



Early Years

Carrying Over Hours

Menu: **Focus | Early Years | Carry Over/Update**

The Carry Over routine enables you to carry over interim, actual or paid hours for a funded service from one period to another.

Notes on Carrying Over Hours:

- If the hourly rate for a child has changed, the **Carry Over** routine will use the child's hourly rate rather than that for the funded service.
- The payment limits are respected for the **To Period**. The need for apportionment is determined by using the sum of paid hours per week for the date ranges they apply to within the period.
- If more than one line is present for the child in the **From** or **To Period** following an amendment, the hours will not be carried over. An entry will be displayed in the **Logs** panel to indicate which children's hours have not been carried over for this reason.
- The **Hours Remaining** is recalculated and updated for all eligible children at the selected funded services. The **Hours Remaining** is also updated against other funded services the child attends within their funding year.

When carrying over extended hours:

- If the **From Hours Type** is **Paid** and the **To Hours Type** is **Actual**, the universal and extended hours are combined into the **Actual** columns.
- If the **From Hours Type** is **Actual** and the **To Hours Type** is **Paid**, the actual hours are separated into universal and extended (the first 15 hours are put into universal).
- If the hours are carried over into a term that has lower caps, the lower caps are applied.
- Extended hours are only carried over to a new period if the child is eligible for extended childcare in the new period.

Running the Carry Over Routine

1. Select **Focus | Early Years | Carry Over/Update** to display the **Carry Over / Update Query** page.
2. Click the **New** button to display the **Carry Over / Update** page.

3. Select **Carry Over** from the **Routine** drop-down to display the required fields.
4. Select the required **From Period**, **From Hours Type**, **To Period** and **To Hours Type**.
5. If required, select (tick) the **Overwrite Existing** check box to overwrite any existing values when carrying over hours.
6. If required and the **To Hours Type** is **Actual**, select (tick) the **Auto-populate Paid Hours** check box to update paid hours when actual hours are carried over.
7. Click the **Add** button on the **Funded Services** panel to display the **Search for Funded Services** modal window.



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Running the Carry Over Routine (cont.)

8. Enter search criteria and click the **Search** button to display a list.
A wildcard of %% can be used.
9. Click the **Select All** button to add all the displayed services to the **Funded Services** panel.
Alternatively, select the check box adjacent to the required funded services and click the **Select** button.
The **Carry Over / Update** page is displayed with the selected funded services.
10. Click the **Process** button.

When the routine has completed, the **Logs** panel is displayed.

An entry is made in the **Logs** panel for each record that could not be carried over with a **Status** to indicate the reason. If the hours carried over have been altered, the original value (**Prev Value**) and **New Value** are displayed.

Displaying Previous Carry Over Routines

To display the results of previous carry over routines:

1. Select **Focus | Early Years | Carry Over / Update** to display the **Carry Over / Update Query** page.
2. Select **Carry Over** from the **Routine** dropdown.
3. If required, enter other search criteria.
4. Click the **Search** button to display a list of previously run routines.
5. Highlight the required record and click the **Open In New Window** button to display the details of the update and the **Logs** panel.
6. Highlight the required record and click the **Open In New Window** button to display the details.

| Routine | Routine Run Date | To Period | To Hours Type |
|------------|------------------|-----------------------|---------------|
| Carry Over | 08/04/2013 | 2012/2013 Spring Term | Paid |
| Carry Over | 29/04/2013 | 2013/2014 Autumn Term | Paid |
| Carry Over | 05/08/2013 | 2011/2012 Summer Term | Actual |
| Carry Over | 29/04/2013 | 2013/2014 Autumn Term | Paid |
| Carry Over | 28/06/2013 | 2013/2014 Autumn Term | Actual |
| Carry Over | 28/06/2013 | 2013/2014 Autumn Term | Actual |
| Carry Over | 28/06/2013 | 2013/2014 Autumn Term | Actual |
| Carry Over | 08/04/2013 | 2012/2013 Autumn Term | Paid |