School Cash **Catalog**

How to Generate Reports

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School Cash Catalog – School Report List

The School Cash Catalog includes the following reports:

1. **Account Report** *(SFO)* or **Category Report** *(SCA)* – Perfect to determine total revenue collected in a specific Account/Category
2. **Adoption Report** – Perfect to track registration by school and/or district
3. **Batch Report** – Perfect for tracking online payment deposits and reconciliation
4. **Item Attachment Report** – Perfect to obtain a list of payments by item
5. **Item Order Report** – Perfect to determine who bought the item, with or without choices
6. **Item Option Report** – Perfect to gain a summary of purchased choices
7. **Payment Schedule Report** – Perfect to review scheduled payments
8. **Permission Form Report** – Perfect when a list of online signed permission forms is required
9. **Student Balance Report** – Perfect to determine outstanding student account balances

To view these reports, select **Reports** tab.

1. Account Report (SFO) or Category Report (SCA)

There are **three** Account/Category Reports (Account/Category, Items, Students)

Features:

1.   Filter by
       a.   **Bank Account**
       b.   **Year** (defaults to current school year)
2.   Select a **Date Range – Payment Date** (optional)
3.   **Account / Category Filters**
       a.   Select All Accounts / Categories (by Name or Number)
4.   Sort
       a.   Account / Category Name or Account / Category Number

       a.   Select **above filters**
       b.   Click **Generate**

Account/Category Report #1:

Displays:

- o Accounts/Categories with Revenue/Waived/Refund payments made Online and through School Cash Register

Figure #1 – Account /Category Report - sorted by Account/Category Name

- • **Click** on **Account/Category Name** to drill-down to the next report.

Account/ Category Report #2

Displays:

- o Items associated with the Account/Category selected

Figure #2 – Account /Category Report – Drill Down – Item List by Account/Category Name

- • **Click** on **Item Name** to drill-down to the next report.

Account/Category Report #3

Displays:
- o Student payments for the selected item

Diamond School   **Category Report**
Account: SF   YYYY/YYYY
Category: Music - 5270
Item Name: Band Hoodie

Student Name	Item Amount	Comment	Amount	Type
Abell, Miguel	302456901		11.00	F
Adams, Carter	302489720		11.00	F
Adams, Cole	105781248		11.00	P
Adams, Rebecca	125487956	per Principal	11.00	Waived
Allan, Siena	302589712		11.00	F
Allarie, Joey	302457125		11.00	F
Allen, Brody	105892314		11.00	F
Alm, Adria	105478233		11.00	F
Anderson, Cheyanne	105889784	left school	-11.00	Refund
Anderson, Cody	224572211		11.00	F
Anderson, Dylan	224589771		11.00	F
Anderson, Evan	125785613		11.00	F
Anderson, Nikolas	224987561		11.00	F
Atkinson, Brad	302565554		11.00	F
			132.00	

Figure #3 – Account /Category Report – Drill Down – Student List by Item Name

2. Adoption Report

There are **three** Adoption Reports: School Report; Homeroom Report; and Registration Report.

Adoption Report #1: School Report

c.   Select **School Report** from dropdown list
d.   **Period Ending** will default to today's date
e.   Click **Generate**

Displays:
- o Total number of Active Students based on nightly upload of SIS file
- o Number of students that are registered on School Cash Online
- o Adoption percentage rate

Figure #4 – Adoption Report #1 – School Report

Adoption Report #2: Homeroom Report

a.   Select **School** from dropdown list
b.   **Homeroom** will default to **All**
c.   **Period Ending** will default to today's date
d.   Click **Generate**

Displays:

- o   Total number of Active Students in each homeroom
- o   Number of students that are registered on School Cash Online in each homeroom
- o   Adoption percentage rate

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Homeroom Adoption Report

School Name: Diamond

Recent as of: 09/01/yyyy   11:59:59 PM

Homeroom: All

Homeroom	Total Students	Registered Students	Adoption
BN 11L	18	18	100.00%
BN 1M	14	14	100.00%
BN 2RS	19	19	100.00%
BN 2S	19	19	100.00%
BN 8M	26	25	96.15%
BN 1R	13	12	92.31%
BN 10B	40	35	87.50%
BN 4P	17	14	82.35%
BN 12H	20	17	85.00%
BN 7V	26	21	80.77%
BN 5G	25	19	76.00%
BN 3G	28	20	71.43%
BN 9B	33	22	66.67%
BN 4L	17	11	64.71%
BN KH	35	21	60.00%
BN 6W	27	15	55.56%
	377	302	80.11%

Figure #5– Adoption Report #2 – Homeroom Report

Great report to use for Homeroom Competitions

Adoption Report #3: Registration Report

a.   Select **Registration Report** from dropdown list
b.   Select **School** from dropdown list
c.   **Homeroom** will default to **All** or select a specific homeroom from dropdown list (i.e. BN 4P)
d.   **Registration** has option to show either **Registered**, **Unregistered** or **Both**
e.   **Registration Date** – Start Date will default to earliest date that one of the students were registered on School Cash Online. For example, student registered in Grade 1, six years ago, and is now at a Middle School, it will show the earliest registration date. End Date defaults to today.
f.   **Online Payment** is optional, also includes a start and end date
g.   Click **Generate**

