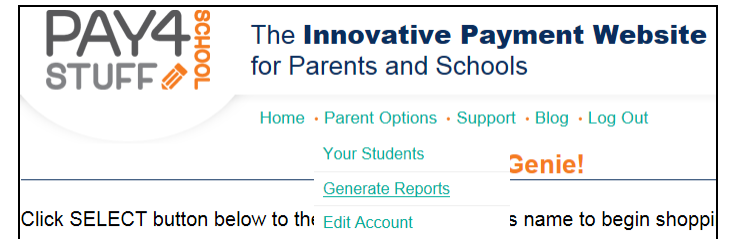




Self-Service Reporting on Pay4SchoolStuff.com

How to Generate Reports to Review Your Pay4SchoolStuff.com Purchases

1. Log in to www.Pay4SchoolStuff.com using your User ID and Password.
2. At the top of the **Welcome** screen, click **Parent Options** and then **Generate Reports**.
3. On the **Transaction Report** screen, you can choose from 3 types of reports:
 - a. **All Items by Date**
 - b. **All Items by Student**
 - c. **Select Items by Date**Enter your desired criteria and click **Generate Report**.



Report Type	From Date	To Date (if no dates selected, will include all dates)
<input checked="" type="radio"/> All Items by Date	<input type="text"/>	<input type="text"/>
<input type="radio"/> All Items by Student	<input type="text"/>	<input type="text"/> Students: <input type="text"/>
<input type="radio"/> Select items by Date	<input type="text"/>	<input type="text"/> Items: <div>Directory Directory Inclusion Information (REQUIRED) Family Night Dinner - Cheese Pizza Family Night Dinner - Ice Cream Sandwich Field Day (REQUIRED)</div>

4. When the report results appear, you can then click **Save to Excel File** or **Print Report**.

Getting Help

- Questions regarding specific items, order status, changes, or item availability should be directed to the PTA contact(s) listed with each sale item.
- Send general questions about Pay4SchoolStuff to PSEPTA.PayOnline@gmail.com.
- Pay4SchoolStuff does not list, track, deliver, or provide refunds for items available on the site.