

# Parent Contributions Guide

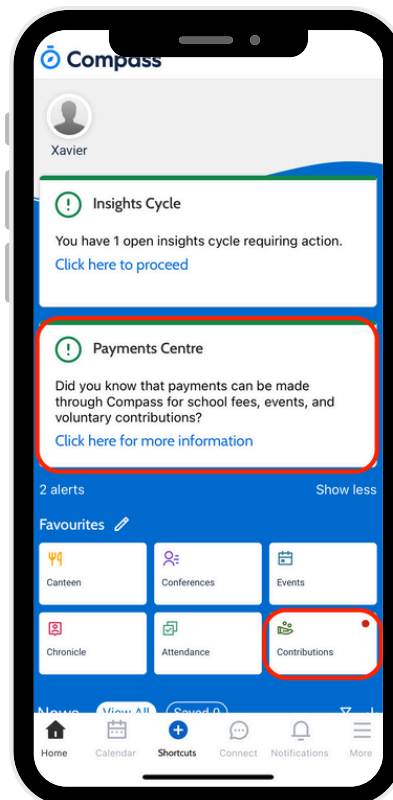
- Make a Contribution to your School
- Updating Payment Plan Credit Card Details - App and Desktop Browser
- Generating Receipts



# Make a Contribution to your School - App

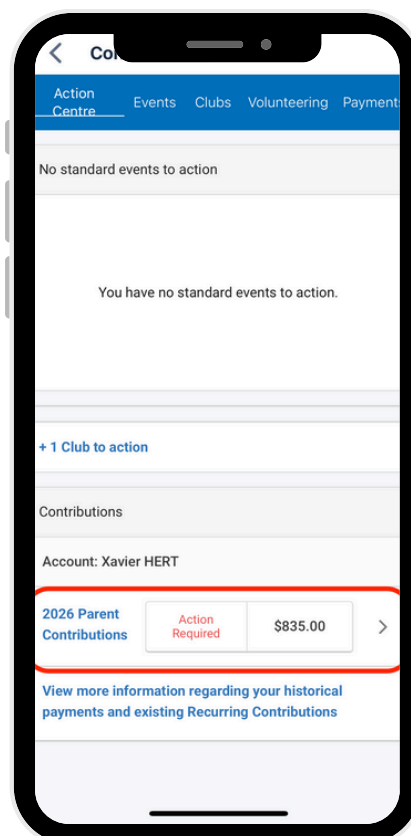
## Step 1

Click on the Payments Centre notification on your homepage. You can also click on the Contributions module from your Favourites, or from the More menu instead.



## Step 2

On the Action Centre tab, click on the Parent Contributions set up by your school.



## Step 3

Click on continue until you reach the Payments tab.

You may need to respond to and agreements and questions in order to proceed to the Payment tab.

# Make a Contribution to your School - App

## Step 4

On the Payments tab, you can make a contribution towards the payment items listed.

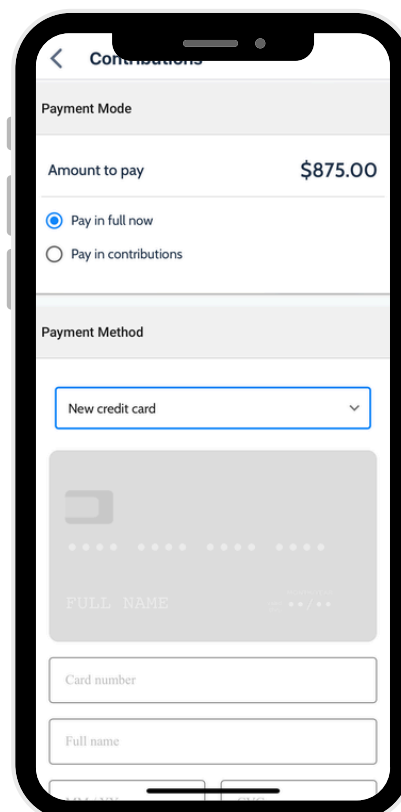
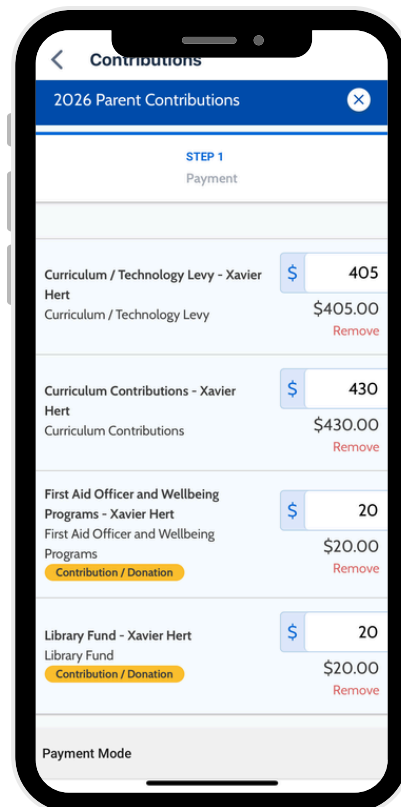
## Step 5

Select how you would like to make a payment and enter your card details.

