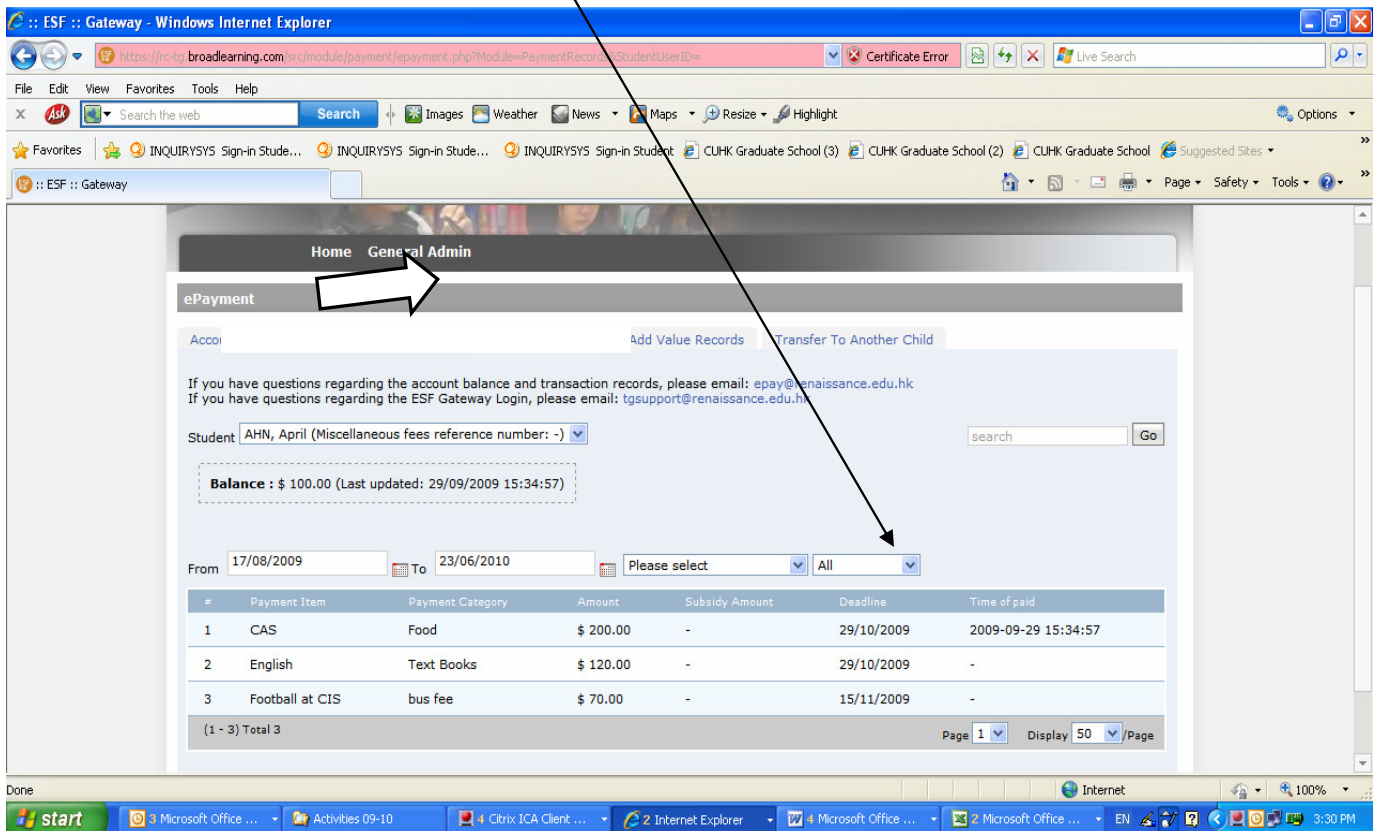


## HOW TO VIEW UNPAID ITEMS

Click on “Payment Records”

- Item#1 is paid (as it contained time of paid information)
- Item#2 & 3 are unpaid due insufficient fund in account

To view only unpaid item, you can select “unpaid” by clicking on the down arrow



The screenshot shows the ESF Gateway ePayment interface. At the top, there are navigation links for 'Home' and 'General Admin'. Below this, the 'ePayment' section includes links for 'Accoi', 'Add Value Records', and 'Transfer To Another Child'. A message provides contact information for account balance and transaction records. The 'Student' field is set to 'AHN, April (Miscellaneous fees reference number: -)'. The 'Balance' is \$ 100.00, last updated on 29/09/2009. The filter section shows 'From' 17/08/2009 and 'To' 23/06/2010. The 'Please select' dropdown menu is currently set to 'All'. Below the filters is a table of payment items.

#	Payment Item	Payment Category	Amount	Subsidy Amount	Deadline	Time of paid
1	CAS	Food	\$ 200.00	-	29/10/2009	2009-09-29 15:34:57
2	English	Text Books	\$ 120.00	-	29/10/2009	-
3	Football at CIS	bus fee	\$ 70.00	-	15/11/2009	-

(1 - 3) Total 3 Page 1 Display 50 /Page