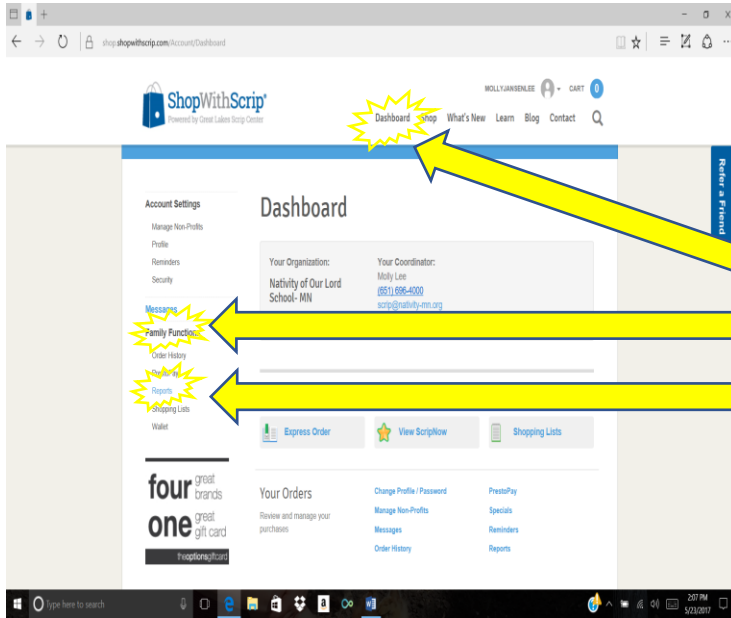
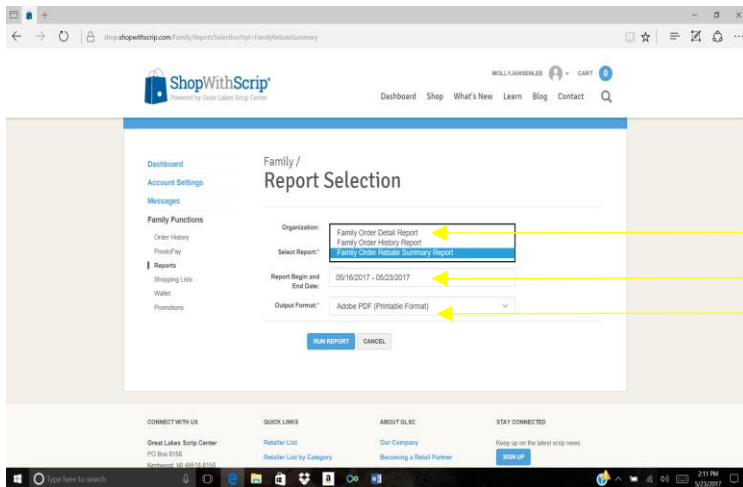


How to run a report in Scrip



Log into www.shopwithscrip.com and click on Dashboard, then Family Functions, then Reports



From here you can select which report you want to run, customize the date range, and select how you want to download the report.

Rebate Summary by Family Print Date: 5/23/2017

Organization: Rakity of Our Lord School MN
 Report Period: 4/23/2017 to 5/23/2017

Family	Student	Order Count	Face Value	Net Cost	Scrip Rebate
Lee, Molly	William Lee	7	714.04	718.09	\$35.06
Non-Profit Total:			\$754.04	\$718.09	\$35.06

In this example, you can see that from 4/26/17 to 5/23/17 this family placed 7 orders for a total rebate of \$35.06. 80% of that will go towards the family tuition with the remaining 20% going to the school.

Keep in mind that you can only run reports for your own account. If you have extended family or friends participating in the program with your family as the beneficiary you will need to ask them to run a report and share it with you. You may contact your scrip administrator to see what the total rebates for your family are for a specific time period.