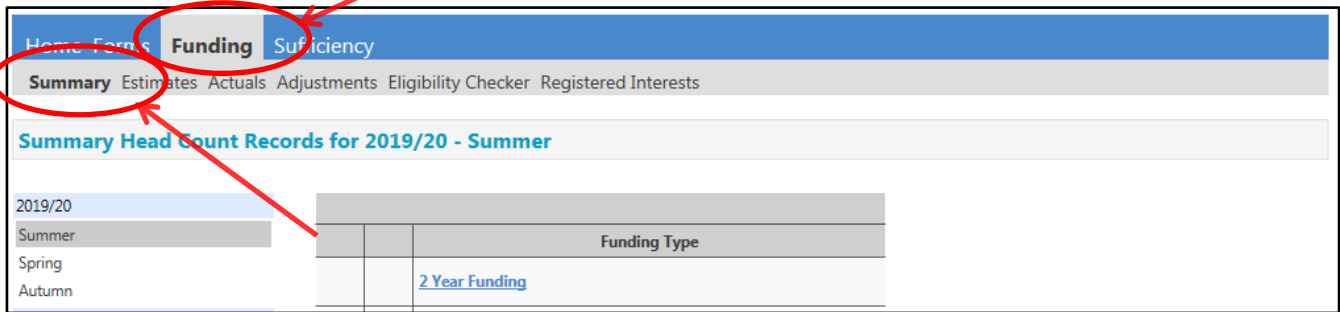


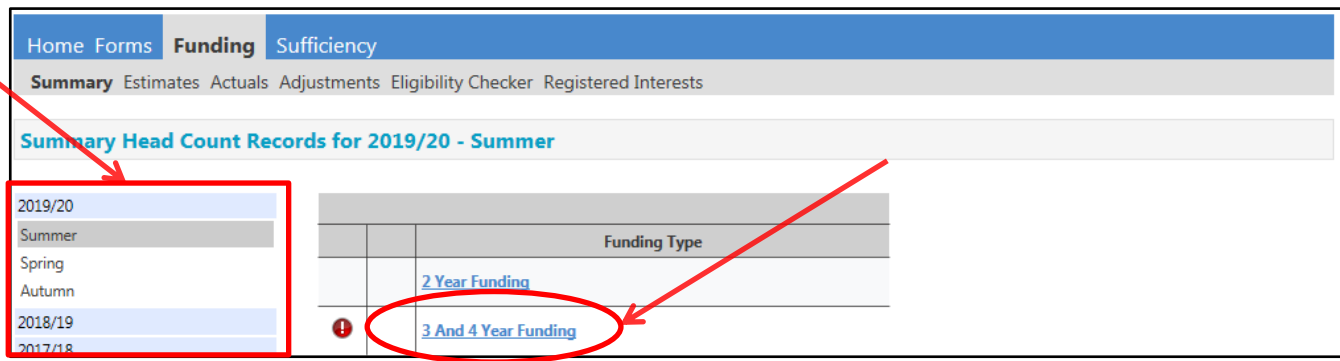
Section 11 – Summary and Home Screen

A - Summary – What information can you find here.

1. Log in to the Synergy FIS Provider Portal
2. Select the Funding tab at the top of the page
3. Select Summary



4. Select the Term and Funding Type you wish to look at



5. The termly Summary for the Term and Funding Type will be shown – see below

Summary: 2019/20 Summer - 3 And 4 Year Funding [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.

Estimates		Actuals	
Term Length (Weeks)	12.00000	Term Length (Weeks) Term Time	12.00000
▷ Provider Rate applied	£4.26	Term Length (Weeks) Stretched	19.00000
Estimate Funding		▷ Provider Rate applied to child funding	£4.26
Hours Per Week	90.00	Universal Funding	
Term Funding Amount	£4600.80	Funded Hours for Term	1440.00
Interim %	75.00%	Funding Amount @ Provider Rate	£6134.40
Interim Amount Payable	£3450.60	▷ Child Weightings Total	£95.40
Total Interim Amount Paid to Date (before Adj)	£3450.60	Universal Funding Amount	£6229.80
Interim Amount Payable Balance	£0.00	Extended Funding	
		Funded Hours for Term	180.00
		Funding Amount @ Provider Rate	£766.80
		Extended Funding Amount	£766.80
		Totals	
Processed	Yes	Funded Hours for Term	1620.00
Processed Date	28-Mar-2019	Funding Amount @ Provider Rate	£6901.20
		Child Weightings	£95.40

