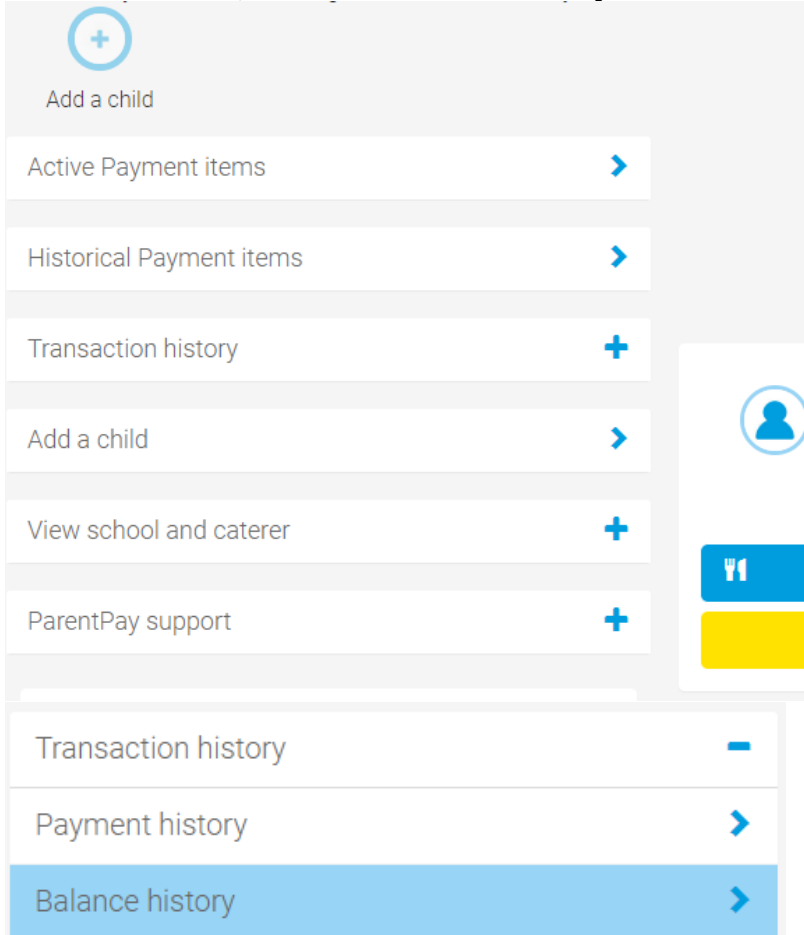


How to view purchase history

1. Navigate to <http://www.parentpay.com> and log in.
2. Navigate to your **Home** screen.
3. From the menu, select **Transaction 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:

Selected month:

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 |