Reconciling SchoolPay Activities

- 1. At the end of the day, you will need to run a Transaction Report to balance your cash and check receipts.
 - a. To do this, navigate to Reports, then select Transactions.

		🚔 Search Data 🛛 🗋
Virtual Terminal 🗸 Reports 🗸		Select Payee
		Transaction #
	Transactions	Order #
A		Payer Name
	Items	Select Payment Method:
	Errors and Declines	All
		Credit Card
	Batches	Electronic Check
		Cash
	Chart of Accounts	Promo
	Recurring Series	Daily Deposit Report
		05/11/2016 00 00
	Registered Parents	05/11/2016 23 59
	Manage Custom Templates	Search
	X	

- b. Select Payment Method: Cash and Paper Check.
- c. To filter for the day's activity, narrow the date range to today's date. Select today's date for beginning and end.
- d. Under the drop down, Select Custom Format, choose Daily Deposit Report.
- e. Click "Search".
- f. Select download to CSV.



- g. Expand all columns to show the data.
- h. Print excel report.
- 2. Verify your cash and check reports against the funds taken in.
 - a. Total your cash and change.
 - b. Total your checks.