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	
	Contraction 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.

Key Filter	F	Account Child Functions Reports 🍱 Tuition Express MyProcare 🖳 Utilities 🐨 Supervisor Utilities
Key Filter		
Key A Balance ACCOUNT Summary		Account 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	
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	
a.				
123 Void Sort	Audit	Deposits 0.00 Report		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 Employee Data & Payroll Expenses & Ledger	2019.2			
Account Child Functions	Reports 📧 Tuition Express MyProcare Utilities 🎅 Supervisor Utilities Reminders Help				
Accounts	Standard Reports F12				
Key Filter	Data Viewer Shift+F12				

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	ounts @ 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.				
	Expand Save Settings Clear Settings	Run 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.

► Undo 🔃 Save 🗶 Ca	ncel	
Sponsor GSA (4000)	~	Active Third Party Sponsors
Sponsor		
Balance S	Summary by Sponsored Fami	ly 👘
Primary Guardian	Student Name	Current ^ 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 / Donohoe	Gavin \$1,755.00
Frech lenny	Brianna Frech	\$1 724 00
	Total A	VR 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 Sort
Agency Accounting	* Date Range	
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		? 🗵
⊕⊳ F	amily Data	E Account De	eposit Activity
📄 🕨 F	amily Accounting		posic Activity
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		
T	gency Accounting		
• •	Attendance Tracker		
🗄 🕨 E	mployee Data		
<			
Shows t Credit d	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	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)

ł					EDWA			1
122	Hide Voids)		E Group	Primary Account Led	ger, Carol Edwards		0
	User	Day	Date	Description	Comment	Amount	Balance	T
	admn	WED	8/22/2018	Tuition Twos	Samuel	110.00	215.00	Ľ
	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	1
	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	
I		FRI	4/26/2019	Deposit: Other		200.00	0.00	
1	23	₽ŧ			TE			0

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

123 A				
Void Sort	Audit Deposits	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	-	Weekbr M.F (AM/F	PM), Actual Schedule		
Account Information					
Address Labels	🔶 Selec	ct Filter	Report Header		
Child Enrollment	Filte	er			
Classroom Schedule	Visible Ac	Visible Accounts: Filtered			
Filtered Reports					
Immunization Summary	👷 Date	Range	A Classrooms		
MyProcare	Date R	ange	Infant Room		
Rollcall Sheets	= This Wee	k	Cafeteria =		
- 📃 Daily: Scheduled	1115 1700	n	✓ Infant 1		
Monthly: 7 Day	Group a	nd Sort	Infant 2 Toddler 1		
- 🔄 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	Options				
- 🔄 Monthly: M-F, Schedule (Portrait)	Options				
- 🔄 Weekly: 7 Day	Indud	Include Child's Date of Birth			
- 🔄 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)					
	~				
5 Day (M+7) Rolical Sheet with actual schedule. Use the checkbox to include the child's age and date of birth. Report is sorted by Classroom. Includes or enrolled children with a schedule.		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 Brow/All Specific Date Range From: 1/2019 To: @/ 72019 Conceletee Show active employees only Show active employees only Show Subtotals on report breaks Conceletee Conce	Available Reports Available Reports Activities Cassrooms Classrooms Classrooms Employee Call-out List Employee Votes Employee Profile Employee Wage History Employee Attendance Employee Attendance Employee Attendance Employee Attendance Employee Attendance Employee Certification/Education Employee Schedule Employee Vacation/Sickness Details Employee Guardians/Sponsors School	~

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	Definitions Tools Help	
Accounts Receivable	Payment Maintenance	•
View Bank Accounts	View A/R Sub-Account Activity	
Define Fiscal Calendar	View Guardian Balances	
	Recurring Fee Processing	•
	One-Time Group Processing	-
	Sector Post Late Payment Fees	
	A/R Rules	•
	Transmit Deposit Summary to QuickBooks®	
	Transmit A/R Period Summary to QuickBooks®	
📅 Close A/R Accounting Period		
	 Reopen last closed A/R Accounting 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></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 r	tton below. Hold multiple specific ro	down the SHIFT
Sand ChackPoint Email Current	otal Period Balan	

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 V In-Active Primary Only V <all groups=""></all>	
Guardian Name Guardian ID Number	Period Balance
For messaging, highlight the row(s) and press the appropriate button below. Ho	
button to select a group of rows. Use the CTRL button to select multiple specific Send CheckPoint Send CheckPoint Sendersate Total Period Bala	
Message Statement Total Period Bala	(02,014.20)

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	E Primary & Agency Acc	ounts @ 30 Day Aging
Family Accounting		
Agency Accounting	☆ 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.

Account Child Functio	ns Reports	🔨 Tuition Exp	oress My	Procare	<u>U</u> tilities	🕐 <u>S</u> uper	visor Utilities	F
Accounts	🔓 🚰	📃 • 🙀		5 🗐			1	
ey Filter	111	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 Pick Up Customer Refund Miscellaneous Charge Food Revenue		Cancel Post & Exit
		Donations Merchandise Transfer from Agency		

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.

andard Reports		?
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.