

Using the ParentPay payment report

childhood day

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NSPCC

Childhood Day is an initiative of the NSPCC, registered charity number in England and Wales 216401. Scotland SC037717

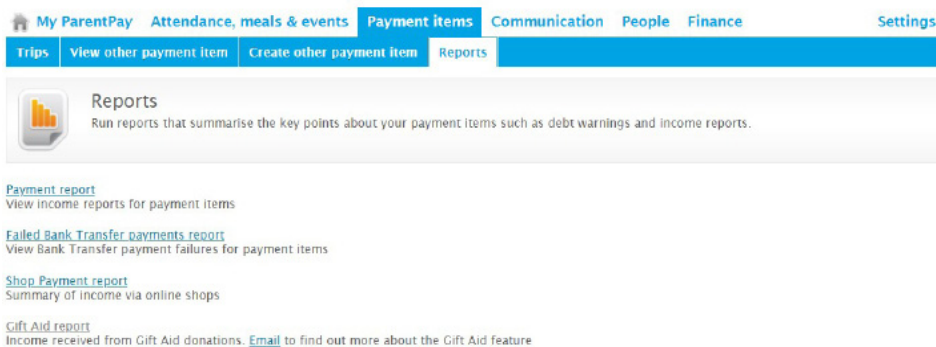
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Friday
9 June

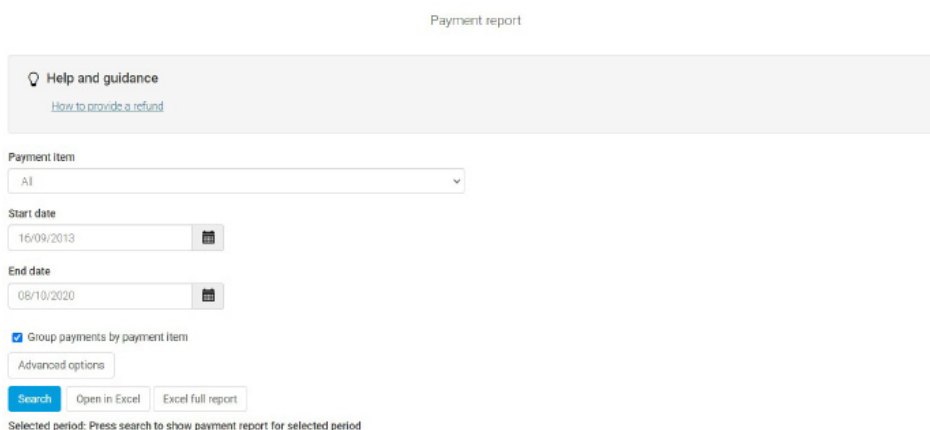
Use the payment report to see income your school has collected for Childhood Day

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



The screenshot shows the ParentPay interface. At the top, there are navigation tabs: My ParentPay, Attendance, meals & events, Payment items, Communication, People, Finance, and Settings. Below these are sub-tabs: Trips, View other payment item, Create other payment item, and Reports. The Reports section is active, showing a bar chart icon and the text 'Reports Run reports that summarise the key points about your payment items such as debt warnings and income reports.' Below this, there are links for '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), and '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



The screenshot shows the 'Payment report' configuration page. It includes a 'Help and guidance' section with a link 'How to provide a refund'. Below this is a 'Payment item' dropdown menu set to 'All'. There are 'Start date' and 'End date' fields with calendar icons, set to '16/09/2013' and '08/10/2020' respectively. A checkbox 'Group payments by payment item' is checked. There is an 'Advanced options' section with a 'Search' button and two buttons: 'Open in Excel' and 'Excel full report'. At the bottom, it says 'Selected period: Press search to show payment report for selected period'.

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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

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