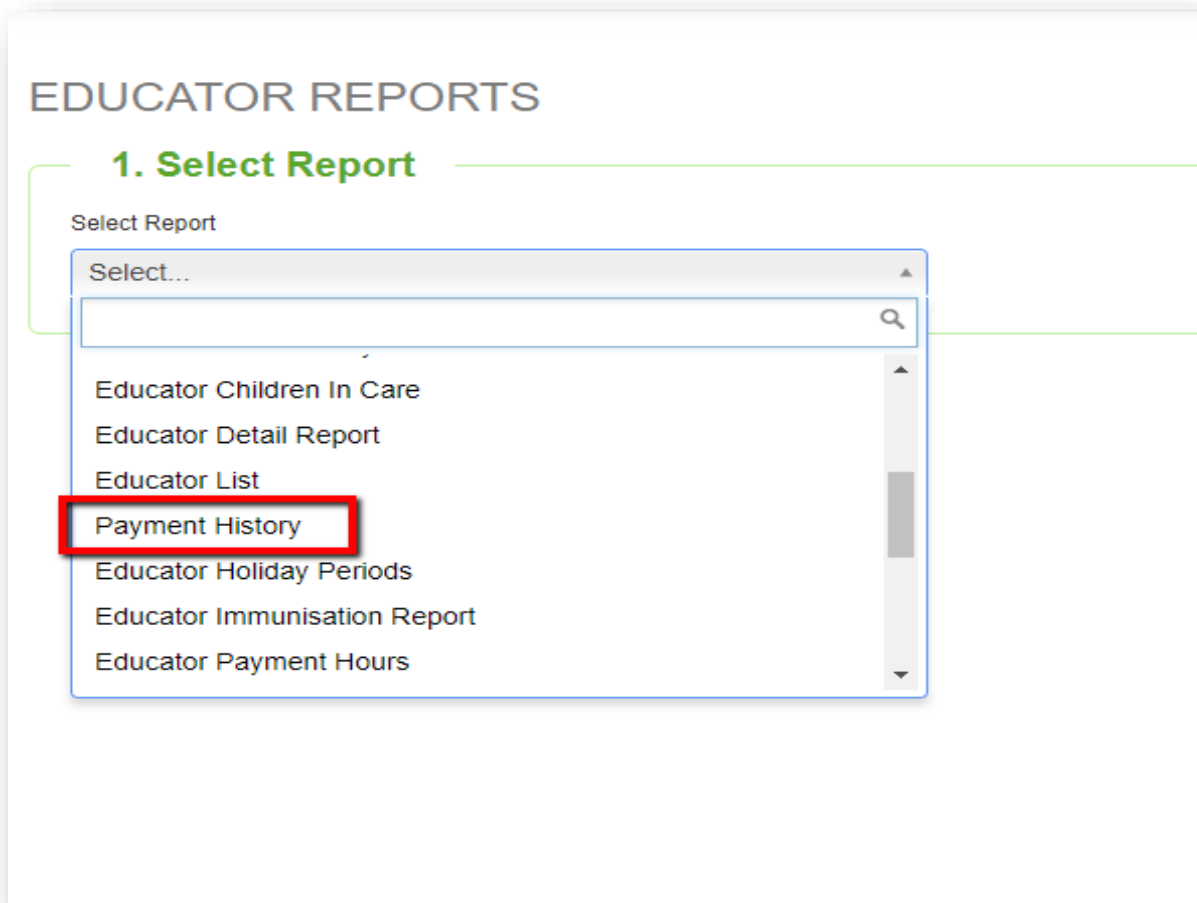


Showing Educator Payment History Report in Harmony for Educators

At the end of the financial year, many services send the Educator Payment History report to educators as they use this for tax purposes. In addition to the current email functionality, this report may also be published to Harmony for Educators at the end of each financial year. Educators will then be able to download/print the report PDF (similar to the Educator Payment Advice functionality).

To publish the report, you will need to go to reports – select ‘**Educator**’ and then ‘**Payment History**’:



On the next screen, click the  button:

1. Select Report

Select Report

2. Set Report Parameters

Report by:
 Billing Period Specify Date Range

From Monday To Sunday

Select Educators All)

Format: Payment Advice Subsidy

Separate Line for each week:

Include Inactive Educators:

Report output: Download Email

Download report for educators without email

[Download](#)

Publish For Educators

This report may be made available to educators via their 'Harmony for Educators' software. When printed, the report will show data per financial year. Please note that it is important to ensure you have completed all processing and financial transactions for the financial year prior to publishing this report for educators, as they may use this report for tax purposes.

To publish to educators, click the 'Publish for Educators' button and then select a financial year to publish.

[Publish for Educators](#)

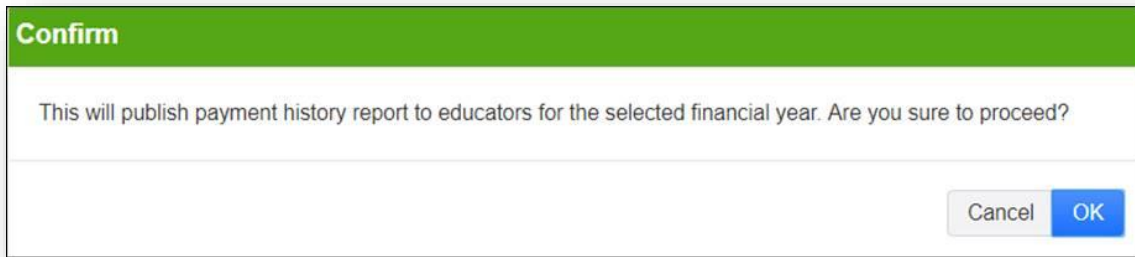
This will open the publishing page in a new tab.

