ParentPay
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IN SUPPORT OF COMIC RELIEF RED NOSE DAY

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

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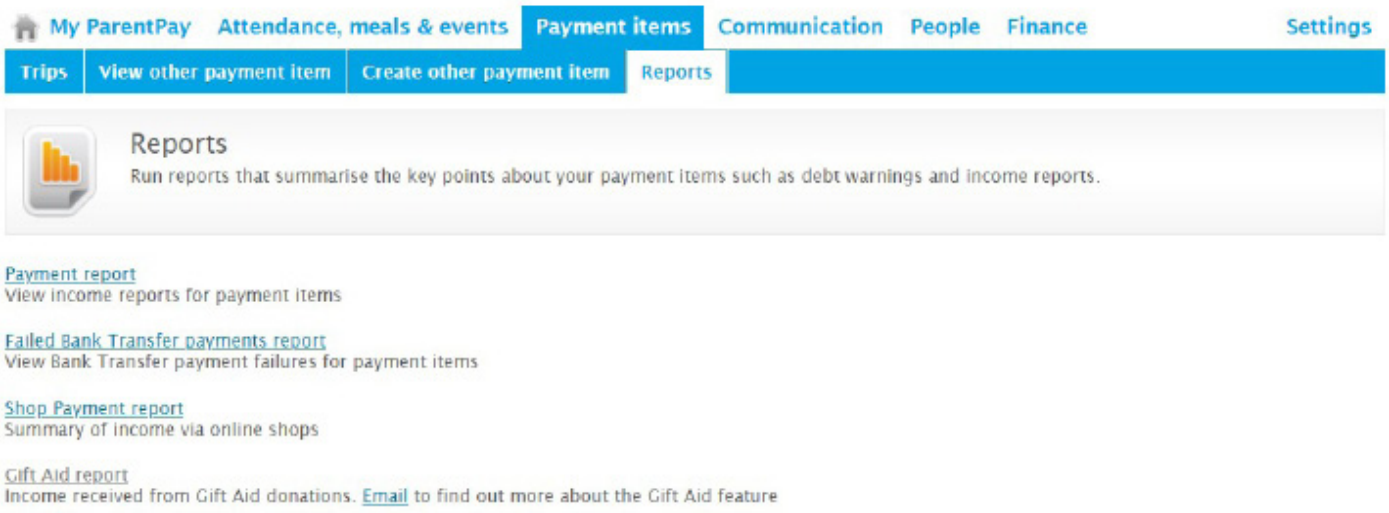
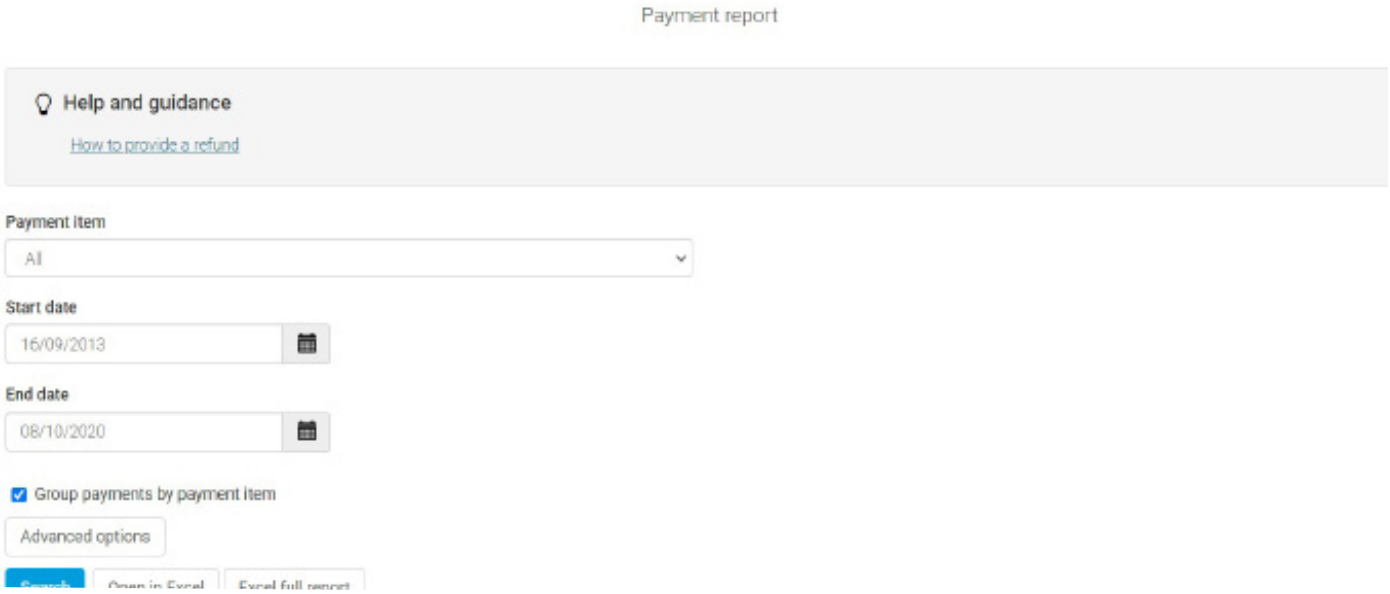
# Use the Payment report to see income your school has collected for Red Nose Day

