

Understanding your Statement

Please note that only **primary carers** will see transactions in the Account Summary screen and only parents at DebitSuccess-enabled centres will have access to the Pending and Scheduled payments tabs as well as Pay Now functionality.

The account summary is a "live statement" of your account's transactions with respect to the current billing period. If you'd like to download a detailed statement PDF of your account, you can do so at any time from the Finance screen by tapping the "Download Statement" menu row.



- 1 Tapping this circle in the top right of your screen opens the "Centre Switcher" and allows you to switch between the centres attached to your account, if there is more than one.
- 2 This section shows your amount due. If the section is coloured green and the Amount Due number is negative (-), your account is In Credit and you don't need to make any payments on the current billing period. If the section is coloured orange and the Amount Due number is non-negative, your account is Owing and you may need to make payment via Pay Now or a scheduled direct debit payment. Always talk to your centre first if you are confused about this amount.
- 3 This tab switcher allows you to switch between a few different types of financial transactions. The first is your list of confirmed **Transactions**. These transactions are confirmed and will impact your amount due. The second tab shows **Pending** transactions. Transactions in this tab are still being cleared by the payment gateway and will not affect your amount due until they are cleared and move into the Transactions tab. The last tab is the **Scheduled** payments tab, which shows any upcoming direct debit payments that are scheduled during the current billing period. Transactions this section will not affect your amount due until they are cleared and move into the Transactions tab.
- 4 This text label shows the current billing period that your transactions are shown for.
- 5 This section shows your transactions for the current billing period.
- 6 For families enrolled at a DebitSuccess-enabled centre, this button allows you to make an adhoc (Pay Now) payment if your account balance is Owing.