

HOW TO RUN A RECEIPT FOR TAXES

1. Login to your CampDoc Account.

2. On the left hand side of the screen click on the camper you need to run the receipt for.

3. Click on Account

4. Select the filter button and put in the start and end date

5. Click on the SEARCH button

6. You should now see results for just the time you have entered in the system.

7. Select the print button for a receipt that will show you the total amount paid for the set time peroid.

CampDoc

Fake Child / Account
City of Fairfax Camps

Fake Child

Registration

Health Profile

Account

Custom Labels

Trusted Contacts

+ NEW PARTICIPANT

Account History for Fake Child

City of Fairfax 10544 Armstrong St. Fairfax VA 22030

TAX ID# 54-600-1266

Balance: \$0.00

Filter by Name or Description

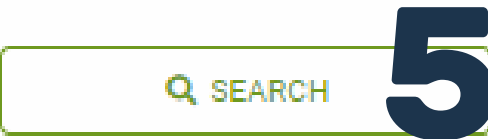
Search line items

Start Date
Jan 1 2022

End Date
Dec 31 2022

Line Item Summary

LINE ITEM TYPE	QUANTITY	SUM AMOUNT
Payment	7	(\$3,189.96)
Tuition	5	\$1,000.00
Adjust	4	(\$425.00)
Misc	3	(\$415.00)
Refund	2	\$400.00
Total	21	Balance (\$2,629.96)



7 Example of top of the printed sheet with totals and registrations. Balance number in parentheses is the total paid for your selected time period.