

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

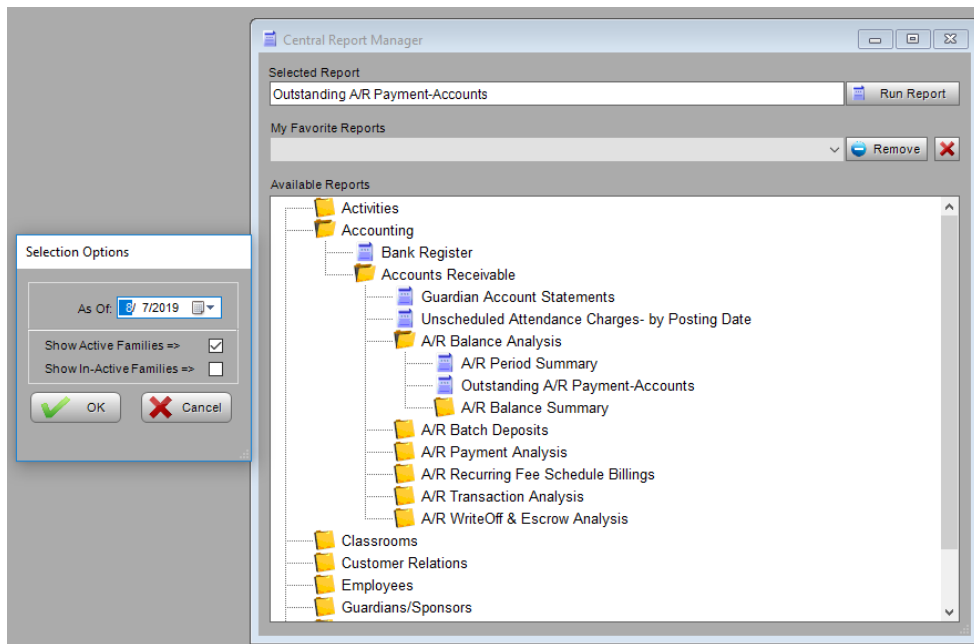
## School Leader Migration Reports/Procare Reports

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

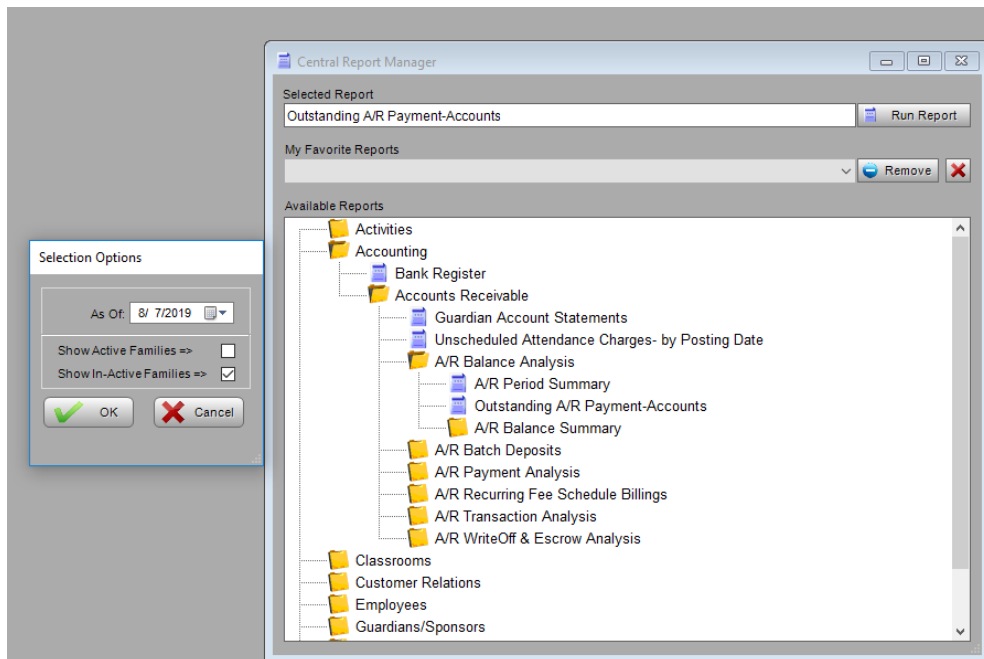
### Outstanding A/R Payment Accounts

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.

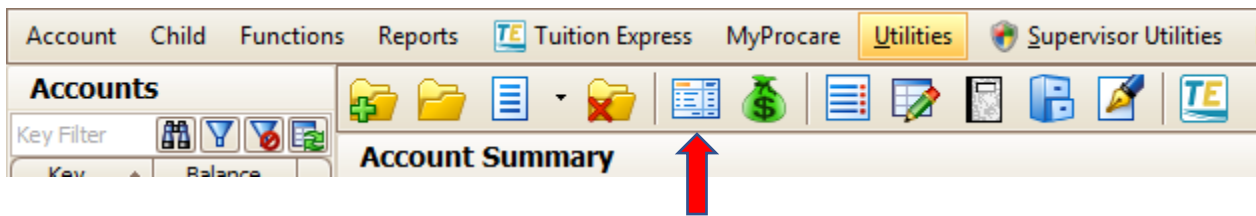


**Inactive Aging** – Follow the above steps, this time selecting only Show In-Active Families

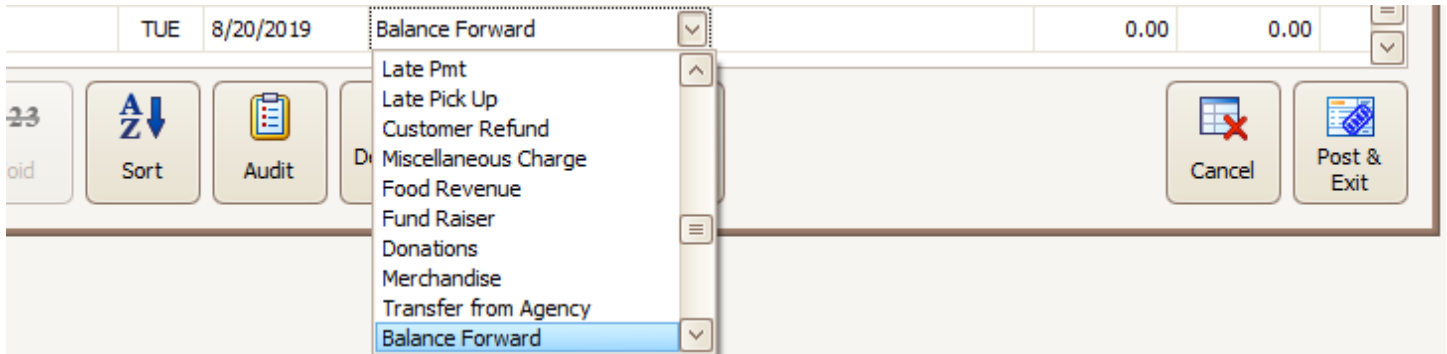


Some accounts may be off due to previous write offs or transfers from other accounts completed in prior periods. If any balances are off, you will need to post an adjusting entry.

