

# View the Billing Details Report

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CST

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:

- **Center #:** This is the number for the center for which there was a charge associated.
- **Center Name:** This is the name of the center associated with the Center ID.
- **Fee Type:** This column lists the type of fee charged for the center. This can include the following:
  - Claim Fee
  - Claiming Center Fee
  - Implementation Fee
  - Active Center Fee
- **Claim Month:** This is the claim month associated with the displayed reimbursement. If a center has claims for more than one month, the center will appear multiple times on the report (once for each claim month claim fee).
- **Date Processed:** This displays the most recent date a claim associated with the reimbursement was processed. This includes claims that were re-processed, where billing is charging for an adjustment. For example, if billing is run in December, and there is a September claim that was processed in October and re-processed in November, the Billing Details report shows a Claim Month of September and a Date Processed for November.
- **Total Federal Reimbursement:** This is the sum of the total federal reimbursement amount, including cash in lieu for the center. If this is the result of a claim adjustment, this amount displays in parenthesis.
- **Cash in Lieu (Lunch):** This is the sum of the cash in lieu amounts for lunch for the center.
- **Cash in Lieu (Dinner):** This is the sum of the cash in lieu amounts for dinner for the center.
- **Billable Reimbursement:** This is the total billable reimbursement for the center. This is calculated by subtracting the Cash in Lieu (Lunch) and Cash in Lieu (Dinner) amounts from the Total Federal Reimbursement amount.
- **Billing Amount:** This is the total billable amount for each center.

**Required Permissions:** Users must have the [Manage Settings/Policies](#) permission enabled for their account to access this report. For more information about setting permissions, see [Create Staff Types](#) or [Create Staff Accounts](#).

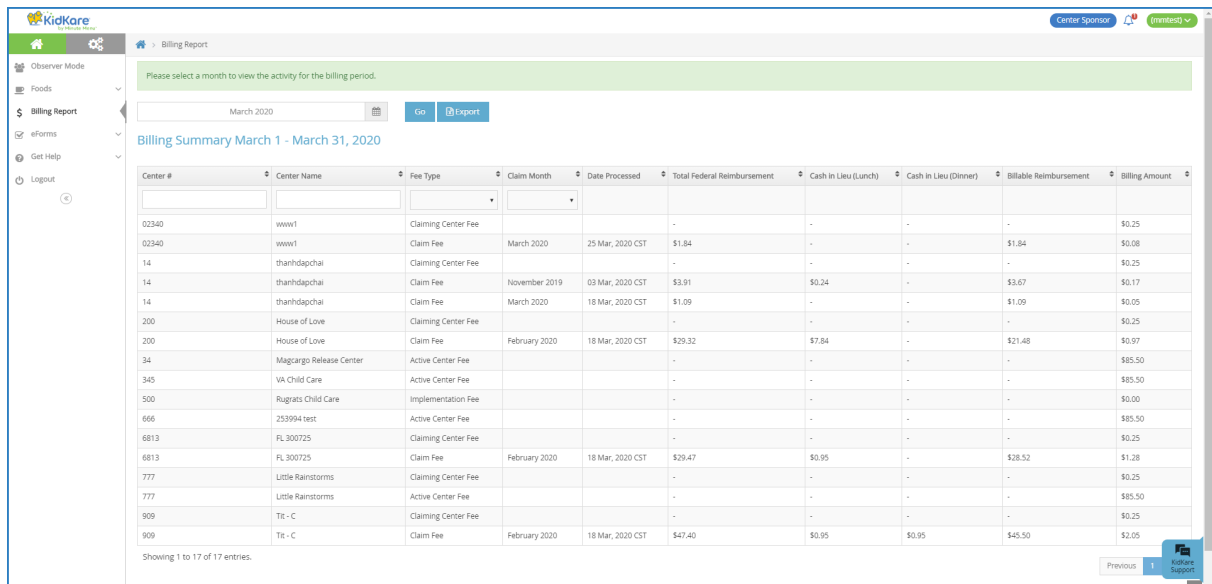
You run this report in KidKare.

1. Log in to [app.kidkare.com](https://app.kidkare.com). Use the same credentials you use to access Minute Menu CX.

- From the menu to the left, click **Billing Report**. The Billing Report page opens.
- 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.

- Click **Go**. The report is generated.



Center #	Center Name	Fee Type	Claim Month	Date Processed	Total Federal Reimbursement	Cash In Lieu (Lunch)	Cash In Lieu (Dinner)	Billable Reimbursement	Billing Amount
02340	www1	Claiming Center Fee			-	-	-	-	\$0.25
02340	www1	Claim Fee	March 2020	25 Mar, 2020 CST	\$1.84	-	-	\$1.84	\$0.08
14	thanhdpachai	Claiming Center Fee			-	-	-	-	\$0.25
14	thanhdpachai	Claim Fee	November 2019	09 Mar, 2020 CST	\$3.91	\$0.24	-	\$3.67	\$0.17
14	thanhdpachai	Claim Fee	March 2020	18 Mar, 2020 CST	\$1.09	-	-	\$1.09	\$0.05
200	House of Love	Claiming Center Fee			-	-	-	-	\$0.25
200	House of Love	Claim Fee	February 2020	18 Mar, 2020 CST	\$29.32	\$7.84	-	\$21.48	\$0.97
34	Magcargo Release Center	Active Center Fee			-	-	-	-	\$85.50
345	VA Child Care	Active Center Fee			-	-	-	-	\$85.50
500	Rugrats Child Care	Implementation Fee			-	-	-	-	\$0.00
666	253994 test	Active Center Fee			-	-	-	-	\$85.50
6813	FL 300725	Claiming Center Fee			-	-	-	-	\$0.25
6813	FL 300725	Claim Fee	February 2020	18 Mar, 2020 CST	\$29.47	\$0.95	-	\$28.52	\$1.28
777	Little Rainstorms	Claiming Center Fee			-	-	-	-	\$0.25
777	Little Rainstorms	Active Center Fee			-	-	-	-	\$85.50
909	Te - C	Claiming Center Fee			-	-	-	-	\$0.25
909	Te - C	Claim Fee	February 2020	18 Mar, 2020 CST	\$47.40	\$0.95	\$0.95	\$45.50	\$2.05

- Use the blank boxes in the **Center #** and **Center Name** columns to filter to a specific site. You can also use the drop-down menus in the **Fee Type** and **Claim Month** columns to filter by fee and claim month.
- Click a column header to sort in ascending or descending order by that column.
- Click **Export** to export the report to a spreadsheet (XLSX) file.