

APSLearn: Downloading Tax Receipt

- Log in with your APSLearn profile.
- Click on the **'My Learning'** tab.



- Click on **'Attendance'**

Training History



- Locate the course that you wish to view / download the tax receipt for.
- Click on the **'Eye'** icon on the right side of the screen.

Start Time	End Time	Status	
08/12/2023, 12:00 PM	08/12/2023, 1:00 PM	Registered	
01/06/2023, 4:00 PM	01/06/2023, 5:00 PM	Registered	

- This will open the Session Information window for the course.
- Click on the **'Receipt'** icon at the bottom of the Session Information window.

Receipt



Options

REQUEST REFUND

- This will open the Invoice window, that has all the required information as outlined by our finance department.
- You will then be able to Print the Invoice.



Invoice

Receipt number	LMS6378
Transaction number	APSC217657492197322
Username	charlie.finn@dog.com
Content Name	Testing - #UAT LL
Session Info	Discount Testing 01/06/2023, 4:00 PM - 01/06/2023, 5:00 PM
Price	AUD\$100.00
Tax	AUD\$0 (GST)
Total Price	AUD\$100.00
Date	03/05/2023

Australian Public Service Commission
ABN: 99470863260
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PRINT

CANCEL