



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.

SchoolCashCatalogDiamond School

MAIN MENU ▾ITEMS ▾STUDENT ATTACHMENTSGROUP MANAGEMENTREPORTS ▾

List of Items ⓘ

ActiveYYYY/YYYAllAll

New ItemExport

Drafts: 2

Item Name

Lost Library Book

Yearbook

EditAttach

Lost L

Please c

Account Report

Adoption Report

Batch Report

Item Attachment Report

Item Option Report

Item Order Report

Payment Schedule Report

Permission Form Report

Student Balance Report

ge Attachments

Refund

Copy

for this missing book!

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

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

SchoolCashCatalog Diamond School

MAIN MENU | ITEMS | STUDENT ATTACHMENTS | GROUP MANAGEMENT | REPORTS

Account/Category Report

Bank Account: Diamond School - SGF
School Year: YYYY/YYYY

Click continue to find all or select a date
Report Start Date Report End Date

Account Filters Category Filters

Select Accounts to include:
☒ Select All Accounts Categories

- Administrative
- Athletic - Spirit Wear
- Band Fees
- Book Fair
- Books
- Chromebook Program
- Clubs/Groups
- Field Trips
- Fundraising

Select Account Numbers to include:
☐ Select All Account Numbers Category Numbers

- 650.01
- 700.00
- 700.01
- 700.02
- 900.00
- 900.03
- 900.05
- 999.00
- 999.01

* Click on a Account in the summary report to get a detailed report for that Account
* Click on an item in the detail report to get a breakdown by payment for that item

Sort By: ☒ Account Name ☒ Category Name
☐ Account Number ☐ Category Number

Generate

Features:

- Filter by
 - Bank Account
 - Year (defaults to current school year)
 - Select a **Date Range – Payment Date** (optional)
 - Account / Category Filters**
 - Select All Accounts / Categories (by Name or Number)
 - Sort
 - Account / Category Name or Account / Category Number
- Select **above filters**
 - Click **Generate**

Account/Category Report #1:

Displays:

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

| Diamond School | | | | | | Account/Category Report | |
|----------------------------------|-------------------------|------------------|---------------|-----------------|------------------|-------------------------|--|
| Account: SF | | | | | | YYYY/YYYY | |
| Sorted By: Account/Category Name | | | | | | | |
| Account/Category Name | Account/Category Number | Revenue | Waived | Refund | Total | | |
| Administrative | 200.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| Athletic - Spirit Wear | 500.00 | 3320.00 | 0.00 | 0.00 | 3320.00 | | |
| Band Fees | 900.03 | 900.00 | 56.00 | 25.00 | 819.00 | | |
| Book Fair | 600.02 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| Books | 600.00 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| Chromebook Program | 700.01 | 0.00 | 0.00 | 0.00 | 0.00 | | |
| Clubs/Groups | 650.00 | 4561.00 | 300.00 | 90.00 | 4171.00 | | |
| Field Trips | 400.00 | 12176.00 | 520.00 | 1027.00 | 10629.00 | | |
| Fundraising | 300.00 | 7832.00 | 0.00 | 0.00 | 7832.00 | | |
| iPad Program | 700.02 | 10976.00 | 0.00 | 0.00 | 10976.00 | | |
| Lost Books | 600.03 | 567.00 | 0.00 | 0.00 | 567.00 | | |
| Totals: | | 40,332.00 | 876.00 | 1,142.00 | 38,314.00 | | |

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:

- Items associated with the Account/Category selected

| Diamond School | | | | | | Account/Category Report | |
|-------------------|--------------|---------------|--------------|---------------|---------------|-------------------------|--|
| Account: SF | | | | | | YYYY/YYYY | |
| Item Name | Item Amount | Total Revenue | Waived | Refund | Total | | |
| Band Hoodie | 11.00 | 132.00 | 11.00 | -11.00 | 110.00 | | |
| Instrument Rental | 45.00 | 768.00 | 45.00 | -14.00 | 709.00 | | |
| Totals | 56.00 | 900.00 | 56.00 | -25.00 | 819.00 | | |

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:

- 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

Adoption Reports

School Report

Please select a school from the dropdown list:

All

School Type

☐ Elementary
 ☐ Elementary Junior High
 ☐ Secondary
 ☐ Senior Elementary

Period Ending:

09/01/yyyy

GENERATE

- Select **School Report** from dropdown list
- Period Ending** will default to today's date
- Click **Generate**

Displays:

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

| School Adoption Report | | | |
|--------------------------------------|----------------|---------------------|---------------|
| Recent as of: 09/01/yyyy 11:59:59 PM | | | |
| School Name | Total Students | Registered Students | Adoption Rate |
| Diamond School | 377 | 302 | 80.11% |
| | 377 | 302 | 80.11% |

Figure #4 – Adoption Report #1 – School Report

Adoption Report #2: Homeroom Report

Adoption Reports

Homeroom Report

Please select a school from the dropdown list:

Diamond School

Homeroom:

All

Period Ending:

09/01/yyyy

GENERATE

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

Adoption Report #3: Registration Report

Adoption Reports

Registration Report

Please select a school from the dropdown list:

Diamond School

Homeroom:

BN 4P

Registration

☒ Registered

☒ Unregistered

Registration Date

Start: 09/01/yyyy

End: 11/30/yyyy

☒ **Online Payment**

Start: 09/01/yyyy

End: 11/30/yyyy

GENERATE

- Select **Registration Report** from dropdown list
- Select **School** from dropdown list
- Homeroom** will default to **All** or select a specific homeroom from dropdown list (i.e. BN 4P)
- Registration** has option to show either **Registered**, **Unregistered** or **Both**
- 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.
- Online Payment** is optional, also includes a start and end date
- Click **Generate**

Displays:

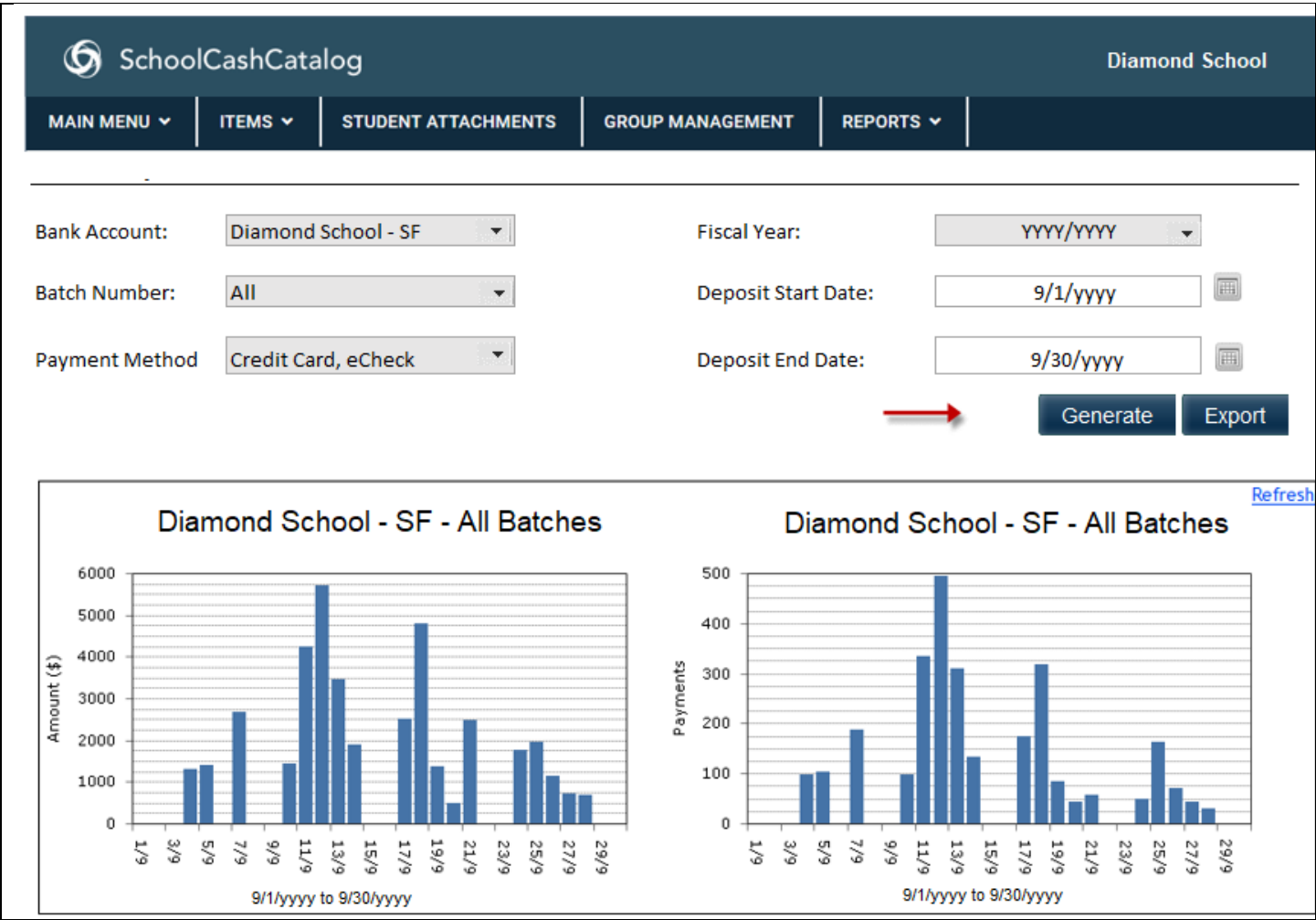
- Number of Items Purchased and last Payment Date
- Registration date for student
- Separate report for students that have not been registered on School Cash Online

