

# Reviewing Past Pay Cycle Data

## Overview

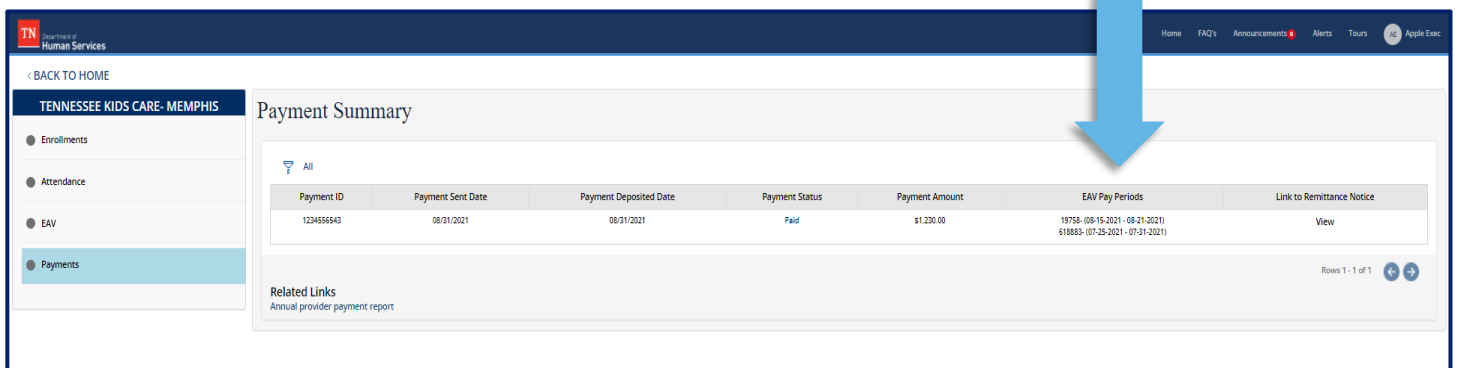
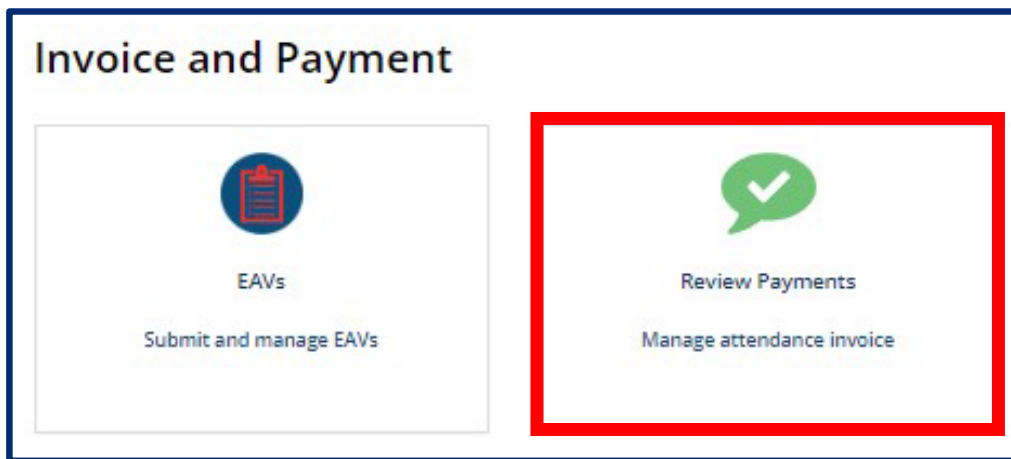
This Quick Reference Guide shows Providers how to review past pay cycle data.

## Audience

Child Care Providers participating in the Certificate Program.

