Smartcare™
Leading Edge for Early Learning

Reporting User Guide

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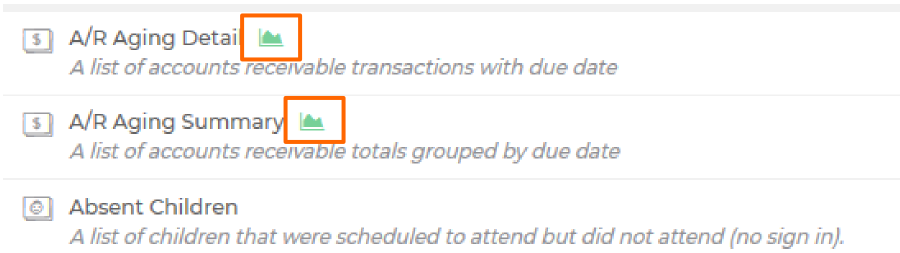
Reporting

View and Print Reports

Note that the reporting framework (layout) is being updated. Some reports will have a new look. Reports marked with the icon below display the new framework.



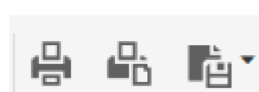
Instructions for reporting framework not yet updated:

1. Log into the Smartcare Web Portal.
2. Click **Reporting** in the left menu. A list of reports opens.
3. Click on the desired report.
4. Enter the information and click **Run Report**.
5. Click the three dots and select **Download report**.
6. Select either **Excel** or **PDF** and print the reports using the print function within those applications.

Instructions for new reporting framework:

1. Log into the Smartcare Web Portal.
2. Click **Reporting** in the left menu. A list of reports opens.
3. Click on the desired report.
4. Select the filters in the left column. See Notes below.
5. Click **Refresh Report** to view data based on the filters you selected.
6. Click on the header icon over on the right to select which headers you want displayed in your report.

7. Click on a print or export icon above the report window to print or download the report:



   - Print the entire report
   - Print the page
   - Export the report into a different format such as PDF or Excel.

Notes

- Filters are used to select data sets, and not to show or hide columns. Select the columns you want to hide or unhide under Options.
- To sort multiple columns (alphabetically or numerically, ascending or descending), hold the shift key and click on the desired columns in the report.
- Selecting more than one filter combines the filters resulting in very specific data. You will most likely see less data and not more when you use multiple filters.

  For example, turning on the Class filter for the Bumblebees class, and turning on the filter for Age to see children ages 0-2 shows all children from 0-2 who are also in the Bumblebees class.

Sort and Print Reports By Group

Some reports can be sorted and printed by group. This applies to reports with the framework not yet updated:

1. Click **Reporting** in the left menu. A list of reports opens.
2. Click on the desired report.
3. Enter the information and click **Run Report**.
4. Click and drag the group header you would like to sort by to the "drop here to group by that column."
5. Click the three dots and select **Download report**. A Download window displays.
6. Select **Create Separate Page for Each Group**.
7. Select either **Excel** or **PDF** and print the reports using the print function within those applications.

Report Descriptions

A/R Aging Detail

Purpose

- The A/R Aging Detail report provides a list of accounts receivable transactions with due date.

Filters

- Date (as of), # Days → Min to Max, Account Type, Open Balance

Options

- Age By → Due Date (Selected by Default), Transaction Date
- Show Notes (On by Default), Show Accounting Code, Show GL Account, Show Account Owner (On by Default), Show Child (On by Default), Show Statement Date, Show Tran Date (On by Default), Show Due Date (On by Default), Show Aging (On by Default), Show Open Balance (On by Default)

Fields

- Notes – System notes related to the transaction item.
- Account Owner – Last name and first name of the account owner.
- Child – Last name and first name of the child.
- Tron Date – The date of when the transaction occurred.
- Due Date – The date of when the transaction item is due.
- Aging – Number of days from the due date.
- Open Balance – Unpaid balance that is still due.
- COUNT – Number of transaction line items.
- TOTAL – The grand total of the Open Balance column.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

A/R Aging Summary

Purpose

- The A/R Aging Summary report provides a list of accounts receivable totals grouped by due date.

Filters

- Date (as of), Account Type

Options

- Age By → Due Date (Selected by Default), Transaction Date
- Day Interval → 7 (Selected by Default)
- Show Last Name First (On by Default), Only Accounts With a Balance

Fields

- Payer – Last and first name of account owner.
- Current – Any amount that is not yet due which means the due date is in the future, based on the selected date under the 'Date (as of)' filter.
- Day Interval: **7**
  - **1-7** – Balance that is 1 – 7 days past due based on the date selected in the filter.
  - **8-14** – Balance that is 8-14 days past due based on the date selected in the filter.
  - **15-21** – Balance that is 15-21 days past due based on the date selected in the filter.
  - **>21** – Balance that is greater than 21 days past due based on the date selected in the filter.
- Day Interval: **30**
  - **1-30** – Balance that is 1–30 days past due based on the date selected in the filter.
  - **31-60** – Balance that is 31-60 days past due based on the date selected in the filter.
  - **61-90** – Balance that is 61-90 days past due based on the date selected in the filter.
  - **>90** – Balance that is greater than 90 days past due based on the date selected in the filter.
- TOTAL (column) – The total balance due on the account.
- TOTAL (row) – The grand total will show on the last page of the report providing totals for each column.
- Account Count – Number of accounts.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.
- An Enterprise version is also available for this report. For centers that are under an Enterprise Tenant, Directors may use the Enterprise version to generate data for the centers that they have access to by choosing the desired centers under the 'Selected Center' filter. (i.e. If the center Director runs the Enterprise version of the report and only has access to 3 out of 10 centers in the Enterprise, they will be able to see the data for those centers only.)

- Enterprise versions of reports can easily be found on the Reporting page by searching for the keyword "Enterprise" in the search bar option.

Absent Children

Purpose

- A list of children that were scheduled to attend but did not attend (no sign in).

Filters

- Date Range (Default Range: Sun to Sat of the current week)
- Child, Child Tag, Class, Family Tag, Scheduled Start Time, Scheduled End Time, Sign In Time, Status, Recurrence

Options

- Show Child (On by Default), Show Class (On by Default), Show Date (On by Default), Show Scheduled Start Time (On by Default), Show Scheduled End Time (On by Default), Show Sign In Time (On by Default), Show Status (On by Default), Show Recurrence (On by Default)

Grouping

- Report Grouping: Class, Child
- Show Summary
- Expand Details
- Page Break per Group

Fields

- Child – The last and first name of the child.
- Class – Class that was assigned during the setup/edit of the child's schedule.
- Date – The date chosen in the date range.
- Scheduled Start Time – The start time chosen during the setup/edit of the child's schedule.
- Scheduled End Time – The end time chosen during the setup/edit of the child's schedule.
- Sign In Time – The very first sign in that the child had that day.
- Status – This column will show if the child was not scheduled or absent for that day.
- Recurrence – The type of recurrence that a child's schedule has. (i.e. Weekly)

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Account Roster

Purpose

- A form to take roll for a center event or meeting that includes parents.

Fields

- Family – name of the family from the family screen.
- Payer Name – name of the first adult in the family.
- Roster – blank field for person to sign in or be marked present.
- Comment – blank field for anyone to write a comment.

Accounts with/without Auto-Pay

Purpose

- A customizable list of accounts that either have auto-pay enabled or disabled for Credit Card or ACH payment methods.

Filters

- Auto-Pay Status, Primary Account Owner, Current Balance, Email, Primary Phone, Enrollment Status

Options

- Show Primary Account Owner (On by Default), Show Current Balance (On by Default), Show Email (On by Default), Show Primary Phone (On by Default), Show Sent Totals (On by Default)

Fields

- Primary Account Owner – Last and first name of the Primary Account Owner.
- Current Balance – The current balance for each family will be listed in this column.
- Email – The email address for the Primary Account Owner.
- Primary Phone – Their primary phone number.
- Auto-Pay – This column will indicate whether or not the Primary Account Owner has their auto-pay enabled or disabled. In this column, it will simply say ON or OFF.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click the Refresh Report button next to '**Filters**' to view the changes.
- An Enterprise version is also available for this report. For centers that are under an Enterprise Tenant, Directors may use the Enterprise version to generate data for the centers that they have access to by choosing the desired centers under the 'Selected Center' filter. (i.e. If the center Director runs the Enterprise version of the report and only has access to 3 out of 10 centers in the Enterprise, they will be able to see the data for those centers only.)
- Enterprise versions of reports can easily be found on the Reporting page by searching for the keyword "Enterprise" in the search bar option.

Activity Rollcall by Class

Purpose

- A form to take roll for a center activity by child and day of the week.

Filters

- Date Range (Default Range: Sun to Sat of the current week)
- Child Tag, Default Class, Family Tag, School
- Archived → No (Selected by Default), Yes
- Only Show Enrolled Children (On by Default)

Options

- Show #, Show 5 Days, Show DOB/Age (On by Default), Show School

Grouping

- Report Grouping → Class (Selected by Default), School
- Expand Details (On by Default)
- Page Break per Group

Fields

- Child – The first and last name of the child, DOB, and age (in years + months). Alphabetically ascending/descending sortable by clicking the arrow icon.
- Day and Date of the Week – (i.e. Sunday 10/20)
- Totals – The totals of each column for the day of the week.
- Scheduled – How many children were scheduled for each day of the week.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Adult/Employee Verification Status

Purpose

- A list of adults and employees who have an email address and their account verification status.

Filters

- Employee Tag, Person Tag
- Verified → No (Selected by Default), Yes
- Type, Class, Employee Position, Relationship Type
- Person Custom Fields + Employee Custom Fields (Date/Options Format Only)

Options

- Show Type (On by Default), Show First Name (On by Default), Show Last Name (On by Default), Show Email Address (On by Default), Show Child (On by Default), Show Relationship Type (On by Default), Show Position (On by Default), Show Verified, Show Page Number (On by Default)

Fields

- Type – Adult or Employee.
- First Name – First name of the person.
- Last Name – Last name of the person.
- Email Address – The email address attached to their profile in the system.
- Child – The last and first name of the child.
- Relationship Type – The relationship type to the child.
- Position – The assigned position, only applicable to employees.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.
- For Enterprise level accounts, a filter section called "Select Center" is provided which allows data to be aggregated for either the whole Enterprise or for specific centers you select.

Agency Payment Reconciliation

Purpose

- Allow the user to reconcile a payment received from an agency against what has been entered in the system.

Filter

- Date Range

Grouping

- Agency Name and Child Name.

Fields

- Agency Name – name of the agency.
- Child Name – name of the child.
- Payment Date – date the payment was entered in the system.
- Payment amount – amount of the payment entered.
- Amount Billed – the amount that was billed to the agency.
- Date Billed – the date the amount was applied to the agency ledger.

Attendance Report by Food Program Status

Purpose

- Allow the user to see the number of children that were in attendance for the time period that are enrolled in a food program.

Filter

- Date range

Grouping

- Food Program

Fields

- Child – name of the child
- Food Program – the food program assigned in the child's profile.

Notes

- This report shows the names of children that have a food program assigned and were in attendance during the time period the report was run. It counts the child only once for the time period the report is run.

Balance Summary

Purpose

- Allows the user to see the current balance of all accounts that have a balance.

Filters

- Balance, Account Owner

Options

- Show Total Balance (On by Default)

Fields

- Full Name – Name of the account owner.
- Balance – Current balance of the account.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.
- An Enterprise version is also available for this report. For centers that are under an Enterprise Tenant, Directors may use the Enterprise version to generate data for the centers that they have access to by choosing the desired centers under the 'Selected Center' filter. (i.e. If the center Director runs the Enterprise version of the report and only has access to 3 out of 10 centers in the Enterprise, they will be able to see the data for those centers only.)
- Enterprise versions of reports can easily be found on the Reporting page by searching for the keyword "Enterprise" in the search bar option.

Billing Forecast

Purpose

- Provides totals of all billing plans. This report allows the user to forecast income based on current billing settings.

Filters

- Agency, Child, Child Tag, Payer, Person Tag

Options

- Show Agency Amount (On by Default), Show Agency Name (On by Default), Show Child (On by Default), Show Children With No Tuition Plans, Show Current Balance, Show Discount Amount (On by Default), Show Discount Name (On by Default), Show Grand Total Summary (On by Default), Show Next Billing Date (On by Default), Show Payer (On by Default), Show Payer Total (On by Default), Show Tuition Plan (On by Default), Show Tuition Plan Amount (On by Default)

Grouping

- Report Grouping: Tuition Plan Name, Agency Name, Discount Name, Payer
- Show Summary
- Expand Details
- Page Break per Group

Fields

- Payer – The last and first name of the payer.
- Child – The last and first name of the child.
- Tuition Plan – Name of the tuition plan.
- Tuition Plan Amount – Dollar amount of tuition plan.
- Discount Name – Name of the discount.
- Discount Amount – Dollar amount of the discount.
- Agency Name – Name of the agency.
- Agency Amount – Dollar amount of what the assigned agency is paying.
- Payer Total – Dollar amount that the payer is responsible for.
- Next Billing Date – Date of the next billing.
- Total Tuition Plan Amount – The grand total of the Tuition Plan Amount column.
- Total Discount Amount – The grand total of the Discount Amount column.
- Total Agency Amount – The grand total of the Agency Amount column.
- Total Payer Total – The grand total of the Payer Total column.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click the Refresh Report button next to '**Filters**' to view the changes.