Displays:
- o   Number of Items Purchased and last Payment Date
- o   Registration date for student
- o   Separate report for students that have not been registered on School Cash Online

School Name: Diamond School   **Registered Students Report**

Homeroom: BN 4P

Last Name	First Name	Number	Grade	Homeroom	Items Purchased	Payment Date	Registered On
Allan	Adrianna	8684	1	BN 4P	12	9/12/2019	4/3/2017
Anderson	Matthew	8685	1	BN 4P	27	9/17/2019	9/27/2019
Anderson	Raelyn	8686	1	BN 4P	10	9/11/2019	9/7/2018
Andrew	Kaitlyn	8687	1	BN 4P	7	11/12/2019	9/18/2019
Andrews	Travis	8688	1	BN 4P	29	9/11/2019	9/5/2019
Andrus	Holly	8689	1	BN 4P	14	11/25/2019	2/9/2018
Arnfinson	Presley	8690	1	BN 4P			11/12/2019
Arnold	Melissa	8691	1	BN 4P	16	11/12/2019	9/7/2019
Arval	Alana	8692	1	BN 4P	15	12/11/2019	6/16/2018
Bester	Julie	8693	1	BN 4P	10	12/19/2019	3/26/2019
Booth	Jacob	8694	1	BN 4P	22	9/18/2019	9/13/2019
Brickely	Kelly	8695	1	BN 4P	26	9/20/2019	6/18/2019
Hunter	Susan	8696	1	BN 4P	31	11/21/2019	9/21/2019
Krause	Wendy	8697	1	BN 4P	28	9/11/2019	6/13/2019

School Name: Diamond School   **Non-Registered Students Report**

Homeroom: BN 4P

Last Name	First Name	Number	Grade	Homeroom
Dixon	Alex	8698	1	BN 4P
Newton	Watson	8699	1	BN 4P
Peterson	Aria	8700	1	BN 4P

Figure #6– Adoption Report #3 – Registered / Unregistered Reports

3.   Batch Report

There are **four** Batch Reports: Batch Total; General Ledger Summary; Item Summary; and Student Summary.
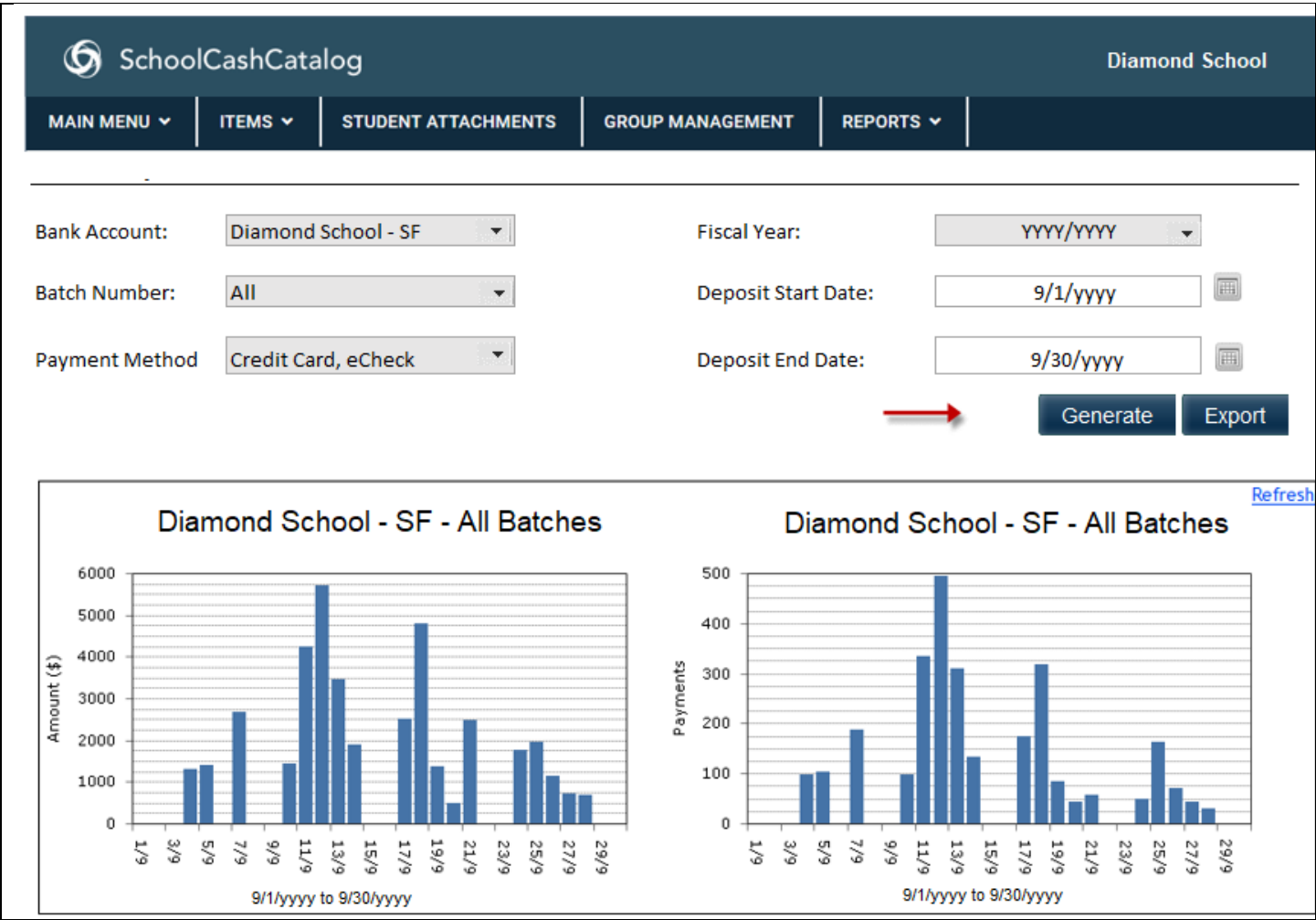
a.   **Bank Account** defaults to school's bank account
b.   **Batch Number** defaults to All. Dropdown menu allows for individual batches to be selected.
c.   **Payment Method** defaults to available online payment tenders. Dropdown menu allows filter of different tenders.
d.   **Fiscal Year** defaults to current year. Dropdown menu allows to review previous years.
e.   **Deposit Start/End Dates** default for a one-month period.
f.   **Generate** or **Export** will provide two different styles of batch reports. Click **Generate**