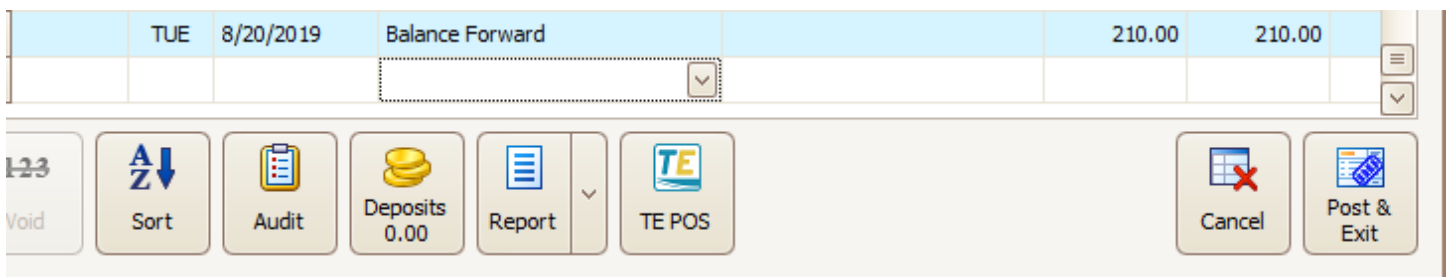
Select the ledger card from the guardian's tool bar.



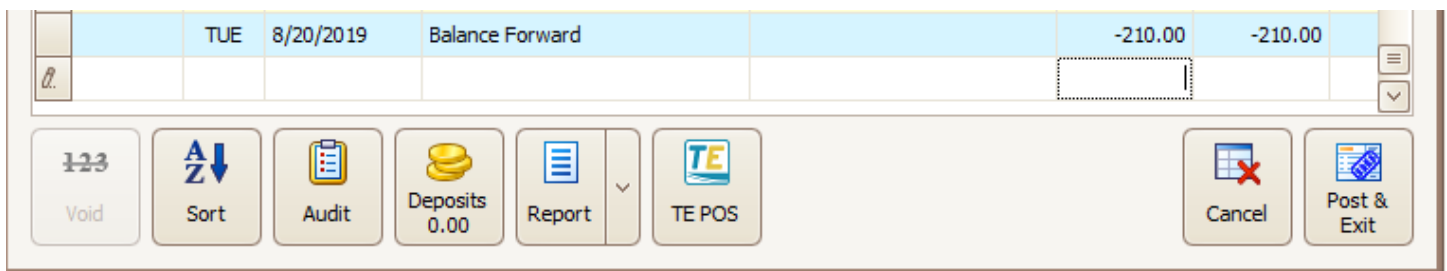
On the first blank line of the ledger card, select the "Balance Forward" adjustment.



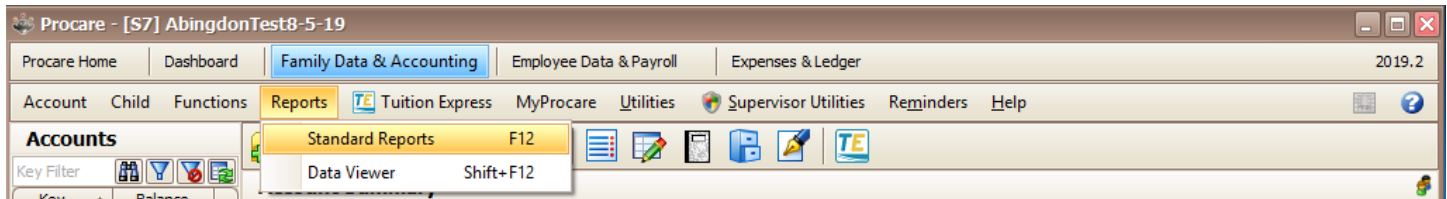
Enter a positive amount for a charge adjusting entry.



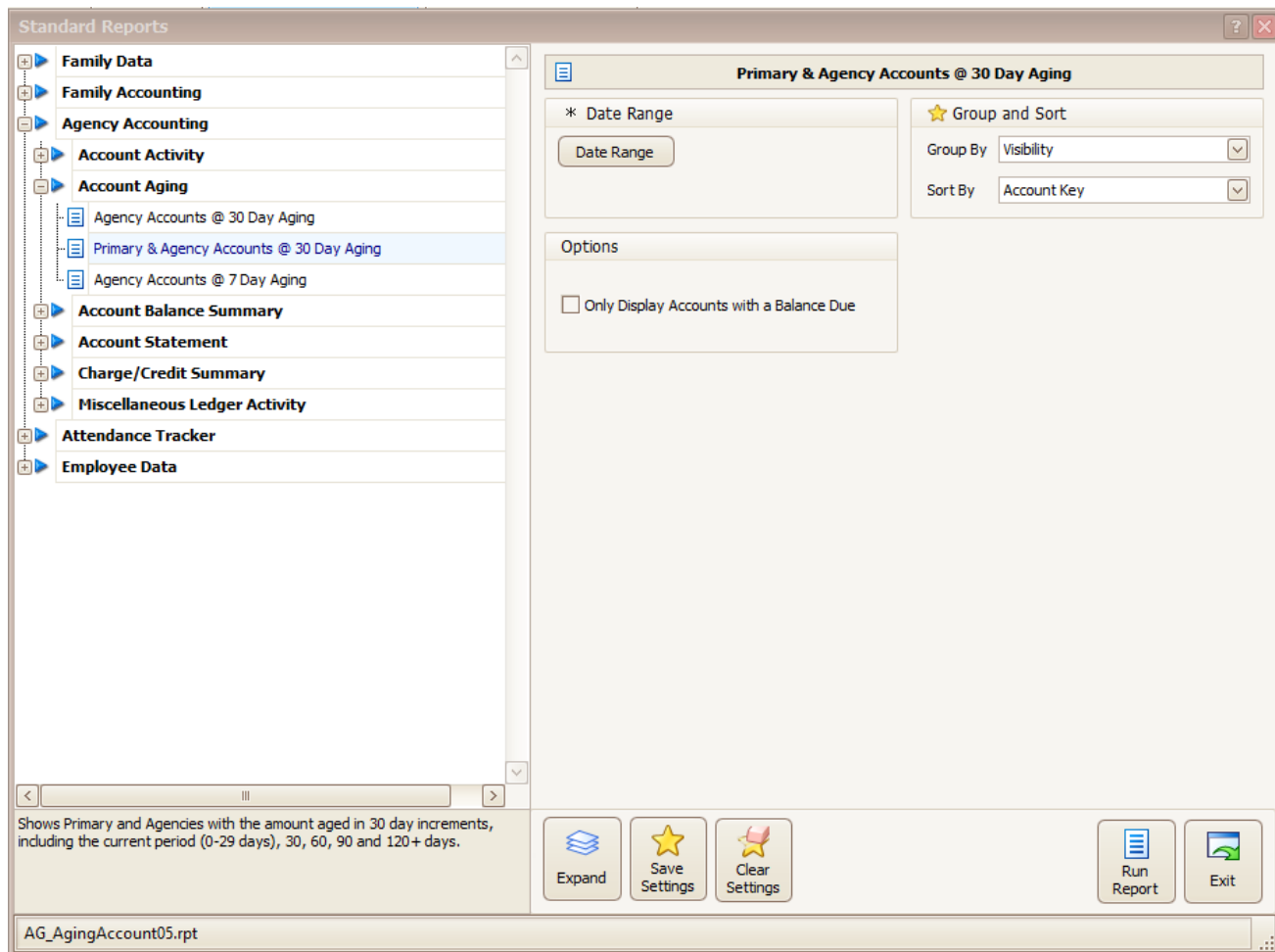
Use a negative (-) for a credit adjusting entry.



