

RECEIPTING

Receipts' allows you to record payments made by parent/guardians.

When you receipt a payment for a parent/guardian, their account balance will be credited by the amount recorded. Furthermore, you may allocate all or part of the payment to one or more outstanding invoices.

This tipsheet will walk you through:

- [Creating a Receipt](#)
- [Deleting a Receipt](#)
- [Searching and Viewing Receipts](#)
- [Printing/Emailing a Receipt](#)
- [Troubleshooting](#)

Summary

Create A Receipt

1. Click on the Accounts tab
2. Click on Receipts
3. Click +Create New Receipt
4. Select the contact name
5. Enter the Receipt Amount
6. Click Select
7. Select the Receipt Method
8. Click Save

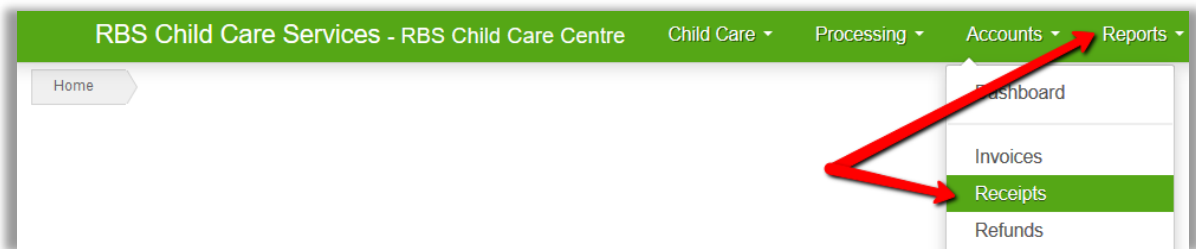
Delete A Receipt

1. Click on the Accounts tab
2. Click on Receipts
3. Find the receipt and click on the X button
4. Confirm the deletion by clicking on OK

RECEIPTING

Detailed

Receipts are created and stored within the Receipts page located within the Accounts menu:

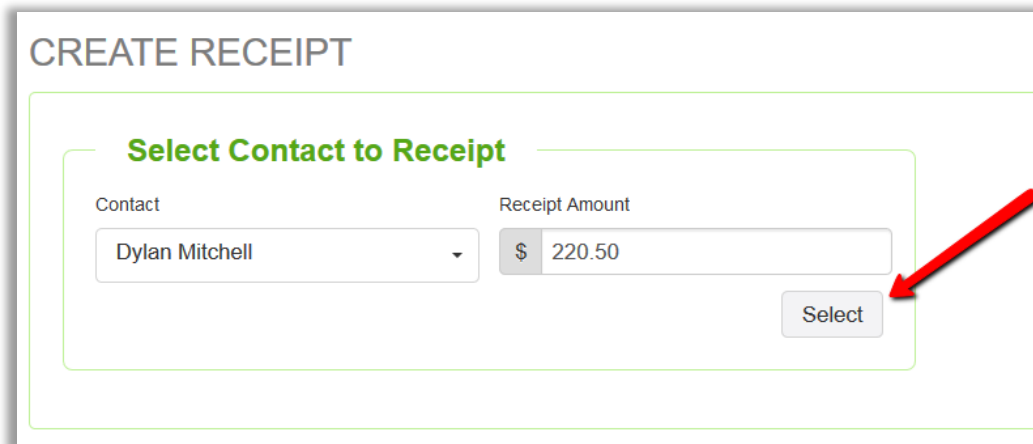


Creating a Receipt

To begin creating a receipt, you will need to click the **+Create New Receipt** button.

You will then need to select the parent/guardian from the dropdown menu. You may start typing to search for the parent.

Enter the receipt amount and then click the **Select** button:

A screenshot of the "CREATE RECEIPT" form. The title "CREATE RECEIPT" is at the top. Below it is a section titled "Select Contact to Receipt" enclosed in a green border. Inside this section, there are two input fields: "Contact" with a dropdown menu showing "Dylan Mitchell" and "Receipt Amount" with a text input field containing "\$ 220.50". To the right of these fields is a "Select" button, which is highlighted by a red arrow.

This will open the full Create Receipt window:

Detailed cont.

CREATE RECEIPT Print Receipt After Save

Contact Info

First Name: Surname:

Number/Street: Suburb:

State: Postcode:

Receipt Info

Receipt Date: Receipt Amount: Receipt Method:

Comments:

Note: If the receipt amount is greater than the amount owing, the left over amount will credit the contact's account.

Line	Apply Receipt To Item?	Invoice Number	Invoice Date	Invoice Total	Outstanding Balance	Receipt Amount
1	<input checked="" type="checkbox"/>	INV-00001007	05/06/2018	300	155.5	155.5
2	<input checked="" type="checkbox"/>	INV-00001017	20/06/2018	5.5	5.5	5.5
3	<input checked="" type="checkbox"/>	INV-00001018	21/06/2018	1000	1000	59.5
4	<input type="checkbox"/>	INV-00001022	21/06/2018	865	865	0
Total Receipt Applied to Invoices:						\$220.50

The parent/guardian details will prefill into the **Contact Info** section.