Billing Status Detail

Purpose

- Displays the individual parent accounts information that make up the key dates related to the billing period.

Filters

- Billing Period Start Range
- Billing Period End Range → (Default Date Range: Previous month)
- Payments Due Range
- Account Owner, Billing Schedule, Person Tag

Options

- Show Email Address (On by Default)

Fields

- Billing Schedule – The billing schedule pertaining to the line item.
- Account Owner – The last and first name of the Primary Account Owner.
- Email Address – The email address that the billing statement was sent over to.
- Statement Period – The date range of the statement period for the line item.
- Statement Sent – The date that the statement was sent out to the Primary Account Owner via email.
- Payment Due – The due date of payment.
- Statement Charges – Total of any charges within the statement.
- Original Statement Balance – The balance from the previous statement.
- Payments & Credits Applied – Total of any payments and credits applied within the statement.
- Current Statement Balance – The balance pertaining to the line item statement.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Birthday List by Month

Purpose

- The Birthday List by Month report provides a list of children with their birthdays, current age, and default classroom assignment. The data is also grouped by month.

Options

- Page Break

Grouping

- Month (in the current year)

Fields

- Child Name – The full name of the child.
- Birth Date – The DOB of the child.
- Age – Child's age in years and months.
- Primary Classroom – Default classroom assignment based on the child's profile page.

Notes

- This report is only available as a PDF.

Bus Run Roster Report

Purpose

- Allow a bus driver to take attendance and mark the time children are dropped off and picked up at a school.

Filter

- Drop off – only children with this transportation option selected in their profile will be included in the report.
- Early Pick up – only children with this transportation option selected in their profile will be included in the report.
- Pick up – only children with this transportation option selected in their profile will be include in the report.

Groupings

- School – The report is grouped by the schools that are entered by the center in center settings.

Fields

- Day of the week – place for the user to write the date.
- Drive – a place to write the drivers name or initials.
- Drop off time – a place to write the time the child was dropped off at the school.
- Pick up time – a place to write the time the child was picked up at the school.

Change of Enrollment Status

Purpose

- Provides a list of the children whose enrollment status changed during the specified date range.

Filters

- Date Range (Default Range: 1st of the month to the current date)
- Child Age

Options

- Show Age (On by Default), Show Birth Date (On by Default), Show Child's Name (On by Default), Show Class (On by Default), Show Enrollment Status (On by Default), Show Gender (On by Default), Show Status Date (On by Default) or the child from their profile.
- Gender – gender of the child.
- DOB – the child's date of birth in MM/DD/YYYY format.
- Child's Age – age of the child in years and months.

Fields

- Status Date – Date that the specific enrollment was set.
- Enrollment Status – The child's enrollment status pertaining to the specific date..
- Child's Name – The first and last name of the child.
- Class – The child's default class assignment.
- Gender – This column will list Boy or Girl.
- Birth Date – The child's DOB.
- Age – The child's age.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click the Refresh Report button next to '**Filters**' to view the changes.
- An Enterprise version is also available for this report. For centers that are under an Enterprise Tenant, Directors may use the Enterprise version to generate data for the centers that they have access to by choosing the desired centers under the 'Selected Center' filter. (i.e. If the center Director runs the Enterprise version of the report and only has access to 3 out of 10 centers in the Enterprise, they will be able to see the data for those centers only.)
- Enterprise versions of reports can easily be found on the Reporting page by searching for the keyword "Enterprise" in the search bar option.

Changes Audit Log

Purpose

- A list of data changes and the user who made them.

Filters

- Log Date Range (Default Range + Time: Today's date + 12:00 AM to 11:59 PM)
- Application, Change Category, Employee User, Parent User

Options

- N/A

Fields

- Change Date – The date and exact time (local time zone of center) for when the change was made.
- Changed Object – The category that the changed property falls under.
- Changed Property – The specific item that was changed.
- Change Type – The exact action that was taken. (i.e. Deletion)
- Old Value – Prior to the change.
- New Value – The new/edited information.
- Object Summary – A brief summary of the field or area that was edited.
- User – The user who performed the change.
- Application – The platform where the change was made. (i.e. Center Web)

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to 'Filters' to view the changes.
- An Enterprise version is also available for this report. For centers that are under an Enterprise Tenant, Directors may use the Enterprise version to generate data for the centers that they have access to by choosing the desired centers under the 'Selected Center' filter. (i.e. If the center Director runs the Enterprise version of the report and only has access to 3 out of 10 centers in the Enterprise, they will be able to see the data for those centers only.)
- Enterprise versions of reports can easily be found on the Reporting page by searching for the keyword "Enterprise" in the search bar option.

Charges Added to Accounts with Accounting Codes

Purpose

- View all charges that have been added to accounts in the selected time period. Accounting codes are included so that the data may be entered or cross referenced with GL codes in another accounting application.

Filter

- Date Range

Fields

- Account Owner – name of the account owner.
- Amount – amount of the charge.
- Date Issued – date the charge was applied to the account.
- Notes – system notes about the charge.
- Accounting code – accounting code assigned to the charge.

Child Allergies

Purpose

- A roster of all the children with allergies.

Filters

- Allergy Severity, Allergy Type, Child, Child Tag, Class, Family Tag, Treatment

Fields

- Child – First and last name of the child.
- Class – The child's default class assignment.
- Allergy – This column will list the allergies pertaining to each child.
- Severity – An indication of how severe the allergy is.
- Treatment – Any treatments to the allergy will be listed in this column.

Options

- Show Notes (On by Default)

Grouping

- Report Grouping: Class
- Show Summary
- Expand Details
- Page Break per Group

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Child Attendance List

Purpose

- A flexible list of child attendance events.

Filters

- Date Range (Default Range: Sun to Sat of the current week)
- In Time, Out Time, Attendance Type, Agency, Child, Child Age, Child Birth Date, Child Currently Signed In, Child Ethnicity, Child Gender, Child Tag, Child Tuition Plan, Child Tuition Type, Class, Date Child Added, Enrollment Status, Enrollment Status Date, Family Tag, Has Sign In Person, Has Sign Out Person
- Child Custom Fields + Family Custom Fields (Date/Options Format Only)

Options

- Daily Overtime Threshold
- Number of Decimal Places → 0 to 5. This pertains to when the 'Decimal Hours' time format is used.
- Add Signature Line, Show Child Age, Show Child Name, Show Birth Date, Show Food Program, Show Attendance Type (On by Default), Show Class (On by Default), Show Agency, Show Date Time (On by Default), Show Date, Show Time, Show Hours (On by Default), Show Sign In Person (On by Default), Show Sign Out Person (On by Default), Show Relationship
- Time Format → Hours : Minutes (Selected by Default), Decimal Hours

Grouping

- Report Grouping → Child (Selected by Default), Agency, Attendance Type, Class, Food Program, Hours, In Date, In Relationship, Out Date, Out Relationship, Sign In Person, Sign Out Person
- Show Summary (On by Default)
- Expand Details (On by Default)
- Page Break per Group

Fields

- Child's Name (Default Grouping) – The last and first name of the child.
- Type – Specifies if the sign in/sign out was a Center or Class sign in/sign out.
- Class – Class that the child was signed in to or signed out of.
- In Date Time – Date and time that the child was signed in.
- Out Date Time – Date and time that the child was signed out.
- Hrs. – Total hours of attendance per day for the child.
- Sign In Person – The first and last name of the authorized pickup person.

- Sign Out Person – The first and last name of the authorized pickup person.
- Center Hours – Total hours of sign ins/sign outs in the center.
- Class Hours – Total hours of sign ins/sign outs in a class.
- Center Count – Total number of sign ins/sign outs in the center.
- Class Count – Total number of sign ins/sign outs in a class.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.
- Attendance Types
    - Center: Any time a child's attendance has been edited, you will see it under the "Center" attendance type.
      Note: This is the recommended attendance type for centers that edit child attendance records frequently.
    - Class: The initial sign-in to the center and what class the child has been signed into. This is also tied to the auto-sign in/out feature under My Center.
- An Enterprise version is also available for this report. For centers that are under an Enterprise Tenant, Directors may use the Enterprise version to generate data for the centers that they have access to by choosing the desired centers under the 'Selected Center' filter. (i.e. If the center Director runs the Enterprise version of the report and only has access to 3 out of 10 centers in the Enterprise, they will be able to see the data for those centers only.)
- Enterprise versions of reports can easily be found on the Reporting page by searching for the keyword "Enterprise" in the search bar option.

Child Billing Discounts

Purpose

- Shows the family name, child's name, and tuition amount before/after any discount. Only assigned tuition plans with discounts allocated will populate on the report.

Filters

- Adjusted Tuition, Child, Child Tag, Discount Amount, Enrollment Status, Family Name, Family Tag, Tuition Amount

Options

- Show Adjusted Tuition (On by Default), Show Child Name (On by Default), Show Discount (On by Default), Show Family Name (On by Default), Show Tuition (On by Default)

Grouping

- Report Grouping: Class, Child Name, Family Name
- Show Summary
- Expand Details
- Page Break per Group

Fields

- Family Name – The last name of the family.
- Child Name – The first and last name of the child.
- Tuition – The tuition amount before any discount.
- Discount – The discount amount tied to the child's tuition.
- Adjusted Tuition – The total after the discount amount has been applied.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Child Enrollment Confirmation

Purpose

- Child/family information sheet displaying demographic information for each child as well as the primary and secondary (if applicable) account owners. Authorized pickup people are also listed on this report.

Filters

- Age In Months, Age In Years, Birth Date, Child, Child Tag, Class, Date Added, Enrollment Status, Enrollment Status Date, Ethnicity, Family Tag, Gender, Last Physical, Next Physical
- Archived → No (Selected by Default), Yes
- Child Custom Fields (Date/Options Format Only)

Options

- Show Age (On by Default), Show Child Custom Fields, Show Class (On by Default), Show Ethnicity (On by Default), Show Last Physical (On by Default), Show Person Custom Fields, Show PIN, Show Signature Line (On by Default), Use Oldest Enrollment Date

Fields

- Child Information
    - Child Name, Status (Enrollment), Ethnicity, Enroll Date, DOB, Sex, Classroom, Allergies, Medical Notes
- Family Information
    - Primary Account Owner (Checkbox), Secondary Account Owner (Checkbox), Legal Guardian (Checkbox), Pickup Authorized (Checkbox), Name, Relation, Address, Email, Home, Cell, Work
- Signature and Date Line

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Child Enrollment Forecast

Purpose

- Allows the user to see what enrollment will be on any date in the future. Useful for planning future enrollment needs.

Filters

- Date
- Class Name

Grouping

- Class Name

Fields

- Class Name – Name of the class.
- Children in Class – The list of children in the class.
- Children Starting – A list of children who are not currently in the class, but will be in the class on the Effective To Date.
- Children Staying – A list of children who are currently in the class, and will be in the class on the Effective To Date.
- Children Leaving – A list of children who are currently in the class, but will not be in the class on the Effective To Date.
- Total Children in Class – The total number of children in the class.
- Max Class Size – The max number for the class size.
- Total Openings – A formula equal to "Max Class Size" minus "Total Children in Classroom."

Child Enrollment Status History

Purpose

- View the enrollment status of children. Useful to see how long children are attending your center to help plan future enrollments.

Fields

- Child's Name – name of the child.
- Status – child's enrollment status.
- Start – start date for the listed status.
- End – end date of the listed status. This field will be blank if there is no end date.
- Length of time – time in years and months that they child had the enrollment statues set.

Child Location

Purpose

- A report where a child can be located in a specific class or space during a date and time.

Filters

- Date Range (Default Range: Sun to Sat of the current week)
- Child, Child Tag, Class, Class/Space, Family Tag, Sign In By, Sign Out By

Options

- Show Child (On by Default), Show Class/Space (On by Default), Show Sign In By (On by Default), Show Sign In Date Time (On by Default), Show Sign Out By (On by Default), Show Sign Out Date Time (On by Default)

Grouping

- Report Grouping → Child (Selected by Default), Class
- Show Summary (On by Default)
- Expand Details (On by Default)
- Page Break per Group

Fields

- Child – The first and last name of a child.
- Class / Space – Class or space the child was signed into.
- Sign In Date Time – The date and time the child was signed in.
- Sign In By – The first and last name of the adult/employee who signed the child in.
- Sign Out Date Time – The date and time the child was signed out.
- Sign Out By – The first and last name of the adult/employee who signed the child out.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Child Monthly Attendance

Purpose

- List of children and their corresponding attendance record for the Month/Year specified.

