Early Tree

EARLY TREE SUPPORT · GUIDE

Reports

Occupancy, hours and cost, and finance reports

EARLY TREE VERSION
2026.11

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FOR
Managers and owners

ONLINE
help.earlytree.co.uk

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Screenshots show a fictional nursery and people.

Contents

Reports: occupancy, hours and cost, and finance reports. These steps match Early Tree 2026.11; for another version, see help.earlytree.co.uk.

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Reading the screenshots. The orange numbers 1 on a picture match the numbers in the step text, and an orange box marks the part of the screen a step is about. Every guide is also online, with search, at help.earlytree.co.uk.

REPORTS

Reports: occupancy, hours and finance

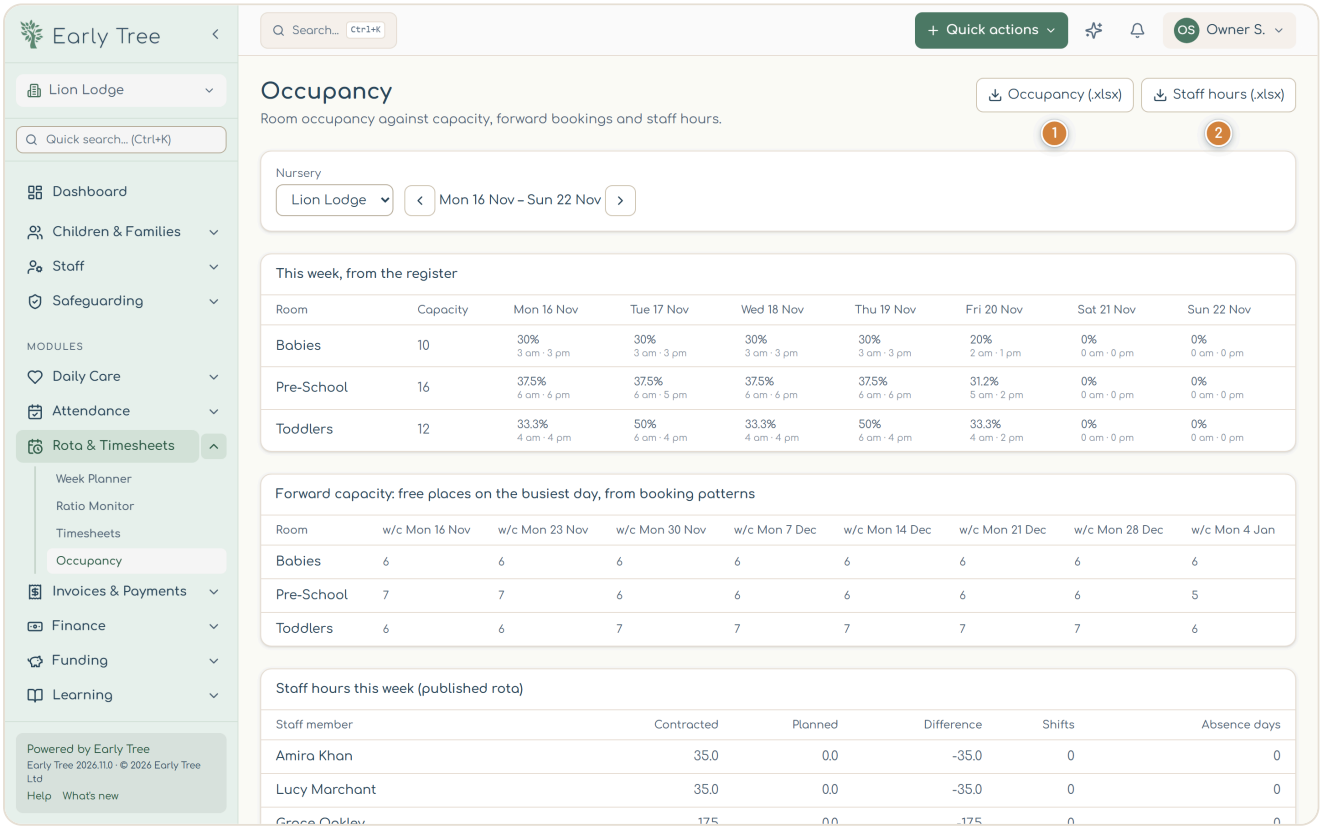
WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Manager, Owner	**Finance** › **Reports**	A few minutes	Finance, rota or billing access

Purpose

Get the numbers you need to run the nursery: how full each room is, the hours and cost of each child's care, and your invoices, payments and debt for the accounts.

