

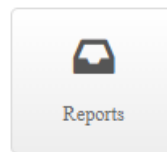
Reports Functionality

With so much information, we have created various reports for you pull information out of the system

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To access the reports, go to your dashboard on the top left and click on the button



1. Account Journal Entries

- Select by highlighting the line “Account journal entries
- Click on “View Report” below
- You are now on a screen where you may choose your criteria of your search

Journal Entries

View The Journal Entries of The Accounts

Account Number :	<input type="text"/>	Account Name :	<input type="text"/>
Date Time From :	<input type="text"/>	Date Time To :	<input type="text"/>
Amount :	<input type="text"/>	Description :	<input type="text"/>
Category :	<input type="text"/>		

A...	Accou...	S...	Atte...	Tr...	A...	Description	Cat...	C...	N...	S...	S...	Serv...	Atte...	Staff...	F...	T...	B...	Bi...	In...	E...	Vat	Bala...
23...	Johns...	Ac...	Tanya,	20...	34	Refund	Refund #...		Amy Jo...	C...												0
17...	Du toit	Ac...	Tho...	20...	-9...	Payment	EFT	IN...	A...	Du	C...											0
14...	summ...	Ac...	gilbert,	20...	-210	ACB	EFT	sa...	su...	C...												1920
14...	summ...	Ac...	gilbert,	20...	-710	ACB	EFT	sa...	su...	C...												1920
14...	summ...	Ac...	gilbert,	20...	-210	ACB	EFT	sa...	su...	C...												1920
14...	summ...	Ac...	gilbert,	20...	-310	ACB	EFT	sa...	su...	C...												1920
14...	summ...	Ac...	gilbert,	20...	-210	ACB	EFT	sa...	su...	C...												1920
14...	summ...	Ac...	gilbert,	20...	-510	ACB	EFT	sa...	su...	C...												1920
14...	summ...	Ac...	gilbert,	20...	-300	Refund	Refund ATM	sa...	su...	C...												1920
14...	summ...	Ac...	gilbert,	20...	0	New	Invoice	sa...	su...	C...								22	41...	0	0	1920
14...	summ...	Ac...	gilbert,	20...	200	cash	Invoice	sa...	su...	C...								22	41...	200	0	1920

- The list of transactions on the bottom half is of all your transactions ever done with AdminOnline.
- You can above filter out your criteria of a search on those transactions.
- Then click on Apply filter to retrieve the list as per your criteria
- You may use multiple search fields to specify a search, example... Account number, between two dates, and searching for cash receipts

2. Age Analysis

- Highlight by selecting “Age Analysis”

2 Age Analysis	Age Analysis of Customer Accounts
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- Then click on “View Report” below
- The system will immediately generate a Customer Age Analysis Report for you for every Active account on your system showing the accounts balances based on the charge date from Current, 0-30, 31-60, 61-90, 91+ days. Additionally a day column showing exact days outstanding
- Other information provided is the Account number, Account surname, Status, Attendees in the Account, Responsible person’s name and surname, cell phone number and email address

Customer Accounts Age Analysis Report													
Company Name	YOUR Company Name												
Report Run Date	2018-10-04												
Customer Accounts				Outstanding					Responsible Person Details				
Account Number	Account Name	Status	Attendees	Balance	0-30 Days	31-60 Days	61-90 Days	Older	Days	Name	Surname	Cellphone	Email
91142	Alley	Active	Quinton	R540,00	R540,00	R0,00	R0,00	R0,00	24	0000000000	Alley	0000000000	gmakungo@gmail.com
83265	Botha	Active	Jaco(10), Herco, Chonger	R1 452,00	R1 100,00	R352,00	R0,00	R0,00	35	0986542456	Botha	0986542456	anton12@jalia.co.za
18945	Bravo	Active	Jonny, Simon, Fred	R880,00	R660,00	R220,00	R0,00	R0,00	35	0800000000	Bravo	0800000000	john@jalia.co.za
17968	Brown	Active	Jack	R880,00	R660,00	R220,00	R0,00	R0,00	35	0899999999	Brown	0899999999	rtpurdon@gmail.com
81191	Santana	Active	Mick, Mary	R1 480,00	R660,00	R820,00	R0,00	R0,00	35	0766386575	Santana	0766386575	ddd@iits.co.za
83315	Du Preez	Active	Dan, Jean-Luc(50)	R1 320,00	R1 320,00	R0,00	R0,00	R0,00	24	0887899098	Du Preez	0887899098	robdp@jalia.co.za
51934	Heusden	Active	Sam (50)	R550,00	R0,00	R550,00	R0,00	R0,00	35	0000000000	Heusden	0000000000	ray1@iits.co.za
23154	Logan	Active	Brian jnr	R600,00	R0,00	R600,00	R0,00	R0,00	35	0849839933	Logan	0849839933	
18667	Man	Active	Iron, Gary	R1 480,00	R660,00	R820,00	R0,00	R0,00	35	0745221111	Man	0745221111	
83246	Marx	Active	Alri(50)	R396,00	R396,00	R0,00	R0,00	R0,00	1	0834098765	Marx	0834098765	andre@jalia.co.za
17950	Mbogoma	Active	philip	R600,00	R0,00	R600,00	R0,00	R0,00	35	0899999999	Mbogoma	0899999999	philip@iits.co.za
83301	Meyer	Active	JH, Izane	R1 480,00	R660,00	R820,00	R0,00	R0,00	35	0987654321	Meyer	0987654321	jan@jalia.co.za
52725	Meyer	Active	Isaac, Phil	R880,00	R660,00	R220,00	R0,00	R0,00	35	0987654321	Meyer	0987654321	isaac@jalia.co.za

