

View payments and previous claims

This document provides step-by-step instructions on how to view payments for the current funding period and view previous claims.

Providers can view funding payments they are due to receive in the current funding period, or amounts they have been paid in previous periods, by viewing the 'Summary' and 'Actuals' screens for the relevant funding period.

This information is useful to check claims and payments, plan budgets, and to forecast future income by comparing like for like funding periods or terms.

Providers can view funding payments for a specific funding period or for individual children.

- The Summary screen shows an overview of funding for a period, including estimates and actuals payments and the approximate payment dates.
- The Actuals screen lists the children claimed for in the funding period, with a breakdown of funding for each individual child.

Please note, the payment date shown is the date payments are processed and not the date the payment is received by a provider's bank. Providers should refer to the funding calendar for scheduled payment weeks.

Adjustments

Adjustments can be viewed in the adjustment section of the funding period in which they occurred.

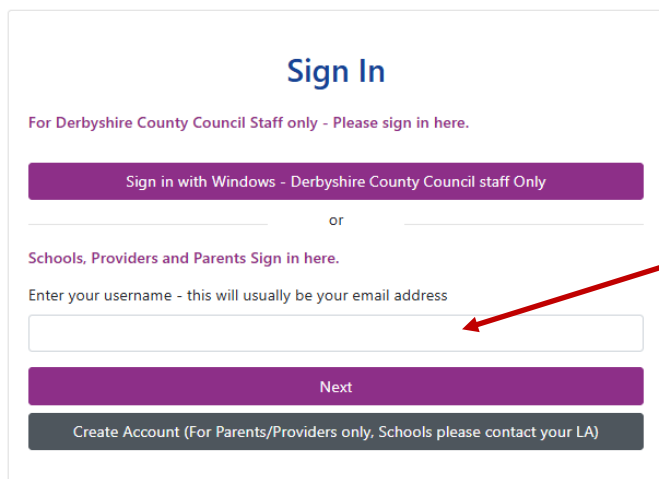


Refer to 'View adjustments for previous funding period' for more details.

Funding calculations for adjustments can be positive or negative. Negative figures are shown in brackets e.g. (£64.00). Please contact the Early Years Finance Team with any queries about payments.

STEP 1: SIGN IN TO THE PORTAL

Link to the [Derbyshire Provider Portal](#)

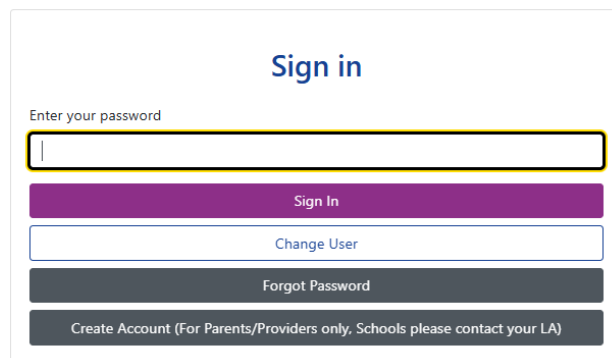


Enter your username and click **Next**.

Usernames and passwords are case sensitive.

Please note: ALL new portal accounts are created by FIS. Please do not use the 'Create Account' button pictured.

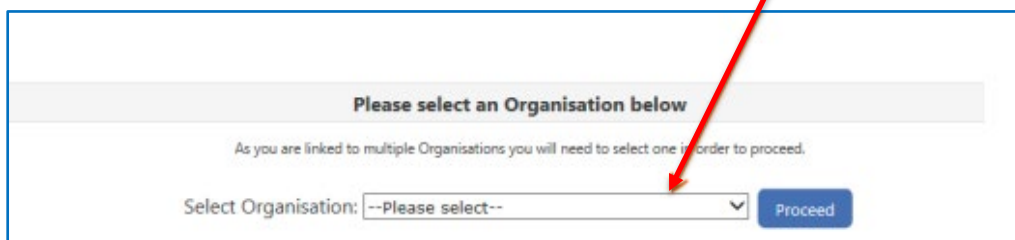
Enter your password and click **Sign In**.