| Registered Students Report | | | | | | | |
|--------------------------------|-------------------|---------------|--------------|-----------------|------------------------|---------------------|----------------------|
| School Name: Diamond School | | | | | | | |
| Homeroom: BN 4P | | | | | | | |
| <u>Last Name</u> | <u>First Name</u> | <u>Number</u> | <u>Grade</u> | <u>Homeroom</u> | <u>Items Purchased</u> | <u>Payment Date</u> | <u>Registered On</u> |
| 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 |
| Non-Registered Students Report | | | | | | | |
| School Name: Diamond School | | | | | | | |
| Homeroom: BN 4P | | | | | | | |
| <u>Last Name</u> | <u>First Name</u> | <u>Number</u> | <u>Grade</u> | <u>Homeroom</u> | | | |
| 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:

- All the batches for the report period selected (start / end dates)
- 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)

| <div> <div> <div>1 of 1</div> <div>Export to the selected format</div> <div>Export</div> <div></div> <div></div> </div> </div> | | | | | |
|--|---------------------|---------------------|-----------------------------|-----------------------|--------------------------|
| Bank Account: Diamond School | | | Batch Report | | |
| Batch ID: All | | | Range: 9/1/yyyy - 9/30/yyyy | | |
| <u>Bank Account</u> | <u>Payment Date</u> | <u>Batch Number</u> | <u>Amount</u> | <u>Payment Method</u> | <u>Bank Deposit Date</u> |
| Diamond School - SF | 9/1/yyyy | 2564125 | \$500.00 | echek | 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 | echek | 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:

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

| Batch Report | | | | |
|--------------------------------|-----------------------|----------------------|----------------|-------------------|
| Bank Account: Diamond School | | | | |
| Batch ID: 2588141 | | | | |
| Batch Date: 9/4/yyyy | | | | |
| General Ledger Summary: | | | | |
| <u>Category Number</u> | <u>Category Name</u> | <u>GL Department</u> | <u>GL Name</u> | <u>Amount</u> |
| 1060 | Lost Books | | | \$40.00 |
| 12010 | Yearbook | | | \$216.00 |
| 10000 | Student Activity Fees | | | \$3,940.00 |
| 5270 | Music | | | \$130.00 |
| | | | | <u>\$4,326.00</u> |

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:

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

| Batch Report | | | |
|------------------------------|-------------------|--------------------|-------------------|
| Bank Account: Diamond School | | | |
| Batch ID: 2588141 | | | |
| Batch Date: 9/4/yyyy | | | |
| Item Summary: | | | |
| <u>Item ID</u> | <u>Item Name</u> | <u>School Year</u> | <u>Amount</u> |
| 31872 | Yearbook | 2019/2020 | \$216.00 |
| 32621 | iPad Program | 2019/2020 | \$3,940.00 |
| 32664 | T-shirt | 2019/2020 | \$130.00 |
| 33542 | Lost Library Book | 2019/2020 | \$40.00 |
| | | | <u>\$4,326.00</u> |

