



**FRIDAY 15 MARCH**

# Red Nose Day 2024

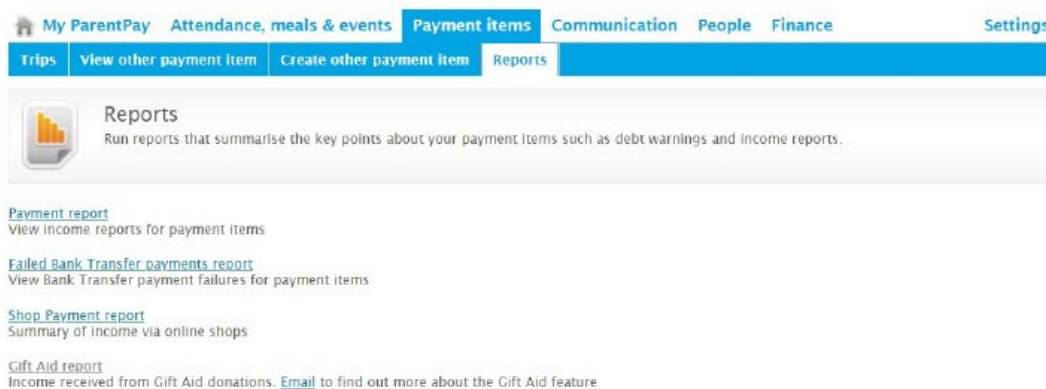
Using the Payment Report

# Full Visibility Over Your Income

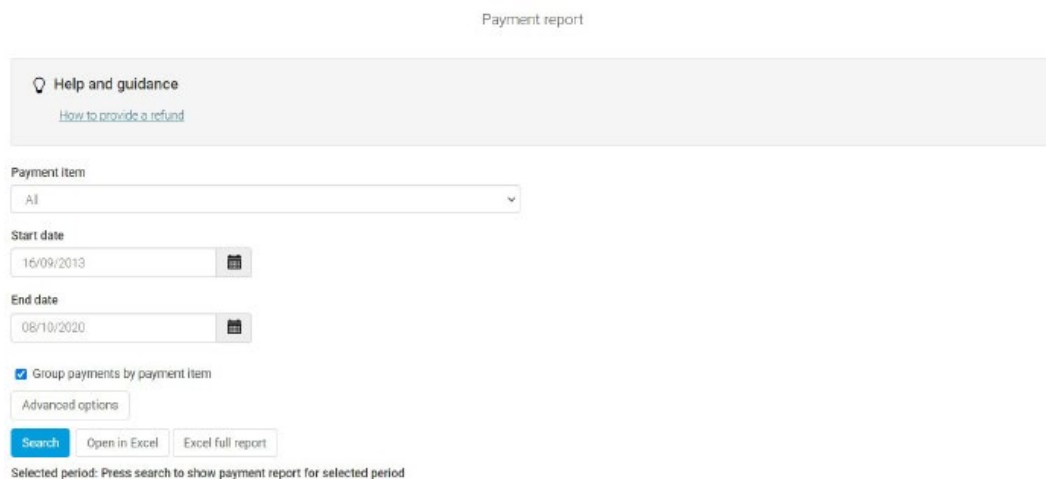
## Use the Payment report to see income your school receives for Red Nose Day

Here's how:

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



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

#### Advanced options

##### Payment status

##### Payment method

- 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

Selected period: Press search to show payment report for selected 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



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Registered office: 11 Kingsley Lodge,  
13 New Cavendish Street, London W1G 9UG  
Registration in England and Wales: 13477997  
VAT Registration Number: 432862885