## STATEMENT OF ACCOUNT

## A Quick Reference Guide

Log into compass	
🗿 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
Dashboard   Learning Tasks   Conferences   Contributions   Fees in Advance   Payments   Communications	
Parent: Student	
Your Email address hee Parent IDs Your Email address hee Parent IDs Parent IDs Profile Send email to teachers Add Attendance Note View Academic Reports	
Select the Contributions tab	

Parent: Your Name Here						Active		
Dashboard	Looming Tacks	Conferences	Contributions	Foos in Advance	Paymonte	Communicat	tions	
Dashboard	Learning Tasks	conterences	contributions	rees in Advance	rayments	communicat	uons	
Transactions:								
Balance: \$0.00 Fees In Advance: \$0.00 📃 Generate SoA 🎯 Generate Receipt PDF(s) 🛷 Make a Payment 🍸 Advanced Filter								
D Defense		Summary		Amount (0	Amount (GST Inclusive)		unt Entre Data	
Keteren	e Sun			Debit	Credit	Unpaid Amount	Entry Date	

Select Generate SoA – Statement of Account

## The following dialog box appears.

Generate SoA		×
Start Date End Date		
	📑 Generate SoA	Cancel
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.



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 Se	econdary	y Colle	ege	•	
Statement of Account   Statement To: Vermont Secondary College   Your name and address here PO Box 138   Vermont, VIC 3133 (03) 8872 6300					
Your student name here Balance: \$0.00		Fee	∺s in Ad Ba	vance: \$0.00 alance: \$0.00	
Invoice Details	Date	Amount	Un	paid Amount	
9 Design Technology Materials - Subject Contribution -	21/06/2022	\$65.00 DR		\$65.00	
Donations*					
Donations Details	Transaction	Туре	Date	Amount	
Other Contributions - Library Fund -	Receipt	04/02/	2022	\$40.00 CR	
Transactions					
Transaction Details	Transaction 1	Гуре D	ate	Amount	
Payment for 2022 Parent Payments	Receipt	04/02/2	022	\$412.00 CR	

Print if your wish