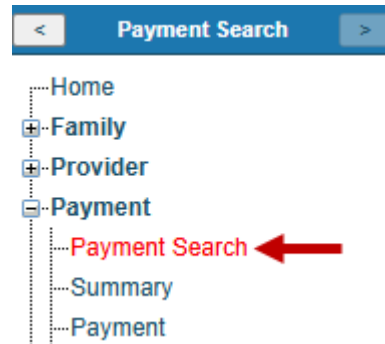


KinderTrack – Add an Additional Payment

Use the **Payment > Additional Payment** page to cover certain provider's expenses. Since these payments are in addition to a provider's Payment for regular childcare fees and correspond to a period of care, it is necessary to refer to the original payment when creating it.

- A** Press **Payment Search** under **Payment**.



- B** Enter your desired search criteria. Press **Search**. Payments that meet the search criteria are displayed in the **Search Results**. Click on **Summary** to open the details.

Total Payment Amount: \$1,713.72 Total Providers: 10

Search Results: 228 Items found ☐ Order by Case

	Summary	ID	Status	Overridden	Provider	Child	Period Start	Period End	Attendance Collection	Submittal Date	Payment
☐	Summary	235	Approved	No	2.14 Cross Region - Alamo	Family 2.14 - Alamo, Child1 (DOB: 4/14/2019 Age 4Y 5M)	10/09/2023	10/22/2023	KinderSign	11/07/2023	\$0.00
☐	Summary	4112	Approved	No	AD Test Provider	AD Test, Child3 (DOB: 11/1/2022 Age 0Y 11M)	10/09/2023	10/22/2023	Timesheet		\$0.00

1 2 3 4 5 6 7 8 9 10 ...

- C** Press **Add Additional Payment** on the Summary page.

Additional Payments:

- D** Enter the Program's information into the appropriate fields. A **Red asterisk (*)** indicates a required field.

Provider: 2.14 Cross Region - Alamo [Select >>](#)

Profile:

Program:

*Date:

Child:

Status:

Type:

Amount:

Note:

- E** Press **Save**. The system creates an Additional Payment record with a new Payment ID.