The receipt amount entered and today's date will display in the **Receipt Info** section. Both values may be adjusted as required.

Select a **receipt method** from the dropdown menu and enter a comment if applicable. The comment will display on the receipt for the parent/guardian to see.

If invoices with an outstanding balance exist, they will appear in the grid. The payment will automatically allocate itself, beginning with the oldest dated invoice. The payment allocated will display in the **Receipt Amount** column:

Line	Apply Receipt To Item?	Invoice Number	Invoice Date	Invoice Total	Outstanding Balance	Receipt Amount
1	<input checked="" type="checkbox"/>	INV-00001007	05/06/2018	300	155.5	155.5
2	<input checked="" type="checkbox"/>	INV-00001017	20/06/2018	5.5	5.5	5.5
3	<input checked="" type="checkbox"/>	INV-00001018	21/06/2018	1000	1000	59.5
4	<input type="checkbox"/>	INV-00001022	21/06/2018	865	865	0
Total Receipt Applied to Invoices:						\$220.50

These amounts may be manually updated if you wish to distribute the funds differently or to a particular invoice.

If you adjust this manually, you will need to ensure that the total amount entered matches the total amount of the receipt (except where the receipt amount **total** is less than the receipt amount, therefore putting the account into credit). You will also need to ensure that the check boxes in the 'Apply Receipt to Item' are set correctly.

Detailed cont.

You must also ensure that the amount allocated in the receipt amount box for a particular invoice does not exceed the **Outstanding Balance** total.

Once you have entered your receipt details, click the **Save** button. You will receive a notification once the receipt has successfully saved:



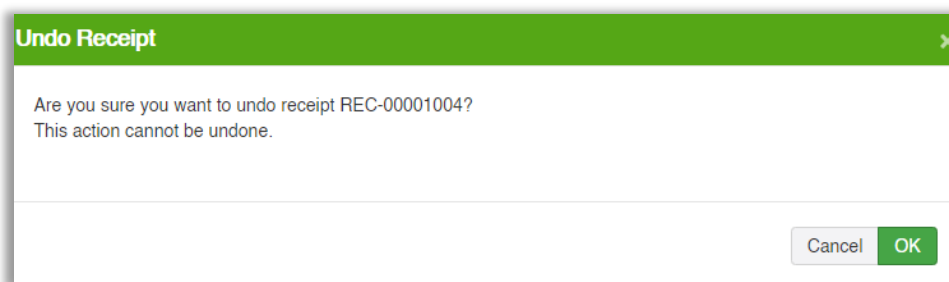
Deleting a Receipt

If you have entered in the incorrect amount or selected the wrong parent you cannot edit a receipt to change this information. In this case you will delete the incorrect receipt and then create a new one as needed.

First find the receipt. Next, click on the X button on the right hand side:

Name	Educator	Receipt #	Receipt Date	Amount	Method	Status	Emailed	
Eamonn Sinclair (Parent)		REC-00001004	15/11/2020	\$3,000.00	EFT	Issued	No	⋮
Elliott Connor (Parent)		REC-00001003	20/11/2020	\$783.00	EFTPOS	Issued	No	⋮
Elliott Connor (Parent)		REC-00001002	01/11/2020	\$285.00	EFT	Issued	No	⋮
Elliott Connor (Parent)		REC-00001001	26/10/2020	\$150.00	Cash	Issued	No	⋮

You will then be asked to confirm the action. Do this by clicking **OK**:



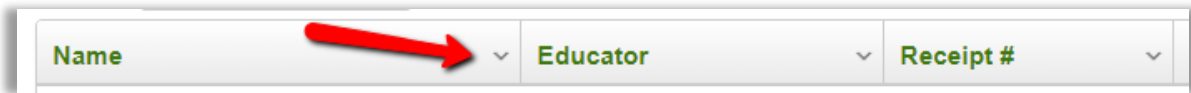
You will receive a successful message and the receipt status will display as **Cancelled**:

Name	Educator	Receipt #	Receipt Date	Amount	Method	Status	Emailed	
Eamonn Sinclair (Parent)		REC-00001004	15/11/2020	\$3,000.00	EFT	Cancelled	No	⋮
Elliott Connor (Parent)		REC-00001003	20/11/2020	\$783.00	EFTPOS	Issued	No	⋮
Elliott Connor (Parent)		REC-00001002	01/11/2020	\$285.00	EFT	Issued	No	⋮
Elliott Connor (Parent)		REC-00001001	26/10/2020	\$150.00	Cash	Issued	No	⋮

