



# END OF YEAR

# Checklist

## 1 Review and clean up family balances and archive completed classes

- ☐ [Unlinked payments](#) - find and apply unapplied credits
- ☐ [Uncollected funds](#) - send an email to these families requesting payment
- ☐ [Archive completed classes](#)

## 2 Run Reports

### EOY Revenue Reports

- ☐ [Fee Summary](#)  
The Fee Summary report displays fees posted during a specified time frame, along with any payments made against them or credits applied to them, and their current unpaid amount.
- ☐ [Paid Fees](#)  
Paid Fees report displays revenue by Category 1 with a breakdown by Transaction Type for a specific day or time period. This report can be viewed as a summary or in detail.
- ☐ [Revenue Summary](#)  
The Revenue Summary report displays revenue organized by Category 1, 2, and 3.
- ☐ [Aged Accounts Details](#)  
The Aged Accounts Details report provides you with a list of aged unpaid fees, by family, using the filters (Search Criteria) you select. Fees age from their transaction date and display in number of days owing.  
  
NOTE: If you have unpaid fees in the Store, these will NOT be listed in this report. They WILL be listed in the Fee Summary Report.
- ☐ [Deposit Slip](#)  
The Deposit Slip report organizes revenue by Payment Method for a specific day or time period. Use the Payment Type and Payment Method to find non-monetary Credits given.

These reports will give you the full picture of your revenue for the year. Fees posted, Income received, Discounts given, Credits given, Tax collected and Fees still to be collected.

### EOY Enrollment Reports

- ☐ [Enrollment Detail Report](#)  
Analyzing enrollment can identify areas of growth or decline in your program. Specifically, the Enrollment Detail Report can help
- ☐ [Student Attendance Report](#)  
Great report to get an overview of attendance and enrollment in your classes over the course of the year. You will get the most benefit from this report if you have used the Staff Portal for attendance. The Staff Portal allows you to not only mark a student as Present but also if they are: Late, Left Early or just Observed.
- ☐ [Drop History Report](#)  
You can also run this report to show transfers, or students that have completed classes. In the Search Criteria, choose one of the following from the Show Drops drop-down list.
- ☐ [Wait List Report](#)  
Great list to work from to see if you need to create additional classes, move students to another class, etc. Great for maximizing class size for efficiency and maximum revenue.

## 3 Archive Families

- ☐ [Lead File](#)  
use caution here: The Lead File will affect historical enrollment reporting and will prevent these families from accessing the Parent Portal.



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