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



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



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

View 3rd Party Sponsor: GSA (4000) Active Third Party Sponsors

| Balance Summary -- by Sponsored Family |   |                 |
|--|---|-----------------|
| Primary Guardian                       | Student Name                                | Current Balance |
| Akridge, Marella                       | Abigail Akridge                             | \$858.00        |
| 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 / Gavin Donohoe | \$1,755.00      |
| Frach, Jenny                           | Brianna Frach                               | \$1,724.00      |
| Total A/R Balance                      |   | \$45,250.26     |

Buttons: - Cover -, Payment Account, Balance Summary Identification, Electronic Banking Notes, View Guardian

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.

Standard Reports

- Family Data
- Family Accounting
- Agency Accounting
  - Account Activity
  - Account Aging
  - Account Balance Summary
    - Agency Accounts Only
    - All Accounts (Primary & Agency)
  - Account Statement
  - Charge/Credit Summary
  - Miscellaneous Ledger Activity
- Attendance Tracker
- Employee Data

Agency Accounts Only

\* Date Range:

Group and Sort

Group By:

Sort By:

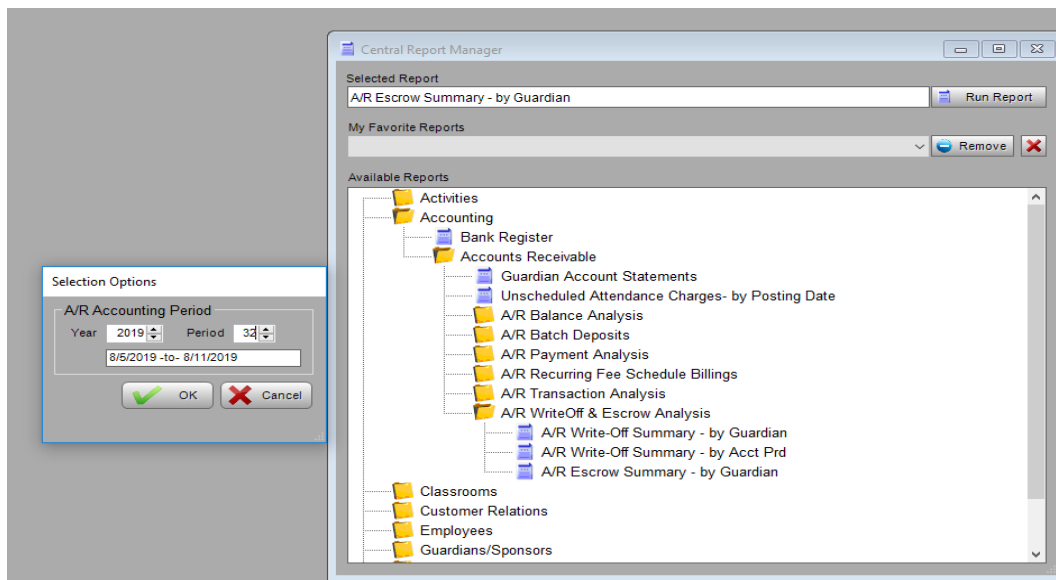
Lists each agency with a balance due (or credit balance) as of the specified date showing the amount owed for each family account. Balances shown belong to the agency (not the family).

Buttons: Expand, Save Settings, Clear Settings, Run Report, Exit

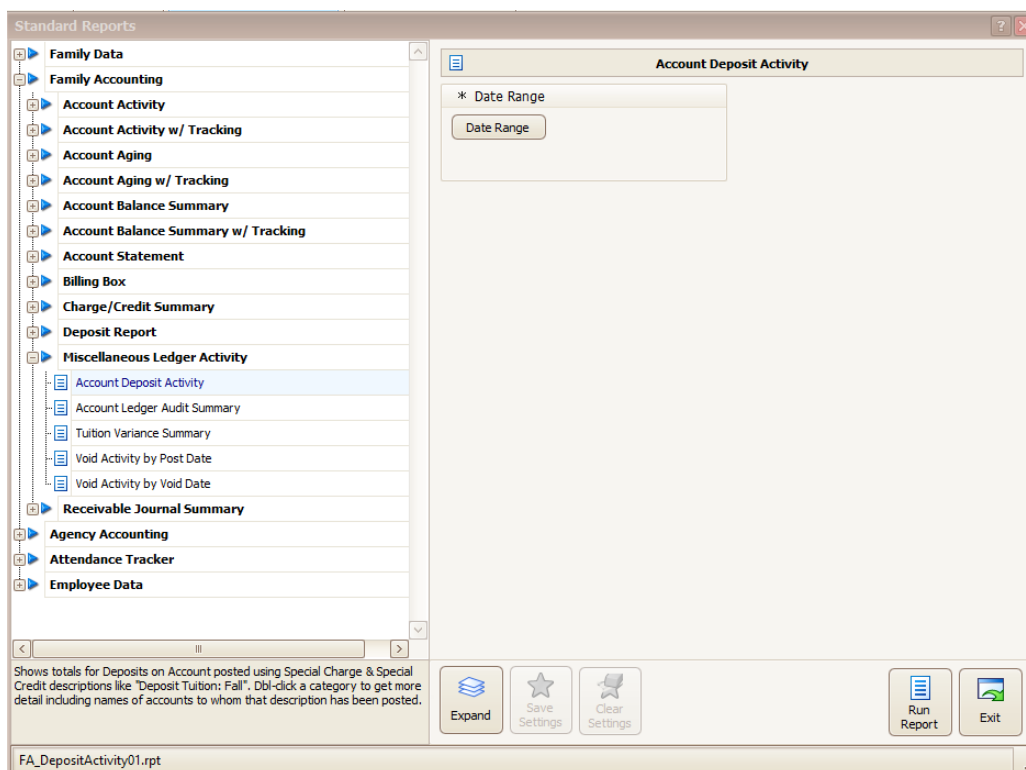
AG\_AccountBalanceSummary02.rpt

## 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.



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.

