Note: This document was created by Kiddie Academy to assist owners in their transition to Procare.

# School Leader Migration Reports/Procare Reports

Below is a list of School Leader reports to run directly before migrating the information to Procare. These reports will help verify that the information and totals have correctly transferred.

#### **Outstanding A/R Payment Accounts**

The following reports can be reached from the Central Report Manager Reporting > View Reports

Active Aging – Accounting > Accounts Receivable > A/R Balance Analysis > Outstanding A/R Payment Accounts. Select Active Families and current date. To verify current balances are correct.

	🧮 Central Report Manager	
	Selected Report	
	Outstanding A/R Payment-Accounts	📄 Run Report
	My Favorite Reports	
		🗸 🤤 Remove 🗙
	Available Reports	
	Activities	^
	Accounting	
Selection Options	Bank Register	
	Accounts Receivable	
As Of 8/ 7/2019	Guardian Account Statements	
	Unscheduled Attendance Charges- by Posting Date	
Show Active Families =>	A/R Balance Analysis	
Show In-Active Families =>	A/R Period Summary	
	Outstanding A/R Payment-Accounts	
OK X Cancel	A/R Balance Summary	
	A/R Batch Deposits	
	A/R Payment Analysis	
	A/R Recurring Fee Schedule Billings	
	A/R Transaction Analysis	
	A/R WriteOff & Escrow Analysis	
	Classrooms	
	Customer Relations	
	Employees	
	Guardians/Sponsors	~
		.:

Inactive Aging – Follow the above steps, this time selecting only Show In-Active Families

	Central Report Manager	
	Selected Report	
	Outstanding A/R Payment-Accounts	📄 Run Report
	My Favorite Reports	
		🗸 🤤 Remove 🗙
	Available Reports	
Selection Options	Activities Accounting Bank Register Accounts Receivable Guardian Account Statements Unscheduled Attendance Charges- by Posting Date AR Balance Analysis A/R Period Summary A/R Balance Summary	

Some accounts may be off due to previous write offs or transfers from other accounts completed in prior periods. If any balances are off, you will need to post an adjusting entry.

Select the ledger card from the guardian's tool bar.

Account Child Functions	Reports 🛛 🔨 Tuition Exp	ress MyProcare	<u>U</u> tilities	👸 Supervisor Utilities 🛛 R
Accounts	) 🗁 🔳 - 🙀	🗐 💰 🗏	I 📝 [	] 🕞 🎽 🎩
Key A Balance	ccount Summary			

On the first blank line of the ledger card, select the "Balance Forward" adjustment.



Enter a positive amount for a charge adjusting entry.

	TUE	8/20/2019	Balance Forward	210.00	210.00
Void	Az↓ Sort	Audit	Deposits 0.00 Report		Cancel

Use a negative (-) for a credit adjusting entry.

TUE	8/20/2019	Balance Forward	-210.00	-210.00
<i>d</i> .				
123 Void Sort	Audit	Deposits 0.00 Report TE POS		Cancel

**Procare reports:** All following Procare reports can be reached through the Family Data & Account Tab > Reports > Standard Reports

🖗 Procare - [S7] AbingdonTest8-5-19						
Procare Home	Dashboard	Family Data & Accounting	imployee Data & Payroll Expenses & Ledger	2019.2		
Account Child	Functions	Reports <b>[</b> Tuition Express	MyProcare <u>U</u> tilities 🍞 Supervisor Utilities Re <u>m</u> inders <u>H</u> elp			
Accounts	<u> </u>	Standard Reports	12 📄 录 🕅 🖳 🌌 🃧			
Key Filter	<u>7 8 B</u> ''	Data Viewer Shift+	12	\$		

Active and Inactive Aging (S/L) - compare to - Primary & Agency Accounts @ 30 Day Aging (Procare),

Agency Accounting > Account Aging. Group by Visibility and check Only Display Accounts with a Balance Due. Date Range will be date of data migration.