Click **Accept**



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.

STEP 2: GO TO THE SUMMARY TAB

Navigate to the **Funding** tab, and then click on the **Summary** tab.

Home	Forms	Funding	Images		
Summary	Estimates	Actuals	Adjustments	Eligibility Checker	Registered Interests

Summary Head Count Records for 2025/2026 - Sept/oct

Year/Term
2025/2026
Sept/oct
2024/2025
2023/2024
2022/2023
2021/2022
2020/2021
2019/2020
2018/2019
2017/2018

Funding Type
2 Year Olds
3 & 4 Year Olds
9 Months - 2 Year Olds

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 view.

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

Scroll down to see more submission periods.

STEP 3: SELECT THE FUNDING TYPE

Payments for each funding type are displayed separately.

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

		Office use only	
	Funding Type	Ready To Process	Processed
	2 Year Olds		
	3 & 4 Year Olds		
	9 Months - 2 Year Olds		


STEP 4: VIEW SUMMARY SCREEN

The left-hand side of the screen displays 'Estimates', including the total number of estimated hours submitted prior to the start of term. It also shows how the interim payment is calculated.

Home Forms Funding Images	
Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests	
Summary: 2025/2026 Sept/oct - 3 & 4 Year Olds CHANGE	
<p>Rate x Hours may not equal Totals as rounding is applied per child. The totals shown are the sum of the funding amounts per child.</p>	
Estimates	Actuals
Term Length (Weeks) 7.00	Term Length (Weeks) Term Time 7.00
► Provider Rate applied £5.22	► Provider Rate applied to child funding £5.22
Estimate Funding	Funding
Hours Per Term 0.00	Funded Hours for Term 105.00
Term Funding Amount £0.00	Funding Amount @ Provider Rate £548.10
Interim % 50.00%	
Interim Amount Payable £0.00	
	Funding Amount £548.10
Total Interim Amount Paid to Date (before Adj) £0.00	
	Extended Funding
	Funded Hours for Term 105.00
	Funding Amount @ Provider Rate £548.10
Interim Amount Payable Balance £0.00	
	Extended Funding Amount £548.10
	Totals
Processed No	Funded Hours for Term 210.00
Processed Date	Funding Amount @ Provider Rate £1096.20
	Child Weightings £0.00
	Term Funding Amount £1096.20
	Interim Amount Paid (before Adj) £0.00
	Term Funding Amount Balance £1096.20
	Adjustments Paid with Final Payment £0.00
	Actual Amount Paid (Inc. Adj) £0.00
	Processed No
	Processed Date

The right-hand side of the screen displays 'Actuals'. Weekly Funded and Extended funding hours are shown separately.

'Child Weightings' refers to Early Years Pupil Premium (EYPP) and Deprivation (DEPRI), paid to eligible children.

 Refer to guidance 'Child weightings explained - EYPP & DAF' for more detail.

The funding amount will begin to total up as the claim is being processed.

Do not take the 'Actual Amount Paid' as the final figure until 'Processed' is marked as "Yes".

Viewing the status of a payment via the Actuals tab.

From the home screen, navigate to the **Funding** tab, and then click on the **Actuals** tab.

Select **Year and Term** that you want to view.

Home Forms Funding Images													
Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests													
Actuals Head Count Records for 2024/2025 - July													
2025/2026 2024/2025 Sept/oct Submission Period: 26-Sep-2024 to 26-Sep-2024 November Submission Period: 22-Oct-2024 to 05-Nov-2024	<table border="1"><thead><tr><th>Funding Type</th><th>Ready To Process</th><th>Processed</th></tr></thead><tbody><tr><td>2 Year Olds</td><td>✓</td><td>✓</td></tr><tr><td>3 & 4 Year Olds</td><td>✓</td><td>✓</td></tr><tr><td>9 Months - 2 Years</td><td>✓</td><td>✓</td></tr></tbody></table>	Funding Type	Ready To Process	Processed	2 Year Olds	✓	✓	3 & 4 Year Olds	✓	✓	9 Months - 2 Years	✓	✓
Funding Type	Ready To Process	Processed											
2 Year Olds	✓	✓											
3 & 4 Year Olds	✓	✓											
9 Months - 2 Years	✓	✓											

When the data submitted has been processed by Financial Services and marked as “ready to pay”, a tick will appear in the ‘Ready to Process Column’.

