Log onto the portal.

Click on "Funding"



Click on "Adjustments"



Locate the row for the funding term you want to see the adjustments for in the list shown and click on "Select"

· · · · · · · ·										
Adjustments	Year	Term	Funding Type							
Select	2017/18	EEF Spring	4 Year Olds							
Select	2017/18	EEF Spring	3 Year Olds							
Select	2017/18	EEF Spring	2 Year Olds							
Select	2017/18	EEF Autumn	2 Year Olds							
Select	2017/18	EEF Autumn	3 Year Olds							

Click on the little triangle to see the full details of any adjustments.

View A	djustmen	ts: 2017/18	B EEF Au	tumn	- 3 Ye	ar Olds (	CHANGE		
▶ Paid a	s Adjustme	nts - Total: £819	9.00, Paid D	ate: 06	-Dec-201	17			
View Ad	justments:	2017/18 EEF /	Autumn - 3	3 Year	Olds CH/	NGE			
⇒ Paid as	Adjustments -	Total: £819.00, Pai	d Date: 06-De	ec-2017					
Туре	Date Added	Child Name	Date of Birth	No. of Hours	Override Rate per Hour	Total Child Weighting Amount	Total Amount @ Provider Rate	Amount	Reason
Provider	06-Dec-2017							£819.00	[INC2]