Estimates

The box on the left of the screen shows all the information regarding the hours you have estimated for the chosen term:

Term Length (Weeks)

The number of funded weeks during the term

Provider Rate applied

The total rate per hour will be shown. Click on the small arrow to expand this section for a breakdown – This will show the base rate and your Deprivation banding for the financial year and the rate which applies – see below



Estimates		Actuals	
Term Length (Weeks)	12.00000	Term Length (Weeks) Term Time	12.00000
▼ Provider Rate applied	£4.26	Term Length (Weeks) Stretched	19.00000
Base Rate	£4.16	▶ Provider Rate applied to child funding	£4.26
Band B 2019/20	£0.10		

Hours per week

The number of weekly hours you have estimated

Term Funding Amount

The total amount estimated for the term (*Hours per Week x Term Length x Total Rate Per Hour*)

Interim %

The percentage % of the *Term Funding Amount* that you will be paid as your Estimate

Interim Amount Payable

The amount that will be paid as your estimate

Total Interim Amount Paid to Date (before Adj)

This is the amount that has been paid as your estimate

Interim Amount Payable Balance

If your Estimate payment is being paid in instalments this is the amount still outstanding

Processed

Yes or No

Processed Date

The date the payment was made. If the payment has not yet been made this will remain blank

Actuals

Summary: 2019/20 Summer - 3 And 4 Year Funding [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.

Estimates		Actuals	
Term Length (Weeks)	12.00000	Term Length (Weeks) Term Time	12.00000
▼ Provider Rate applied	£4.26	Term Length (Weeks) Stretched	19.00000
Base Rate	£4.16	▶ Provider Rate applied to child funding	£4.26
Band B 2019/20	£0.10		
Estimate Funding		Universal Funding	
Hours Per Week	90.00	Funded Hours for Term	1440.00
Term Funding Amount	£4600.80	Funding Amount @ Provider Rate	£6134.40
Interim %	75.00%	▶ Child Weightings Total	£95.40
Interim Amount Payable	£3450.60		
		Universal Funding Amount	£6229.80
Total Interim Amount Paid to Date (before Adj)	£3450.60	Extended Funding	
		Funded Hours for Term	180.00
Interim Amount Payable Balance	£0.00	Funding Amount @ Provider Rate	£766.80
		Extended Funding Amount	£766.80
		Totals	
Processed	Yes	Funded Hours for Term	1620.00
Processed Date	28-Mar-2019	Funding Amount @ Provider Rate	£6901.20
		Child Weightings	£95.40
		Term Funding Amount	£6996.60
		Interim Amount Paid (before Adj)	£3450.60
		Term Funding Amount Balance	£3546.00
		Adjustments Paid with Final Payment	£0.00
		Actual Amount Paid (Inc. Adj)	£0.00
		Processed	No
		Processed Date	

Term Length (Weeks)

The number of funded weeks during the term

Total Rate Per Hour

The total rate per hour will be shown. Click on the small arrow to expand this section for a breakdown – This will show the base rate and your Deprivation banding for the financial year and the rate which applies – see below

Estimates		Actuals	
Term Length (Weeks)	12.00000	Term Length (Weeks) Term Time	12.00000
▼ Provider Rate applied	£4.26	Term Length (Weeks) Stretched	19.00000
Base Rate	£4.16	▼ Provider Rate applied to child funding	£4.26
Band B 2019/20	£0.10	Base Rate	£4.16
		Band B 2019/20	£0.10

Universal Funding

Funded Hours for Term

The total number of Universal hours you have claimed based on your headcount submission

Funded Amount @ Provider Rate

The total amount of Universal funding payable based on your headcount submission

Child Weightings Total

The total amount of EYPP paid for the term will be shown. Click on the small arrow to expand this section for a breakdown – This will show the total hours paid, the number of children it has been paid for and the EYPP hourly rate – see below

Estimate Funding		Universal Funding	
Hours Per Week	90.00	Funded Hours for Term	1440.00
Term Funding Amount	£4600.80	Funding Amount @ Provider Rate	£6134.40
Interim %	75.00%	Child Weightings Total	£95.40
Interim Amount Payable	£3450.60	1 child with Early Years Pupil Premium (£0.53)	£95.40
Total Interim Amount Paid to Date (before Adj)	£3450.60	Universal Funding Amount	£6229.80

Extended Funding

Funded Hours for Term

The total number of Extended hours you have claimed based on your headcount submission

Funded Amount @ Provider Rate

The total amount of Extended funding payable based on your headcount submission

Totals

Funded Hours for Term

The total number of both Universal and Extended hours you have claimed based on your headcount submission

