

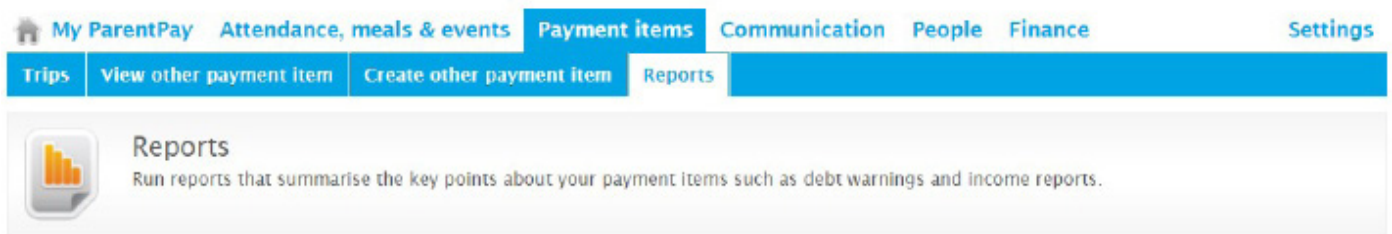
# Create a payment report to find out how much money your school has raised



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

Here's how:

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



The screenshot shows the ParentPay navigation menu. The 'Payment items' tab is selected and highlighted in blue. Below it, the 'Reports' sub-tab is also highlighted. The main content area shows a 'Reports' section with a bar chart icon and the text: 'Run reports that summarise the key points about your payment items such as debt warnings and income reports.'

[Payment report](#)

View income reports for payment items

[Failed Bank Transfer payments report](#)

View Bank Transfer payment failures for payment items

[Shop Payment report](#)

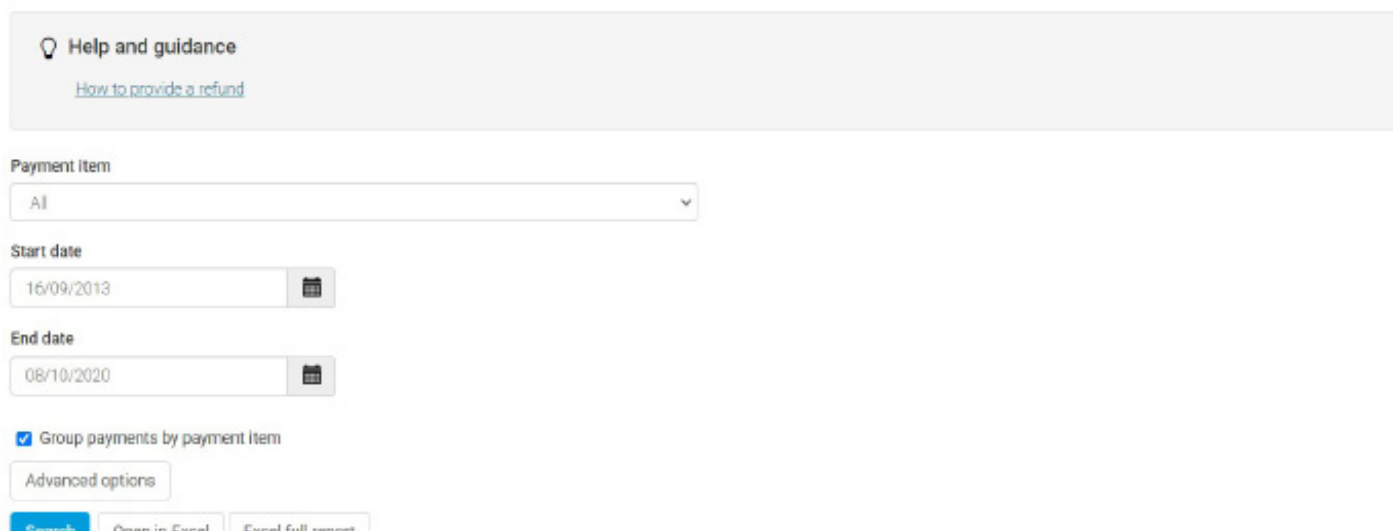
Summary of income via online shops

[Gift Aid report](#)

Income received from Gift Aid donations. [Email](#) to find out more about the Gift Aid feature

2. Select the relevant payment item
3. Select Start and End dates
4. Select Advanced Options and select any of the additional options you would like included in the report

## Payment report



The screenshot shows the 'Payment report' configuration form. It includes a 'Help and guidance' section with a link to 'How to provide a refund'. Below this, there is a 'Payment Item' dropdown menu set to 'All'. The 'Start date' is set to '16/09/2013' and the 'End date' is set to '08/10/2020'. There is a checked checkbox for 'Group payments by payment item' and a button for 'Advanced options'. At the bottom, there are buttons for 'Search', 'View in Excel', and 'Email 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.

### 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