

USING THE PAYMENT REPORT TO SEE INCOME YOUR SCHOOL RECEIVES

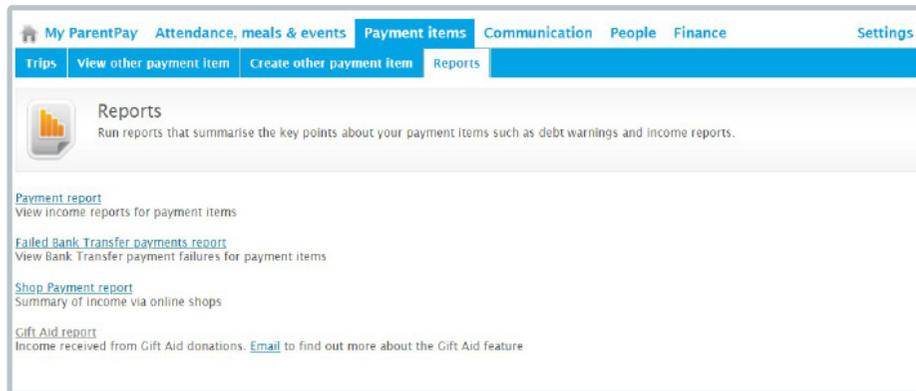


Full visibility over your income

Use the Payment report to see income your school receives for Children in Need.

Here's how:

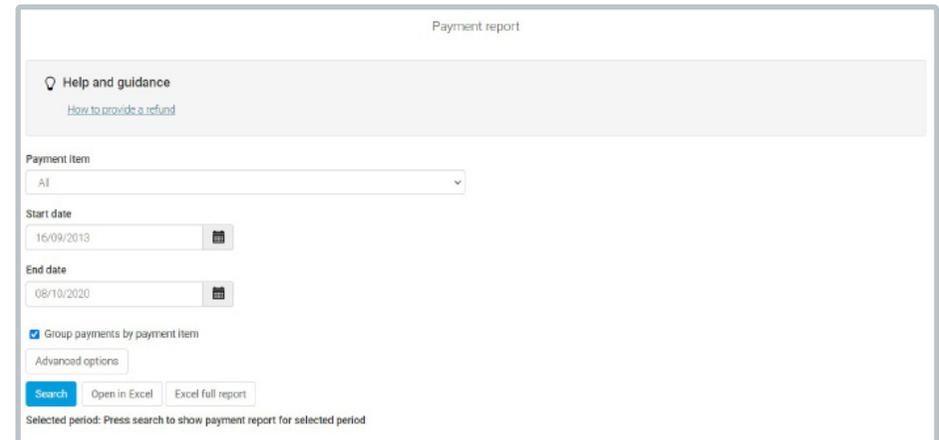
1. To access the payment report, go to Payment items > Reports > Payment report



2. Select the relevant payment item. For example, 'Children in Need Pudsey Ears'.

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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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
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

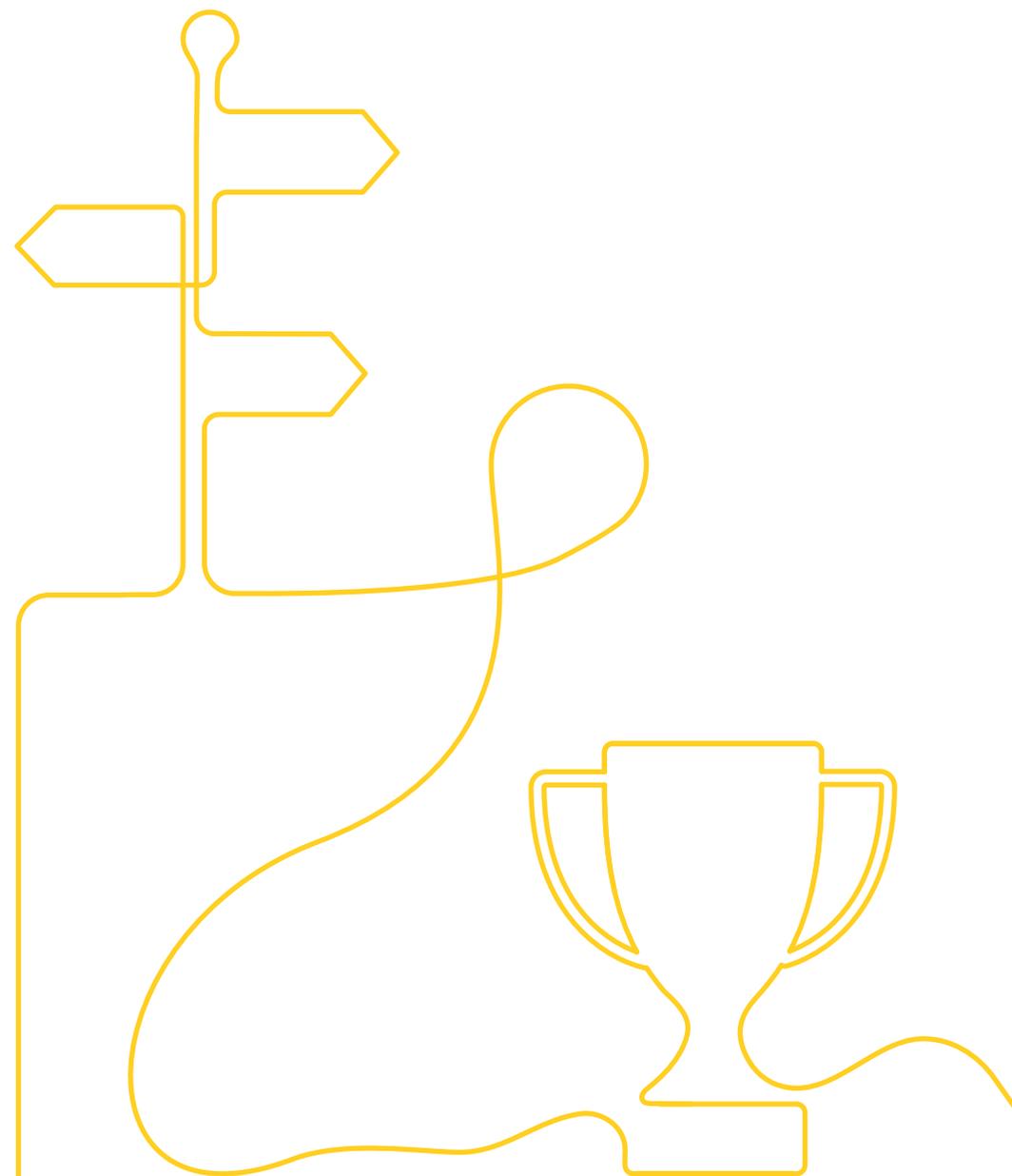
Accountancy codes

Manager

Comments

Bank account

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





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