

Pourato

A Visual Guide for Early Learning Providers



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How to access Pourato

Follow the link below. You will be taken to the **Education Sector Logon** screen. You can bookmark the following link for faster access.

https://els.pourato.education.govt.nz/

Enter your ESL **Username** and **Password**, then select **Login**.

If you operate more than one service provider, select the service provider you want to access.

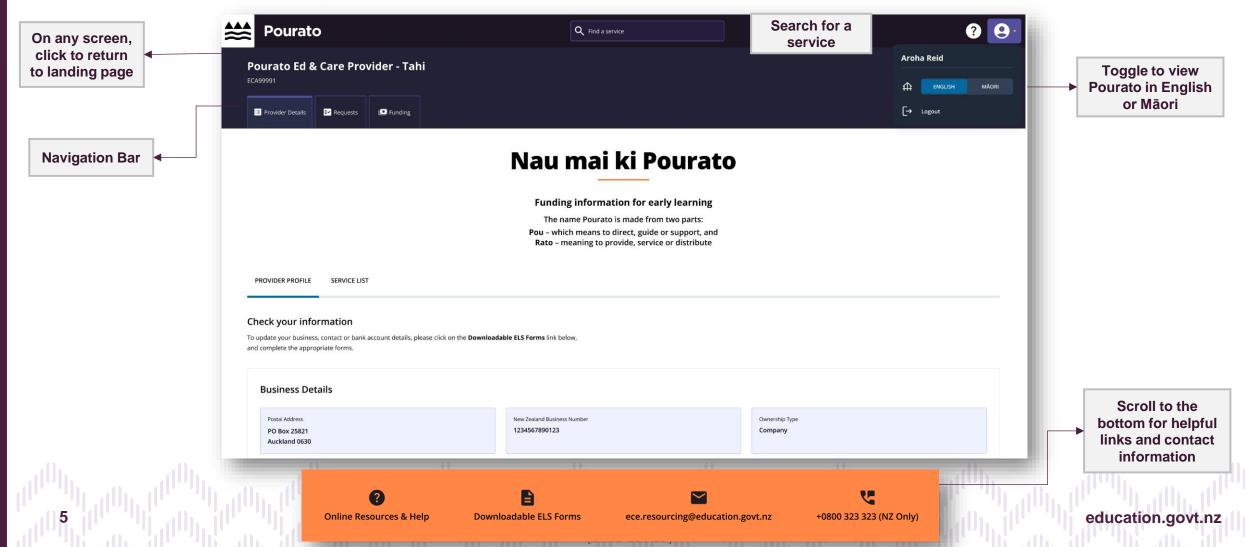
You will be taken to the homepage of Pourato.



Provider level information

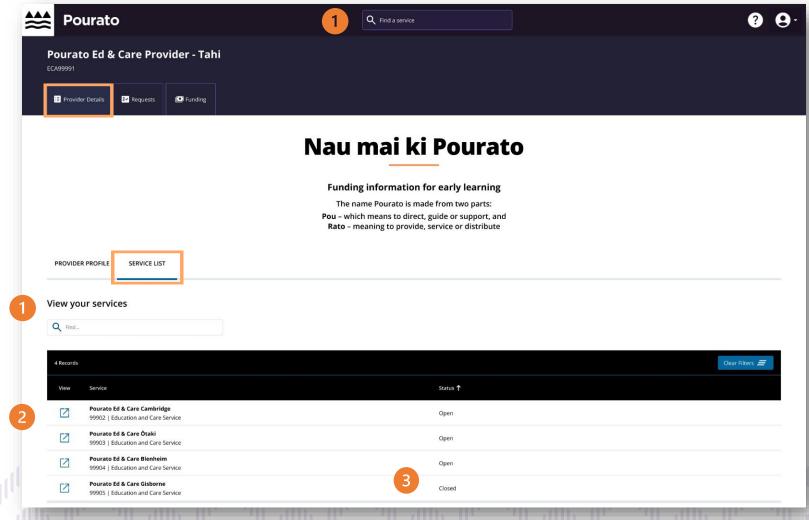
Landing page

Once logged in, you will land on the **Provider Details** screen, which sits within the **Navigation Bar**. From here, you can toggle between viewing **Provider Profile** information and the **Service List**, or navigate to **Requests** and **Funding** tabs.