Standard Reports		? 🗙
Family Data	Primary & Agency Acco	unts @ 30 Day Aging
Family Accounting		
Agency Accounting	* Date Range	😭 Group and Sort
Account Activity	Date Range	Group By Visibility
Account Aging		Sort By Account Key
- 🗐 Agency Accounts @ 30 Day Aging		
Primary & Agency Accounts @ 30 Day Aging	Options	
Agency Accounts @ 7 Day Aging		
Account Balance Summary	Only Display Accounts with a Balance Due	
Account Statement		
Charge/Credit Summary		
Miscellaneous Ledger Activity		
Attendance Tracker		
Employee Data		
Shows Primary and Agencies with the amount aged in 30 day increments,		
including the current period (0-29 days), 30, 60, 90 and 120+ days.	Save Clear	
	Expand Settings Settings	Report Exit
AG_AgingAccount05.rpt		

Visible Accounts = Active Aging

Hidden Accounts = Inactive Aging

## **Balance Summaries from Subsidy Accounts**

Select subsidy icon on School Leader toolbar.

Select your third party sponsor in the drop down and click Balance Summary tab at the bottom of the screen.

Third Party Sponsors Folder									
🍋 Undo 🚺 Save 🗙 Car	ncel								
View 3rd Party Sponsor GSA (4000) ~ Active Third Party Sponsors ~									
Balance Summary by Sponsored Family									
Primary Guardian	Student Name	Current A Salance View							
Akridge, Marella	Abigail Akridge	\$858.00 Guardian							
Antonio, Jayde	Roxanne Antonio	\$922.00							
Asbery, David	David Asbery	\$1,724.00							
Bhatia, Ayaan	Ayaan Bhatia	\$169.00							
Britten, Dionna	Elijah Britten	\$1,314.00							
Brown, Tiffany	Caleb Brown	\$90.00							
Buwalda, John	Jasmine Buwalda	\$2,037.00							
Chapman, Andre	Anya Chapman	\$1,610.75							
Christensen, Katherine	Oliver Christensen	\$200.00							
Cibrian, Jacqueline	Niko Cibrian	\$2,037.00							
Donohoe, Kristin	Ben Donohoe / Conor Donohoe / Conor Donohoe	Gavin \$1,755.00							
Frech Jenny	Brianna Frech	\$1 724.00							
	Total A/	R Balance \$45,250.26							
- Cover -	Balance Summary	Electronic Banking							
Payment Account	Identification	Notes							

Right click in this box and select print grid data to print balances.

Balance Summaries from Subsidy Accounts (S/L) – compare to Agency Accounts Only (Procare). Agency Accounting > Account Balance Summary. Date range is date of data migration.

→     Family Data	E Agency Ac	counts Only
Family Accounting	W. Data Paras	Group and Cort
Agency Accounting	* Date Range	Group and Sort
Account Activity	Date Range	Group By Agency Name
Account Aging		Sort By Account Key
Account Balance Summary		
Agency Accounts Only		
All Accounts (Primary & Agency)		
Account Statement		
Charge/Credit Summary		
Miscellaneous Ledger Activity		
Attendance Tracker		
Employee Data		
< <u> </u>		
Lists each agency with a balance due (or credit balance) as of the specified date showing the amount owed for each family account. Balances shown belong to the agency (not the family).	Expand Save Settings Gear Settings	Run Report Exit
AG_AccountBalanceSummary02.rpt		

#### **Escrow Report**

Accounting > Accounts Receivable > A/R Write Off & Escrow Analysis > A/R Escrow Summary – by Guardian. Select the current date.



A/R Escrow Summary – by Guardian (S/L) – compare to – Account Deposit Activity (Procare). Family Accounting > Miscellaneous Ledger Activity. Date range will be the date of data migration.

Stand	ard Reports		? 🗵
⊕Þ F	amily Data	E Account De	aposit Activity
•	amily Accounting		
æÞ	Account Activity	* Date Range	
€⊳	Account Activity w/ Tracking	Date Range	
€⊳	Account Aging		
EÞ	Account Aging w/ Tracking		
€⊳	Account Balance Summary		
€⊳	Account Balance Summary w/ Tracking		
€Þ	Account Statement		
€⊳	Billing Box		
æÞ	Charge/Credit Summary		
€⊳	Deposit Report		
ÞÞ	Miscellaneous Ledger Activity		
-	Account Deposit Activity		
	Account Ledger Audit Summary		
	Tuition Variance Summary		
1	Void Activity by Post Date		
	Void Activity by Void Date		
EÞ	Receivable Journal Summary		
• •	gency Accounting		
• •	Attendance Tracker		
🗄 🕨 E	mployee Data		
<			
Shows t Credit d detail in	otals for Deposits on Account posted using Special Charge & Special escriptions like "Deposit Tuition: Fall". Dbl-click a category to get more cluding names of accounts to whom that description has been posted.	Expand Save Settings Clear Settings	Run Report
FA_De	positActivity01.rpt		

Escrow had not transferred over correctly. The escrow was showing as a credit on the accounts. When these have been manually moved to deposit, the escrow report should match the Account Deposit report.

