



Task card – How to view session reports in the Provider Entry Point

How to view session reports in the Provider Entry Point weekly and child overview

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Overview

This task card outlines how to:

- view session reports
- View session report history

This task card is for providers that use the Provider Entry Point (PEP). If you use third-party software, contact your software provider for help.

Find more [task cards](#) for the PEP on our website.

If you need further assistance, contact the Child Care Subsidy Provider Helpdesk on 1300 667 276 9am to 5pm AEST or [via email](#) anytime.

Note: Only certain special characters can be used in the PEP:

- full stop (.)
- comma (,)
- hyphen (-)
- slashes (/, \)
- apostrophe (').

All other special characters will cause an error in the system.



Logging in

Step 1

Log in to the [Provider Entry Point \(PEP\)](#).

Viewing session reports weekly overview

Step 1

From the PEP landing page, select **More details** in the **Sessions** tile.

The screenshot shows a grid of eight service tiles on a purple background. Each tile has an icon, a title, a brief description, and a 'More details' button with a right-pointing arrow. The 'Sessions' tile is highlighted with a yellow border, and its 'More details' button is also highlighted with a yellow border.

- Sessions**: Create, vary/substitute or withdraw session reports. [More details >](#)
- Enrolments**: Create, view and edit child enrolments. [More details >](#)
- Manage Details**: Update, add or remove details about the Provider and/or Provider Services and Personnel. [More details >](#)
- My Inbox**: View received correspondence and notification messages. [More details >](#)
- Additional Child Care Subsidy**: For a child identified as being at risk, create, edit and renew certificates and determinations. [More details >](#)
- Payments**: View your Child Care Subsidy payment information. [More details >](#)
- Events**: View details of events affecting your service. [More details >](#)
- Feedback**: Complaints, Suggestions, Tipoffs and Compliments. [More details >](#)

Step 2

Under **Weekly Overview** locate the relevant week and select **View**

Weekly Overview	Child Overview			
Week Beginning	Total Enrolments for this Period	Reports Submitted	Reports Requiring Submission	Actions
09/06/2025	2	2	0	View
02/06/2025	2	1	1	View
26/05/2025	1	1	0	View
19/05/2025	1	1	0	View
12/05/2025	1	0	1	View

Step 3

Locate the relevant day using the day tabs and locate the child either by searching their name or from the list.

Monday 09/06/2025	Tuesday 10/06/2025	Wednesday 11/06/2025	Thursday 12/06/2025	Friday 13/06/2025	Saturday 14/06/2025	Sunday 15/06/2025
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For Reporting Session of Care the following is mandatory: Session Start time, Session End time, Fee, Fee Unit (Per) and Preschool, if Applicable.

Name	Session	Attendance	Fee Details	Is Preschool	Absent	
<input type="text"/>						
Child One	Start: 09:00 End: 17:00	In: 09:05 Out: 16:49	Fee: 100.00 Per: Session	No	No	Actions ▾
Child Two	Start: 06:00 End: 15:00	In: 06:15 Out: 15:03	Fee: 123.00 Per: Session	No	No	Actions ▾

Step 4

Select **Actions** and select **View Report**

Monday 09/06/2025	Tuesday 10/06/2025	Wednesday 11/06/2025	Thursday 12/06/2025	Friday 13/06/2025	Saturday 14/06/2025	Sunday 15/06/2025
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For Reporting Session of Care the following is mandatory: Session Start time, Session End time, Fee, Fee Unit (Per) and Preschool, if Applicable.

Name	Session	Attendance	Fee Details	Is Preschool	Absent	
<input type="text"/>						
Child One	Start: 09:00 End: 17:00	In: 09:05 Out: 16:49	Fee: 100.00 Per: Session	No	No	Actions ▾
Child Two	Start: 06:00 End: 15:00	In: 06:15 Out: 15:03	Fee: 123.00 Per: Session	No	No	View Report Vary Report Withdraw Report

Step 5

All submitted sessions for the week will display. Once you have reviewed these select **Cancel** to return to the sessions home screen.

