

## Account Details Page

Details for each student's purchases are available on the Account Details page.

1. Select the student.
2. Click on the Food Service Account tab.
3. Select Food Services as the location.
4. Choose a date range.

Note: Details for Middle School transactions are only available from December 4<sup>th</sup> forward.

The screenshot shows a web browser window displaying the Seattle Academy Account Details page. The page title is "SEATTLE ACADEMY" and the sub-header is "Account Details". The user is logged in as "Seattle Academy of Arts and Sciences". The page shows the "Food Service Account" tab selected, with a location filter set to "Food Services". The search criteria are set to "Find Transactions between 12-01-2017 and 01-12-2018". The "Balance Remaining" is \$210.50. A table of transactions is displayed, showing columns for Date Time, Receipt Number, Description, Quantity, Unit Price, and Amount. The total amount for the date range is \$126.50. The page is currently on page 1 of 3.

Date Time	Receipt Number	Description	Quantity	Unit Price	Amount
1/8/2018 3:27 PM	76713	Milk Organic	1	2.00	\$2.00
1/8/2018 3:20 PM	76602	Bag Snack	1	1.50	\$1.50
1/8/2018 3:20 PM	76602	Milk	1	1.00	\$1.00
1/8/2018 3:20 PM	76602	Hot Lunch	1	6.00	\$6.00
1/5/2018 3:37 PM	76279	Hot Lunch	1	6.00	\$6.00
1/5/2018 3:32 PM	76229	Milk	1	1.00	\$1.00
1/5/2018 3:32 PM	76229	Hot Lunch	1	6.00	\$6.00
1/5/2018 3:32 PM	76229	Bag Snack	1	1.50	\$1.50
1/5/2018 3:32 PM	76229	Special Item \$1.00 Dollar	1	1.00	\$1.00
1/5/2018 3:32 PM	76229	Special Item \$1.00 Dollar	1	1.00	\$1.00
1/4/2018 3:04 PM	75506	Milk	1	1.00	\$1.00
1/4/2018 3:04 PM	75506	Hot Lunch	1	6.00	\$6.00
1/3/2018 3:22 PM	75123	Milk	1	1.00	\$1.00
1/3/2018 3:12 PM	75083	Bag Snack	1	1.50	\$1.50
1/3/2018 3:12 PM	75083	Bag Snack	1	1.50	\$1.50
1/3/2018 3:04 PM	74955	Milk	1	1.00	\$1.00
1/3/2018 3:04 PM	74955	Hot Lunch	1	6.00	\$6.00
12/14/2017 3:23 PM	74361	Bag Snack	1	1.50	\$1.50
12/14/2017 3:23 PM	74361	Milk	1	1.00	\$1.00
12/14/2017 3:23 PM	74361	Bag Snack	1	1.50	\$1.50

**Total Amount: \$126.50**

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**Activity for Date Range: \$354.50**