

# STATEMENT OF ACCOUNT

## A Quick Reference Guide

Log into compass

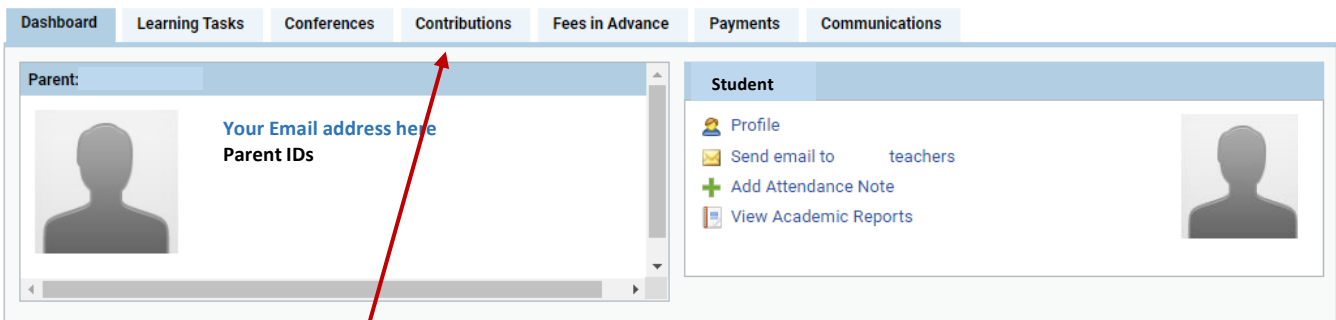


From the top line of Compass click on the blue circle with your initials

The following screen will appear

Parent: **Your Name Here**

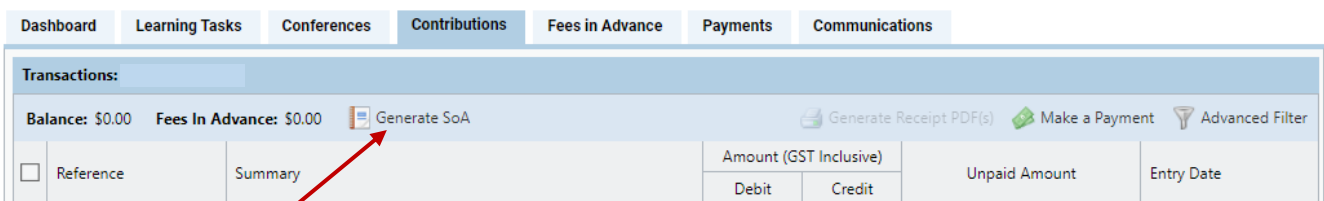
Active



Select the Contributions tab

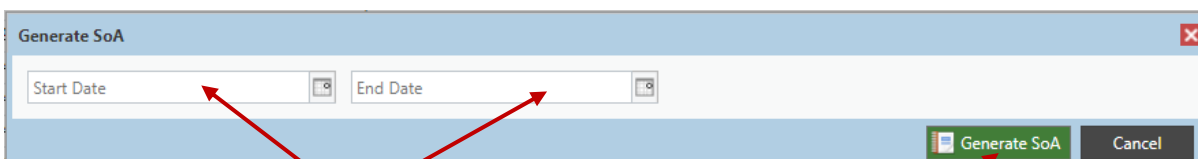
Parent: **Your Name Here**

Active



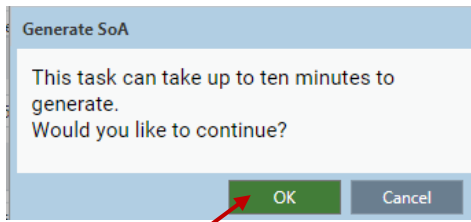
Select Generate SoA – Statement of Account

The following dialog box appears.

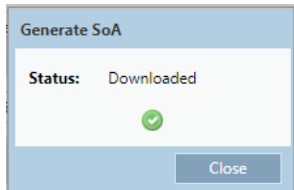


Enter the dates you want the statement for and then select Generate SoA


A dialog box will appear advising you with may take some time. The length of time will depend on the time frame time you nominated.



Select OK



Once the report has been generated it will download as a pdf file. Look for it in the bottom lefthand corner for the file. Click on it and the pdf file will open



# Vermont Secondary College

## Statement of Account

Statement To:

Your name and address here

**Vermont Secondary College**  
**ABN: 86022458983**  
 PO Box 138  
 Vermont, VIC 3133  
 (03) 8872 6300

**Fees in Advance: \$0.00**  
**Balance: \$0.00**

Your student name here

**Balance: \$0.00**

Invoice Details	Date	Amount	Unpaid Amount
9 Design Technology Materials - Subject Contribution -	21/06/2022	\$65.00 DR	\$65.00

**Donations\***

Donations Details	Transaction Type	Date	Amount
Other Contributions - Library Fund -	Receipt	04/02/2022	\$40.00 CR

**Transactions**

Transaction Details	Transaction Type	Date	Amount
Payment for 2022 Parent Payments -	Receipt	04/02/2022	\$412.00 CR

Print if your wish