



# Parent Contributions Guide

- Updating Payment Plan Credit Card Details
- Generating Receipts

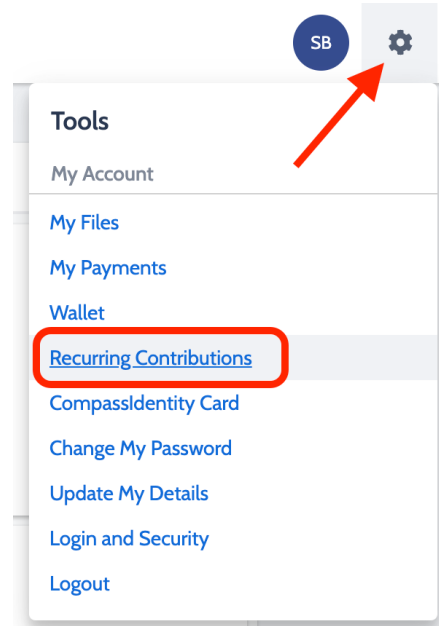


# Updating Payment Plan Credit Card Details

## Step 1

Click on the Tools menu (Cog icon) in the top right corner.

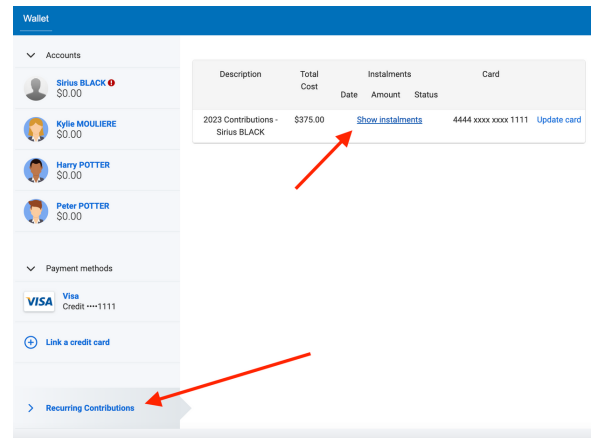
Click on 'Recurring Contributions'.



## Step 2

Click on the 'Recurring Contributions' tab.

Click on 'Show instalments' to see the instalment dates and status.



## Step 3

Click on 'Update card'.

Description	Total Cost	Instalments			Card
		Date	Amount	Status	
2023 Contributions - Sirius BLACK	\$375.00	<a href="#">Hide instalments</a>			4444 xxxx xxxx 1111 <a href="#">Update card</a>
		22/03/2023	\$187.50	Failed	
		03/07/2023	\$187.50	Failed	


# Updating Payment Plan Credit Card Details

## Step 4

Select from an existing credit card, or add a new credit card.

Update card for Recurring Contribution  
2023 Contributions - Sirius BLACK

✓ 4444 xxxx xxxx 1111 (Current)  
Visa Credit ....1111  
Add new Credit Card

  
....1111

Sirius BLACK

Please select an existing saved credit card or choose to add a new card to update.

Update card for Recurring Contribution


## Step 5

When selecting an existing card, please enter the card expiry date and CVC.

When adding a new credit card, please enter the card number, expiry date and CVC.

Update card for Recurring Contribution  
2023 Contributions - Sirius BLACK

Add new Credit Card



1234 5678 9099 9999

Sirius BLACK

12 / 25 444

Please select an existing saved credit card or choose to add a new card to update.

Update card for Recurring Contribution

## Step 6

Click on 'Update card for Recurring Contributions'.

Update card for Recurring Contribution

# 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

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
<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

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](#)

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		Debit	Credit		
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<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'.

# Generating Receipts

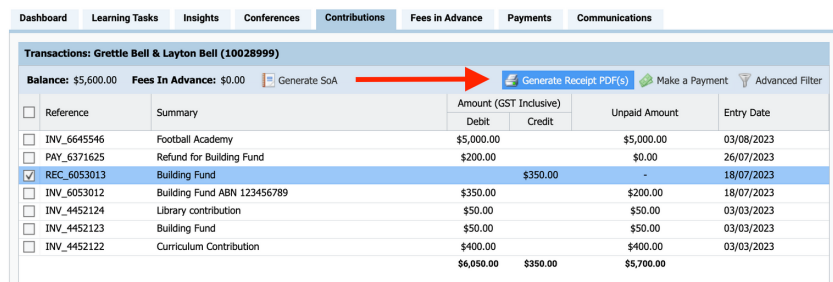
## Step 4

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](#)

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<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 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.