Collection - Center Copay Collection Summary - Excel

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Report Description

The Center Copay Collection Summary report is a detailed report of the copayments collected for a center

Sample Report

Click here to view a sample of the report - Center Copay Collection Summary.xlsx 🗞

Accessing the Report

1. Click Reports, then select Room/Program

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☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	ď
	Home	Informati	on						Program	n		
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 In the Quick Search, type center copay and select the Center Copay Collection Summary report

Quick Search	center co	Q
Report	Center Copay Collection Summary - Excel(Coll	
Ø	Center Copay Discount - Excel(Collection)	•
	Home Center Count - Excel(Enrollment)	

3. Choose the center or business level

Center	
DCW Transactional- CENTER 1	

4. Click Create Report. The report will open in an Excel workbook

Below is a list of fields that display on this report:

- Center: The name of the facility the child is enrolled within
- Family ID: The identification number assigned to the family
- Family Name: The name of the family within the Platform
- Parent ID: The identification number assigned to the parent or legal guardian
- Parent Last Name: The last name of the parent or legal guardian
- Funding Type: The third party sponsor assigned to the family
- Term Date: The date the family was terminated from the facility
- Current Month Copay: The current monthly co-payment assigned to the family
- Monthly Amount Deposited: The amount deposited by the family for the month
- Current Month's Balance: The current month balance for the family
- Last Payment Date: The date the family last made a payment to the facility
- Last Payment Amount: The total amount of the last payment made to the facility

• Previous Outstanding Balance: The previous outstanding balance for the family