My School Bucks (MSB) Reporting:

1. **Log in to MSB** (for those who have reporting access)
2. Click on **Admin Dashboard**
3. Click on **Reports**
4. Click on **Payment Report (Detail)**
5. Click in the box for **Product** or **Product Group** (DO NOT use school name or any other line): Scroll to find your product.
6. Enter **Start Date**
7. Enter **End Date**
8. Choose **View Report** to just take a look, or choose **Send to Excel** to have your report in Excel format.

If you need help, please reach out to Cristy Bradfield at: cbradfield@dcsdk12.org.