Claim Payment Details Report

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The Claim Payment Details report lists all payments you received from your sponsor for your CACFP claims. It includes the check, check number, payment method, and more.

Note: This report is available for sponsored centers only.

- 1. From the menu to the left, click **Reports**. The Reports page opens.
- 2. On the Reports page, select the following:
 - Category: Claims
 - Report: Claim Payment Details
 - Payment Type: All, Checks, Direct Deposits, Voids, or Deposits
 - Month: Select the month for which to run the report. Check the All Months box to run the report for all months in the current year.

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3. Click Run. The report is generated.