School Cash Catalog

How to Generate Reports

Update: May 2013

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School Cash Catalog
How to Generate Reports

The School Cash Catalog includes the following reports:
1. Item Attachment Report – *Perfect* when you need a list of payments by item
2. Item Order Report – *Perfect* when you want to know who bought what if the item has choices
3. Item Option Report – *Perfect* when you want a summary of what choices have been purchased
4. Category Report – *Perfect* when you want to know total revenue collected in a specific category
5. Student Balance Report – *Perfect* when you need to know outstanding account balances
6. Batch Report – *Perfect* for tracking online payment deposits and reconciliation
7. Permission Form Report – *Perfect* for tracking online permission form signatures
8. Payment Schedule Report – *Perfect* for tracking items that allow multiple (installment)payments
9. Donation Report – *Perfect* for tracking donations

To view these reports, from the School Cash Accounting **Main Menu**, select **School Cash Catalog**, then select the **Reports** tab.

1. Item Attachment Report

Perfect when you need a list of payments by items!
Use this report to share with Staff

Features:
- **A.** Filter by School Year (defaults to the current school year)
- **B.** Select All Items or an Individual Item in your catalog
- **C.** Search by type of Attachment (Drop down is based on how the item was attached)
- **D.** Show items that are Fully Paid, Partially Paid, Waived, Refunded or Not Paid, Rejected (Online Payments only)
- **E.** Include Inactive Students
- **F.** Select a Date Range for report, if necessary
- **G.** Filter by Individual Student's Information, Grade, Homeroom, Course Section or Group
- **H.** Export report to pdf, csv, Excel, or Rich Text Format
- **I.** Print report

Item Attachment Report – Search Criteria

Example: How to find all students that have paid for an Item (Yearbook 2011-2012)

Step 1:   In the Reports tab, select the **Item Attachment Report**

Step 2:   Select the criteria for your report

    A.   **Year**:   Defaults to current school year
           Name of Item: From the drop down, select the item; Yearbook 2011/2012 for this example
           Search by Attachment: Defaults to All attachments
    B.   **Show**:   Select **Fully Paid**
           Include Inactive Student: (optional)
    C.   **Optional Filters**:–   No information entered
    D.   Click **Generate** button to generate the report
    E.   All students that have paid fully for the Item (Yearbook 2011-2012) display in the field below
    F.   Click **Print** icon to print the report

Item Attachment Report

Year:	2011/2012									
Name of Item:	Yearbook 2011/2012				Show:	Fully Paid				
Search by Attachment:	All Attachments				Include inactive student:	☐				

Click continue to find all or select a date

Report Start Date	Report End Date
10/2/2011	10/14/2011

Optional Filters

Last Name:		Grade:	All Grades	
First name:		Course Section:	All Courses	
Student Number:		Group:	All Groups	
Homeroom:	All Homerooms			

Generate

Student #	Student Name	Homeroom	Total	Paid	Waived	Refunded	Owing	Purchased	Item Name	Payments
1150	Atkinson, Braely		$30.00	$30.00	$0.00	$0.00	$0.00	10/11/2011	Yearbook 2011/2012	$30.00 - Check - 10/11/
5964	Hamilton, Angelee		$30.00	$30.00	$0.00	$0.00	$0.00	10/13/2011	Yearbook 2011/2012	$30.00 - CreditCard - 1(
17709	Janssen, David		$30.00	$30.00	$0.00	$0.00	$0.00	10/3/2011	Yearbook 2011/2012	$30.00 - Cash - 10/03/1
14745	Montgomery, Heather		$30.00	$30.00	$0.00	$0.00	$0.00	10/3/2011	Yearbook 2011/2012	$30.00 - Check - 10/03/
8960	Nelson, Ashley		$30.00	$30.00	$0.00	$0.00	$0.00	10/12/2011	Yearbook 2011/2012	$30.00 - Check - 10/12/
1151	Schneider, Taylor		$30.00	$30.00	$0.00	$0.00	$0.00	10/11/2011	Yearbook 2011/2012	$30.00 - Check - 10/11/
1436	Twerdoclib, William		$30.00	$30.00	$0.00	$0.00	$0.00	10/3/2011	Yearbook 2011/2012	$30.00 - Check - 10/03/
12291	Wiebe, Liam		$30.00	$30.00	$0.00	$0.00	$0.00	10/3/2011	Yearbook 2011/2012	$30.00 - Check - 10/03/
	Total:		$240.00	$240.00	$0.00	$0.00	$0.00			

Item Attachment Report – Screen Display for Fully Paid

Item Attachment Report – Exhibit – Fully Paid

- **A.** School Name, School Year, Item Name
- **B.** Report Name, Payment Status, amount of Records Found
- **C.** Report Data

Student Info	Student ID number, Last Name, First Name, Homeroom
Total	Item Fee Amount
Paid	Amount Paid To Date
Waived	Amount Waived To Date
Refunded	Amount Refunded To Date
Owing	Balance owing on an item if a full payment was not received
Purchased	Date the item was purchased
Item Name	The Item Name will display, beneficial when selecting All Items
Payments	Payment Tender and Date of Purchase for all payments made for the individual student and the item
Types of Tenders	**Cash** - receipted through *School Cash Register*
	Check – receipted through *School Cash Register*
	Credit Card – receipted through *School Cash Register* (3rd party swipe terminal)
	eCheck – receipted through *School Cash Online* using an eCheck
	Online - receipted through *School Cash Online* using a credit card

- **D.** Totals

Ⓐ **Eagle High School**
2011/2012
Yearbook 2011/2012

Ⓑ **Item Attachment Report - School Cash Catalog**
Fully Paid
8 Records Found
10/2/2011 ... 10/14/2011
Date ... Range

