

Reference Guide

Early Years Setting Up Payment Options

Menu: Focus | Early Years | Early Years Setup | Payment Setup Options

The **Payment Setup Options** page enables you to define non-seeded payment types, the Single Funding Formula (SFF) to be used and to determine whether children can be paid additional hours to their yearly entitlement.

Adding a new Payment Type

Five seeded payment types are used in the Early Years payment routines: **Interim Payment, Actual Payment, Adjustment Payment, Carried Forward Adjustment** and **Manual Interim**. Additional non-seeded payment types can be added. To add a new payment type:

1. Select Focus | Early Years | Early Years Setup | Payment Setup Options to display the Payment Setup Options page.

Payment Setup Options]							
Save Image: Save <t< th=""></t<>							
Payment Type	Payment Desc	Seeded	Fund Code	Payment Code	Add		
ACT	Actual Payment	Yes			S Edit		
ADJ	Adjustment	Yes			Semove		
CFA	Carried Forward Adj	Yes					
INT	Interim Payment	Yes					
MINT	Manual Interim	Yes					
RECL	Reclaim	No					

- 2. Click the Add button to display the Payment Type dialog.
- 3. Enter a **Payment Type** and **Payment Desc** (description). The **Seeded** check box is read-only and displays a cross.
- 4. If required, enter a Fund Code and a Payment Code.
- 5. Click the Save button.

💾 Save							
Payment Type							
Payment Type							
Payment Type							
Payment Desc							
Seeded	×	Fund Code					
Payment Code							

Adding a new SFF

Single Funding Formula are set for each registered provider based on the services that they provide and the costs involved in providing free entitlement. If required, they can be set differently for individual children and are used to set the rate for Early Years Pupil Premium (EYPP). They can apply to universal hours, extended hours or both.

Single Funding Formulas (SFF) are used on the **Parameters** panel in **Early Years Setup | Payment Parameters** and on the **Children** panel in **Funded Service Details**.

To add a new SFF:

(02

- 1. Select Focus | Early Years | Early Years Setup | Payment Setup Options to display the Payment Setup Options page.
- 2. Select the Single Funding Formulas panel.

	Formula Code	Description	Active	Pupil Premium	Funding Basis	SFF Universal	SFF Extended	🖶 Add
I	111	EYTest1	Yes			Yes		🔝 Edit
I	EYEXT	Only Extended SFF	Yes				Yes	X Remove
I	EYPP	Early Years Pupil Premium	Yes	Yes	Economic	Yes		
I	EYUB	EYUB	Yes	Yes	Eligible through unknown basis	Yes	Yes	
I	EYUNI	Only Universal SFF	Yes			Yes		
	nem conce	SFF	Yes			Yes		
ľ								

3. Click the Add button to display the Single Funding Formula dialog.



Reference Guide

Early Years

Setting Up Payment Options

Adding a new SFF (cont.)

- 4. Enter a Formula Code and Description.
- If required, select the Pupil Premium check box to display a tick and select a Funding Basis.
- If required, select the SFF Universal check box to display a tick.
- If required, select the SFF Extended check box to display a tick.
- 8. On the **Single Funding Formula Rates** panel:
 - a. Click the **Add** button to add a new rate.
 - b. Enter a **Start Date** and a **Funding Amount**.

End Date is optional. You can set up several rates for this **SFF** with different start and end dates. The dates must not overlap.

 Click the Save button to return to the Payment Setup Options page.

🕥 [Single Funding Formula Type: -]	_	_				
P Save						
I. Single Funding Formula 2. Single Funding	🗟 💿 1. Single Funding Formula 2. Single Funding 1. Single Funding For 🗸 🖋					
1. Single Funding Formula						
Formula Code						
Description						
Active 🗸	Pupil Premium	×				
Funding Basis	*					
SFF Universal	SFF Extended	×				
2. Single Funding Formula Rates						
Start End Date Funding			🖶 Add			
Amount 0.00			💥 Remove			

Selecting Hours Remaining Options

The Hours Remaining Options determine whether or not children can be funded for more than their yearly entitlement of hours. If children's hours are capped, they are not paid additional hours and the paid hours are reduced by the deficit.

To enable children to be funded for more than their yearly entitlement, on the **Hours Remaining Options** panel:

- 1. Select the **Allow Payments with Negative Hours Remaining** radio button to display a confirmation message.
- 2. Click the Yes button to confirm.
- 3. Click the Save button.

Alternatively, to cap children's hours (default option):

- 1. Select the **Cap Payments Negative Hours Remaining** radio button.
- 2. Click the Save button.

NOTE: Only new payments are affected when you change the Hours Remaining Options.

03. Hours Remaining Options

- Allow Payments with Negative Hours Remaining
- Cap Payments Negative Hours Remaining



Reference Guide

Early Years Setting Up Payment Options

Enabling Mid Term Funding

The **Mid-Term Funding for Extended Childcare** panel enables Local Athorities to control whether or not they fund children who are found to be eligible for extended childcare in the middle of a term. If mid term funding is enabled, extended hours can be entered for such children.

NOTE: If extended hours have already been recorded for children who became eligible for funding mid-term, you cannot disable mid-term funding for that term. A future term can be selected.

To enable mid-term funding:

- 1. Select the **Allow Mid-Term Funding** check box to display a tick.
- 2. Click the Save button.

Alternatively, to disable mid-term funding:

- Select the Allow Mid-Term Funding check box to display a cross.
- 2. If required, select a term from the **Mid Term Funding Unavailable From** drop-down.
- 3. Click the Save button.

04. Mid-Term Funding for Extended Childcare Allow Mid-Term 🗸 Funding

Mid-Term Funding Unavailable From

Related Reference Guides:

- EY_Setting Up Payment Parameters
- EY_Defining Payment Periods
- EY_Manage Yearly Caps
- EY_Carrying Over Funded Service Hours
- EY_Updating Funded Service Hours
- EY_Updating Funded Service Payment Rates



Capita One. Tel: 01234 838080. Email: info@capita-one.co.uk. Web: www.capita-one.co.uk. © Capita Business Services Ltd. 2018. All rights reserved. No part of this publication may be reproduced, photocopied, stored on a retrieval system, translated or transmitted without the written consent of the publisher. For more detailed instructions refer to the online help file or handbook. You can contact the Service Desk via My Account. This guide is based on the version of the software (Summer 2017, 363) in use at the time of publication.