Filters

- Month (Default Range: The current month)
- Age In Months, Birth Date, Child

Options

- Show Last Name First (On by Default), Show Birth Date (On by Default), Show Age (On by Default), Show Total (On by Default), Sort Names Alphabetically (On by Default)

Grouping

- Report Grouping → Class (Selected by Default),
- Show Summary (On by Default)
- Expand Details (On by Default)
- Page Break per Group

Fields

- Child – The last and first name of the child.
- Birth Date – The DOB of the child.
- Age – Child's age in years and months.
- Current Day Number – The day number in the month.
- Total – The total number of attendances in the month for each child.
- Group Total – The total number of attendances for the whole month for all children within a class.
- Total – The total number of child attendances for the whole month for the entire center. This total is the combined grand total for all classes. Placement of this specific 'Total:' is below 'Group Total:' which would be on the last page of the report.
- Daily Totals – The total of attendances for all classes in the month but broken up for each day number.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click the Refresh Report button next to '**Filters**' to view the changes.

Child Roster with Contact Info by Classroom

Purpose

- A list of children grouped by their default class assignment that includes contact information for the first parent in the family. Useful for a classroom emergency contact list.

Grouping

- Class Name

Fields

- Class Name – class name assigned to the child as their default in their profile.
- Child's Name – first and last name of the child.
- Parent Name – name of the first parent or guardian in the family.
- Mobile Number – mobile phone number for the parent listed.
- Email Address – email address of the parent listed.
- Address – address of the parent listed.
- DOB – child's date of birth.
- Child's Age – age of the child in years and months.
- Enrolled Date – date the child was last enrolled in the center.

Child Schedule (Monthly)

Purpose

- Displays each child's schedule for 1 month on a calendar layout.

Filters

- Month (Default Range: The current month)
- Only Enrolled Children (On by Default)
- Only Scheduled Children (On by Default)
- Child Tag, Default Class, Enrollment Status, Family Tag

Options

- Display Out Of Month Dates (On by Default), Show Last Name First (On by Default), Show Title (On by Default)

Fields

- Child Name – The last and first name of the child.
- Default Class – The default class assignment for the child, as shown on their Profile page.
- Scheduled Class – The class that was chosen when the child's schedule was created.
- Scheduled Time – Timeframe(s) of when the child was scheduled to be in the center.
- Day + Current Day Number – The day of the week and the current day number of the month.

Notes

- The current date box will be highlighted in light blue.
- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click the Refresh Report button next to '**Filters**' to view the changes.

Child Schedule (Weekly)

Purpose

- The Child Schedule (Weekly) report displays each child's schedule for up to 7 days on a single row.

Filters

- Week Start Date (7 Day Range)
- Age In Months, Age In Years, Child, Child Birth Date, Child Gender, Child Tag, Date Child Added, Default Class, Enrollment Status, Enrollment Status Date, Family Tag, Only Scheduled Children (On by Default), Scheduled Class
- Archived → No (Selected by Default), Yes
- Child Custom Fields + Family Custom Fields (Date/Options Format Only)

Options

- Number of Days → 7 (Selected by Default). This can be altered to be less than 7 days.
- Show Date In Header (On by Default), Show Child Name (On by Default), Show Birth Date, Show Child Age, Show Default Class (On by Default), Show Scheduled Class (On by Default), Show Signed In Class, Show Page Count (On by Default), Show Children Scheduled For Class, Show Max Class Size, Show Available Slots

Grouping

- Report Grouping → Default Class (Selected by Default), Scheduled Class, Sign In Class
- Show Summary (On by Default)
- Page Break per Group

Fields

- Child Name – The last and first name of the child.
- Default Class – The default class assignment for the child, as shown on their Profile page.
- Scheduled Class – The class that was chosen when the child's schedule was created.
- Day + Date – The next 7 columns will show the day plus the date accordingly. (i.e. Tue 7/9/19)

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Child Sign In Sheet (Monthly)

Purpose

- The Child Sign In Sheet (Monthly) report provides schedule times and room to provide actual times + signatures for each child for an entire month.

Filters

- Month Start Date, Include Days, Age In Months, Age In Years, Child Birth Date, Child Gender, Date Child Added, Default Classroom, Enrollment Status, Enrollment Status Date, Only Scheduled Days, Scheduled Classroom
- Archived → No (Selected by Default), Yes

Options

- Show Month In Header (On by Default), Show Primary Class In Header (On by Default), Show Scheduled Time (On by Default), Show Two Lines, Custom Footer Message

Fields

- Day – The day of the week and date.
- Scheduled In-Time – The scheduled in-time that was set for the child.
- Actual In-Time – The actual in-time or sign in time recorded.
- Signature – Authorization signature area.
- Scheduled Out-Time – The scheduled out-time that was set for the child.
- Actual Out-Time – The actual out-time or sign out time recorded.
- Signature – Authorization signature area.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Child Sign In Sheet (Weekly)

Purpose

- A weekly report that provides a list of children with spaces to write in/out times and authorized signatures. Options are available to overlay schedules, show age, show date of birth, and show balance due.

Filters

- Week Start Date
- Age In Months, Age In Years, Child Birth Date, Child Gender, Child Tag, Date Child Added, Default Class, Enrollment Status, Enrollment Status Date, Family Tag, Only Scheduled Children, Scheduled Class
- Archived → No (Selected by Default), Yes
- Child Custom Fields + Family Custom Fields (Date/Options Format Only

Options

- Number of Days → 5 (Selected by Default). Choose between 1 to 7.
- Show Date In Header (On by Default), Show Signature (On by Default), Show Schedule
- Separate Pages By → None (Selected by Default), Scheduled Class, Default Class
- Show Extra Info With Signature → None (Selected by Default), Age, Birth Date, Balance Due, Balance Indicator
- Custom Footer Message

Fields

- Child – The last and first name of the child.
- Day and Date of the Week – (i.e. Sunday 5/19)
- In – A space to write in the child's in time.
- Out – A space to write in the child's out time.
- Sign – A space for an authorized signature.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Child Tuition Plan and Discounts

Purpose

- List of all tuition plans and discounts assigned to children.

Filters

- Billing Cycle, Billing Schedule Name, Child, Discount Plan, Enrollment Status, Only Enrolled Children (On by Default), Tuition Plan

Options

- Show Age, Show Agency, Show Billing Amount (On by Default), Show Billing Cycle (On by Default), Show Billing Schedule Name (On by Default),Show Child (On by Default), Show Discount Amount (On by Default), Show Discount Amount (On by Default), Show Discount Name (On by Default), Show Last Name First (On by Default), Show Primary Account Owner Email (On by Default), Show Secondary Account Owner Email (On by Default), Show Total (On by Default), Show Tuition Plan (On by Default), Show Grand Total

Grouping

- Report Grouping: Child, Billing Cycle, Billing Schedule Name, Tuition Plan, Discount Name
- Show Summary (On by Default)
- Expand Details (On by Default)
- Page Break per Group

Fields

- Child – The last and first name of the child.
- Billing Cycle – The billing cycle associated to the child's tuition plan.
- Billing Schedule Name – The name of the billing schedule that the child's tuition plan is assigned to.
- Tuition Plan – The name of the tuition plan.
- Billing Amount – The dollar amount of the tuition plan.
- Discount Name – The name of the discount.
- Discount Amount – The discount amount that will be deducted from the child's assigned tuition plan.
- Total – The total amount after the discount has been applied.
- Primary Account Owner Email – The email address listed for the Primary Account Owner.
- Secondary Account Owner Email – The email address listed for the Secondary Account Owner.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click the Refresh Report button next to '**Filters**' to view the changes.

- An Enterprise version is also available for this report. For centers that are under an Enterprise Tenant, Directors may use the Enterprise version to generate data for the centers that they have access to by choosing the desired centers under the 'Selected Center' filter. (i.e. If the center Director runs the Enterprise version of the report and only has access to 3 out of 10 centers in the Enterprise, they will be able to see the data for those centers only.)
- Enterprise versions of reports can easily be found on the Reporting page by searching for the keyword "Enterprise" in the search bar option.

Child Weekly Sign In/Sign Out

Purpose

- Listing of child's attendance in the classroom. Can be used for attendance verification or billing review.

Filter

- Date Range

Grouping

- Classroom

Fields

- Classroom – classroom the child was checked into.
- Child's name – Frist and last name of the child.
- Age – the child's age in years and months.
- Week – the week of the year that the date is in.
- Mo In – time on Monday the child was checked in.
- Mo Out – time on Monday the child was checked out.
- Tue In – time on Tuesday the child was checked in.
- Tue Out – time on Tuesday the child was checked out.
- Wed In – time on Wednesday the child was checked in.
- Wed Out – time on Wednesday the child was checked out.
- Thr In – time on Thursday the child was checked in.
- Thr Out – time on Thursday the child was checked out.
- Fri in – time on Friday the child was checked in.
- Fri Out – time on Friday the child was checked out.

Children List (With Custom Fields)

Purpose

- The Children List report provides a customizable list of children.

Filters

- Only Show Enrolled Children (On by Default)
- Enrollment Status As Of
- Age In Months, Age In Years, Birth Date, Child Tag, Class, Date Created, Discount Plan, Enrollment Status, Enrollment Status Date, Ethnicity, Family Tag, Gender, Last Physical, Next Physical, Statement Schedule, Tuition Plan, Tuition Plan Type
- Archived → No (Selected by Default), Yes
- Child Custom Fields + Family Custom Fields (Date/Options Format Only)

Options

- Show Address, Show Age In Months, Show Age In Years, Show Agencies, Show Allergies, Show Authorized Pickup People, Show Birth Date (On by Default), Show Birth Month, Show Child UID, Show Class (On by Default), Show Custom Fields, Show Date Archived, Show Discount Plans, Show Email, Show Enrollment Date (On by Default), Show Enrollment Status (On by Default), Show Ethnicity, Show Family UID, Show First Name (On by Default), Show Gender (On by Default), Show Income Eligibility Form Expiration Date, Show Is Archived, Show Last Name (On by Default), Show Last Physical, Show Medical Notes, Show Middle Name, Show Next Physical, Show Page Number (On by Default), Show Primary Account Owner (On by Default), Show Primary Phone, Show Report Summary (On by Default), Show Secondary Account Owner, Show Tuition Plans, Show USDA Food Program

Grouping

- Report Grouping: Account Holder, Age In Months, Age In Years, Birth Date, Birth Month, Class, Enrollment Date, Enrollment Status, Ethnicity, First Name, Gender, Is Archived, Last Name, Last Physical, Middle Name, Next Physical, Notes, Tags
- Show Summary
- Expand Details
- Page Break per Group

Fields

- First Name – First name of the child.
- Last Name – Last name of the child.
- Birth Date – The child's DOB.

- Gender – This column will list Boy or Girl.
- Account Holder – The Primary Account Owner's last and first name.
- Class – The default class assignment.
- Enrollment Status – This column will list the current enrollment status of the child.
- Enrollment Date – The date that the child was enrolled.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.
- An Enterprise version is also available for this report. For centers that are under an Enterprise Tenant, Directors may use the Enterprise version to generate data for the centers that they have access to by choosing the desired centers under the 'Selected Center' filter. (i.e. If the center Director runs the Enterprise version of the report and only has access to 3 out of 10 centers in the Enterprise, they will be able to see the data for those centers only.)
- Enterprise versions of reports can easily be found on the Reporting page by searching for the keyword "Enterprise" in the search bar option.

Credits Issued to Accounts

Purpose

- A listing of credits issued to accounts. This report can be used to audit credits that are being issued.

Filter

- Date Range

Grouping

- Account Owner

Fields

- Account Owner – Name of the account owner.
- Amount – amount of the credit that was added to the account.
- Date Issued – date the credit was added to the account.
- Notes – note created with the credit or 'Manual Credit' if no note was added.

Credits Issued to Accounts with Accounting Codes

Purpose

- A listing of all credits issued to accounts in a time frame along with the associated accounting code.

Filter

- Date Range

Grouping

- Account Owner

Fields

- Account Owner – Name of the account owner.
- Amount – amount of the credit.
- Date Issued – date the credit was applied.
- Notes – note added when the credit was applied or 'Manual Credit' if no note was added.
- Accounting Code – the accounting code that is associated with the credit.
- Family Name – Name of the family that the account owner is in.

Current Customer Statement

Purpose

- Generate a current customer statement from the date the last statement period closed.

Filters

- Date (as of), Account Owner, Current Balance

Fields

- Center Name
- Center's Address
- Center's Phone Number
- Center's Email Address
- Current Balance – The current balance of the account.
- Date – The date of the transaction/item.
- Description – Note of what the transaction line item is. (i.e. Previous Balance)
- Charges
- Credits
- Balance

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Current Enrollment Status

Purpose

- A listing of children grouped by their current enrollment status.

Grouping

- Status

Fields

- Class Name – default classroom assignment of the child
- Child's Name – first and name of the child
- Status – current enrollment status
- Status Date – date the child's current enrollment status went into effect
- Date of Birth – child's date of birth in MM/DD/YYYY format.
- Child's Age – age of the child in years and months.

Deposit Detail

Purpose

- List of the payments made on a specific date (or range of dates) including the Payer Name, Payment Type, and Payment Amount.

