



# Early Years Updating Hours

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

The Update routine enables you to update a selected period's hours for all children at a funded service.

## Notes on Updating Hours:

- 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.
- Paid hours cannot exceed actual hours. If the specified actual hours value is less than the child's existing paid hours value in the **To Period**, the value in the **To Period** will not be updated. An entry will be made in the **Logs** panel for each record affected with the message:  
Actual Hours less than Paid Hours.  
If the specified paid hours value is greater than the child's existing actual hours value in the **To Period**, the existing value in the **To Period** will not be updated. An entry will be made in the **Logs** panel with the message:  
Paid Hours Greater than Actual Hours.
- 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.

## Running the Update 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 **Update** from the **Routine** drop-down to display the required fields.
4. Select the required **To Period** and **To Hours Type**.
5. Enter the **Hours per week**.
6. If required, select (tick) the **Overwrite Existing** check box to overwrite any existing values when updating hours.
7. 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 updated.
8. Click the **Add** button on the **Funded Services** panel to display the **Search for Funded Services** modal window.
9. Enter search criteria and click the **Search** button to display a list.  
A wildcard of %% can be used.
10. Click the **Select All** button to add all the displayed services to the **Funded Services** panel on the **Carry Over / Update** page.

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.

11. Click the **Process** button.



# Early Years Updating Hours

## Running the Update (cont.)

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

Prov Na...	Descrip...	Forename	Surname	Dob	Status	Prev Va...	New Va...
Church ...	ARCDE...				Updated	0	14
Church ...	ARCDE...				Updated	0	14
Church ...	ARCDE...				Updated	0	14

## Displaying Previous Updates

To display the results of previous update routines:

1. Select **Focus | Early Years | Carry Over/ Update** to display the **Carry Over / Update Query** page.
2. Select **Update** from the **Routine** drop-down.
3. Enter other search criteria and click the **Search** button to display a list of previous updates.
4. Highlight the required record and click the **Open In New Window** button to display the details of the update and the **Logs** panel.

Routine	Routine Run Date	To Period	To Hours Type
Update	27/07/2016	2015/2016 Autumn Term	Interim

Prov Na...	Descrip...	Forename	Surname	Dob	Status	Prev Va...	New Va...
Church ...	ARCDE...				Updated	0	14
Church ...	ARCDE...				Updated	0	14
Church ...	ARCDE...				Updated	0	14
Church ...	ARCDE...				Updated	0	14
Broadme...	Maintain...				Updated	0	14
Broadme...	Maintain...				Updated	0	14



### Related Reference Guides:

#### Early Years Setup

- [EY\\_Payments\\_Setting Up Payment Options](#)
- [EY\\_Payments\\_Setting Up Payment Parameters](#)
- [EY\\_Payments\\_Defining Payment Periods](#)
- [EY\\_Manage Yearly Caps](#)

#### Early Years Payments

- [EY\\_Payments\\_Viewing Funded Service Details](#)
- [EY\\_Payments\\_Updating Funded Service Payment Rates](#)
- [EY\\_Payments\\_Carrying Over Funded Service Hours](#)