EDUCATOR PAYMENT HISTORY REPORT SETTINGS			
Fin. Year	From	To	Published To Educators
2018-2019	02/07/2018	30/06/2019	<input checked="" type="checkbox"/>
2017-2018	03/07/2017	01/07/2018	<input checked="" type="checkbox"/>

[1](#)

Select which financial year you would like to publish for educators by selecting the checkbox in the '**Published to Educators**' column.

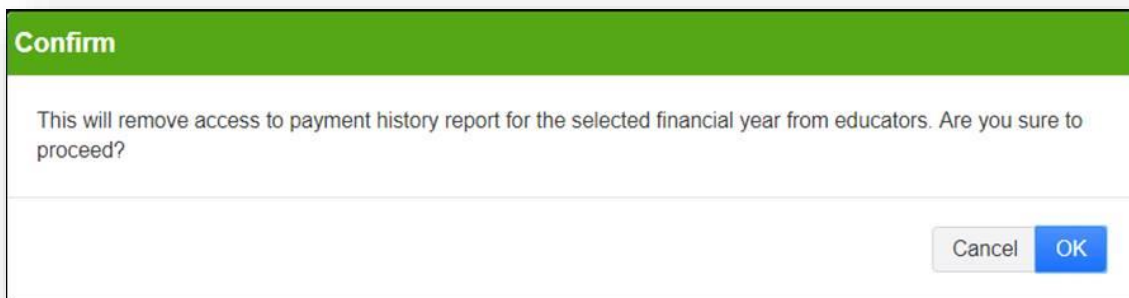
You will next receive confirmation this will be pushed to Harmony for Educators and will need to select **'OK'**.



The report will now show in Harmony for Educators for all online educators.

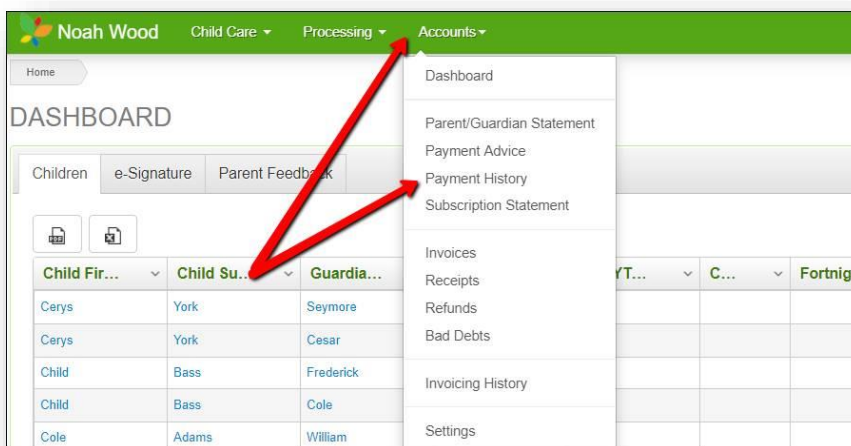
If you wish to unpublish the report follow the above steps, but this time untick the publish option.

You will receive a confirmation and will need to select **'OK'**. This will remove the report from Harmony for Educators

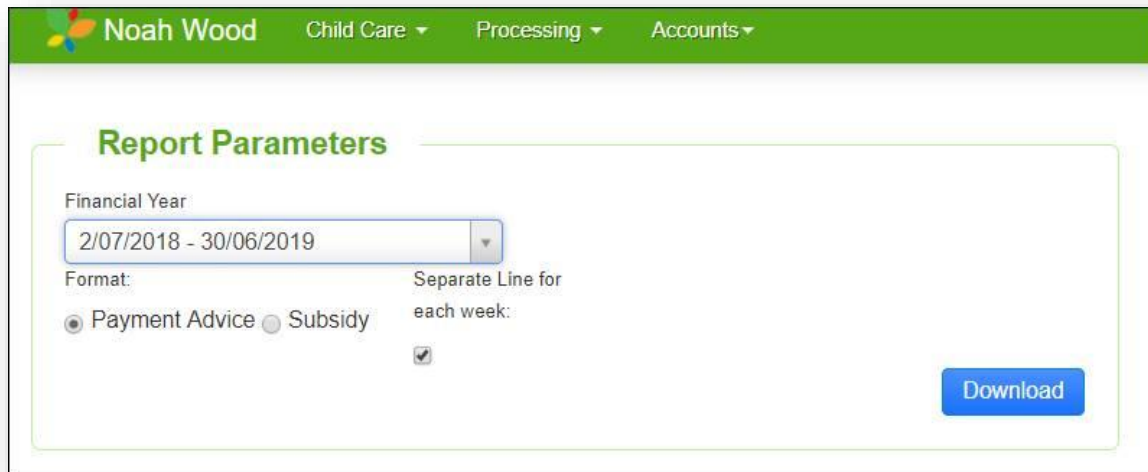


Educator View

When the educators log in, they will need to select **'Accounts'** and **'Payment History'**:



They will then need to select a date range from the financial year dropdown menu and then click the [Download](#) button.



The screenshot shows a web interface for 'Noah Wood' with navigation tabs for 'Child Care', 'Processing', and 'Accounts'. The main content area is titled 'Report Parameters' and contains the following elements:

- Financial Year:** A dropdown menu currently showing '2/07/2018 - 30/06/2019'.
- Format:** Two radio buttons, 'Payment Advice' (selected) and 'Subsidy'.
- Separate Line for each week:** A checked checkbox.
- Download:** A blue button located at the bottom right of the form area.