

# View adjustments for previous funding period

This document provides step-by-step instructions on how to view adjustments to payments for a previous funding period.

Payments for adjustments will be made as soon as possible; however, they may not be processed in the following payment run.

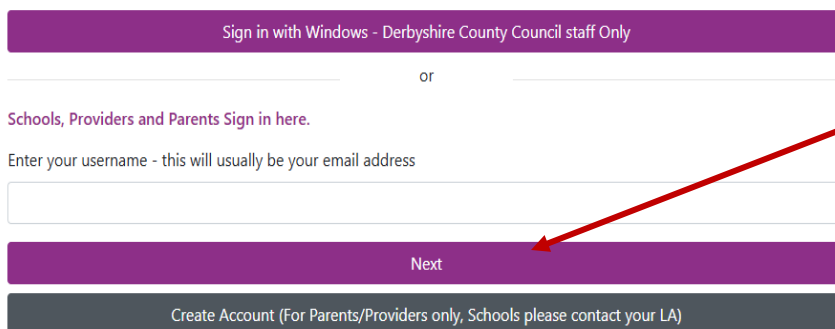
- Refer to guidance 'View payments and previous claims' for more information.

## STEP 1: SIGN IN TO THE PORTAL

Link to the [Derbyshire Provider Portal](#)

### Sign In

For Derbyshire County Council Staff only - Please sign in here.



Sign in with Windows - Derbyshire County Council staff Only

or

Schools, Providers and Parents Sign in here.

Enter your username - this will usually be your email address

Next

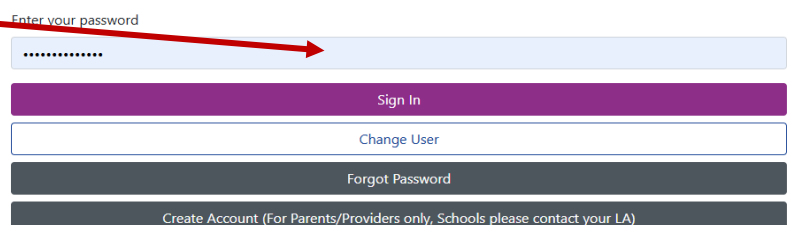
Create Account (For Parents/Providers only, Schools please contact your LA)

Enter your username and click **Next**.

Names and passwords are case sensitive.

### Sign in

Enter your password and click **Sign In**.



Enter your password

Sign In

Change User

Forgot Password

Create Account (For Parents/Providers only, Schools please contact your LA)

### Access to Information

In order to comply with the Data Protection Act 2018 (DPA) and UK General Data Protection Regulation (UK GDPR) you should only access the records that you need to in order to carry out your duties.

Any breach of our data protection policies will lead to internal disciplinary proceedings and may lead to criminal prosecution.

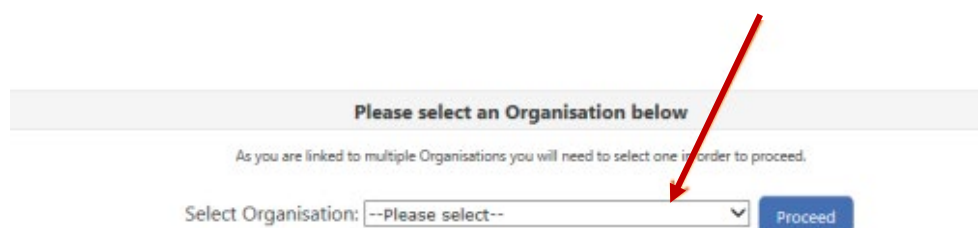
Click **Accept**.



Reject Accept

Each time you sign into the provider portal you will be asked to comply with the Data Protection Act 2018 and UK General Data Protection Regulation. If the Reject button is clicked, you will return to the Sign In page.

Providers with only one registered setting will be taken directly to the portal homepage. If you have multiple settings under the same login, ensure you select the relevant one from the drop-down list before proceeding.



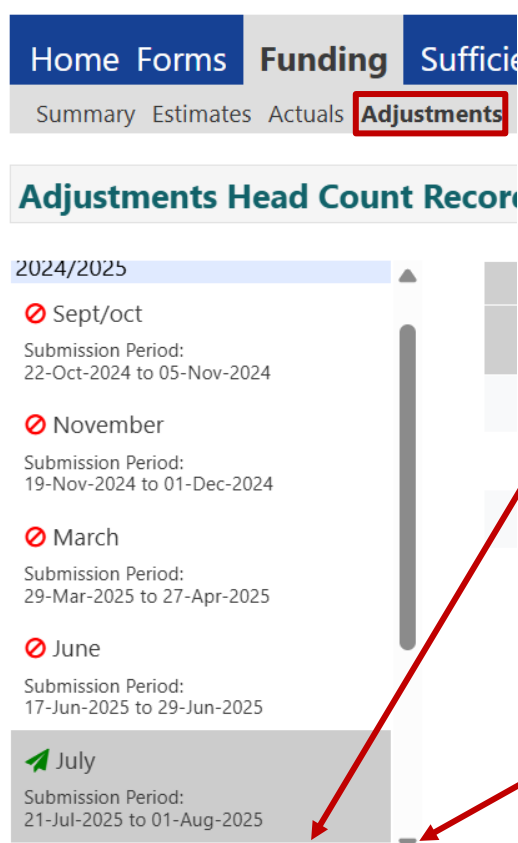
- Refer to guidance 'Provider portal - signing in and out' for more detail. If you need support with your username or password, please contact [info.fis@derbyshire.gov.uk](mailto:info.fis@derbyshire.gov.uk)

## STEP 2: GO TO THE ADJUSTMENTS TAB

Navigate to the **Funding** tab and then click on the **Adjustments** tab.

