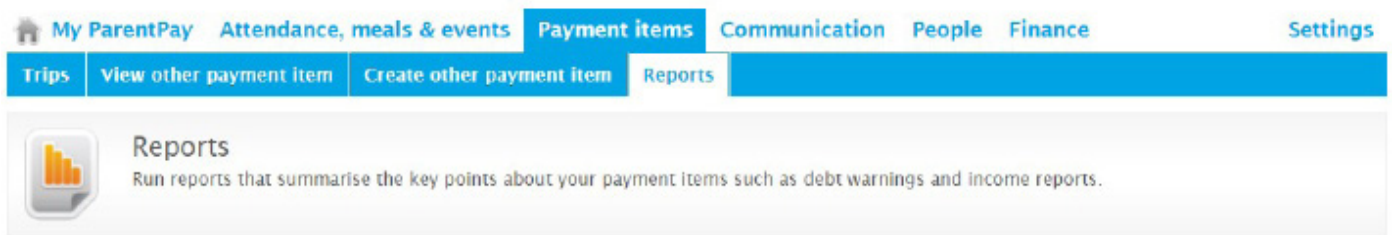


**Create a
payment report
to find out how
much your school
has rased**

Use the Payment report to see income your school has collected for Number 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 the 'Reports' sub-tab is also selected. Below the navigation bar, there is 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

Help and guidance

[How to provide a refund](#)

Payment Item

All

Start date

16/09/2013

End date

08/10/2020

Group payments by payment item

Advanced options

Show in Excel 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