

PaySchools Central

Running Reports



Chippewa Valley Schools

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Home Patrons Reports Fees Admin Admin New Help Inbox Logout

View Reports

Eligibility Lunch Patron **PFI/PASS** System Report Builder

Report Criteria

- Fees Reports
- General Ledger Reports
- Transaction Reports**
 - Daily Credit Card
 - Daily Transaction (ONLINE)**
 - Daily Transaction (PASS)
 - Deposit Batch
 - Deposit Slip
 - Unconfirmed PFI Transactions
 - Unconfirmed Transactions
 - Scheduled Payment
 - Batch Summary
- Source Accounts

View Report

Generate Report

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Daily Transaction (ONLINE) & Conditions

From the PaySchools Central Home page click on the word "Reports." This will open the sub menu for reports. Click on PFI/PASS and roll down to "Transaction Reports" then over to the right and down to "Daily Transaction (ONLINE)."

View Reports

Daily Transaction

You should only see your School here!

Filter*

Fee District: Chippewa Valley Schools

Fee School: (All Schools)

Fee Name:

Fee Code:

Fee Type:

Grade*: (All Grades)

Home Room*: (All Homerooms)

Display Homeroom

Patron Id

Date* 8/29/2018 to 8/29/2018

Payment Methods*

- Cash
- Account
- Credit Card - SDMS
- ACH Check - SDMS
- Check
- Adjustment
- Credit Card - PFI
- ACH Check - PFI

Payment Types*

- Fee Payments
- Lunch Payments
- Received on Account
- Other Payments

Payment Status*

- Success
- Pending
- Denied

Include Fee Description

Group By* No Grouping

Include Patron School* Yes

Look Up

Exact Match Only

Generate Pdf Report

Generate Excel Report

Searching by your specific fee name is the easiest if you only want to report on one fee - just type in a word from the fee name in the fee name box then click on "Look Up". Click on the green check mark to select your specific fee name when the search box opens. If you don't want a specific fee don't click on Look Up - PSC will search any fee that has your word in the name. This is the best way if you are reporting on multiple fees for the same group.

You can run this for all grades or pick a specific grade. You can even run it for a specific student if you know their student id number.

Use the home room filter to pull teacher specific data - click on the drop down and find your name in the list. You will need to check the display homeroom box to put homeroom on the report. This field comes from PowerSchool so for high school students this will be a numeric code instead of a name.

You must change the first date box - it will always default to the current date. Many items were available to purchase as of 8/1/18. Change the date box to this date to be sure you are seeing everyone.

Click the blue "Generate Excel Report" button.

The report will generate and you will see it in the lower left corner of your screen. Click on it to open it in Excel.

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.

A1 : fx Daily Transaction Report

A B C D E F G H I J L M N O P Q R S T U V W X Y Z AA AC AD AE AF

1 **Daily Transaction Report** Page 1 of 1

2 No Grouping 8/29/2018

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4 **Fee District:** Chippewa Valley Schools **Date:** 8/1/2018 To 8/29/2018

5 **Fee School:** Algonquin Middle School

6 **Patron Grade:** (All Grades) **Homeroom:** All Homerooms

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8 **Patron Id:**

9 **Payment Methods:**

10 Cash, Account, Credit Card - SDMS, ACH Check - SDMS, Check, Credit Card - PFI, ACH Check - PFI

11 **Payment Types:** Fee Payments, Lunch Payments, Received on Account, Other Payments

12 **Payment Status:** Success

Date	Grade	Patron	Patron Id	Fee Name	Fee Code	Fee Type	Fee Description	Fee Note	Pmt Method	Amount	Status	GL Name	GL Account	Drawer Id	PFI Trans Id	Batch Id	Batch Date	Patron School
8/24/2018	8	Vasquez, Roman	1.8E+09	ALG 8th Grade Football	ALG 8th Grade Football	Athletics	ALG 8th Grade Football		CC - PFI	\$100.00	S	Football - 8th Grade	60344		2E+07	6790C-7474-Chippewa ValleyS	8/28/2018	Algonquin Middle School
Total:										\$100.00								

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DailyTransactionReportNoGroup

Your report should now be open in Excel. You must click on "Enable Editing" in order to make any changes to the format of your report.

Once you have enabled editing you can delete the report header rows (rows 1 to 14) to remove them.

You now have full Excel formatting and saving capability.