	Session	Attendance	Fee Details	Is Preschool	Absent
Monday 09/06/2025	Start 09:00 End 17:00	In 09:05 Out 16:49	Fee 100.00 Per Session	No ▾	<input type="checkbox"/>
Tuesday 10/06/2025	Start 09:00 End 17:00	In Out	Fee 100.00 Per Session	No ▾	<input checked="" type="checkbox"/>
Wednesday 11/06/2025	Start 15:00 End 17:00	In Out	Fee 10.00 Per Hourly	No ▾	<input checked="" type="checkbox"/>
Thursday 12/06/2025	Start End	In Out	Fee Per	Select... ▾	<input type="checkbox"/>
Friday 13/06/2025	Start End	In Out	Fee Per	Select... ▾	<input type="checkbox"/>
Saturday 14/06/2025	Start End	In Out	Fee Per	Select... ▾	<input type="checkbox"/>
Sunday 15/06/2025	Start End	In Out	Fee Per	Select... ▾	<input type="checkbox"/>

Viewing session reports child overview

Step 1

From the PEP landing page, select **More details** in the **Sessions** tile.



 Sessions Create, vary/substitute or withdraw session reports More details >	 Enrolments Create, view and edit child enrolments More details >
 Manage Details Update, add or remove details about the Provider and/or Provider Services and Personnel More details >	 My Inbox View received correspondence and notification messages More details >
 Additional Child Care Subsidy For a child identified as being at risk, create, edit and renew certificates and determinations More details >	 Payments View your Child Care Subsidy payment information More details >
 Events View details of events affecting your service More details >	 Feedback Complaints, Suggestions, Tipoffs and Compliments More details >

Step 2

Under **Child Overview** select the relevant week and locate the relevant child in the list or by using the search or filtering options

Weekly Overview	Child Overview				
Reporting period: 09/06/2025	 Reset to Current Period				
<input type="text"/>	<input type="text"/>	Age: All Ages	<input type="text"/>	Status: All Status	Actions
Child One	E8001234567	3 years		Submitted	Actions
Child Two	E8001234568	2 years		Submitted	Actions

Step 3

Select **Actions** and select **View Report**



Weekly Overview **Child Overview**

Reporting period: 09/06/2025  [Reset to Current Period](#)

Child Name	Enrolment ID	Age	Claimant Name	Status	Actions
Child		All Ages ▾		All Status ▾	
Child One	E8001234567	3 years		Submitted	Actions ▾
Child Two	E8001234568	2 years		Submitted	<ul style="list-style-type: none"> View Statement Show History View Report Vary Report Withdraw Report

Step 4

All submitted sessions for the week will display. Once you have reviewed these select **Cancel** to return to the sessions home screen.

	Session	Attendance	Fee Details	Is Preschool	Absent
Monday 09/06/2025	Start 09:00 End 17:00	In 09:05 Out 16:49	Fee 100.00 Per Session	No ▾	<input type="checkbox"/>
Tuesday 10/06/2025	Start 09:00 End 17:00	In Out	Fee 100.00 Per Session	No ▾	<input checked="" type="checkbox"/>
Wednesday 11/06/2025	Start 15:00 End 17:00	In Out	Fee 10.00 Per Hourly	No ▾	<input checked="" type="checkbox"/>
Thursday 12/06/2025	Start End	In Out	Fee Per	Select... ▾	<input type="checkbox"/>
Friday 13/06/2025	Start End	In Out	Fee Per	Select... ▾	<input type="checkbox"/>
Saturday 14/06/2025	Start End	In Out	Fee Per	Select... ▾	<input type="checkbox"/>
Sunday 15/06/2025	Start End	In Out	Fee Per	Select... ▾	<input type="checkbox"/>

[Cancel](#)

Viewing session report history

Step 1

From the PEP landing page, select **More details** in the **Sessions** tile.

The screenshot shows a grid of eight service tiles. The 'Sessions' tile is highlighted with a yellow border. Each tile contains an icon, a title, a brief description, and a 'More details' button with a right-pointing arrow.

- Sessions**: Create, vary/substitute or withdraw session reports. **More details** button highlighted.
- Enrolments**: Create, view and edit child enrolments. **More details** button.
- Manage Details**: Update, add or remove details about the Provider and/or Provider Services and Personnel. **More details** button.
- My Inbox**: View received correspondence and notification messages. **More details** button.
- Additional Child Care Subsidy**: For a child identified as being at risk, create, edit and renew certificates and determinations. **More details** button.
- Payments**: View your Child Care Subsidy payment information. **More details** button.
- Events**: View details of events affecting your service. **More details** button.
- Feedback**: Complaints, Suggestions, Tipoffs and Compliments. **More details** button.

Step 2

Under **Child Overview** select the relevant week and locate the relevant child in the list or by using the search or filtering options

The screenshot shows the 'Child Overview' interface. The 'Child Overview' tab is highlighted with a yellow border. The reporting period is set to 09/06/2025. Below the reporting period is a table with columns for Child Name, Enrolment ID, Age, Claimant Name, Status, and Actions.

