



USING YOUR PAYMENT REPORT

WE'RE SUPPORTING

B B C
**CHILDREN
IN NEED**



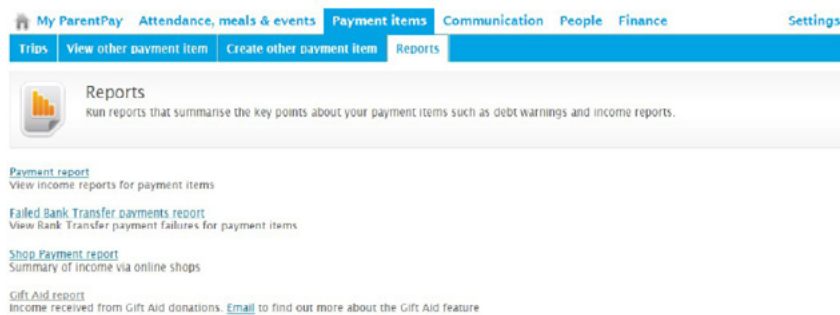


FULL VISIBILITY OVER YOUR INCOME

USE THE PAYMENT REPORT TO SEE INCOME YOUR SCHOOL RECEIVES FOR BBC CHILDREN IN NEED

Here's how:

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



2. Select the relevant payment item. For example, 'BBC Children in Need Merchandise'.

3. Select Start and End dates

Payment report

[Help and guidance](#)
[How to resolve a refund](#)

Payment item
All

Start date
16/09/2013

End date
00/10/2020

☒ Group payments by payment item

[Advanced options](#)

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

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

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

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
- ☐ Manager
- ☐ Comments
- ☐ Bank account

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

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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