

View the Billing Details Report

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The Billing Details report lists your monthly invoice details by site. You can run this report for the current or previous months as you are billed.

Note: The billing period is the month prior to your invoice date.

It lists the following:

- **Provider ID:** This is the number assigned to the listed provider.
- **Provider Name:** This is the name associated with the Provider ID.
- **Billing Amount:** This is the total billable amount for each provider.
- **Old Provider Status Code:** If the listed provider's status changed during the current billing cycle, their original status, such as Active, displays here.
- **New Provider Status Code:** If the listed provider's status changed during the current billing cycle, their new status displays here.
- **Date of Status Change:** This is the date on which the provider's status was changed. If the provider's status has not changed since the previous billing cycle, **No Status Change This Month** displays instead.
- **Date of Activity:** This is the date and time of the provider's last activity in KidKare.
- **Claim Month of Activity:** This is the claim month in which the provider's last activity was captured.

Note: If a provider's status was changed multiple times during the billing period, only the most recent change is included on this report.

Use this report to cross-check which providers are actively claiming with you and set those providers who are *not* actively claiming to **pending** or **on-hold**, so you are not billed for them again. For more information, see [Switch Providers to Pending Status](#) or [Provider Hold](#). You can also [remove these providers](#) instead (you can always re-instate them later).

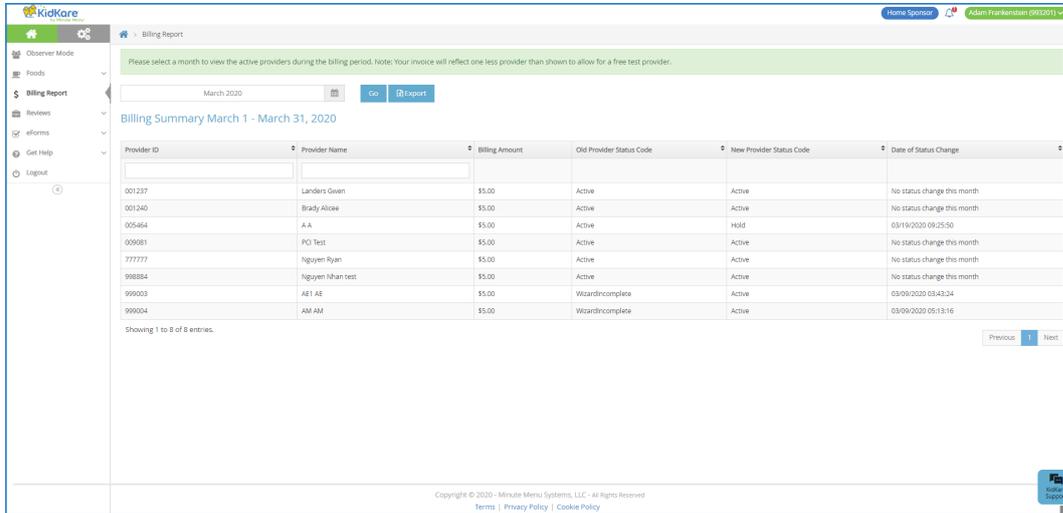
Required Permissions: Users must have full or view access for the **Manage Systems Settings** permission to view this report. For more information about setting permissions, see [Manage User Permissions](#).

You run this report in KidKare.

1. Log in to app.kidkare.com. Use the same credentials you use to access Minute Menu HX.
2. From the menu to the left, click **Billing Report**. The Billing Report page opens.
3. Click  and select the month for which to print the report. Remember, the billing period for your invoice is the month prior to the invoice date. For example, if your invoice is dated June 1 2021, select May 2021 to view invoice detail for June.

Note: You cannot select future months.

4. Click **Go**. The report is generated.
5. Use the blank boxes in the **Provider ID** and **Provider Name** columns to view specific providers, as needed. You can also click the column headers to sort information in ascending or descending order.



The screenshot shows the KidKare Billing Report interface. At the top, there is a navigation bar with the KidKare logo and user information. Below the navigation bar, there is a sidebar with menu items: Observer Mode, Foods, Billing Report (selected), Reviews, eForms, Get Help, and Logout. The main content area displays a 'Billing Report' for March 2020. A green banner at the top of the report area says 'Please select a month to view the active providers during the billing period. Note: Your invoice will reflect one less provider than shown to allow for a free test provider.' Below this, there is a dropdown menu for the month (March 2020) and buttons for 'Go' and 'Export'. The report title is 'Billing Summary March 1 - March 31, 2020'. The main data is presented in a table with the following columns: Provider ID, Provider Name, Billing Amount, Old Provider Status Code, New Provider Status Code, and Date of Status Change. The table contains 8 rows of data. At the bottom of the table, it says 'Showing 1 to 8 of 8 entries.' and there are 'Previous' and 'Next' buttons. The footer of the page includes copyright information: 'Copyright © 2020 - Minute Menu Systems, LLC - All Rights Reserved' and links for 'Terms' and 'Privacy Policy'.

Provider ID	Provider Name	Billing Amount	Old Provider Status Code	New Provider Status Code	Date of Status Change
001237	Landers Given	\$5.00	Active	Active	No status change this month
001240	Brady Alice	\$5.00	Active	Active	No status change this month
005464	A A	\$5.00	Active	Hold	03/19/2020 09:25:50
009081	PO Test	\$5.00	Active	Active	No status change this month
777777	Nguyen Ryan	\$5.00	Active	Active	No status change this month
998854	Nguyen hlan test	\$5.00	Active	Active	No status change this month
999003	AET AE	\$5.00	Wizardincomplete	Active	03/09/2020 03:43:24
999004	AM AM	\$5.00	Wizardincomplete	Active	03/09/2020 05:13:16

6. Click **Export** to export the report to a spreadsheet (XLSX) file.