Service List

From the landing page, click on the **Service List** to view all services operated by a service provider. You can click through to a service from here or find a service using one of the search bars.



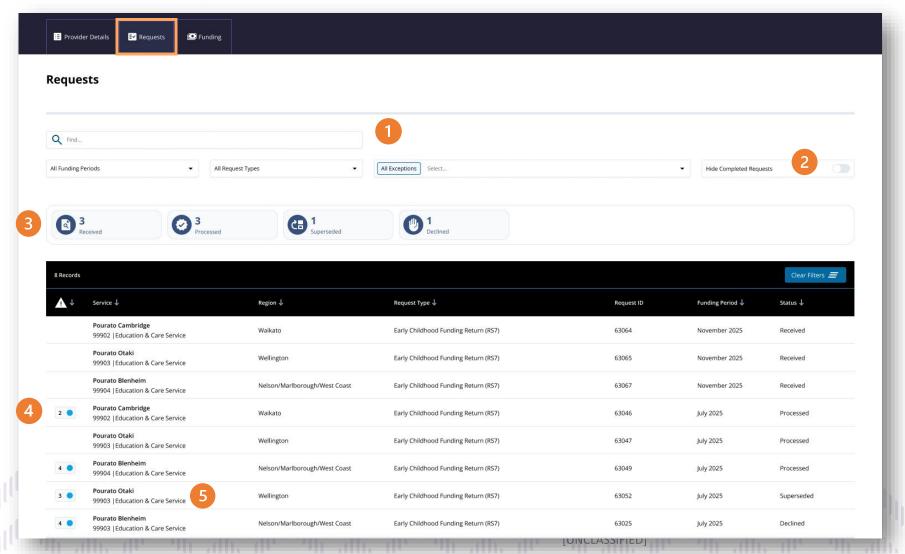
Search for a service by name or number

Click to view a service

Closed services will display in the Service List as long as the service continues to be owned by the provider

Provider: Requests

The **Requests** tab displays all requests submitted by a service provider to the Ministry. The funding contact will get an email when an RS7 funding return is available to view in Pourato.

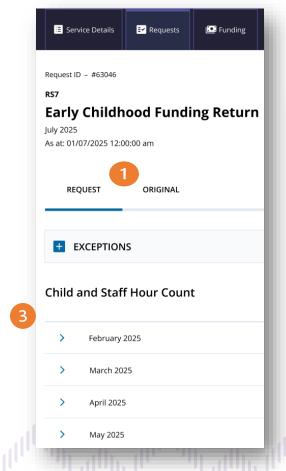


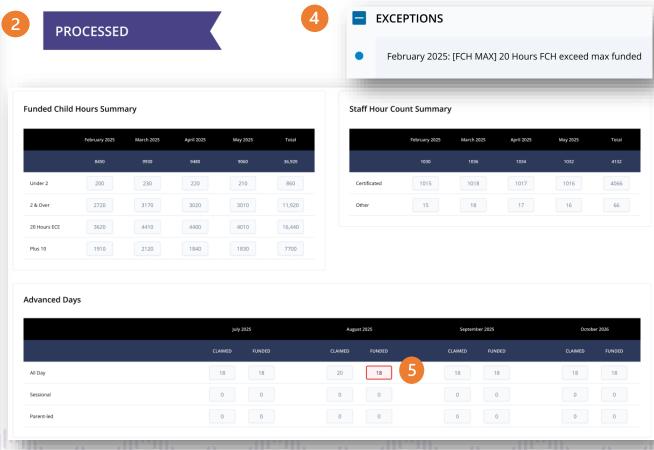
Use search bar and dropdown boxes to filter Toggle to view completed requests (with a status of Processed or Declined) Click on a status to filter by status. The number indicates how many requests have that status Click to view exception. For more information about exceptions visit: Key Pourato Features | Applications & Online Systems Click to view request

