

Learn more...

Submitting Adjustments

Hackney Education



 **Hackney**

Synergy Overview

Topics

A) Logging in to the portal

B) 2,3 and 4 Year Old Funding

- Submitting Adjustments
- Ad Hoc 30 Hours Eligibility Checks

C) Help and Advice

Submitting Adjustments



Amendments and children who have started after the cut off date

Getting Started with Synergy

2 Year Old Funding – Submitting Adjustments

To add children who have started after the submission cut-off date, or to make other amendments, an **Adjustment** will need to be made.

- Click the **Funding** tab
- Click the **Adjustments** tab
- Select the appropriate **Term** and **Funding Type** (if not already selected)

Organisation: **Hester's Kiddicare**
Provider: **Hester's Day Care Nursery (LA Day Nursery)**

Home Forms **Funding**

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

Select Year and Term

20/21

Spring Term
Submission Period:
01-Jan-2021 to 03-Feb-2021

Autumn Term
Submission Period:
16-Oct-2020 to 31-Dec-2020

Home Forms **Funding**

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

Adjustments Head Count Records for 20/21 - Autumn Term

20/21

Spring Term
Submission Period:
01-Jan-2021 to 03-Feb-2021

Autumn Term
Submission Period:
16-Oct-2020 to 31-Dec-2020

	Funding Type	Ready to Process	Processed	Editable
<input checked="" type="checkbox"/>	2 Year Old Funding	✓	✓	
<input type="checkbox"/>	3 & 4 Year Old	✓	✓	

In this example 2 Year Old Funding has been selected

Getting Started with Synergy

2 Year Old Funding – Submitting Adjustments continued

- You have 3 options for making adjustments:
 - Click on **Enter EY Voucher** and follow the process described previously (page 19) to retrieve the child's details.
 - Or click on the name of an existing child and adjust the details accordingly
 - Or click the **Add Child** button to begin adding all of the child's details.

This is a Test Header for Adjustments

Submit Adjustments: 20/21 Autumn Term - 2 Year Old Funding

Not Paid - Total: (£6285.60)

Add Child Enter EY Voucher Send Claim

Status	Child	Total Funding Amount for Term (inc Adj)
	Martin, Dean (11-Aug-2018)	£64.80
	Watson, Mary (19-Aug-2018)	£648.00

Add Child Enter EY Voucher Send Claim

You have 3 options available. In this example click on the name of an existing child is being used

Getting Started with Synergy

2 Year Old Funding – Submitting Adjustments continued

- After selecting your required option and either adding or amending the details, click the **Pending Adjustment** tab
- From the **Number of Hours** drop-down list, select **More Hours** to add a positive adjustment or **Less Hours** to add a negative adjustment to the **Universal Hours**
- Enter the Number of Hours. Note: enter whole numbers only, you are not required to use – or +
- Provide a relevant succinct **Reason** into the free text field to support the adjustment
- When ready click the **Save** button at the bottom of the screen

The screenshot shows the 'Pending Adjustment' form for a child named Dean Martin, born 11-Aug-2018. The form is titled 'Universal Pending Adjustment' and includes a warning message: 'Please ensure, if adding hours that you submit the total number of hours you are overclaimed, ensure you reduce the claim by the total hours you are reducing'. The form has several fields: 'Number of Hours' with a dropdown menu set to 'More Hours' and a text input field containing '7'; 'Reason (500 characters)' with a text area containing 'Correct hours submitted from initial submission'. At the bottom, there is a 'Maximum Values Allowed' section with 'Universal Termly Hours: 130' and 'Universal Yearly Hours: 380'. The 'Save' and 'Cancel' buttons are at the bottom left, and a note '*denotes mandatory fields' is at the bottom right. Red callouts highlight the 'Pending Adjustment' tab, the 'Number of Hours' dropdown and input field, the 'Reason' text area, and the 'Save' button.

Click the drop down field and enter the Number of Hours i.e. 7

Type a reason

Save Cancel *denotes mandatory fields

Maximum Values Allowed:
Universal Termly Hours: 130
Universal Yearly Hours: 380

Getting Started with Synergy

2 Year Old Funding – Submitting Adjustments continued

The system will validate your entries and pending any errors, return you to the main Adjustment page, where you can view your amendment

- Once all adjustments have been added, click **Send Claim**

Home Forms **Funding**

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

This is a Test Header for Adjustments

Submit Adjustments: 20/21 Autumn Term - 2 Year Old Funding CHANGE ⓘ

▶ Not Paid - Total: (£6285.60)

Add Child Enter EY Voucher Send Claim

		Status	Child	Pending Universal Adj Hours	Funded Hours (inc Adj)	Amount for term (inc Adj)
⚠	↻	Unsubmitted Claim	Martin, Dean (11-Aug-2018)	7.00	17.00	£110.16
			Watson, Mary (19-Aug-2018)	0.00	100.00	£648.00