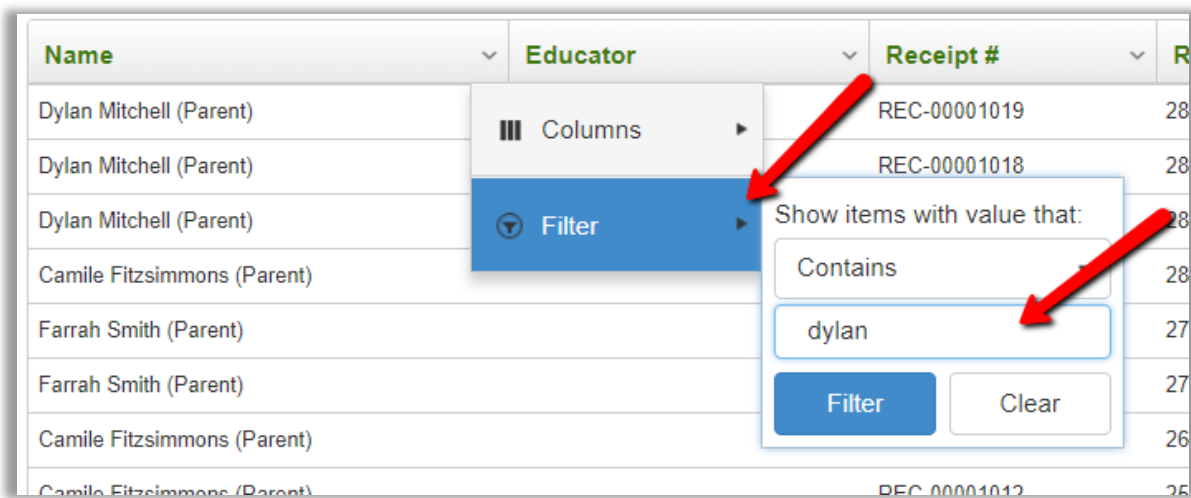
Detailed cont.

Searching and Viewing Receipts

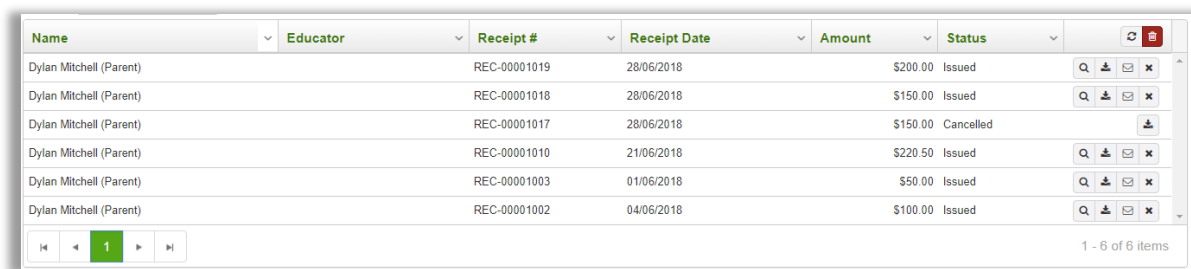
You may search for receipts using the column headers:



Clicking the arrow on each column will provide you with search options. You may select the filter option to type a keyword:



Once you click the **Filter** button, only receipts relating to your search will display:



To clear your search filter, click the  button:

Detailed cont.

Name	Educator	Receipt #	Receipt Date	Amount	Status	
Dylan Mitchell (Parent)		REC-00001019	28/06/2018	\$200.00	Issued	🔍 📄 ✖
Dylan Mitchell (Parent)		REC-00001018	28/06/2018	\$150.00	Issued	🔍 📄 ✖
Dylan Mitchell (Parent)		REC-00001017	28/06/2018	\$150.00	Cancelled	📄
Dylan Mitchell (Parent)		REC-00001010	21/06/2018	\$220.50	Issued	🔍 📄 ✖
Dylan Mitchell (Parent)		REC-00001003	01/06/2018	\$50.00	Issued	🔍 📄 ✖
Dylan Mitchell (Parent)		REC-00001002	04/06/2018	\$100.00	Issued	🔍 📄 ✖

1 - 6 of 6 items

Legend: 🔍 View 📄 Export ✖ Email ✖ Undo

Clicking the 🔍 button next to a receipt will open the receipt details for you to view:

RECEIPT - REC-00001019 Update Receipt Details Print

Contact Info

To: Dylan Surname: Mitchell
Address: 1/671 Gympie Road Chermiside QLD 4032

Receipt Info

Receipt Date: 28/06/2018
Status: Issued

Receipt Amount	\$200.00
Payment Method	Cash
Balance Before	(\$221.88)
Balance After	(\$21.88)

Comments:

Description	Invoice Number	Amount Applied
Credit Invoice	INV-00001032	\$200.00

Printing and Emailing Receipts

Clicking the 📄 button next to a receipt will download a PDF version of the receipt.

If you wish to email the receipt to the parent/guardian, click the ✉ button.

A confirmation message will display:

Email Receipt ✖

Are you sure you want to email receipt REC-00001019 to Dylan Mitchell (dylan@redbourne.com.au)

Cancel
OK

Click OK to send the email. You will receive a s message once the email has been sent.

RECEIPTING

Troubleshooting

Issue: Why Isn't the partner or other contacts showing up in the search bar when trying to enter a receipt?

Resolution: Receipts may only be entered against the Primary Guardian as this is the individual responsible for paying the gap fees.

Issue: Can I add other payment methods?

Resolution: Additional payment methods may not be added.

Issue: Am I able to enter a receipt with a future date?

Resolution: No, the receipt date must either be the current date or a past date.