

## Red Nose Day 2024

## Using the 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

🛉 My	ParentPay	Attendance,	meals & events	Payment items	Communication	People	Finance	Settings
Trips	View other	payment item	Create other pay	ment item Repor	t5			
	Repor Run repo	<b>ts</b> rts that summai	ise the key points ab	out your payment it	ems such as debt warn	ings and inc	come reports.	
Payment View inco	report me reports for	r payment items						
<u>Failed Bai</u> View Banl	nk Transfer pay c Transfer payı	<u>yments report</u> ment failures fo	r payment items					
Shop Pays Summary	ment report of income via	online shops						
<u>Gift Aid r</u> Income re	<u>eport</u> eceived from G	ift Aid donation	s. <u>Email</u> to find out n	nore about the Gift A	id feature			

- 2. Select the relevant payment item. For example, 'Red Nose Day Merchandise'.
- **3.** Select Start and End dates

		Payment report	
Help and guidance	1		
Payment item			
AI		~	
Start date			
16/09/2013	<b></b>		
End date			
08/10/2020	=		
Group payments by payment	titem		
Search Open in Excel	Excel full report		
Selected period: Press search to	show payment report for selected p	period	



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

Payment status						
Authorise	d		Ŷ			
Payment me	ethod					
All			Ŷ			
Z Exclude	3rd party paymen	ts (e.g. revaluation paymen	ts from cashless systems.)			
Paymen	t item					
Amount	due					
D value	5					
Name d	etails					
Settled a	amount					
Auth co	de					
Z Amount	paid					
Gift Aid						
Process	ed date					
Consent	t					
Date Pa	id					
🛃 Means						
Payee						
Quantity	1					
Notes						
Account	tancy codes					
🗌 Manage	۲ <b>۲</b>					
Comme	nts					
🗌 Bank ac	count					
Search	Open in Excel	Event full 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







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