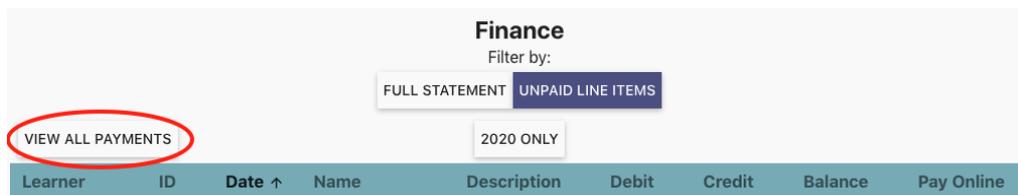


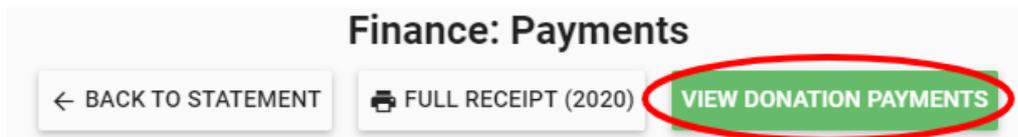
Generating Receipts from Hero

HOW A CAREGIVER CAN PRINT A TAX DONATION RECEIPT

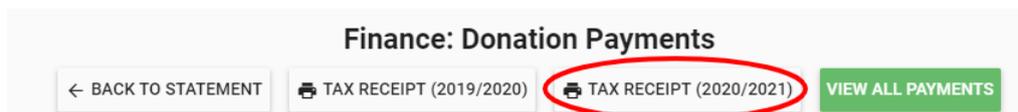
1. The caregiver will log into Hero via a web browser
2. The caregiver will select **FINANCE** from the menu to view the statement of the students they have finance access to view
3. The caregiver will click **VIEW ALL PAYMENTS**



4. The caregiver will click **VIEW DONATION RECEIPTS**.



5. The caregiver will click the **Tax Receipt** button for the year they require. This will download as a protected (uneditable) Word document.



You can also produce a full receipt of all payments including Fees/ Non-donations.

HOW A CAREGIVER CAN PRINT A FULL YEAR'S RECEIPT

1. The caregiver will log into Hero using their personal email
2. The caregiver will select **FINANCE** from the menu to view the statement of the students they have finance access to view
3. The caregiver will click **VIEW ALL PAYMENTS**

Finance
Filter by:
FULL STATEMENT UNPAID LINE ITEMS
2020 ONLY
VIEW ALL PAYMENTS

Learner	ID	Date ↑	Name	Description	Debit	Credit	Balance	Pay Online
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4. The caregiver will click the **Full Receipt** button for the year they require. This will download as a protected (uneditable) Word document.

Finance: Payments

← BACK TO STATEMENT **🖨️ FULL RECEIPT (2020)** VIEW DONATION PAYMENTS