education.govt.nz

View a request

RS7 funding returns, RS3 initial application for funding, EC20 transitional advance and EC20a attestation requests are visible in Pourato. The **Request** tab displays the data submitted and the associated funding. The **Original** tab contains the original data submitted for an RS7 funding return.





Once an RS7 is received into
Pourato, you can view details in the
Original tab. All other requests are
visible once they are processed by
the Ministry

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Status Definitions

Received – Request is being processed
Processed – Related funding is published
Superseded – Another RS7 has been resubmitted for the same period

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Expand to view what you claimed and what funding you will receive

4

View exceptions. For more information about exceptions visit:

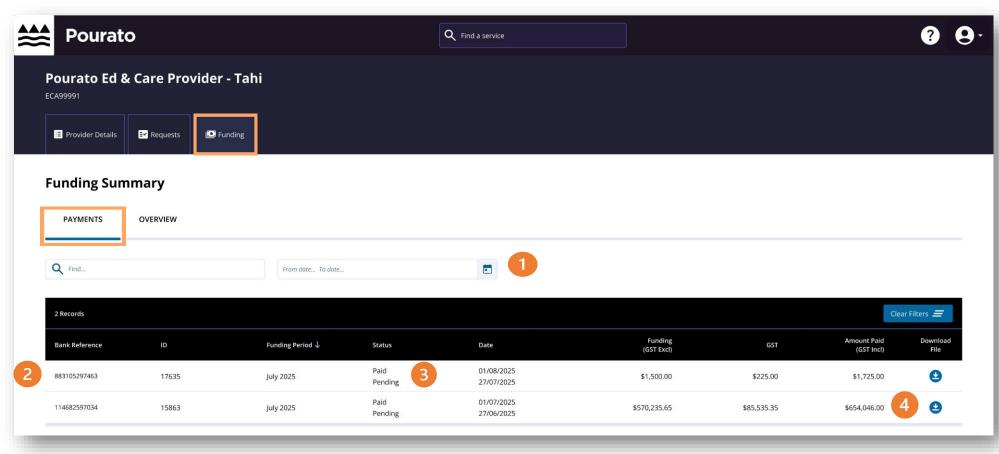
Key Pourato Features | Applications & Online Systems

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Red indicates a difference between what was claimed and what is being funded

Funding: Payments

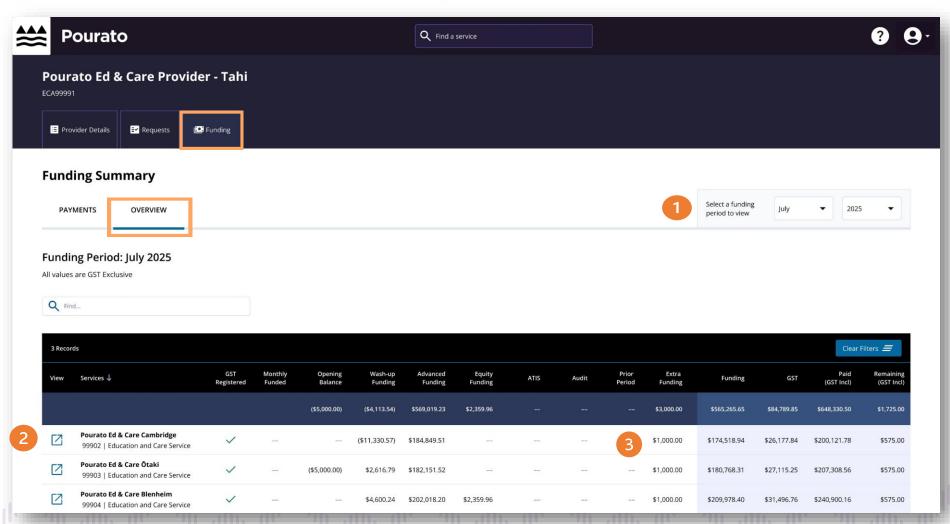
The **Funding** > **Payments** tab shows all payments to a service provider for a selected period.



