

How to view payment history

- 1. Navigate to <u>www.parentpay.com</u> and log in.
- 2. Navigate to your Home screen.
- 3. From the menu, select Transaction history > Payment history.

| Ethan | Ellie | Cara | Lethan No unpaid bookings | Ellie No unpaid bookings | | |
|-------------------------|-----------|----------|--------------------------------------|---|--|--|
| Bella | Add child | | TI Make bookings for Ethan | Image: The second sec | | |
| My page | | • | Pay for other items | Pay for other items | | |
| Payment items | | • | | | | |
| Transaction history | | | Cara Dinner money balance: £35.00 | Bella Dinner money balance: £10.00 | | |
| Payment history | | <u> </u> | Pay for Cara's meals | TI Pay for Bella's meals | | |
| Balance history | | | Pay for other items | Pay for other items | | |
| View school and caterer | | | | | | |
| ParentPay support | | | View all items | Add Parent Account credit | | |

4. Select the name of the child, the payment item, and the date range you wish to view.

5. Select Search

Payment history

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

Name:

All •

Payment item:

All services

Start date:

07/08/2016

End date:

08/08/2016



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You will see a full list of all the transactions carried out during the selected period.

07 Aug 2016 - 08 Aug 2016

Number of records: 6

Total: £547.50

| Child | Payment item | Payment method | Amount | Date paid | Paid to | Notes |
|-------|---|------------------|---------|-----------|------------------------|-------|
| - | Text message alerts | ParentPay online | £2.50 | 08 Aug 16 | ParentPay Limited | |
| Cara | School Meals for Oceania Primary School | ParentPay online | £10.00 | 08 Aug 16 | Oceania Primary School | |
| Bella | School Meals for Oceania Primary School | ParentPay online | £10.00 | 08 Aug 16 | Oceania Primary School | |
| Cara | School Meals for Oceania Primary School | ParentPay online | £25.00 | 08 Aug 16 | Oceania Primary School | |
| Cara | Trip to Barcelona | ParentPay online | £250.00 | 08 Aug 16 | Oceania Primary School | |
| Bella | Trip to Barcelona | ParentPay online | £250.00 | 08 Aug 16 | Oceania Primary School | |