Figure #9– Batch Report #3– Item Summary

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

Batch Report # 4: Student Summary

Displays:

- Students and items paid online.

| Batch Report | | | | | | | |
|------------------------------|-----------|--------------------|-------------------|-------------|------------|--------------------|------------|
| Bank Account: Diamond School | | | | | | | |
| Batch ID: 2588141 | | | | | | | |
| Batch Date: 9/4/yyyy | | | | | | | |
| Student Summary: | | | | | | | |
| 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 |
| | | | | | | | \$4,326.00 |

Figure #10– Batch Report #4– Student Summary

3b. Batch Report – Export

SchoolCashCatalog
Diamond School

MAIN MENU ▾
ITEMS ▾
STUDENT ATTACHMENTS
GROUP MANAGEMENT
REPORTS ▾

Bank Account: Diamond School - SF ▾

Batch Number: All ▾

Payment Method: Credit Card, eCheck ▾

Fiscal Year: YYYY/YYYY ▾

Deposit Start Date: 9/1/yyyy 📅

Deposit End Date: 9/30/yyyy 📅

Generate
Export

Diamond School - SF - All Batches

Diamond School - SF - All Batches

[Refresh](#)

a. Click **Export**

Select Batches to Export

| <input checked="" type="checkbox"/> Bank Account | Batch Number | Amount | Payment Method | Bank Deposit Date |
|---|--------------|---------|----------------|-------------------|
| <input checked="" type="checkbox"/> Diamond School - SF | 2564125 | 500.00 | eCheck | 9/1/yyyy |
| <input checked="" type="checkbox"/> Diamond School - SF | 2571641 | 1275.00 | Credit Card | 9/1/yyyy |
| <input checked="" type="checkbox"/> Diamond School - SF | 138466R | -5.00 | Credit Card | 9/1/yyyy |
| <input checked="" type="checkbox"/> Diamond School - SF | 2588141 | 4326.00 | Credit Card | 9/4/yyyy |
| <input checked="" type="checkbox"/> Diamond School - SF | 2588142 | 1505.00 | Credit Card | 9/15/yyyy |
| <input checked="" type="checkbox"/> Diamond School - SF | 2616269 | 8.00 | eCheck | 9/20/yyyy |
| <input checked="" type="checkbox"/> Diamond School - SF | 2629798 | 600.00 | Credit Card | 9/20/yyyy |

Download
Cancel

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

 SchoolCashCatalog
 Diamond School

MAIN MENU ▾
ITEMS ▾
STUDENT ATTACHMENTS
GROUP MANAGEMENT
REPORTS ▾

Item Attachment Report

Year: YYY/YYY ▾

Item Status: All ▾

Attachment Type: All ▾

Name of Item: Please select ▾

Search by Attachment: All Attachments ▾

Show: All ▾

Sort By:

☐ Student #

☒ Student Name

☐ Homeroom

☐ Item Name

☐ Payment Date

☐ Grade

☐ Course Section

Click continue to find all or select a date

Report Start Date

Report End Date

Include inactive student: ☐

Optional Filters

Last Name:

First Name:

Student Number:

Homeroom: All Homerooms ▾

Grade: All Grades ▾

Course Section: Please select ▾

Group: All Groups ▾

Generate

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

Diamond School

MAIN MENU ▾
ITEMS ▾
STUDENT ATTACHMENTS
GROUP MANAGEMENT
REPORTS ▾

Item Attachment Report

Year: YYY/YYYY ▾

Item Status: All ▾

Attachment Type: All ▾

Name of Item: Band Hoodie ▾

Search by Attachment: All Attachments ▾

Show: All ▾

Sort By:

- ☐ Student #
- ☒ Student Name
- ☐ Homeroom
- ☐ Item Name
- ☐ Payment Date
- ☐ Grade
- ☐ Course Section

Click continue to find all or select a date

Report Start Date

Report End Date

Include inactive student: ☐

Optional Filters

Last Name:

First Name:

Student Number:

