

## 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

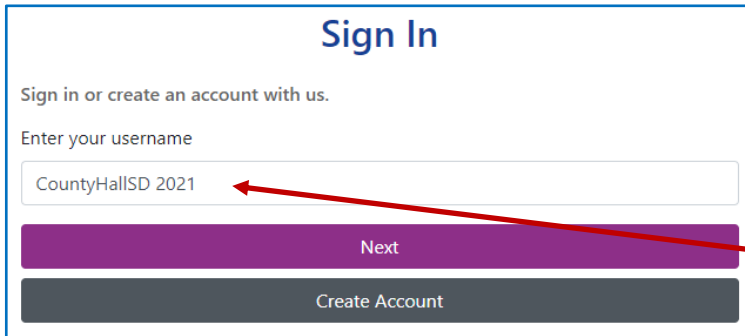
Adjustments can be viewed in the adjustment section of the funding period in which they occurred.

 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

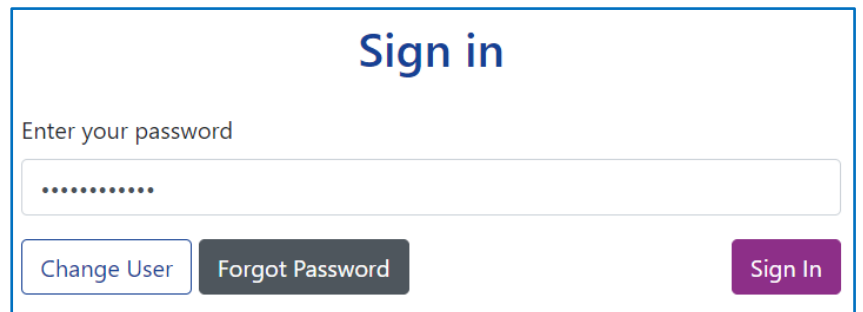
Link to the [Derbyshire Provider Portal](#)



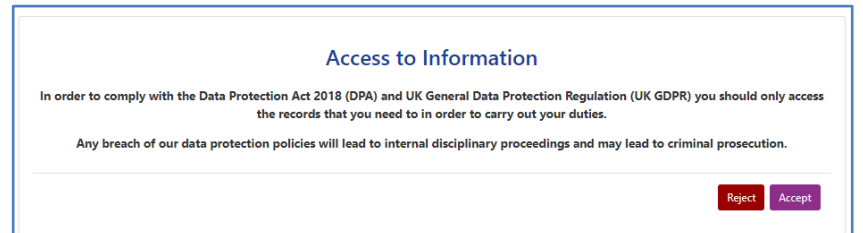
Enter your username and click **Next**.

Usernames and passwords are case sensitive.

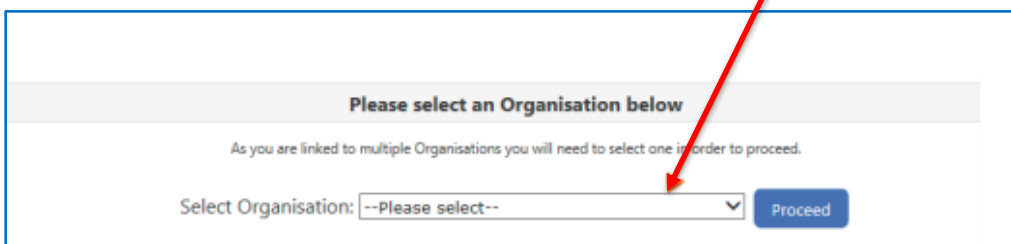
Enter your password and click **Sign In**.



