



Early Years Generating Payments

Payments are made to registered providers for the children who are in attendance and entitled to free early years education. Payments can be made in bulk to several providers or to an individual funded service.

Generating Bulk Payments

Menu: **Focus | Early Years | Generate Payments**

1. Select **Focus | Early Years | Generate Payments** to display the **Payment Run Enquiry** page.
2. Click the **New** button to display the **Generate Payments** page.
3. Select a **Payment Period**.
4. Select a **Payment Type**.
All age groups are included by default.
5. If required, select a check box to display a cross if payments are not to be generated for that age group.
6. If you require the **Payment Schedule Report** to be produced when the payments are generated, select the **Report Required** check box to display a tick.
7. To select the providers for the payment run:
 - a. In the **Providers** panel, click the **Add** button to display the **Add Providers to Payment Run** page.
 - b. If required, click the browse button to select a **Service** or **Provider**.
 - c. Click the **Search** button to list the providers who have outstanding payments for the selected type, period and age groups.
 - d. Highlight the required provider or click **Select All**.
 - e. Click the **Select** button to display the selected providers on the **Generate Payments** page.
8. Click the **Generate** button.



Early Years Generating Payments

Making Payments to a Funded Service

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

1. Select **Focus | Early Years | Search for Funded Services**.

Search for Funded Services

Search Collapse Clear

Search for Funded Service

Service Name

Provider Name

Provider Postcode Registered

Reference Number DCSF URN

Status Funded Status

Service Type Payment Band

Stretched Offer(s)

Open Open In New Window Next Previous

2. Enter search parameters.
3. Click the **Search** button to display matching services.
4. Highlight the required service and click the **Open In New Window** button to display the **Funded Service** details page.
5. If the **Links** panel is not displayed, select **Links** from the **Show/Hide** drop-down to display it.

Focus Tools Window [2] Help

Back Forward Show/Hide Drag and drop menu items here...

Funded Service [Lower School (Address:) (Service: ARCDEL Full Day Care) (DCSF URN:)] Links

Save Data Panels Alerts Sql Mail Merge UDF Manager Refresh

1. Payment Period 2. Children 3. Daily Hours | Payment Period

1. Payment Period

Period 2015/2016 Spring Term Period Start Date 01/01/2016

Period End Date 31/03/2016 Age Calculation Date 31/12/2015

2. Children

Display All 2,3 & 4 year olds Show Rates Show Cancelled Show Apportionments Required Show/Hide Columns

Age on 31/12/2015	Surname	Forename	Date Of Birth	Post Code	Parer Decl	Start Date	End Date	Stretched Offer	Previous Period Hours	Previous Period Total Hours	Interim Weeks Period	Interim Hours Week	Interim Hours Period	Actual Weeks Period	Actual Hours Week
4			04/01/2011		<input type="checkbox"/>	01/01/2014			0	0	11	0	0	11	0
4			08/05/2011		<input type="checkbox"/>	01/01/2014			0	0	11	0	0	11	0
4			31/08/2011		<input type="checkbox"/>	01/01/2014			0	0	11	0	0	11	0
											0	0			0

Total Number of Children listed at the Service 8 The Total Number of Children currently at the Service 0

Add Child Remove Child Copy Child Amendment Apportion

Links

Payment Details

6. Click the **Payment Details** link on the **Links** panel to display a list of payments previously generated for the service.



Reference Guide

Early Years

Generating Payments

Payment Details for [Lower School] - [Full Day Care]

Search [] Collapse [v]

01. Payment Details

Year []

Payment Type []

Save Memos [] New [] Open [] Open In New Window [] Next [] Previous []

Payment Period	Year	Payment Type	Amount	Pay By Date	Authorised On	Payment Run Date	Memo
2008/2009 Autumn Term	2008	ACT - Actual Payment	784.00		30/10/2008	01/07/2010 10:42:10	[]
2007/2008 Summer Term	2007	INT - Interim Payment	0.00	04/05/2007	04/05/2007	01/07/2010 10:42:10	[]
2007/2008 Summer Term	2007	ACT - Actual Payment	0.00		01/06/2007	01/07/2010 10:42:10	[]

7. Click the **New** button to open the **New Payment** page.

[New Payment for] [Lower School] - [Full Day Care]

Save [] New [] Authorise [] Preview Pupil Premiums []

01. Payment Details

01. Payment Details

Payment Period [2010/2011 Summer Term]

Payment Type []

For 2s For 3s

For 4s For Over 4s

Continue [Continue]

8. Select the **Payment Period** and **Payment Type**.

9. If required, deselect one or more age groups.

10. Click the **Continue** button to display details of payments due to this funded service for the selected parameters.

[Payment for] [Lower School] - [Full Day Care] ; Period 2015/2016 Spring Term ; Type Actual Payment]

Save [] New [] Memo [] Authorise [] Preview Pupil Premiums []

01. Payment Details | 02. Treasury Info | 03. Apportionments

03. Apportionments

01. Payment Details

Payment Period [2015/2016 Spring Term]

Payment Type [ACT - Actual Payment]

Amount [1419.00]

Pay By Date [] Authorised On []

For 2s	<input checked="" type="checkbox"/>	Total (2 yr Old)	0.00
For 3s	<input checked="" type="checkbox"/>	Total (3 yr Old)	0.00
For 4s	<input checked="" type="checkbox"/>	Total (4 yr Old)	1419.00
For Over 4s	<input checked="" type="checkbox"/>	Total (Over4 yr Old)	0.00
Credit Ref. No.	878877876	Total (Carried Forward & Manual Interim)	0.00

02. Treasury Info

Cash Date [] Cheque Date []

Cheque No. []

03. Apportionments

Age	Surname	Forename	Date Of Birth	Post Code	Parer Decl	Period Start Date	Period End Date	Start Date	End Date	Previous Period Hours	Previous Period Total Hours	Interim Weeks Period	In H W

11. If required, select a **Pay By Date**.

12. Click the **Save** button.



Related Reference Guides:

- [EY_Payments_Authorising Payments](#)