- Use the calendar to change the period displayed
- Bank Reference displays once payment is made and matches the reference number on the payment in the provider's bank account
- Payments will usually show as: *Pending* (once funding is published), and *Paid* (once funding is paid)
- Download funding data for the selected period as a .csv file

Funding: Overview

The **Funding** > **Overview** tab displays an overview of funding for each service under a provider for the selected period.



- Select funding period
- Click blue icon to view the Funding Overview for a specific service
- Certain services are eligible for some types of funding

 Hyphen (-) means no funding

Zero (\$0.00) means funding has been calculated and the amount is zero

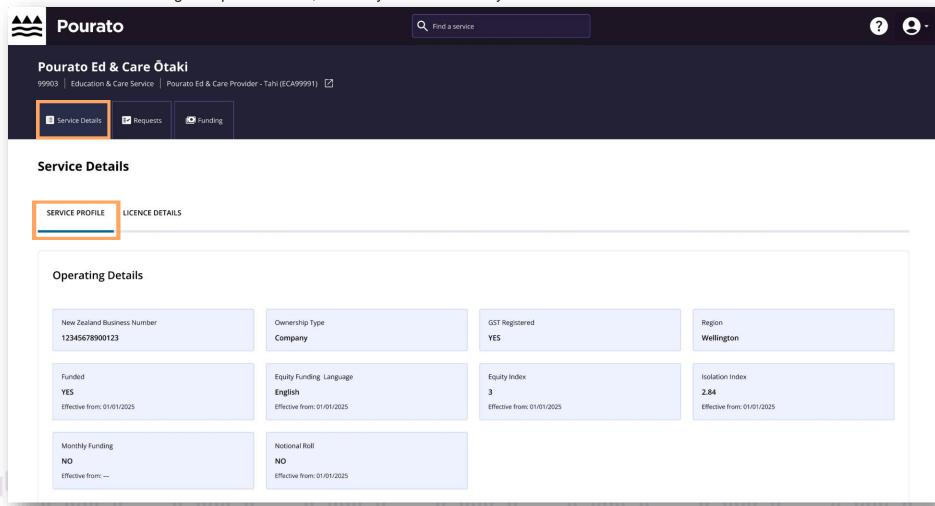
has been calculated for this component



Service level information

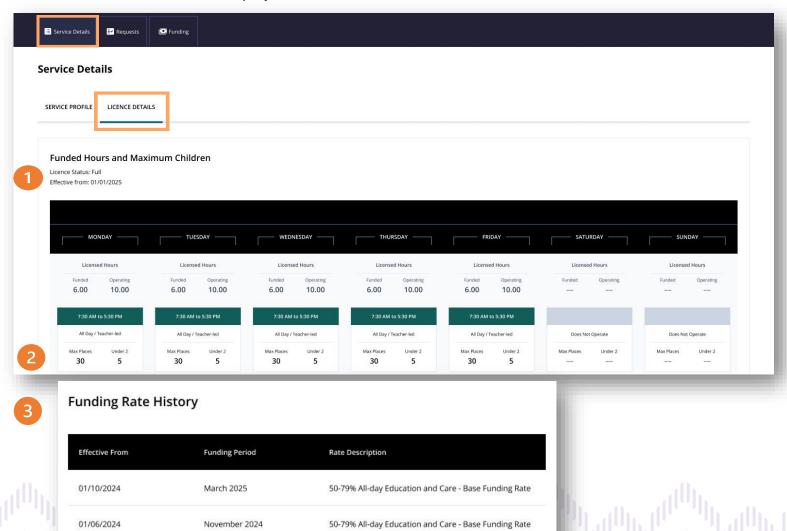
Service Profile

Service Profile is the first page you land on when you navigate to a service. It shows the information held by the Ministry for this service which is used to calculate funding. To update details, contact your local Ministry of Education office.



