

SchoolPay is pleased to introduce the Paid/Not Paid Report (PNP). This powerful report, available in both free and enterprise (paid) versions allows you to search your entire organization and search by common criteria:



Search by any item

- ▶ A complete list of every student targeted to that item.
- ▶ See who paid, and who did not pay.



Search by any student


- ▶ A complete list of all items targeted to any student.
- ▶ Determine which items a student has paid for and which they have not.

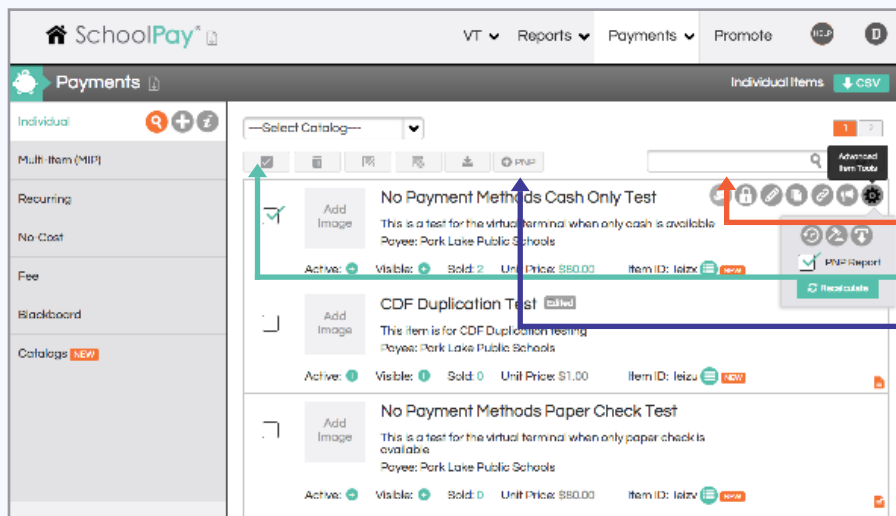
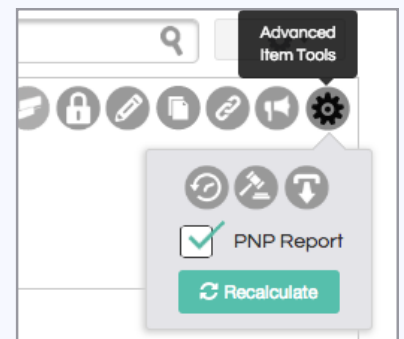


How It Works

Select any Item (Individual, MIP, recurring, etc.) or Fee to be included in PNP Report:

From the dashboards of these item types, go to Advanced Tools

- ▶ Check the PNP Report Tool
- ▶ An orange icon  will appear on your dashboard to represent items being calculated
- ▶ Click that same icon for a complete list of every PNP item



Select Multiple Items for PNP inclusion in just a few clicks by:

- 1 Sort by a key word
 - 2 Select Check All
 - 3 Select "Add to PNP Report"
- Deselect works the same way, by Checking all and then selecting "Remove from PNP Report"

A nightly process runs to recalculate all items for this report. Your calculations will be current as of 2 am Central daily. Should you require more frequent, real-time calculations, you have the option to recalculate from both the items dashboard and the report.



Running Your Report

To begin, access Paid/Not Paid from the Reports Tab in the top navigation. Then follow these 3 simple steps:

Reports

Search Data

Items Fees Both

Extended Day Fees

Blue Middle School

Both Paid and Unpaid

Student First Name


Student Last Name

Student ID

Date Range:

Start Date End Date

☐ Look up a parent account

- 1 Select from running a PNP report by Fee Items only, All Item Types (excluding fee items) or Both
- 2 Further narrow your search by entering Item Titles, or if you're working from a District Account you can filter the report to any one site.
- 3 Your results will appear and if you need to recalculate any one item you can do that by clicking on the  icon in the item row toolbar.

SchoolPay VT Reports Payments Promote

Reports Paid/Not Paid Reports CSV

Search Data

Jim Test

Both Paid and Unpaid

Student First Name

Student Last Name

Student ID

Date Range:

Start Date End Date

☐ Match item title exactly

Report Usage Statistics

Item	Student	Student ID	School	Paid
Jim Test	Smith, Kaitlyn	100000	Green High School	No
Jim Test	Mendoza, Jimmy	857520416-7	Park Lake Public Schools	No
Jim Test	Mathews, Nancy	838011205-1	Park Lake Public Schools	No
Jim Test	Reilly, Margaret	838528534-0	Park Lake Public Schools	No
Jim Test	Davis, Jason	825444875-0	Park Lake Public Schools	Yes

The process is as current as today at 3:04 PM CST. If you need an item to be recalculated before 24 PM CST tomorrow click this button to recalculate now.

