

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 interim 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



	Sign in
	Enter your password
Enter your password and click Sign In.	••••••
	Change User Forgot Password Sign In
Click Accept	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. Regulation Regu

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.

Please select an Organisation below
As you are linked to multiple Organisations you will need to select one in order to proceed. Select Organisation:Please select



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

August 2024

STEP 2: GO TO THE SUMMARY TAB

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

		Select Year and Term
Home Forms Funding Imag	es	2024/2025
Summary Estimates Actuals Adjustments	Eligibility Checker Registered Interests	2023/2023
		2022/2023
Summary Head Count Records	for 2024/2025 - Sept/oct	2021/2022
		2020/2021
2024/2025		2019/2020
Sept/oct	Funding Type	
2023/2024	2 Year Olds	
2022/2023	3.8.4 Year Olds	
2021/2022	J & 4 Teal Olds	
2020/2021	9 Months - 2 Year Olds	
2019/2020		
2018/2019		
2017/2018		
		Places note where the nortal states 'term'
		this refere to the relevant funding region
		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
ø	2 Year Olds		
ø	3 & 4 Year Olds		
ø	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: 2023/2024 April - 3/4 Year Olds CHANGE

6.00
£5.00
0.00
£0.00
50.00%
£0.00
£0.00
£0.00
-

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.

Term Length (Weeks) Term Time Term Length (Weeks) Stretched Provider Rate applied to child funding Funding Funded Hours for Term Funding Amount @ Provider Rate Child Weightings Total Funding Amount Extended Funding Funded Hours for Term Funding Amount @ Provider Rate	6.00
Term Length (Weeks) Stretched Provider Rate applied to child funding Funding Funded Hours for Term Funding Amount @ Provider Rate Funding Amount Extended Funding Funded Hours for Term Funding Amount @ Provider Rate	7.00
Provider Rate applied to child funding Funding Funded Hours for Term Funding Amount @ Provider Rate Child Weightings Total Funding Amount Extended Funding Funded Hours for Term Funding Amount @ Provider Rate	7.00
Funding Funding Amount @ Provider Rate Child Weightings Total Funding Amount Extended Funding Funded Hours for Term Funding Amount @ Provider Rate	£5.00
Funded Hours for Term Funding Amount @ Provider Rate Child Weightings Total Funding Amount Extended Funding Funded Hours for Term Funding Amount @ Provider Rate	
Funding Amount @ Provider Rate Child Weightings Total Funding Amount Extended Funding Funded Hours for Term Funding Amount @ Provider Rate	90.00
Child Weightings Total Funding Amount Extended Funding Funded Hours for Term Funding Amount @ Provider Rate	£450.00
Funding Amount Extended Funding Funded Hours for Term Funding Amount @ Provider Rate	£182.70
Extended Funding Funded Hours for Term Funding Amount @ Provider Rate	£632.70
Funded Hours for Term Funding Amount @ Provider Rate	
Funding Amount @ Provider Rate	0.00
-	£0.00
Extended Funding Amount	£0.00
Totals	
Funded Hours for Term	90.00
Funding Amount @ Provider Rate	£450.00
Child Weightings	£182.70
Term Funding Amount	£632.70
Interim Amount Paid (before Adj)	£0.00
Term Funding Amount Balance	£632.70
Adjustments Paid with Final Payment	£0.00
Actual Amount Paid (Inc. Adj)	

Processed Processed Date No

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), paid to eligible children.

No

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.

Processed

Processed Date

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.



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	ry Estimates Actuals Adjustmer	ficiency nts Eligibility Checker I	Registered Interests				
View /	Actuals: 2020/2021 July	r - 3/4 Year Olds	CHANGE				
_				Total Funding			
	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	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		The 'Child \	Neightings' column will
	Test, Child D (04-Mar-2018)	48.48	0.00	£201.68		indicate if t	he child is in receipt of
	Test, Child E (12-Jun-2017)	30.00	0.00	£739.80		Early Years I	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.

e: Child D Test DOB: 04	-Mar-2018		
Term Start Date	05-Jul-2021	Universal Funding	
Ierm End Date No of weeks attended	01-Aug-2021 4.00	Funded Hours Per Week	12.12
Nominated for DAF	No	Funded Hours for Term	48.48
Provider Total Rate	£4.16	-	
		Funding Amount @ Provider Rate	£201.68
		Child Weightings	£0.00
		Universal Funding Amount	£201.68
		Totals	
		Funded Hours Per Week	12.12
		Funded Hours for Term	48.48
		Total Funding (excl. Adj)	£201.68
		Total amount from Adjustments	£0.00
		Total amount from Pending Adjustments	£0.00
		Total Funding For Term (inc Adj)	£201.68
		_	

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.