



AP SCHOOL

Financial :

**View your period statement and
your expense statement**

Date of last update: 05/05/2026



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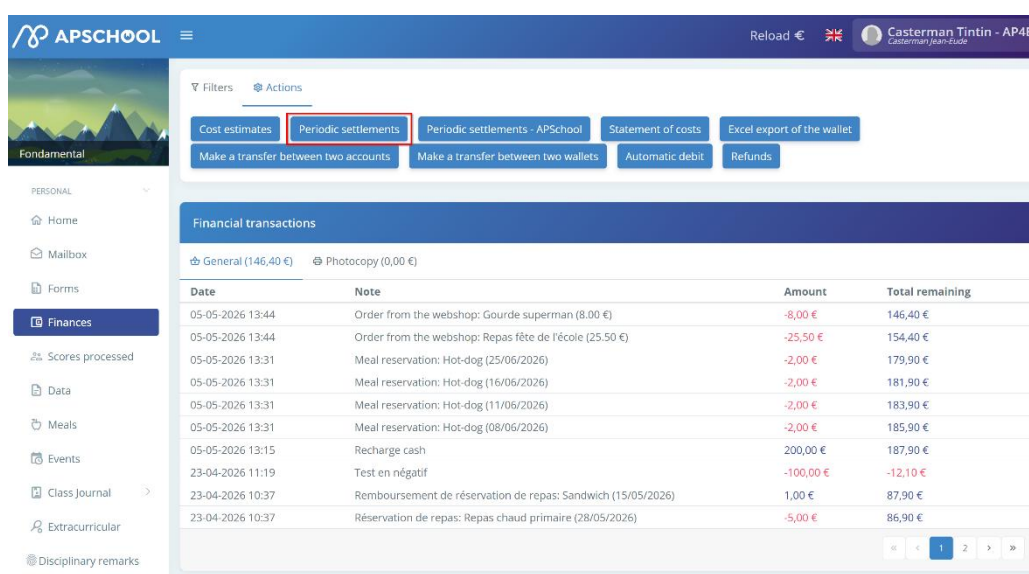
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1. Context

The periodic statement summarizing all expenses for the period is available to you in real time on the platform. This tutorial will guide you through the steps to access the various documents.

2. Check your periodic statement

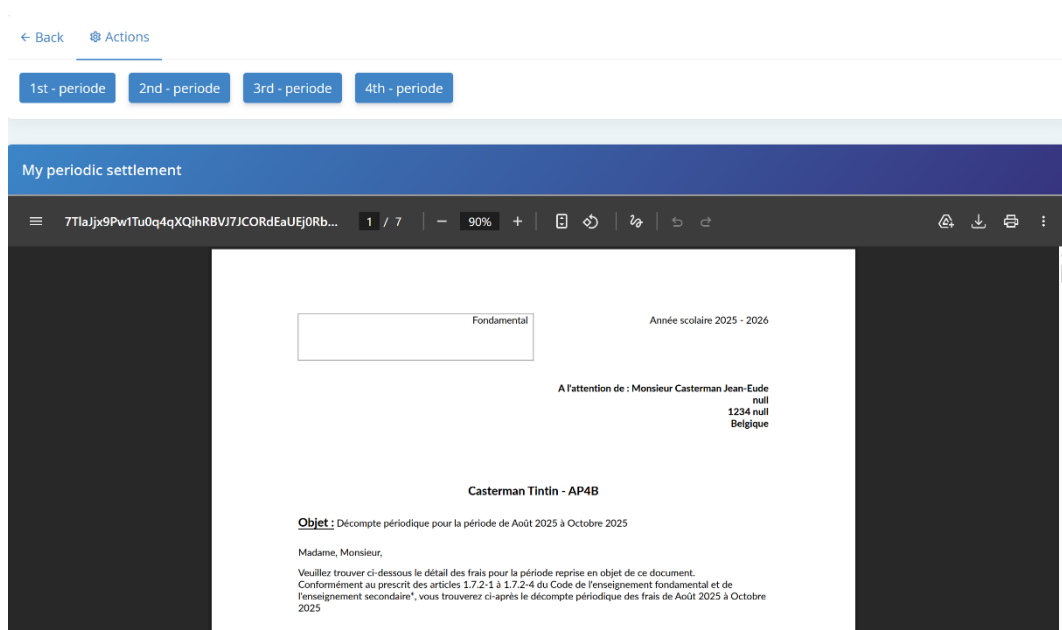
- Go to your "Finances" menu.
- Open the "Actions" tab.
- Click on the "Periodic Accounting" button.