Procare - [S1] Kiddie Academy International 1

Procure 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**

| Key    | Balance |
|--------|---------|
| ARNO   | 1377.50 |
| BRAD   | 3533.00 |
| BUENO  | 3260.00 |
| CHOPRA | -50.00  |
| COMB   | 4626.00 |
| DAVIS  | 42.00   |
| DELA   | 2900.00 |
| DROBIN | 1481.25 |
| EDWA   | 5697.00 |
| ELMO   | 5180.50 |

**Account Summary**

**ARNO**

Primary Payer - Walter P Arnold

6002 Dry Creek Rd.  
Ashland, OR 97520

541-488-2771  
503-748-8874

Unknown  
w\_arnold@gmail.com

Secondary Payer - Shawanda L Arnold


6002 Dry Creek Rd.  
Ashland, OR 97520

541-488-2771  
541-884-2337

Unknown  
s\_arnold@gmail.com

Tracking

- Marketing
- Friend / Referral
- Marital Status
- Married
- Private Pay/Agency
- Private Pay

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)

Account Ledger

EDWA

Hide Voids Group Primary Account Ledger, Carol Edwards

| User | Day | Date      | Description       | Comment        | Amount | Balance |
|------|-----|-----------|-------------------|----------------|--------|---------|
| adm  | WED | 8/22/2018 | Tuition Twos      | Samuel         | 110.00 | 215.00  |
| adm  | WED | 8/22/2018 | Family Discount   | Christine: 10% | 10.50  | 204.50  |
| adm  | THU | 8/23/2018 | Tuition Preschool | Christine      | 105.00 | 309.50  |
| adm  | THU | 8/23/2018 | Family Discount   | Christine: 10% | 10.50  | 299.00  |
| adm  | THU | 8/23/2018 | Tuition Twos      | Samuel         | 110.00 | 409.00  |
| adm  | THU | 8/23/2018 | Family Discount   | Christine: 10% | 10.50  | 398.50  |
| adm  | THU | 8/23/2018 | Tuition Preschool | Christine      | 105.00 | 503.50  |
| adm  | THU | 8/23/2018 | Tuition Twos      | Samuel         | 110.00 | 613.50  |
| adm  | FRI | 3/29/2019 | Tuition Preschool | Christine      | 105.00 | 718.50  |
| adm  | FRI | 3/29/2019 | Family Discount   | Christine: 10% | 10.50  | 708.00  |
| adm  | FRI | 3/29/2019 | Tuition Twos      | Samuel         | 110.00 | 818.00  |
| adm  | MON | 4/22/2019 | Tuition Preschool | Christine      | 105.00 | 923.00  |
| adm  | MON | 4/22/2019 | Family Discount   | Christine: 10% | 10.50  | 912.50  |
| adm  | MON | 4/22/2019 | Tuition Twos      | Samuel         | 110.00 | 1022.50 |
| I    | FRI | 4/26/2019 | Deposit: Other    |                | 200.00 | 0.00    |

Void Sort Audit Deposits 0.00 Report TE POS Cancel Post & Exit

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

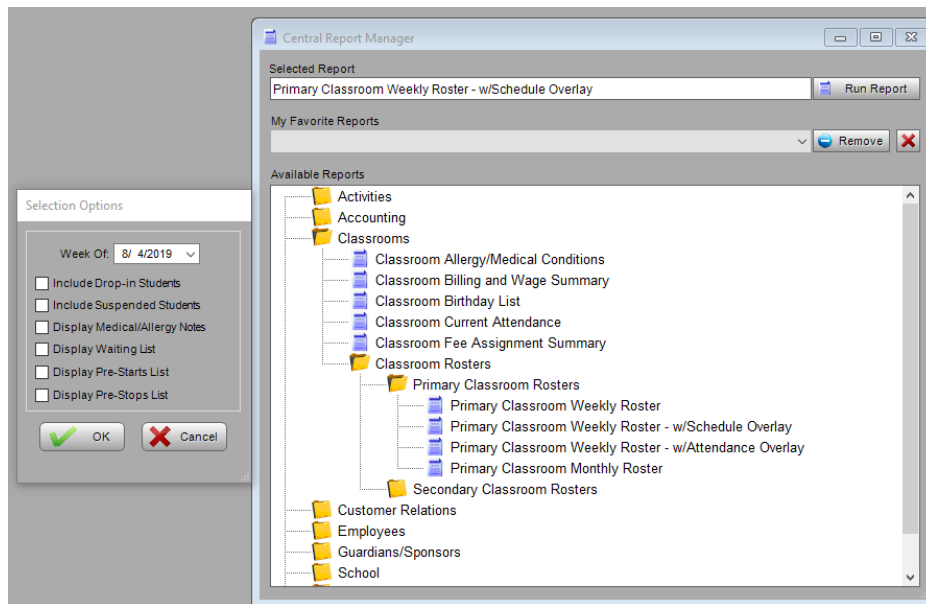
Void Sort Audit **Deposits 0.00** Report TE POS Cancel Post & Exit

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

Void Sort Audit **Deposits 200.00** Report TE POS Cancel Post & Exit

## 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



Procure:

## Roll Call Sheets

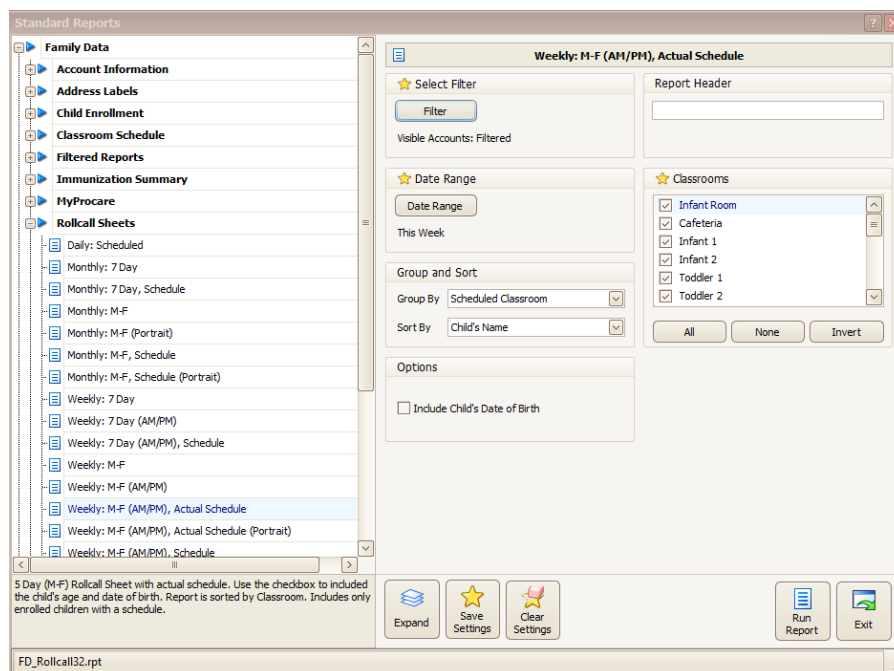
Family Data > Rollcall Sheet > Weekly: M-F (AM/PM), Actual Schedule