Once the payment has been made, a tick will appear in the ‘Processed’ column. Please note, payments are not usually marked as ready to pay until immediately before they are due.

View payments for individual children

From the funding homepage, click on the **Funding** tab, and then click on the **Actuals** tab.

Select **Year and Term** that you want to view.

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

A list of the children funded in the period for the age group selected will be displayed.

Home Forms Funding Sufficiency																														
Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests																														
View Actuals: 2020/2021 July - 3/4 Year Olds CHANGE																														
<table border="1"><thead><tr><th>Child</th><th>Universal Hours (inc Adj)</th><th>Extended Hours (inc Adj)</th><th>Total Funding Amount for Term (inc Adj)</th><th>Child Weightings</th><th>Eligibility Status</th></tr></thead><tbody><tr><td>Test, Child B (29-Jan-2018)</td><td>17.50</td><td>0.00</td><td>£687.80</td><td></td><td></td></tr><tr><td>Test, Child C (18-Nov-2017)</td><td>25.00</td><td>0.00</td><td>£104.00</td><td></td><td></td></tr><tr><td>Test, Child D (04-Mar-2018)</td><td>48.48</td><td>0.00</td><td>£201.68</td><td></td><td></td></tr><tr><td>Test, Child E (12-Jun-2017)</td><td>30.00</td><td>0.00</td><td>£739.80</td><td></td><td></td></tr></tbody></table>	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status	Test, Child B (29-Jan-2018)	17.50	0.00	£687.80			Test, Child C (18-Nov-2017)	25.00	0.00	£104.00			Test, Child D (04-Mar-2018)	48.48	0.00	£201.68			Test, Child E (12-Jun-2017)	30.00	0.00	£739.80		
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The ‘Child Weightings’ column will indicate if the child is in receipt of Early Years Pupil Premium (EYPP).

To see more detailed information about a specific child, hover over the child's name and click when it is [underlined](#).

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

Home

Forms

Funding

Sufficiency

Summary

Estimates

Actuals

Adjustments

Eligibility Checker

Registered Interests

Name: Child A Test

DOB: 01-Sep-2020

Summary

Child Details

Parent / Carer Details

Funding Details

Documents

Notes

Term Start Date

01-Sep-2025

Term End Date

02-Nov-2025

No of weeks attended

7.00

Nominated for DAF

No

Eligibility Start Date

Eligibility End Date

Grace Period End Date

Eligibility last checked

24-Jun-2025 09:49:39

► Provider Total Rate

£5.22

Funding

Funded Hours Per Week

15.00

Funded Hours for Term

105.00

Funding Amount @ Provider Rate

£548.10

Child Weightings

£0.00

Funding Amount

£548.10

Extended Funding

Funded Hours Per Week

15.00

Funded Hours for Term

105.00

Funding Amount @ Provider Rate

£548.10

Child Weightings

£0.00

Extended Funding Amount

£548.10

Totals

Funded Hours Per Week

30.00

Funded Hours for Term

210.00

Total Funding (excl. Adj)

£1096.20

Total amount from Adjustments

£0.00

Total amount from Pending Adjustments

£0.00

Total Funding For Term (inc Adj)

£1096.20

The Summary tab displays the funding period start and end dates, the number of weeks attended in the funding period, the number of funded hours per week and the total funding amount for the period.

To view payments for another child, click on the **Close** button at the bottom of the screen to return to the list of children in that funding period.

To view payments for a different funding period and/or age group, click **CHANGE** and repeat steps above.

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

CS.enquiries.groupcare@derbyshire.gov.uk

CS.enquiries.schools@derbyshire.gov.uk

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