

Account history

Payment history: view payments made between dates you choose

Go to **View transaction history** in the **'I want to...'** area on the left of your screen.

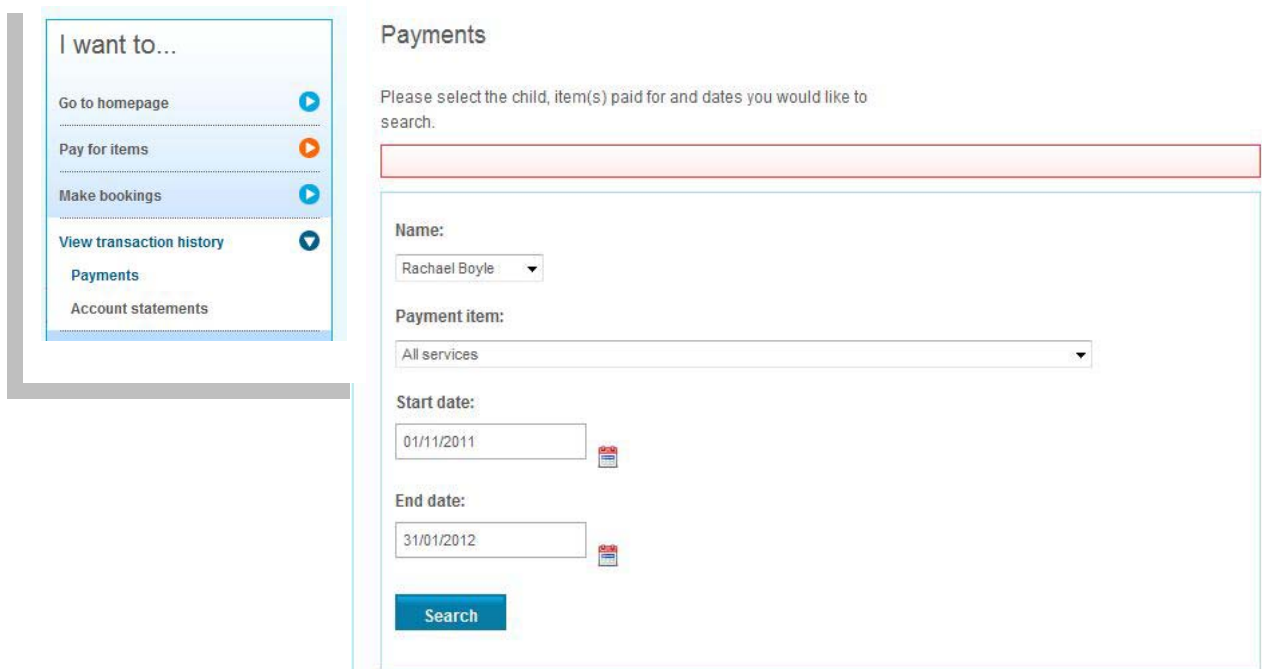
Name: choose the child you want to view payments for or leave as 'All' to report on all payments for all your children.

Payment item: narrow your report down to the item you paid for or leave as 'All' services for a complete history of payments across all items in that period.

Start date: Enter your start date (DD/MM/YYYY) or use the pop-up calendar to select the date.

End date: Enter your start date (DD/MM/YYYY) or use the pop-up calendar to select the date.

Click **Search**.



I want to...

- Go to homepage
- Pay for items
- Make bookings
- View transaction history**
- Payments
- Account statements

Payments

Please select the child, item(s) paid for and dates you would like to search.

Name:
Rachael Boyle

Payment item:
All services

Start date:
01/11/2011

End date:
31/01/2012

Search

A comprehensive list of all payments you have made and any refunds the school may have made to you will show on screen.

Selected period: 01 Nov 2011 - 31 Jan 2012

Number of records: 74

Total: £1513.80

Child	Payment item	Payment method	£ Amount	Date paid	Paid to	Notes
Rachael	Greenacres visit to London 2012	NA	-15.00	20 Dec 2011	The Denewood's Community School	
Rachael	Greenacres visit to London 2012 07810 541350	ParentPay online	15.00	20 Dec 2011	The Denewood's Community School	07810 541350
Rachael	Cherry Orchard Primary visit to Stansfled	ParentPay online	78.00	14 Dec 2011	The Denewood's Community School	
Rachael	Visit to the Woodlands Centre	ParentPay online	6.00	14 Dec 2011	The Denewood's Community School	
Rachael	Dinner money for The Denewood Community School	ParentPay online	20.00	09 Dec 2011	The Denewood's Community School	

Payments and transactions: view "statement" for a selected month

Your '**Account statements**' enable you to run a report by month on items where there may be '**transactions/deductions**' displayed against the payments you have made such as for a school meal account.

Go to **View transaction history>Account statements** in the '**I want to...**' area on the left of your screen.

Name: choose the child you want to view payments for or leave as All to report on all payments for all your children.

Account: narrow your report down to the item you paid for or leave as All services for a complete history of payments across all items in that period.



Statement month: select the month and year using the drop down menus

Click **Search**.

Total paid in during period: £60.00

Total paid out during period: £0.00

Service provider: Kenilworth School and Sports College

Date	Description	Paid out	Paid in	£ Balance
01 Dec 2011	Opening balance			416.09
06 Dec 2011	ParentPay	0.00	10.00	426.09
07 Dec 2011	ParentPay	0.00	10.00	436.09
07 Dec 2011	ParentPay	0.00	20.00	456.09
09 Dec 2011	ParentPay	0.00	20.00	476.09
31 Dec 2011	Closing balance			476.09