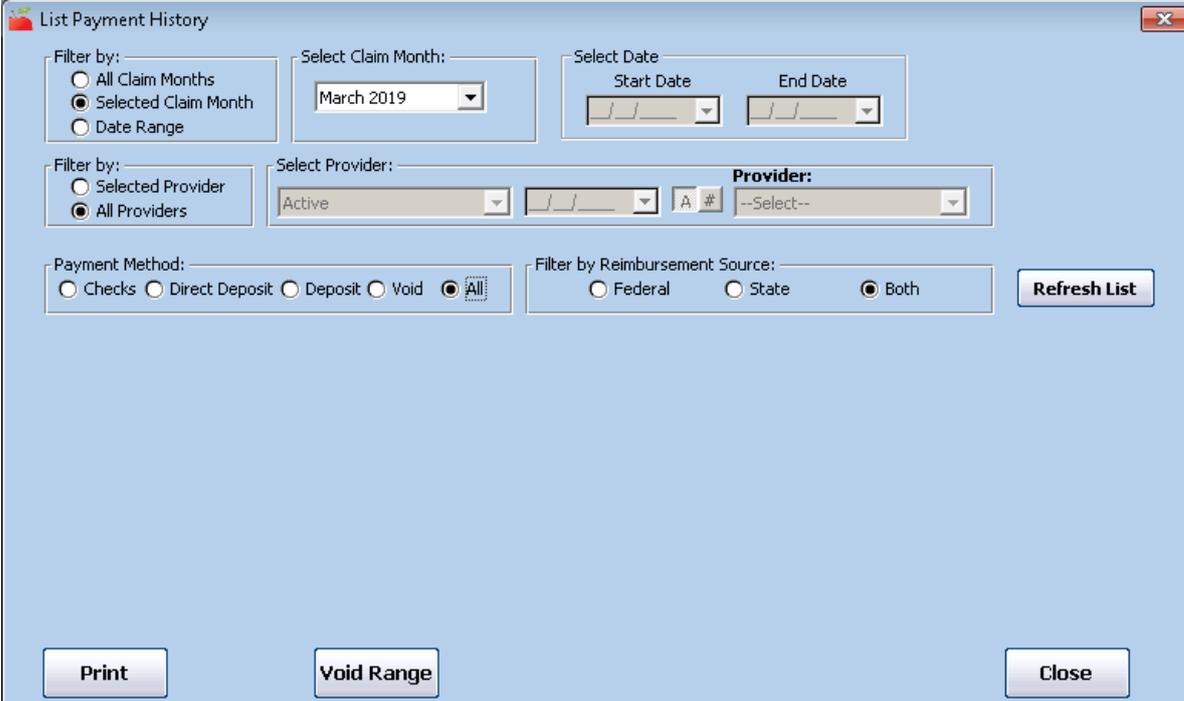


# View Payment History

Last Modified on 04/16/2019 3:00 pm CDT

You can use the View Payment History function to review payments you have made.

1. Click the **Checkbook** menu and select **List Payment History**. The List Payment History window opens.



The screenshot shows a window titled "List Payment History" with a light blue background. At the top right is a close button (X). The window contains several filter sections:

- Filter by:** Three radio buttons: "All Claim Months", "Selected Claim Month" (selected), and "Date Range".
- Select Claim Month:** A dropdown menu showing "March 2019".
- Select Date:** Two date pickers labeled "Start Date" and "End Date", both showing "JJ" and "JJ" respectively.
- Filter by:** Two radio buttons: "Selected Provider" and "All Providers" (selected).
- Select Provider:** A dropdown menu showing "Active".
- Provider:** A dropdown menu showing "--Select--".
- Payment Method:** Five radio buttons: "Checks", "Direct Deposit", "Deposit", "Void", and "All" (selected).
- Filter by Reimbursement Source:** Three radio buttons: "Federal", "State", and "Both" (selected).

At the bottom right is a "Refresh List" button. At the bottom of the window are three buttons: "Print", "Void Range", and "Close".

2. Filter to the information you need to view.
  - o **Filter By Period:** Select **All Claim Months**, **Selected Claim Months**, or **Date Range**. If you choose All Claim Months, you are forced to filter by a specific provider. Also, since payment transactions can possibly include payment for claims from different months, the payments you review when filtering by a specific claim month may include money for other claim months.
  - o **Filter by Provider:** Select **All Providers** or **Selected Provider**. If you choose **Selected Provider**, click the **Provider** drop-down menu and select the provider to view.
  - o **Payment Method:** Select **Checks**, **Direct Deposit**, **Deposit** (money received from providers), **Void**, or **All**.

- **Reimbursement Source:** If your state offers additional reimbursement funds over and beyond the level provided federally by the CACFP and you split your State and Federal provider payments, select the appropriate source here. This option only displays if your state offers supplemental funds and you pay providers separate checks for state and federal funds.

3. Click **Refresh List**. Payments matching the filters you set display.

The screenshot shows a software window titled "List Payment History" with various filter options and a table of payment records.

**Filters:**

- Filter by:**
  - All Claim Months
  - Selected Claim Month
  - Date Range
- Select Claim Month:** December 2018
- Select Date:** Start Date and End Date (both empty)
- Filter by:**
  - Selected Provider
  - All Providers
- Select Provider:** Active
- Provider:** --Select--
- Payment Method:**
  - Checks
  - Direct Deposit
  - Deposit
  - Void
  - All
- Filter by Reimbursement Source:**
  - Federal
  - State
  - Both

**Table:**

Date	Check #	Source	Method	Payee #	Payee Name	Memo	Amount	Re-Print	Void
04/17/2019	10000	Fed	Chk	000052	Email Test, Jennifer	Details	17.20	Re-Print	Void

**Buttons:** Print, Void Range, Refresh List, Close

**Payment Count:** 1

4. Click **Details** in the **Memo** column for a payment to view more information about it. The claim moth, Tier 1 and 2 meal counts, and any non-claim payment adjustments display. This information is identical to the information printed check stubs/direct deposit vouchers.

5. Click **Print** to print the Check Register report.