Ⓒ Student #	Student Name	Homeroom	Total	Paid	Waived	Refunded	Owing	Purchased	Item Name	Payments
1150	Atkinson, Braely		$30.00	$30.00	$0.00	$0.00	$0.00	10/11/2011	Yearbook 2011/2012	$30.00 - Check - 10/11/11
5964	Hamilton, Angelee		$30.00	$30.00	$0.00	$0.00	$0.00	10/13/2011	Yearbook 2011/2012	$30.00 - CreditCard - 10/13/11
17709	Janssen, David		$30.00	$30.00	$0.00	$0.00	$0.00	10/3/2011	Yearbook 2011/2012	$30.00 - Cash - 10/03/11
14745	Montgomery, Heather		$30.00	$30.00	$0.00	$0.00	$0.00	10/3/2011	Yearbook 2011/2012	$30.00 - Check - 10/03/11
8960	Nelson, Ashley		$30.00	$30.00	$0.00	$0.00	$0.00	10/12/2011	Yearbook 2011/2012	$30.00 - Check - 10/12/11
1151	Schneider, Taylor		$30.00	$30.00	$0.00	$0.00	$0.00	10/11/2011	Yearbook 2011/2012	$30.00 - Check - 10/11/11
1436	Twerdoclib, William		$30.00	$30.00	$0.00	$0.00	$0.00	10/3/2011	Yearbook 2011/2012	$30.00 - Check - 10/03/11
12291	Wiebe, Liam		$30.00	$30.00	$0.00	$0.00	$0.00	10/3/2011	Yearbook 2011/2012	$30.00 - Check - 10/03/11

Ⓓ Total: $240.00 $240.00 $0.00 $0.00 $0.00

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Item Attachment Report – Print

How to find all students that have not paid for an Item (Yearbook 2011/2012)

In the Item Attachment Report Screen:

- **A.** **Year**:   Defaults to current school year
  - **Name of Item**:   From drop down, select the item; **Yearbook 2011/2012**
  - **Search by Attachment**:   No change , defaults to all attachments
  - **Show**:   Select **Not Paid**
- **B.** Optional Filters – No information entered
- **C.** Select the **Generate** option
- **D.** All students that have not paid for the Item (Yearbook) displays in the field below
- **E.** Select **Print** icon to print the report

Item Attachment Report

Item Attachment Report – Screen Display for Not Paid

Item Attachment – Exhibit – Not Paid

Differences between Fully Paid Report:
- Paid - Displays $0.00
- Owing - Equals the Amount of the Total (Item Fee Amount)
- Purchased - No date
- Payments – No payment information

2. Item Order Report

Perfect when you want to know who bought what if the item has options!
Use this report when you need to distribute their purchases.

Features:

A.   Filter by School Year (defaults to the current school year)
Select an Individual Item in your catalog

B.   Show Items that are Fully Paid, Partially Paid, Waived, Refunded or Not Paid Rejected (Online Payments only)

C.   Enter a report Date Range (optional)

D.   Filter by Individual Student's Information, Grade, Homeroom, Course Section, Group, or By Attachment

E.   Filter by Public Payments Recipients Name, Purchaser Last and First Name, Purchaser Email:

F.   Generate Report

G.   Print Report

H.   Export report to pdf, csv, Excel or Rich Text Format

Item Order Report – Search Criteria

How to find all students that have paid for an Item that has options

Step 1:   In the Reports tab, select the **Item Order Report**

Step 2:   Select the criteria for your report

A.   **Year**:   Defaults to current school year
Name of Item: From the drop down menu, select the item (eg: **Spirit Hoodies**)
Show: Select **Fully Paid**
Select a Report Start and **Report End Date** (optional)

B. **Optional Filters** – No change
C. Click the **Generate** button to generate the report
D. All students that have paid fully for the Item (eg: Spirit Hoodies) displays
E. Click **Print** icon to print the report

Item Order Report

A Year:	2011/2012 ▼	
Name of Item:	Spirit Hoodies ▼	Show: Fully Paid ▼

Click continue to find all or select a date

Report Start Date   Report End Date

📅   📅

Student Filters

B Last Name:	_____	Grade:	All Grades ▼
First Name:	_____	Course Section:	All Courses ▼
Student Number:	_____	Group:	All Groups ▼
Search By Attachment:	All Attachments ▼	Homeroom:	All Homerooms ▼

E   **C** Generate

◀ ▶ |◀ ◀ [1] of 1 ▶ ▶| Export to the selected format ▼ Export 🔄 📧 🖨

Eagle High School   **Item Order Report - School Cash Catalog**
2011/2012   Fully Paid
Spirit Hoodies   4 Student Orders Found
...
Date ... Range

	Student #	Student Name	Homeroom	Total	Paid	Waived	Refunded	Owing	Purchased	Options	Payments
D	8354	Adams, Brody		$30.00	$30.00	$0.00	$0.00	$0.00	12/10/2012	Large, Blue	$30.00 - eCheck - 12/10/12
	8467	Hanson, Ethan		$30.00	$30.00	$0.00	$0.00	$0.00	12/10/2012	Medium, Red	$30.00 - eCheck - 12/10/12
	8179	Raddis, Josh		$30.00	$30.00	$0.00	$0.00	$0.00	12/18/2012	Medium, Black	$30.00 - eCheck - 12/18/12
	8416	West, Kennedy		$30.00	$30.00	$0.00	$0.00	$0.00	12/10/2012	Small, Red	$30.00 - Cash - 12/10/12

Item Order Report – Screen Display for Fully Paid

Item Order Report – Exhibit

A. School Name, School Year, Item Name
B. Report Name, Payment Status, Records Found
C. Report Data

Student Info	Student ID number, Last Name, First Name, Homeroom
Total	Item Fee Amount, inclusive of additional option amounts
Paid	Amount Paid To Date
Waived	Amount Waived To Date
Refunded	Amount Refunded To Date
Owing	Balance owing on an item if a full payment was not received
Purchased	Date the item was purchased
Options	**Options purchased – (eg: *Hoodies size Small, Medium, Large*)**
Payments	Payment Tender and Date of Purchase for all payments made for the individual student and the item