Filters

- Date Range (Default Range: 1st of the month to the current date)
- Amount, Payer Name, Payment Type

Options

- Show Amount (On by Default), Show Payer Name (On by Default), Show Payment Date (On by Default), Show Payment Type (On by Default)

'Grouping

- Report Grouping → Payment Date (Selected by Default), Payer
- Show Summary (On by Default)
- Expand Details (On by Default)
- Page Break per Group

Fields

- Payment Date – The date of when the payment was processed.
- Payer Name – The last and first name of the parent/adult or the name of the center if it's a remittance.
- Payment Type – Cash, Money Order, Check, or Remittance.
    - For any voided cash, money order, or checks you will see "VOID -" at the beginning of the payment type's name.
- Amount – The payment amount.
- Group Total – Total amount for each date grouping.
- Total – The grand total of all the group totals within the chosen date range.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Deposit Summary

Purpose

- The Deposit Summary report provides a list of payments separated by type and aggregated by day.

Filters

- Date Range

Options

- Include Remittance Amount (On by Default), Include ACH, Include Credit Card, Include Agency Payments (On by Default), Include Cash (On by Default), Include Money Order (On by Default), Include Check (On by Default), Include Other Payments (On by Default), Show Total Deposit (On by Default), Subtract Voids (On by Default), Subtract Failed Payments (On by Default), Subtract Refunds (On by Default)

Fields

- Payment Date – The date of the payment.
- Agency – Dollar amount of the agency payment.
- Cash – Dollar amount of the cash payment.
- Money Order – Dollar amount of the money order payment.
- Check – Dollar amount of the check payment.
- Other – Dollar amount of the payment marked as Other.
- Remittance – Dollar amount of the remittance payment.
- Total Deposit – The deposit total for each specific date within the date range selected.
- Report Total – The grand total for each column.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Deposit Ticket

Purpose

- Print a deposit ticket for non-remitted payments. (Cash, Money Order, Check, and Other)

Filters

- Date Range + Time (Default Range: The current date, 12:00 AM to 11:59 PM)
- Payment Amount, Payment Method

Options

- Show Center Address (On by Default), Show Check Number, Show Federal Tax ID, Show Other Payment Detail, Show Payment Date

Fields

- Date – The date of when the Deposit Ticket was generated.
- [Click to Insert Bank Name] – A field that is editable for the center Director to enter in the center's bank institution.
- Account [Click to edit] – A field that is editable for the center Director to enter in the center's bank account info/number.
- Payment Type (i.e. Cash or Check)
    - Last and first name of the payer along with the amount.
    - Subtotal – Dollar amount for the subtotal within the payment type.
- Total Items – Number of payers for all applicable payment types.
- Deposit Total – The grand total of the payments.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Directory (Roster)

Purpose

- Displays a directory of children with the primary and secondary account owner's phone numbers, address, and email address.

Filters

- Only Enrolled Children (On by Default)
- Birth Date, Child Tag, Class, Enrollment Status, Family Tag
- Archived → No (Selected by Default), Yes
- Child Custom Fields (Date/Options Format Only)

Options

- Show Address (On by Default), Show Birth Date, Show Class (On by Default), Show Email (On by Default), Show Enrollment Date, Show Phone Number (On by Default), Show Physician Info, Show Primary Account Owner (On by Default), Show Secondary Account Owner (On by Default)

Grouping

- Report Grouping: Class, Enrollment Status, Primary Account Owner
- Show Summary
- Expand Details
- Page Break per Group

Fields

- Child & Class – Last and first name of the child + default class.
- Primary Account Owner – Last and first name of the Primary Account Owner, phone number, physical address, and email address.
- Secondary Account Owner – Last and first name of the Secondary Account Owner, phone number, physical address, and email address.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Email List

Purpose

- Names and email addresses of the first two parents/guardians in the system. This report can be used to export email addresses to another email management system.

Fields

- Family – name of the family from the Families -> Family screen.
- Parent/Guardian – first and last name of the first parent or guardian in the family.
- Email Address – email address of the person in the Parent/Guardian field.
- Parent/Guardian 2 – first and last name of the second parent or guardian in the family.
- Email Address 2 – email address of the person in the Parent/Guardian 2 field.

Emergency Contacts And Medical Providers

Purpose

- Provides a list of children along with their associated emergency contacts and medical providers.

Filters

- Child Age, Child Birth Date, Child Tag, Date Child Added, Default Class, Enrollment Status, Enrollment Status Date, Family Tag, Medical Provider Type, Person Tag
- Archived → No (Selected by Default), Yes
- Child Custom Fields (Date/Options Format Only)

Options

- Show Age (On by Default), Show Child Custom Fields, Show Contacts (On by Default), Show Medical Providers (On by Default), Show One Child Per Page, Show Person Custom Fields, Separate by Default Class, Max Contacts Per Child, Max Providers Per Child

Fields

- Person Name (Contacts and Medical Providers) – The last and first name of the emergency contacts and medical providers.
- Relationship Type – This column will list the type of relationship the adult has to the child. (i.e. Parent)
- Number – The phone number of the emergency contact or the medical provider.
- Email Address – The email address of the emergency contact.
- Child Name – The last and first name of the child.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.
- An Enterprise version is also available for this report. For centers that are under an Enterprise Tenant, Directors may use the Enterprise version to generate data for the centers that they have access to by choosing the desired centers under the 'Selected Center' filter. (i.e. If the center Director runs the Enterprise version of the report and only has access to 3 out of 10 centers in the Enterprise, they will be able to see the data for those centers only.)
- Enterprise versions of reports can easily be found on the Reporting page by searching for the keyword "Enterprise" in the search bar option.

Employee Hour Summary

Purpose

- A summary of the hours worked by all employees. This report is used as a general overview of payroll hours.

Filter

- Date Range

Grouping

- Employee

Fields

- Pay Week Start Date – the date of the Sunday that starts the week.
- Employee – first and last name of the employee.
- Regular hours – the number of hours up to 40 that the employee worked that week in decimal format.
- Overtime – the number of hours the employee worked over 40 during the week in decimal format.
- Total Regular Hours – total of the regular hours for all the weeks in the report.
- Total Overtime – total overtime hours for the report time frame.

Employee Information Sheet

Purpose

- The Employee Information Sheet report provides an employee's address, phone, email and birthdate.

Filters

- Address, Birth Date, City, Email, Employee, Employee Position, Employee Tag, Phone, PINs, Start Date, State, Zip

Options

- Show Address (On by Default), Show Birth Date (On by Default), Show City (On by Default), Show Email Address (On by Default), Show Employee (On by Default), Show Other Active Positions (On by Default), Show Phone (On by Default), Show PINs, Show Primary Position (On by Default), Show Primary Position Start Date (On by Default), Show State (On by Default), Show Zip (On by Default)

Grouping

- Report Grouping: Employee, Primary Position
- Show Summary
- Expand Details
- Page Break per Group

Fields

- Employee – The first and last name of the employee.
- Address – The full address listed on the employee's profile.
- City – The city listed in the address.
- State – The state listed in the address.
- Zip – The zip code listed in the address.
- Phone – Primary phone number listed on the employee's profile.
- Email Address – Email address listed on the employee's profile.
- Birth Date – The employee's DOB.
- Primary Position – Primary position assigned to the employee. (i.e. Teacher)
- Primary Position Start Date – The start date listed on the primary position assigned to the employee.
- Other Active Positions – This column will show any active positions that an employee has assigned to them. Next to each active position, it will list in parenthesis the start date.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes

Employee List (With Custom Fields)

Purpose

- The Employee List report provides a customizable list of employees.

Filters

- Date Employee Entered, Default Class, Employee Position, Employee Tag, Employment Type, Salary Type
- Archived → No (Selected by Default), Yes
- Employee Custom Fields (Date/Options Format Only)

Options

- Show Address, Show Birth Date (On by Default), Show Class (On by Default), Show Custom Fields, Show Custom ID, Show Email (On by Default), Show Employee Type, Show Employee UID, Show First Name (On by Default), Show Gender, Show Is Archived, Show Is Verified, Show Last Name (On by Default), Show Last Physical Date, Show Next Physical Date, Show Page Number (On by Default), Show Position (On by Default), Show Primary Phone (On by Default), Show SSN Last Four, Show Summary Count (On by Default), Show Tags, Show User Role (On by Default)

Grouping

- Report Grouping: Center Name, Default Class, Gender, Is Verified, Position
- Show Summary
- Expand Details
- Page Break per Group

Fields

- First Name – The first name of the employee.
- Last Name – The last name of the employee.
- Birth Date – The employee's DOB.
- Position – Primary position assigned to the employee. (i.e. Teacher)
- Phone – Primary phone number listed on the employee's profile.
- Email – Email address listed on the employee's profile.
- Default Class – The class assigned to the employee under their Teacher position.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Employee Location

Purpose

- A report where an employee can be located in a specific class or space during a date and time.

Filters

- Date Range (Default Range: Sun to Sat of the current week)
- Employee Tag, Employee, Class/Space

Options

- N/A

Grouping

- Report Grouping → Employee (Selected by Default), Class/Space
- Show Summary (On by Default)
- Expand Details (On by Default)
- Page Break per Group

Fields

- Employee – The last and first name of the employee.
- Class / Space – The name of the class/space.
- Clock In Date Time – The date and time of clock in.
- Clock Out Date Time – The date and time of clock out.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Employee Schedule (Monthly)

Purpose

- Displays each employee's schedule for 1 month on a calendar layout.

Filters

- Month (Default Range: The current month)
- Only Scheduled Employees (On by Default)
- Default Class, Employee Position, Employee Tag

Options

- Display Out Of Month Dates (On by Default), Show Last Name First (On by Default), Show Title (On by Default)

Fields

- Employee Name – The last and first name of the employee.
- Default Class – The class assigned to the employee under their Teacher position.
- Scheduled Class – The class chosen upon the creation of an employee's schedule.
- Scheduled Time – Timeframe(s) of when the employee was scheduled to work.
- Day + Current Day Number – The day of the week and the current day number of the month.

Notes

- The current date box will be highlighted in light blue.
- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click the Refresh Report button next to '**Filters**' to view the changes.

Employee Schedule (Weekly)

Purpose

- Displays each employee's schedule for up to 7 days on a single row.

Filters

- Week Start Date
- Date Employee Entered, Default Class, Employee Position, Employee Tag, Employment Type, Only Scheduled Employees (On by Default), Salary Type, Scheduled Class
- Archived → No (Selected by Default), Yes
- Employee Custom Fields (Date/Options Format Only)

Options

- Number of Days → 5 (Selected by Default). Choose between 1 to 7.
- Show Date In Header (On by Default), Show Employee Name (On by Default), Show Default Class (On by Default), Show Scheduled Class (On by Default), Show Signed In Class, Show Page Count (On by Default)

Grouping

- Report Grouping: Default Class, Employee, Scheduled Class, Sign In Class
- Show Summary
- Page Break per Group

Fields

- Name – Last and first name of the employee.
- Default Class – The class assigned to the employee under their Teacher position.
- Scheduled Class – The class chosen upon the creation of an employee's schedule.
- Day & Date – The day of the week and date.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes

Employee Sign In Sheet (Monthly)

Purpose

- The Employee Sign In Sheet (Monthly) report provides schedule times and room to provide actual times + signatures for each employee for an entire month.

Filters

- Month Start Date, Include Days, Date Employee Entered, Employee Position, Employee Type, Only Scheduled Days, Primary Classroom, Salary Type, Scheduled Classroom
- Archived → No (Selected by Default), Yes

Options

- Show Month in Header (On by Default), Show Primary Class in Header (On by Default), Show Two Lines, Custom Footer Message

Fields

- Day – The day of the week and date.
- Scheduled In-Time – The scheduled in-time that was set for the employee.
- Actual In-Time – The actual in-time or sign in time recorded.
- Signature – Authorization signature area.
- Scheduled Out-Time – The scheduled out-time that was set for the employee.
- Actual Out-Time – The actual out-time or sign out time recorded.
- Signature – Authorization signature area.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Employee Sign In Sheet (Weekly)

Purpose

- The Employee Sign In Sheet (Weekly) report provides a list of employees and gives space for them to be signed in or our twice a day. Options are available to overlay schedules.

Filters

- Week Start Date, Date Employee Entered, Employee Position, Employment Type, Only Scheduled Employees, Primary Classroom, Salary Type, Scheduled Classroom
- Archived → No (Selected by Default), Yes

Options

- Number of Days, Show Date In Header (On by Default), Show Signature (On by Default), Show Schedule
- Separate Pages By → None (Selected by Default), Scheduled Class, Primary Class

Fields

- Employee – The last and first name of the employee.
- Day & Date – The day of the week and date.
- In – A space to write in the employee's in time.
- Out – A space to write in the employee's out time.
- Sign – A space for an authorized signature.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Employee Time Card

Purpose

- The Employee Time Card report provides a list of employees and their daily clock-in and out times. There is also a place for a supervisor verification signature and option to define your overtime criteria regardless of when the pay period starts.