Filter > Enrollment status > Enrolled > As of Today > Exit

Date Range > Date of data migration

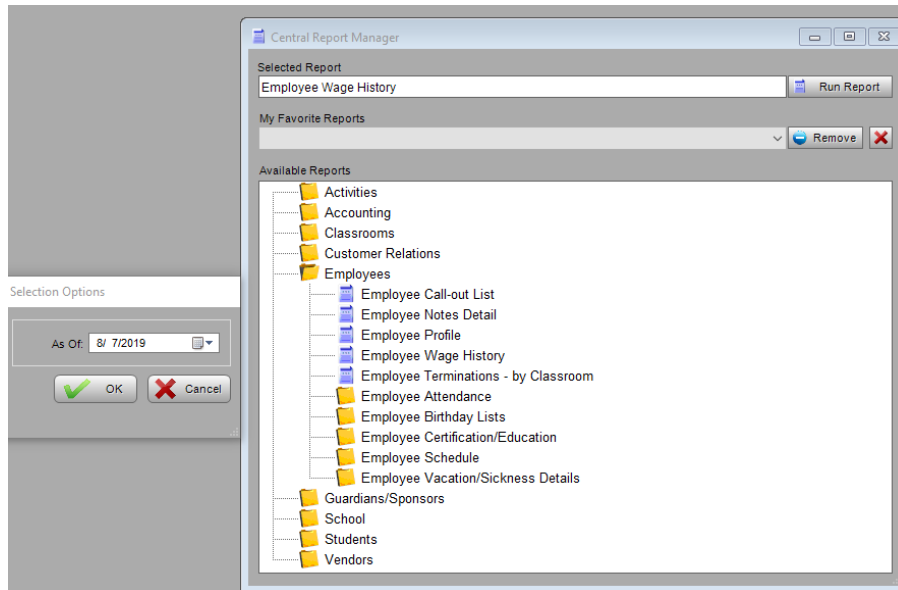
Classrooms > All

Run Report

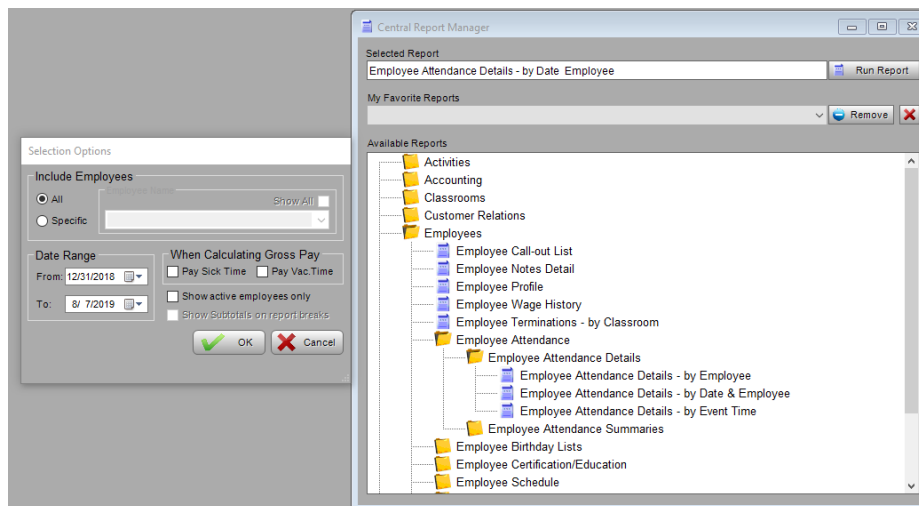


## Employee Information

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

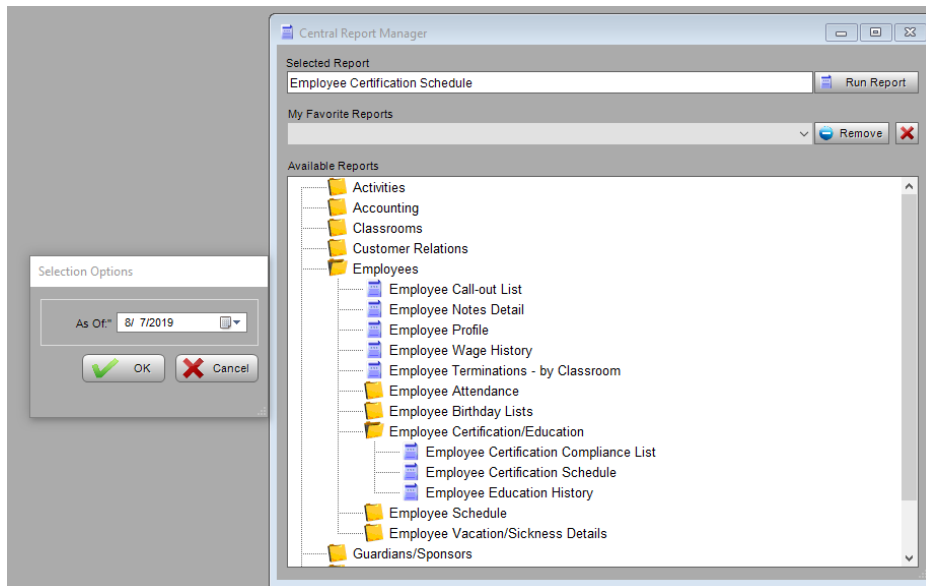


Employee Attendance > Employees > Employee Attendance > Employee Attendance Details (Summary) > Employee Attendance Details – by Date & Employee. Select the date range you would like to keep a history for.

