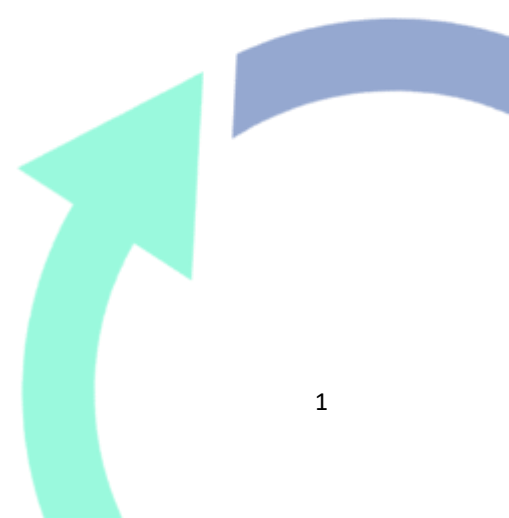




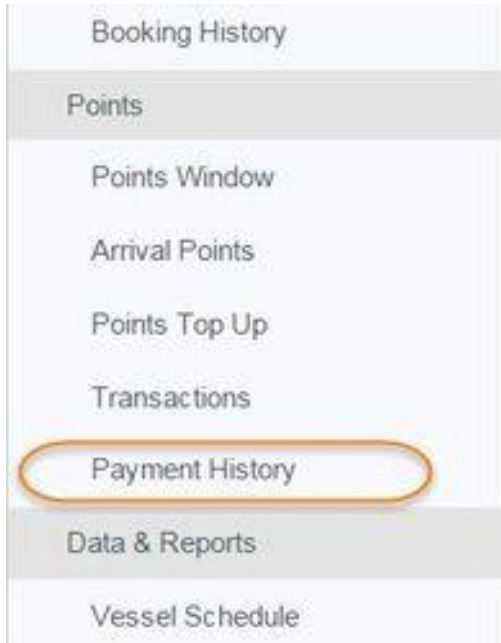
1-Stop

How to Print a Payment Receipt



HOW TO PRINT A PAYMENT RECEIPT

You can print a Tax Receipt from the “Payment History” screen.



Enter any information in the search criteria and then press **Search** button.

Payment Transactions

Company Name:
Transaction ID:
Date From:
Payment Status:
Date To:

Create Date	Confirmed Date	Transaction ID	Points Purchased	Purchased Amount	Transaction Fee	TAX(VAT 12%)	Total Amount	Action	Status	Message
4-Feb-16 17:20	4-Feb-16 17:21	ICTSI159551965	1400	P 1,400.00	P 20.00	P 170.40	P 1,590.40	Print Receipt	SUCCESSFUL	[000] BOG Reference No: 20160204172134 #VIVJ3P985 [2]
4-Feb-16 12:41	4-Feb-16 12:41	ICTSI159550969	1000	P 1,000.00	P 20.00	P 122.40	P 1,142.40	Print Receipt	SUCCESSFUL	[000] BOG Reference No: 20160204124221 #HGDEDR02 [2]
4-Feb-16 06:49	4-Feb-16 06:49	ICTSI159528352	1000	P 1,000.00	P 20.00	P 122.40	P 1,142.40	Print Receipt	SUCCESSFUL	[000] BOG Reference No: 20160204065027 #TMOXYCL7 [2]
4-Feb-16 06:28	4-Feb-16 06:28	ICTSI159528250	13500	P 13,500.00	P 20.00	P 1,622.40	P 15,142.40	Print Receipt	SUCCESSFUL	[000] BOG Reference No: 20160204062848 #ULHT4YH6 [2]
4-Feb-16 06:25	4-Feb-16 06:25	ICTSI159528243	1530	P 1,530.00	P 20.00	P 186.00	P 1,736.00	Print Receipt	SUCCESSFUL	[000] BOG Reference No: 20160204062625 #BRGAXML3 [2]

Click on “**Print Receipt**” link on the transaction to print the receipt.