Homeroom: All Homerooms ▾

Grade: All Grades ▾

Course Section: Please select ▾

Group: All Groups ▾

Generate

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

Displays:


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

| Diamond School | | | | | | | | | | |
|--|--------------------|-------|----------|-----------|-----------|---------|----------|--------|------------|--|
| 2019/2020 | | | | | | | | | | |
| Band Hoodie | | | | | | | | | | |
| Item Attachment Report - School Cash Catalog | | | | | | | | | | |
| All | | | | | | | | | | |
| 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

 SchoolCashCatalog
 Diamond School

MAIN MENU ▾
 ITEMS ▾
 STUDENT ATTACHMENTS
 GROUP MANAGEMENT
 REPORTS ▾

Item Option Report

Year:

Item Status:

Name of Item: *

Show:

Sort By:

☐ Student #
 ☒ Student Name
 ☐ Homeroom
 ☐ Payment Date
 ☐ Grade
 ☐ Course Section

Click continue to find all or select a date

Report Start Date

Report End Date

Student Filters

Last Name:

First Name:

Student Number:

Homeroom:

Grade:

Course Section:

Group:

Attachment:

Generate

Features:

- Filter by
 - Year** (defaults to current school year)
 - Item Status** of; All, Active or Expired
 - 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
 - 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.
- Sort by
 - Student # / Student Name** (defaults to Student Name)
 - Homeroom** of all school homerooms provided in SIS upload
 - Payment Date**
 - Grade** of all school grades provided in SIS upload
 - Course Section** of all course codes and sections provided in SIS upload and attached to item
- Select a **Date Range – Payment Date** (optional)
- Student Filters
 - Individual **Student Information**
 - Homeroom / Grade / Course Section** (provided in SIS upload) / **Group** (Group Management)
 - Attachment** of; All, Required or Optional (Based on Item attachment in Catalog)

Example: Item Option Report – Show All

SchoolCashCatalogDiamond School

MAIN MENU ▾ITEMS ▾STUDENT ATTACHMENTSGROUP MANAGEMENTREPORTS ▾

Item Option Report

Year:

YYYY/YYYY ▾

Item Status:

All ▾

→ Show:

All ▾

→ Name of Item:

Band Hoodie ▾

Sort By:

☐ Student #

☒ Student Name

☐ Homeroom

☐ Payment Date

☐ Grade

☐ Course Section

Click continue to find all or select a date

Report Start Date

Report End Date

Student Filters

Last Name:

First Name:

Student Number:

Homeroom:

All Homerooms ▾

Grade:

All Grades ▾

Course Section:

Please select ▾

Group:

All Groups ▾

Attachment:

Generate

- 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:

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

| Item Name | School Year | Option Name | Choice Name | Choice Cost | Quantity |
|-------------|-------------|-------------|--------------|-------------|----------|
| Band Hoodie | YYYY/YYYY | Size | | | |
| | | | Youth Small | \$0.00 | 5 |
| | | | Youth Large | \$0.00 | 4 |
| | | | Adult Small | \$6.00 | 4 |
| | | | Adult Medium | \$6.00 | 1 |

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

Item Option Report #2

Displays:


- Students that ordered the different Options/Choices

| Item Name | School Year | Option Name | Choice Name | Choice Cost | Student Name | Student # | Homeroom | Quantity |
|-------------|-------------|-------------|--------------|-------------|--------------------|-----------|----------|----------|
| Band Hoodie | YYYY/YYYY | Size | | | | | | |
| | | | Youth Small | | | | | |
| | | | | \$0.00 | Allan, Adrianna | 8684 | 22 | 1 |
| | | | | | Anderson, Matthew | 8685 | 12 | 1 |
| | | | | | Andrus, Holly | 8689 | 22 | 1 |
| | | | | | Booth, Jacob | 8694 | 12 | 1 |
| | | | | | Krause, Wendy | 8697 | 12 | 1 |
| | | | Youth Large | \$0.00 | Anderson, Raelyn | 8686 | 22 | 1 |
| | | | | | Arnold, Melissa | 8691 | 22 | 1 |
| | | | | | Arval, Alana | 8692 | 12 | 1 |
| | | | | | Bester, Julie | 8693 | 22 | 1 |
| | | | Adult Small | \$6.00 | Andrew, Kaitlyn | 8687 | 12 | 1 |
| | | | | | Andrews, Travis | 8688 | 12 | 1 |
| | | | | | Arnfinson, Presley | 8690 | 12 | 1 |
| | | | | | Brickely, Kelly | 8695 | 22 | 1 |
| | | | Adult Medium | \$6.00 | Hunter, Susan | 8696 | 12 | 1 |