The screenshot shows the APSCHOOL interface. The top navigation bar includes the logo, a menu icon, and user information: 'Reload €', a flag icon, and 'Casterman Tintin - AP4B'. Below the navigation bar, there are two tabs: 'Filters' and 'Actions'. The 'Actions' tab is active, showing several buttons: 'Cost estimates', 'Periodic settlements' (highlighted with a red box), 'Periodic settlements - APSchool', 'Statement of costs', and 'Excel export of the wallet'. Below these are more buttons: 'Make a transfer between two accounts', 'Make a transfer between two wallets', 'Automatic debit', and 'Refunds'. The main content area is titled 'Financial transactions' and shows a table of transactions. The table has columns for 'Date', 'Note', 'Amount', and 'Total remaining'. The transactions are listed as follows:

Date	Note	Amount	Total remaining
05-05-2026 13:44	Order from the webshop: Gourde superman (8.00 €)	-8,00 €	146,40 €
05-05-2026 13:44	Order from the webshop: Repas fête de l'école (25.50 €)	-25,50 €	154,40 €
05-05-2026 13:31	Meal reservation: Hot-dog (25/06/2026)	-2,00 €	179,90 €
05-05-2026 13:31	Meal reservation: Hot-dog (16/06/2026)	-2,00 €	181,90 €
05-05-2026 13:31	Meal reservation: Hot-dog (11/06/2026)	-2,00 €	183,90 €
05-05-2026 13:31	Meal reservation: Hot-dog (08/06/2026)	-2,00 €	185,90 €
05-05-2026 13:15	Recharge cash	200,00 €	187,90 €
23-04-2026 11:19	Test en négatif	-100,00 €	-12,10 €
23-04-2026 10:37	Remboursement de réservation de repas: Sandwich (15/05/2026)	1,00 €	87,90 €
23-04-2026 10:37	Réservation de repas: Repas chaud primaire (28/05/2026)	-5,00 €	86,90 €

- Click on the desired period to display the corresponding periodic statement.



The screenshot shows the 'My periodic settlement' document. At the top, there are buttons for '1st - periode', '2nd - periode', '3rd - periode', and '4th - periode'. Below these, the document title is 'My periodic settlement'. The document content is as follows:

Fondamental

Année scolaire 2025 - 2026

A l'attention de : Monsieur Casterman Jean-Eude
null
1234 null
Belgique

Casterman Tintin - AP4B

Objet : Décompte périodique pour la période de Août 2025 à Octobre 2025

Madame, Monsieur,

Veuillez trouver ci-dessous le détail des frais pour la période reprise en objet de ce document.
Conformément au prescrit des articles 1.7.2-1 à 1.7.2-4 du Code de l'enseignement fondamental et de l'enseignement secondaire, vous trouverez ci-après le décompte périodique des frais de Août 2025 à Octobre 2025.

3. View your expense report

If you would like a statement covering more than 4 months, you can view the expense report. To do so:

- Go to your "Finances" menu.
- Open the 'Actions' tab.
- Click on the "Expense Breakdown" button.

The screenshot shows the APSCHOOL interface. At the top, there's a navigation bar with the APSCHOOL logo, a menu icon, and user information: 'Casterman Tintin - AP4B' and 'Casterman Jean-Eude'. Below the navigation bar, there's a 'Filters' and 'Actions' section. The 'Actions' section contains several buttons: 'Cost estimates', 'Periodic settlements', 'Periodic settlements - APSchool', 'Statement of costs' (highlighted with a red box), 'Excel export of the wallet', 'Make a transfer between two accounts', 'Make a transfer between two wallets', 'Automatic debit', and 'Refunds'. Below this, there's a 'Financial transactions' section with a table of transactions. The table has columns for 'Date', 'Note', 'Amount', and 'Total remaining'. The transactions include items like 'Order from the webshop: Gourde superman (8.00 €)', 'Meal reservation: Hot-dog (25/06/2026)', and 'Recharge cash'.

- Select the start and end dates of the desired period.
- Click the "Generate" button. The document will be automatically generated as a PDF.

Statement of costs ✕

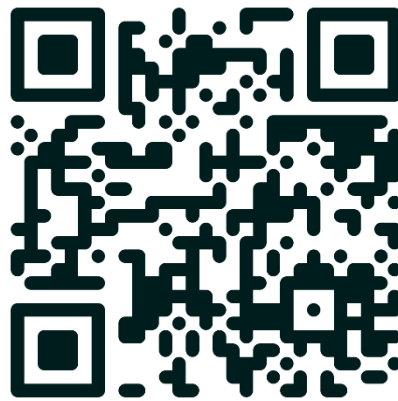
Start date End date



A question? Need assistance?

- For any technical, educational or platform-related questions, please contact your institution directly.
- If you would like to view other tutorials, feel free to click on the following link or scan the QR code below.

<https://parents.apkiosk.com/>



Thank you for following this tutorial!



AP SCHOOL

Innovations for People