Filters

- Date Range (Default Range: Sun to Sat of the previous week)
- Date Employee Entered, Employee, Employee Position, Employee Tag, Employment Type, Salary Type
- Employee Custom Fields (Date/Options Format Only)

Options

- Show Time Offs
- Week Start Day → Same as Start Day (Selected by Default), Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
- Weekly Overtime Threshold → 40 (Selected by Default)
- Daily Overtime Threshold
- Time Format → Hours : Minutes (Selected by Default), Decimal Hours
- Number of Decimal Places → 0 to 5. This pertains to when the 'Decimal Hours' time format is used.
- Separate By Employee (On by Default), Show Class, Show Employee Signature (On by Default), Show Full Name, Show Report Summary, Show SSN Last Four, Show Week Number, Remove Groupings, Custom Footer Message

Fields

- Employee's Name (Default Grouping) – The last and first name of the employee.
- Date – The date and day of the week.
- Week Starting – The date that the week starts, by default this would be the Sunday.
- Position – The assigned position for the employee.
- In – The time that the employee clocked in for the day.
- Out – The time that the employee clocked out for the day.
- Regular – The number of regular hours worked.
- Overtime – The number of overtime hours worked.
- Total – The total hours of the day.
- Employee Total – The total of regular hours, overtime hours, and overall hours for the date range selected.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

- An Enterprise version is also available for this report. For centers that are under an Enterprise Tenant, Directors may use the Enterprise version to generate data for the centers that they have access to by choosing the desired centers under the 'Selected Center' filter. (i.e. If the center Director runs the Enterprise version of the report and only has access to 3 out of 10 centers in the Enterprise, they will be able to see the data for those centers only.)
- Enterprise versions of reports can easily be found on the Reporting page by searching for the keyword "Enterprise" in the search bar option.

Employee Work History

Purpose

- A record of employees that have worked at the center along with their dates of employment. This report can be used to verify employment.

Fields

- Employee's Name – name of the employee.
- Status – the employee's status, Active or Inactive.
- Start – date the employee became active or inactive.
- End – date the employee stopped being active or inactive.
- Length of Time – amount of time in years and months the employee was active or inactive.

Enrollment List

Purpose

- A customizable list of enrollment records created though the new online enrollment form process (i.e., the data displayed on the Enrollment Management dashboard)

Filters

- Application Date (Default Range: The current month)
- Application Status, Child, Expected Start Date, Primary Parent, Tuition Plan

Options

- Show Child First Name (On by Default), Show Child Last Name (On by Default), Show Birth Date, Show Gender, Show Allergies, Show Primary Parent Name (On by Default), Show Primary Parent Email, Show Primary Parent Phone, Show Primary Parent Address, Show Secondary Parent Name, Show Secondary Parent Phone, Show Application Date (On by Default), Show Expected Start Date (On by Default), Show Tuition Plan (On by Default), Show Application Status (On by Default), Show Payment Status, Show Pickup People, Show Emergency Contacts, Show Total Enrolled (On by Default), Show Total Received (On by Default), Show Total Waitlisted (On by Default)

Grouping

- Report Grouping: Application Date, Application Status, Child Last Name, Expected Start Date, Primary Parent Name
- Show Summary
- Expand Details
- Page Break per Group

Fields

- Child First Name – The first name of the child.
- Child Last Name – The last name of the child.
- Primary Parent Name – The first and last name of the Primary Account Owner, then the relationship to the child in parenthesis.
- Application Date – The date of when the application was received.
- Expected Start Date – The expected start date of enrollment.
- Tuition Plan – Name of the tuition plan(s).
- Application Status – The current status of the application. (i.e. Enrolled)

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click the Refresh Report button next to '**Filters**' to view the changes.
- An Enterprise version is also available for this report. For centers that are under an Enterprise Tenant, Directors may use the Enterprise version to generate data for the centers that they have access to by choosing the desired centers under the 'Selected Center' filter. (i.e. If the center Director runs the Enterprise version of the report and only has access to 3 out of 10 centers in the Enterprise, they will be able to see the data for those centers only.)
- Enterprise versions of reports can easily be found on the Reporting page by searching for the keyword "Enterprise" in the search bar option.

Facility: Roster

Purpose

- List of children, guardians, phone number, address, physician information, and enrollment status

Fields

- Child's Name/DOB – first and last name of the child along with the child's date of birth.
- Address – street address of the primary account owner.
- Parent/Guardian(s) name – name of the primary and secondary (if applicable) account owner.
- Phone Number – the phone number of the primary account owner.
- Physician Info – primary doctor's contact information (if provided).
- Enrolled – date enrollment began.

Failed Payments

Purpose

- List of failed payments during the date (or range dates) specified (Note: if no results display on the report, it means that there were no failed payments on that date or range of dates)

Filters

- Date Range

Grouping

- Account

Fields

- Account – name of the account owner.
- Payor – name of the person that made the payment.
- Date – date the payment failed.
- Time – time the amount failed.
- Amount – amount of the failed payment.
- Method – payment method that failed: ACH or CC.
- Notes – system notes (if any) related to the failed payment transaction.
- NSF fee – fee charged by the banking institution for a failed payment

Family List (With Custom Fields)

Purpose

- The Family List report is a customizable list of families.

Filters

- Account Balance Due, Balance Due Date, Child Birth Date, Child Class, Child Enrollment Date, Child Enrollment Status, Child Tag, Current Account Balance, Family Tag, Date Family Added
- Archived → No (Selected by Default), Yes
- Child Custom Fields + Family Custom Fields (Date/Options Format Only)

Options

- Show Balance Due (On by Default), Show Current Balance (On by Default), Show Custom Fields, Show Date Added, Show Date Archived, Show Due Date (On by Default), Show Family Name (On by Default), Show Family UID, Show Is Archived, Show Page Number (On by Default), Show Primary Email (On by Default), Show Primary Name (On by Default), Show Primary Phone, Show Secondary Email (On by Default), Show Secondary Name (On by Default), Show Secondary Phone

Fields

- Family Name – The last name of the family.
- Current Balance – The current balance for each family will be listed in this column.
- Balance Due – The amount due.
- Due Date – The due date for payment.
- Primary Name – The last and first name of the Primary Account Owner.
- Primary Email – The email address for the Primary Account Owner.
- Secondary Name – The last and first name of the Secondary Account Owner.
- Secondary Email – The email address for the Secondary Account Owner.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.
- An Enterprise version is also available for this report. For centers that are under an Enterprise Tenant, Directors may use the Enterprise version to generate data for the centers that they have access to by choosing the desired centers under the 'Selected Center' filter. (i.e. If the center Director runs the Enterprise version of the report and only has access to 3 out of 10 centers in the Enterprise, they will be able to see the data for those centers only.)
- Enterprise versions of reports can easily be found on the Reporting page by searching for the keyword "Enterprise" in the search bar option.

Food Program Overview

Purpose

- A report that lists children, their food program and demographic information.

Filters

- Child, Class, Ethnicity, Food Program, IEF Date, IEF Expiration Date, Primary Parent, Race

Options

- Show Class (On by Default), Show Child (On by Default), Show Birth Date, Show Enrollment Date, Show Primary Parent (On by Default), Show Ethnicity (On by Default), Show Race (On by Default), Show Food Program (On by Default), Show IEF Date (On by Default), Show IEF Expiration Date (On by Default), Show Last Name First (On by Default), Show None Totals (On by Default), Show Base Totals (On by Default), Show Free Totals (On by Default), Show Non-Needy Totals (On by Default), Show Base Totals (On by Default), Show Free Totals (On by Default), Show Non-Needy Totals (On by Default), Show Paid Totals (On by Default), Show Reduced Totals (On by Default), Show None Grand Total (On by Default), Show Base Grand Total (On by Default), Show Free Grand Total (On by Default), Show Non-Needy Grand Total (On by Default), Show Paid Grand Total (On by Default), Show Reduced Grand Total (On by Default)

Grouping

- Report Grouping → Class (Selected by Default)
- Show Summary (On by Default)
- Expand Details (On by Default)
- Page Break per Group

Fields

- Class – The child's default class assignment.
- Child – The last and first name of the child.
- Primary Parent – The last and first name of the Primary Account Owner.
- Ethnicity – The ethnicity of the child, as shown on their Profile page.
- Race – The race of the child, as shown on their Profile page.
- Food Program – The assigned food program selected on the child's Profile page.
- IEF Date – Start date of the income eligibility form, as shown on the child's Profile page.
- IEF Expiration Date – Expiration date of the income eligibility form, as shown on the child's Profile page.
- Total – Totals of each food program and how many children are assigned a specific food program, grouped by class.
- Grand Total – The grand totals of each food program for the entire center, shown on the last page.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click the Refresh Report button next to '**Filters**' to view the changes.

FTEs by Class and Program

Purpose

- A list of classes, programs, and FTEs with totals. 2 child custom fields are required: A 'Number' type custom field named as FTE and an 'Options' type custom field named as Program.

Filters

- Child Tag

Options

- N/A

Grouping

- Report Grouping → Class (Selected by Default)
- Show Summary (On by Default)
- Expand Details (On by Default)
- Page Break per Group

Fields

- Class – The child's default class assignment.
- Program – The child's program that is assigned for the child. This is assigned through a custom field labeled as Program. The custom field format for this is Options.
- Children – The total number of children.
- FTE – The total FTE for class and program. This is a custom field labeled as FTE. The custom field format for this is Number.

Notes

- This report requires 2 custom fields to be created for children. The first custom field is a numeric format that must be labeled as **FTE**. The second custom field is an option format that must be labeled as **Program**, and the options created for it will be the programs available for children in the center.
- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click the Refresh Report button next to '**Filters**' to view the changes.
- An Enterprise version is also available for this report. For centers that are under an Enterprise Tenant, Directors may use the Enterprise version to generate data for the centers that they have access to by choosing the desired centers under the 'Selected Center' filter. (i.e. If the center Director runs the Enterprise version of the

report and only has access to 3 out of 10 centers in the Enterprise, they will be able to see the data for those centers only.)

- Enterprise versions of reports can easily be found on the Reporting page by searching for the keyword “Enterprise” in the search bar option.

Hourly Ratios

Purpose

- A record of ratios per hour for each class. This report allows the user to verify that staffing was within ratios.

Filters

- Date Range (Default Range: Sun to Sat of the previous week)

Options

- Time Interval → Hour (Selected by Default), 15 minutes, 30 minutes
- Show Monday (On by Default), Show Tuesday (On by Default), Show Wednesday (On by Default), Show Thursday (On by Default), Show Friday (On by Default), Show Saturday, Show Sunday, Show Time (On by Default), Show Children (On by Default), Show Employees (On by Default), Show Infants, Show 18 to 35 Months, Show 36 to 47 Months, Show 48 to 59 Months, Show 60+ Months, Page Break Per Class (On by Default)

Fields

- Day + Date – The day of the week and the date. (i.e. Monday 02/17/20)
- Time – The hourly timestamp throughout the day.
- Children – The count of children that are signed into the specified class of each time interval listed.
- Teachers – The count of teachers that are signed into the specified class of each time interval listed.

Notes

- The default grouping for the Hourly Ratios report is Class, which cannot be toggled.
- When the numbers are in red, this simply indicates that the class was out of ratio during that time interval.
- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click the Refresh Report button next to '**Filters**' to view the changes.

Immunizations

Purpose

- A listing of recorded immunizations for all children that shows when they first received it, the last date received, and the next due date. There is also an option to show all completed dates for each administered immunization.

Filters

- Child, Child Age, Class, Immunization, Next Immunization Date, Overdue Immunizations
- Archived → No (Selected by Default), Yes

Options

- Show Child (On by Default), Show Child Age, Show Class, Show Completed Dates, Show First Date Received (On by Default), Show Immunization (On by Default), Show Last Date Received (On by Default), Show Last Name First, Show Next Due Date (On by Default)

Grouping

- Report Grouping → Child (Selected by Default), Immunization
- Page Break per Group

Fields

- Child – The first and last name of the child.
- Immunization – Name of the specific immunization/shot.
- First Date Received – The first date that the immunization was administered to the child.
- Last Date Received – The last date that the immunization was administered to the child.
- Next Due Date – The next due date for the immunization.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click the Refresh Report button next to '**Filters**' to view the changes.

Just Visiting Center Access

Purpose

- The Just Visiting Center Access report provides a list of pickup persons/employees who accessed the center via the Just Visiting kiosk option.

Filters

- Date Range

Fields

- Type – This will indicate if the person is a pickup person or an employee in the center.
- Just Visiting Date Time – The date and time will be listed in this column.
- Name – Person's name.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Leads List (With Custom Fields)

Purpose

- The Lead List (With Custom Fields) report is a customizable list of leads.

