

# Generating Receipts

## Step 1

Click on your initials in the top right corner.



## Step 2

Click on the 'Contributions' tab.

Parent: Mr Layton BELL

Active



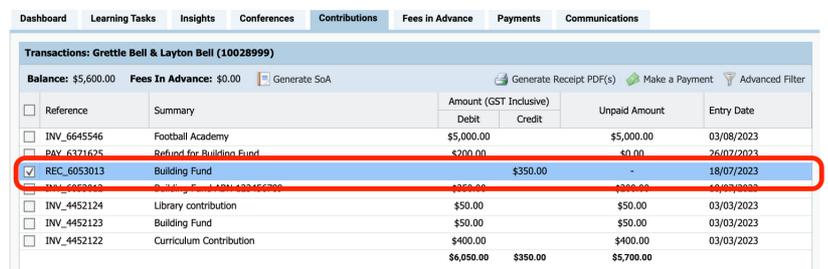
Reference	Summary	Amount (GST Inclusive)		Unpaid Amount	Entry Date
		Debit	Credit		
<input type="checkbox"/> INV_6645546	Football Academy	\$5,000.00		\$5,000.00	03/08/2023
<input type="checkbox"/> PAY_6371625	Refund for Building Fund	\$200.00		\$0.00	26/07/2023
<input type="checkbox"/> REC_6053013	Building Fund		\$350.00	-	18/07/2023
<input type="checkbox"/> INV_6053012	Building Fund ABN 123456789	\$350.00		\$200.00	18/07/2023
<input type="checkbox"/> INV_4452124	Library contribution	\$50.00		\$50.00	03/03/2023
<input type="checkbox"/> INV_4452123	Building Fund	\$50.00		\$50.00	03/03/2023
<input type="checkbox"/> INV_4452122	Curriculum Contribution	\$400.00		\$400.00	03/03/2023
		\$6,050.00	\$350.00	\$5,700.00	

## Step 3

Click on the checkbox next to the Receipt document/s you would like to generate.

Parent: Mr Layton BELL

Active



Reference	Summary	Amount (GST Inclusive)		Unpaid Amount	Entry Date
		Debit	Credit		
<input type="checkbox"/> INV_6645546	Football Academy	\$5,000.00		\$5,000.00	03/08/2023
<input type="checkbox"/> PAY_6371625	Refund for Building Fund	\$200.00		\$0.00	26/07/2023
<input checked="" type="checkbox"/> REC_6053013	Building Fund		\$350.00	-	18/07/2023
<input type="checkbox"/> INV_6053012	Building Fund ABN 123456789	\$350.00		\$200.00	18/07/2023
<input type="checkbox"/> INV_4452124	Library contribution	\$50.00		\$50.00	03/03/2023
<input type="checkbox"/> INV_4452123	Building Fund	\$50.00		\$50.00	03/03/2023
<input type="checkbox"/> INV_4452122	Curriculum Contribution	\$400.00		\$400.00	03/03/2023
		\$6,050.00	\$350.00	\$5,700.00	

Receipts have the prefix 'REC'.

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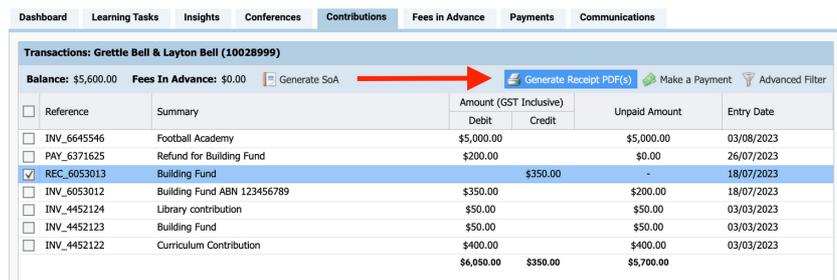
## Step 4

Click on 'Generate Receipt PDF(s)'.

The Receipt will download onto your device as a ZIP file.

Parent: **Mr Layton BELL**

Active



Dashboard Learning Tasks Insights Conferences Contributions Fees in Advance Payments Communications

Transactions: **Grettle Bell & Layton Bell (10028999)**

Balance: \$5,600.00 Fees In Advance: \$0.00 [Generate SoA](#) [Generate Receipt PDF\(s\)](#) [Make a Payment](#) [Advanced Filter](#)

Reference	Summary	Amount (GST Inclusive)		Unpaid Amount	Entry Date
		Debit	Credit		
<input type="checkbox"/> INV_6645546	Football Academy	\$5,000.00		\$5,000.00	03/08/2023
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		\$6,050.00	\$350.00	\$5,700.00	

## Step 5

Locate the ZIP file in your downloads folder and open the Receipt PDF document.

## Receipts for donations

If you have made a donation, and this has been set up by your school, you will see the Voluntary Donation Receipt Description on a separate page. This will typically be the last page of the document.