D. Totals

Eagle High School								Item Order Report - School Cash Catalog		
2011/2012								Fully Paid		
Spirit Hoodies								4 Student Orders Found		
								...		
								Date ... Range		

Student #	Student Name	Homeroom	Total	Paid	Waived	Refunded	Owing	Purchased	Options	Payments
8354	Adams, Brody		$30.00	$30.00	$0.00	$0.00	$0.00	12/10/2012	Large, Blue	$30.00 - eCheck - 12/10/12
8467	Hanson, Ethan		$30.00	$30.00	$0.00	$0.00	$0.00	12/10/2012	Medium, Red	$30.00 - eCheck - 12/10/12
8179	Raddis, Josh		$30.00	$30.00	$0.00	$0.00	$0.00	12/18/2012	Medium, Black	$30.00 - eCheck - 12/18/12
8416	West, Kennedy		$30.00	$30.00	$0.00	$0.00	$0.00	12/10/2012	Small, Red	$30.00 - Cash - 12/10/12
		Total:	$120.00	$120.00	$0.00	$0.00	$0.00			

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Item Order Report – Print

3. Item Option Report

Perfect when you want a summary of what choices have been purchased
Use this report when you need to place your order

Features:

A.   Filter by School Year (defaults to the current school year)
B.   Select All Items or an Individual Item in your catalog
C.   Select Report Start and End Date (optional)
D.   Filter by Individual Student's Information, Grade, Homeroom, Course Section, Group, or By Attachment
E.   Include Public Payments (optional) (Item must be created to include Public Payments. See How to Create an Item for further information.)
F.   Select the Generate option

Note: This report will only display fully paid transactions.

Item Option Report – Search Criteria

How to find all options that have been purchased

Step 1:   In the Reports Tab, select the **Item Option Report**

Step 2:   Select the criteria for your report

- **A.**   Year: Defaults to current school year
- **B.**   **Name of Item**:   From drop down, select the item (eg: **Spirit Hoodies**)
- **C.**   Student Filters   No change
- **D.**   Click **Generate** button to generate the report
- **E.**   Item List with summary of paid Options and Choices
- **F.**   Click **Print** icon to print the report

Item Option Report

Item Option Report – Screen Display for Fully Paid Options

Selecting Page 2 will display the breakdown of the individuals that made the option purchases.

Item Option Report – Screen Display Summary of Purchasers

Item Option Report #1– Exhibit

A. School Name, School Year
B. Report Name
C. Report Data

Item Name	Item Name from Catalog
Option Name	Option Name for Purchaser
Choice Name	Choices that the Purchaser ordered
Choice Cost	Displays additional cost if applicable
Quantity	Summary of amount purchased for the individual choices

Ⓐ Eagle High School
2011/2012

Ⓑ Item Option Report - School Cash Catalog
...
Date ... Range

Item Name Ⓒ	Option Name	Choice Name	Choice Cost	Quantity
Spirit Hoodies				
	Colour			
		Black	$0.00	1
		Blue	$0.00	1
		Red	$0.00	2
	Size			
		Large	$0.00	1
		Medium	$0.00	2
		Small	$0.00	1

Item Option Report – Print – Report 1

Item Option Report #2– Exhibit

A. School Name, School Year
B. Report Name
C. Report Headers

Item Name	Item Name from Catalog
Option Name	Option Name for Purchaser
Choice Name	Choices that the Purchaser ordered
Quantity	Summary of amount purchased for the individual choices

D. Report Data

Choice Name	Listing of all choices
Choice Cost	Displays additional cost if applicable
Student Info	Student Name, Student #, Homeroom
Quantity	Quantity purchased by student

Ⓒ **Item Name**	**Option Name**	**Choice Name**	**Choice Cost**	**Student Name**	**Student #**	**Homeroom**	**Quantity**
Spirit Hoodies							
	Ⓓ Colour						
		Black	$0.00				
				Raddis, Josh	8179		1
		Blue	$0.00				
				Adams, Brody	8354		1
		Red	$0.00				
				West, Kennedy	8416		1
				Hanson, Ethan	8467		1
	Size						
		Large	$0.00				
				Adams, Brody	8354		1
		Medium	$0.00				
				Raddis, Josh	8179		1
				Hanson, Ethan	8467		1
		Small	$0.00				
				West, Kennedy	8416		1

Item Option Report – Print – Report 2

4. Category Report

Perfect when you want to know total revenue collected in a specific category!

Features:
A. Filter by School Cash Bank Account
B. Filter by School Year (defaults to the current school year)
C. Option to select a date range
D. Select by All Categories, individual categories or category
E. Selecting one category will display category detail report (drill down showing which students purchased the item
F. Sort by Category Name or Category Number
G. Print report
H. Export report to pdf, csv, Excel, or Rich Text Format

Category Report – Search Criteria

How to find the total funds collected for one category (Yearbook)

Step 1:   In the Reports tab, select the **Category Report**

Step 2:   Select the criteria for your report

   A.   SCN Bank Account: Select the appropriate Bank Account
   B.   Year: Defaults to current school year
   C.   Report Start/End Date   Optional, if no date entered will find all payments for the school year selected.
   D.   **Category Filters**:   Select the individual category (Yearbook). Selecting one category will display
                                    the breakdown on all items assigned to that category. It will also include a drill
                                    down on the students that purchased the item
   E.   Sort By: No change
   F.   Click **Continue** button
   G.   Category Report will display all the items that have been assigned the category selected in (D)
   H.   Click **Print** icon to print report
   I.   Click on the Item Name in the report

A Bank Account: [Eagle High - School Funds ▾]

B School Year: [2011/2012 ▾]

Click continue to find find all or select a date

Report Start Date   Report End Date

C [_____ 📅]   [_____ 📅]

Category Filters

Select Categories to include: Select Category Numbers to include:

☐ Select All Categories   ☐ Select All Category Numbers

Categories		Category Numbers
Uniforms		199
Vending Machines		200
Volleyball		1000
Volleyball – JRB		1090
Volleyball – JRG		1250
Volleyball – SRB		1300
Volleyball – SRG		1305
Weightlifting/Weight Room		1600
D Yearbook General		1630

* Click a category in the summary report to get a detailed report for that category

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

E Sort By: ⦿ Category Name
              ○ Category Number

F [Generate]

H

◁ ▷ |◁ ◁ [1] of 1 ▷ ▷| [Export to the selected format ▾] Export 🔄 📷 🖨

G **Eagle High School**   **Category Summary Report**

Account: Eagle High - School Funds   8/25/2011 ... 1/31/2012

Sorted by: Category Name   Date ... Range

                                                      2011/2012

Categories	Category #	Revenue	Waived	Refund	Total
I Yearbook General	1800	22463.63	265.00	262.50	21936.13
Totals:		22,463.63	265.00	262.50	21,936.13

Category Report – Screen Display for Individual Category

◁ ▷ |◁ ◁ [1] of 1 ▷ ▷| [Export to the selected format ▾] Export 🔄 📷 🖨

Eagle High School   **Category Detail Report**

Account: Eagle High - School Funds   8/25/2011 ... 1/19/2013

Yearbook General - 1800   Date ... Range

                                                      2011/2012

Item Name	Item Amount	Total Revenue	Waived	Refund	Total
Yearbook 2010-2011	25.00	297.50	25.00	22.50	250.00
Yearbook 2011/2012	30.00	22166.13	240.00	240.00	21686.13
Yearbooks for 2012-2013*	28.25	25.00	0.00	0.00	25.00
Totals:	83.25	22,488.63	265.00	262.50	21,961.13

Category Report – Drill Down to display Items Associated with Selected Category

---

Fafard, Ashley	15712			-22.50	Refund
Heringer, Jared	1230	Chq 100		25.00	F
Liberty-Wiggins, Rebecka	748			25.00	F
Walters, Zack	6041	chq 039 Leisa Johnson		25.00	F
Robbins, Brooke-Lynn	12482			25.00	F
Burke, Allyson	1183	cash		25.00	F
Galisky, -	645	cash - Phyllis Cameron		25.00	F
Rangen, Cole	9164	cash		25.00	F
			Totals:	275.00	

Category Report – Drill down by Item Name

5. Student Balance Report

Perfect when you need to know outstanding student account balances

Features:

A.	Find by Grade	Select from drop down All Grades, or an Individual Grade
B.	Find by Homeroom	Select from drop down – All Homerooms or an Individual Homeroom
C.	Sort by	Select Last, First Name or by Student Number
D.	First Name/Last Name	Option to find an individual student or by family (Last name)
E.	Active Student	Defaults to active students on the system, deselecting this checkbox will search for inactive students
F.	Year Option	Defaults to All Years, option to select for the Current Year
G.	Item Option	Defaults to All Items, option to select Required Items or Optional Items
H.	Print Report	
I.	Export report to pdf, csv, Excel, or Rich Text Format	

Student Balance Report – Search Criteria

How to find all graduating students that have an outstanding balance

Step 1: In the Reports tab, select the **Student Balance Report**

Step 2: Select the criteria for your report

A.	**Find By Grade**	Select from drop-down the graduating class (Grade 12)
B.	Sorted by	Defaults to Last, First Name
C.	Active Student	No Change
D.		Year Option No Change – All Years
E.	**Item Option**	Select Required Items
F.	Click **Generate** button to generate the report	
G.	Student Balance Report will display, showing all graduating (Grade 12) students that have an outstanding balance for required items	
H.	Click **Print** icon to print report	

Student Balance Report

	A	Find By Grade	12	B	Sorted by Last, First Name
		Find By Homeroom			Sorted by Number

First Name [   ] Last Name [   ] C ☑ Active Student

D	Year Option:	◉ All Years	E	Item Option:	◯ All Items
		◯ Current Year			◉ Required Items
					◯ Optional Items

F [Generate]

◄ ► |◄ ◄ [1] of 14 ► ►| [Export to the selected format ▼] Export 🔄 🖨 H

Apple School	Student Balance - School Cash Catalog
All Years	57 Students Found
Sorted by Last, First Name	$1,140.00 Owing Total

Student Name	Homeroom	Grade	Student Number	Amount Owing
Abzug, Jessica	250 Thomsen	12	295777	$20.00
Ackman, Ryllie	250 Thomsen	12	260051	$20.00
Adams, Nicole	250 Thomsen	12	134603	$15.00
Aldrich, Hali	250 Thomsen	12	140729	$20.00
Ambrosy, Charles	250 Thomsen	12	135269	$10.00
Andersen, Madeline	250 Thomsen	12	162014	$5.00
Anderson, Dallas	250 Thomsen	12	134630	$25.00

Student Balance Report – Graduating Class Owing Balances

6. Batch Report

Perfect for tracking online payment deposits and reconciliation

Features:

