



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 Authorisation Enquiry** page.
2. Click the **New** button to display the **New Authorisation** page.

Payment Authorisation Enquiry

Search Collapse

Authorisation

Payment Period [dropdown]
Payment Type [dropdown]
Authorised On [dropdown]

New Open In New Window

[New Authorisation]

Authorise

Authorisation Generated Provider Payments

Generated Provider I

Authorisation

Payment Period 2010/2011 Summer Term
Payment Type [dropdown]
Authorised On [dropdown] Total to Authorise 0.00

Generated Provider Payments

Provide...	Service	Address	DCSF Urn	Pay By ...	Paymen...	2s	3s	4s	Over 4s	CFA & ...	Add	Remove
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3. Select a **Payment Period**.
4. Select a **Payment Type**.
5. Select an **Authorised On** date.
6. 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**.
8. Click the **Search** button to display a list of payments that have been generated but not authorised.
9. Highlight the required payments and click the **Select** button or click the **Select All and Apply** button to select all of the listed payments.

Select Payments to be Authorised

Search Collapse

Payment

Service [dropdown] [Search] [X]
Provider [dropdown] [Search] [X]

Select All and Apply Select

Select Payments to be Authorised

Search Collapse

Payment

Service [dropdown] [Search] [X]
Provider [dropdown] [Search] [X]

Select All and Apply Select

Provider Name	Service	Address	DCSF Urn	Pay By Date	Payment Amount	2s	3s
EY_BASE[9621]	EY_SERVICE[1343]	4 Market Lane, ...	555659		1129.50	Yes	Yes

Selected payments are displayed on the **Generated Provider Payments** panel.

10. Click the **Authorise** button to display the **Authorisation for Period** page.

[Authorisation for Period 2016/2017 Autumn Term ; Type Actual Payment]

Authorisation Generated Provider Payments

Authorisation

Payment Period 2016/2017 Autumn Term
Payment Type ACT - Actual Payment
Authorised On 29/11/2016
Last Updated 29/11/2016 10:39:53
Updated By System Administrator
Total Amount 1129.50

Generated Provider Payments

Provide...	Service	Address	DCSF Urn	Pay By ...	Paymen...	2s	3s	4s	Over 4s	CFA & ...
EY_BAS...	EY_SE...	4 Marke...	555659		1129.50	Yes	Yes	Yes	Yes	0.00