Batch Report #1: Batch Total

Displays:

- o All the batches for the report period selected (start / end dates)
- o Includes Payment Date (when batch was created), Batch Number, Amount, Payment Method, and Bank Deposit Date (when funds were transferred to the school's bank account.)
  - *Note: Batch with "R" is either a refunded or rejected transaction. (Rejected eCheck)*

Bank Account	Payment Date	Batch Number	Amount	Payment Method	Bank Deposit Date
Bank Account: Diamond School					**Batch Report**
Batch ID: All					**Range: 9/1/yyyy - 9/30/yyyy**
Diamond School - SF	9/1/yyyy	2564125	$500.00	echeck	9/4/yyyy
Diamond School - SF	9/1/yyyy	2571641	$1,275.00	Credit Card	9/1/yyyy
Diamond School - SF	9/1/yyyy	138466R	($5.00)	Credit Card	9/1/yyyy
TOTAL:			$1,770.00		
Diamond School - SF	9/4/yyyy	2588141	$4,326.00	Credit Card	9/4/yyyy
Diamond School - SF	9/15/yyyy	2588142	$1,505.00	Credit Card	9/15/yyyy
Diamond School - SF	9/15/yyyy	2616269	$8.00	echeck	9/20/yyyy
TOTAL:			$5,839.00		
Diamond School - SF	9/20/yyyy	2629798	$600.00	Credit Card	9/20/yyyy
TOTAL:			$8,209.00		

Figure #7– Batch Report #1– Batch Total

- Click the **Batch Number** hyperlink to drill-down to next report

Batch Report #2: General Ledger Summary

Displays:
- o   Account # and Account Name and amount that was deposited into GL accounts.

Figure #8– Batch Report #2– General Ledger Summary

- Click the **Green Directional** arrow to drill-down to next report

Batch Report #3:   Item Summary

Displays:
- o   Item ID, Item Name, Catalog School Year and amount of online payments made for each item.

Figure #9– Batch Report #3– Item Summary

- Click the **Green Directional** arrow to drill-down to next report

Batch Report # 4:   Student Summary

Displays:

- o   Students and items paid online.

Receipt	Student #	Student Name	Item	School Year	Category #	Payment Method	Amount
1245878	8684	Allan, Adrianna	Yearbook	2019/2020	12010	CreditCard(**4802)	$24.00
1245878	8684	Allan, Adrianna	iPad Program	2019/2020	10000	CreditCard(**4802)	$394.00
1245878	8684	Allan, Adrianna	Lost Library Book	2019/2020	1060	CreditCard(**4802)	$40.00
1245879	8685	Anderson, Matthew	Yearbook	2019/2020	12010	CreditCard(**2182)	$24.00
1245880	8686	Anderson, Raelyn	T-shirt	2019/2020	5270	CreditCard(**2222)	$17.00
1245881	8687	Andrew, Kaitlyn	iPad Program	2019/2020	10000	CreditCard(**3143)	$394.00
1245881	8687	Andrew, Kaitlyn	T-shirt	2019/2020	5270	CreditCard(**3143)	$11.00
1245882	8688	Andrews, Travis	iPad Program	2019/2020	10000	CreditCard(**3063)	$394.00
1245883	8689	Andrus, Holly	Yearbook	2019/2020	12010	CreditCard(**9432)	$24.00
1245884	8690	Arnfinson, Presley	T-shirt	2019/2020	5270	CreditCard(**9031)	$17.00
1245885	8691	Arnold, Melissa	Yearbook	2019/2020	12010	CreditCard(**3690)	$24.00
1245886	8692	Arval, Alana	T-shirt	2019/2020	5270	CreditCard(**0033)	$17.00
1245886	9832	Bester, Judy	T-shirt	2019/2020	5270	CreditCard(**5672)	$17.00
1245886	8953	Bingeman, Paul	T-shirt	2019/2020	5270	CreditCard(**7652)	$17.00
1245888	8699	Boone, Kelley	T-shirt	2019/2020	5270	CreditCard(**3567)	$17.00
1245888	8694	Booth, Jacob	Yearbook	2019/2020	12010	CreditCard(**7653)	$24.00
1245889	8695	Brickely, Kelly	Yearbook	2019/2020	12010	CreditCard(**8971)	$24.00
1245890	8698	Degrassi, Paula	iPad Program	2019/2020	10000	CreditCard(**5678)	$394.00
1245890	8698	Degrassi, Paula	T-shirt	2019/2020	5270	CreditCard(**5678)	$17.00
1245891	8699	Grainger, Oliver	Yearbook	2019/2020	12010	CreditCard(**1789)	$24.00
1245899	8555	Hudson, Jennifer	iPad Program	2019/2020	10000	CreditCard(**2345)	$394.00
1245892	8696	Hunter, Susan	iPad Program	2019/2020	10000	CreditCard(**1456)	$394.00
1245893	8697	Krause, Wendy	Yearbook	2019/2020	12010	CreditCard(**2778)	$24.00
1245894	8700	Murray, Justin	iPad Program	2019/2020	10000	CreditCard(**5609)	$394.00
1245895	8701	Olsen, Julie	Yearbook	2019/2020	12010	CreditCard(**7009)	$24.00
1245896	8702	Pitt, Brad	iPad Program	2019/2020	10000	CreditCard(**3871)	$394.00
1245897	8703	Pope, Lori	iPad Program	2019/2020	10000	CreditCard(**7602)	$394.00
1245898	8704	Smith, Emma	iPad Program	2019/202	10000	CreditCard(**0912)	$394.00

