

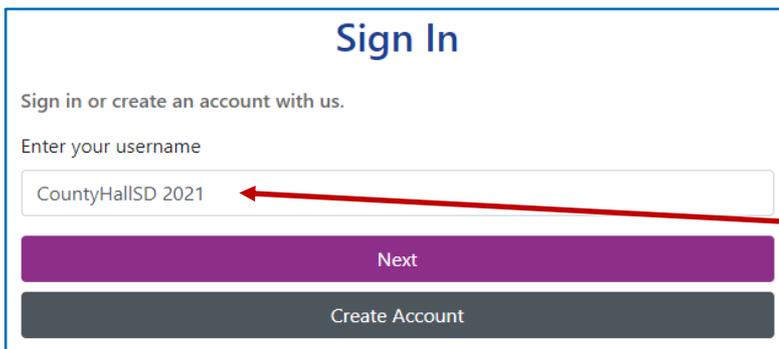
# View adjustments for previous funding period

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

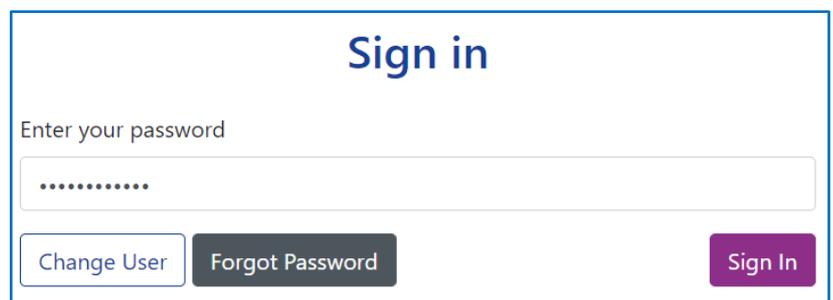
Link to the [Derbyshire Provider Portal](#)



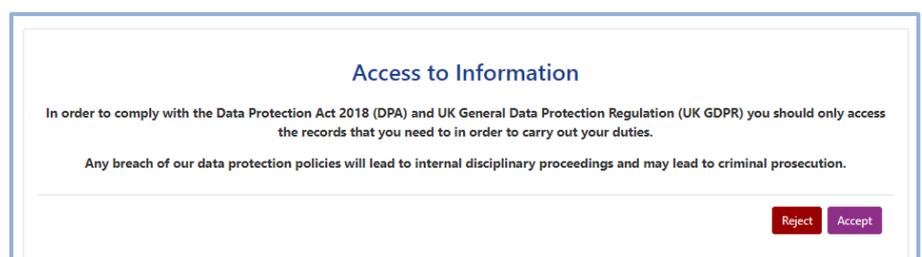
Enter your username and click **Next**.

Usernames and passwords are case sensitive.

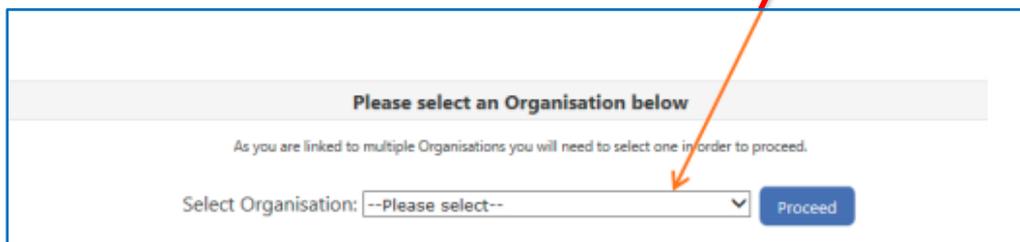
Enter your password and click **Sign In**.



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.