Occupancy

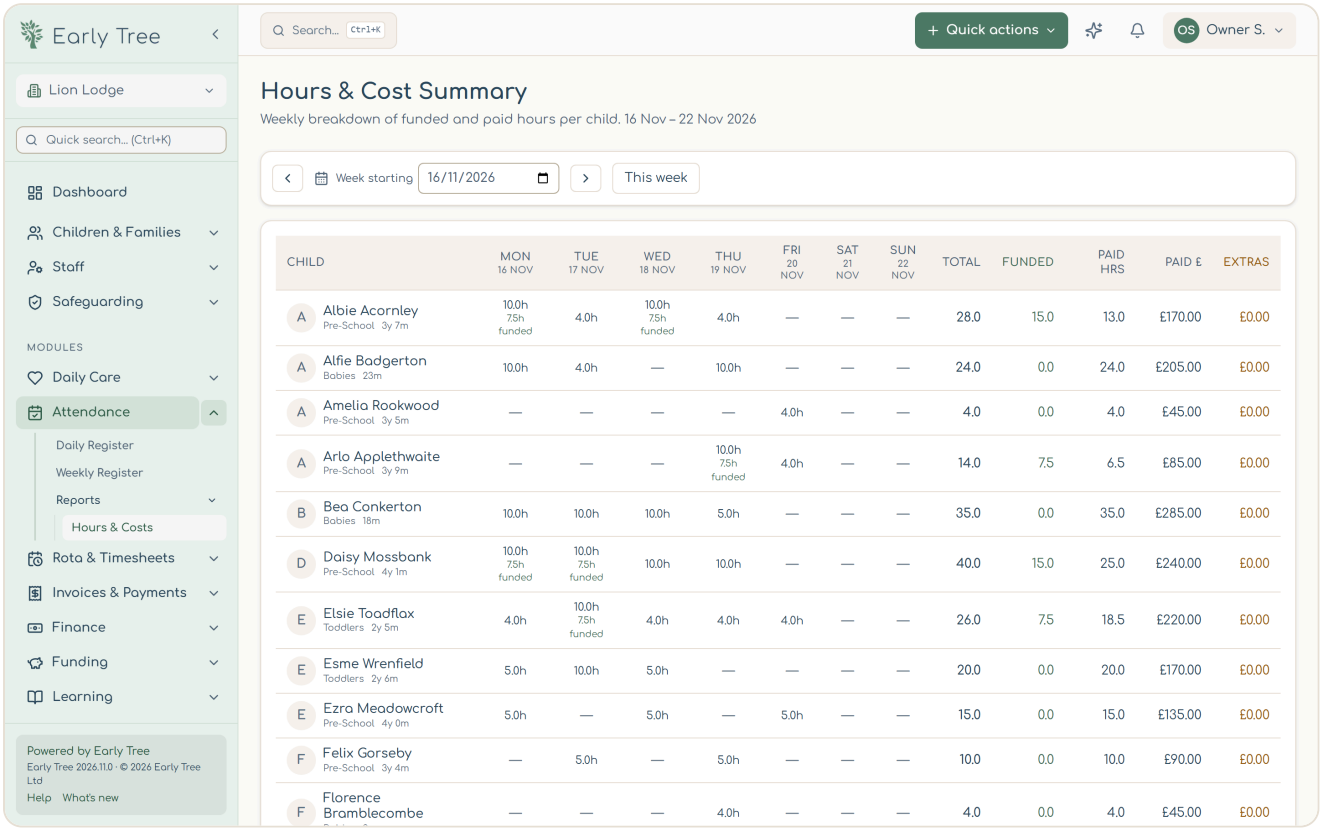
1. Select **Rota & Timesheets › Occupancy**. Choose the **Nursery** and week.
2. **This week, from the register** shows each room's occupancy against capacity. **Forward capacity** shows free places on the busiest day of each coming week, from booking patterns. **Staff hours this week** compares contracted and planned hours.
3. Download **Occupancy (.xlsx)** 1 or **Staff hours (.xlsx)** 2.



Occupancy.