A.	Bank Account	Bank Account where the online funds have been deposited
B.	Batch Number	Auto-generated number that also includes the date of the deposit. This number is also referenced on the ledger under transaction number. The batch deposit is recorded as a "Direct Deposit" on the ledger.
C.	Payment Method:	Filter for online payment types (credit card, eCheck, myWallet)
D.	Fiscal Year:	Defaults to current year
E.	Date Range:	Allows specific Deposit Start and End Dates to be reported on
F.	Generate:	Select Generate to create selected Batch Report
G.	Graphic Display:	Displays Amount and Payment details of selected Batch Report in bar graph format
H.	Export:	Exports selected Batch Report to Excel
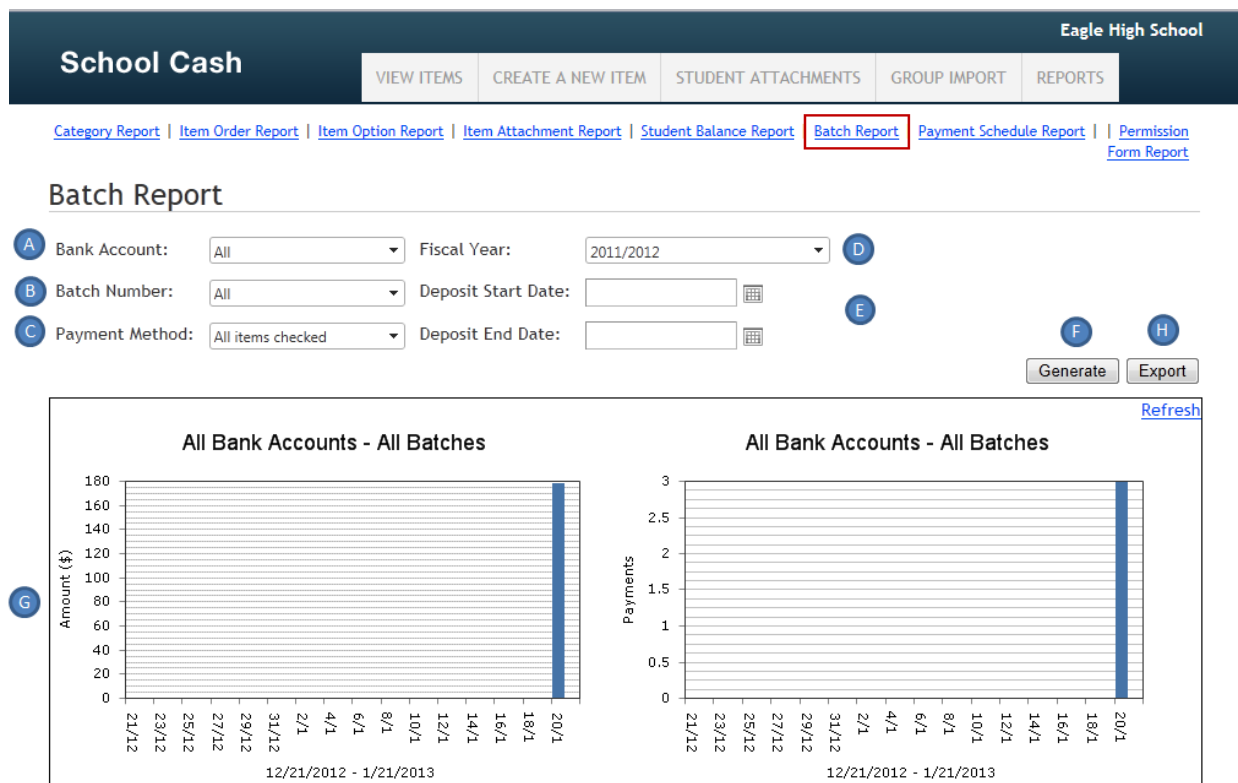
Batch Report – Search Criteria

How to find what makes up a Direct Deposit # 56115 for $180.00

Step 1:   In the Reports tab, select the **Batch Report**
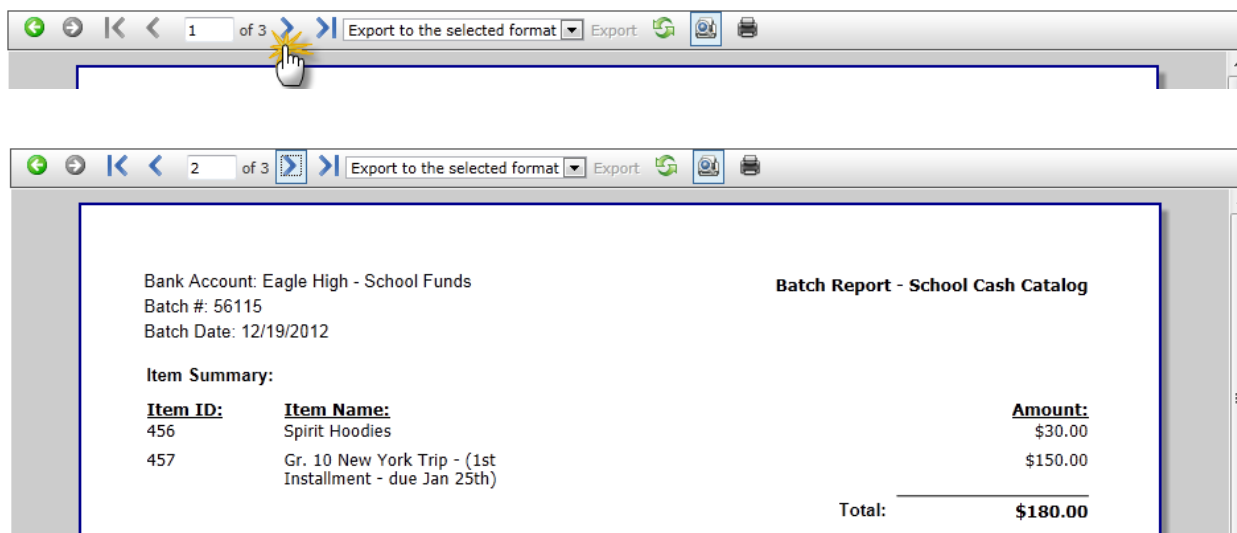
Step 2:   Select the criteria for your report

A.	Bank Account:	Should default to your school's bank account
B.	**Batch Number**	Select the appropriate batch/direct deposit number (56115 as of 12/19/2012)
C.	Payment Method:	Defaults to All Items Checked
D.	Fiscal Year:	Defaults to current fiscal year
E.	Date Range:	Optional Start and End date
F.	Click **Generate** button to generate the report	
G.	Graph Display	Displays selected Batch Report by Amount and Payments
H.	Batch Report will display 3 reports:	

       1. **General Ledger Summary:** Displays the Category Information and the total amounts for each category. This would match what is recorded on the general ledger.