Filters

- Child Birth Date, Child Expected Class, Child Expected Start Date, Date Lead Entered, Lead Source, Lead Status, Lead Status Date, Lead Tag, Relationship Type
- Lead Custom Fields (Date/Options Format Only)

Options

- Show Address, Show Child Birth Date (On by Default), Show Child Expected Class (On by Default), Show Child Expected Start Date (On by Default), Show Child Name (On by Default), Show Custom Fields, Show Date Entered, Show Email (On by Default), Show Enrollment Performed, Show First Name (On by Default), Show Last Name (On by Default), Show Lead Source (On by Default), Show Lead Status (On by Default), Show Lead UID, Show Notes, Show Page Number (On by Default), Show Primary Phone, Show Relationship, Show Status Date (On by Default), Show Summary Count (On by Default), Show Tags, Show Attendance Type, Show Days Attending, Show Start Time, Show End Time, Show Expected Tuition Plan

Grouping

- Report Grouping: Center Name, Lead Source, Lead Status, Relationship, Status Date
- Show Summary
- Expand Details
- Page Break per Group

Fields

- First Name – The lead's first name.
- Last Name – The lead's last name.
- Status – The current status of the lead, monitoring their progress.
- Status Date – The date of when the status was entered.
- Lead Source – How the lead heard about the center.
- Email – The lead's email address.
- Child Name – The first and last name of the child.
- Child Birth Date – The child's DOB.
- Child Expected Class – The expected class prior to actual center enrollment.
- Child Expected Start Date – The estimated start date for when the lead's child or children will begin attending the center.
- COUNT – Overall total of lead entries.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to 'Filters' to view the changes.
- An Enterprise version is also available for this report. For centers that are under an Enterprise Tenant, Directors may use the Enterprise version to generate data for the centers that they have access to by choosing the desired centers under the 'Selected Center' filter. (i.e. If the center Director runs the Enterprise version of the report and only has access to 3 out of 10 centers in the Enterprise, they will be able to see the data for those centers only.)
- Enterprise versions of reports can easily be found on the Reporting page by searching for the keyword "Enterprise" in the search bar option.

Leads Status Changes

Purpose

- A report that pulls the status for all stages of a lead.

Filters

- Child Birth Date, Child Expected Class, Child Expected Start Date, Date Lead Entered, Lead Source, Lead Status, Lead Tag, Relationship Type, Status Date
- Lead Custom Fields (Date/Options Format Only)

Options

- Show Custom Fields, Show Lead UID, Show First Name (On by Default), Show Last Name (On by Default), Show Current Status, Show Status (On by Default), Show Status Date (On by Default), Show Lead Source, Show Date Entered, Show Relationship, Show Primary Phone, Show Email (On by Default), Show Address, Show Child Names (On by Default), Show Enrollment Performed, Show Summary Count (On by Default), Show Page Number (On by Default)

Grouping

- Report Grouping → Lead (Selected by Default), Center Name, Current Status, Lead Source, Relationship, Status
- Show Summary (On by Default)
- Expand Details (On by Default)
- Page Break per Group

Fields

- First Name – The lead's first name.
- Last Name – The lead's last name.
- Status – The specific status of the lead. This will show the history of a lead's status change throughout the process of being a lead, if their status changed from the beginning.
- Status Date – The date and time of when the lead was in that specific status.
- Email – The lead's email address.
- Child Names – The first and last name of any child(ren) entered in a lead.
- COUNT – How many times a lead's status changed.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click the Refresh Report button next to 'Filters' to view the changes.

Lightweight Meal Tracking Detailed

Purpose

- A meal tracking report based on timeline entries. This report can be used to track meals if the center is not using the meal program.

Filters

- Child Name
- Date Range

Grouping

- Child Name

Fields

- Child Name – first and last name of the child.
- Teacher Name – the name of the teacher that made the timeline entry.
- Entry Date – the date of the timeline entry.
- Sign-in Time – first sign in of the day for the child.
- Sign-out Time – last sign out of the day for the child.
- Entry Type – type of timeline entry.
- Quantity – how much of the meal was consumed from the timeline entry.
- Description – description of the meal from the timeline entry.

Lightweight Meal Tracking Summary

Purpose

- A meal tracking summary report based on timeline entries. This report can be used if the center does not use the meal program fields.

Filter

- Date Range

Grouping

- Child Name

Fields

- Child Name – first and last name of the child.
- Signed In – first sign in of the day for the child.
- Signed Out – last sign out of the day for the child.
- Teacher Name – name of the teacher that created the timeline entry.
- Breakfast Totals – number of breakfast timeline entries in the reporting period.
- AM Snack Totals – number of AM snack timeline entries in the reporting period.
- Lunch Totals – number of lunch timeline entries in the reporting period.
- PM Snack Totals – number of PM snack timeline entries in the reporting period.
- Dinner Totals – number of dinner timeline entries in the reporting period.
- Evening Snack Totals- number of evening snack timeline entries in the reporting period.

Mailing Labels - Employee

Purpose

- Create mailing labels for employees.

Filters

- Classroom, Date Employee Entered, Employee Birth Date, Employment Type, Has Address On File (On by Default), Hire Date, Position, Salary Type, Termination Date
- Archived → No (Selected by Default), Yes

Options

- Label Type → Avery 5161 (Selected by Default), Avery 5160, Avery 5162, Avery 5163, Avery 5164
- Show Address (On by Default)
- Show Label Borders

Fields

- First Name & Last Name – First name and last name of the employee.
- Address – The full mailing address of the employee.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Mailing Labels - Family

Purpose

- Create mailing labels for families.

Filters

- Balance Due, Current Balance, Child Birth Date, Child Classroom, Child Enrollment Status, Child Relationship, Date Family Entered, Is Legal Guardian, Is Account Owner, Has Address On File (On by Default)
- Archived → No (Selected by Default), Yes

Options

- Label Type → Avery 5161 (Selected by Default), Avery 5160, Avery 5162, Avery 5163, Avery 5164
- Show Address (On by Default)
- Show Label Borders
- Sort By Last Name (On by Default)

Fields

- First Name & Last Name – First name and last name of the parent.
- Address – The full mailing address of the parent.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Mailing Labels - Leads

Purpose

- Create mailing labels for leads.

Filters

- Child Birth Date, Child Expected Start Date, Date Lead Entered, Expected Child Classroom, Has Address On File (On by Default), Lead Source, Lead Status, Only Primary Contact, Relationship Type

Options

- Label Type → Avery 5161 (Selected by Default), Avery 5160, Avery 5162, Avery 5163, Avery 5164
- Show Address (On by Default)
- Show Label Borders

Fields

- First Name & Last Name – First name and last name of the parent.
- Address – The full mailing address of the parent.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Meal Count Details

Purpose

- The custom version of the Meal Point of Service Automatic report that includes a breakdown of the number of meals allowed, disallowed, and claimed for each of the food program categories (Free, Reduced, Paid) for the date range specified.

Filters

- Date Range

Grouping

- Classroom (Primary Grouping)
- Date (Secondary Grouping)
- Child (Tertiary Grouping)

Fields

- Breakfast, AM Snack, Lunch, PM Snack, Dinner
    - Free
    - Reduced
    - Paid
    - **fN/A** → Meal is disallowed and child's food program status is 'Free'
    - **rN/A** → Meal is disallowed and child's food program status is 'Reduced'
    - **pN/A** → Meal is disallowed and child's food program status is 'Paid'
- Summary of the number of meals that fall into each category (**Free**, **Reduced**, **Paid**) → (F/R/P) meals served, (F/R/P) meals disallowed, Total (F/R/P) claimed
- Total Served, Total Disallowed, and Total Claimed per Meal/Snack from all categories (F/R/P) above.
- Total Meals Served → Breakfast + Lunch + Dinner
- Total Snacks Served → AM Snack + PM Snack
- Total Meals Disallowed → If child received B + L + D, then the Breakfasts for those children are considered disallowed.
- Total Snacks Disallowed
- Total Meals Claimed → Total Meals Served – Total Meals Disallowed
- Total Snacks Claimed → Total Snacks Served – Total Snacks Disallowed
- Total Meals → Total Meals Claimed
- Total Snacks → Total Snacks Claimed

Notes

- This report is only available as a PDF.

Meal Point of Service (Automatic)

Purpose

- A report that automatically tracks meals served based on children's attendance.

Filters

- Date Range (Default Range: Sun to Sat of the current week)
- Enrollment Status, Family Tag
- Archived → No (Selected by Default), Yes

Options

- N/A

Grouping

- Report Grouping → Class (Selected by Default), Age
- Show Summary (On by Default)
- Expand Details (On by Default)
- Page Break per Group

Fields

- Day + Date – The next 7 columns will show the day plus the date accordingly. (i.e. Sunday 11/24)
- B S L S D – Fields for Breakfast, AM Snack, Lunch, PM Snack and Dinner.
- If the center does not serve any of these meals, the fields will be blank but there will still be a space for it.
- An X is placed in the column and row if a child is in attendance at the center during the scheduled meal time in My Center > Meal Settings.
- Class – The name of the default class.
- Child Name – The last and first name of the child.
- Child Birth Date + Age – The child's DOB and exact age in years + months. (i.e. 03/25/17 - 1 year, 1 month)
- Weekly Totals – The total number of those meals served for the week.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.
- This report is <u>not</u> meant to substitute for an actual verification that the child was in attendance at the time of the meal service. It can be used as a cross-check to the Point of Service Fillable report.

Meal Totals

Purpose

- A report that counts the number of meals served based upon meal type (Free, Paid, or Reduced) for the date range specified; meals include: Breakfast, AM Snack, Lunch, PM Snack, Dinner

Filter

- Date Range

Fields

- Free Meals – Number of free meals served.
- Paid Meals – Number of reduced meals served.
- Reduced Meals – Number of reduced meals served.
- Totals – Sum of Free, Paid, and Reduced meals served.

Notes

- This report is only available as a PDF.
- Counts for children enrolled for the date range specified is included as well.

Notes: Children

Purpose

- Display all notes created on all child accounts during the date range specified.

Filter

- Date Range

Fields

- Date – the date the note was created.
- Note – the content of the note.
- Child – the name of the child the note is related to.

Notes: Employees

Purpose

- Display all notes created on all employee accounts during the date range specified.

Filter

- Date Range

Fields

- Date – the date the note was created.
- Note – the content of the note.
- Employee – the name of the employee the note is related to.

Notes: Families

Purpose

- Display all notes created on all family accounts during the date range specified.

Filter

- Date Range

Fields

- Date – the date the note was created.
- Note – the content of the note.
- Family – the name of the family the note is related to.

Notes: Individual Child

Purpose

- Display all notes created on a specific child's account during the date range specified.

Filter

- Date Range
- Child's Name (Last Name, First Name)

Fields

- Child – the name of the child the note is related to.
- Date – the date the note was created.
- Note – the content of the note.

Notes: Individual Employee

Purpose

- Display all notes created on a specific employee's account during the date range specified.

Filter

- Date Range
- Employee's Name (Last Name, First Name)

Fields

- Employee – the name of the employee the note is related to.
- Date – the date the note was created.
- Note – the content of the note.

Notes: Individual Family

Purpose

- Display all notes created on an individual family's account during the date range specified.

Filter

- Date Range
- Family Name (Primary Account Owner's Last Name Only)

Fields

- Family – the name of the family the note is related to.
- Date – the date the note was created.
- Note – the content of the note.

Payment Processing List

Purpose

- A customizable list of all transactions that affect Smartcare remittances.

Filters

- Remittance Date → Start and End dates default to the previous month.
- Date Registered, Remittance, Remittance Amount, Transaction Amount, Transaction Status, Payment Method, Remittance Status, Transaction Type

Options

- Show Transaction ID (On by Default), Show Date Registered (On by Default), Show Transaction Type (On by Default), Show Payment Method, Show Amount (On by Default), Show Account Owner (On by Default), Show Remittance ID (On by Default), Show Remittance Date (On by Default), Show Remittance Status (On by Default), Show Memo (On by Default)

Grouping

- Report Grouping → Remittance ID (Selected by Default), Account Owner, Date Registered, Payment Method, Remittance Date, Remittance Status, Transaction ID, Transaction Type
- Show Summary (On by Default)
- Expand Details (On by Default)
- Page Break per Group

Fields

- Trxn ID – The transaction ID number in the system.
- Date Registered – Date and time of the transaction item.
- Trxn Type – The type of transaction. (i.e. CC Payment)
- Amount – Dollar amount of the transaction item.
- Account Owner – Last and first name of the payer.
- Remittance ID – ID of the remittance batch.
- Remittance Date – Date of the remittance.
- Remittance Status – Status of the remittance. (i.e. Success)
- Memo – System notes pertaining to the transaction. (i.e. Payment received from card ending in XXXX)
- LINE COUNT – Number of transaction items.
- TRXN COUNT – Number of payment transactions.
- TOTAL – Total of dollar amount for remittance batch.
- REPORT LINE COUNT – Total number of transaction items within the date range selected for report generated.
- REPORT TRXN COUNT – Total number of payment transactions within the date range selected for report generated.
- REPORT TOTAL – Grand dollar amount total of payments within the date range selected for report generated.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.
- An Enterprise version is also available for this report. For centers that are under an Enterprise Tenant, Directors may use the Enterprise version to generate data for the centers that they have access to by choosing the desired centers under the 'Selected Center' filter. (i.e. If the center Director runs the Enterprise version of the report and only has access to 3 out of 10 centers in the Enterprise, they will be able to see the data for those centers only.)
- Enterprise versions of reports can easily be found on the Reporting page by searching for the keyword "Enterprise" in the search bar option.

Payment/Charge Summary

Purpose

- Provides a list of payments and shows the charge or charges they were applied to. The amount of a payment not applied to a charge is also provided.

