



Displaying Income for a Childcare Provider

Income for a childcare provider can be displayed and updated. To display the income, search for the provider or the service provision and click the **Income** link.

Menu: **Focus | Early Years | Search for Provider**

1. Enter one or more search criteria and click the **Search** button:
 - A full or partial **Provider Name**.
 - A full or partial **Postcode**.
 - A **DCSF URN**.
 - Select a **Status**.
 - Select a **Funded Status**.

Wildcards of %% can be used.

2. Select the required provider in the results list and click the **Open In New Window** button to display the **Maintain Provider** page.
3. Click the **Income** link to display the **Income** page.

Provider Name	DCSF URN	Status	Provider Address
Beeches Special School	0	Not Yet Open	
Bumble Bee Nursery	000-000	Open	

Adding Income for a Childcare Provider

1. Click the **Add** button to display the **Income Details** page.
2. Select an **Income Code**.
3. Enter an **Amount**.
4. Select a **Due Date**.
5. If required, enter **Receipt Details**:
 - Enter a **Receipt No.**
 - Select a **Receipt Type**.
 - Enter a **Receipt Amount**.
 - Enter an **Income Note**.
 - Select a **Receipt Date**.
 - Select a **Bank Slip Date**.
6. Click the **Save** button.

Due Date	Income Code	Amount	Receipt Date	Receipt Amount	Provider Name
01/01/2000	Registration Fee	15.00		0.00	Bumble Bee Nursery



Related Reference Guides:

- **EY_Manage Complaints**
- **EY_Manage Monitoring**
- **EY_Manage Links**