       2. **Item Summary:** Displays the items that were purchased online with the total amounts for each item.

       3. **Student Summary:** Displays the online student purchases.

   I. Click **Print** icon to print report
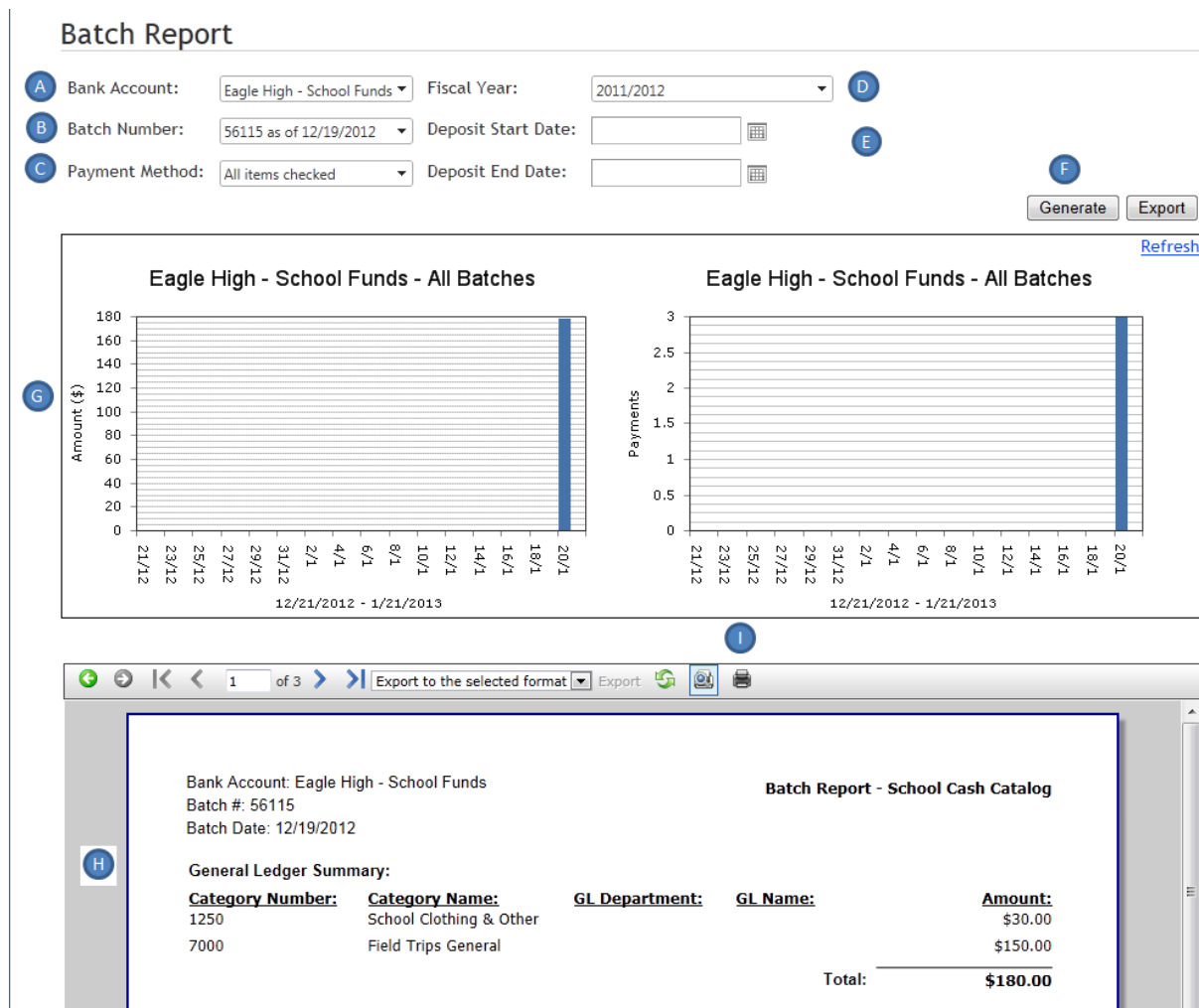
Batch Report – General Ledger Summary

Step 3: To view the second report (Item Summary) select the right arrow as noted below

Bank Account: Eagle High - School Funds
Batch #: 56115
Batch Date: 12/19/2012
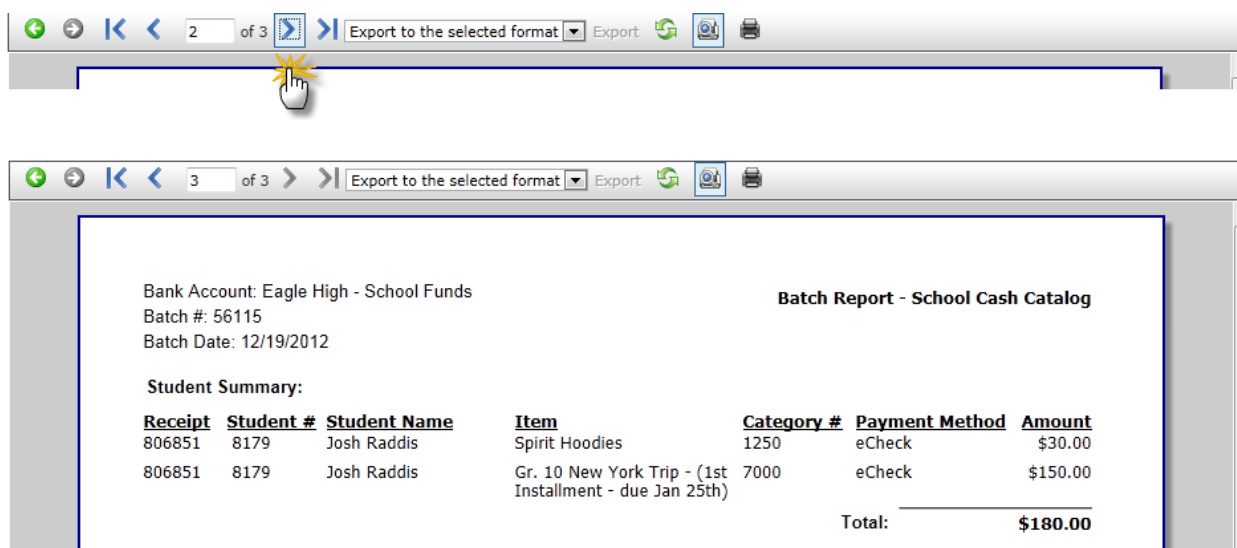
Batch Report - School Cash Catalog