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 SUMMARY TAB

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

Home Funding Images

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

### Summary Head Count Records for 2023/2024 - April

2023/2024	
Sept/oct	
November	
March	
Jan/feb	
December	
April	
2022/2023	
2021/2022	
2020/2021	
2019/2020	
2018/2019	
2017/2018	

Funding Type
2 Year Olds Assessment-Based
2 Year Olds Working Families
3/4 Year Olds

### 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 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.

Funding Type
2 Year Olds Assessment-Based
2 Year Olds Working Families
3/4 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	
<b>Summary: 2023/2024 April - 3/4 Year Olds</b> CHANGE	
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.	
<b>Estimates</b>	
Term Length (Weeks)	6.00
▶ Provider Rate applied	£5.00
<b>Estimate Funding</b>	
Hours Per Term	0.00
<b>Term Funding Amount</b>	<b>£0.00</b>
Interim %	50.00%
<b>Interim Amount Payable</b>	<b>£0.00</b>
<hr/>	
<b>Total Interim Amount Paid to Date (before Adj)</b>	<b>£0.00</b>
<hr/>	
<b>Interim Amount Payable Balance</b>	<b>£0.00</b>
<hr/>	
Processed	No
Processed Date	
<b>Actuals</b>	
Term Length (Weeks) Term Time	6.00
Term Length (Weeks) Stretched	7.00
▶ Provider Rate applied to child funding	£5.00
<b>Funding</b>	
Funded Hours for Term	90.00
<b>Funding Amount @ Provider Rate</b>	<b>£450.00</b>
▶ <b>Child Weightings Total</b>	<b>£182.70</b>
<hr/>	
<b>Funding Amount</b>	<b>£632.70</b>
<b>Extended Funding</b>	
Funded Hours for Term	0.00
<b>Funding Amount @ Provider Rate</b>	<b>£0.00</b>
<hr/>	
<b>Extended Funding Amount</b>	<b>£0.00</b>
<b>Totals</b>	
Funded Hours for Term	90.00
<b>Funding Amount @ Provider Rate</b>	<b>£450.00</b>
<b>Child Weightings</b>	<b>£182.70</b>
<hr/>	
<b>Term Funding Amount</b>	<b>£632.70</b>
Interim Amount Paid (before Adj)	£0.00
<hr/>	
<b>Term Funding Amount Balance</b>	<b>£632.70</b>
Adjustments Paid with Final Payment	£0.00
<hr/>	
<b>Actual Amount Paid (Inc. Adj)</b>	<b>£0.00</b>
<hr/>	
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), 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.

Actuals Head Count Records for 2020/2021 - July			
	Funding Type	Office use only	
		Ready To Process	Processed
July Submission Period: 05-Jul-2021 to 06-Jul-2021	2 Yr Olds	✓	✓
Jan/feb Submission Period: 26-Jan-2021 to 29-Jan-2021	3/4 Year Olds	✓	✓

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.

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		

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.

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Forms', 'Funding', and 'Sufficiency'. Below this is a sub-navigation bar with 'Summary', 'Estimates', 'Actuals', 'Adjustments', 'Eligibility Checker', and 'Registered Interests'. The main content area is titled 'Name: Child D Test DOB: 04-Mar-2018' and has a tabbed interface with 'Summary' selected. The summary displays the following information:

Term Start Date	05-Jul-2021	<b>Universal Funding</b>	
Term End Date	01-Aug-2021	Funded Hours Per Week	12.12
No of weeks attended	4.00	Funded Hours for Term	48.48
Nominated for DAF	No		
▶ Provider Total Rate	£4.16		
		<b>Funding Amount @ Provider Rate</b>	<b>£201.68</b>
		<b>Child Weightings</b>	<b>£0.00</b>
		<b>Universal Funding Amount</b>	<b>£201.68</b>
		<b>Totals</b>	
		Funded Hours Per Week	12.12
		Funded Hours for Term	48.48
		<b>Total Funding (excl. Adj)</b>	<b>£201.68</b>
		Total amount from Adjustments	£0.00
		Total amount from Pending Adjustments	£0.00
		<b>Total Funding For Term (inc Adj)</b>	<b>£201.68</b>

At the bottom left is a 'Close' button, and at the bottom center is a note: '\*denotes mandatory fields'.

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](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.**