Bank Account: Diamond School   **Batch Report**
Batch ID: 2588141
Batch Date: 9/4/yyyy

Student Summary:

Total: **$4,326.00**

Figure #10– Batch Report #4– Student Summary

3b.   Batch Report – Export

a.   Click **Export**

Select the Batches to Export, then click Download. Export will be in Excel format.

Batch Report Export: Account/Category Summary

Displays:
- All batches for the report period selected (start/end dates)
- Includes Payment Date (when batch was created), Batch Number, Account Name & Number, Payment Method with Amount, and Deposit Date (when funds were transferred to school's bank account.)

Payment Date	School Name	Beneficiary	Batch Number	Category Name	Category Number	GL Department	GL Name	Credit Card	E-Check	Batch Total	Deposit Date
9/1/yyyy	Diamond School	SF	2564125	Field Trips	400.00				$500.00	$500.00	9/4/yyyy
9/1/yyyy	Diamond School	SF	2571641	Field Trips	400.00			$1,275.00		$1,275.00	9/1/yyyy
9/1/yyyy	Diamond School	SF	138466R	Locker Fees	900.05			-$5.00		-$5.00	9/1/yyyy
9/4/yyyy	Diamond School	SF	2588141	Lost Books	1060			$40.00		$4,326.00	9/4/yyyy
9/4/yyyy	Diamond School	SF	2588141	Yearbook	12010			$216.00		$4,326.00	9/4/yyyy
9/4/yyyy	Diamond School	SF	2588141	Student Activity	10000			$3,940.00		$4,326.00	9/4/yyyy
9/4/yyyy	Diamond School	SF	2588141	Music	5270			$130.00		$4,326.00	9/4/yyyy
9/15/yyyy	Diamond School	SF	2588142	Student Activity	10000			$1,505.00		$1,505.00	9/15/yyyy
9/20/yyyy	Diamond School	SF	2616269	Lost Books	1060				$8.00	$8.00	9/20/yyyy
9/20/yyyy	Diamond School	SF	2629798	Field Trips	400.00			$600.00		$600.00	9/20/yyyy

Category Summary | Item payment details

Figure #10– Batch Export – Account/Category Summary

Batch Report Export: Item Payment Details

Displays:
- All batches for the report period selected (start/end dates)
- Includes Payment Date (when batch was created), Batch Number, Account Name & Number, Item Name, Purchaser (individual that paid online), Recipient (public item payment), Student Name & Number, Payment Method with Amount, Batch Total, Deposit Date (when funds were transferred to school's bank account), Receipt Number & Total.
- No drill-down required

Payment Date	School Name	Beneficiary	Batch Number	Category Name	Category Number	Item	School Year	Purchaser	Recipient	Student Name	Student Number	Credit Card	E-Check	Batch Total	Deposit Date	Receipt Number	Receipt Total
9/1/yyyy	Diamond S	SF	2565125	Field Trips	700.02	Gr 8 Trip	2019/2020	Andrew, Bill		Andrew, Kaitlyn	8687		$14.00	$500.00	9/4/yyyy	1345881	$14.0
9/4/yyyy	Diamond S	SF	2588141	Yearbook	12010	Yearbook	2019/2020	Allan, Mary		Allan, Adrianna	8684	$23.00		$4,251.50	9/4/yyyy	1245878	$453.2
9/4/yyyy	Diamond S	SF	2588141	iPad Program	700.02	iPad Program	2019/2020	Allan, Mary		Allan, Adrianna	8684	$390.25		$4,251.50	9/4/yyyy	1245878	$453.2
9/4/yyyy	Diamond S	SF	2588141	Lost Books	600.03	Lost Library Book	2019/2020	Allan, Mary		Allan, Adrianna	8684	$40.00		$4,251.50	9/4/yyyy	1245878	$453.2
9/4/yyyy	Diamond S	SF	2588141	Yearbook	10000	Yearbook	2019/2020	Smith, Bev		Anderson, Matthew	8685	$23.00		$4,251.50	9/4/yyyy	1245879	$23.0
9/4/yyyy	Diamond S	SF	2588141	Band Fees	900.03	Band T-Shirt	2019/2020	Anderson, John		Anderson, Raelyn	8686	$13.00		$4,251.50	9/4/yyyy	1245880	$13.0
9/15/yyyy	Diamond S	SF	2616269	Lost Books	600.03	Lost Library Book	2019/2020	Booth, Ken		Booth, Jacob	8694		$8.00	$8.00	9/20/yyyy	1245881	$8.0

