

# Reviewing Past Pay Cycle Data

## Overview

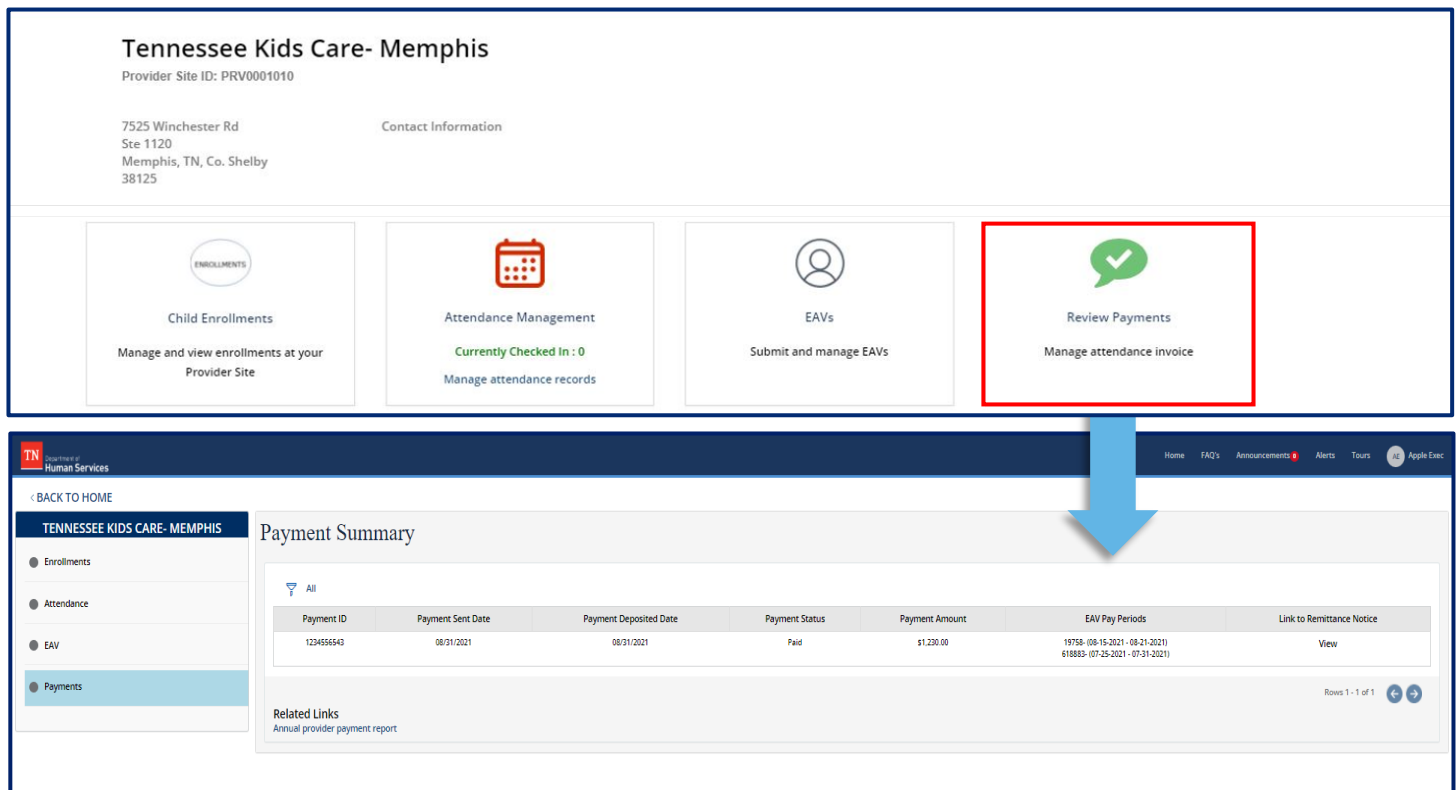
This Quick Reference Guide shows Providers how to review past pay cycle data.

## Audience

Child Care Providers participating in the Certificate Program.

## Accessing the Payment Summary Screen

To access the **Payment Summary** screen from the dashboard, click **Review Payments**.



**Tennessee Kids Care- Memphis**  
Provider Site ID: PRV0001010

7525 Winchester Rd  
Ste 1120  
Memphis, TN, Co. Shelby  
38125

Contact Information

- Child Enrollments: Manage and view enrollments at your Provider Site
- Attendance Management: Currently Checked In : 0, Manage attendance records
- EAVs: Submit and manage EAVs
- Review Payments: Manage attendance invoice**