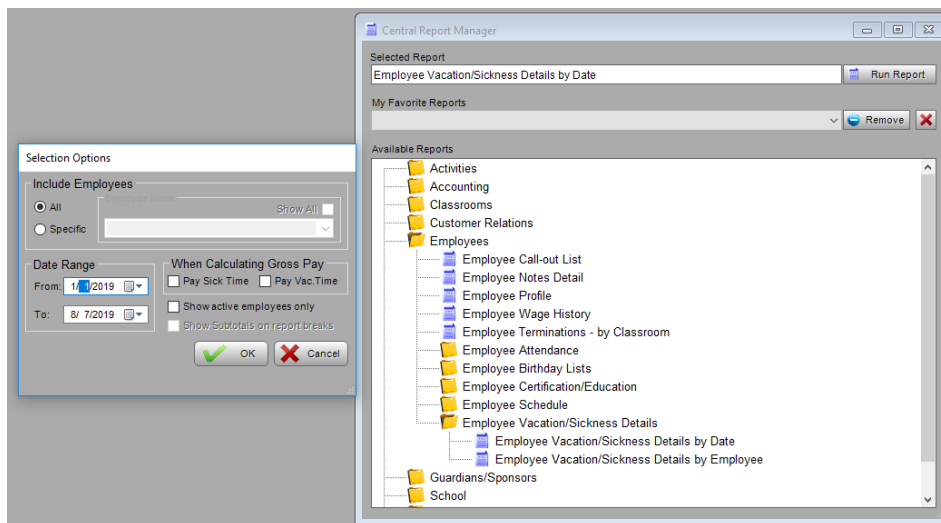


Employee Certifications > Employees > Employee Certification Education > Employee Certification Schedule. Select current date.







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



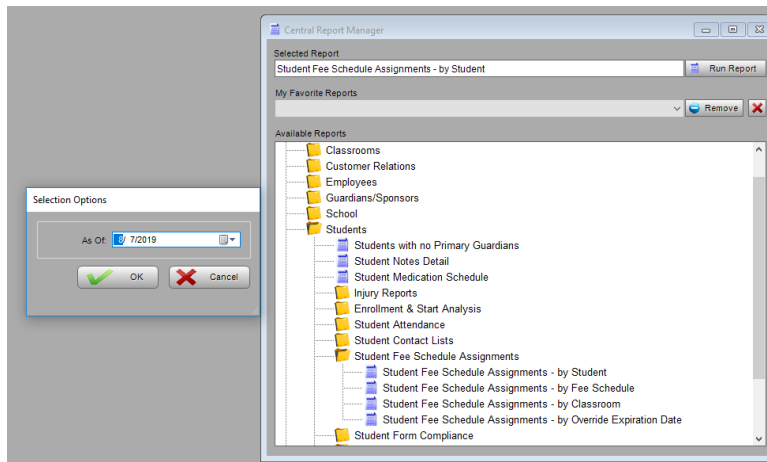
## Employee Data & Payroll Tab

Click on **Benefits**  **& Payrate Icons**  (highlighted icons below) for each employee and review the information to verify it transferred accurately.

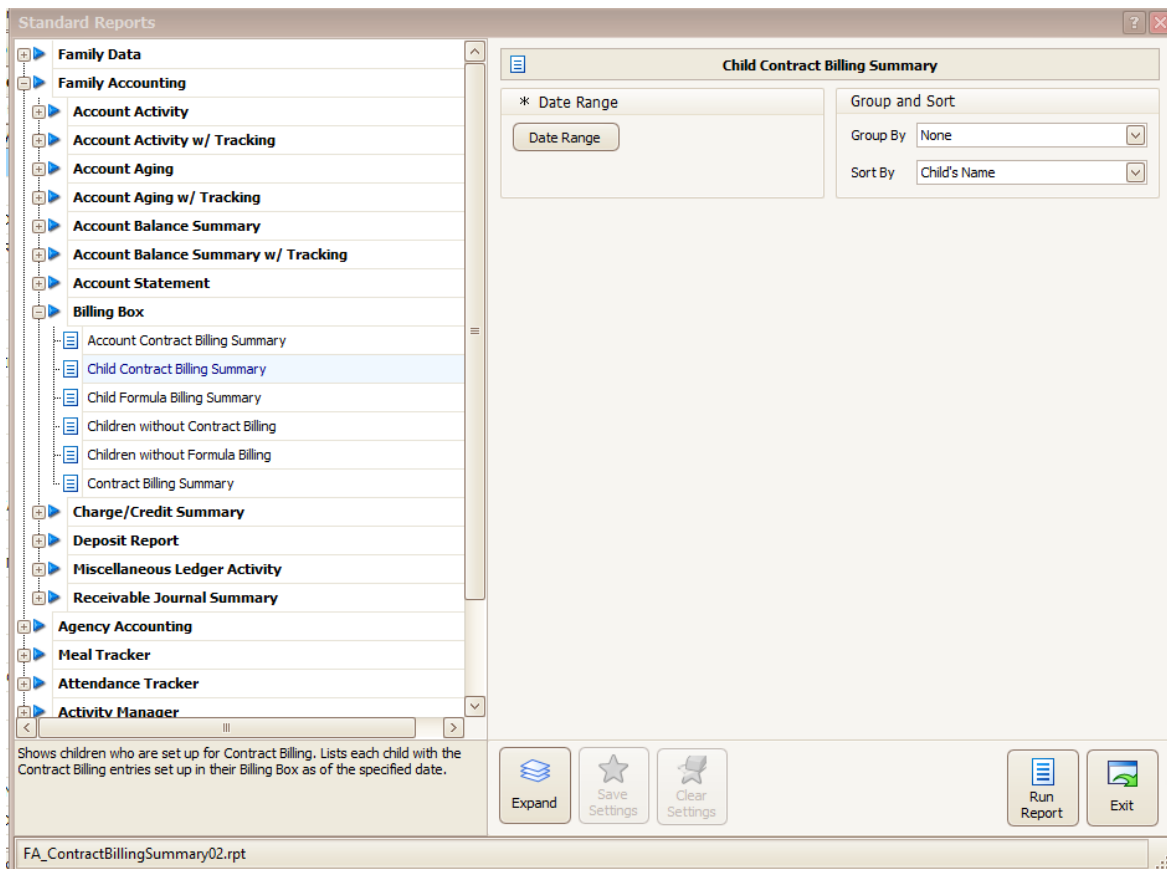
[illegible]

## 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.



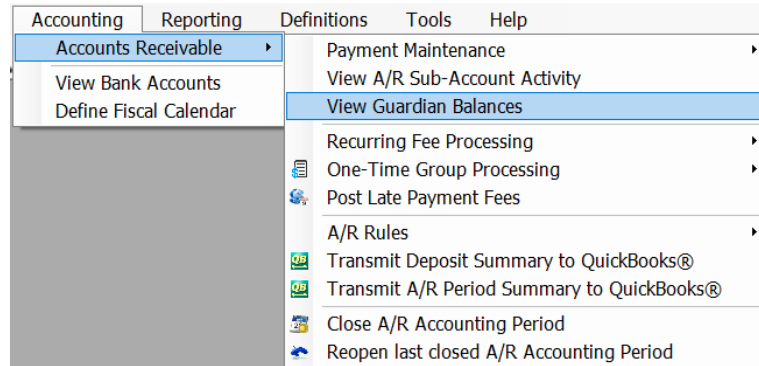
To ensure all students fees have migrated correctly – compare to – Child Contract Billing Summary (Procare)  
Family Accounting > Billing Box