Funded Amount @ Provider Rate

The total amount of both Universal and Extended funding payable based on your headcount submission

Child Weightings

The total amount of EYPP paid for the term will be shown

Term Funding Amount

The total amount payable for the term based on your headcount submission including EYPP

Interim Amount Paid (before Adj)

The amount of your estimate payment

Term Funding Amount Balance

Term Funding Amount minus the Interim Amount Paid

Adjustments Paid with Final Payment

Amount of any adjustments paid with your Final payment

Actual Amount Paid (Inc Adj)

Total amount paid (Term funding Balance + Adjustments Paid)

Processed

Yes or No

Processed Date

The date the payment was made. If the payment has not yet been made this will remain blank

B - Home Screen – What information can you find here.

Notifications

When you log onto the Portal you may see a red exclamation mark indicating that you have unsubmitted or rejected child funding records on the Notifications Section. **Do not** ignore this warning as failure to submit records may result in non-payment of those records

Home Forms Funding Sufficiency

Welcome to FIS Provider Portal

Please make a selection from the above menu to proceed.

The Portal has been updated to include FORMS, please click in forms to complete the online Census Form and Provider Declaration

Notifications

There are unsubmitted child funding records for provider: All Stars Pre-School - Pre-School Playgroup

1. Click on the small arrow to expand the view for more information

Notifications

There are unsubmitted child funding records for provider: All Stars Pre-School - Pre-School Playgroup

2019/20 Summer - 3 And 4 Year Funding (2 unsubmitted)

The term, funding type and number of unsubmitted / rejected records are displayed. Click on the link and this will take you to the area within the portal, which contains your unsubmitted / rejected records. Check the Status of each child, any record, which has a red exclamation mark has either not been submitted or had been rejected and will show as Unsubmitted Claim or Claim Rejected– see below

Home Forms Funding Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Submit Actual: 2021/22 Spring - 3 And 4 Year Funding CHANGE

Add Child Send Claim

Status	Child	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
Claim Rejected	Anderson, Bobby (03-Feb-2018)	0.00	0.00	£0.00		
Unsubmitted Claim	Anderson, Georgie (03-Feb-2018)	150.00	0.00	£645.00		

Add Child Send Claim

2. **Unsubmitted Records** - Click on the child's name and check the details. If you are happy that the record is correct, click **Save** and the **Send Claim**. The following message will appear if your submission is successful



3. **Rejected Records** – Click on the child's name and go to the Summary. The reason for the rejection will be shown on the left hand side of the screen:

The screenshot shows a web interface for funding management. At the top, there are navigation tabs: Home, Forms, Funding (selected), and Sufficiency. Below this is a breadcrumb trail: Summary, Estimates, Actuals, Adjustments, Eligibility Checker, Registered Interests. The main header displays "Name: Georgie Anderson DOB: 03-Feb-2018".

Underneath, there are sub-tabs: Summary (selected), Child Details, Parent / Carer Details, Funding Details, Documents, and Notes. The Summary tab is active, showing a table of details on the left and a funding breakdown on the right.

Term Start Date	01-Jan-2022	
Term End Date	31-Mar-2022	
No of weeks attended	11.00000	
Nominated for DAF	No	
▶ Provider Total Rate	£4.30	

A red box highlights a "Claim Rejected" message with the sub-text "Term dates at default". A red arrow points from the "Provider Total Rate" row to this message box.

Universal Funding	
Funded Hours Per Week	15.00
Funded Hours for Term	165.00
<hr/>	
Funding Amount @ Provider Rate	£709.50
Child Weightings	£0.00
<hr/>	
Universal Funding Amount	£709.50
Totals	
Funded Hours Per Week	15.00
Funded Hours for Term	165.00
Total Funding (excl. Adj)	£709.50
Total amount from Adjustments	£0.00
Total amount from Pending Adjustments	£0.00
<hr/>	
Total Funding For Term (inc Adj)	£709.50

Amend the record to resolve the error and once you are happy that the record is correct, click **Save** and the **Send Claim**. The following message will appear if your submission is successful



4. Once the Unsubmitted / Rejected records have been resolved the message will disappear from the home screen
5. Sign off

C – Provider Portal Report – Termly Funding Breakdown

For full details on how to access Provider Portal Reports, please refer to Section 13

Running this report will provide you with a complete financial summary for each child showing hours claimed, funding amount, and EYPP for the term you have selected. This report does not include adjustments submitted after the Funding Actuals have closed. Please refer to the **Adjustment Summary** report for further details