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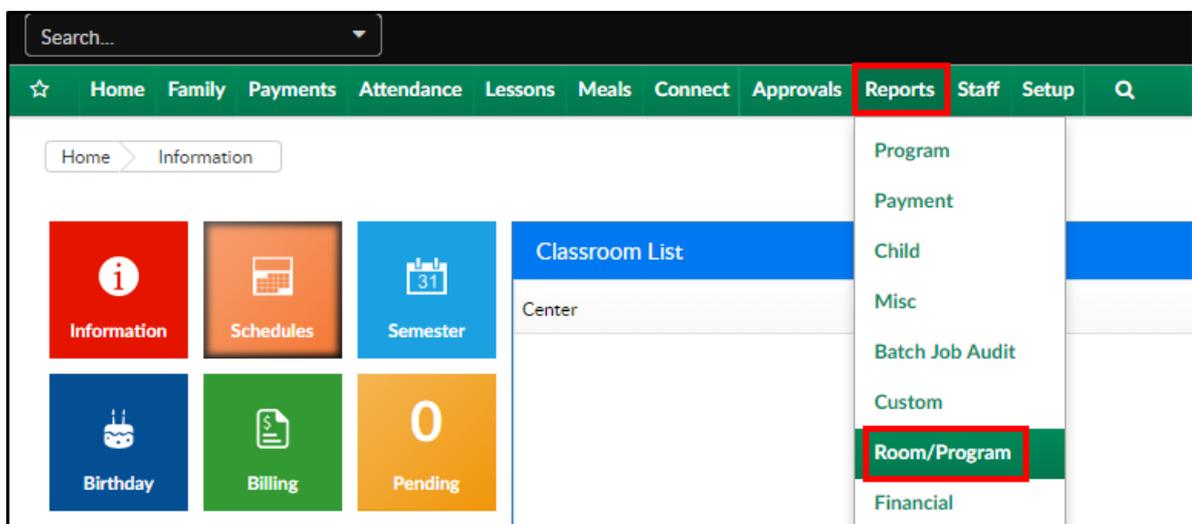
2. From the Report Category drop-down, select Enrollment

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

Report

Center Weekly Change - Excel
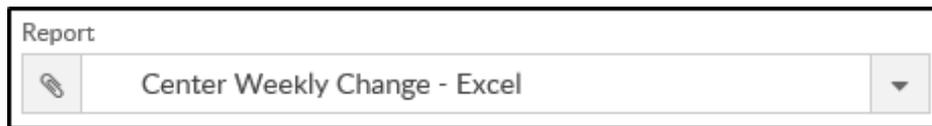
4. Use additional search criteria as needed

Search Criteria ▼

Center

DCW Transactional- CENTER 1

From Date

Create Report

- 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- Withdrawn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