

Transaction History – WINNIE Online Training Module

JUNE 2024

Introduction

Intro

This WINNIE online training module is provided by the Minnesota (MN) Department of Health WIC Program. It is an overview of Transaction History in WINNIE, the MN WIC Information System.

Date 1

All dates in this module are based on today's date being June 17, 2024.

Transaction History Overview

Overview 1

The Transaction History page provides real-time issuance and redemption information from the WIC Processor.

Go ahead and click on it.

Date Filter

Dates 1

Like all eWIC Account pages, this is also household level.

The Transaction History card is our filter.

The End Date defaults to today and the Start Date is 30 days before today.

The system maintains a maximum 30-day date range.

For instance, click the Calendar Control icon in the Start Date field...

Dates 2

...and select May 1st.

Dates 3

The End Date auto-adjusts to 30 days from May 1st.

If we select May 13th...go ahead...

<no audio> Click the Calendar Control icon.

Dates 4

<no audio> Select May 13 for the Start Date.

Dates 5

...since the End Date is less than 30 days, it maintains the previous date.

There are two more date requirements.

If we were to change the Start Date to June 1st, it would be greater than the End Date, and a validation would display.

If we click the Calendar Control in the End Date field...

Dates 6

...and click the right arrow to go to June...

Dates 7

...we can see that our End Date cannot be greater than today.

Select today, June 17.

Transaction Type Filter

Transaction Type 1

Moving on. Click the Transaction Type dropdown.

Transaction Type 2

Our default was Both, but we can look at just Benefit Activity or just Redemption Activity.

Go ahead and select Benefit Activity.

Transaction Type 3

And click the Search button.

<Waiting>

<screen description – no audio> Working...please wait and spin icon display.

Benefit Activity 1

Benefit activity includes issuance, or add, voids, which are labeled Debit/subtract, and Expunged/expired, which lists the foods that weren't purchased for that month.

Select Redemption Activity from the Transaction Type dropdown and click Search.

Redemption Activity 1-2

<no audio> Select Redemption Activity from the Transaction Type dropdown and click Search.

<Waiting>

<screen description – no audio> Working...please wait and spin icon display.

Redemption Activity 3

Redemption is purchases.

Go ahead and search for Both.

Both Activity 1-2

<no audio> Search for Both.

<Waiting>

<screen description – no audio> Working...please wait and spin icon display.

Grid Overview

Grid Overview 1

The grid shows when the activity occurred, what the activity was, and the Printed First Date to Use and Last Date to Use of the benefit set impacted by the activity.

Grid Overview 2

We can single click the row to select it and click the Show Details button or simply double-click the row.

Let's do that.

Double-click the June 5th at 10:56 Issuance/Add row.

<no audio> Double-click the 6/5 at 10:56 Issuance/Add row.

Issuance/Add

Issuance/Add 1

The EBT Transaction Details modal opens and displays some additional information, such as the household member whom the benefits were issued to and the staff person who issue them, as well as what was issued.

As we'll see in another module, it's pretty much the same information we can see in Benefits History, except it's shown using the WIC Processor descriptions of Category, Subcategory, and Quantity.

Click the Close button.

Purchase

Purchase 1

Next, let's double-click the June 8th purchase.

Purchase 2

The WIC Processor randomly assigns purchases of foods that have been issued to multiple members in the household to a specific member of the household.

As we can see here, it's Nettie.

For food items issued to multiple members, like cheese, since all food items are aggregated for the household if we have to make any changes to the issued benefits, as we'll see in Adjust Benefits, it doesn't matter who the redemption has been assigned to.

Purchase 3

The Purchases grid has two more columns: UPC and UPC Description.

Click the Close button.

Debit/Subtract

Debit/Subtract 1

Now let's double-click the June 10th Debit/Subtract row.

Debit/Subtract 2

Debit/Subtract lists food items that we removed using Adjust Benefits.

We use Adjust Benefits to void food items when redemption has already occurred for the household.

Notice we were able to remove 1 pound of cheese for Nettie even though the Purchase Transaction Details showed that half her issued cheese had already been redeemed.

For Debits or Subtractions, the Staff Member is the person who voided the food items.

Click the Close button.

Expunged/Expired

Expunged/Expired 1

Last one. Double-click the June 12th Expunged/expired row.

Expunged/Expired 2

For expungements or expirations, the Staff Member is the person who originally issued the benefits.

Like redemption, the member listed is random for food items issued to more than one member of the family, so not of importance for this type of transaction.

Expunged/Expired 3

What is important is that this is a list of food items that weren't purchased by midnight of the Last Date to Use (LDTU) for that benefit month.

They were removed from the electronic benefit account on the 8th day after the LDTU during the End-of-Day process.

Expunged/Expired 4

Issuance, voids, and redemption are all found on other pages of the system, such as Benefits History, Adjust Benefits, Change Household ID, etc.

However, this information can only be found here and is invaluable because by identifying leftover foods we are given the opportunity to address any issues the family may have with selecting, purchasing, or using specific WIC food items.

Click the Close button.

End Slide 1

This concludes our review of Transaction History.

Click the button to continue.

Knowledge Test

True/False Q#1

True or false?

Some of the activities are specific to the participant listed in the EBT Transaction Details modal, while others are not.

Answer #1

The answer is True.

Since issuance and voids can be associated with a specific household member, those activities or transactions are specific to the participant listed. However, redemption and expungement are household-level and the participant listed is randomly assigned by the WIC Processor.

End

End Slide 2

Thank you for reviewing this WINNIE online training module presented by the Minnesota Department of Health WIC Program.

If you have any feedback, comments, or questions about the information provided, please submit the [WINNIE Questions for the State WIC Office](#) form.

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