



## USING THE PAYMENT REPORT TO SEE INCOME YOUR SCHOOL RECEIVES







BBC Children in Need, Pudsey Bear and Blush are trade marks of the BBC and are used under licence.

## 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         Image: My ParentPay Attendance, meals & events Payment items Communication People Finance Set	<ol> <li>Select Start and End dates</li> <li>4. Select Advanced Options and select any of the</li> </ol>
Trips         View other payment item         Create other payment item         Reports           Image: Reports         Run reports that summarise the key points about your payment items such as debt warnings and income reports.	additional options you would like included in the report Payment report
Payment report         View income reports for payment items         Failed Bank Transfer payment report         View Bank Transfer payment failures for payment items         Shop Payment report         Shop Payment report         Summary of income via online shops         Clift Aid report         Income received from Gift Aid donations. Email to find out more about the Gift Aid feature	Help and guidance         How to recorde a refund         Payment Item         AI         Start date         16/09/2013         End date
2. Select the relevant payment item. For example, 'Children in Need Pudsey Ears'.	08/10/2020         Image: Comp payments by payment item         Advanced options         Concols         Concols         Concols         Selected period: Press search to show payment report for selected period
BBC Children in Need, Pudsey Bear and Blush are trade marks of the BBC and are used under licence.	

## . Click either Search, Open in Excel, or Excel Full Report

The payment report will be displayed either on screen or within an Excel worksheet

JIII GALAG	
Authorised	~
yment 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 Ald	
Processed date	
Consent	
Date Paid	
Means	
Payee	
Quantity	
Notes	
Accountancy codes	
Manager	
Comments	
Bank account	





BBC Children in Need, Pudsey Bear and Blush are trade marks of the BBC and are used under licence.









in ParentPay

BBC Children in Need, Pudsey Bear and Blush are trade marks of the BBC and are used under licence.