Category Summary | **Item payment details**

Figure #11– Batch Export – Item Payment Details

4. Item Attachment Report

Features:

1. Filter by:
   a. **Year** (defaults to current school year)
   b. **Item Status** of; All, Active or Expired
   c. **Attachment Type**; All, Required or Optional (Based on Item attachment in Catalog)
   d. **Name of Item**; select one or more catalog items, dropdown lists all items based on item status or attachment type selection
   e. **Show** (payment status); All, Fully Paid, Partially Paid Waived, Waived, Refunded, Not Paid, Rejected, or Outstanding (results reflect online and register payments). Scheduled will result in a blank report if an item does not have a Recurring Payment assigned.
2. Sort by
   a. **Student # / Student Name** (defaults to Student Name)
   b. **Homeroom** of all school homerooms provided in SIS upload
   c. **Item Name**
   d. **Payment Date**
   e. **Grade** of all school grades provided in SIS upload
   f. **Course Section** of all course codes and sections provided in SIS upload and attached to item

3.   Include **Inactive Students**
4.   Select a **Date Range** (optional)
5.   Optional Filters
   a.   Individual **Student Information**
   b.   **Homeroom / Grade / Course Section** (provided in SIS upload) **/ Group** (Group Management)

Example: Item Attachment Report – Show All

a.   Select **Name** of Item (**Band Hoodie)**
b.   Select Show (Payment Options) **All**
c.   Click **Generate** button

Displays:
- o Status of all students attached and the payment statues (Paid / Waived / Refunded / Owing).

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Diamond School   **Item Attachment Report - School Cash Catalog**
2019/2020   All
Band Hoodie   21 Records Found
         11/01/yyyy… 11/24/yyyy
         Date … Range

Student #	Student Name	Grade	Homeroom	Total	Paid	Waived	Refunded	Owing	Purchased	Payments
8684	Allan, Adrianna	6	12	$11.00	$11.00	$0.00	$0.00	$0.00	11-19-yyyy	$11 - CreditCard (Online) - 11/19/yyyy
8685	Anderson, Matthew	6	12	$11.00	$11.00	$0.00	$0.00	$0.00	11-19-yyyy	$11 - eCheck - 11/19/yyyy
8686	Anderson, Raelyn	6	12	$11.00	$11.00	$0.00	$0.00	$0.00	11-02-yyyy	$11 - CreditCard (Online) - 11/02/yyyy
8687	Andrew, Kaitlyn	6	22	$17.00	$17.00	$0.00	$0.00	$0.00	11-15-yyyy	$17 - CreditCard - 11/15/yyyy
8688	Andrews, Travis	6	12	$17.00	$17.00	$0.00	$0.00	$0.00	11-15-yyyy	$17 - CreditCard (Online) - 11/15/yyyy
8689	Andrus, Holly	6	22	$11.00	$11.00	$0.00	$0.00	$0.00	11-03-yyyy	$11 - Check - 11/03/yyyy
8690	Arnfinson, Presley	6	12	$17.00	$12.00	$0.00	$0.00	$5.00	11-13-yyyy	$12 - Cash - 11/13/yyyy
8691	Arnold, Melissa	6	12	$11.00	$11.00	$0.00	$0.00	$0.00	11-16-yyyy	$11 - Credit Card (Online) - 11/16/yyyy
8692	Arval, Alana	6	22	$11.00	$0.00	$11.00	$0.00	$0.00	11-02-yyyy	$11 - Waived - 11/02/yyyy
8693	Bester, Julie	6	12	$11.00	$11.00	$0.00	$0.00	$0.00	11-13-yyyy	$11 - CreditCard (Online) - 11/13/yyyy
8694	Booth, Jacob	6	12	$11.00	$11.00	$0.00	$0.00	$0.00	11-16-yyyy	$11 - CreditCard (Online) - 11/16/yyyy
8695	Brickely, Kelly	6	22	$17.00	$17.00	$0.00	$0.00	$0.00	11-15-yyyy	$17 - CreditCard (Online) - 11/15/yyyy
8698	Degrassi, Paula	6	22	$11.00	$0.00	$0.00	$0.00	$0.00		
8699	Grainger, Oliver	6	12	$11.00	$0.00	$0.00	$0.00	$0.00		
8696	Hunter, Susan	6	22	$17.00	$17.00	$0.00	$0.00	$0.00	11-03-yyyy	$17 - Credit Card (Online) - 11/03/yyyy
8697	Krause, Wendy	6	12	$11.00	$11.00	$0.00	$11.00	$0.00	11-19-yyyy	$11 - CreditCard (Online) - 11/19/yyyy, $-11 - CreditCard (Online) - 11/24/yyyy
8700	Murray, Justin	6	12	$11.00	$0.00	$0.00	$0.00	$0.00		
8701	Olsen, Julie	6	22	$11.00	$0.00	$0.00	$0.00	$0.00		
8702	Pitt, Brad	6	22	$11.00	$0.00	$0.00	$0.00	$0.00		
8703	Pope, Lori	6	22	$11.00	$0.00	$0.00	$0.00	$0.00		
8704	Smith, Emma	6	12	$11.00	$0.00	$0.00	$0.00	$0.00		
			Total	**$ 261.00**	**$ 168.00**	**$11.00**	**$11.00**	**$5.00**		

