



Voluntary Contributions – how to print or email letters

To print or email letters for your families for voluntary contributions for the financial year so they can claim on their tax returns.

Path: Debtors> Voluntary Contribution Reports

The screenshot shows the 'Voluntary Contribution Reports' window. It contains several sections: 'Select Famkey' with 'From' and 'To' fields (1); 'Select Item No' with 'From' and 'To' fields (2); 'Select date range' with 'From' and 'To' date pickers (3); 'Report Selection' with a 'Report Style' dropdown menu (4); 'Output destination' with radio buttons for 'Print to Window', 'Print to Printer', 'Export to File', and 'Export to Mail' (5); 'Print Option' with radio buttons for 'Print All', 'Email Only', and 'Not EMail' (6); 'Print based on which address option' with radio buttons for 'Account', 'Alt Corresp', and 'Alt Other' (7); 'Export File Settings' with 'File Name', 'File Type', and 'Doc. Man.' fields (8); and a 'Print' button (9).

1	In Famkey select a family or leave blank for all.
2	[Select the Item No]- of your voluntary donation code.
3	[Select date range] - Enter Date constraints for the report.
4	In [Report Style] select to print: <ul style="list-style-type: none">• Contribution Letter• Contribution Listing report.
5	[Output Destination] – Select the option you require:

	<ul style="list-style-type: none"> • [Print to Window] Print the report to paper • [Export to File] – print the report to PDF • [Print to Printer] – print directly to your printer • [Export to Mail] - Email the letters to parents • [Export to File +Print] - Save the letters to Family Document Management and print
6	[Print Option] <ul style="list-style-type: none"> • [Print All] - leave on All – this will Email and Print any without Email addresses • [Email Only] • Not Email
7	[Print based on which address option] <ul style="list-style-type: none"> • Account • Alt Corresp • Alt Other
8	[Print Individually] – place a tick in here to print individually – use also with Emails
9	[Print]

Example of Contribution Listing

Voluntary Donations				01/04/2009
FamilyCode	Rec.Date	Rec.Number	Amount	
ADAM01	16/11/2009	999999	150.00	
ADAM01 Total:			150.00	
FamilyCode	Rec.Date	Rec.Number	Amount	
ALLIN01	16/11/2009	999999	150.00	
ALLIN01 Total:			150.00	
FamilyCode	Rec.Date	Rec.Number	Amount	
ANDRE01	16/11/2009	999999	150.00	
ANDRE01 Total:			150.00	
FamilyCode	Rec.Date	Rec.Number	Amount	
APOST01	16/11/2009	999999	150.00	
APOST01 Total:			150.00	
School Total:			600.00	

Example of Individual Contribution Letter

Kate's College

ABN: 12 345 678
123 Craigs More Road
TOWN 4000

Telephone 08 8912 3455 Facsimile 08 8912 3456
Email help@pcschool.net

Mr D & Mrs M Adam
47 Research Drive
TOWN 5000

Tax Deductible Donations/Contributions

Thank you for your generous and continuing support to Kate's College and we greatly value your commitment.

For tax deductibility purposes, below is a list of your contributions for the period from 01/04/2009 to 31/12/2009

FamilyCode	Rec.Date	Amount
ADAM01	16/11/2009	150.00
Total:		\$150.00