

How to view purchase history 1. Navigate to <u>http://www.parentpay.com</u>and log in.

- 2. Navigate to your Home screen.
- 3. From the menu, select Transaction history > Balance history.

Add a child		
Active Payment items	>	
Historical Payment items	>	
Transaction history	+	
Add a child	>	
View school and caterer	+	¥
ParentPay support	+	
Transaction history		-
Payment history		>
Balance history		>

4. Select the name of the child and the month you wish to view. 5. You must then click **SEARCH** to list purchases.

Account: The Brakenhale School:School Meal Payments - The Brakenhale School Selected month: March • 2019 •

Report

Service provider: The Brakenhale School

Total paid in during period: £21.00 Total paid out during period: £19.20

Date	Description	Paid out	Paid in	Balance
01 Mar 2019	Opening balance			£0.95
01 Mar 2019	From till:665988 Purchase Milk x 1(485999082)	£0.60		£0.35
04 Mar 2019	Parent Account		£5.00	£5.35
05 Mar 2019	From till:668595 Purchase Milk x 1(487278468)	£0.60		£4.75
06 Mar 2019	From till:669881 Purchase CROISSANT x 1, Milk x 1(487750795)	£1.60		£3.15
07 Mar 2019	From till:671158 Purchase Milk x 1(488219268)	£0.60		£2.55