Figure #12– Item Attachment Report – Show All Payment Status

d. Select **Printer Icon** to print report

5.   Item Option Report

Features:

1. Filter by
   a. **Year** (defaults to current school year)
   b. **Item Status** of; All, Active or Expired
   c. **Name of Item**; select one or more catalog items, dropdown lists all items with options and based on item status and/or attachment type selection
   d. **Show** (payment status); All, Fully Paid, Partially Paid, Waived, Refunded or Rejected (results reflect online and register payments). Scheduled or Outstanding will result in a blank report.
2. Sort by
   a. **Student # / Student Name** (defaults to Student Name)
   b. **Homeroom** of all school homerooms provided in SIS upload
   c. **Payment Date**
   d. **Grade** of all school grades provided in SIS upload
   e. **Course Section** of all course codes and sections provided in SIS upload and attached to item
3. Select a **Date Range – Payment Date** (optional)
4. Student Filters
   a. Individual **Student Information**
   b. **Homeroom / Grade / Course Section** (provided in SIS upload) **/ Group** (Group Management)
   c. **Attachment** of; All, Required or Optional (Based on Item attachment in Catalog)

Example: Item Option Report – Show All

a. Select **Name** of Item (**Band Hoodie)**
b. Select Show to **All**
c. Click **Generate** button

There are two reports:

Item Option Report #1

Displays:

- o Options/Choices that were ordered
- o Share this with the vendor to place the order

Figure #13– Item Option Report #1 – Option/Choices with Quantity Purchased

Item Option Report #2

Displays:

- o Students that ordered the different Options/Choices

Figure #14– Item Option Report #2 – Option/Choices Student Purchases

d. Select **Printer Icon** to print report

6. Item Order Report

Features:

1. Filter by
   a. **Year** (defaults to current school year)
   b. **Item Status** of; All, Active or Expired
   c. **Name of Item**; select one or more catalog items, dropdown lists all items based on item status or Search by Attachment selection
   d. **Show** (payment status); All, Fully Paid, Partially Paid, Waived, Refunded or Rejected, (results reflect online and register payments). Scheduled or Outstanding will result in a blank report.
2. Sort by
   a. **Student # / Student Name** (defaults to Student Name)
   b. **Homeroom** of all school homerooms provided in SIS upload
   c. **Payment Date**
   d. **Grade** of all school grades provided in SIS upload
   e. **Course Section** of all course codes and sections provided in SIS upload
3. Select a **Date Range – Payment Date** (optional)
4. Student Filters
   a. Individual **Student Information**
   b. **Search by Attachment**; All, Required or Optional (Based on item attachment in Catalog)
   c. **Grade /. Course Section / Group / Homeroom;** provided in SIS upload

Example: Item Order Report – Show All

a. Select **Name** of Item (**Band Hoodie)**
b. Select Show to **All**
c. Select Sort By to **Homeroom**
d. Click **Generate** button

Displays:

- o Students that have made a full purchase, partial purchase, waived, refunded for the item(s) selected and includes Options/Choices
- o Sorted by Homeroom will assist with distribution of items

Student #	Student Name	Grade	Homeroom	Total	Paid	Waived	Refunded	Owing	Purchased	Options	Payments
											Diamond School — Item Order Report - School Cash Catalog

Diamond School
YYYY/YYYY
Band Hoodie

Item Order Report - School Cash Catalog
All
14 Records Found
11/01/yyyy… 11/24/yyyy
Date … Range

