

Reference Guide

Early Years Authorising Payments

Payments that have been generated must be authorised before the payment is made.

Menu: Focus | Early Years | Authorise Payments

- 1. Select Focus | Early Years | Authorise Payments to display the Payment Athorisation Enquiry page.
- 2. Click the New button to display the New Authorisation page.

Payment Authorisatio		
🌺 Search 🔁 Collap	se 🔻	
Authorisation		
Payment Period		•
Payment Type		•
Authorised On		~
New 📄 Open In	New Window	

[New Authorisation]		\$
Authorise	Generated Provider Daumente	Generated Provider I
Authorisation		
Payment Period	2010/2011 Summer Term •	
Payment Type		
Authorised On		
Generated Provider	r Payments	
Provide Service	Address DCSF Urn Pay By Paymen 2s 3s 4s Over 4s CFA &	🖶 Add
		💥 Remove

- 3. Select a Payment Period.
- 4. Select a **Payment Type**.
- 5. Select an Authorised On date.
- Click the Add button on the Generated Provider Payments panel to display the Select Payments to be Authorised page.
- 7. If required, click the browse button to select a **Service** or **Provider**.
- Click the Search button to display a list of payments that have been generated but not authorised.
- Highlight the required payments and click the Select button or click the Select All and Apply button to select all of the listed payments.

Selected payments
are displayed on
the Generated
Provider
Payments panel.
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10. Click the Authorise button to display the Authorisation for Period page.

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Payment			
Service		Q, X	
Provider		Q X	
Select All and Apply	🖋 Select		
Select Payments to b	e Authorised		
Select Payments to b Search 🚖 Collapse	e Authorised		
Select Payments to b Search 🖻 Collapse Payment	e Authorised		
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Select Payments to b Search 🔁 Collapse Payment Service Provider	ve Authorised	Q, X Q, X	
Select Payments to b Search 🖹 Collapse Payment Service Provider	ve Authorised ▼ ✓ ✓ Select	Q, X Q, X	
Select Payments to b Search 😰 Collapse Payment Service Provider ² Select All and Apply rovider Name Service	ve Authorised v v v Select Address	DCSF Um Pay By Date Pa	ayment Amount 2s 33

Authorisation	
Payment Period	2016/2017 Autumn Term
Payment Type	ACT - Actual Payment v
Authorised On	29/11/2016
Last Updated	29/11/2016 10:39:53
Updated By	System Administrator
Total Amount	1120 50

CAPITA

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