

View/Approve Final Achievement and Payment Declaration Job Aid

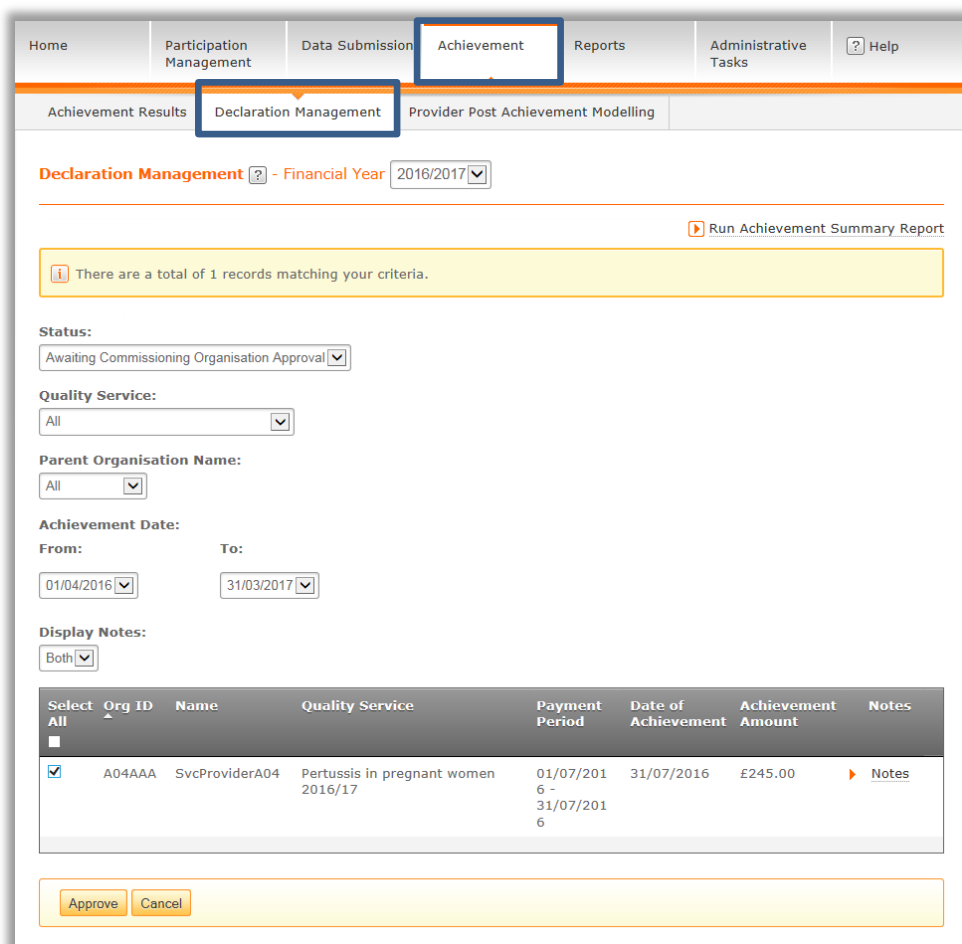
At the end of each payment period, a provisional payment is calculated from the submitted achievement data. To be sure the payments are accurate, they are reviewed and agreed upon by the Service Provider and Commissioning Organisation before being paid.

Once approved and submitted by the Service Provider, you will receive a task notification on the Home screen of CQRS and by email (based on your notification preferences) that the achievement and payment declaration is available for approval or finance approval.

This job aid is aimed at Commissioning Organisations with the role of 'Approval Management' and/or 'Finance Management' who approve final achievement and payment declarations.

Note: The data that appears in this job aid is for training purposes only and does not represent actual data.

1. From the CQRS Home screen, select the **Achievement** tab.
2. Select the **Declaration Management** sub-tab.



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

Achievement Results **Declaration Management** Provider Post Achievement Modelling

Declaration Management - Financial Year 2016/2017

Run Achievement Summary Report

There are a total of 1 records matching your criteria.

Status: Awaiting Commissioning Organisation Approval

Quality Service: All

Parent Organisation Name: All

Achievement Date: From: 01/04/2016 To: 31/03/2017

Display Notes: Both

Select	Org ID	Name	Quality Service	Payment Period	Date of Achievement	Achievement Amount	Notes
<input checked="" type="checkbox"/>	A04AAA	SvcProviderA04	Pertussis in pregnant women 2016/17	01/07/2016 - 31/07/2016	31/07/2016	£245.00	Notes

Approve Cancel

NOTE: If the Quality Service to be approved is not displayed, the Status and/or Quality Service filters can be used to manipulate which Quality Services are displayed.



3. Locate the required Quality Service and select the checkbox next to it. You may approve multiple achievements by selecting the relevant checkboxes or approve all the Quality Services by selecting the **Select All** checkbox.
4. Select the **Approve** button.
5. CQRS displays a confirmation message that the payment declaration has been successfully approved.