Hours and cost

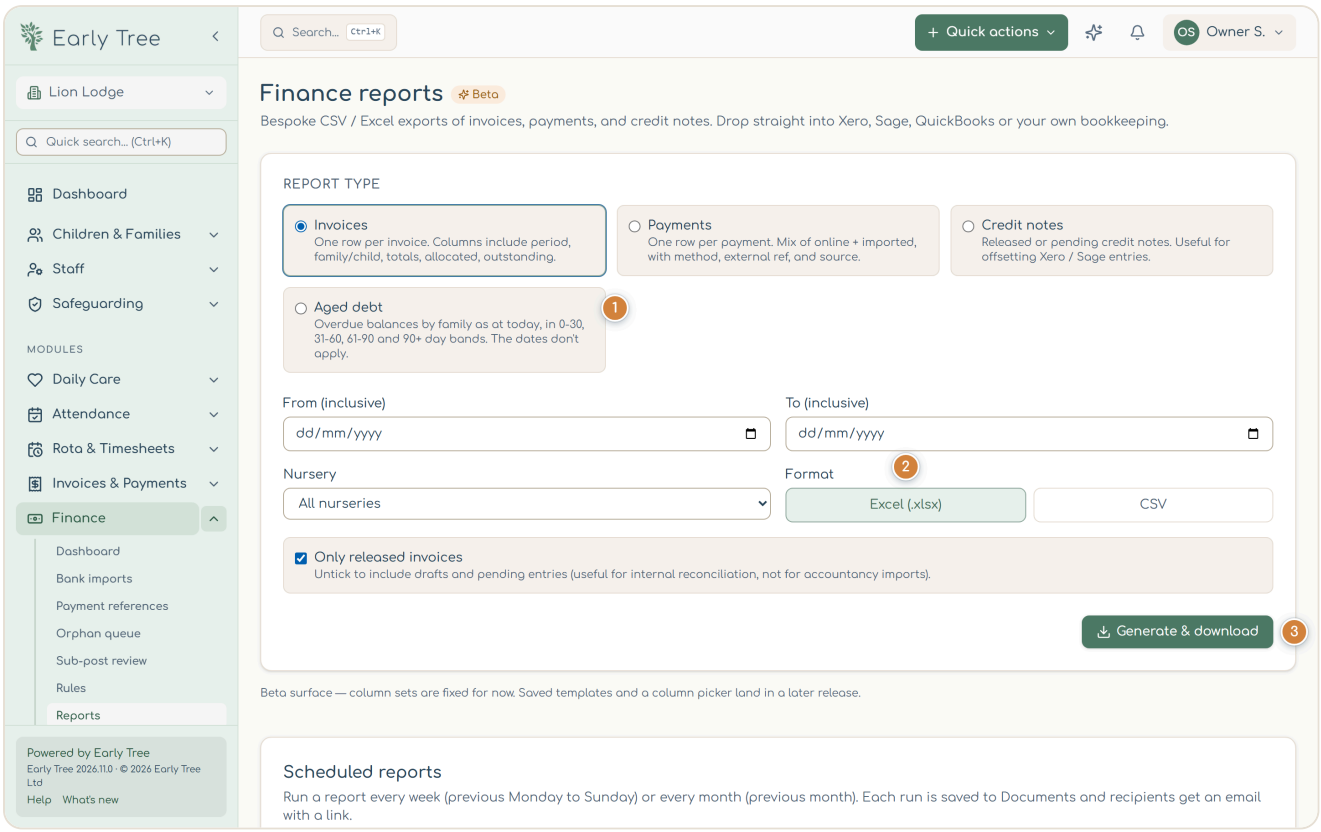
Select **Attendance › Reports › Hours & Costs**. For the week you choose, each child's hours by day, with funded and paid hours, the paid amount and extras.



Hours and cost summary.

Finance reports

1. Select **Finance › Reports**.
2. Choose the report: **Invoices**, **Payments**, **Credit notes** or **Aged debt** 1 (overdue balances by family in 0–30, 31–60, 61–90 and 90+ day bands).
3. Set the dates (**From** and **To** are inclusive) and the **Nursery**.
4. Choose **Excel (.xlsx)** or **CSV** 2. Leave **Only released invoices** ticked for your accounts.
5. Select **Generate & download** 3.



Finance reports.

Scheduled reports, further down, runs a report every week or month, saves it to Documents and emails the people you choose a link.

Funding

Funding has the headcount export for your local authority: **Download spreadsheet (.xlsx)** or **Download CSV**. It contains parents' National Insurance numbers, so store and send it securely.

Common problems

A report is empty.

Check the dates and the nursery. Drafts aren't included while **Only released invoices** is ticked.

Occupancy looks too low.

It's worked out from the register. Check that registers are complete.

Related guides

- Billing
- Funding