Licence Details

The Licence Details screen displays details of a service's licence and the rates that have been used to calculate funding in previous periods.



The service's current licence status is displayed

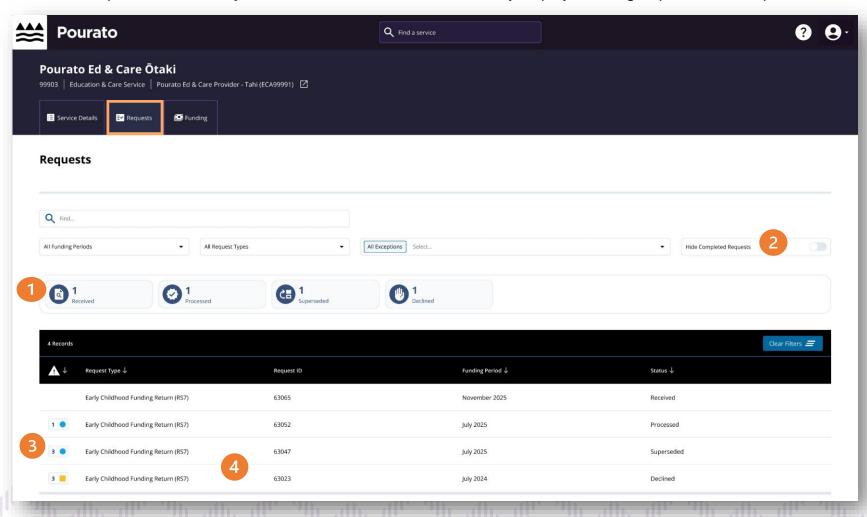
Max. Place = Maximum child-place the service is licensed for

Under 2 = Max. Places for children under two years old

Displays the service's funding rates

Service: Requests

Similar to the provider-level **Requests** screen, however this screen only displays funding requests for the specific service.



Click on a status to filter by status Use the toggle to view completed requests (Status = Processed) Hover to view exception. For more information about exceptions visit: Key Pourato Features | **Applications & Online Systems** Click to view request

Funding: Overview

The **Service** > **Funding** > **Overview** screen shows the service's funding entitlements. The **Payment Summary** screen shows the funding that has been or will be paid.



TIP!

Share funding information by printing this screen to a .pdf using CTRL+P or the web browser's Print option

