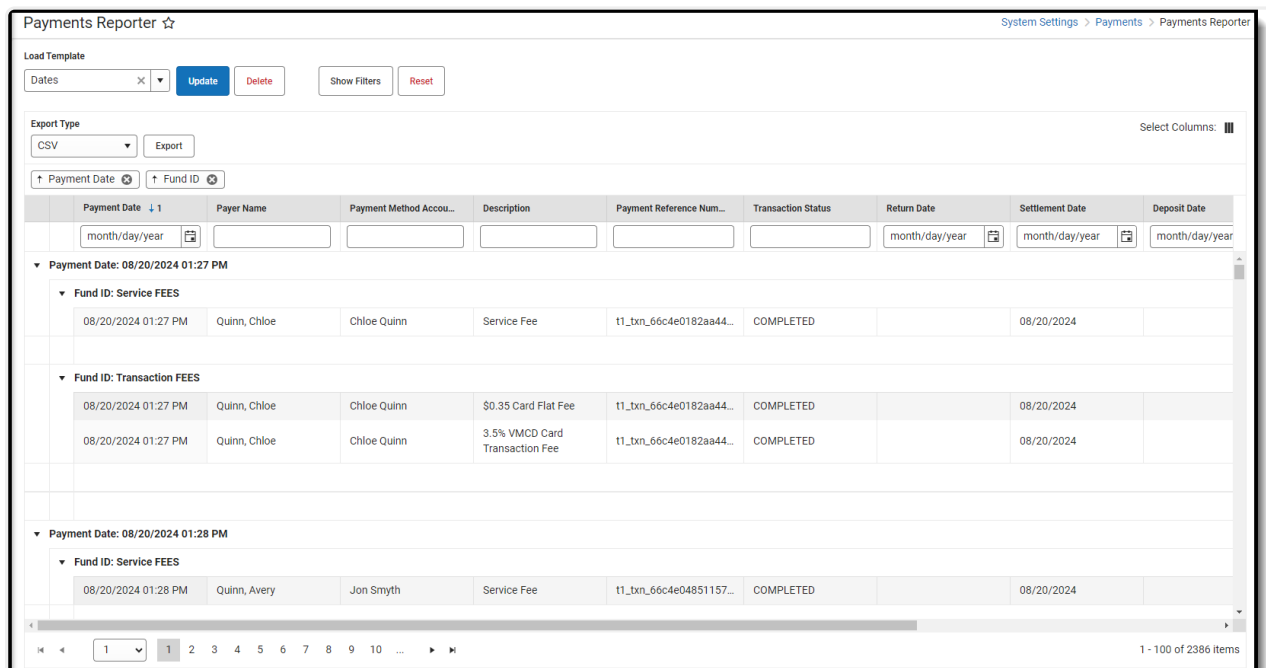


Payments Reporter Tool Rights

Last Modified on 07/20/2026 10:29 am CDT

The **Payments Reporter** details all transactions that were completed through the online payment process. With this tool, you can check the status of a specific payment, issue refunds, and revoke transactions.

See the [Payments Reporter article](#) for information on how to use this tool.



Payments Reporter

Available Tool Rights

Tool Rights are found in System Settings > Payments > Payments Reporter. Subrights in ***italics***.

Tool	R	W	A	D
Payments Reporter	View and use tool.	N/A	Issue refunds and revoke transactions.	Issue refunds and revoke transactions
<i>District Payments</i>	View and use Include District Payments toggle on Payments Reporter.	N/A	N/A	N/A

Suggested User Groups

Create User Groups as appropriate for your district's needs.

See [User Groups and Suggested Roles](#) for more information.
