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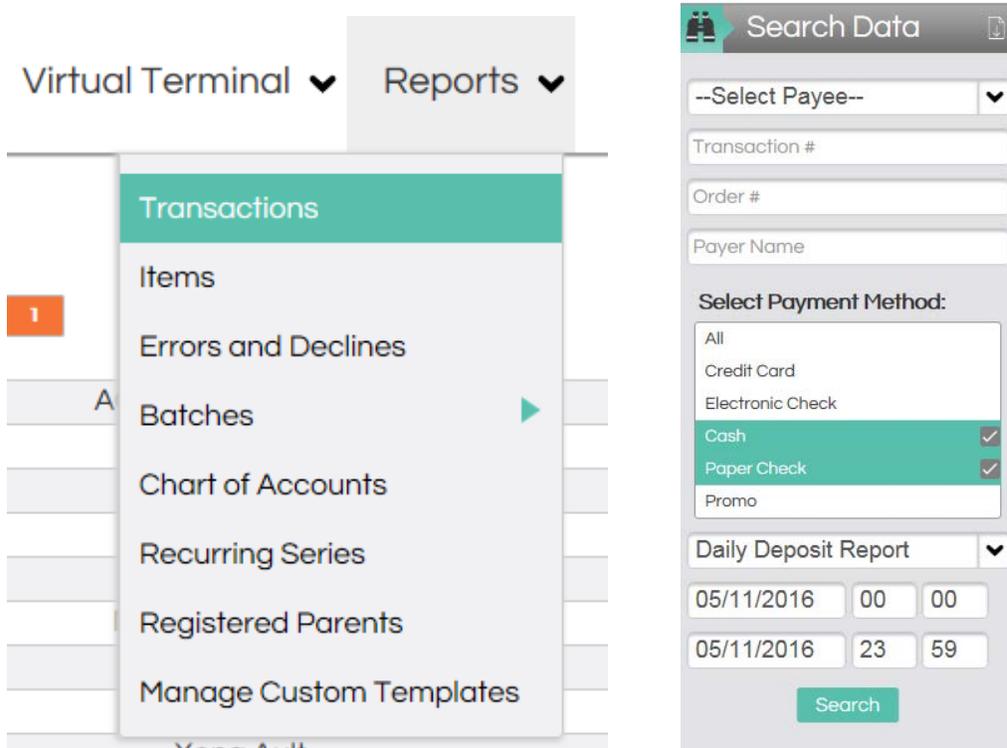
   b. Select Payment Method: Cash and Paper Check.
   c. To filter for the day's activity, narrow the date range to today's date. Select today's date for beginning and end.
   d. Under the drop down, Select Custom Format, choose Daily Deposit Report.
   e. Click "Search".
   f. Select download to CSV.

   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.