Child Name	Enrolment ID	Age	Claimant Name	Status	Actions
Child One	E8001234567	3 years		Submitted	Actions ▾
Child Two	E8001234568	2 years		Submitted	Actions ▾

Step 3

Select **Actions** and select **Show History**

Weekly Overview **Child Overview**

Reporting period: 09/06/2025  [Reset to Current Period](#)

Child Name	Enrolment ID	Age	Claimant Name	Status	Actions
Child		All Ages ▾		All Status ▾	
Child One	E8001234567	3 years		Submitted	Actions ▾
Child Two	E8001234568	2 years		Submitted	<ul style="list-style-type: none"> View Statement Show History View Report Vary Report Withdraw Report

Step 4

All submissions for the week will display, including the submission date, status and reason for change and late change.

Session History

Enrolment ID	Start Date	End Date	Submitted Date	Status	Care Provided	Reason for Change	Reason for Late Change	Actions
E8001234567	09/06/2025	15/06/2025	13/06/2025	Received	Yes	General Amendment		Select
E8001234567	09/06/2025	15/06/2025	12/06/2025	Replaced	Yes	Administrative error		Select
E8001234567	09/06/2025	15/06/2025	11/06/2025	Replaced	Yes			Select

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Step 5

To view a submission, select the **Select** option to expand and view the session details.



Enrolment ID	Start Date	End Date	Submitted Date	Status	Care Provided	Reason for Change	Reason for Late Change	Actions
E8001234567	09/06/2025	15/06/2025	13/06/2025	Received	Yes	General Amendment		<input type="button" value="Select"/>
E8001234567	09/06/2025	15/06/2025	12/06/2025	Replaced	Yes	Administrative error		<input type="button" value="Select"/>
E8001234567	09/06/2025	15/06/2025	11/06/2025	Replaced	Yes			<input type="button" value="Select"/>

Showing 1-3 of 3

Status details												
Status	Status Reason		Date Time									
Replaced			2025-06-13T00:10:10									
Received			2025-06-12T06:50:37									

Sessions of care												
Date	Start Time	End Time	Duration	Hourly Rate	Total Fee	Description	Absence	Preschool Session	Other Subsidy	Customer	Provider	Actions
09/06/2025	09:00:00	17:00:00	8.00	12.5000	100.00		No	No	No	0	0	<input type="button" value="Select"/>
10/06/2025	09:00:00	17:00:00	8.00	12.5000	100.00		No	No	No	0	0	<input type="button" value="Select"/>
11/06/2025	15:00:00	17:00:00	2.00	10.0000	10.00		Yes	No	No	0	0	<input type="button" value="Select"/>

Showing 1-3 of 3

Attendance Details		Other Subsidies		Address:	
Time In	Time Out	Name	Amount	Transport only:	
				No	
				Educator:	
				Absence Reason:	
				Event ID:	
				Absence Evidence:	No
				Partial / No Entitlement Reason:	

Step 6

To view details for a specific session, select the **Select** option. This will generate additional information specific to that session.



Sessions of care

Date	Start Time	End Time	Duration	Hourly Rate	Total Fee	Description	Absence	Preschool Session	Other Subsidy	Customer	Provider	Actions
09/06/2025	09:00:00	17:00:00	8.00	12.5000	100.00		No	No	No	0	0	<input type="button" value="Select"/>
10/06/2025	09:00:00	17:00:00	8.00	12.5000	100.00		No	No	No	0	0	<input type="button" value="Select"/>
11/06/2025	15:00:00	17:00:00	2.00	10.0000	10.00		Yes	No	No	0	0	<input type="button" value="Select"/>

Showing 1-3 of 3

Attendance Details

Time In	Time Out
09:35:00	16:58:00

Other Subsidies

Name	Amount

Address:

50 MARCUS CLARKE ST CANBERRA ACT 2601

Transport only:

No

Educator:

Absence Reason:

Event ID:

Absence Evidence:

No

Partial / No Entitlement Reason:

Step 7

Select **Back** to return to the **Child Overview** page

Attendance Details

Time In	Time Out
09:35:00	16:58:00

Other Subsidies

Name	Amount

Address:

50 MARCUS CLARKE ST CANBERRA ACT 2601

Transport only:

No

Educator:

Absence Reason:

Event ID:

Absence Evidence:

No

Partial / No Entitlement Reason: