

OSMS Reports List



Notes about the OSMS Software Suite

The full OSMS software suite offers over 10 modules to take school related payments. You may use only one like Online School Payments (OSP) or a variety of ones in combination like OSP plus Online Teacher Receipting (OTR). Regardless of what OSMS modules you may use, most reports will be compatible. This list also indicates when certain reports are designed for a particular module or are considered especially useful.

N.B.: The OSMS reports list is subject to change and enhancements without notice. Please download the latest version of this document to ensure you are seeing the latest list of report options. Not all reports listed here are available to all clients.

Table of Contents

Getting Started	2
Report Supplies.....	2
How to Generate a Report	2
How to Login into the Management Portal.....	2
Reports	2
A) General Information.....	2
B) Districtwide Reports.....	3
C) Transaction Reports	4
D) Inventory Reports	5
E) Export Friendly Reports	6
F) Data Warehouse Reports	6
G) Obligation Reports	6
H) Statement and Deposit Reports.....	7
I) Reversing Transaction Reports.....	7
J) User and Usage Reports	7
Report Assistance	8
Training	8
OSP Instructions and Guides	8
Support Team Help.....	8

OSMS Reports List

Getting Started

Report Supplies

- **OSMS Management Portal** – where school staff do all work and can view reports
- **PDF Viewer** like Adobe Acrobat Reader – to download and print reports

How to Generate a Report

1. Login into the **Management Portal**
2. Select **Reports**
3. Select a **Report** OR select **Additional Reports**
4. If needed, select **Report Name** then **Display**
5. Select values and filters as needed
6. To print, select **printer icon** in top left
7. To export, select **export icon** in top left

How to Login into the Management Portal

1. Bring up your site or see osmsinc.com/login
2. Input your Username and Password
 - To locate, please see your email or go to the **Management Portal → Home → Forgot Username and/or Password**
3. Select your school

Reports

A) General Information

Reports come in two major variants: up to the minute or a data warehouse equivalent

- **Up To The Minute** – **Reports → Sponsor/Teacher Activities** OR **Activity Date Range**
 - Simpler formatting with less filters and display options. Good for new users
 - Will show all the latest transactions
 - May take additional time to generate into a report
- **Data Warehouse** – **Reports → Additional Reports**
 - Additional filter and sort options available. Better for more advanced users
 - Data is pre-loaded to ensure quick report generation
 - Currently **updated at 3am and 3pm EDT**. Additional forthcoming update times TBA
 - Transactions may be missing if a report is generated between update times
 - Major options can be found below
 - N.B.: Any reports related invoices may or may not be Data Warehouse. Please review carefully to confirm

OSMS Reports List

B) Districtwide Reports

Reports for Admin, Central Office and/or District Wide use. Bookkeepers and Teachers cannot access these reports

- **Districtwide Products**
 - District wide products currently for sale
 - Options:
 - Sort by Currently Active, Future Active, and/or Inactive-Past End Date
 - Additional Products (yes or no)
 - No Student ID Required, Taxable Item, Ticketed Item (barcoded), Grade Level Required, Grade, OTR Price Override, OTR Use Only, OMS Sales Allowed, GPA Requirement, GPA, Limited Quantity, Available Inventory, Event Code, Event Code ID
 - Filter Name To Filter Products
 - Example: type the word “driver” to see all products with the word “driver” in the name
- **Districtwide Products - Export**
 - Export variant of the District Wide Products report of items currently for sale
- **Districtwide Transactions by School**
 - Summary of all transactions within a data range at all schools. Includes service fees if applicable
 - Options:
 - Sort by Orders Placed by School, Products Sold by School, Orders Placed by School-Grouped by Month, Orders Placed by School-Grouped by Transaction Type then by Month
 - Order Types of OSP, OTR and/or OSC
- **Districtwide Transactions with Student Info**
 - View transactions with student data, grouped by the school, for all schools within a date range
 - Options:
 - No Grouping, Group by Grade, Group by Student, Group by Product
 - View Presences include List of Schools or School Per Page
 - Filter Name To Filter Products
 - Example: type the word “driver” to see all products with the word “driver” in the name
- **Districtwide Monthly Comparison**
 - Report that compare schools’ sales to each other. Includes current and/or prior year(s), sales data, refunds, voids, counts of OSP vs. OTR vs. OSC transactions and more!
- **Districtwide Obligations Statements**
 - Report to see obligations assigned to a student within a date range
 - Options:
 - Summary or Detailed
 - Paid Obligations, Partially Paid Obligations and/or Unpaid Obligations
- **Districtwide Statements**
 - Summary report of statements and deposits from multiple schools by date. Order details not included.
 - Options
 - Summary View, Detailed View-Statement(s), Detailed View-Fund Account Breakdown
- **Districtwide Unposted Deposits**
 - List of users with OSMS access. Lists by user role (OSP, OTR, OSC), sorted by school with relevant user info
 - Options
 - Grace Period
 - If schools have 2 days to post in your SAF, please type in “2”
 - List View or Deposit Type (grouped chronologically by each module)
 - Deposit Type of OSP, OTR, and/or OSC

OSMS Reports List

- **Districtwide Undeposited Receipts**
 - List of any OTR Receipts not batched into a deposit, sorted by school for all schools.
 - Default time before a receipt must be deposited can be customized
 - Options
 - Grace Period
 - If schools have 2 days to post in your SAF, please type in "2"
 - Summary View or Detailed View
- **Districtwide Refunds**
 - View transactions that were refunded/returned by school, ordered by date
 - Options
 - Summary View or Refund Details
- **Districtwide Voids**
 - View any voided receipts or voided deposits for all modules by school, then by date.
 - View any voided receipts or voided deposits for all modules by school, then by date.
 -
 - Options
 - Voided Transactions, Voided Deposits, Voided Deposits with Details
 - Summary or Detailed
- **Districtwide User Access**
 - View users who have access. Can select individual user role(s)
 - Options
 - Users by School, Users by Name, Users by Access Level

C) Transaction Reports

Sales reports in a variety of options

- **Transactions – Checklist**
 - Report of transactions with limited info. There is no payment or refund info
 - Recommended to give out to volunteers
- **Transactions by Date Range**
 - View transactions by date range and for product(s) selected. Report is grouped by date then order
- **Transactions by Fund Account – Product Select**
 - View transactions by date range and for product(s) selected. Report is grouped by fund account then order.
 - Options:
 - Can view summary or fund account per page
 - Sort preference includes time of order or student
- **Transactions by Fund Account – Account Select**
 - View transactions by date range and for fund(s) selected. Report is grouped by fund account then order
 - Options:
 - Can view summary or fund account per page
 - Sort preference includes time of order or student
- **Transactions by Product – Product Select**
 - View transactions by date range and for product(s) selected.
 - Options:
 - Page sort includes detailed or summary
 - By student or product
 - Email address, line comments, or purchase notes

OSMS Reports List

- **Transactions by Product – Sponsor/Teacher Select**
 - View transactions by date range and for sponsor/teacher(s) selected.
 - Options:
 - Page sort includes detailed or summary
 - By student or product
 - Email address, line comments, or purchase notes
- **Transactions by Student****
 - View transactions by date range and for product(s) selected.
 - Options:
 - Page sort includes either
 - list of students, either grouped alphabetically, or by grade or by homeroom
 - Student transactions – student per page
 - Can view all students districtwide or only students in current school
 - ****N.B.: This is a premium report. Your district must have an active Student Information Systems (SIS) integration to use most sort options**
- **Transactions by Student - Hours**
 - View transactions by student with \$ converted to hours for product(s) selected. Use for certain districts or charters only, like Somerset Academy
- **Transactions by Product Variation**
 - View transactions by date range and for base product(s) selected. Report will group the product variations to the base product and then sorted by order
 - Options:
 - Can view summary or base product per page
- **Transactions For Taxable Items Only**
 - View transactions by date range and for the taxable product(s) selected. Report will group by the product and then by order time.
 - Recommended for any states that charge sales tax like Maryland
- **Transactions with Payment Details**
 - View transactions with payment details by date range. Report will group by when the order was placed.
 - Recommended to view payment information, including:
 - Transactions separated into different payment methods
 - Payment info like check or credit card details
 - Options:
 - Time order or payment type or email address/user ID
- **Transactions with Deposit Information**
 - View transactions with deposit details by date range. Report will group by the deposit number
 - Options:
 - Sort by deposit number or by deposit number then fund account
 - Page sort includes summary or deposit per page

D) Inventory Reports

View inventory or item redemption

- **Tickets Redeemed Report**
 - View transaction that have been redeemed via the Ticket Redemption page (scanned or manually)
- **Inventory Report**
 - View transactions of any limited quantited products. Includes sales, returns, and any inventory adjustments via the Inventory Quantity Adjustment Page for a current, total inventory balance

OSMS Reports List

E) Export Friendly Reports

Raw data. Recommended for exporting into a spreadsheet

- **Tickets Redeemed Report**
 - View transaction that have been redeemed via the Ticket Redemption page (scanned or manually).
- **Inventory Report**
 - View transactions of any limited quantitated products. Includes sales, returns, and any inventory adjustments via the Inventory Quantity Adjustment Page for a current, total inventory balance.

F) Data Warehouse Reports

Raw data in a data warehouse variant. Recommended for exporting into a spreadsheet

- **DW Excel Report**
 - Raw data of all transactions by date range, then by product
- **DW Excel Report without Activity Filter**
 - Raw data of all transactions by date range

G) Obligation Reports

Invoices reports. Options include invoices only, payments only, and both invoices with payments applied against them

- **Obligation Balance by Sponsor/Teacher – Date Sort**
 - View invoice payments only with purchase notes. Sorted by purchase date
- **Obligation Balance by Sponsor/Teacher – Student Sort**
 - View invoice payments only with purchase notes. Sorted alphabetically by student name
- **Detailed Obligations Outstanding – Summary/Detailed Obligations Outstanding Report**
 - View invoices due by student
- **Detailed Obligations Outstanding – Student Page**
 - View invoices due by student with a single student per page.
- **Detailed Obligations Outstanding – Student Page By Grade**
 - View invoices due by student with a single student per page, then grade. Defaults to only students at current school
- **Obligations Due by School Student Attends**
 - View invoices due by student with a single student per page. Defaults to only students at current school
- **Detailed Obligation Balance**
 - View both outstanding invoices plus any payment(s) made against them. Grouped by student, then by obligation type/category
- **Detailed Obligation Type Balance**
 - View both outstanding invoices plus any payment(s) made against them. Grouped by invoice type/category, then by student
- **Detailed Obligation Type Balance by Grade**
 - View both outstanding invoices plus any payment(s) made against them. Grouped by grade, student then by invoice type/category
- **Obligation Invoice**
 - Letter for parents to notify of invoice. Can mail with a business #10 window envelope

OSMS Reports List

H) Statement and Deposit Reports

Statements and deposit reports, particularly for OTR

- **Statements and Deposits/OTR Multi Deposit by Teacher – Details**
 - List of all deposits at current school for all relevant schools. Organized by date, then by individual deposits
 - Recommended to view OTR deposits across an entire school
 - Options:
 - Detailed or summary
- **OSP Transactions Pending Next Statement**
 - List of any credit card funds that have not yet been deposited, due to being in between of payment periods
 - Recommended to see what funds you can expect in your next OSP deposit
- **OTR Teacher Deposits**
 - View multiple deposits by date range for all teachers. Grouped by date then deposit number
 - Options:
 - Summary or detailed
 - Event Codes
- **OTR Teacher Deposits Report by Date with Voids**
 - View multiple deposits by date range for all teachers. Grouped by date then deposit number
 - Options:
 - Summary or detailed
 - Event Codes
 - TD posted or SF posted or Voided
- **OTR Teacher Receipts Not Deposited**
 - List of any OTR Receipts not batched into a deposit. Default time may be customized
 - Recommended to check if a teacher hasn't completed their daily tasks
- **OTR Multi Deposit by Teacher - Summary**
 - Summary view of all OTR deposits by multiple teachers. Grouped by fund account, then by teacher(s)

I) Reversing Transaction Reports

Reports on refunds, returns and all voids

- **Refunded Transactions**
 - View transactions that were refunded/returned, ordered by date
- **Voided Report – Current School**
 - View current school's voided OTR transactions by date range, ordered by date of void. Includes void info
- **Voided Deposits – Current School**
 - View current school's voided OTR deposits by date range, ordered by date of void. Includes void info

J) User and Usage Reports

View who has access to OSMS at current school

- **User Access by Role – Current School**
 - View users who have access at current school, sorted by alphabetically. Can select individual user role(s)
- **Summary – School Orders with Purchase Fees by Type**
 - View transactions by date range for multiple schools. Shows the fees paid by the purchaser

OSMS Reports List

Report Assistance

Training

To sign up for OSMS training on reports, please go to the OSMS Training Catalog and select the Advanced option to register:
tinyurl.com/osmstrainingcatalog

OSP Instructions and Guides

To view a full list of instructions including the training PowerPoint, please see tinyurl.com/ospdocuments

Support Team Help

If you have any questions about OSMS or need any assistance with finding or using a report, please contact the OSMS support team first at support@osmsinc.com or **703-378-8299 x204**