

# Top up accounts and viewing payments in the Arbor Parent App

You can manage accounts for any area of Arbor your school has set up to receive payments for. Here you can also make payments and top up accounts. For more information on making payments, see our articles on [registering for a club](#) and [registering for a trip](#).

**Please note that once you have topped up, you will need to contact your school if you would like to move money to a different account or would like a refund.**

To see all outstanding balances across all you children's' accounts, click the balance on your homepage. **Top Tip: This will show as £0 if the balances are all 0 or all positive.**

On this page you can see:

- Any trips with an amount outstanding (e.g. if instalments have been set up for the trip and only 1 out of the 3 instalments have been paid, so there is still an amount outstanding for that trip).
- Any clubs with an amount outstanding (if club sessions are booked but not yet paid for).
- Any top-up or prepayment accounts (such as Meals or Wraparound care) with a negative balance.
- Any top-up or prepayment accounts (such as Meals or Wraparound care) with a positive balance.

Notices

You have not consented to Social media image publication for Adam Allen >

Payments

Total outstanding - all students







**-£698.71**

Click to review accounts for all students and add a payment

To see accounts for one of your children, you can either:

- Select the **Menu** icon and then click the **Payments** button.
- Use the menu.
- Click into a specific account from the student's page.

Quick Actions ^

 Attendance	 Behaviour	 Clubs
 Meals	 Payments	 Progress

Accounts	^
Clubs	v
Meals	^
Payments	•
Invoices	
Top-Ups	
Credit Notes	

Click an account to see more information, or top up.

Accounts	
Sonia Adams : Meals Balance: £4.00	>
Sonia Adams : Morning Breakfast Club Balance: £10.00	>

Click the green button to top up the account by inputting your card details.

Meals Balance: £4.00

Term

Summer Term

Top Up Account

Input the amount to top up, then click to pay.

Payment amount

£ 10.00

Narrative

Dinner money

Cancel

Pay Now

Next, you'll be able to input your card details. **Please note that you must use a Visa or Mastercard.**

## Make Payment ⊗

Card number

4000 0027 6000 3184

Expiration date

08 / 23

Name on card

Miss G Mayo

Security code (CVV/CVC)

111

Cancel

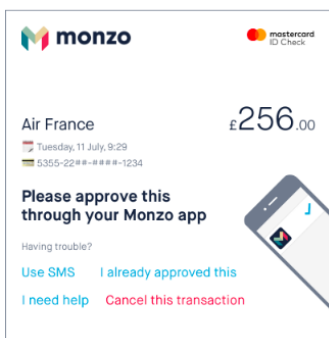
Pay £30.00

You may have to then authenticate your identity for the payment to go through.

If authentication is needed for the payment, you will be prompted to authenticate the payment using the method of authentication your bank supports. This could be:

- an SMS code
- your mobile banking app
- another method

For example, here's what it may look like if you're using Monzo (we are not affiliated with Monzo, this is purely an example).



Once we've been able to confirm your identity, the payment will be completed and your card will be charged. You'll see confirmation that the transaction has been successful.



From the menu you can see more information about payments. Each of these pages default to the current term, but you can look at past terms using the drop down.

The Invoices section shows details of the invoices and the status of each invoice for the current term - whether they have been Cancelled or Paid.

Meals Balance: £32.00

Term

Autumn Term [2023] ▼

Invoices

**24 Nov 2023**  
**Amount:** £2.00  
**Items:** Snack  
**Status:** Issued

The Top-ups page shows the type of top-up made, this can vary from Card (made by you or another Primary Guardian) to Cash or Cheque (logged by the school).

Meals Balance: £32.00

Term

Autumn Term [2023] ▼

Top Up Account

Top-Ups

**24 Nov 2023**  
**£10.00**  
Card Transaction

The Credit Notes page shows all the credit notes.

Meals Balance: £32.00

Term

Autumn Term [2023] ▼

Credit Notes

No Credit Notes found