Payment History

Last Modified on 10/22/2022 9:57 am CDT

Where do I go to see my Payment History? | View a Summary of All Payments | View Payments Made More than 7 Days Ago | View Details for a Single Transaction

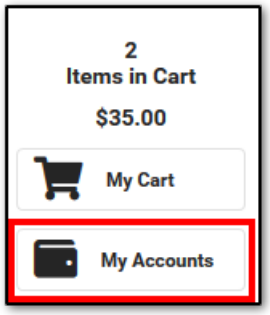
PATH: *My Accounts > Payment History*

This functionality is only available to districts who have purchased Online Payments.

The Payment History tool allows you to see a detailed history of all the payments you have made.

Where do I go to see my Payment History?

The Payment Methods tool is part of My Accounts. My Accounts appears on the screen when you are looking at Fees or Food Service.



View a Summary of All Payments

Select **Payment History**. Payments made in the last 7 days automatically display.

Example

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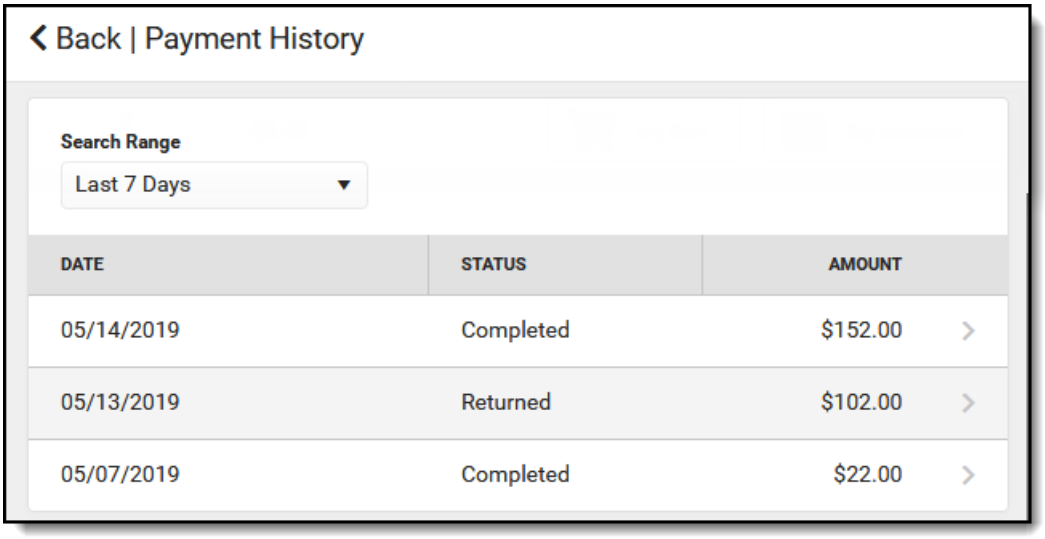
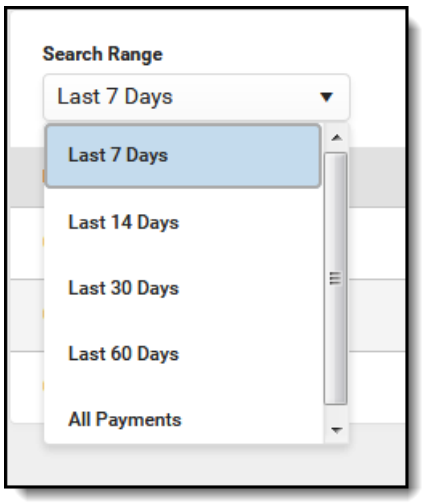


View Payments Made More than 7 Days Ago

Select the **Search Range** dropdown list. Options include the following:

- Last 7 Days
- Last 14 Days
- Last 30 Days
- Last 60 Days
- All Payments



View Details for a Single Transaction

Select the transaction line. The Payment Transaction Panel displays. Each Fee, Food Service Deposit, and Service Fee that are part of the payment displays.

