

Reports > Payment

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The Reports > Payments screen displays shortcuts to payment related reports.

Reports Payment

Operational Reports

Payments
View the payments entered into Daycare Works. You can view by date range and batch number. You can export the data into Excel or PDF.

Outstanding Balance
View the current outstanding balances. It allows you to email statements and email reminders. The screen helps you manage the auto-pay functionality.

Payment Allocations
View the allocations of payments across programs and details.

Year End Family Payment
View and export the year end payments per family. Allows you to give the families a report to be used for year end taxes.

Credit Card Transactions
If your facility allows credit card transactions this utility will allow you to view the raw transactions.

AutoPay Status Report
View and export the status, accepted or denied, of auto payments by batch.

Declined AutoPay Payments Report
View and export declined payments from the AutoPay Processor

Executive Reports

Payment Program/Room History
View the history of payments grouped by program or program/batch

Batch and Report
View and report on existing batches or create new batches. You can also upload an Authorize.NET report and have the payments batched together and reconciled.

Payment History Statistics
View the difference between expected payment amount and the actual payment received for the current year. It displays a graph of trends.

Payment Forecast Report
View the forecasted receivable amount based on the current and future enrollments entered into Daycare Works

Financial Report
Export multiple financial reports into Excel. These will give you detail and summary information about revenue and fees.

Operational Reports

- Payments- this is a shortcut to the Payments > Payments/Adjustments screen [click here](#) for a walk through of the screen.
- Outstanding Balance-this is a shortcut to the Payments > Outstanding screen, [click here](#) for a walk through of the screen.
- Payment Allocations- this is a shortcut to the Payments > Payments, Allocation Listing Report- select search criteria then press search. To pull a report, select the Actions button and choose to pull either the Export-Excel Grouped or Export- Excel Flat option.

Showing results for:

From Date: 12/01/2017 To Date: 12/31/2017

Search Criteria ▾

Actions ▾

Allocation List ☰

2 items found, displaying all items.1

Family	Classroom	Allocated Amount	Payment Amount	Payment Date	Payment Type	Note
Peter Pan Family	Normal Fee DCW Transactional-Center 1	500.0	500.00	12/05/2017	Third Party Payments - HOD 5306428	Peter Pan, Tinkerbell 1234-5677 - PM, After School Care ~ DCW Transactional-Center 1 - 11/01/2017 to 11/30/2017(MTWRF)
Frozen Family	PM, After School Care DCW Transactional-Center 1	15.0	15.00	12/22/2017	Scholarship 5412225	Frozen, Elsa - Scholarship/Discount:January2018Enrichment PM, After School Care ~ DCW Transactional-Center 1 - 01/01/2018 to 01/31/2018(MTWRF)

Export options: [CSV](#) | [Excel](#) | [XML](#)

o Grouped export-

Family	Payer Name	Child ID	Student	Center	Category	Program	Payment ID	Invoice Number	Payment Type	Credit Card Type	Check	Payment Date	Payment Notes	Detail ID	Detail Post Date	Detail Notes	Client Batch	DCW Batch	Payment Amount	Total Allocated	Allocation Amount	
TOTAL FOR PAYMENTS																						
TOTAL Frozen Family	Queen Frozen	411018	Frozen, Elsa	DCW Transactional School Age	Child Care	PM, After School Care	5412225		Scholarship			12/22/2017	Scholarship/Discount:1298195 01/01/2018 to 01/31/2018(MTWRF)					0	15.00	15.00	15.00	

o Flat export (the flat file will be better for analysis or sorting because there are fewer line breaks)-

Family ID	Family	Child ID	Center	Category	Program	Payment ID	Invoice Number	Payment Type	Check	Date Posted	Payment Notes	Detail Notes	Client Batch	DCW Batch	Total Allocated	Payment Amount	Allocation Amount
317246	Frozen Family	411018	DCW Transactional-School Age Center 1	Child Care	PM, After School Care	5412225		Scholarship		12/22/2017	Scholarship/Discount:Jan Enrichment	PM, After School Care ~ DCW Transactional-Center 1 - 01/01/2018 to 01/31/2018(MTWRF)		0	15.00	15.00	15.00
317251	Peter Pan Family	411025	DCW Transactional-Center 1				5306428	Third Party Payments - HOD		12/05/2017		PM, After School Care ~ DCW Transactional-Center 1 - 11/01/2017 to 11/30/2017(MTWRF)		0	0.00	500.00	500.00

- Year End Family Payment- This link will take users to the Payments > Family Payment screen where tax statements can be created and exported- click here for directions.
- Credit Card Transactions- This link will take users to the Payments > Online/POS payments screen where transaction detail by date can be pulled, click here for directions.
- AutoPay Status Report- This screen will display AutoPay batches that have been processed by the system automatically in batch format or that have been processed by a center going to the Payments > AutoPay batch screen . When payments have been processed, the number of AutoPays

will display. Click on the blue number to open an Excel file with batch detail.

Reports > Payment > Auto Pay Status

Auto Payment Batch				
Center Name	Recurring Batch ID	Create Date	Create User ID	Number of Auto Payments

- Declined AutoPay Payment Report- This screen will display unsuccessful AutoPays, click the export option to download a report.

Reports > Payment > Declined AutoPay Payments

Search 

From Date





Declined Payments from Processor  Export				
Name	Amount	Tracking ID	Batch Date	Funding Type

Executive Reports

- Payment Program/Room History- Payment detail organized by program, enter search criteria to select date detail. Select the actions icon to pull detail into a spreadsheet. The data can be filtered by Normal, Program or Batch/Program.

Showing results for: Report Type: Batch/Program Search Criteria ▾

Actions ▾

Payment Classroom Summary List					
Center	Classroom	Batch	Transaction	Total Amount Due	Total
		0	Third Party Payments - HOD		\$ 500.00
DCW Transactional- Center 1	AM, Before School Care		Receivable	\$ 2,754.00	
DCW Transactional- Center 1	AM, Before School Care	0	Check		\$ 656.00
DCW Transactional- Center 1	Flexible Care, AM		Receivable	\$ 110.00	
DCW Transactional- Center 1	Flexible Care, AM	0	Check		\$ 100.00
DCW Transactional- Center 1	Flexible Care, PM		Receivable	\$ 60.00	
DCW Transactional- Center 1	Flexible Care, PM	0	Check		\$ 50.00
DCW Transactional- Center 1	Flexible Child Care Registration		Receivable	\$ 50.00	
DCW Transactional- Center 1	Flexible Child Care Registration	0	Check		\$ 50.00
DCW Transactional- Center 1	Full Day Summer Camp		Receivable	\$ 40.00	
DCW Transactional- Center 1	Learn to Draw, Fall Session		Receivable	\$ 120.00	
DCW Transactional- Center 1	Learn to Draw, Fall Session	0	Cash		\$ 60.00
DCW Transactional- Center 1	PM, After School Care		Receivable	\$ 2,263.00	
DCW Transactional- Center 1	PM, After School Care	0	Check		\$ 550.00

- Batch and Report- Batch and Report allows sites to group payments together. This is most helpful when trying to reconcile deposits back to bank totals (bank reconciliation). [Click here for more detail on Batch and Reporting.](#)
- Payment History Statistics
- Payment Forecast Report
- Financial Report