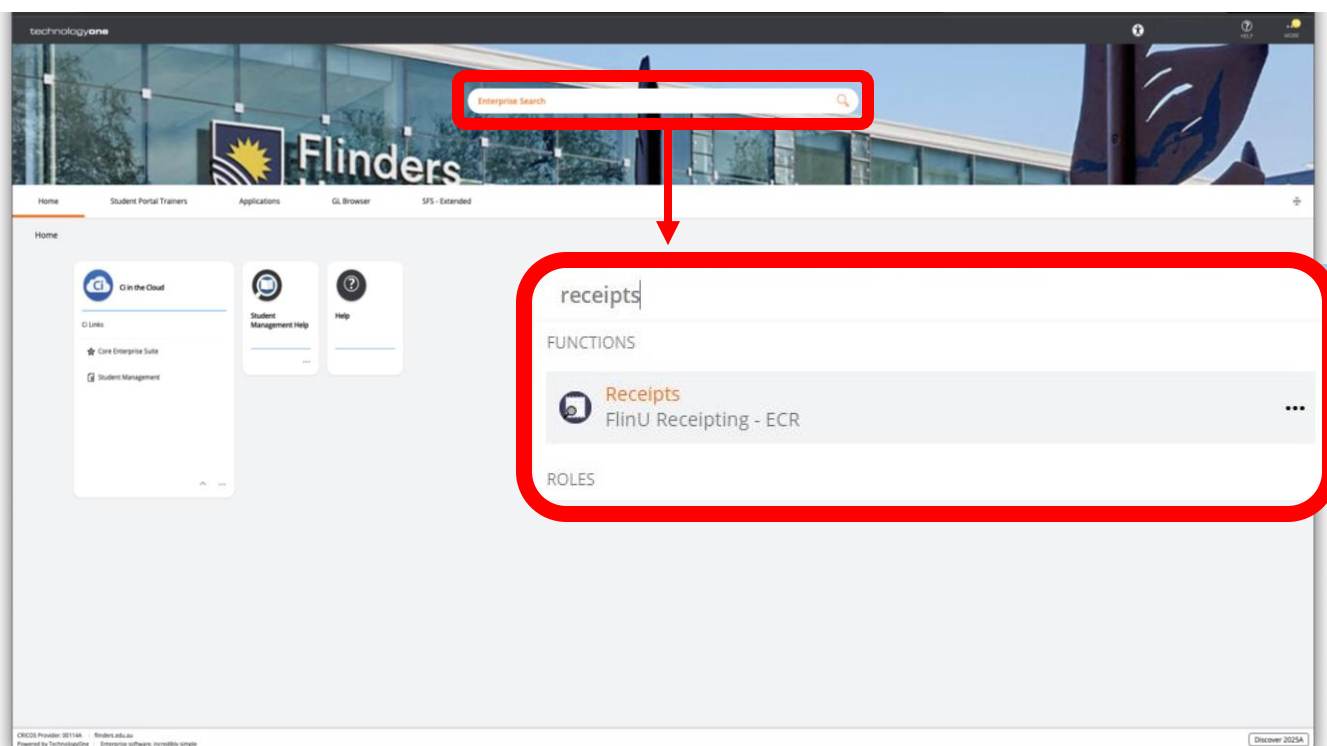
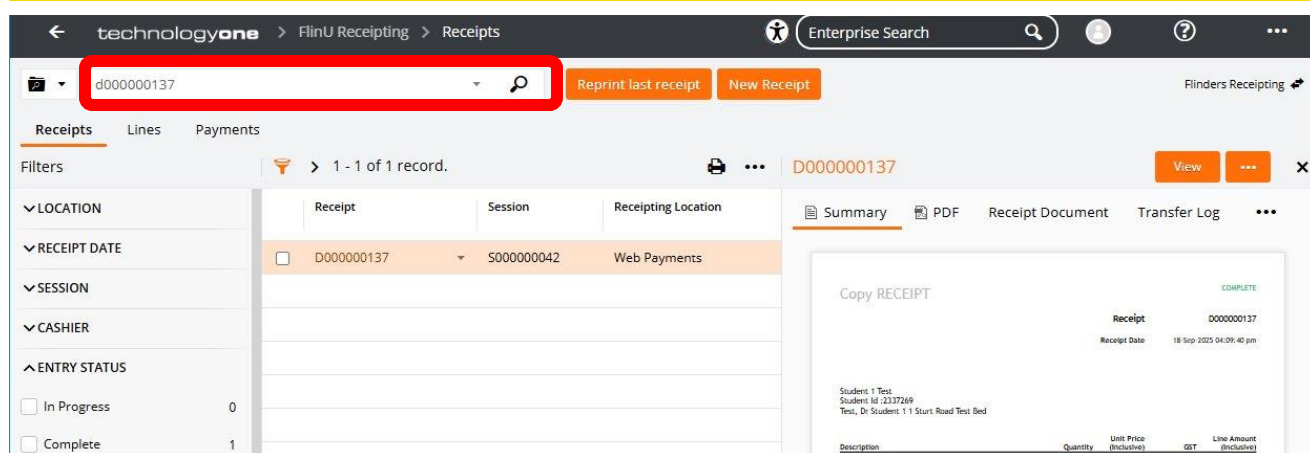


