

Managing APT Data



APT DATA		Current	Complete	Accurate	Compliant	Honest
Enrolments	Status Report <i>(New Enrolments/ Leaving)</i>	Weekly Enrolments <i>(Enrolment)</i>	Source doc vs Family Details	Check Bookings <i>(Vac. Enquiry) Wkly Bookings</i>	Bookings Log Display Log Files	
	Monthly Attendance Summary	Attendance Register <i>(Weekly)</i>	Source doc vs Attendance Register <i>(Daily)</i>	Frequent Absence Rpt <i>(Vac. Enquiry) Attended Graph</i>	Attendance Details	
Staff Roster	Staff Hours Summary	Staff Timesheets <i>(Weekly)</i>	Source doc vs Staff Register <i>(Daily)</i>	Staff Hours Day Summary Discretionary Hours	Restrict modifications - Access tab in Staff Roster <i>(Options)</i>	
MOE	Funding (RS7)	✓	✓	✓ Attendance Details	✓	✓
	20 Hrs ECE	✓	✓	✓ 20 Hrs ECE Summary	✓	✓
Fees	Invoicing	✓	✓	✓ Account Summary	●	Account Summary
	Payments	Aged Debtors Listing <i>(Last Payment)</i>	Reconciliation Report <i>(Payments)</i>	Source doc vs Account Summary	●	<i>(Print Time Details by Day - Suppress Opening Balances)</i>
	Banking	✓	✓	Source doc vs Banking <i>(Office Copy)</i>	●	<i>Check vs Bank statement</i>
WINZ	WINZ Automatic	✓	✓	WINZ doc ⁿ vs WINZ Subsidy Schedule*	●	(& WINZ doc ⁿ)
	WINZ Manual	Reconciliation <i>(Payments)</i>	WINZ Subsidy Schedule*			

*WINZ Subsidy Schedule must be printed after the End of Week Rollover