERSET, SOMERSET, S GLSHIRE AT		31/03/2014	Awaiting Data	Р		
Learning Disabilities Health Check Scheme (DES)	BRTL, N SOMERSET, SOMERSET, S GLSHIRE AT	£15.28	31/12/2013	Payment Requested	Р	31/01/2014	30/01/2014