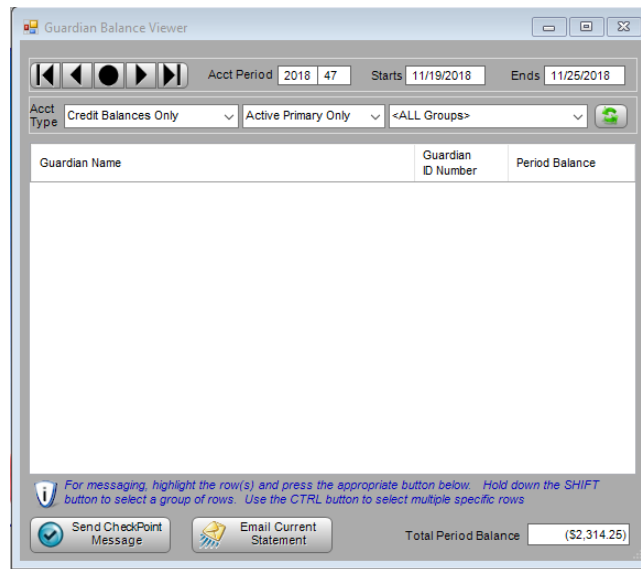
This report will list each student and the associated fees for each billing cycle.

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

Accounting >Accounts Receivable > View Guardian Balances

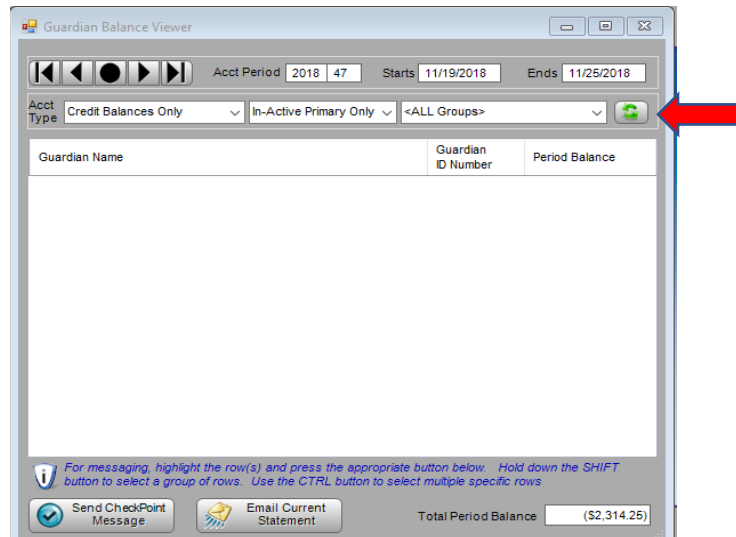


Credit Balances Only – Active Primary Only – Green Arrows. This report will give a list of all active guardians and their credit balances.



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.



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

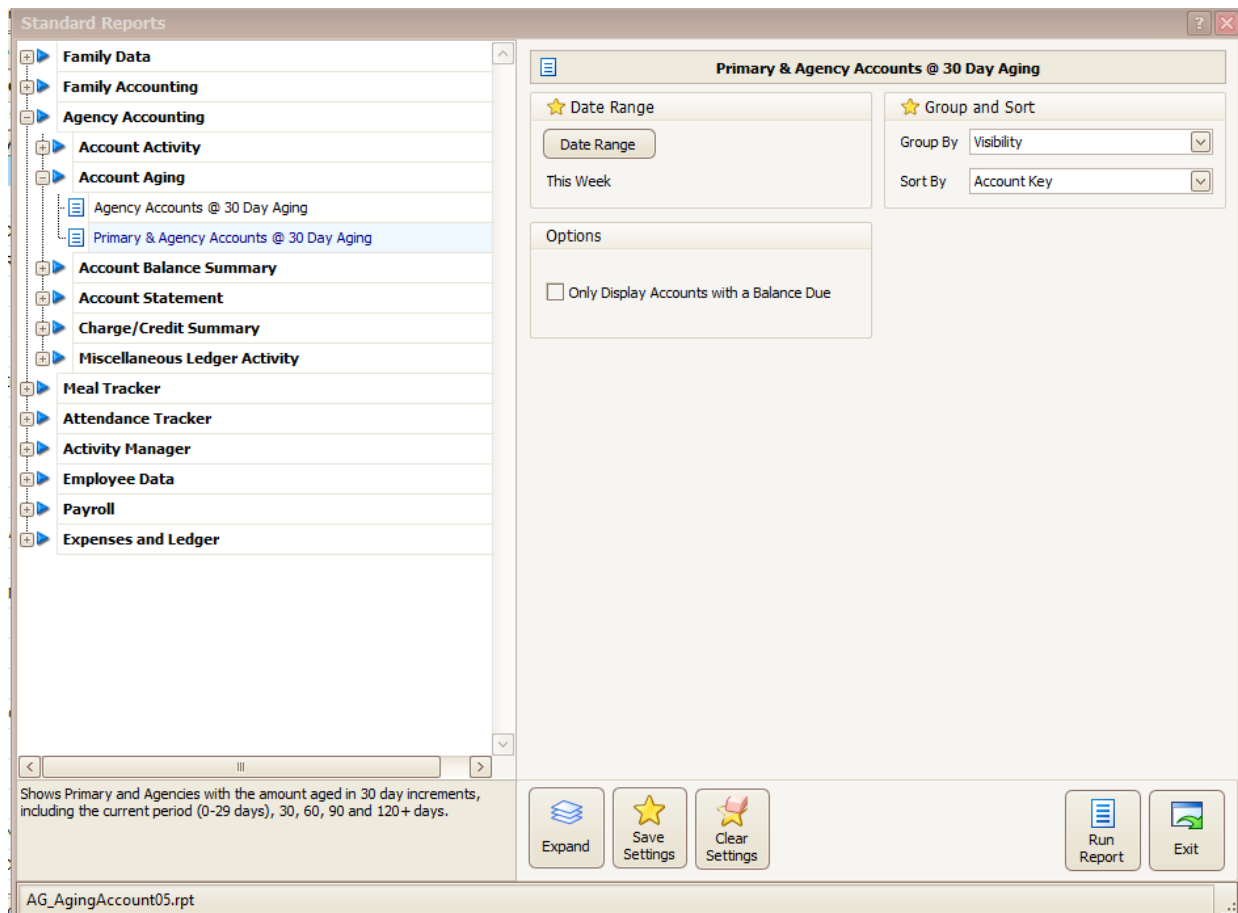
Credit Balance for Inactive – Inactive Primary Only, Click Green Arrow.