Item Summary:

Item ID:	Item Name:	Amount:
456	Spirit Hoodies	$30.00
457	Gr. 10 New York Trip - (1st Installment - due Jan 25th)	$150.00
	Total:	**$180.00**

Batch Report – Item Summary

Step 4: To view the third report (Student Summary) select the right arrow as noted below
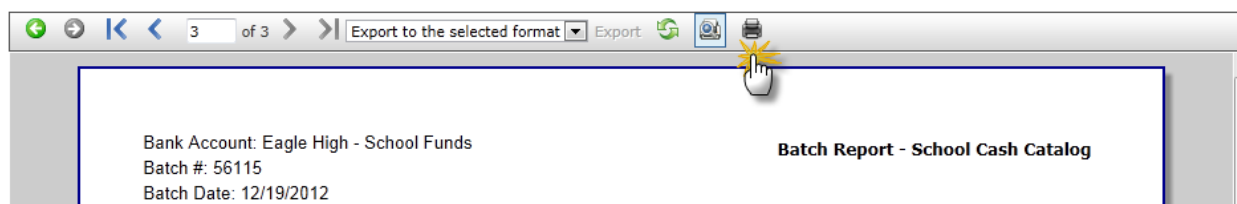
Bank Account: Eagle High - School Funds
Batch #: 56115
Batch Date: 12/19/2012

Batch Report - School Cash Catalog

Student Summary:

Receipt	Student #	Student Name	Item	Category #	Payment Method	Amount
806851	8179	Josh Raddis	Spirit Hoodies	1250	eCheck	$30.00
806851	8179	Josh Raddis	Gr. 10 New York Trip - (1st Installment - due Jan 25th)	7000	eCheck	$150.00
					Total:	**$180.00**

Batch Report – Student Summary

Bank Account: Eagle High - School Funds
Batch #: 56115
Batch Date: 12/19/2012

Batch Report - School Cash Catalog

Selecting the Print icon will print all 3 reports at the same time

Step 5: To Export Batch Report to Excel

    A. Select required Batch Report options
    B. Select Generate
    C. Select Export
    D. Select Required Batch Report
    E. Select Download
    F. Excel file opens to display 2 tabs

Selected Batch Report

Selected Batch Report exported to Excel

7. Permission Form Report

Perfect when you need a list of permission forms that have been signed online!
Use this report to share with staff

Features:

A. Filter by School Year (defaults to the current school year)
B. Select Name of Item in your catalog (Filters to display only items with Permission Form turned on.)
C. Search by type of Attachment (Drop down is based on how the item was attached)
D. Show items that are Fully Paid, Partially Paid, Waived, Refunded or Not Paid, Rejected (Online Payments only)
E. Select a Date Range for report, if necessary
F. Filter by Individual Student's Information, Grade, Homeroom, Course Section or Group
G. Export report to pdf, csv, Excel, or Rich Text Format
H. Print report

Permission Form Report – Search Criteria

Example: How to find all students that have fully paid for an item and have a signed permission form generated online (Gr. 10 Concert Choir Trip)

Step 1: In the Reports tab, select the **Permission Form Report**

Step 2: Select the criteria for your report

    A. Year: Defaults to current school year

        Name of Item: From the drop down, select the item; Gr. 10 Concert Choir Trip (1st Installment) for this example

        Search by Attachment: Defaults to all attachments

        Show: Select **Fully Paid**

    B. Report Start and End Date (Optional)

    C. Optional Filters – No information entered

    D. Click the **Generate** button to generate the report

    E. All students that have paid fully for the Item and have a signed permission slip display in the field below

    F. Click **Print** icon to print the report

Permission Form Report – Screen Display for Fully Paid

Permission Form Report – Exhibit – Fully Paid

A. School Name, School Year, Item Name
B. Report Name, Payment Status, amount of Records Found
C. Report Data

Student Info	Student ID number, Last Name, First Name, Homeroom
Total	Item Fee Amount
Paid	Amount Paid To Date
Refunded	Amount Refunded To Date
Owing	Balance owing on an item if a full payment was not received
Permission Contact	Name of Parent or Guardian that has signed online permission form
Relationship	Relationship to Student (parent/guardian)
Volunteer	Volunteer permission slip (optional)
Payments	Amount, Tender Type, Date the item was purchased

                    Credit Card – receipted through *School Cash Register* (3rd party swipe terminal)
                    eCheck – receipted through *School Cash Online* using an eCheck
                    Online - receipted through *School Cash Online* using a credit card

G. Totals

Eagle High School
2011/2012
Gr. 10 Concert Choir Trip (1st Installment - due Feb 28th)

B Permission Form Report - School Cash Catalog
Fully Paid
1 Records Found
N/A ... N/A
Date ... Range

Student #	Student Name	Homeroom	Total	Paid	Refunded	Owing	Permission Contact	Relation	Volunteer	Payments
2314	Shaw, Liam		$150.00	$150.00	$0.00	$0.00	Mike Shaw			$150.00 - CreditCard (Online) - 01/20/13
		Total:	$150.00	$150.00	$0.00	$0.00				

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Permission Form Report – Print

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8. Payment Schedule Report

Perfect for reviewing recurring payment schedules for "big ticket"items!

