

## How do I request and read an activity report?

As a parent, you want to be able to monitor what items your children are buying in the cafeteria. Using PayForIt.net you can request an “**Activity Report**” that will give you a detailed list of what they have purchased in the previous 30 days. This report will be emailed to you in 2-4 hours from the time that you request it. You can request the report for all your children at one time.

To request an “**Activity Report**”, simply place a checkmark in the appropriate box and then click “**Request Report(s)**”.

The screenshot shows the PayForIt.net website interface. At the top, there is a navigation bar with links: Home, Add/View Students, Payment History, School Fee Payments, Meal Payments, Lunch Payments, After School Programs, My Account, Contact Us / FAQ, and How Do I... Below the navigation bar, there is a 'Welcome' section with a message: 'Welcome to PayForIt.net! Your first step is to add your students to your account. Select Add Students from the Add/View Students Menu. After your students are added, you can then make a payment in the Payment menu. Balances on the site are not updated immediately. The site receives a balance update after the payment is posted at the school, which can take 24-48 hours.' To the right of the welcome message, there is a survey link: 'Your feedback is appreciated, please take our short survey. Start Survey'. Below the survey link, there is a dropdown menu for 'Select: All Students' and a 'Due Date Range' selector showing '6/27/2008 to 8/26/2008'. In the 'Students on your Account' section, there is a 'Request Report(s)' button circled in red. Below this button is a table with columns: Student ID, Name, School, Grade, Balance, and Request Activity Report. The 'Request Activity Report' column contains checkboxes, with the checkbox for the first student (Aakash Student) also circled in red. To the right of the student table is a 'Fees Due' table with columns: Name, Type, Due Date, and Amount. The 'Fees Due' table lists various fees for different students, including 'Monthly Activity Fee', '1-Monday Fee', and 'One Time' fees, with a total amount of \$140.00.

| Student ID | Name           | School      | Grade        | Balance | Request Activity Report  |
|------------|----------------|-------------|--------------|---------|--------------------------|
| 21865      | Aakash Student | Aragon Elem | 5th          | \$0.00  | <input type="checkbox"/> |
| 19895      | Aalan Student  | Aragon Elem | 3rd          | \$0.00  | <input type="checkbox"/> |
| 31151      | Aallah Student | Aragon Elem | Kindergarten | \$0.00  | <input type="checkbox"/> |
| 24204      | Andrew Student | Aragon Elem | 2nd          | \$0.00  | <input type="checkbox"/> |
| 15042      | David Student  | Aragon Elem | 5th          | \$0.00  | <input type="checkbox"/> |
| 11111      | Iam StudentOne | Hower Elem  | 1st          | \$1.11  | <input type="checkbox"/> |

| Name                               | Type     | Due Date   | Amount          |
|------------------------------------|----------|------------|-----------------|
| Aalan Student Monthly Activity Fee | Monthly  | 07/01/2008 | \$10.00         |
| Aalan Student 1-Monday Fee         | Weekly   | 07/04/2008 | \$25.00         |
| Aalan Student Victoria             | One Time | 07/31/2008 | \$30.00         |
| Aallah Student 1-Monday Fee        | Weekly   | 07/04/2008 | \$25.00         |
| Andrew Student 1-Monday Fee        | Weekly   | 07/04/2008 | \$25.00         |
| David Student 1-Monday Fee         | Weekly   | 07/04/2008 | \$25.00         |
| <b>Total:</b>                      |          |            | <b>\$140.00</b> |

The report will be emailed to you as a .pdf document. It will require that you have an Adobe Acrobat Reader to view the document. If you do not have this, it is a free download from the following website - <http://www.adobe.com/products/reader/>. When you receive the report, it will look similar to this:

**Patron Activity**

District: QSP County

School: 372 - Torey J. Sabatini School

Grade: 7

Homeroom: Barnes

Site: Torey J. Sabatini School

Detail Report for November 20, 2007 - December 20, 2007

Patron Name: lam Studentfive

| Date & Time               | Trans Number | Payment Method  | Trans Type   | Amount  | Balance |
|---------------------------|--------------|-----------------|--------------|---------|---------|
| <b>Beginning Balance:</b> |              |                 |              |         | \$ 5.20 |
| 11/28/07 1:13 pm          | 4683         | Charge          | ChargePatron | \$4.65  | \$ .55  |
| Cashier: Sartox           |              |                 | AccountBal   |         |         |
|                           | Lunch        | 1 @ 1.50        |              |         |         |
|                           | Milk         | 1 @ 0.40        |              |         |         |
|                           | Pizza        | 1 @ 2.25        |              |         |         |
|                           | Fruit        | 1 @ 0.50        |              |         |         |
| 12/13/07 3:16 pm          | 4691         | Check #11111111 | Sale         | \$ 7.00 |         |
| Cashier: Sartox           |              | Check           | ROAPatron    | \$ 5.00 | \$ 5.55 |
|                           |              |                 | Deposit      |         |         |
|                           | Ice Cream    | 1 @ 0.50        |              |         |         |
|                           | Lunch        | 1 @ 1.50        |              |         |         |
| <b>Ending Balance:</b>    |              |                 |              |         | \$ 5.55 |

End of Patron Activity Report for lam Studentfive

To assist you in reading this information, here is a description of the components:

- School information including the name of the district, the school name, your child's grade level, and their homeroom teacher

District: QSP County

School: 372 - Torey J. Sabatini School

Grade: 7

Homeroom: Barnes

Site: Torey J. Sabatini School

- Date range for the activity provided in the report

Detail Report for November 20, 2007 - December 20, 2007

- Your child's name

Patron Name: lam Studentfive

- Beginning balance on the first day of the reporting period, in this example it is November 20, 2007

|                           |                |
|---------------------------|----------------|
| <b>Beginning Balance:</b> | <b>\$ 5.20</b> |
|---------------------------|----------------|

- Each transaction for each day will appear as a separate line item that includes the date of the transaction, the time of the transaction, the transaction number, how the meal or item was paid (i.e. charge, cash, check, etc), the transaction type, and the amount of the sale. At the end of the line it will also show the new balance after the transaction. Additionally, you can see each item that your child purchased, the quantity and the cost.

|                 |         |       |          |              |        |        |
|-----------------|---------|-------|----------|--------------|--------|--------|
| 11/28/07        | 1:13 pm | 4683  | Charge   | ChargePatron | \$4.65 | \$ .55 |
| Cashier: Sartox |         |       |          | AccountBal   |        |        |
|                 |         | Lunch | 1 @ 1.50 |              |        |        |
|                 |         | Milk  | 1 @ 0.40 |              |        |        |
|                 |         | Pizza | 1 @ 2.25 |              |        |        |
|                 |         | Fruit | 1 @ 0.50 |              |        |        |

- If a deposit is made then the line item will look like the one below. This includes the same information as above, but it shows the deposit (either via check or cash) and the deposit on to your child’s account. ROAPatron means that money was “Received On Account” and posted to their account.

|                 |         |           |                |           |         |         |
|-----------------|---------|-----------|----------------|-----------|---------|---------|
| 12/13/07        | 3:16 pm | 4691      | Check #1111111 | Sale      | \$ 7.00 |         |
| Cashier: Sartox |         |           |                |           |         |         |
|                 |         |           | Check          | ROAPatron | \$ 5.00 | \$ 5.55 |
|                 |         |           |                | Deposit   |         |         |
|                 |         | Ice Cream | 1 @ 0.50       |           |         |         |
|                 |         | Lunch     | 1 @ 1.50       |           |         |         |

- At the bottom of the report, you will see the ending balance for the reporting period.

|                        |                |
|------------------------|----------------|
| <b>Ending Balance:</b> | <b>\$ 5.55</b> |
|------------------------|----------------|

An activity report can be requested at any time and there is no cost to you for this service.

Note: Not all schools are taking advantage of this service. If you have requested an activity report and have not ever received one via email, then your school/district may not offer this option.