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 (Procure).

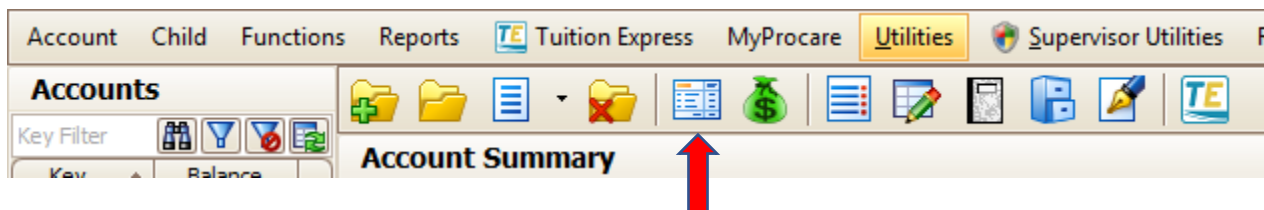
Agency Accounting > Account Aging. Group by Visibility and uncheck Only Display Accounts with a Balance Due. Date range will be date of data migration.



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.



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

|  |     |           |                 |  |      |      |  |
|--|-----|-----------|-----------------|--|------|------|--|
|  | TUE | 8/20/2019 | Balance Forward |  | 0.00 | 0.00 |  |
|--|-----|-----------|-----------------|--|------|------|--|

123  
Void

A  
Z

↓

Sort

📋

Audit

D

Balance Forward

Late Pmt

Late Pick Up

Customer Refund

Miscellaneous Charge

Food Revenue

Fund Raiser

Donations

Merchandise

Transfer from Agency

Balance Forward

Cancel

Post & Exit

Enter a positive amount for a charge adjusting entry.

|  |     |           |                 |  |        |        |  |
|--|-----|-----------|-----------------|--|--------|--------|--|
|  | TUE | 8/20/2019 | Balance Forward |  | 210.00 | 210.00 |  |
|--|-----|-----------|-----------------|--|--------|--------|--|

123  
Void

A  
Z

↓

Sort

📋

Audit

🏠

Deposits  
0.00

📋

Report

TE

POS

Cancel

Post & Exit

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

|  |     |           |                 |  |         |         |  |
|--|-----|-----------|-----------------|--|---------|---------|--|
|  | TUE | 8/20/2019 | Balance Forward |  | -210.00 | -210.00 |  |
|--|-----|-----------|-----------------|--|---------|---------|--|

123  
Void

A  
Z

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Sort

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Audit

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Deposits  
0.00

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Report

TE

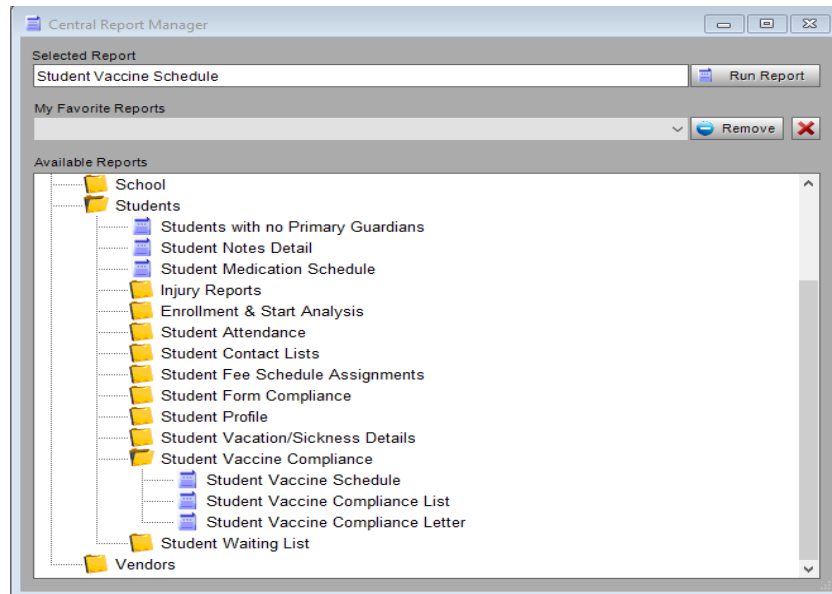
POS

Cancel

Post & Exit

## Student Vaccine History

Student Vaccine Schedule – Students > Student Vaccine Compliance

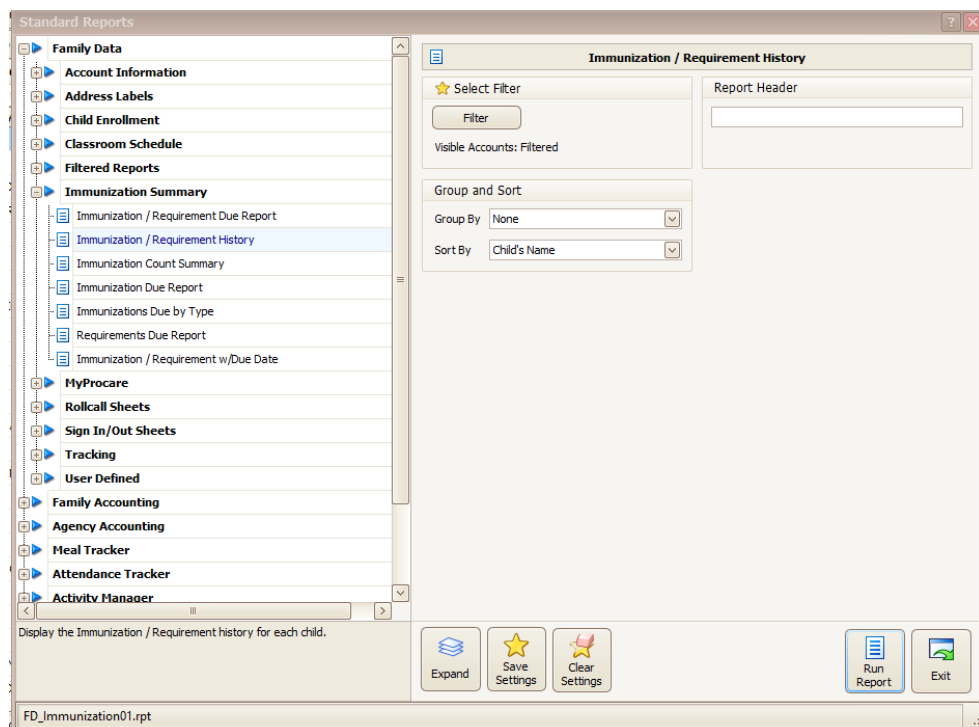


## **Procare:**

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

Family Data > Immunization Summary

Filter by Enrolled as of date of data migration.



#### Additional suggestions

Suspension Report – if needed to correct the enrollment total.