## **Account Deposit Activity**

These credits will need to be manually moved in to the deposit bucket in Procare. Select guardian account you would like to view from your list of families on the Family Data & Accounting tab.



On the ledger card (found on the guardian toolbar), on the first blank line, select the Deposit description from the drop down menu. Enter the amount of the deposit SchoolLeader Escrow)

	- 1						0
Hide Voids			E Group	Primary Account Led	ger, Carol Edwards		
User	Day	Date	Description	Comment	Amount	Balance	
admn	WED	8/22/2018	Tuition Twos	Samuel	110.00	215.00	
admn	WED	8/22/2018	Family Discount	Christine: 10%	10.50	204.50	
admn	THU	8/23/2018	Tuition Preschool	Christine	105.00	309.50	
admn	THU	8/23/2018	Family Discount	Christine: 10%	10.50	299.00	
admn	THU	8/23/2018	Tuition Twos	Samuel	110.00	409.00	
admn	THU	8/23/2018	Family Discount	Christine: 10%	10.50	398.50	
admn	THU	8/23/2018	Tuition Preschool	Christine	105.00	503.50	
admn	THU	8/23/2018	Tuition Twos	Samuel	110.00	613.50	
admn	FRI	3/29/2019	Tuition Preschool	Christine	105.00	718.50	
admn	FRI	3/29/2019	Family Discount	Christine: 10%	10.50	708.00	
admn	FRI	3/29/2019	Tuition Twos	Samuel	110.00	818.00	
admn	MON	4/22/2019	Tuition Preschool	Christine	105.00	923.00	
admn	MON	4/22/2019	Family Discount	Christine: 10%	10.50	912.50	
admn	MON	4/22/2019	Tuition Twos	Samuel	110.00	1022.50	
	FRI	4/26/2019	Deposit: Other		200.00	0.00	

• Once this is posted, click the deposit button at the bottom of the ledger card.

123	A₽		8		Œ		
Void	Sort	Audit	Deposits 0.00	Report	TE POS	Cancel	Post & Exit

• Your deposit box will now reflect your new deposit amount.



## **Rosters**

Rosters with Schedules – Classrooms > Classroom Rosters > Primary Classroom Rosters > Primary Classroom Weekly Roster – w/Schedule Overlay. Select current date. To verify students migrated to the correct classrooms



Procare:

## **Roll Call Sheets**

Family Data > Rollcall Sheet > Weekly: M-F (AM/PM), Actual Schedule Filter > Enrollment status > Enrolled > As of Today > Exit Date Range > Date of data migration Classrooms > All Run Report

📄 🕨 Family Data	^		Weekly: M-F (AM/F	2M). Actual Schedule	
Account Information					
Address Labels		Selec	t Filter	Report Header	
Child Enrollment		Filte	er		
Classroom Schedule		Visible Ac	counts: Filtered		
Filtered Reports					
Immunization Summary		👷 Date	Range	I Classrooms	
MyProcare		Date R	ange	☑ Infant Room	
Rollcall Sheets	=	This Weel	k	Cafeteria =	
- 📃 Daily: Scheduled				✓ Infant 1	
- 🗐 Monthly: 7 Day		Group ar	nd Sort	✓ Infant 2	
- 📃 Monthly: 7 Day, Schedule		Group By	Scheduled Classroom	✓ Toddler 2	
- 🗐 Monthly: M-F					
- 📃 Monthly: M-F (Portrait)		Sort By	Child's Name	All None Invert	
- 🗐 Monthly: M-F, Schedule		Ontions			
- 🗐 Monthly: M-F, Schedule (Portrait)		opciono			
🔄 Weekly: 7 Day		Includ			
- 📃 Weekly: 7 Day (AM/PM)					
Weekly: 7 Day (AM/PM), Schedule					
- 🗐 Weekly: M-F					
Weekly: M-F (AM/PM)					
- 🗐 Weekly: M-F (AM/PM), Actual Schedule					
- 🗐 Weekly: M-F (AM/PM), Actual Schedule (Portrait)					
I I III Weekly: M-F (AM/PM). Schedule	>				
5 Day (M+F) Rolical Sheet with actual schedule. Use the checkbox to the child's age and date of birth. Report is sorted by Classroom. Incluence enrolled children with a schedule.	included ides only	Expand	Save Settings	Run Report Exit	
FD_Rollcall32.rpt					

