



ParentPay
COUNT ON US

Using Your Payment Report

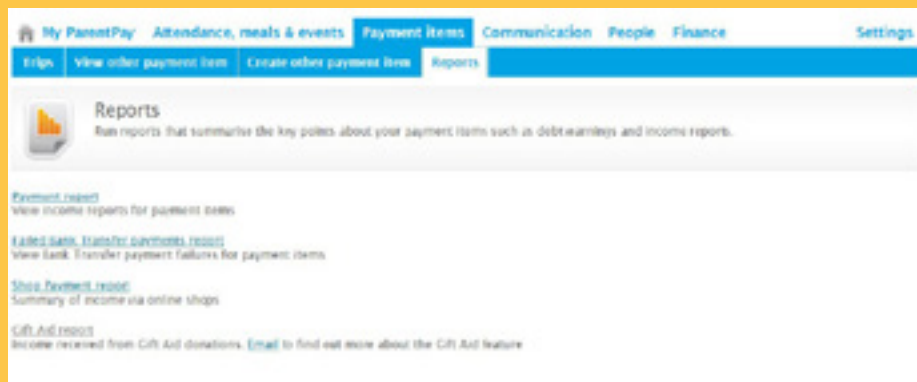


Full visibility over your income

Use the Payment report to see income your school receives for Red Nose Day.

Here's how:

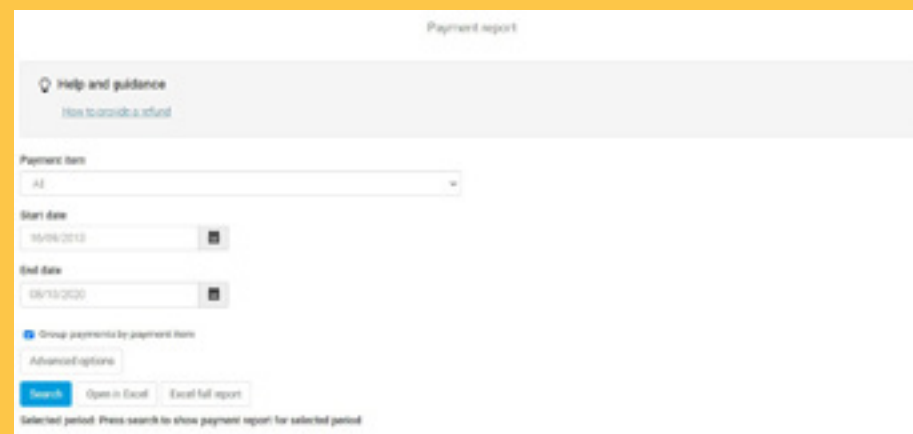
1. To access the payment report, go to **Payment items > Reports > Payment report**



2. Select the relevant payment item. For example, 'Red Nose Day Merchandise'.

3. Select Start and End dates

4. Select Advanced Options and select any of the additional options you would like included in the report



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
Autonomous

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
 - Manager
 - Comments
 - Bank account

[Search](#) [Open in Excel](#) [Excel full report](#)


Selected period. Press search to show payment report for selected period



RED NOSE DAY
FUNNY IS POWER
18 March 2022

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