**Payment Summary**

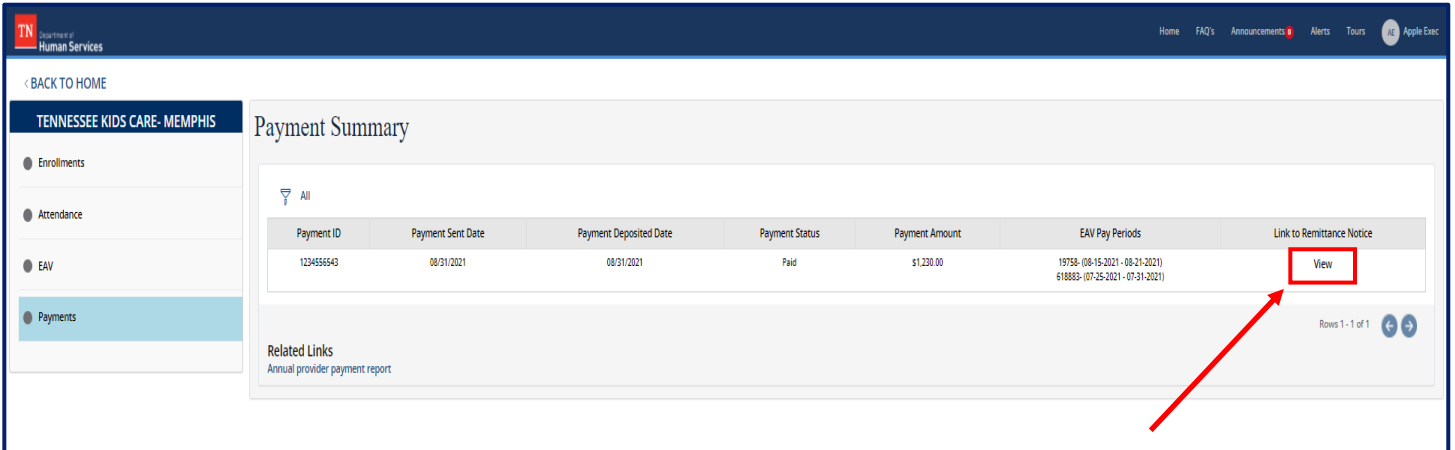
Payment ID: 123456543 | Payment Sent Date: 08/31/2021 | Payment Deposited Date: 08/31/2021 | Payment Status: Paid | Payment Amount: \$1,230.00 | EAV Pay Periods: 19758- (08-15-2021 - 08-21-2021), 618883- (07-25-2021 - 07-31-2021) | Link to Remittance Notice: View

Related Links: Annual provider payment report

## Quick Reference Guide

The **Payment Summary** screen displays key payment details, including:

1. Payment ID
2. Payment Sent Date
3. Payment Deposited Date
4. Payment Status
5. Payment Amount
6. EAV Pay Periods
7. Link to Remittance Notice



The screenshot shows the 'Payment Summary' screen for 'TENNESSEE KIDS CARE- MEMPHIS'. The table contains the following data:

Payment ID	Payment Sent Date	Payment Deposited Date	Payment Status	Payment Amount	EAV Pay Periods	Link to Remittance Notice
123456543	08/31/2021	08/31/2021	Paid	\$1,230.00	19759-08-15-2021 - 08-21-2021 618883-07-26-2021 - 07-31-2021	<a href="#">View</a>

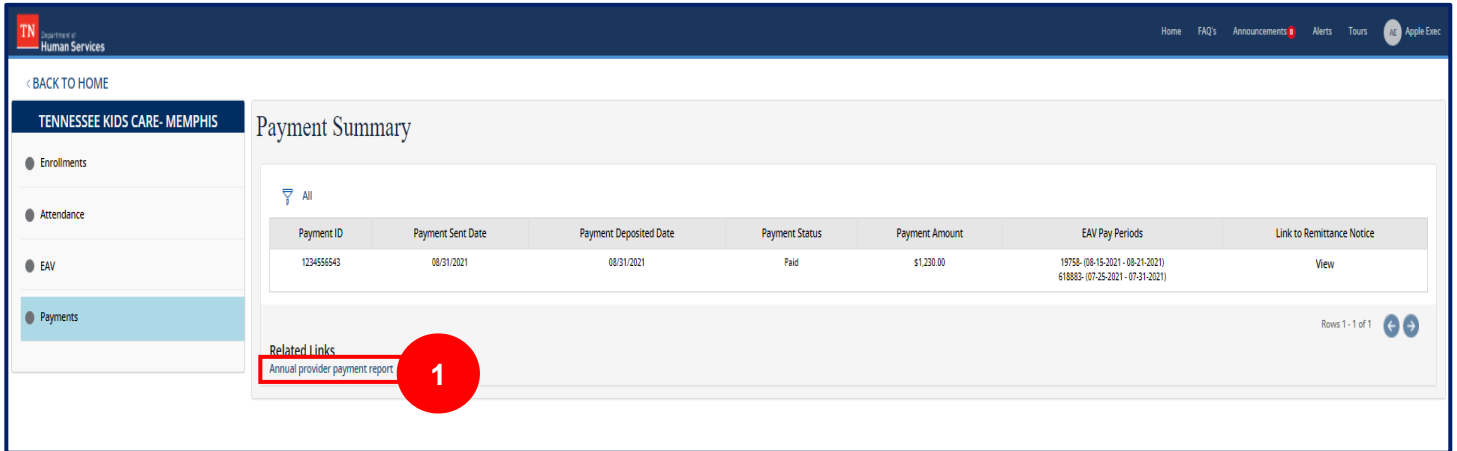
Below the table, there is a 'Related Links' section with a link for 'Annual provider payment report'. The bottom right corner shows 'Rows 1 - 1 of 1' with navigation arrows.

**Note:** To access each payment's remittance notice, select the **View** button for the payment under the **Link to Remittance Notice** column. A window in your browser will open with the Remittance Notice.

## Annual Provider Payment Report

At the end of each calendar year, TDHS publishes an Annual Provider Payment Report with all payments made within that year. To access the report:

1. Click the **Annual Provider Payment Report** link on the bottom of the screen.



2. Click the **Link** to the report you wish to access.