Please note, where the portal states 'term' this refers to the relevant funding periods.


Adjustments are filed in the period they relate to, so to view an adjustment, providers will need to check the period in which the change occurred.




### Select Year and Term

2025/2026
2024/2025
2023/2024
2022/2023
2021/2022
2020/2021
2019/2020
2018/2019
2017/2018

**Select Year and Term** that you want to submit a claim for.

A green arrow  indicates that a submission period is open for data entry.

A red circle  indicates that a submission period is closed.

Scroll down to see more submission periods.

## STEP 3: SELECT THE FUNDING TYPE

Under **Funding Type** select the headcount you wish to view adjustments for.

Home Forms **Funding** Sufficiency Images

Summary Estimates Actuals **Adjustments** Eligibility Checker Registered Interests

### Adjustments Head Count Records for 2024/2025 - July

2024/2025

Sept/oct  
Submission Period:  
22-Oct-2024 to 05-Nov-2024

November  
Submission Period:  
19-Nov-2024 to 01-Dec-2024

March  
Submission Period:  
29-Mar-2025 to 27-Apr-2025

June  
Submission Period:  
17-Jun-2025 to 29-Jun-2025

**July**  
Submission Period:  
21-Jul-2025 to 01-Aug-2025

Funding Type		Actuals (Office use only)		
		Ready To Process	Processed	Editable
	2 Year Olds	✓	✓	
	3 & 4 Year Olds	✓	✓	
	9 Months - 2 Years	✓	✓	

## STEP 4: VIEWING ADJUSTMENTS

If there are any adjustments in a funding period, providers will see a black arrow under the selected funding period heading.

Click on the black arrow to expand the columns

Home Forms **Funding** Sufficiency

Summary Estimates Actuals **Adjustments** Eligibility Checker Registered Interests

### View Adjustments: 2025/2026 Sept/oct - 3 & 4 Year Olds [CHANGE](#)

▶ **Not Paid** - Total: (£197.68)

Details of the adjustments will be displayed including funding amounts to be paid.

Please note, brackets indicate a minus figure to be repaid to the local authority e.g. (£83.20).

Home Forms **Funding** Sufficiency

Summary Estimates Actuals **Adjustments** Eligibility Checker Registered Interests

### View Adjustments: 2025/2026 Sept/oct - 3 & 4 Year Olds [CHANGE](#)

▼ **Not Paid** - Total: (£197.68)

Type	Date Added	Child Name	Date of Birth	No. of Hours	Override Rate per Hour	Total Child Weighting Amount	Total Amount @ Provider Rate	Amount	Reason
Child	24-Sept-2025	Test Child A	03-May-2021	-20.00		£0.00	(£83.20)	(£83.20)	Child A reduced to 10 hours per week from 30 June. Claimed 15 hours at actuals, so 5 hours less per week for the 4-week July period.
Child	24-Sept-2025	Test Child C	18-Nov-2022	-30.00		£0.00	(£124.80)	(£124.80)	Child left the setting on Wednesday 9 July (funding claimed until week ending Friday 11 July). So, total of 30 hours (15hrs x 2 weeks) unused.
Child	24-Sept-2025	Test Child D	04-Mar-2023	2.48		£0.00	£10.32	£10.32	Child D increased to 12.12 hours (12 hours 7 minutes) per week from 30 June. Claimed 11.50 hours (11 hours 30 minutes) at actuals, so 0.62 hours (37 mins) more per week for the four-week July period.

To see more detailed information about adjustment payments for a specific child, click on the **Actuals** tab.

Under **Funding Type** select the headcount you wish to view.

A list of the children funded in the period will be displayed.

Select the child's name, by hovering over the child's name and clicking when it is underlined.

Click on the **Summary** tab to see an overview of the claim for the child in that funding period.

**Home Forms Funding Sufficiency**

Summary Estimate **Actuals** Adjustments Eligibility Checker Registered Interests

Name: Child B Test DOB: 01-09-2023

Summary Child Details Parent / Carer Details Funding Details Notes

Term Start Date	30-Jun-2025	<b>Total Funded Hours per Week</b>	
Term End Date	27-Jul-2025	Funded Hours Per Week	15.00
No of weeks attended	4.00	Funded Hours for Term	60.00
Nominated for DAF	No		
► Provider Total Rate	£4.16	<b>Funding Amount @ Provider Rate</b>	<b>£249.60</b>
		Child Weightings	£0.00
		<b>Funded Hours Amount</b>	<b>£249.60</b>
		<b>Totals</b>	
		Funded Hours Per Week	15.00
		Funded Hours for Term	60.00
		<b>Total Funding (excl. Adj)</b>	<b>£249.60</b>
		Total amount from Adjustments	£-83.20
		Total amount from Pending Adjustments	£0.00
		<b>Total Funding For Term (inc Adj)</b>	<b>£166.40</b>

Close \*denotes mandatory fields

Adjustments paid and pending can be seen on the overall summary screen for the funding period, and in the child's individual summary screen as shown.

## Need more support?

Can't find what you need in our guidance materials?

Then please contact the Early Years Finance Team who will be happy to help:

[CS.enquiries.childminders@derbyshire.gov.uk](mailto:CS.enquiries.childminders@derbyshire.gov.uk)

[CS.enquiries.groupcare@derbyshire.gov.uk](mailto:CS.enquiries.groupcare@derbyshire.gov.uk)

[CS.enquiries.schools@derbyshire.gov.uk](mailto:CS.enquiries.schools@derbyshire.gov.uk)

**Please include your Ofsted registration number, name, and contact details.**