OCompass

Generating Receipts

Step 1

Click on your initials in the top right corner.



Step 2

Click on the 'Contributions' tab.

Parent: Mr Layton	BELL
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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(c) 🤌 Make a Payment 🕎 Advanced Filter									
Refere	ence	Sumr	nary			Amount Debit	GST Inclusive) Credit	Unpaid Amount	Entry Date
INV_6	645546	Footb	all Academy			\$5,000.0)	\$5,000.00	03/08/2023
PAY_6	371625	1625 Refund for Building Fund				\$200.00		\$0.00	26/07/2023
REC_6	053013	53013 Building Fund					\$350.00		18/07/2023
INV_6	053012	Buildi	ing Fund ABI	N 123456789		\$350.00		\$200.00	18/07/2023
INV_4	452124	Libra	ry contributir	on		\$50.00		\$50.00	03/03/2023
INV_4	452123	Building Fund			\$50.00		\$50.00	03/03/2023	
INV_4	INV_4452122 Curriculum Contribution				\$400.00		\$400.00	03/03/2023	
						\$6,050.00	\$350.00	\$5,700.00	

Active

Active

Step 3

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

Receipts have the prefix 'REC'.

Parent: Mr Layton BELL

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									
Defere					Amount ((GST Inclusive)	Unamid Amount	Fata: Data	
Refere	ice 5	aminary			Debit	Credit	Unpaid Amount	Entry Date	
INV_66	i45546 Fi	otball Academy			\$5,000.00)	\$5,000.00	03/08/2023	
PAY 6	71625 R	efund for Buildir	ia Fund		\$200.00		\$0.00	26/07/2023	
✓ REC_6	053013 B	uilding Fund				\$350.00		18/07/2023	
	52062 0		100155700		\$250.00		\$200.00	10/07/2022	
INV_44	52124 Li	brary contributi	on		\$50.00		\$50.00	03/03/2023	
INV_44	52123 B	uilding Fund			\$50.00		\$50.00	03/03/2023	
INV_44	52122 C	urriculum Contri	bution		\$400.00		\$400.00	03/03/2023	
					\$6,050.00	\$350.00	\$5,700.00		

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Generating Receipts

Step 4

Click on 'Generate Receipt PDF(s)'.

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

Parent: Mr La	ayton BELL
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Active

Dashboard Learning Tasks Insights Conferences Contributions Fees in Advance Payments Communications

Transactions: Grettle Bell & Layton Bell (10028999)									
Ba	Balance: \$5,600.00 Fees In Advance: \$0.00 📃 Generate SoA 🚽 🖉 Generate Receipt PDF(s) 🔌 Make a Payment 🦷 Advanced Filter								
	Reference	Summary		Amount (Debit	GST Inclusive) Credit	Unpaid Amount	Entry Date		
	INV_6645546	Football Academy		\$5,000.00		\$5,000.00	03/08/2023		
	PAY_6371625	Refund for Building Fu	ind	\$200.00		\$0.00	26/07/2023		
\checkmark	REC_6053013	Building Fund			\$350.00	-	18/07/2023		
	INV_6053012	Building Fund ABN 12	3456789	\$350.00		\$200.00	18/07/2023		
	INV_4452124	Library contribution		\$50.00		\$50.00	03/03/2023		
	INV_4452123	Building Fund		\$50.00		\$50.00	03/03/2023		
	INV_4452122	Curriculum Contributio	n	\$400.00		\$400.00	03/03/2023		
				\$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.