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

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

6. Item Order Report


Diamond School

MAIN MENU ▾
ITEMS ▾
STUDENT ATTACHMENTS
GROUP MANAGEMENT
REPORTS ▾

Item Order Report



Year: ▾

Item Status: ▾
Show: ▾

Name of Item: ▾
Sort By:

☐ Student #
☒ Student Name
☐ Homeroom
☐ Payment Date
☐ Grade
☐ Course Section

Click continue to find all or select a date

Report Start Date 
Report End Date 

Student Filters

Last Name:
Grade: ▾

First Name:
Course Section: ▾

Student Number:
Group: ▾

Search by Attachment: ▾
Homeroom: ▾

Generate

Features:

- Filter by
 - Year** (defaults to current school year)
 - Item Status** of; All, Active or Expired
 - Name of Item**; select one or more catalog items, dropdown lists all items based on item status or Search by Attachment selection
 - 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.
- Sort by
 - Student # / Student Name** (defaults to Student Name)
 - Homeroom** of all school homerooms provided in SIS upload
 - Payment Date**
 - Grade** of all school grades provided in SIS upload
 - Course Section** of all course codes and sections provided in SIS upload
- Select a **Date Range – Payment Date** (optional)
- Student Filters
 - Individual **Student Information**
 - Search by Attachment**; All, Required or Optional (Based on item attachment in Catalog)
 - Grade / Course Section / Group / Homeroom**; provided in SIS upload

Example: Item Order Report – Show All

SchoolCashCatalog
Diamond School

MAIN MENU ▾
ITEMS ▾
STUDENT ATTACHMENTS
GROUP MANAGEMENT
REPORTS ▾

Item Order Report

Year:
Item Status:
Show:
Name of Item:
Sort By:

☐ Student #
☐ Student Name
☒ Homeroom
☐ Payment Date
☐ Grade
☐ Course Section

Click continue to find all or select a date

Report Start Date
Report End Date

Student Filters

Last Name:
Grade:
First Name:
Course Section:
Student Number:
Group:
Search by Attachment:
Homeroom:

Generate

- Select **Name** of Item (**Band Hoodie**)
- Select Show to **All**
- Select Sort By to **Homeroom**
- Click **Generate** button

Displays:


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

| Diamond School | | | | | | | | | | | Item Order Report - School Cash Catalog |
|----------------|--------------------|-------|----------|-----------------|-----------------|----------------|----------------|---------------|------------|--------------|--|
| YYYY/YYYY | | | | | | | | | | | All |
| Band Hoodie | | | | | | | | | | | 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

 SchoolCashCatalog

Diamond School

MAIN MENU ▾

ITEMS ▾

STUDENT ATTACHMENTS

GROUP MANAGEMENT

REPORTS ▾

Payment Schedule Report

Year:

YYYY/YYYY ▾

Name of Item:

Please select ▾

 *

Show:

All ▾

Student Filters

Last Name:

First Name:

Student Number:

Search by Attachment:

All Attachments ▾

Grade:

All Grades ▾

Course Section:

Please select ▾

Group:

All Groups ▾

Homeroom:

All Homerooms ▾

Generate

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

- Select **Name of Item**
- Select filter **Show - Scheduled**
- Click **Generate** button

Displays:


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

| Diamond School | | | | | | | | | |
|-------------------------|-----------|-------|-----|--------------|----------------|----------|-------------|--------------|---------|
| YYYY/YYYY | | | | | | | | | |
| Washington Trip | | | | | | | | | |
| All | | | | | | | | | |
| 14 Records Found | | | | | | | | | |
| 09/01/yyyy...11/19/yyyy | | | | | | | | | |
| Student Name | Student # | Grade | Hrm | Created Date | Payment Method | Payment | Payor | Payment Date | Status |
| Abell, Miguel | 302456901 | 11 | 11B | 08/11/yyyy | Credit Card | \$394.00 | Judy Abell | 09/01/yyyy | Cleared |
| | | | | 08/11/yyyy | Credit Card | \$394.00 | Judy Abell | 10/01/yyyy | Pending |
| | | | | 08/11/yyyy | Credit Card | \$394.00 | Judy Abell | 11/01/yyyy | Pending |
| | | | | 08/11/yyyy | Credit Card | \$394.00 | Judy Abell | 12/01/yyyy | Pending |
| Adams, Carter | 302489720 | 11 | 11C | 08/15/yyyy | Credit Card | \$394.00 | Terri Ellis | 09/01/yyyy | Cleared |
| | | | | 08/15/yyyy | Credit Card | \$394.00 | Terri Ellis | 10/01/yyyy | Pending |
| | | | | 08/15/yyyy | Credit Card | \$394.00 | Terri Ellis | 11/01/yyyy | Pending |
| | | | | 08/15/yyyy | Credit Card | \$394.00 | Terri Ellis | 12/01/yyyy | Pending |
| Adams, Cole | 105781248 | 11 | 11C | 09/22/yyyy | Credit Card | \$788.00 | Tom Adams | 09/22/yyyy | Cleared |
| | | | | 09/22/yyyy | Credit Card | \$300.00 | Tom Adams | 11/01/yyyy | Pending |
| | | | | 09/22/yyyy | Credit Card | \$300.00 | Tom Adams | 12/01/yyyy | Pending |

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

- Select **Printer Icon** to print report

8. Permission Form Report

 SchoolCashCatalog
 Diamond School

MAIN MENU ▾ | ITEMS ▾ | STUDENT ATTACHMENTS | GROUP MANAGEMENT | REPORTS ▾

Permission Form Report



Year: ▾

Item Status: ▾
 Show: ▾

Name of Item: ▾ *
 Sort By: ▾

Search by Attachment: ▾

Click continue to find all or select a date

Report Start Date 
 Report End Date 

Include inactive student: ☐

Optional Filters

Last Name:
 First Name:
 Student Number:
 Homeroom: ▾


Grade: ▾
 Course Section: ▾
 Group: ▾

Generate

Features:

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

9. Student Balance Report

 SchoolCashCatalog
 Diamond School

MAIN MENU ▾ | ITEMS ▾ | STUDENT ATTACHMENTS | GROUP MANAGEMENT | REPORTS ▾ |

Student Balance Report

☒ Find By Grade
 ☐ Find By Homeroom

All Grades ▾

☒ Sorted by Last, First Name
☐ Sorted by Student Number
☐ Sorted by Grade
☐ Sorted by Course

First Name
 Last Name
☒ Active Student

Year Option:
 ☐ All Years
 ☒ Current Year
 Item Option:
 ☐ All Items
 ☒ Required Items
 ☐ Optional Items

Generate

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

SchoolCashCatalog Diamond School

MAIN MENU | ITEMS | STUDENT ATTACHMENTS | GROUP MANAGEMENT | REPORTS

Student Balance Report

☒ Find By Grade All Grades
☐ Find By Homeroom

☒ Sorted by Last, First Name
☐ Sorted by Student Number
☐ Sorted by Grade
☐ Sorted by Course

First Name Last Name ☒ Active Student

Year Option: ☐ All Years ☒ Current Year
 Item Option: ☐ All Items ☒ Required Items ☐ Optional Items

Generate

- Select **Current Year**
- Select **Item Option – Require Items**
- Click **Generate** button

Displays:

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

| Diamond School | | | | | Student Balance |
|----------------------------|-------|----------|--------|----------------|----------------------|
| YYYY/YYYY | | | | | 12 Students Found |
| Sorted by Last, First Name | | | | | \$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, Lacey | 8 | CR 8 | | 11211 | \$90.00 |
| Hall, Rylan | 2 | CR 2 | | 25417 | \$90.00 |
| Hawkings, Morgan | 4 | CR 4 | | 17604 | \$50.00 |
| | | | | | <hr/> |
| | | | | | \$969.00 |