Student #	Student Name	Grade	Homeroom	Total	Paid	Waived	Refunded	Owing	Purchased	Options	Payments
8684	Allan, Adrianna	6	12	$11.00	$11.00	$0.00	$0.00	$0.00	11-19-yyyy	Youth Small	$11 - CreditCard (Online) - 11/19/yyyy
8685	Anderson, Matthew	6	12	$11.00	$11.00	$0.00	$0.00	$0.00	11-19-yyyy	Youth Small	$11 - eCheck - 11/19/yyyy
8686	Anderson, Raelyn	6	12	$11.00	$11.00	$0.00	$0.00	$0.00	11-02-yyyy	Youth Large	$11 - CreditCard (Online) - 11/02/yyyy
8688	Andrews, Travis	6	12	$17.00	$17.00	$0.00	$0.00	$0.00	11-15-yyyy	Adult Small	$17 - CreditCard (Online) - 11/15/yyyy
8690	Arnfinson, Presley	6	12	$17.00	$12.00	$0.00	$0.00	$5.00	11-13-yyyy	Adult Small	$12 - Cash - 11/13/yyyy
8691	Arnold, Melissa	6	12	$11.00	$11.00	$0.00	$0.00	$0.00	11-16-yyyy	Youth Large	$11 - Credit Card (Online) - 11/16/yyyy
8693	Bester, Julie	6	12	$11.00	$11.00	$0.00	$0.00	$0.00	11-13-yyyy	Youth Large	$11 - CreditCard (Online) - 11/13/yyyy
8694	Booth, Jacob	6	12	$11.00	$11.00	$0.00	$0.00	$0.00	11-16-yyyy	Youth Small	$11 - CreditCard (Online) - 11/16/yyyy
8697	Krause, Wendy	6	12	$11.00	$11.00	$0.00	$11.00	$0.00	11-19-yyyy	Youth Small	$11 - CreditCard (Online) - 11/19/yyyy, $-11 - CreditCard (Online) - 11/24/yyyy
8687	Andrew, Kaitlyn	6	22	$17.00	$17.00	$0.00	$0.00	$0.00	11-15-yyyy	Adult Small	$17 - CreditCard (Online) - 11/15/yyyy
8689	Andrus, Holly	6	22	$11.00	$11.00	$0.00	$0.00	$0.00	11-03-yyyy	Youth Small	$11 - Check - 11/03/yyyy
8692	Arval, Alana	6	22	$11.00	$0.00	$11.00	$0.00	$0.00	11-02-yyyy	Youth Large	$11 - Waived - 11/02/yyyy
8695	Brickely, Kelly	6	22	$17.00	$17.00	$0.00	$0.00	$0.00	11-15-yyyy	Adult Small	$17 - CreditCard (Online) - 11/15/yyyy
8696	Hunter, Susan	6	22	$17.00	$17.00	$0.00	$0.00	$0.00	11-13-yyyy	Adult Medium	$17 - Credit Card (Online) - 11/03/yyyy
				$184.00	**$168.00**	**$11.00**	**$11.00**	**$5.00**			

Figure #15– Item Order Report – Show All Payment Status

e. Select **Printer Icon** to print report

7.   Payment Schedule Report

Features:

1.   Filter by
    a.   **Year** (defaults to current school year)
    b.   **Name of Item**; select a catalog item (only items with Recurring Payment option will be listed)
    c.   **Show** (payment statues); All, Fully Paid, Pending, Waived, Refunded or Rejected (results reflect online and register payments)
2.   Student Filters
    a.   Individual **Student Information**
    b.   **Search by Attachment** type
    c.   **Grade** of all school grades provided in SIS upload
    d.   **Course Section** of all course codes provided in SIS upload
    e.   **Group created in or uploaded to Group Management**
    f.   **Homeroom** of all school homerooms provided in SIS upload

Example: Payment Schedule Report – Show All

a. Select **Name of Item**
b. Select filter **Show - Scheduled**
c. Click **Generate** button

Displays:
   o Students that have scheduled payments, includes payment date and status of Cleared or Pending.

Figure #16– Payment Scheduled Report – Show All Payment Status

d. Select **Printer Icon** to print report

8.   Permission Form Report

Features:
1.   Filter by
     a.   **Year** (defaults to current school year)
     b.   **Name of Item**; select one or more catalog items (displays only items with Permission Form selected)
     c.   **Search by Attachment** (dropdown is based on how the item was attached)
     d.   **Show** (payment status) All, Fully Paid, Partially Paid, Waived, Refunded, Not Paid, Rejected, Scheduled or Outstanding (results reflect online and register payments)
2.   Sort by
     a.   **Student # / Student Name** (defaults to Student Name)
     b.   **Grade** of all school grades provided in SIS upload
     c.   **Homeroom** of all school homerooms provided in SIS upload
     d.   **Course** of all course codes and sections provided in SIS upload
3.   Select a **Date Range** (optional)
4.   Optional Filters
     a.   Individual **Student Information**
     b.   **Homeroom** of all school homerooms provided in SIS upload
     c.   **Grade** of all school grades provided in SIS upload
     d.   **Course Section** of all course codes provided in SIS upload
     e.   **Group created in or uploaded to Group Management**

Example: Permission Form Report – Show All

a.   Select **Name of Item**
b.   Select filter **Show – All** (payment information)
c.   Click **Generate** button

Displays:
- o   Students that have purchased the item
- o   Permission Contact with relationship to student
- o   Volunteer status (optional)

Figure #17– Permission Form Report – Show All Payment Status

d.   Select **Printer Icon** to print report

9.   Student Balance Report

Features:

1.   Filter by
     a.   **Find by Grade or Find by Homeroom**
2.   Sort by
     a.   **Student Last, First Name**
     b.   **Student Number**
     c.   **Grade** of all school grades provided in SIS upload
     d.   **Course Section** of all course codes and sections provided in SIS upload
3.   Student Filter (optional)
     a.   Enter **First Name**
     b.   Enter **Last Name**
4.   Select checkbox **Active Student**
5.   Optional Filters
     a.   **Year** of All Years or Current Year
     b.   **Item Option** All Items, Required Items or Optional Items

