User Guide for

Adding Debtor References

**Version Control**

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| Document title | Adding Debtor References | | |
| Owner | Social Care Systems Team | Status | Live |
| Effective from | 10/01/2023 | Last updated by | Social Care Systems Team |

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| --- | --- | --- | --- |
| Version | Date | Author | Change Details |
| V1.0 | 10/01/2023 | A.Brittain |  |
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**Contents**

[Debtor References 4](#_Toc124251590)

# Debtor References

* Find the Service User in Mosaic
* Click Person Details from the left-hand menu
* Select References
* Click Add
* From the drop down menu select Name on Debtors System
* Enter the Name on Debtors System and click Save
* To add the Debtor Reference click Add
* From the drop down menu select Debtor Reference
* Enter the Debtor Reference and click Save