Features:
A. Filter by School Year (defaults to the current school year)
B. Select an Individual Item in your catalog
C. Show All items or payments created, completed, pending, waived, refunded, rejected
D. Filter by Individual students Information, Grade, Homeroom,Course Sections, Group, or by Attachment
E. Filter by Public Payments Recipient Name, Purchaser Name, Purchaser eMail
F. Generate

Payment Schedule Report – Search Criteria

How to find all students that have created a payment schedule for the Europe Trip

Step 1:   In the Reports tab, select the Payment Schedule Report

Step 2:   Select the criteria for you report

A.	Year:	Defaults to current school year
	Name of Item:	From the drop down menu, select the item (eg: Europe Trip)
B.	Show:	All
C.	Student Filters	No Change
D.	Public Payments	No Change
E.	Generate	

Payment Schedule Report

Payment Schedule Report – Screen Display for All

Payment Schedule – Exhibit – All

A. School Name,School Year, Item Name
B. Report Name, Payment Status
C. Report Data

Student Info -	Student Name, Student Number, Grade, Homeroom
Created Date	Date Payment Schedule was created (online)
Payment Method	Type of payment method selected
Amount	Amount of each scheduled payment
Payor	Name of online account holder responsible for creating schedule
Payment Date	Date when a scheduled payment occurs
Status	Status of payment

Ⓐ

Ⓑ Payment Schedule Report - School Cash
Catalog
All

Student Name	Student #	Grade	Homeroom	Created Date	Payment Method	Amount	Payor	Payment Date	Status
Alm, Ashley	6399	9	9B						
				1/10/2013	CreditCard	$750.00	Pitt Brad	2/1/2013	Pending
				1/10/2013	CreditCard	$750.00	Pitt Brad	3/1/2013	Pending
				1/10/2013	CreditCard	$750.00	Pitt Brad	4/1/2013	Pending
				1/10/2013	CreditCard	$750.00	Pitt Brad	5/1/2013	Pending
Anderson, Charles	12299	8	8A						
				1/10/2013	CreditCard	$428.57	Pitt Brad	2/1/2013	Pending
				1/10/2013	CreditCard	$428.57	Pitt Brad	3/1/2013	Pending
				1/10/2013	CreditCard	$428.57	Pitt Brad	4/1/2013	Pending
				1/10/2013	CreditCard	$428.57	Pitt Brad	5/1/2013	Pending
				1/10/2013	CreditCard	$428.57	Pitt Brad	6/1/2013	Pending
				1/10/2013	CreditCard	$428.57	Pitt Brad	7/1/2013	Pending
				1/10/2013	CreditCard	$428.58	Pitt Brad	8/1/2013	Pending
Anderson, Branden	8454	9	9B						
				11/15/2012	Check	$500.00	Lightburn, Karen	11/15/2012	Cleared

Ⓒ (beside Student Name header)

Payment Schedule Report – Print

9. <u>Donation Report (District Only)</u>

Perfect when the district needs a list of Donations by Date!

Features:

A. Select a **Date Range** for report

B. **Generate Donation Report** option

        OR

C. Generate **Tribute Mail Report** option

Eagle High School

School Cash   VIEW ITEMS | CREATE A NEW ITEM | STUDENT ATTACHMENTS | GROUP IMPORT | REPORTS

Donation Report | Category Report | Item Order Report | Item Option Report | Item Attachment Report | Student Balance Report | Batch Report | Payment Schedule Report | | Custom Form Report | Permission Form Report

Donation Report

Click Generate to find all, or select a date:

Report Start Date   Report End Date

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Ⓑ   Generate Donation Report

Ⓒ   Generate Tribute Mail Report.

Donation Report

Example: How to find all donations made for the month of December 2012

Step 1: In the Reports tab, select the **Donations Report**

Step 2: Select the criteria for your report

   A. Enter Report Start and End Date
   B. Select the **Generate Donation Report** option
   C. All donations made for the month of December 2012 will appear at the bottom of the screen
   D. Print report
   E. Export report to pdf, csv, Excel, or Rich Text Format

Donation Report – Red School District

Donation Report – Exhibit

   A. District Name
   B. Report Name, Date Range
   C. Report Data

Donor	First and Last Name
Tribute	Text for Tribute ("In honor of " for this example)
Honoree	Name of Honoree
Payment Method	Credit Card, eCheck, myWallet
Amount	Amount of donation
Date	Date donation was made
Fund Destination	Name of Fund account
Address:	Address of Donor
Memo:	Comments entered by Donor
Status:	Payment status

   D. Totals: Donation Report total

Donation Report – Print

Example: How to find all Mail Tributes for the month of December 2012

Step 1: In the Reports tab, select the **Donations Report**

Step 2: Select the criteria for your report

- **A.** Enter Report Start and End Date
- **B.** Select the **Generate Tribute Mail Report** option
- **C.** All Tribute Cards of December 2012 will appear at the bottom of the screen
- **D.** Print report
- **E.** Export report to pdf, csv, Excel, or Rich Text Format

Donation Tribute Card Report – Red School District

Donation Tribute Card Report – Exhibit

A. District Name
B. Report Name, Date Range
C. Report Data

Donor	First and Last Name
Date	Date of donation
Amount	Amount of donation
Recipient	

D. Donors Information

	Mailing Address
	Message

Ⓐ **Red School District**

Ⓑ **Donation Tribute Card Report**
Date ... Range: 12/1/2012 ... 1/31/2013

Ⓒ | **Donor** | **Date** | **Amount** | **Recipient** |
|---|---|---|---|
| | | | |

Ⓓ Brad Pitt   12/13/2012   45.00   Ross Shaver
Mailing Address: 45 Water Street,Vancouver,BC,N1R 7J4
Message: Thank you for the great work.

Mail Tribute Card Report - Print