

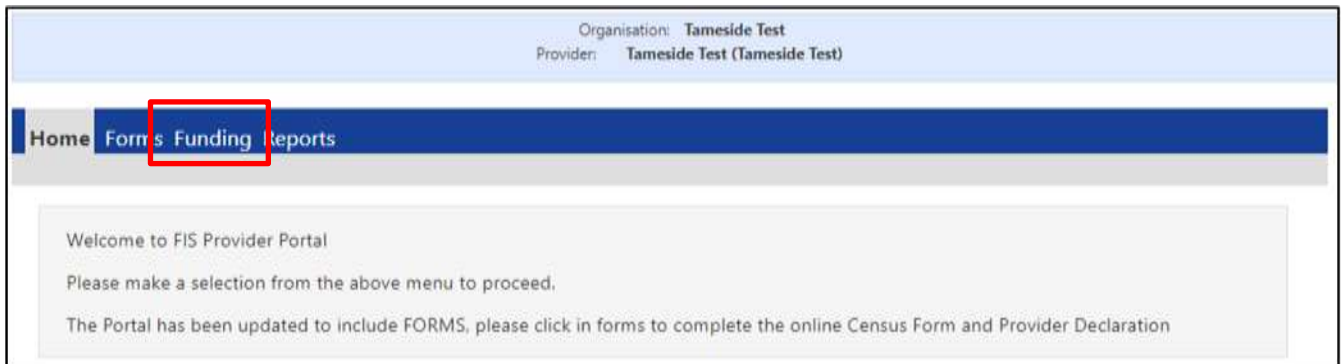
## Funding Actuals – How to Delete a Child

After each term has been completed, children are carried forward to the new term and if necessary, moved up into the next age range:

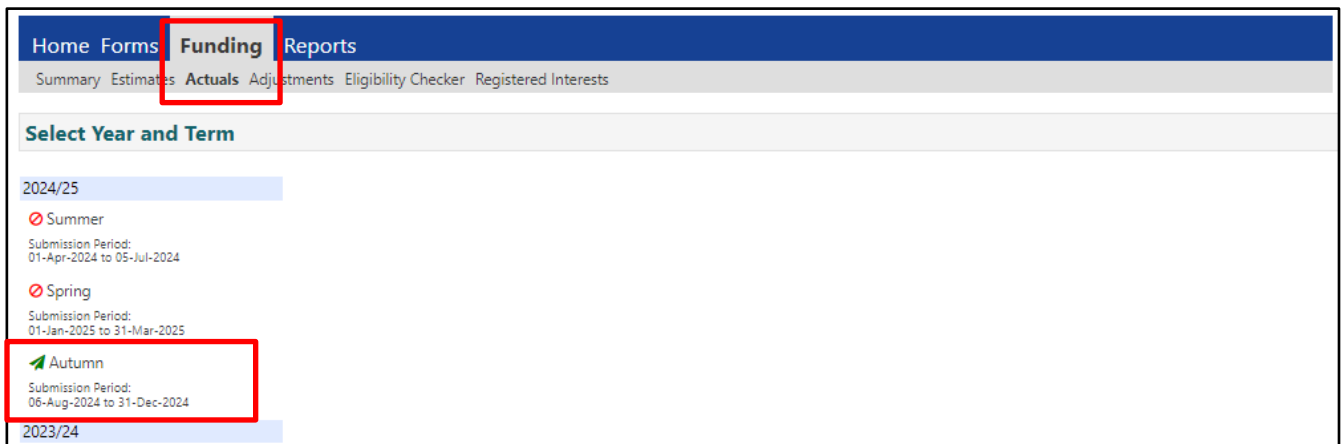
- 9 Months – 2 Year Old Funding > 2 Year Funding
- 2 Year Funding > 3 and 4 Year Funding

Children who are no longer attending or claiming funding will need to be deleted from your portal.

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



3. Select Actuals and then select the current term from the Year and Term box. Please note only terms with a Green Arrow next to them are available for selection



4. The system will display a list of Funding Types available to your setting. Select the first age range in the list:

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### Actuals Head Count Records for 2024/25 - Autumn

2024/25

- Summer  
Submission Period: 01-Apr-2024 to 05-Jul-2024
- Spring  
Submission Period: 01-Jan-2025 to 31-Mar-2025
- Autumn**  
Submission Period: 06-Aug-2024 to 31-Dec-2024

2023/24

Funding Type	Office use only	
	Ready To Process	Processed
2 Year Funding		
3 And 4 Year Funding		
9 Months - 2 Year Old Funding		

5. Any eligible children who were input to the previous term will be displayed, if the child is no longer attending click request delete by clicking



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Submit Actual: 2019/20 Summer - 3 And 4 Year Funding [CHANGE](#)

[Add Child](#) [Add Child](#)

Status	Child Name	Universal Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status
	<a href="#">Brown, Bobbie</a> (24-Jul-2015)	180.00	0.00	£766.80		
	<a href="#">Brown, Charlie</a> (19-Feb-2016)	180.00	0.00	£766.80		
	<a href="#">Doolittle, Eliza</a> (20-Jan-2015)	180.00	0.00	£766.80		

You will receive the following message:

Request Delete


Are you sure you want to request the deletion of child: [Doolittle, Eliza](#) from this headcount record?  
Delete requests are automatically submitted but can be cancelled.


Yes

No

Click Yes. The status of the child will change to 'Awaiting LA Deletion' until the deletion has been accepted by the Funding Team at which point the record will be removed from your portal.

	Awaiting LA Deletion	<a href="#">Doolittle, Eliza</a> (20-Jan-2015)	0.00	0.00	£0.00	
		<a href="#">Eden, Anthony</a>				

At this stage if you have made a mistake and deleted the wrong child you have the option to cancel by clicking 

	Delete Pending Submitted Awaiting LA Deletion	<a href="#">Doolittle, Eliza</a> (20-Jan-2015)	0.00	0.00	£0.00		
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You will receive the following message:

Cancel Delete

Are you sure you want to cancel the deletion of child: Doolittle, Eliza from this headcount record?

Yes
No

Click Yes. The status of the child will change back to:

		<a href="#">Doolittle, Eliza</a> (20-Jan-2015)	180.00	0.00	£766.80		
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- Click CHANGE, reselect the term and repeat the process for the next Funding Type in your list

Home Forms Funding Reports

Summary Estimates Actuals Adjustments Eligibility Checker Registered Interests Run Report

Submit Actual: 2024/25 Autumn - 3 And 4 Year Funding

CHANGE

 In grace period

Add Child
Send Claim

Status	Child	Funded Hours (inc Adj)	Extended Hours (inc Adj)	Total Funding Amount for Term (inc Adj)	Child Weightings	Eligibility Status

- Once you have deleted all children who are no longer attending you are left with a list of existing children. Each record will need to be checked and updated to reflect the funding attendance dates for the new term and the hours you wish to claim. Please follow the separate guide for the required Funding Types
- You can now move onto another age range or Sign Out