

# View Claims

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Once you have created claims in Minute Menu CX via the Process Claims function or by manually entering claims, they are added to the List Claims window. Access this window to review, manage, and update claims as needed. You can also re-process claims from this window.

1. Click the **Claims** menu and select **List Claims**. The List Claims window opens.

#	Center Name	Month	License	Details	OER	Free %	Reduced %	Paid %	ADA	Total	Submitted	Paid	Action
121	Jennifer's Test Center	3/1/2020	Center	View	OER	0.00 %	0.00 %	100.00 %	8.0	0.00	No	No	
777	Little Rainstorms	3/1/2020	Center	View	OER	0.00 %	0.00 %	100.00 %	1.0	0.00	No	No	
11224	test01Apr	3/1/2020	Center	View	OER	0.00 %	100.00 %	0.00 %	0.0	0.00	No	No	
14	thanhdapchai	3/1/2020	Center	View	OER	0.00 %	0.00 %	100.00 %	3.0	1.09	No	No	
02340	www1	3/1/2020	Regular	View	OER	100.00 %	0.00 %	0.00 %	2.0	1.84	No	No	

2. In the **Center** section, select **All Centers** or **Selected Center**. If you do not already have a center selected in the toolbar, this filter defaults to All Centers and cannot be changed.
3. In the **Month** section, select the **Selected Month** option or the **All Month** option. If you choose **Selected Month**, click the corresponding drop-down menu and select the month for which to view claims.
4. If you operate in multiple states, click the **State** drop-down menu and select the state to view.
5. Click **Refresh Display**. Claims that meet the limits you set display.
6. Click each column to sort information in ascending or descending order.
7. You can do the following in this window:
  - Click **Print** to print the Claim Totals by Center report for the selected month. A PDF is generated.
  - Click **View** in the Details column to view details for the listed claim.
  - Click **OER** to print the Office Error report (OER) for the listed claim.

## Understand Specific Columns in the List Claims Window

The following is a definition of specific columns found in the List Claims window:

- **#:** This column displays the number assigned to the center who submitted the claim.
- **Center Name:** This column displays the name of the center who submitted the claim.
- **Month:** This column displays the claim month for which the claim was submitted.
- **License:** This column displays the center's license for which the claim was submitted.
- **Details:** Click View in this column to view claim details.

- **Free %/Reduced %/Paid %:** These columns indicate the percentage of children on the claim who are reimbursed at Free, Reduced, or Paid rates.
- **ADA:** This column lists the average daily attendance reported on the claim.
- **Total:** This column lists the total dollar amount of the claim.
- **Submitted:** This column indicates whether or not you've marked this claim as submitted to the state.
- **Paid:** This column indicates whether the listed claim has been paid.
- **Adjusted:** This column indicates whether you've made any adjustments to this claim.