3. Attendee Financial Report

4. Class List Report

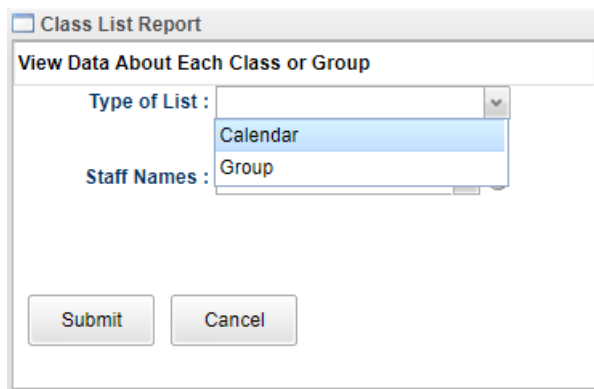
You have 2 options of class list reports to pull

1. Class list based on your current calendar setup
2. Class list based on your group

4	Class List Report	Report of a calendar or group
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Class list based on your calendar

- Select in the list option #4 Class list report
- A text box appears to choose your type of list



The screenshot shows a dialog box titled "Class List Report" with a close button in the top-left corner. Below the title bar is the text "View Data About Each Class or Group". There are two labels: "Type of List :" and "Staff Names :". The "Type of List" dropdown menu is open, showing "Calendar" selected and "Group" as an option. At the bottom of the dialog are "Submit" and "Cancel" buttons.

- Choose the calendar option
- Now you may select an individual staff member, which will only draw a report based on classes she is linked too
- Click submit, and an excel sheet will be downloaded for you

Calender/Class List Report												
Name	Surname	Gender	Birth Date	Medical	Level	Group/School/Class	Transp	Parent Name	Surname	Cell	Account	
Calender Slot: Venue 1 1-Monday 08:00:00 Level A - Group 1 Ray 1 - Monthly Fee												
Gary	Man	Male	2017-03-13	None	Level 3	Blue School	true	Iron	Man	0745221111	18667	
Herco	Botha	Male	2008-03-12	None	Level 1	Purple School	false	Anton	Botha	0986542456	83265	
Iron	Man	Male	1996-07-17	none	Level 1	Yellow School	false	Iron	Man	0745221111	18667	
Jonny	Smith	Male	2011-06-15		Level 3	Black School	false	John	Smith	0989999999	17762	
Calender Slot: Venue 2 1-Monday 10:00:00 Level B - Group 2 Ray 1 - Monthly Fee												
Dan	Du Preez	Male	2006-07-07			Blue School	false	Plob	Du Preez	0887899098	83315	
Green	Skittles	Male	2008-08-12		Level 2	Blue School	false	Blue	Skittles	9999999999	83377	
Jaco	Botha	Male	2006-03-16	Allergic to Grass	Level 2	Blue School	false	Anton	Botha	0986542456	83265	
marlu	potgieter	Male	2016-02-02	geen	Level 3	Brown School	false	Marinus	Potgieter	0836333797	27636	
Yellow	Skittles	Female	2009-07-08		Level 1	Blue School	false	Blue	Skittles	9999999999	83377	
Calender Slot: Venue 3 1-Monday 12:00:00 Level C - Group 3 Ray 1 - Monthly Fee												
Jack	Test	Male	2006-06-07		Level 2	Yellow School	false	John	Test	9999999999	88222	
Ky	Passport	Female	2007-07-27			Blue School	false	Zm	Passport	1111111111	88609	
Michell	Joost	Female	2013-03-05		Level 3	Brown School	false	Lindy	Joost	0985555555	17763	
Sammy	smith	Male	2015-08-11	none	Level 1	Brown School	false	Fred	Smith	0000000002	18890	
Calender Slot: Venue 1 2-Tuesda 08:00:00 Level A - Group 1 Ray 1 - Monthly Fee												
Benjamin	Scott	Male	2010-07-06	Allergic to grass	Level 2	Brown School	false	Graham	Scott	0000000000	23136	
Dodger	Moore	Male	2016-02-09	sdfsfdf	Level 3	Brown School	false	Roger	Moore	0000000000	26746	
stella	mumbo	Female			Level 2	Blue School	false	Juuu	mumbo	1111111111	90583	
Zoe	Read	Female	2017-01-10	svasf		Blue School	false	Benjamin	Read	0000000000	43221	