## Accessing the Payment Summary Screen

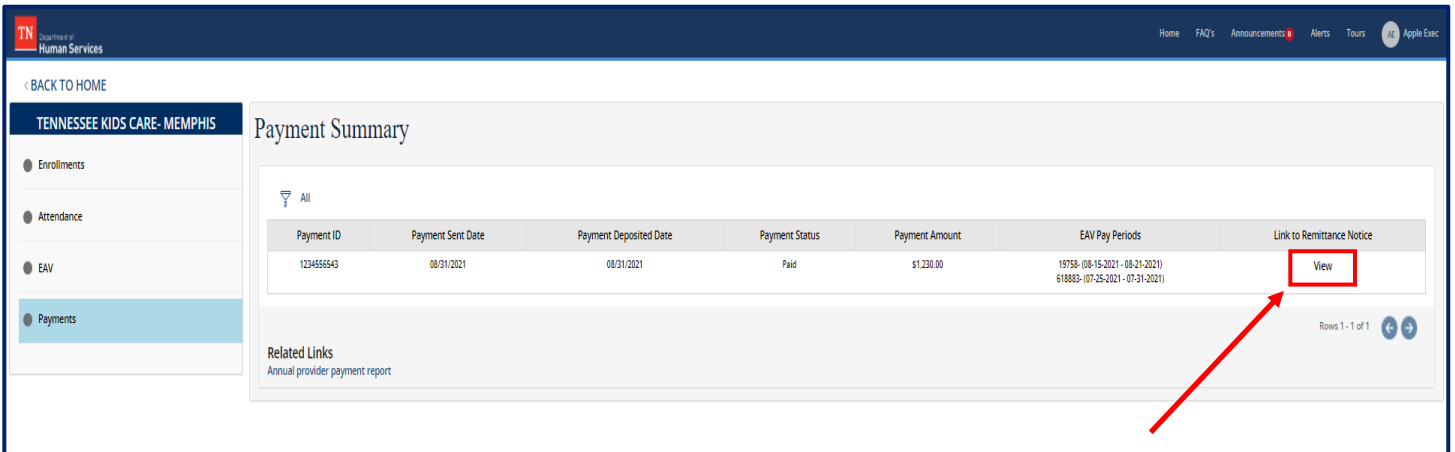
To access the **Payment Summary** screen from the dashboard, click **Review Payments**.



## 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 below contains the payment details:

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>

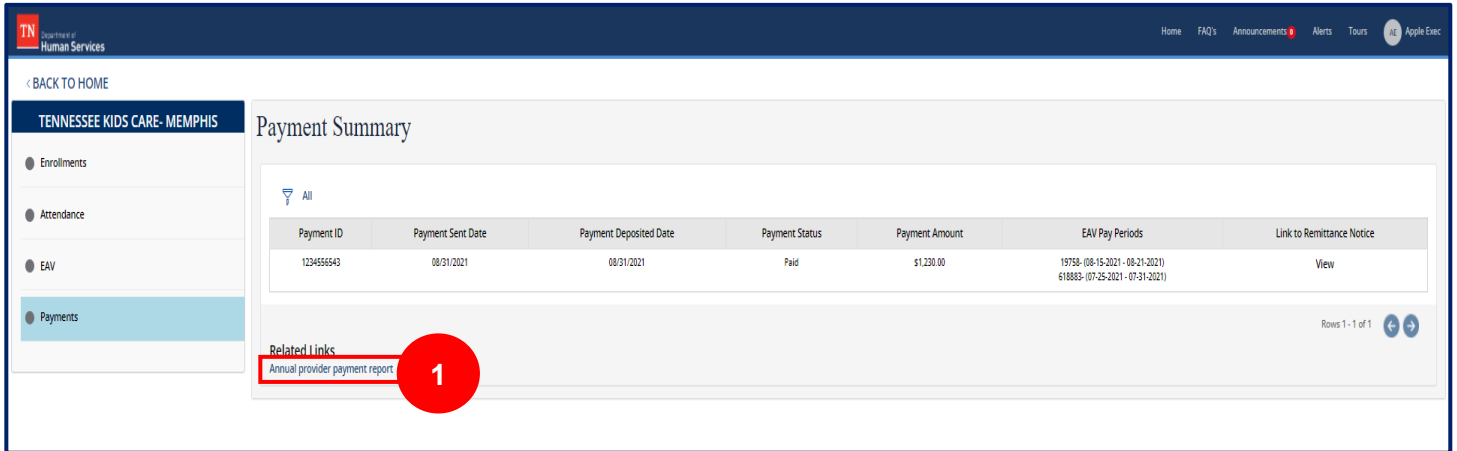
Below the table, there is a 'Related Links' section with the link 'Annual provider payment report'. The bottom right of the table area shows 'Rows 1 - 1 of 1' with navigation arrows.

**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.