Click the **Print** button to print a copy of the transaction.

If the transaction **Status** is *Error*, be sure to contact your school.

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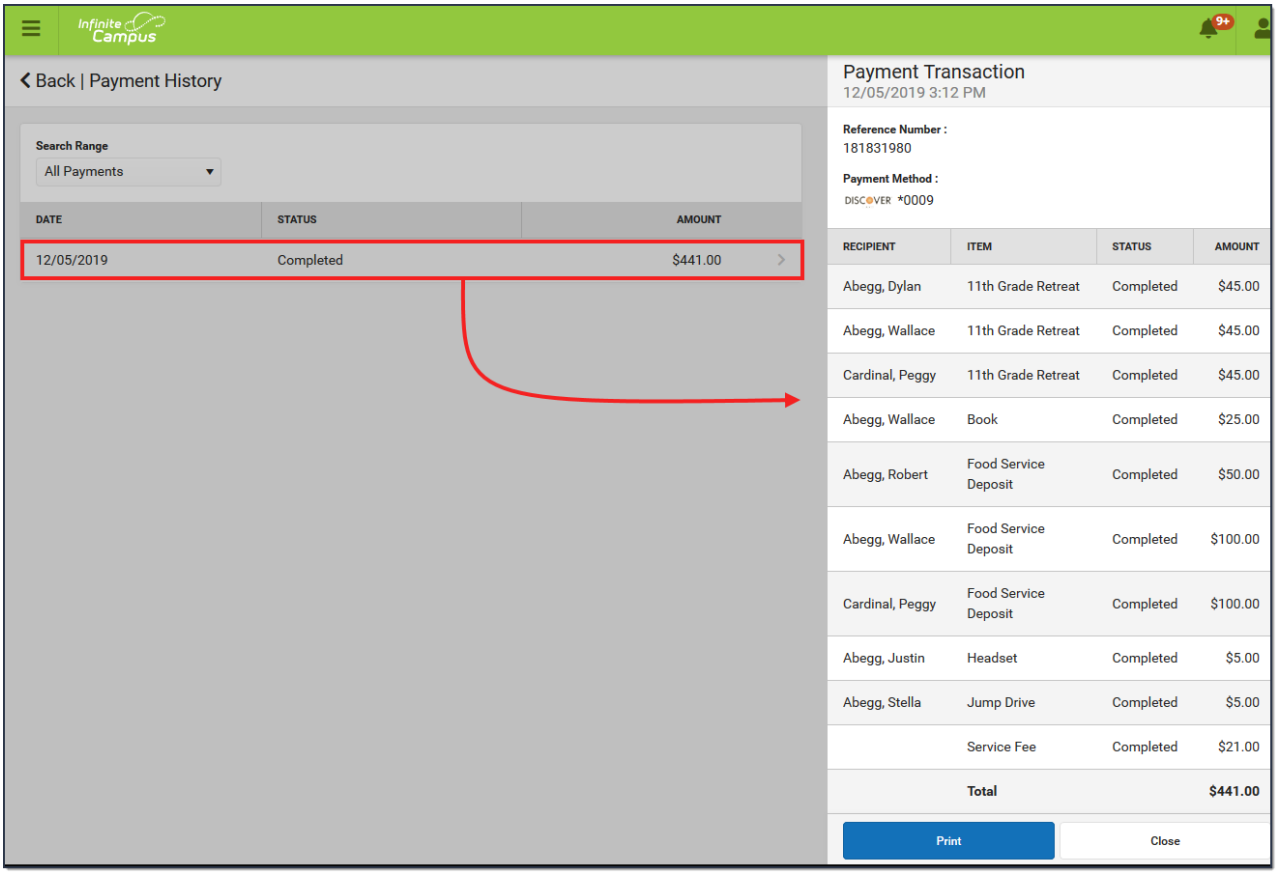

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