



Provision Payments Tool

Professional Services



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Introduction

The Provision Payments tool was developed by Consultants within our Education – Professional Services Team. Having a close working relationship with our Local Authority partners, we identified that significant time savings could be made when using the utility against existing functionality in MRI Education.

The tool allows Payment/Transaction information to be created in bulk using an Excel Spreadsheet, for ease of data entry. These records are then imported into MRI Education where they form part of each young person's and/or school's financial record

Background

Provision

Provision is included as part of the core MRI Education SEN Module. Provision allows financial details to be recorded about each child, young person, school, educational setting, and/or training provider.

Provision can be used to:

- Calculate Funding
- Record Costs
- Enable Budget Forecasting

Examples of Provision use in Local Authorities currently includes but is not limited to:

- Mainstream Top Up Funding
- High Needs SEN Support
- Special and Independent School Fees
- Equipment
- Personal Budgets
- Banded/Matrix level funding

Provision can be calculated using a variety of unit costs. These costs can be based on:

- Annual Calendar – calculation is based on the Start Date and End Date of the funding and can pro rata based on 365/366 days per year
- School Calendar – as above where calculation is based on the Start Date and End Date of the funding. However, this can pro rata based on only funding when the school is open (typically over 39 weeks for example)
- Hourly costs – finances based on an Hourly rate, over a number of weeks, with a number of hours per week support
- Daily Rates - calculation is based on the Start Date and End Date of the funding and can pro rata based on the number of Days funded
- Weekly Rates – calculation is based on the Start Date and End Date of the funding and can pro rata based on the number of Weeks funded
- Monthly Rates – calculation is based on the Start Date and End Date of the funding and can pro rata based on the number of Months funded
- Half Termly Rates – based on the number of Half Terms funded (this is entered when you create the provision record)
- Termly Rates – based on the number of Terms funded (this is entered when you create the provision record)
- One off Fees that require no pro rata

Provision Payments

Provision Payments are included as part of the core MRI Education SEN Module. Accurate recording of transactions between the Local Authority and their funded partners is crucial for accurate reconciliation and budget forecasting requirements.

The screenshot shows the 'Provision Transactions' window. At the top, there is a table with columns: Created Date, Type, Status, and Amount. The table contains two rows: one for 'Initial Funding' on 22/07/2025 with an amount of 100, and another for 'Adjustment' on 24/07/2025 with an amount of 150. Below the table, the 'Transaction Details [Adjustment (£150.00)]' section is visible. It includes fields for Type (Adjustment), Created Date (24/07/2025), Amount (150), Status (Authorised), Invoice Number, Authorisation Date (29/07/2025), Authorised By (System Administrator), Last Updated (29/07/2025), and Updated By (System Administrator). A status bar at the bottom indicates 'Saved successfully'.

LA’s who record transactions at present are able to report on and be alerted to:

- Payments made, both YTD and beyond
- Amounts Outstanding
- Finances to Recoup – where overpayments may have been made. For example, where a Local Authority has allocated funding in advance and circumstances change, e.g. the young person leaves the Local Authority early

Below is just one of the screens within MRI Education used to display financial details:

The screenshot shows the 'Provision Charge Cost Details [Cost Details]' window. It contains a form with various fields for financial details. The 'Provision Year' is set to 2024/2025, and the 'Start Date' is 01/04/2024. Other fields include 'End Date' (31/03/2025), 'Unit' (Annual Calendar), 'Cost Per Unit' (300.00), 'FTE' (1.0000), 'Period Allocated' (1.0000000000), 'Current Rate (%)' (100.00), 'Carry Over Rate (%)' (100.00), 'Hrs/Wk' (1.0000), 'Wks/Year' (52.1429), 'Edited Estimate' (300.00), 'Amount Outstanding' (50.00), 'Calculated Estimate' (300.00), 'Amount Paid' (250.00), and 'Payments' (2). The 'Amount Outstanding' and 'Payments' fields are highlighted in green.

Provision Payments Tool

The Provision Payment Tool was created to significantly reduce the amount of time taken to enter transaction information into MRI Education.

The below process flow better illustrates how the tool would work in a live scenario



Features

- Access is controlled by:
 - Having access to the Provision Tool – it is a standalone utility and would need to be installed on any PC required to use it.
 - Having a MRI Education Username and Password
- Provision Payments can be made based on:
 - Financial Year
 - Charge Type
 - Provision Type (Service)
 - School/Base
- Data entry is done via an Excel Spreadsheet
- Provision Payments are then created in bulk when the tool is used to reimport the transactional level information.

Benefits

- Significant Reduction in administration time/data entry
 - In recent tests using customer data and scenarios, entering a single payment against 5000 children

Without the Provision Payment Tool	Using the Provision Payment Tool
5000 records took up to 1 minute each to access and create 5000 x 1 minute = 5000 mins or 83.3 working hours This equates to over 2 working weeks of data entry	5000 records took under an hour to enter, validate, and import This equates to a 98% reduction in admin time required

- Minimal Training Required
 - As data entry is done via the tool and a spreadsheet, users do not tend to require the same level of training that they would, should they use Provision on its own
- Access Controlled
 - Access is controlled by both having access to the utility and having an MRI Education username and password