



How to see your payments in Arbor

A summary of the steps to view the payments you have made via Arbor is as follows;

- Arbor
- Quick Actions
- Payments
- Invoices
- Change *Student*, *Account* and *Term* as needed.
- Payment results are displayed

A detailed step by step is below.

1. Go to Arbor and login to your parent portal.
2. Click the orange 'Quick Actions' button.
3. Select 'Payments' from the drop-down list
4. Under the payments section on the left, select 'Invoices'



The resulting page will now show all recent payments made.

Invoices	
22 May 2025	Account: Trips Amount: £17.00 Items: Trip for Activities Week Kipling - RHS Wisley from 08 Jul 2025 to 08 Jul 2025 Status: Paid
22 May 2025	Account: Shop Amount: £10.00 Items: The Addams Family - 26/06/2025 - ADULT Status: Paid
22 May 2025	Account: Shop Amount: £10.00 Items: The Addams Family - 26/06/2025 - ADULT Status: Paid
22 May 2025	Account: Shop Amount: £5.00 Items: The Addams Family - 26/06/2025 - CHILD/CONCESSIONS Status: Paid
01 May 2025	Account: Trips Amount: £14.00 Items: Trip for Mountbatten Day 1 from 07 May 2025 to 07 May 2025 Status: Paid

You can narrow down the results presented by changing the result parameters.

For instance, to only see items purchased from the school shop.....

5. Change the drop-down menus on the right-hand side to the desired options

Student	<input type="text" value=""/>	▼
Account	Shop	▼
Term	Summer Term 2025	▼

e.g. change **Account** to 'Shop' and **Term** to 'Summer Term 20025'

(If you have multiple students at the school, you can choose the **Student** account you made the payment under here).

This will now only present the shop payments in the results.

Invoices	
22 May 2025	Account: Shop Amount: £10.00 Items: The Addams Family - 26/06/2025 - ADULT Status: Paid
22 May 2025	Account: Shop Amount: £10.00 Items: The Addams Family - 26/06/2025 - ADULT Status: Paid
22 May 2025	Account: Shop Amount: £5.00 Items: The Addams Family - 26/06/2025 - CHILD/CONCESSIONS Status: Paid

You can change the *Account* to also show Trip payments and Meals purchased.

You can change the *Term* to view payments made recently or further in the past.