How to reprint an online payment receipt from ECR

From the Student Management home screen, select the Enterprise Search bar and search for “receipts”



Type or copy and paste your receipt number from Ci / Student Management into the ECR search bar. The recent summary including copy will then display.



How to reprint an online payment receipt from ECR

Toggle from 'Summary' to 'PDF' to view (and save) the official receipt. You could now manually email this to a student.

D000000137 View ... X

Summary PDF Receipt Document Transfer Log Payment File Record Fields

DownloadAtt... 1 / 1 57%



1

 **Flinders University**

Sturt Rd
Bedford Park SA 5042 Australia
ABN 65 542596 200

Enquiries
Tel: 1300 364 033
Ask Flinders: flinders.edu.au/ask
CRICOS Provider No. 00114A

RECEIPT

Date 18 Sep 2025
Ref Number D000000137

Details	Amount	GST	Total Amount	Payment Details
Student Id :2337269				
HLTH1008 - Australian Health and Social Care Fee: 1164.00	\$1,164.00	\$0.00	\$1,164.00	SecurePay \$2,328.00
HLTH1009 - Care and Rehabilitation Across the Lifes Fee: 1164.00	\$1,164.00	\$0.00	\$1,164.00	
Total Amount:			\$2,328.00	\$2,328.00

Details are correct at the time of production. Refer to invoice for GST.

Received From

Name Student 1 Test
Address 1 Sturt
Bedford Park, SA, 5042

Alternatively, press the 'three dot ellipsis' in the top-right and select 'Re-Print Receipt':

D000000137 View ... X

Summary PDF Receipt Document Transfer Log Payment File Record Fields

DownloadAtt... 1 / 1 57%



1

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Reverse Receipt

Lines

Payments

Session

Re-Print Receipt

Payment File Records

How to reprint an online payment receipt from ECR



Select 'Edit' to change email subject, to/from address, email message, etc.

technologyone > FlinU Receipting > Receipts > Document Transmit

Enterprise Search

Transmit

FLREC - D000000137
D000000137

Changed by LAKE0029 at 08-Oct-2025 08:33:54

Transmission Methods
Email

Document Preview

Transmission Methods

Email

Send by email

Subject
Receipt D000000137

Email Message Type
Standard Formatting

Message
Test Please find attached a copy of your receipt D000000137.

To
carolyn.lake@flinders.edu.au

From
receipting@flinders.edu.au

File name
Receipt D000000137

Edit

Once all edits are made to the email, click 'Transmit' in the top left-hand corner to resend the receipt to the listed email address.

technologyone > FlinU Receipting > Receipts > Document Transmit

Enterprise Search

Transmit

FLREC - D000000137
D000000137

Changed by LAKE0029 at 08-Oct-2025 08:33:54

Transmission Methods
Email

Document Preview

Transmission Methods

Email

Send by email

Subject *
Receipt D000000137

Email Message Type
Standard Formatting

Message
Test Please find attached a copy of your receipt D000000137.

To *
carolyn.lake@flinders.edu.au

From
receipting@flinders.edu.au

Cancel

Save

V1 October 2025

Important Notes

- ECR receipts will be automatically and instantly emailed to students when they make an online payment. A 'copy' of these receipts is also available in the Student Portal under My Finances tile – Payment Receipts; *however, this receipt copy may not meet tax invoice requirements.*
- If a student cannot locate their ECR receipt, help them to search their inbox with, e.g. the date of the transaction or receipt no (which would be in the original email subject).
- If a student still cannot locate their receipt, identify the receipt number and then log in to Student Management – Receipts (ECR) and reprint the receipt. You can either view, save, and send the PDF version or re-transmit via the system to their email.