Class list based on your Groups

- Select in the list option #4 Class list report
- A text box appears to choose your type of list

Class List Report

View Data About Each Class or Group

Type of List : ▼

Staff Names : Group

- Choose the Group option
- Selecting the staff member will not affect the group report, the report will represent the individual groups and the children with in
- Click submit, and an excel sheet will be downloaded for you

Group/Class List Report												
Name	Surname	Gender	Birth Date	Medical	Level	Services	Transport	Parent Name	Surname	Cell	Account #	
<i>Group/School/Class:</i>												
Sophie	MaCain	Female				1 - Monthly Fee	false	Ben	MaCain	000000000	93688	
<i>Group/School/Class:</i> Black School												
Gary	Summers	Female	2014-05-21	dddd	Level 2	1 - Monthly Fee	true	sarah	summers	098000000	14960	
Great	Scott	Male	2016-02-08	fgfgdg	Level 1	1 - Monthly Fee	false	Wherels	Scott	000000000	26763	
Jonny	Smith	Male	2011-06-15		Level 3	2 - Quarterly Fee	false	John	Smith	098999999	17762	
mar	pol	Male	2018-07-04		Level 2	2 - Quarterly Fee	false	Marco	Polo	000000000	88820	
<i>Group/School/Class:</i> Blue School												
Alri	Marx	Female	2005-03-08		Level 1	1 - Monthly Fee	false	Andre	Marx	0834098765	83246	
Dan	Du Preez	Male	2006-07-07			1 - Monthly Fee	false	Rob	Du Preez	0887899098	83315	
Gary	Man	Male	2017-03-13	None	Level 3	2 - Quarterly Fee	true	Iron	Man	0745221111	18667	
Green	Skittles	Male	2008-08-12		Level 2	2 - Quarterly Fee	false	Blue	Skittles	9999999999	83377	
Jaco	Botha	Male	2006-03-16	Allergic to Grass	Level 2	1 - Monthly Fee	false	Anton	Botha	0986542456	83265	
Jean-Luc	Du Preez	Male	2006-07-07			1 - Monthly Fee	false	Rob	Du Preez	0887899098	83315	
JH	Meyer	Male	2002-10-28			1 - Monthly Fee	false	Jan	Meyer	0987654321	83301	
Ky	Passport	Female	2007-07-27			1 - Monthly Fee	false	Zm	Passport	1111111111	88609	
Raymond	Johnson	Male	2017-03-09	None	Level 1	2 - Quarterly Fee	true	Amy	Johnson	8880008888	23192	
Sam	Smith	Male	2008-02-13			1 - Monthly Fee	false	James	Smith	0849839933	75248	
stella	mumbo	Female			Level 2	1 - Monthly Fee	false	Juju	mumbo	1111111111	90583	
Tristan	Read	Male	2017-01-18	agahaega	Level 2	1 - Monthly Fee	true	Benjamin	Read	000000000	43221	
Yellow	Skittles	Female	2009-07-08		Level 1	1 - Monthly Fee	false	Blue	Skittles	9999999999	83377	
Zoe	Read	Female	2017-01-10	svasf		2 - Quarterly Fee	false	Benjamin	Read	000000000	43221	

5. Company Attendance Overview