

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	Ethan No unpaid bookings	Ellie No unpaid bookings
Bella Add child		TI Make bookings for Ethan	Make bookings for Ellie
My page	•	Pay for other items	Pay for other items
Payment items	•		- Dalla
Transaction history		Dinner money balance: £35.00	Dinner money balance: £10.00
Payment history	•	Pay for Cara's meals	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:

Payment item:

All	serv	ices	

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	