# Enrollment - Center Weekly Change - Excel

Last Modified on 04/03/2019 1:30 pm EDT

#### **Report Description**

The Center Weekly Change report displays a summary of weekly changes for a center.

#### **Report Conditions**

• Center is required

#### Sample Report

Click the report name to view a sample: Center Weekly Change - Excel.xlsx 🗞

## Accessing the Report

1. From the Reports menu, click Room/Program

Search									
☆ Home Fa	mily Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff Setur	α
Home Information							Program	n	
							Paymen	t	
		<b>planta</b>	Cla	ssroom	List		Child		
Information	Schodulos	31 Somostor	Cente	er			Misc		
Information	Schedules	Semester					Batch Jo	ob Audit	
щ	<u>s</u>	0					Custom		
Birthday	Billing	Pending					Room/P	Program	
Birtitday	Dirthuay Dilling Penuling						Financial		

2. From the Report Category drop-down, select Enrollment

Repor	t Category	
205	Enrollment	-

3. Choose Center Weekly Change from the Report drop-down

Report		
Ø	Center Weekly Change - Excel	•

4. Use additional search criteria as needed

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	🕒 Create Report
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- Center select a center or leave blank to view all centers
- From Date choose a from date, if applicable. If no date is chosen, it will pull the current week
- 5. Click Create Report
- 6. The report will download in Excel format

### **Report Fields**

- Weekly Summary Changes (worksheet 1)
  - Name
  - Age
  - Effective Date
  - Old Program
  - Old \$ wk
  - New Program
  - New \$ wk
  - Diff\$wk
  - Gap Changes
  - Extra Days
  - # Extra Days
  - Rate Per Day
  - Total Charge
  - New

- Program
- Withdrawn
- Total Children
- Detail Enrollment (worksheet 2)
  - Company Name
  - Child ID
  - First Name
  - Last Name