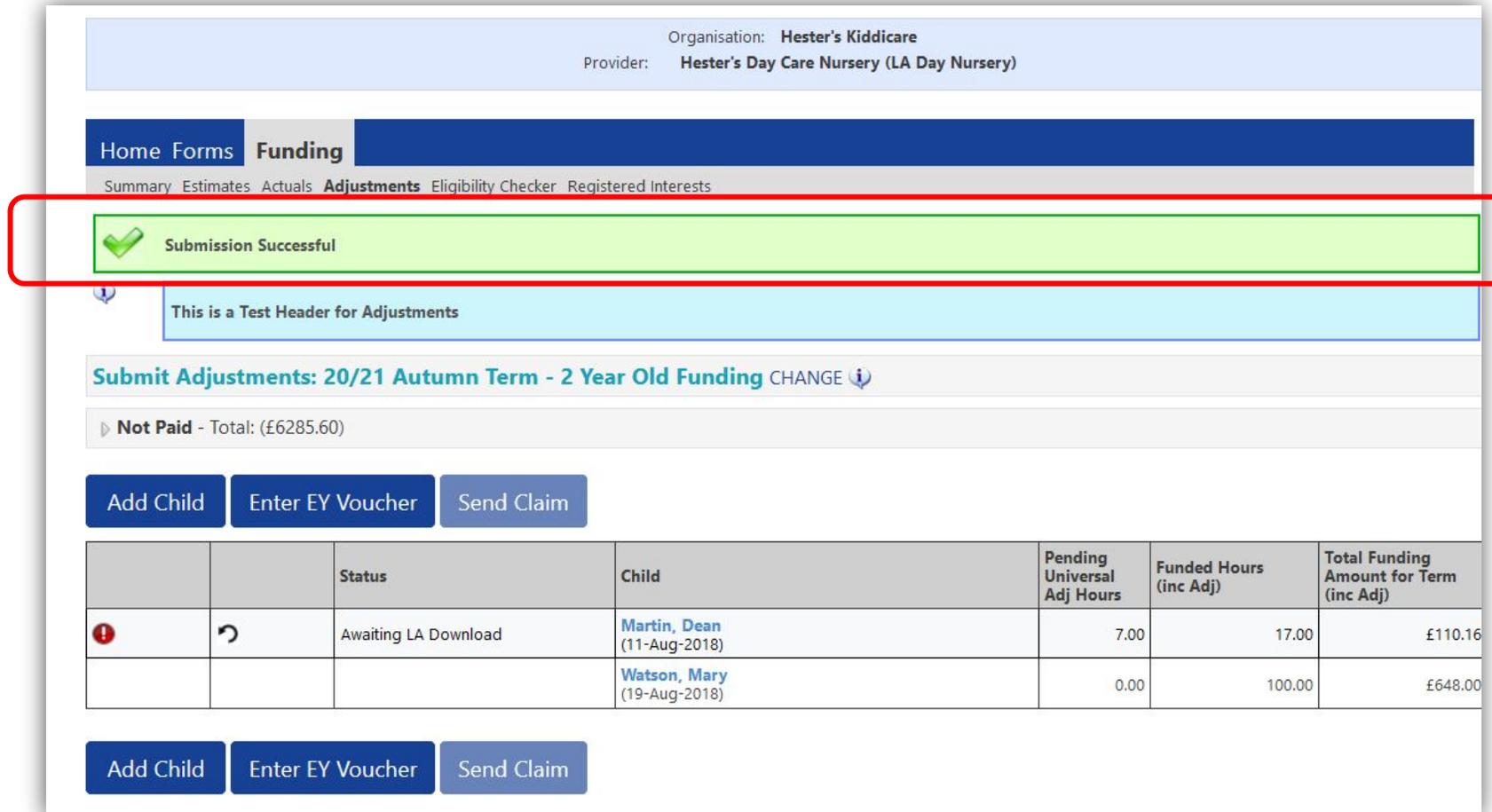
Add Child Enter EY Voucher **Send Claim**

Notice the adjustment update

Getting Started with Synergy

2 Year Old Funding – Submitting Adjustments continued

The Submission Successful banner appears:



Organisation: **Hester's Kiddicare**
Provider: **Hester's Day Care Nursery (LA Day Nursery)**

Home Forms **Funding**

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

Submission Successful

This is a Test Header for Adjustments

Submit Adjustments: 20/21 Autumn Term - 2 Year Old Funding CHANGE

▶ **Not Paid** - Total: (£6285.60)

Add Child Enter EY Voucher Send Claim

		Status	Child	Pending Universal Adj Hours	Funded Hours (inc Adj)	Total Funding Amount for Term (inc Adj)
!	↺	Awaiting LA Download	Martin, Dean (11-Aug-2018)	7.00	17.00	£110.16
			Watson, Mary (19-Aug-2018)	0.00	100.00	£648.00

Add Child Enter EY Voucher Send Claim

Getting Started with Synergy

2 Year Old Funding – Submitting Adjustments continued

As with the submission of your **Estimates** and **Actual** Headcounts, once the LA has imported your Adjustments, you can view the change by:

- Clicking the **Summary** and select the required **Term** and **Funding Type**. The Adjustments are now visible:

The Summary tab displays adjustments from the LA

Organisation: **Hester's Kiddicare**
Provider: **Hester's Day Care Nursery (LA Day Nursery)**

Home Forms **Funding**

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests

Summary: 20/21 Autumn Term - 2 Year Old 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)	12.00	Term Length (Weeks) Term Time	12.00
Provider Rate applied	£6.48	Provider Rate applied to child funding	£6.48
Estimate Funding		Universal Funding	
Hours Per Week	180.00	Funded Hours for Term	100.00
Term Funding Amount	£13996.80	Funding Amount @ Provider Rate	£648.00
Interim %	50.00%		
Interim Amount Payable	£6998.40	Universal Funding Amount	£648.00
		Totals	
Total Interim Amount Paid to Date (before Adj)	£6998.40	Funded Hours for Term	100.00
		Funding Amount @ Provider Rate	£648.00
Interim Amount Payable Balance	£0.00	Child Weightings	£0.00
		Term Funding Amount	£648.00
		Interim Amount Paid (before Adj)	£6998.40
		Term Funding Amount Balance	(£6350.40)
		Adjustments Paid with Final Payment	£0.00
		Actual Amount Paid (Inc. Adj)	(£6350.40)
Processed	Yes		
Processed Date	27-Nov-2020		



Contact: For general help, assistance and enquiries please email freechildcare@hackney.gov.uk



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