Click on the blue 'Process' button to process the payment.

## Step 6

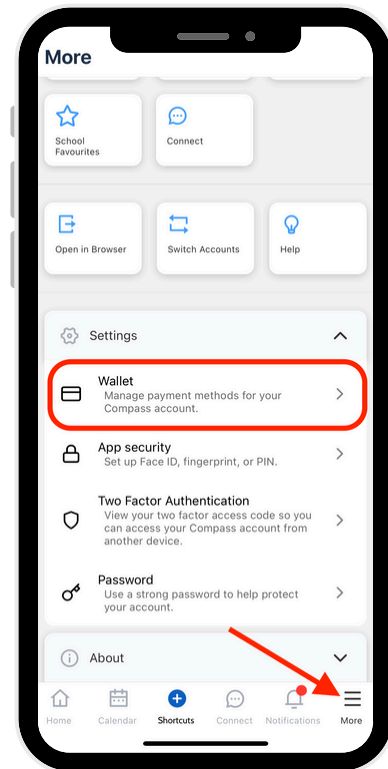
You can go into your Action Centre and make a contribution at any time.



# Updating Payment Plan Credit Card Details - App

## Step 1

From the More menu, click on 'Settings' and 'Wallet'.



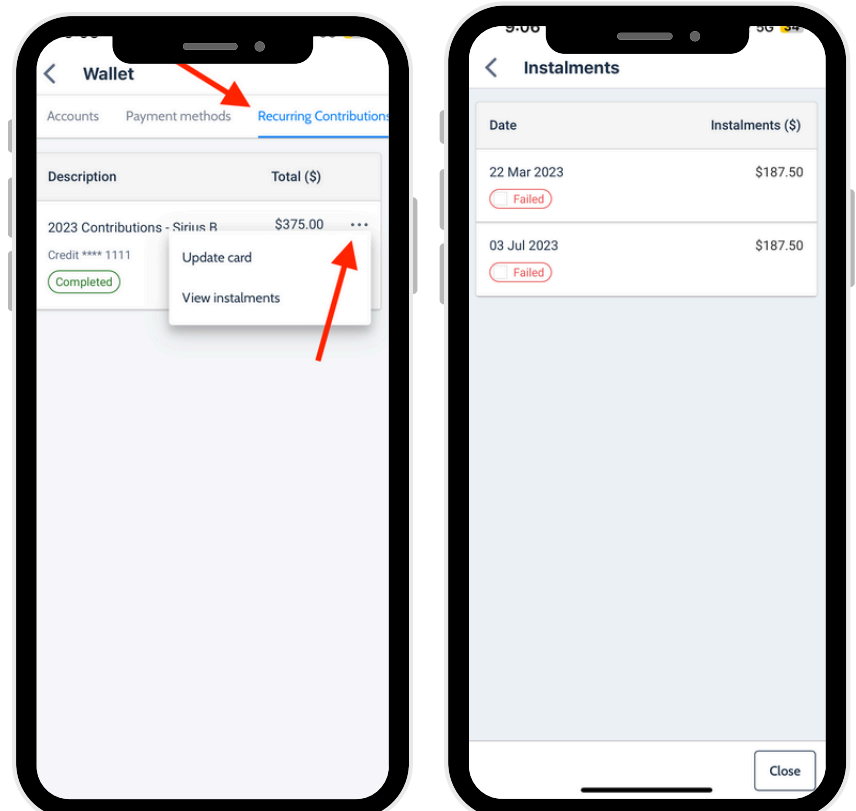
## Step 2

Click on the 'Recurring Contributions' tab to see your Payment Plans.

## Step 3

Click on the three dots next to the payment plan.

