



Payment periods are used to make payments to funded services and are set up for each financial year. The financial year must be defined before defining the payment periods.

Defining a New Payment Year

Menu: **Focus | Early Years | Early Years Setup | Define Early Years Payment Period**

Period Description	Period Number	Active	Period Start	Period End	Eligibility Start Date	Eligibility End Date	Age Calculation Date	2Yr Hours Per Week	2Yr Hours Per Period	3Yr Hours Per Week	3Yr Hours Per Period	4Yr Hours Per Week	4Yr Hours Per Period
Summer Term	1	Yes	01/04/2013	31/08/2013	01/04/2008	31/03/2011	31/03/2013	15	600	15	600	15	600
Autumn Term	2	Yes	01/09/2013	31/12/2013	01/09/2008	31/08/2011	31/08/2013	15	600	15	600	15	600
Spring Term	3	Yes	01/01/2014	31/03/2014	01/01/2009	31/12/2011	31/12/2013	15	600	15	600	15	600

1. Click the **New** button to display the **Payment Period Definition Details (New Payment Period Definition)** page.

1. Payment Period Definition Details

Period Description:

Start Year:

Period Number: Active:

Period Start: Period End:

Eligibility Start Date: Eligibility End Date:

Age Calculation Date: Funding Period Start Date:

2. Click the browse button adjacent to the **Start Year** to display the **Year Definition Summary** dialog.

1. Year Definition Filters

Business Process: Year Type:

Start Year:

Business Process	Year Type	Start Year	Year Range	Start Date	End Date	Current Status	No. of School Days in Financial Year
Early Years	Financial	2015	2015/2016	01/04/2015	31/03/2016	Active	

3. Click the **New** button to display the **Year Definition (New Year Definition)** dialog.

4. Select **Early Years** from the **Business Process** drop-down.

5. Select **Financial** from the **Year Type** drop-down.

6. Enter a **Start Year** to automatically set the **Start Date**, **End Date** and **Year Range**.

1. Year Definition Details

Business Process:

Year Type:

Start Year:

Start Date:

End Date:

Year Range:

Current Status:

7. Click the **Save** button.



Defining a New Payment Period

Menu: Focus | Early Years | Early Years Setup | Define Early Years Payment Period

Period Description	Period Number	Active	Period Start	Period End	Eligibility Start Date	Eligibility End Date	Age Calculation Date	2Yr Hours Per Week	2Yr Hours Per Period	3Yr Hours Per Week	3Yr Hours Per Period	4Yr Hours Per Week	4Yr Hours Per Period
Summer Term	1	Yes	01/04/2013	31/08/2013	01/04/2008	31/03/2011	31/03/2013	15	600	15	600	15	600
Autumn Term	2	Yes	01/09/2013	31/12/2013	01/09/2008	31/08/2011	31/08/2013	15	600	15	600	15	600
Spring Term	3	Yes	01/01/2014	31/03/2014	01/01/2009	31/12/2011	31/12/2013	15	600	15	600	15	600

1. Click the **New** button to display the **Payment Period Definition Details (New Payment Period Definition)** page.

Payment Period Definition Detail [New Payment Period Definition]

Save

1. Payment Period... 2. Payment Limits 3. Interim Payments 4. Interim Payment Proportions 5. Record Update History

1. Payment Period Definition Details

Period Description:

Start Year:

Period Number: Active:

Period Start: Period End:

Eligibility Start Date: Eligibility End Date:

Age Calculation Date: Funding Period Start Date:

2. Payment Limits

	2 Year Olds	3 Year Olds	4 Year Olds	Over 4 Years
Hours Per Week	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hours Per Period	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Interim Payments

Interim Payments By: Manual Payment:

4. Interim Payment Proportions

2 Year Olds (%)	<input type="text"/>	3 Year Olds (%)	<input type="text"/>
4 Year Olds (%)	<input type="text"/>	Over 4 (%)	<input type="text"/>

5. Record Update History

Last Updated:

Updated By:

2. Enter the required details on the **Payment Period Definition Details** panel:

- Enter a **Period Description**.
- Select a **Start Year**. If the required year is not defined, it can be added.
- Enter a **Period Number**.
- Select a **Period Start** and **Period End** date to automatically calculate:
 - Eligibility Start Date** - the earliest date of birth for a child to be eligible for funding in this payment period.
 - Eligibility End Date** - the latest date of birth for a child to be eligible for funding in this payment period.
 - Age Calculation Date** - the **Period Start Date** minus 1 day.
 - Funding Period Start Date** - read only and calculated when the payment period is saved.

3. If required, enter **Payment Limits** for each age group for the payment period:

- Hours Per Week** - the limit of hours per week in the period for that age group.
- Hours Per Period** - the total number of hours in the period for that age group. This cannot exceed **Hours Per Week** multiplied by the number of weeks in the period.



Early Years

Defining Payment Periods

- On the **Interim Payments** panel, select a value from the **Interim Payments By** drop-down to determine how interim payments are paid.
- If manual payments are made, select the **Manual Payment** check box.
- On the **Interim Payment Proportions** panel, enter the percentage paid to each age group in the interim payment.

1. Payment Period Definition Details				
Period Description	Summer Term			
Start Year	2015			
Period Number	1	Active	<input checked="" type="checkbox"/>	
Period Start	01/04/2015	Period End	31/08/2015	
Eligibility Start Date	01/04/2010	Eligibility End Date	31/03/2013	
Age Calculation Date	31/03/2015	Funding Period Start Date	01/04/2015	

2. Payment Limits				
	2 Year Olds	3 Year Olds	4 Year Olds	Over 4 Years
Hours Per Week	15	15	15	15
Hours Per Period	225	225	225	225

3. Interim Payments	
Interim Payments By	Children
Manual Payment	<input checked="" type="checkbox"/>

4. Interim Payment Proportions			
2 Year Olds (%)	50.00	3 Year Olds (%)	50.00
4 Year Olds (%)	50.00	Over 4 (%)	50.00

5. Record Update History	
Last Updated	09/07/2015 07:24:12
Updated By	[Redacted]

- Click the **Save** button.



Related Reference Guides:

- **EY_Payment Parameters**
- **EY_Year Definition**
- **EY_Payments_Setting Up Payment Options**
- **EY_Manage Yearly Caps**
- **EY_Carry Over Update**