## **Employee Information**

Current Wages > Employees > Employee Wage History. Select current date. To verify pay rate migrate correctly.



Employee Attendance > Employees > Employee Attendance > Employee Attendance Details (Summary) > Employee Attendance Details – by Date & Employee. Select the date range you would like to keep a history for.



Employee Certifications > Employees > Employee Certification Education > Employee Certification Schedule. Select current date.



Vacation/Sick Days > Employees > Employee Vacation/Sickness Detail > Employee Vacation/Sickness Details by Date (by Employee). Select date range you would like to view

	Central Report Manager Selected Report Employee Vacation/Sickness Details by Date My Favorite Reports	Run Report
Selection Options Include Employees All Specific Date Range From: 16_2219 © To: 8/.72219 © Now Subtorals on report breaks Conception of the selection of	Available Reports Available Reports Activities Classrooms Classrooms Classrooms Classrooms Classrooms Employee Call-out List Employee Vortes Employee Profile Employee Vacetion/Sickness Details Employee Vacation/Sickness Details by Employee Guardians/Sponsors School	Ň

Procare:

**Employee Data & Payroll Tab** 

Click on Benefits

**& Payrate Icons** (highlighted icons below) for each employee and review

the information to verify it transferred accurately.



## **Student Fee Schedule Assignment**

Student Fee Schedule Assignment> Students > Student Fee Schedule Assignments > Student Fee Schedule Assignments by Student. Select current date. To verify student fees have migrated correctly.



To ensure all students fees have migrated correctly – compare to – Child Contract Billing Summary (Procare) Family Accounting > Billing Box



This report will list each student and the associated fees for each billing cycle.

The following reports can be found under the Accounting Function on the tool bar

Accounting >Accounts Receivable > View Guardian Balances

Accounting	Reporting	Defi	nitions	Tools	Help		
Accounts F	Receivable 🔹 🕨		Payment	t Maintena	nce		•
View Bank	Accounts		View A/I	R Sub-Acc	count Activit	у	
Define Fisc	al Calendar		View Gu	ardian Ba	lances		
			Recurrin	g Fee Pro	cessing		•
		<b>a</b>	One-Tim	ne Group	Processing		•
		<b>\$</b>	Post Late	e Paymen	t Fees		
			A/R Rule	25			•
		22	Transmi	t Deposit	Summary to	QuickBooks®	
		25	Transmi	t A/R Peri	od Summar	y to QuickBooks®	
		3	Close A/	R Accoun	ting Period		
		2	Reopen	last closed	d A/R Accou	nting Period	

Credit Balances Only – Active Primary Only – Green Arrows. This report will give a list of all active guardians and their credit balances.

🖳 Guardian Balance Viewer		
Acct Period 2018 47 Starts	11/19/2018	Ends 11/25/2018
Acct Type Credit Balances Only V Active Primary Only V <al< td=""><td>L Groups&gt;</td><td>~ 😩</td></al<>	L Groups>	~ 😩
Guardian Name	Guardian ID Number	Period Balance
For messaging, highlight the row(s) and press the appropriate but button to select a group of rows. Use the CTRL button to select a	tton below. Hold multiple specific ro	down the SHIFT
Send CheckPoint Message Email Current Statement Tr	otal Period Balan	ce (\$2,314.25)

Right click within the box and select "print grid data" to print this report.

Credit Balances Only – In-Active Primary Only – Green Arrows. This report will give a list of all inactive guardians and their credit balances.

🖳 Guardian Balance Viewer	
Acct Period 2018 47 Starts 11/19/2018	Ends 11/25/2018
Acct Type Credit Balances Only $\sim$ In-Active Primary Only $\sim$ <all groups=""></all>	
Guardian Name D Number	Period Balance
For messaging, highlight the row(s) and press the appropriate button below. U button to select a group of rows. Use the CTRL button to select multiple spec.	Hold down the SHIFT
Send CheckPoint Message Email Current Statement Total Period E	alance (\$2,314.25)

Right click within the box and select "print grid data" to print this report.

