



# Using Payment KGUU

Comic Relief is the operating name of Charity Projects, registered charity in England & Wales (326568) and Scotland (SCO39730) and company limited by guarantee registered in England & Wales (01806444), registered address 89 Albert Embankment, London, SEI 7TP.



# Full visibility over your income

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

### Here's how:

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

Trips	ParentPay Attendance, meals & events Payment Items Communication People Finance View other payment item Create other payment item Reports	Settings
	Reports Run reports that summarise the key poles about your payment items such an debt warnings and income reports.	
Ace Inco	nearest ame reports for payment news	
ates sa	MIL Islandfor Galvments reducts 8. Transfor payment failures for payment items	
	mell studie of income via online shops	
CIRLARD	1903 exerced from Crit Ad donations. [mail to find out more about the Crit Ad feature	

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

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Welp and published How to create a school					
Payment term					
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Start date					
15/06/2213					
End date					
06/10/2020					
G Group payments by payment	item				
Atvanced options					
Search Open in Eacod	Deal fail report				
Selected period Press-search to	show payment report for sales	ted period			

#### 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 o	options			
Payment sta	TAUS .			
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Payment me	thod			
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Exclude	3rd party paymen	ts (e.g. revaluation p	ayments from cashless systems.)	
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Amount	paid			
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Search	Ocean in Faced	Excel full report		

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