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

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

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.

Step 2

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

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	
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

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	
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	N	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	In	09:05	Fee	100.00	No ⌄	☐
	End	17:00	Out	16:49	Per	Session		
Tuesday 10/06/2025	Start	09:00	In		Fee	100.00	No ⌄	☑
	End	17:00	Out		Per	Session		
Wednesday 11/06/2025	Start	15:00	In		Fee	10.00	No ⌄	☑
	End	17:00	Out		Per	Hourly		
Thursday 12/06/2025	Start		In		Fee		Select... ⌄	☐
	End		Out		Per			
Friday 13/06/2025	Start		In		Fee		Select... ⌄	☐
	End		Out		Per			
Saturday 14/06/2025	Start		In		Fee		Select... ⌄	☐
	End		Out		Per			
Sunday 15/06/2025	Start		In		Fee		Select... ⌄	☐
	End		Out		Per			

Cancel

Viewing session reports child overview

<div style="background:teal">Step 1</div>

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

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

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	

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	In	09:05	Fee	100.00	No ⌄	☐
	End	17:00	Out	16:49	Per	Session		
Tuesday 10/06/2025	Start	09:00	In		Fee	100.00	No ⌄	☑
	End	17:00	Out		Per	Session		
Wednesday 11/06/2025	Start	15:00	In		Fee	10.00	No ⌄	☑
	End	17:00	Out		Per	Hourly		
Thursday 12/06/2025	Start		In		Fee		Select... ⌄	☐
	End		Out		Per			
Friday 13/06/2025	Start		In		Fee		Select... ⌄	☐
	End		Out		Per			
Saturday 14/06/2025	Start		In		Fee		Select... ⌄	☐
	End		Out		Per			
Sunday 15/06/2025	Start		In		Fee		Select... ⌄	☐
	End		Out		Per			

Cancel

Viewing session report history

Step 1

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

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

Step 3

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

Step 4

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

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		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

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	Select
10/06/2025	09:00:00	17:00:00	8.00	12.5000	100.00		No	No	No	0	0	Select
11/06/2025	15:00:00	17:00:00	2.00	10.0000	10.00		Yes	No	No	0	0	Select

Showing 1-3 of 3

Attendance Details		Other Subsidies		
Time In	Time Out	Name	Amount	

Address:

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	Select
10/06/2025	09:00:00	17:00:00	8.00	12.5000	100.00		No	No	No	0	0	Select
11/06/2025	15:00:00	17:00:00	2.00	10.0000	10.00		Yes	No	No	0	0	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:

Back