



OWNNA

Extracting information from QK

Extracting the data from QK

We will be extracting 3 reports:

- ① Attendances
- ② Parent Contact information
- ③ Staff Contact information

1. Attendances

2 Click on Attendance

3 Double Click on Attendance Summary

The screenshot shows the QikKids Web interface. On the left sidebar, the 'Reports' icon is highlighted with a red box. In the main area, the 'Attendance' report is selected in the 'Report Types' list, also highlighted with a red box. The 'Attendance Summary' report is highlighted in the main list with a red box. A red arrow points from the 'Attendance Summary' report to the 'Reports' icon in the sidebar. The 'Attendance Summary' report description is: 'Provides a summary of all children attendance per day with a certain date range in alphabetical order'.

Report	Description
Actual vs Booked Attendances for Period	Return a count of total expected attendances (charged and marked) and total actual attendances (charged and marked excluding absences) by roll, by day
Attendance Counts by Type	Provides a per child count of attendance types (ie, normal, sick, absent, holiday etc)
Attendance Graphs	Provides attendance statistics in various graphs for a period of time
Attendance Summary	Provides a summary of all children attendance per day with a certain date range in alphabetical order
Attendance Summary by Child	Provides a per child summary of attendance and type of attendance per day within a certain date range in alphabetical order
Attendance Summary by Roll	Provides a summary per roll of children's attendance per day and so provides the attendance type per day within a certain date range in alphabetical order
Billed Hours	Provides the number of billed hours per child (this report will only function for centre that bill by the hour) within a certain date range
Cessation of Care Report	Identifies enrolments that are applicable for the cessation of care session type
Child absent on first or last days (ex bookings)	Provides a list of all children who were absent on the first or last days
Children and Staff in the Centre	Provides all children and staff that are signed in by the Kiosk
Contact Report - Children attending for week	This report displays only children attending and contact details for Guardian 1 and 2 for this service in the week of the selected date
Contact Report - Children attending on day	This report displays only children attending and contact details for Guardian 1 and 2 for this service on the date selected
Daily Count by Roll	Provides the total number of attendance per roll within a certain date range. (Note: the rolls have to be penciled, charged or marked for this report to work correctly)
Daily Fee Summary	Provide the daily count for each fee type charged, the total of the fee types charged per roll and the total amount charge per roll
Exit Reason	Provides details of the families accounts and the exit reason from the booking tab for the children within a certain date range. Note: this report will only show families that have completed the exit survey
Exited Total by Roll	Provides a summary of the exit total per roll within a certain date range. Note: this report will only show families that have completed the exit survey
Family Usage	Provides the account name and the child/children name that used the service with a certain date range
Fee Breakdown	Provides a total for the attendance for each fee type and the total charge for each fee type within a certain date range
Fees and Hours by Roll	Provides a total of the hours and fees per child per roll that the child has been charged for over a certain date range
Fees and Hours by Roll (Legacy Locked Period)	Provides a total of the hours and fees per child per roll that the child has been charged for over a certain date range utilising locked period accounting
Incorrect Kiosk Attendance Times	Gives a list of children whose Sign In time is within one minute of the Sign Out time
Kiosk Sign In/Out	Provides the details for children who have been signed in and out on the Kiosk, the person who has signed the child in and out and the fee type charged for the date range
Kiosk Sign In/Out (ind confirmations)	A variation of the standard Kiosk Sign In/Out report that includes the person who signed the child in/out and the person who confirmed the sign in/out time
Kiosk Sign In/Out(One Child per Page)	Provides the details for children, one child per page, who have been signed in and out on the Kiosk, the person who has signed the child in and out and the fee type charged for the date range
Missing Kiosk Confirmations	Displays attendances that have not been fully confirmed by the guardian via Kiosk
Monthly Actual Attendance versus license Report	Provides a summary of all monthly children attendance (excluding absences) against the centre's license
Weekly Utilisation By Centre	Provides the weekly utilisation for the centre over a certain date period
Weekly Utilisation By Roll	Provides the weekly utilisation per roll over a certain date period
Weekly Utilisation by Roll Group	Provides the weekly utilisation per roll per roll group over a certain date period. Only applicable to centres who use roll groups

4 Enter the current month date range, the Click on OK

5 When the report appears, Click on Email as XLSX



6 Enter an email address of where you would like the report to be sent

1 Click on Reports

2. Parent Contact Information

2

Click on
Misc

System Merchant CCMS / CCSS View Internet Tools Extensions Profile Help

Screens

Report Types

Misc

Report	Description
Absences at end of Care Report - Legacy	This report shows all children that have been absent longer than the Cessation of Care Notice period
Active Bookings	Provides a list of all current bookings for active children
Active Children Per Week	Provides the number of children attending per week
Advanced Gateway - Post-Migration Report	Post-Migration Report is generated, after migration with details of any accounts where the migration was Successful, Unsuccessful and where data has been deleted
Advanced Gateway - Pre-Migration Report	Produces report showing accounts needing correction prior to migration of centre(s) to the Advanced Gateway
AN's with missing Family CRN's	Provides a global list of assessment notices with missing CRN's
Automatic Charge Cycle Report	Displays a count of all families using gateway service vs' the total number of active families
Billing Tab Audit Report	Lists changes to billing tab by date
Billing Tab Audit Report - Service level	Lists changes to billing tab - Service Level by date
Bookings and Waiting List	Provides a list of all bookings for Children
Bookings End Dates	Displays all bookings with an end date within the date range
CCRM - Current Enrolment Export	ChildCare CRM - Current Enrolment Export
CCRM - Withdrawn Enrolment Export	ChildCare CRM - Withdrawn Enrolment Export
Centre Auto charge status	Displays the 'Auto charge' status of a centre
Centre details report	This report shows all centre details
Centre List	Generates one line report of your Centre details
Child Exited Enrolments Report	Provides a list of all children that have exited and the days the child was attending
Child Year to date absences report	Provides a list of all children's Year To Date absences. Uses Active/Inactive/WaitList/Deleted Report filter options
COVID-19	A report that can be used for reporting purposes when a positive COVID-19 result is returned
COVID-19 Supplementary Payment Application Evidence	This report shows supporting evidence for COVID-19 Supplementary Relief Payment application
CPOFR / RFR report	This report displays Entitlement Adjustment requests (CPOFR / RFR) created within a date range
Discount Summary	Displays the discounts applied to selected Active/Inactive/WaitList/Deleted families within the date range
Entitled Subsidy hours By Date	Provides a list of children and number of hours they are entitled to Subsidy. Uses Active/Inactive/WaitList/Deleted Report filter options
FACS Quarterly Report	Provides values to assist with a quarterly FACS report
Family Direct Debit Details	Provides a list of accounts which has Direct Debit details within the Billing tab
Family Totals by Centre	Provides a total number of families that are booked into the Centre from a given date
Flags List	Provides flag details for families up to any given date
Flags Report	Provides flag details for families up to any given date
Health Care Card Summary	This report shows all active Health Care Card within a period
Kindergarten Usage report between dates	This report displays Eligible Age Kindergarten Enrolments and Eligible Age HCC Holders within a given date range, grouped by starting week
Kindergarten Usage report between dates (by child)	This report displays Eligible Age Kindergarten Enrolments and Eligible Age HCC Holders within a given date range, grouped by starting week and child
Kiosk Head Count	The report provides the data related to the Head Count between a certain Start and End Date
Kiosk Sent Messages	Provides a list of all messages sent from Kiosk and created within certain Start and End Date. The report also includes any Deleted Messages
New bookings marketing report	Provides information on all new bookings created for new children without previous bookings including information on Marketing fields in Enrolment wizard within a date period. Uses Active/Inactive/WaitList/Deleted Report filter options
New Children Report (as at date)	This report shows all those new families booked in within a given date range. Only includes children without prior bookings
New Enrolments Report	Provides a list of all new enrolments for the week and the days the children is attending
New Families Report (as at date)	This report shows all those new families booked in within a given date range. Only includes families without prior bookings
Payroll - Staff Leave Entitlements	Provides the annual, sick and long service leave accrual hours for staff as at date
Percentage of Families Using Gateway	Displays the percentage of active families using Gateway and compares with the number of active families in the service/s
QLD Govt Census Report	Report provides services with the ability to extract information for the QLD Govt Kindy program census. This report is approved by the QLD Govt for use in this process
QLD Kindergarten Quarterly Claim Report	This report for kindergarten and HCC card usage is for a period formatted to the QLD government requirements
Re-Activated Accounts Report	This report identifies accounts that were inactive at a point in time and subsequently reactivated
Roll ID to Roll Sync ID Mapping Query	Provides a list of Roll ID's and their corresponding QK Enhanced ID's
Roll Information Report	Provides the Roll Name, Age Group, Places and Min/Max Ages for all Active Rolls (not deleted) in the Services the user is logged into
Statement Audit Function Report	This report provides an audit of statement runs for the service, including what options were selected
Subsidy % Cancelled	Provides a list of all children that have had their Subsidy % cancelled in the previous 2 full Subsidy weeks
Subsidy % Changes	This report compares the current estimated rate with the most recent CCMS/CCSS confirmed rate on the roll entries
Unmarked Rolls	Provides a list of children that currently have unmarked rolls for a given date
Waiting List	Provides a list of all children on the waiting list
Xplor Import	This report extracts data from QikKids to assist with importing to Office

Print

Preview

Print

Favourites

Add

Remove

Help

Report (PDF Style)

Datasheet (Excel Style)

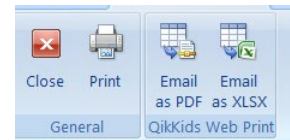
Report & Datasheet Available

Reports

Admin

4

When the report appears, Click on
Email as XLSX



5

Enter an email
address of where
you would like the
report to be sent

1

Click on
Reports

3

Double Click on Xplor
Import



3. Staff Contact information

2 Click on Staff/Carers

3 Double Click on Staff Detail

The screenshot shows the QikKids software interface. On the left sidebar, the 'Reports' icon is highlighted with a red box and labeled '1 Click on Reports'. Below it, the 'Staff' icon is highlighted with a red box and labeled '2 Click on Staff/Carers'. In the main area, the 'Staff/Carers' report is selected and highlighted with a red box, labeled '3 Double Click on Staff Detail'. The report list includes: Report, Daily over-staffing levels by centre, Duplicate Qualification Report, Kiosk Permissions - Staff, QikNext User Roles and Permissions, Roster Details, Rostered Hours by Employee, Staff Detail, Staff Contacts Detail, and Staff Qualifications Summary. The 'Staff Detail' report is described as 'Provides the contact details for each staff member'. At the bottom right, a 'Key' section indicates that the 'Report (PDF Style)' and 'Report & Datasheet Available' options are available.

Report	Description
Daily over-staffing levels by centre	Provides information for the centre per day for the number of staff over the staff/child ratio for the centre. This report can only be used if you are using the roster function within QikKids
Duplicate Qualification Report	Shows staff or carers that have duplicated qualifications, either by the qualification's name or by it's CCMS equivalent
Kiosk Permissions - Staff	Provides a list of Kiosk permissions for all staff in the currently logged in centre(s)
QikNext User Roles and Permissions	Display all current users and their QikNext permissions. You must be an administrator to run this report
Roster Details	Provides the details for the specific worked hours for the staff per day for the certain date range
Rostered Hours by Employee	Provides information per staff for the certain date range for the total hours worked
Staff Detail	Provides the contact details for each staff member
Staff Contacts Detail	Provides the contact details for the staff members' contacts
Staff Qualifications Summary	Provides details of staff qualifications by centre

4 When the report appears, Click on Email as XLSX



5 Enter an email address of where you would like the report to be sent

1 Click on Reports

Family Account Balances (Bond & Fees)

2

Click on Debtors

3

Double Click on Family Balances (inc zero)

System Merchant CCMS / CCSS View Internet Tools Extensions Profile Help

Screens Accounts Rolls S Case Claims Receipts Banking CCS Quotes Personnel Staff Admin

Report Types: Favourites, Attendance, Financial, CCMS / CCSS, Transactions, **Debtors**, Contacts, Children, Medical, Staff/Carers, Misc, Resources

Print: Preview, Print

Favourites: Add, Remove, Help

Key: Report (PDF Style), Datasheet (Excel Style), Report & Datasheet Available

Report	Description
Accounting Period Aged Balances at Date (ex bookings)	Provides the debtors for all families account within certain time frames, i.e. less than 7 days, 8 to 14 days etc. as at the date the report is built. Uses Active/Inactive/WaitList/Delet
Accounting Period Aged Balances at Date (inc bookings)	Provides the debtors for all families account within certain time frames, i.e. less than 7 days, 8 to 14 days etc but also provides the booked attendance charged per week (under th
Accounting Period Family Balances at Date (ex bookings)	Provides the family balance at date excluding any charges or payments that are made to the account after the date of the end of the built report. Uses Active/Inactive/WaitList/De
Accounting Period Family Balances at Date (inc bookings)	Shows the parents balances at date including charges and payments within the date range. Uses Active/Inactive/WaitList/Deleted Report filter options
Aged Balances / Debtor Listing	Provides the debtors for all families account within certain time frames, i.e. less than 7 days, 8 to 14 days etc. as at the date the report is built. Uses Active/Inactive/WaitList/Delet
Aged Balances / Debtor Listing (inc Address)	Provides the debtors for all families account within certain time frames, i.e. less than 7 days, 8 to 14 days etc. as at the date the report is built. Uses Active/Inactive/WaitList/Delet
Aged Balances / Debtor Listing inc Bookings	Provides the debtors for all families account within certain time frames, i.e. less than 7 days, 8 to 14 days etc but also provides the booked attendance charged per week (under th
Aged Balances / Debtor Listing inc Bookings (inc Address)	Provides the debtors for all families account within certain time frames, i.e. less than 7 days, 8 to 14 days etc but also provides the booked attendance charged per week (under th
Aged Debtor Listing (ind Address details)	Same as Aged Debtor Listing but includes Address details. Uses Active/Inactive/WaitList/Deleted Report filter options
Current Balances	Provides the current credit and debtors per families as at the date the report is built. Uses Active/Inactive/WaitList/Deleted Report filter options
Current Balances (inc all centres)	Provides the current credit and debtors per family as at the date the report is built per service on the QikKids program. (Note: this is for multi-service QikKids databases). Uses Acti
Debtor Analysis for Week	Provides debtors analysis for the week
Family Aged Balances	Provides the debtors for all families account within certain time frames, i.e. less than 7 days, 8 to 14 days etc. as at the date the report is built. Uses Active/Inactive/WaitList/Delet
Family Balances (inc zero)	Provides the family's account balance as at the date the report is built including all account with a zero balance. Uses Active/Inactive/WaitList/Deleted Report filter options
Family balances at Date (ex bookings)	Provides the family balance at date excluding any charges or payments that are made to the account after the date of the end of the built report. Uses Active/Inactive/WaitList/De
Family Balances at Date (inc Bookings)	Shows the parents balances at date including charges and payments within the date range. Uses Active/Inactive/WaitList/Deleted Report filter options
Family Balances at Date (Legacy Locked Period)	Displays the families balance in the date range that you select and if you made changes in this date then it will not change what was already entered as it's a locked period
Non-Attending Debtors	Provides the non attending families total debtors as at the date the report is built to
Total Family Balances at Date	Provides the total for the centre at a given date (when report is built) for the credit and debit for all the centres accounts. Uses Active/Inactive/WaitList/Deleted Report filter optio

1

Click on Reports

4

Select: Required

- Active Families
- Wait List Families

Optional

- Inactive Families
- Include deleted families

Enter today's date & Click OK

Report Filter options

Include

☒ Active Families

☒ Waiting List Families

☐ Inactive Families

☐ Include Deleted Families

The status of children will be as at this date:

9/06/2020

OK Cancel

5

When the report appears, Click on Email as XLSX

Close Print Email as PDF Email as XLSX

General QikKids Web Print

6

Enter an email address of where you would like the report to be sent





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you!**

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