Example: Student Balance Report – Current Year – Required Items

a. Select **Current Year**
b. Select **Item Option – Require Items**
c. Click **Generate** button

Displays:

o Students that have funds owing for required items
o *Filter by Grade 12 for a list of graduating students that owe funds*

Diamond School
YYYY/YYYY
Sorted by Last, First Name

Student Balance
12 Students Found
$969.00 Owing Total

Student Name	Grade	Homeroom	Course	Student Number	Amount Owing
Adamson, Rebekah	3	CR 3		20697	$90.00
Ahlquist, Aliyah	7	CR 7		14132	$70.00
Allan, Jeff	2	CR 7		26673	$90.00
Anderson, Tucker	5	CR 5		21356	$150.00
Belton, Skyla	5	CR 5		21356	$19.00
Benjamin, Joshua	1	CR 1		25808	$90.00
Berube Steven	7	CR 7		14614	$90.00
Blackmore, Jack	0	CR K		26680	$50.00
Fisher, Brooke	3	CR 3		24691	$90.00
Forsyth, Lacee	8	CR 8		11211	$90.00
Hall, Rylan	2	CR 2		25417	$90.00
Hawkings, Morgan	4	CR 4		17604	$50.00
					$969.00

Figure #18– Student Balance Report – Current Year – Required Items

d. Select **Printer Icon** to print report

10. Public / Unlisted Items

There is an additional filter when an item has been flagged as public / unlisted for **three** reports. Item Option Report, Item Order Report , Payment Schedule Report

Item Option Report – Public / Unlisted Filter

Displays:
- o   Last page of Item Option Report #1
- o   Recipient Name, Purchaser Name

Figure #19– Item Option Report #2 – Public / Unlisted Purchases

Item Order Report – Public / Unlisted Filter

Displays:
- o   Last page of Item Order Report
- o   Recipient Name, Purchaser Name

Recipient Name	Purchaser Name	Total	Paid	Waived	Refunded	Owing	Purchased	Options	Payments
Mary Allan	Allan, Mary	$75.00	$75.00	$0.00	$0.00	$0.00	11-19-yyyy	Adult Small	$75 - CreditCard (Online) - 11/19/yyyy
June Anderson	Anderson, June	$75.00	$75.00	$0.00	$0.00	$0.00	11-19-yyyy	Adult Medium	$75 - eCheck - 11/19/yyyy
Scott Anderson	Anderson, Scott	$75.00	$75.00	$0.00	$0.00	$0.00	11-02-yyyy	Adult Small	$75 - CreditCard (Online) - 11/02/yyyy
Julie Andrews	Andrews, Julie	$75.00	$75.00	$0.00	$0.00	$0.00	11-15-yyyy	Adult Large	$75 - CreditCard (Online) - 11/15/yyyy
Meg Arnold	Arnold, Meg	$75.00	$75.00	$0.00	$0.00	$0.00	11-13-yyyy	Adult Medium	$75 - eCheck- 11/13/yyyy
Travis Stewart	Stewart, Travis	$75.00	$75.00	$0.00	$0.00	$0.00	11-16-yyyy	Adult Large	$75 - Credit Card (Online) - 11/16/yyyy
		$450.00	$450.00	$0.00	$0.00	$0.00			

Header of report:
Diamond School — Item Order Report - School Cash Catalog
YYYY/YYYY — All
Spirit Wear Hoodie — 14 Records Found
11/01/yyyy… 11/24/yyyy
Date … Range

Toolbar: 10 of 10 — Export to the selected format — Export

Figure #20– Item Order Report – Public / Unlisted Purchases

Payment Schedule Report – Public / Unlisted Filter

Displays:
  o   Last page of Payment Schedule Report
  o   Recipient Name, Payor

Recipient Name	Created Date	Payment Method	Payment	Payor	Status	Payment Date
Julie Andrews	08/11/yyyy	Credit Card	$394.00	Andrews, Julie	Cleared	09/01/yyyy
	08/11/yyyy	Credit Card	$394.00	Andrews, Julie	Pending	10/01/yyyy
	08/11/yyyy	Credit Card	$394.00	Andrews, Julie	Pending	11/01/yyyy
	08/11/yyyy	Credit Card	$394.00	Andrews, Julie	Pending	12/01/yyyy
Meg Arnold	08/15/yyyy	eCheck	$394.00	Arnold, Meg	Cleared	09/01/yyyy
	08/15/yyyy	eCheck	$394.00	Arnold, Meg	Pending	10/01/yyyy
	08/15/yyyy	eCheck	$394.00	Arnold, Meg	Pending	11/01/yyyy
	08/15/yyyy	eCheck	$394.00	Arnold, Meg	Pending	12/01/yyyy

Figure #21 Payment Schedule Report – Public / Unlisted Purchases

11. Exporting Reports

There are several options to export School Cash Catalog reports. CSV (comma-delimited) option is recommended, when wanting to sort a report in a different manner and/or remove columns within the report.