## Here's how:

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




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

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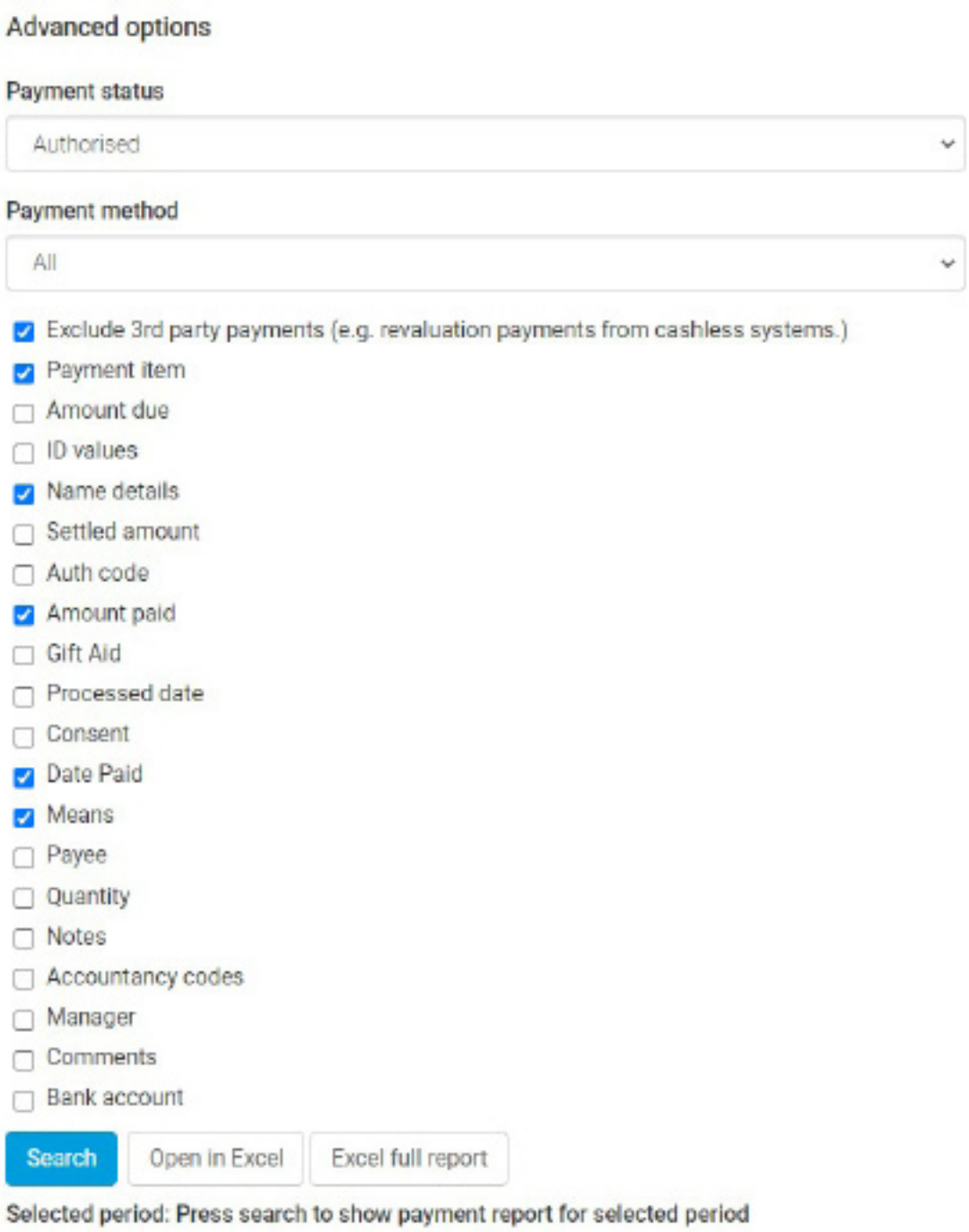
5. Click either: Search, Open in Excel or Excel full report
6. The payment report will be displayed either on screen or within an Excel worksheet.

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