Filters

- Date Range (Default Range: Sun to Sat), Account Owner, Account Type, Accounting Code, Agency, Payment Method

Options

- Show Failed Payments (On by Default), Show Refunded Payments (On by Default), Show Voided Payments (On by Default), Show Accounting Codes
- Sort By → Account Owner (Selected by Default), Payment Date, Payment Method, Payment Amount

Fields

- Date – The date of the payment transaction along with the date of when the tuition posted that the payment is being applied to.
- Account / Child – Last name and first name of the parent and the child.
- Item – The type of transaction (i.e. Credit Card, Tuition, etc.)
- Notes – Any system note related to the transaction.
- Amount – The dollar amount pertaining to the transaction.
- Amount not applied to charges – The difference between the charge and credit (payment).

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Payment/Credit Application

Purpose

- A customizable list of payments/credits and all charges they have been applied to.

Filters

- Date Range (Default Range: Sun to Sat of the previous week)
- Account Owner, Account Type, Agency, Application Date Range, Charge Accounting Code, Charge Amount, Charge Date Range, Charge GL Account, Charge Type, Credit Accounting Code, Credit GL Account, Payment/Credit Amount, Payment/Credit Type, Payment Method

Options

- Exclude Discounts, Exclude Failed Payments (On by Default), Exclude Refunds (On by Default), Exclude Voids (On by Default), Exclude Voids (On by Default), Show Account Name (On by Default), Show Agency Name, Show Allocated Amount (On by Default), Show Allocation Date, Show Charge Accounting Code (On by Default), Show Charge Amount (On by Default), Show Charge Date (On by Default), Show Charge GL Account, Show Charge Notes, Show Charge Trxn Type (On by Default), Show Charge Unallocated, Show Charge User Notes, Show Check Number, Show Credit Accounting Code, Show Credit GL Account, Show Due Date, Show Page Number (On by Default), Show Payment Amount (On by Default), Show Payment Date (On by Default), Show Payment Method (On by Default), Show Payment Notes, Show Payment Trxn Type (On by Default), Show Payment Unallocated (On by Default), Show Payment User Notes, Show Report Summary (On by Default)

Grouping

- Report Grouping Payment/Credit (Selected by Default), Account, Allocation Date, Charge, Charge Accounting Code, Charge Date, Charge GL Account, Charge Trxn Type, Credit Accounting Code, Credit GL Account, Credit Trxn Type, Payment Date, Payment Method
- Show Summary (On by Default)
- Expand Details (On by Default)
- Page Break per Group

Fields

- Account Name – The last and first name of the Primary Account Owner.
- Payment Date – Date of when the payment was made.
- Payment Amount – Dollar amount of payment.
- Payment Trxn Type – This column will show the transaction type of the payment. (i.e. Discount)
- Payment Method – This column will show the payment method used for the line item if applicable. (i.e. Credit Card)
- Payment Unallocated – Any remaining amount that has not been allocated to the charge.
- Allocated Amount – The amount that has been allocated to the charge.

- Charge Date – The date of when the charge was added to the account.
- Charge Amount – Dollar amount of charge.
- Charge Trxn Type – This column will show the transaction type of the charge. (i.e. Tuition Fee)
- Charge Accounting Code – The accounting code related to the charge. (i.e. Tuition)
- TOTALS – Grand totals for the Payment Amount, Payment Unallocated, Allocated Amount, and Charge Amount columns.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to 'Filters' to view the changes.

Payments

Purpose

- A list of payments made within a selected time period. This report can be used to verify if a parent has made a payment or if the payment has been entered in the system.

Filter

- Date Range

Grouping

- Method

Fields

- Payor – name of the person that made the payment.
- Account – name of the account owner.
- Date – date the payment was entered in the system.
- Time – time the payment was entered in the system.
- Amount – amount of the payment.
- Method – payment method ACH, CC, Cash, Check or Money Order.
- Email Receipt – email address the receipt was sent to.
- System Notes – system notes for the payment showing the last 4 digits of the account number, the check number of the payment, or the money order number.
- Manual Note – note entered by a user at the time of payment processing.
- Family Name – name of the family the account owner is in.

Payments and Fees Summary

Purpose

- Provides summarized totals of payments by type along with associated fees. It also displays a separate summary of all fees.

Filters

- Payment Date Range (Default Range: 1st to the end of the previous month)
- Only Remitted Payments, Fee Type, Payment Method

Options

- Separate Convenience Fees, Show Fees (On by Default), Show Payments (On by Default)

Fields

- Summary of Payments and Associated Fees section:
  - Payment Type – List of payment types. (i.e. Credit Card, Cash, etc.)
  - Count – The count of each payment type used.
  - Payment Total – The total for each payment type.
  - Merchant Fee – Any applicable total merchant fees for each payment type.
  - ACH Fee – The total for ACH fees.
  - NSF Fee – The total for NSF fees.
  - Net Amount – The total net amount for each payment type.
- Summary of All Fees section:
  - Fee Type – List of payment types.
  - Count – The count of each payment type used.
  - Fee Total – The total for merchant fees.

Notes

- When the dollar amount is in parenthesis, that number should considered a subtraction. It indicates a loss. The grand total will reflect this information.
- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click the Refresh Report button next to '**Filters**' to view the changes.

Payments by Payer

Purpose

- A list of payments made by a specific payer in a given time period. This report can be used to verify payments on an account.

Filter

- Payer Name
- Date Range

Fields

- Payer Name – name of the person making the payment.
- Account – name of the account number the payment was applied to.
- Posted Date – date the payment was posted to the account.
- Amount – amount of the payment.
- Email Receipt – email address the receipt was sent to.
- System Notes – system notes for the payment including the last 4 digits of the account number or the check number.
- Manual Note – note entered by a user at the time of payment processing.

Payroll List

Purpose

- List of employee hours worked with customizable overtime thresholds.

Filters

- Date Range (Default Range: Sun to Sat of the previous week), Employee, Employee Position, Only Show Days Worked (On by Default), Salary Type

Options

- Show Time Offs
- Week Start Day → Same as Start Day (Selected by Default), Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
- Weekly Overtime Threshold → 40 (Selected by Default)
- Daily Overtime Threshold
- Time Format → Hours : Minutes (Selected by Default), Decimal Hours
- Show Break Time, Show Custom ID, Show Date (On by Default), Show Name (On by Default), Show OT Pay, Show Overtime (On by Default), Show Overtime Rate, Show Regular Pay, Show Regular Rate, Show Regular Time (On by Default), Show Role (On by Default), Show Scheduled Time (On by Default), Show SSN Last Four, Show Total Pay, Show Week Start, Show Work Time (On by Default)

Grouping

- Report Grouping → Employee (Selected by Default), Date, Role, Week Start
- Show Summary (On by Default)
- Expand Details (On by Default)
- Page Break per Group

Fields

- Full Name – Last and first name of the employee.
- Role – The role assigned to the employee. (i.e. Teacher)
- Date – The date of when the employee worked.
- Scheduled Time – If a schedule has been added for the employee, it will show in this column in terms of hours.
- Work Time – Hours worked.
- Regular Time – Hours within the OT threshold will show here.
- Overtime – Any OT hours worked will be indicated in this column.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.
- An Enterprise version is also available for this report. For centers that are under an Enterprise Tenant, Directors may use the Enterprise version to generate data for the centers that they have access to by choosing the desired centers under the 'Selected Center' filter. (i.e. If the center Director runs the Enterprise version of the report and only has access to 3 out of 10 centers in the Enterprise, they will be able to see the data for those centers only.)
- Enterprise versions of reports can easily be found on the Reporting page by searching for the keyword "Enterprise" in the search bar option.

Person List (With Custom Fields)

Purpose

- The Person List (With Custom Fields) report provides a customizable list of adults associated with your center.

Filters

- Family, Gender, Is Account Holder, Is Emergency Contact, Is Guardian, Is Verified, Pickup Authorized, Relationship Type
- Archived → No (Selected by Default), Yes

Options

- Show Custom Fields, Show Person UID, Show Family (On by Default), Show First Name (On by Default), Show Last Name (On by Default), Show Email (On by Default), Show Gender, Show Primary Phone (On by Default), Show Birth Date, Show Address (On by Default), Show Relationship, Show Verified, Show Is Account Holder, Show Guardian, Show Emergency Contact, Show Pickup, Show Is Archived, Show Summary Count (On by Default)

Grouping

- Report Grouping: Family, Person, Relationship
- Show Summary
- Expand Details
- Page Break per Group

Fields

- Family – Name of the family from the Families → Family screen.
- First Name – First name of the person.
- Last Name – Last name of the person.
- Email Address – The email address attached to their profile in the system.
- Primary Phone – Their primary phone number.
- Address – The full physical mailing address for the person.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Point of Service Fillable Report

Purpose

- A report to track meals served to children. This report is to be filled in when a child receives a meal at the center.

Grouping

- Class

Fields

- Day of the week – the name of the day of the week.
- Date – a blank field to enter the date that corresponds with the day of the week.
- B,S,L,S,D – fields to mark if the child was served Breakfast, AM Snack, Lunch, PM Snack or Dinner.
  If a center does not serve any of the meals the header of the column will be blank but the column will still be displayed.
- Class – name of the class.
- Child's Name – last name and first name of the child.

Notes

- This report is only available as a PDF so that it can be manually filled in.

Primary Accounts Only

Purpose

- A record of charges, credits and payments on a family account for the selected time period. This can be used as a statement of the account.

Filter

- Date Range

Fields

- Family – the name of the family.
- Payer Name – name of the account owner.
- Starting Balance – the starting balance of the account on the first day of the date range.
- Credits – total of credits added to the account in the time frame selected.
- Payments – total of payments applied to the account in the time frame selected.
- Ending Balance – balance of the account on the last day of the date range.
- End Date – the last date of the date range selected for the report.

Notes

- This report will only include data that is in closed statements. The report also only includes data from the account owner and does not include data from any agency ledgers.

Refunds

Purpose

- A list of all payments that have been refunded for the time period specified

Filter

- Date Range

Fields

- Account – name of the account owner.
- Date – the date the payment was refunded.
- Time – the time the payment was refunded.
- Amount – the amount refunded.
- Method – the method of the refund (credit card or ACH)
- Payment State – Success (refund processed) or Failed (refund did not process)
- Transaction Detail – description of the refund including person who processed it along with the original payment amount/ date and the last 4 digits of the bank account or credit card

Roll Call

Purpose

- A manually fillable checklist to track child attendance by class.

Filters

- Date Range (Default Range: Mon to Fri of the current week)
- Child, Child Tag, Default Class

Options

- Show Monthly Layout (On by Default), Weekly Layout: Health Check, Highlight Every Other Child
- Number of Days → 5 (Selected by Default). This can be altered to be more or less days, with 7 being the max setting. The chosen number of days will only reflect on the 'Weekly Layout' view of the report.

Grouping

- Report Grouping Class (Selected by Default)
- Show Summary (On by Default)
- Expand Details (On by Default)
- Page Break per Group

Fields

Monthly Layout:

- Child – The last and first name of a child.
- Class – Default class' name.
- DOB – The child's DOB. (i.e. 1/1/2015)
- Single Character of Days – M, T, W, R, F, S, S
  - M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday, S = Saturday, and S = Sunday.

Weekly Layout:

- Child – The last and first name of a child.
- Class – Default class' name.
- DOB – The child's DOB. (i.e. 1/1/2015)
- MON – Monday column.
- Health Check – Status of the child's health for the day.
- TUE – Tuesday column.
- Health Check – Status of the child's health for the day.
- WED – Wednesday column.
- Health Check – Status of the child's health for the day.
- THU – Thursday column.
- Health Check – Status of the child's health for the day.
- FRI – Friday column.
- Health Check – Status of the child's health for the day.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Schedule Children AM/PM Count

Purpose

- Displays the number of children scheduled for every class during the morning, at noon, and during the afternoon for each day in a week.

Filters

- Week Start Date (Default Range: Mon of next week)
- Only Enrolled Children (On by Default), Child Tag, Classes, Enrollment Status, Family Tag

Options

- Header Date Format → Weekday Only (Selected by Default), Weekday + Month/Day, Weekday + Month/Day/Year
- Show FTE

Fields

- Class – List of the classes.
- Days – Mon, Tue, Wed, Thu, Fri, Sat, Sun
- AM – Morning hours.
- N – Noon to afternoon hours.
- PM – Evening hours.
- Totals – Daily totals for the AM, N, and PM columns.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Specific Charge/Credit Summary

Purpose

- A listing of all the charges, credits and payments entered into the system in the selected date range. This report can be used to view the amount of revenue from a given charge, the effects on revenue of a specific credit and to know how much money has been collected in different forms of payment.

Filter

- Date Range

Groupings

- Charges - Charges are further grouped by the type of charge.
- Credits - Credits are further grouped by the type of credit.
- Payments - Payments are further grouped by the type of payment.

Fields

- Date – date of the charge, credit or payment.
- Customer – family name from the family screen.
- Child - name of the child the charge or credit is associated with.
- Comment – comment from the charge, credit or payment.
- Amount – amount of the charge, credit or payment.

Notes

- This report is only available as a PDF.

Specific Charges/Credits with Deductions

Purpose

- A listing of all the charges, credits and payments entered into the system in the selected date range. The difference between this report and the regular Specific Charge/Credit Summary is that this version adds charges while deducting payments and credits from the 'Total Charges, Credits, and Payments.

Filter

- Date Range

Groupings

- Charges - Charges are further grouped by the type of charge.
- Credits - Credits are further grouped by the type of credit.
- Payments - Payments are further grouped by the type of payment.

Fields

- Date – date of the charge, credit or payment.
- Customer – family name from the family screen.
- Child - name of the child the charge or credit is associated with.
- Comment – comment from the charge, credit or payment.
- Amount – amount of the charge, credit or payment.

Notes

- This report is only available as a PDF.

Standard Agency Account Transactions

Purpose

- A listing of charges and credits applied to agency accounts.

Filter

- Date Range

Fields

- Agency Name – name of the agency.
- Post Date – date the item was posted to the agency ledger.
- Comment – comment from the system for the charge or credit.
- Credit – amount of the credit if the item is a credit.
- Charge – amount of the charge if the item is a charge.
- Child Name – name of the child the charge or credit is associated with.
- Description – description of the charge or credit.

Notes

- This report will only gather data from the agency ledgers and will not include any data from the family ledger.

Standard Customer Statement

Purpose

- A listing of all charges, credits, and payments applied to all active families. This report can be run as a backup statement. It is also useful for FSA reimbursements.

Filters

- Date Range (Default Range: Sun to Sat of the previous week)
- Accounting Code, Account Owner, Balance Amount, Charge Amount, Child, Comment, Credit Amount, Person Tag

Options

- Show Accounting Code (On by Default), Show Balance (On by Default), Show Charge (On by Default), Show Child (On by Default), Show Child DOB (On by Default), Show Comment (On by Default), Show Credit (On by Default), Show Dates of Service (On by Default), Show Post Date (On by Default), Show Primary Account Owner (On by Default), Show Secondary Account Owner, Show Summary Totals

Grouping

- Report Grouping → Account (Selected by Default), Accounting Code
- Expand Details (On by Default)
- Page Break per Group

Fields

- Primary Account Owner – The last and first name of the Primary Account Owner.
- Post Date – The date of when the transaction/line item posted.
- Accounting Code – If applicable, this column will expose the Accounting Code tied to the line item. (i.e. Late Payment Fee)
- Comment – Any system note related to the line item.
- Credit – Amount of the credit or $0.00 if the line item is a charge.
- Charge – Amount of the charge or $0.00 if the line item is a credit.
- Balance – Running balance of the account.
- Child – The first and last name of the child associated with the line item, if applicable.
- Dates of Service – The date range of service for the line item.
- The dates of service are generated based on the billing settings for the center. The dates will typically be in the arrears.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.
- This report will only generate data from closed billing statements. Charges and credits from recent activity will not be included in this report.

Statement Activity

Purpose

- A list of accounts that have had activity in the date range selected. This report can be used to verify billing or payments.

Filter

- Date Range

Fields

- Account type – Primary or Agency.
- Family – the name of the account owner.
- Payer Name – name of account owner or the person that made the payment.
- Starting Balance – beginning balance of the account on the first date of the report.
- Charges – total amount of charges applied to the account in the time period selected.
- Payments – total amount of payments applied to the account in the time period selected.
- Ending Balance – balance of the account on the last day of the reporting period.
- Start Date – first date of the reporting period.
- End Date – last date of the reporting period.

Notes

- This report will only show accounts that have activity in the reporting period.

Text Message

Purpose

- Displays the usage for text messaging feature such as # of messages sent, rate per message, total cost, and more.

Filters

- Billing Date (Default Range: Mon to Fri of the current week)
- Sender

Options

- Show Date & Time Sent (On by Default), Show Character Length (On by Default), Show Cost Per Message (On by Default), Show Total Recipients (On by Default), Show Sent Count (On by Default), Show Failed Count (On by Default), Show Total Cost (On by Default), Show Billing Date (On by Default), Show Sender (On by Default), Show SMS Body (On by Default)

Grouping

- Report Grouping → Billing Date (Selected by Default), Date & Time Sent, Sender
- Show Summary (On by Default)
- Expand Details (On by Default)
- Page Break per Group

Fields

- Date & Time Sent – The date and time of when the text message was sent.
- Character Length – Number of characters within the text message.
- Cost / Msg – The dollar amount that it costs to send out the text message.
- Total Recipients – Total amount of recipients selected to receive the text message.
- Sent Count – The expected start date of enrollment.
- Failed Count – Name of the tuition plan(s).
- Total Cost – The current status of the application. (i.e. Enrolled)
- Billing Date – Date of when each text was billed to the customer.
- Sender – Name of the employee who sent the text message from the center.
- SMS Body – The content of the text message that was sent out.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click the Refresh Report button next to '**Filters**' to view the changes.

Timeline List (30 Days)

Purpose

- Provides a list of timeline entries that only go as far back as 30 days from the current date. Any entries older than 30 days can be pulled via the archived version of the Timeline List report.

Filters

- Date Range (Default Range: Sun to Sat of the current week), Age In Months, Age In Years, Approval Status, Author, Child, Childbirth Date, Child Ethnicity, Child Gender, Class, Date Child Added, Enrollment Status, Enrollment Status Date, Meal Type, Milestone Type, Timeline Entry Type, Any Custom Fields

Options

- Show Author (On by Default), Show Entry Date (On by Default), Show Child (On by Default), Show Class, Show Entry Type (On by Default), Show Quantity, Show Title (On by Default), Show Other Details, Show Meal Type, Show Start Amount, Show End Amount, Show Start Date, Show End Date, Show Medicine, Show Value, Show Milestone, Show Approval Status (On by Default), Show Approval Date, Show Approval By, Show Rejection Reason, Show Description (On by Default)

Grouping

- Report Grouping: Child (Selected by Default), Approval By, Approval Status, Author, Class, Entry Date, Entry Type, Meal Type, Milestone, Rejection Reason, Title
- Show Summary (On by Default)
- Expand Details (On by Default)
- Page Break per Group

Fields

- Author First – First name of the author.
- Author Last – Last name of the author.
- Entry Date/Time – The exact date and time of the entry.
- Child First – Child's first name.
- Child Last – Child's last name.
- Type – The type of timeline entry. (i.e. Check In)
- Title – The title of the timeline entry.
- Approval Status – The status of the timeline entry. (i.e. Approved)
- Description – The description of the timeline entry.

Notes

- This is a customizable report with filters and options to view specific data elements.

- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.
- To view timeline entries that are older than 30 days, the best report to use is the Timeline List (Archived) report which is the report that is able to access that data accordingly.

Timeline List (Archived)

Purpose

- Provides a list of timeline entries that have been automatically archived by the system (anything that is older than 30 days from the current date).

Filters

- Date Range (Default Range: Sun to Sat of the current week)
- Age In Months, Age In Years, Approval Status, Author, Child, Child Birth Date, Child Ethnicity, Child Gender, Child Tag, Class, Date Child Added, Enrollment Status, Enrollment Status Date, Family Tag, Meal Type, Milestone Type, Timeline Entry Type
- Child Custom Fields (Date/Options Format Only)

Options

- Show Author (On by Default), Show Entry Date (On by Default), Show Child (On by Default), Show Class, Show Entry Type (On by Default), Show Quantity, Show Title (On by Default), Show Other Details, Show Meal Type, Show Start Amount, Show End Amount, Show Start Date, Show End Date, Show Medicine, Show Value, Show Milestone, Show Approval Status (On by Default), Show Approval Date, Show Approval By, Show Rejection Reason, Show Description (On by Default)

Grouping

- Report Grouping → Child (Selected by Default), Approval By, Approval Status, Author, Class, Entry Date, Entry Type, Meal Type, Milestone, Rejection Reason, Title
- Show Summary (On by Default)
- Expand Details (On by Default)
- Page Break per Group

Fields

- Author First – First name of the author.
- Author Last – Last name of the author.
- Child First – The first and last name of the Primary Account Owner, then the relationship to the child in parenthesis.
- Child Last – The date of when the application was received.

- Type – The type of timeline entry. (i.e. Check In)
- Title – The title of the timeline entry.
- Approval Status – The status of the timeline entry. (i.e. Approved)
- Description – The description of the timeline entry.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click the Refresh Report button next to '**Filters**' to view the changes.

Total Charge/Credit Summary

Purpose

- Provides a summary of charge/credit/payment/void items over a specific period of time. It also provides a beginning and ending balance summary for the specified time period.

Filters

- Date Range (Default Range: Previous day)
- Account Type

Options

- Aggregate By Default (Selected by Default), Accounting Code, GL Account

Grouping

- Charges – Charges are further grouped by type.
- Credits – Credits are further grouped by type.
- Payments – Payments are further grouped by type.

Fields

- Sum of Debit Balances – Amount of money owed to the center by customers.
- Sum of Credit Balances – Amount of money on accounts that have a credit balance.
- Balance Forward – Sum of debit balances minus the sum of credit balances.
- Item – Charge, credit or payment.
- Amount – Total amount of the items in the reporting period.
- Count – How many of the items in the reporting period.
- Ending Balance – New balance of accounts after accounting for charges, credits and payments.
- Change in Debit Balances – Difference between starting and ending sum of debit balances.
- Change in Credit Balances – Difference between starting and ending sum of credit balances.

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.
- An Enterprise version is also available for this report. For centers that are under an Enterprise Tenant, Directors may use the Enterprise version to generate data for the centers that they have access to by choosing the desired centers under the 'Selected Center' filter. (i.e. If the center Director runs the Enterprise version of the report and only has access to 3 out of 10 centers in the Enterprise, they will be able to see the data for those centers only.)
- Enterprise versions of reports can easily be found on the Reporting page by searching for the keyword "Enterprise" in the search bar option.

Total Charges Paid Summary

Purpose

- The Total Charges Paid Summary report provides a list of charges at least partially paid by charge item. Charges with no payments for the date range specified are not displayed.

Filters

- Date Range (Default Range: Sun to Sat of the previous week), Account Type, Payment Method

Fields

- Paid Item – The type of item being paid. (i.e. Tuition)
- Paid Amount – The amount that has been paid.
- Unpaid Amount – Any outstanding balances that need to be paid.
- Count – The number count of each paid item. (i.e. Tuition, Count: 25)

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

Transaction List

Purpose

- Get a list of all Smartcare financial transactions.

Filters

- Date Range (Default Range: Sun to Sat of the previous week)
- Account Owner, Account Type, Accounting Code, Agency, Charge Amount, Credit Amount, Current Account Balance, Due Date, GL Account, Payment Method, Statement Date, Statement End Date, Transaction Amount, Transaction Type, Tuition Plan

Options

- Show Account Balance (On by Default), Show Accounting Code, Show Accounting Code Type, Show Account Owner (On by Default), Show Account Type (On by Default), Show Charge Amount (On by Default), Show Child, Show Child UID, Show Credit Amount (On by Default), Show Current Account Balance, Show Date (On by Default), Show Date/Time, Show Due Date, Show Family UID, Show GL Account, Show Item Type (On by Default), Show Last Name First, Show Manual Note (On by Default), Show Original Trxn UID, Show Page Number (On by Default), Show Payment Method (On by Default), Show Report Summary (On by Default), Show Statement Date, Show Statement End Date, Show System Notes (On by Default), Show Trxn UID, Show Tuition Plan

Grouping

- Report Grouping → Account (Selected by Default), Accounting Code, Date, Due Date, GL Account, Notes, Payment Method, Statement Date, Transaction Type, Tuition Plan
- Show Summary
- Expand Details
- Page Break per Group

Fields

- Account Type – The type of account it is pertaining to. (i.e. Family)
- Account Owner – Last name and first name of the parent.
- Date – The date of the transaction item.
- Item Type – The type of transaction item. (i.e. Payment)
- Charge – The amount of the charge.
- Credit – The amount of the credit.
- Balance – The balance on the parent's account.
- Payment Method – The payment method used for the transaction.
- System Notes – Notes pertaining to the transaction. (i.e. Payment received from bank account ending in XXXX)
- Manual Note – Any manual notes entered in will show in this column.

Notes

- This is a customizable report with filters and options to view specific data elements.

- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.
- An Enterprise version is also available for this report. For centers that are under an Enterprise Tenant, Directors may use the Enterprise version to generate data for the centers that they have access to by choosing the desired centers under the 'Selected Center' filter. (i.e. If the center Director runs the Enterprise version of the report and only has access to 3 out of 10 centers in the Enterprise, they will be able to see the data for those centers only.)
- Enterprise versions of reports can easily be found on the Reporting page by searching for the keyword "Enterprise" in the search bar option.

Tuition Split

Purpose

- The Tuition Split report will list all tuition plans allocations.

Filters

- Family Name, Class

Fields

- Family – Last and first name of the parent.
- Child – Last and first name of the child.
- Tuition Plan – This column will list the tuition plan assigned to the child.
- Tuition Split? – This column will list 'Yes' or 'No'.
- Account Allocation – Any tuition allocations will be listed.
- Allocation Type – The $ dollar amount, % (of total), or % (of remainder).

Notes

- This is a customizable report with filters and options to view specific data elements.
- After making any customizations, always click **Refresh Report** next to "Filters" to view the changes.

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