



Manual payments are ad-hoc payments made to a funded service. The payment type can be either Manual Interim (MINT) or a non-seeded payment type set up by the Local Authority.

Generating a Manual Payment

Menu: **Focus | Early Years | Search for Funded Service**

1. Select **Focus | Early Years | Search for Funded Service** to display the **Search for Funded Services** page.
2. Enter search criteria and click the **Search** button to display a list of matching services.

Provider Name	Provider Address	Service Name	Service Type	Reference Number	DCSF URN	Locality	Area
EY_BASE[9621]	4 Market Lane,	EY_SERVICE[1343]	EY_SERVICE[1343]	000738	555659	Kempston	
EY_BASE[9621]	4 Market Lane,	EY_SERVICE[1344]	EY_SERVICE[1344]	000739	555659	Kempston	

3. Select the required service and click the **Open In New Window** button to display the **Funded Service** details page.

Age on 31/09/2017	Surname	Forename	Interim Weeks Period	Universal Interim Hours Week	Universal Interim Hours Period	Extended Interim Hours Week	Extended Interim Hours Period	Actual Weeks Period	Actual Hours Week	Actual Hours Period	Hourly Base Rate	Universal Pay Hours Week	Universal Pay Hours Period	Extended Pay Hours Week	Extended Pay Hours Period	Pay Total Amount	Universal Yearly Entitlement	Universal Hours Remaining	Universal Unpaid Hours	Extended Yearly Entitlement	Extended Hours Remains

4. Click the **Payment Details** link to display the **Payment Details** for the service.

Payment Period	Year	Payment Type	Amount	Pay By Date	Authorised On	Payment Run Date	Memo
2016/2017 Autumn Term	2016	ACT - Actual Payment	1129.50		29/11/2016	29/11/2016 10:19:39	

5. Click the **New** button to display the **New Payment** page.
6. Select the required **Payment Period**.
7. Select the required **Payment Type** e.g. MINT or a non-seeded payment type.

All age groups are included by default.

8. If required, de-select one or more age groups by clicking in the check box to display a cross.
9. Click the **Continue** button to display the **Payment** page.



10. Enter an **Amount**.
11. Select a **Pay By Date**.
12. If required, click the **Preview Pupil Premium** button to display a list of children who will have an EYPP supplement added or removed when the payment is generated.
13. Click the **Save** button.

[Payment for EY_BASE[9621] - EY_SERVICE[1343] ; Period 2015/2016 Summer Term ; Type Manual Interim]

Save New Memo Authorise Preview Pupil Premiums

01. Payment Details 02. Treasury Info

01. Payment Details

Payment Period: 2015/2016 Summer Term

Payment Type: MINT - Manual Interim

Amount: 0.00

Pay By Date: [dropdown] Authorised On: [dropdown]

For 2s: For 3s:

For 4s: For Over 4s:

Credit Ref. No.: [text]

02. Treasury Info

Cash Date: [dropdown] Cheque Date: [dropdown]

Cheque No.: [text]

NOTES: A manual payment can only be made if the **Manual Payment** check box is selected (ticked) on the **Interim Payments** panel when the **Payment Period** is defined via **Focus | Early Years | Early Years Setup | Define Early Years Payment Period**.

A manual interim (MINT) payment cannot be generated for a funded service if an interim payment has already been made for the same payment period.

A manual payment must be authorised before the payment is made.



Related Reference Guides:

- [EY_Payments_Defining Payment Periods](#)
- [EY_Payments_Adding Children to a Funded Service](#)
- [EY_Payments_Amending Hours](#)
- [EY_Payments_Updating Funded Service Hours](#)
- [EY_Payments_Generating Payments](#)
- [EY_Payments_Authorising Payments](#)