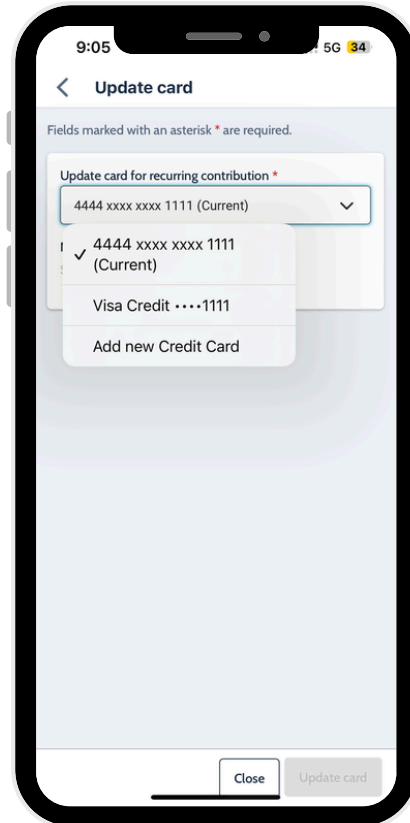
Click on 'View instalments' to view the status of each instalment.



# Updating Payment Plan Credit Card Details - App

## Step 4

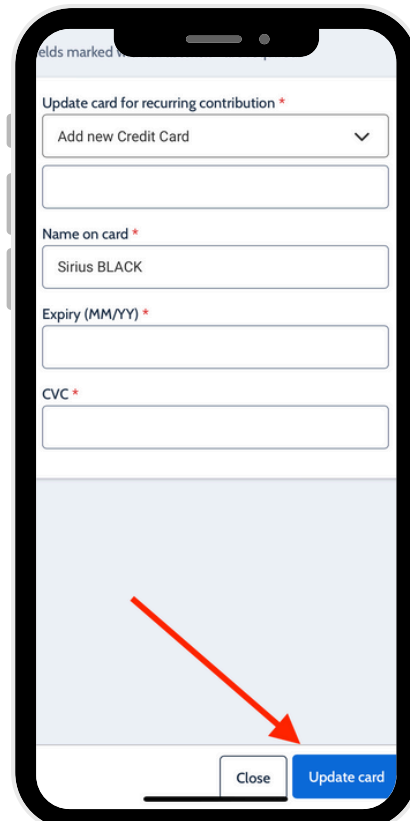
Click on 'Update card' to update your credit card linked to the payment plan.



## 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 and click on 'Update card'.

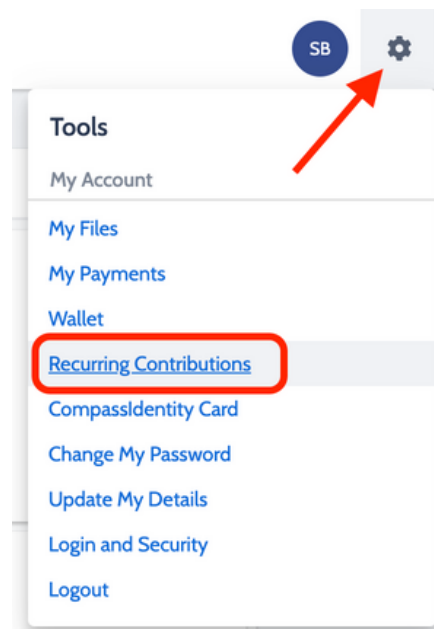


# Updating Payment Plan Credit Card Details - Web Browser

## Step 1

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

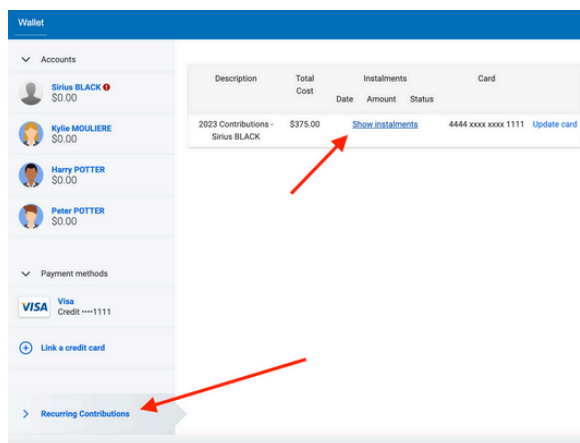
Click on 'Recurring Contributions'.



## 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				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 / 25444

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 - Web Browser

## 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 **Contributions** Fees in Advance Payments Communications

Transactions: Grettie 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 **Contributions** Fees in Advance Payments Communications

Transactions: Grettie 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_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: Grettie 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_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.