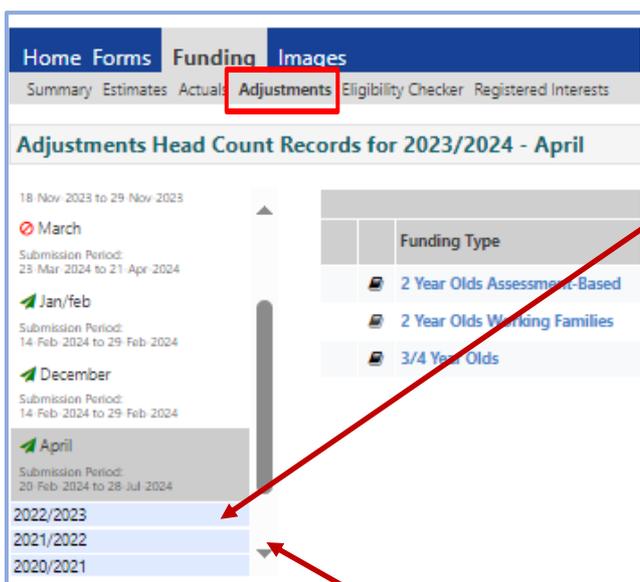
 Refer to guidance 'Provider portal - signing in and out' for more detail. If you need support with your username or password please contact [info.fis@derbyshire.gov.uk](mailto:info.fis@derbyshire.gov.uk)

## 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
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.

### STEP 3: SELECT THE FUNDING TYPE

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

Home Forms **Funding** Images

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

Adjustments Head Count Records for 2023/2024 - April

2023/2024

- Sept/oct  
Submission Period: 18 Nov 2023 to 29 Nov 2023
- November  
Submission Period: 18 Nov 2023 to 29 Nov 2023
- March  
Submission Period: 23 Mar 2024 to 21 Apr 2024
- Jan/feb  
Submission Period: 14 Feb 2024 to 29 Feb 2024
- December  
Submission Period: 14 Feb 2024 to 29 Feb 2024

Funding Type	Actuals (Office use only)		
	Ready To Process	Processed	Editable
2 Year Olds Assessment-Based			✓
2 Year Olds Working Families			✓
3/4 Year Olds			✓

### 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

Submit Adjustments: 2021/2022 November - 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

Submit Adjustments: 2021/2022 November - 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	23-Nov-2021	Test Child A	03-May-2018	-20.00		£0.00	(£83.20)	(£83.20)	Child A reduced to 10 hours per week from 1 November. Claimed 15 hours at actuals, so 5 hours less per week for the four-week November period.
Child	23-Nov-2021	Test Child C	18-Nov-2017	-30.00		£0.00	(£124.80)	(£124.80)	Child left the setting on Wednesday 10 November (funding claimed until week ending Friday 12 November). So, total of 30 less hours (15hrs x 2 weeks) unused.
Child	23-Nov-2021	Test Child D	04-Mar-2018	2.48		£0.00	£10.32	£10.32	Child D increased to 12.12 hours (12 hours 7 mins) per week from 1 November. Claimed 11.50 hours (11 hours 30 mins) at actuals, so 0.62 hours (37 mins) more per week for the four-week November period.

N.B. brackets indicate a minus figure e.g. (£83.20)

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.

The screenshot shows a web interface with a navigation bar containing 'Home', 'Forms', 'Funding', and 'Sufficiency'. Below this is a sub-navigation bar with 'Summary', 'Estimates', 'Actuals', 'Adjustments', 'Eligibility Checker', and 'Registered Interests'. The 'Actuals' tab is selected and highlighted with a red box. The main content area displays the following information:

**Name: Child A Test DOB: 03-May-2018**

Summary | Child Details | Parent / Carer Details | Funding Details | Notes

<b>Term Start Date</b>	01-Nov-2021	<b>Universal Funding</b>	
<b>Term End Date</b>	28-Nov-2021	Funded Hours Per Week	15.00
<b>No of weeks attended</b>	4.00	Funded Hours for Term	60.00
<b>Nominated for DAF</b>	No		
<b>Provider Total Rate</b>	£4.16		
		<b>Funding Amount @ Provider Rate</b>	<b>£249.60</b>
		<b>Child Weightings</b>	<b>£0.00</b>
		<b>Universal Funding 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.**