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

- 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

 SchoolCashCatalog
 Diamond School

MAIN MENU ▾ | ITEMS ▾ | STUDENT ATTACHMENTS | GROUP MANAGEMENT | REPORTS ▾

Item Option Report

Year:
 Item Status:
 Show:
 Name of Item: *
 Sort By:

☐ Student #
 ☒ Student Name
 ☐ Homeroom
 ☐ Payment Date
 ☐ Grade
 ☐ Course Section

Click continue to find all or select a date

Report Start Date
 Report End Date

☒ Include Student Payments

Student Filters

Last Name:
 Grade:
 First Name:
 Course Section:
 Student Number:
 Group:
 Homeroom:
 Attachment:

☒ Include Public Payments

Public Filters

Recipient Name:
 Purchaser Last Name:
 Purchaseer First Name:
 Purchaser Email:

Generate


Displays:

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

| Diamond School | | | | | | | |
|--|-------------|--------------|-------------|-------------|----------------|-----------------|----------|
| Item Option Report - School Cash Catalog | | | | | | | |
| <div> <div> <div>10 of 10</div> <div>Export to the selected format</div> <div>Export</div> </div> </div> | | | | | | | |
| <div> <div> <div>09/01/yyyy.... 09/14/yyyy</div> <div>Date ... Range</div> </div> </div> | | | | | | | |
| Item Name | School Year | Option Name | Choice Name | Choice Cost | Recipient Name | Purchaser Name | Quantity |
| Spirit Wear Hoodie | YYYY/YYYY | Size | | | | | |
| | | Adult Small | | \$0.00 | Mary Allan | Allan, Mary | 1 |
| | | | | | Scott Anderson | Anderson, Scott | 1 |
| | | Adult Medium | | \$0.00 | June Anderson | Anderson, June | 1 |
| | | | | | Meg Arnold | Arnold, Meg | 1 |
| | | Adult Large | | \$0.00 | Julie Andrews | Andrews, Julie | 1 |
| | | | | | Travis Stewart | Stewart, Travis | 1 |

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

Item Order Report – Public / Unlisted Filter

 SchoolCashCatalog

Diamond School

MAIN MENU ▾ITEMS ▾STUDENT ATTACHMENTSGROUP MANAGEMENTREPORTS ▾

Item Order Report

Year:

Item Status:


Show:


Name of Item: *

Sort By:

- ☐ Student #
- ☐ Student Name
- ☒ Homeroom
- ☐ Payment Date
- ☐ Grade
- ☐ Course Section

Click continue to find all or select a date

Report Start Date 

Report End Date 

☒ Include Student Payments

Student Filters

Last Name:

Grade:

First Name:

Course Section:

Student Number:

Group:

Search by Attachment:

Homeroom:

☒ Include Public Payments

Public Filters

Recipient Name:

Purchaser Last Name:

Purchaseer First Name:

Purchaser Email:


Generate

- Last page of Item Order Report
- Recipient Name, Purchaser Name

| <div> <div> </div> <div>10 of 10</div> <div> <div>Export to the selected format</div> <div> Export </div> </div> </div> | | | | | | | | | |
|---|-----------------|-----------------|-----------------|---------------|---|---------------|------------|--------------|--|
| Diamond School YYY/YYYY Spirit Wear Hoodie | | | | | Item Order Report - School Cash Catalog All 14 Records Found 11/01/yyyy... 11/24/yyyy Date ... Range | | | | |
| 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 | | | |

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

Payment Schedule Report – Public / Unlisted Filter

 SchoolCashCatalog

Diamond School

MAIN MENU ▾ITEMS ▾STUDENT ATTACHMENTSGROUP MANAGEMENTREPORTS ▾

Payment Schedule Report

Year:

Name of Item:

Show:

☒ Include Student Payments

Student Filters

Last Name:

Grade:

First Name:

Course Section:

Student Number:

Group:

Search by Attachment:

Homeroom:

☒ Include Public Payments

Public Filters

Recipient Name:

Purchaser Last Name:

Purchaser First Name:

Purchaser Email:

Generate

Displays:

- Last page of Payment Schedule Report
- Recipient Name, Payor

2 of 2

Export to the selected format

Export

Diamond School

YYYY/YYYY

Washington Trip

All

2 Records Found

09/01/yyyy...11/19/yyyy

| 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.

