

Check community receipt settings

Check the tax code, prefix and receipt setting in the community's panel.

5 min · Available with the required permissions · 2026-09-22

Before you begin

- ✓ You have Manage fiscal settings access for the selected community.
- ✓ You have verified information for the entity issuing receipts.

1 STEP 1 OF 4 • 1 MIN

Check the settings context

Select the correct community and open Settings. Tax details contains personal information and a separate panel for the entity's receipts; check which one you are editing.

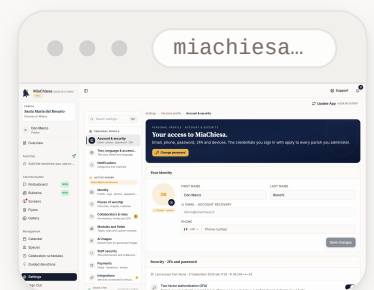


Fig. 1 The active context determines which community's receipts you can manage.

2 STEP 2 OF 4 · 1 MIN

Read the entity's receipt panel

Under Tax details, locate the community's receipt panel. Check Tax code, Receipt prefix and Enable fiscal receipts. MiaChiesa invoice history and the donor's personal details are separate sections.

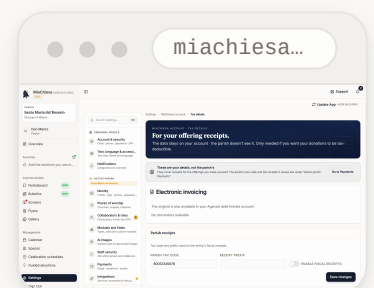


Fig. 2 The displayed values belong to the selected community.

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STEP 3 OF 4 · 2 MIN

Prepare only verified corrections

Correct the code and prefix using the entity's confirmed information. The form converts letters to uppercase. Check the switch before saving; filling the fields alone does not update the settings.

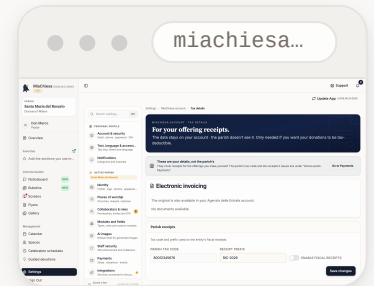


Fig. 3 RIC-2026 is an example entered in the demo; it has not been saved.

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STEP 4 OF 4 · 1 MIN

Save in the correct panel and read back

Use Save changes in the entity's panel, wait for confirmation and reopen the section to check the values. If an error appears, inspect the result before retrying.

Saving configures receipts; it does not issue a document or certify an offering's tax treatment. Check actual available documents separately.

What you have achieved

- ✓ You checked receipt settings for the correct community.
- ✓ You distinguished entity settings, personal data and issued documents.

Troubleshooting

I cannot see the community panel



Check the selected community and Manage fiscal settings access. The panel is absent from the personal-only view.