

Payment Declaration Status Report

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

Home Participation Management Data Submission Achievement **Reports** Administrative Tasks ? Help

Achievement Participation Management Data Entry **Declarations** Administrative

Run a Report ?

Payment Declaration

Previously Run

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

Payment Declaration ? - Select Parameters * indicates required field(s)
« Back to Declarations Reports

Financial Year:
2013/2014

Start Date: *
01/04/2013

End Date: *
31/03/2014

Payment Type:
Note: When no payment type is selected, all types are included
☐ LQI ☐ COF ☐ QOF ☒ **DES** ☐ LES

Select Service Provider(s):
Search by: Org ID

Org ID	Organisation Name	Parent Organisation Name
L8.....	Practice Name	CCG Name

View: 10

Declaration Status:
All

Please select the format you would like the report generated in: *
Format for Screen/Printing

Run Report

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

The screenshot shows the 'Reports' tab in the CQRS system. A message box states: 'The Declaration L8..... 01/04/2013-31/03/2014 is processing in the Previously Run list below.' Below this, there is a 'Run a Report' section with a 'Payment Declaration' link. The 'Previously Run' section contains a table with the following data:

Select All	Name	Status	Date
<input type="checkbox"/>	Declaration L8..... 01/04/2013-31/03/2014	Requested...	27/03/2014 11:15:45

There is a 'Delete' button and a 'View: 10' dropdown at the bottom right of the table.

13. The report will then show on screen

14. The report can be export to PDF, excel or CSV, if required

The screenshot shows the 'Report - Declaration L8..... 01/04/2013-31/03/2014' page. It includes a 'Back to Declarations Reports' link and a toolbar with 'Save', 'Print', 'Back', and 'Export' buttons. The report summary shows the following statistics:

- Report Run Date: 27/03/2014
- Service Provider ID: BRTL N SCHERSET SCHERSET S
- Service Provider Name: BRTL N SCHERSET SCHERSET S
- Parent Organisation: BRTL N SCHERSET SCHERSET S
- Start Date: 01/04/2013
- End Date: 31/03/2014
- Awaiting Data: 31
- Awaiting Service Provider Approval: 0
- Awaiting Commissioning Organisation Approval: 0
- Approved: 1
- Payment Requested: 0
- Sent to SSD (Final State): 22
- Payment Not Needed (Final State): 6
- Cancelled: 0

The detailed table below shows the following data:

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 SCHERSET SCHERSET S		21/02/2014	Awaiting Data	P		
Childhood Seasonal Influenza Vaccination Programme (two and three year olds)	BRTL N SCHERSET SCHERSET S	42.00	28/02/2014	Payment Not Needed (Final State)	P		26/03/2014
Childhood Seasonal Influenza Vaccination Programme (two and three year olds)	BRTL N SCHERSET SCHERSET S	17.64	21/01/2014	Sent To SSD (Final State)	P	21/02/2014	21/02/2014
Childhood Seasonal Influenza Vaccination Programme (two and three year olds)	BRTL N SCHERSET SCHERSET S	428.84	21/02/2013	Sent To SSD (Final State)	P	04/02/2014	04/02/2014

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 there is no activity in a reporting period, please complete a zero submission

Report Run Date: 27/03/2014

Payment Declaration Report

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Service Provider Id:
Service Provider Name:
Parent Organisation:
Start Date: 01/04/2013
End Date: 31/03/2014

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

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	P		
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)	P		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 Service Provider Approval	P		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)	P	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	P		
Childhood Seasonal Influenza Vaccination Programme (two and three year olds)	BRTL, N SOMERSET, SOMERSET, S GLSHIRE AT	£7.64	31/10/2013	Approved	P		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	P		01/03/2014
Learning Disabilities Health Check Scheme (DES)	BRTL, N SOMERSET, SOMERSET, S GLSHIRE AT		31/03/2014	Awaiting Data	P		
Learning Disabilities Health Check Scheme (DES)	BRTL, N SOMERSET, SOMERSET, S GLSHIRE AT	£15.28	31/12/2013	Payment Requested	P	31/01/2014	30/01/2014