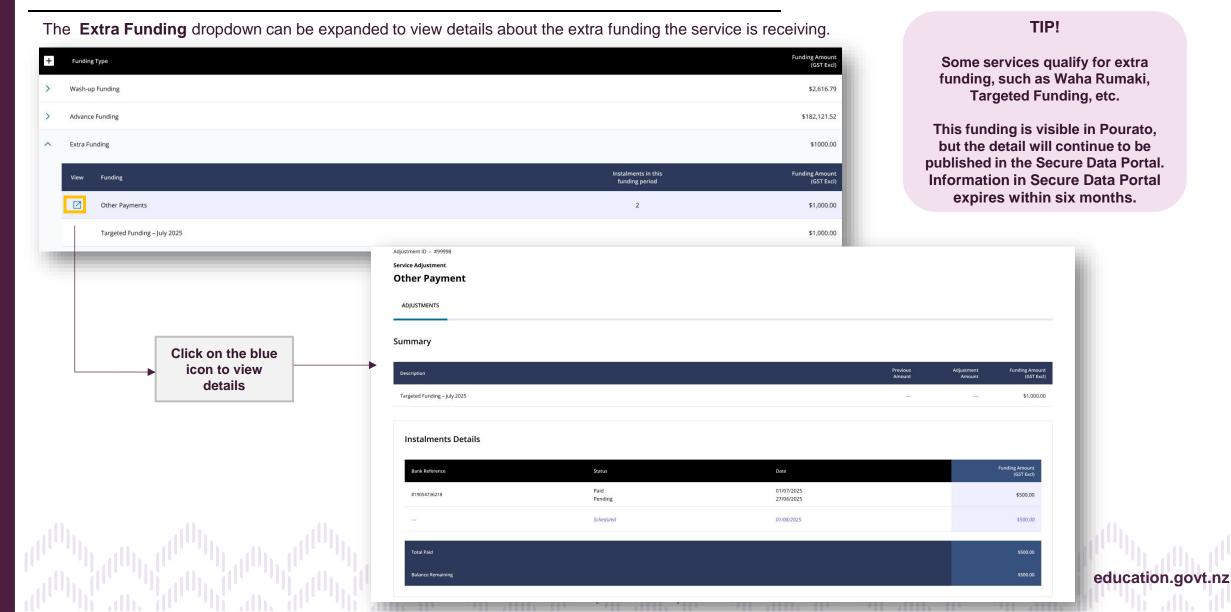
View the requests that have been used to calculate the funding

Open request in a new tab or window to view side-by-side with funding

Expand each component to view a monthly breakdown of how funding has been calculated

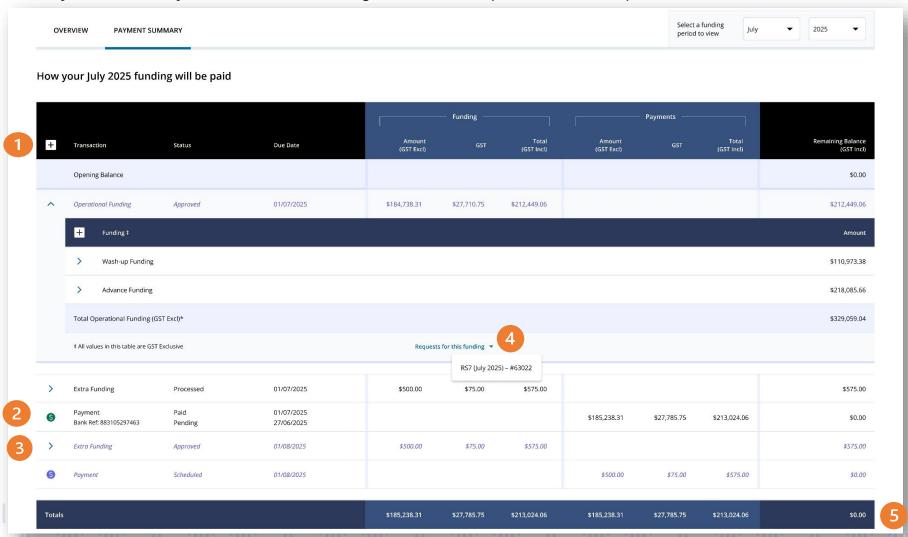
Total Funding (GST Excl.)
should match the Total
Funding Amount Excl. GST on
the Payment Summary screen
(slide 17)

Funding: Extra Funding



Funding: Payment Summary

The **Payment Summary** screen shows the funding a service will be paid for a selected period.



- Expand to view a breakdown of funding. This is the same information as the Funding

 Overview screen
- Bank Ref. number can be matched to the payment in the service provider's bank account
- Upcoming (Scheduled) payments are displayed in purple italics
- View requests that were used to calculate this funding
- Totals is the amount paid or recovered on the publish date



Resources

Pourato for Early Learning | Applications & Online Systems - for help using Pourato

ECE funding handbook - Ministry of Education - for information about funding and how it is calculated





He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga.

We shape an education system that delivers equitable and excellent outcomes.

