

# Using the ParentPay payment report

**childhood** day

mile 



**NSPCC**

Childhood Day is an initiative of the NSPCC, registered charity number in England and Wales 216401, Scotland SC037717

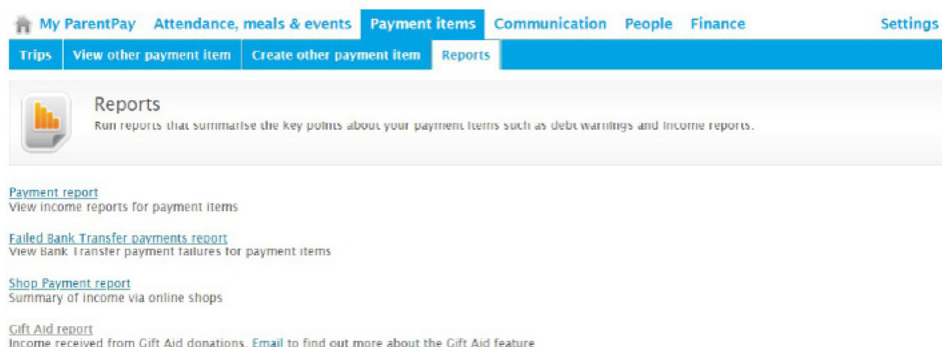
# childhood day

## mile

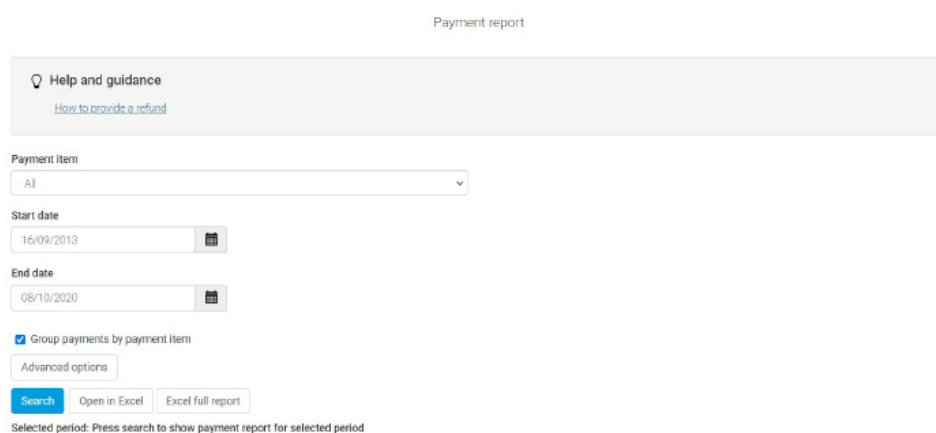
Friday  
6 June

## Use the payment report to see income your school has collected for Childhood Day

1. To access the payment report, go to Payment items > Reports > Payment report



2. Select the relevant payment item
3. Select Start and End dates
4. Select Advanced Options and select any of the additional options you would like included in the report



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# childhood day

## mile

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5. Click either: Search, Open in Excel, or Excel Full Report
6. The payment report will be displayed either on screen or within an Excel worksheet

### Advanced options

#### Payment status

Authorised

#### Payment method

All

☒ Exclude 3rd party payments (e.g. revaluation payments from cashless systems.)

☒ Payment item

☐ Amount due

☐ ID values

☒ Name details

☐ Settled amount

☐ Auth code

☒ Amount paid

☐ Gift Aid

☐ Processed date

☐ Consent

☒ Date Paid

☒ Means

☐ Payee

☐ Quantity

☐ Notes

☐ Accountancy codes

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