Credit Balance for Inactive – Inactive Primary Only, Click Green Arrow.

You will have a list of inactive guardians and their credit balances

Procare:

Active & Inactive Credit Balances (S/L) – compare to – Primary & Agency Accounts @ 30 Day Aging (Procare). Agency Accounting > Account Aging. Group by Visibility and uncheck Only Display Accounts with a Balance Due. Date range will be date of data migration.

Standard Reports		?
Family Data	Primary & Agency Acc	ounts @ 30 Day Aging
Family Accounting		
Agency Accounting	T Date Range	Group and Sort
Account Activity	Date Range	Group By Visibility
Account Aging	This Week	Sort By Account Key
Agency Accounts @ 30 Day Aging		
	Options	
Account Balance Summary		
Account Statement	Only Display Accounts with a Balance Due	
Charge/Credit Summary		
Hiscellaneous Ledger Activity		
Meal Tracker		
Attendance Tracker		
Activity Manager		
Employee Data		
Payroll		
Expenses and Ledger		
Shows Primary and Agencies with the amount aged in 30 day increments, including the current period (0-29 days), 30, 60, 90 and 120+ days.	Expand Save Settings Clear Settings	Run Report
AG_AgingAccount05.rpt		

This report will include all credit and owed balances. It will need to be exported down to excel and sorted to show all credits.

Some accounts may be off due to previous write offs or transfers from other accounts completed in prior periods. If any balances are off, you will need to post an adjusting entry.

Select the ledger card from the guardian's tool bar.

Accounts	🔯 🛐 📑 🖉
Key Filter Balance Account Summary	

On the first blank line of the ledger card, select the "Balance Forward" adjustment.

TUE	8/20/2019	Balance Forward	~	0.00 0.00
23 oid Sort	Audit	Late Pmt Late Pick Up Customer Refund Miscellaneous Charge Food Revenue Fund Raiser		Cancel Post & Exit
		Donations Merchandise Transfer from Agency Balance Forward		

Enter a positive amount for a charge adjusting entry.



Use a negative (-) for a credit adjusting entry.



## **Student Vaccine History**

📄 Central Report Manager Selected Report Student Vaccine Schedule 📄 Run Report My Favorite Reports ~ 🤤 Remove 🗙 Available Reports 📕 School 📁 Students Students with no Primary Guardians Student Notes Detail Student Medication Schedule - 📁 Injury Reports Enrollment & Start Analysis Student Attendance Student Contact Lists Student Fee Schedule Assignments Student Form Compliance Student Profile Student Vacation/Sickness Details Student Vaccine Compliance Student Vaccine Schedule
 Student Vaccine Compliance List
 Student Vaccine Compliance Letter
 Student Vaccine Compliance Letter - 📁 Student Waiting List Vendors

Student Vaccine Schedule – Students > Student Vaccine Compliance

#### **Procare:**

Student Vaccine Compliance (S/L) – compare to – Immunization/Requirement History

Family Data > Immunization Summary

Filter by Enrolled as of date of data migration.

		2
Family Data	Immunization / Re	auirement History
Account Information		
Address Labels	Select Filter	Report Header
Child Enrollment	Filter	
Classroom Schedule	Visible Accounts: Filtered	
Filtered Reports		
Immunization Summary	Group and Sort	
Immunization / Requirement Due Report	Group By None	
- 🗐 Immunization / Requirement History	Sort By Child's Name	
- 📃 Immunization Count Summary		
Immunization Due Report	=	
- 📃 Immunizations Due by Type		
- 📃 Requirements Due Report		
Immunization / Requirement w/Due Date		
MyProcare		
Rollcall Sheets		
Sign In/Out Sheets		
Tracking		
User Defined		
Family Accounting		
Agency Accounting		
Meal Tracker		
Attendance Tracker		
Activity Manager	~	
play the Immunization / Requirement history for each child.	Expand Save Settings Clear Settings	Run Report
_Immunization01.rpt		

Additional suggestions

Suspension Report – if needed to correct the enrollment total.