

# Payment History

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

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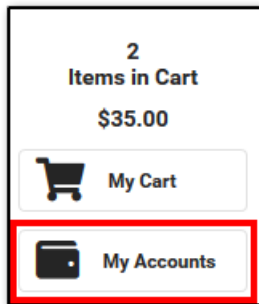
**PATH:** *My Accounts > Payment History*

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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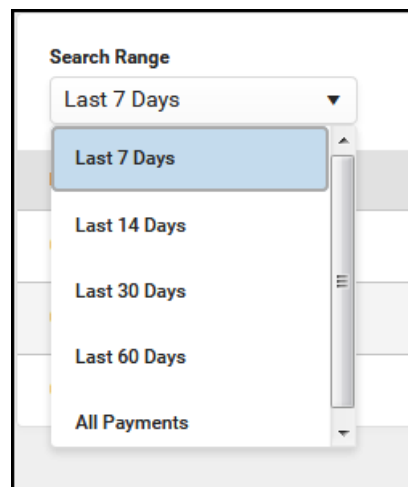
Search Range  
Last 7 Days ▼

DATE	STATUS	AMOUNT	
05/14/2019	Completed	\$152.00	>
05/13/2019	Returned	\$102.00	>
05/07/2019	Completed	\$22.00	>

## 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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Search Range  
All Payments

DATE	STATUS	AMOUNT
12/05/2019	Completed	\$441.00

**Payment Transaction**  
12/05/2019 3:12 PM

Reference Number :  
181831980

Payment Method :  
DISCOVER \*0009

RECIPIENT	ITEM	STATUS	AMOUNT
Abegg, Dylan	11th Grade Retreat	Completed	\$45.00
Abegg, Wallace	11th Grade Retreat	Completed	\$45.00
Cardinal, Peggy	11th Grade Retreat	Completed	\$45.00
Abegg, Wallace	Book	Completed	\$25.00
Abegg, Robert	Food Service Deposit	Completed	\$50.00
Abegg, Wallace	Food Service Deposit	Completed	\$100.00
Cardinal, Peggy	Food Service Deposit	Completed	\$100.00
Abegg, Justin	Headset	Completed	\$5.00
Abegg, Stella	Jump Drive	Completed	\$5.00
	Service Fee	Completed	\$21.00
<b>Total</b>			<b>\$441.00</b>

Print Close