

Print / Email Receipt From the Transactions Tab

Last Modified on 02/29/2024 5:54 pm EST

A receipt for a customer's payment can be printed or emailed from the *Family record > Transactions* tab.

1. Select the **Pencil** icon next to the payment you want to generate a receipt for.

Family: Ager

SAVE CHANGES DELETE

Make Sale/Post Fees Payment/Credit Refund Statement Add Student Add Contact Archive Family Family Name Email Push Notification

Summary Contacts Classes Events Transactions Billing Info Misc Notes (0) Resources (0) Policies (5)

View Transaction History View Unapplied Credits & Unpaid Fees

Current Balance 0.00

Last 20 (Most Recent) Transactions

				Date	Type	Amt	Balance	Note	Pmt Meth	Student
			R	2/15/2024	Payment	-375.00	0.00		Visa	
				2/1/2024	Tuition Fee	75.00	375.00	February, Student Fee	Visa	Dani Ager
				2/1/2024	Tuition Fee	300.00	300.00	February, Family Fee	Visa	

2. Click the **Receipt** button in the *Edit Transaction* window. Select either the **Print** or the **Email** button in the *Receipt* window, to generate the receipt.

Jackrabbit Class Edit Transaction

Save Changes Receipt

Receipt

From:
Ed's Recreational Center
9000 Northcross Drive
Davidson, NC 28036

For:
Holly Ager

Payment Summary

Payment: 375.00

Billing Information

Holly Ager Visa xxx-xxx-xxxx-8886
741 Hummingbird Lane
Huntersville, NC 28078 SUCCESS
Customer ID: 22035301 Authorization Code: 123456
Transaction ID: 8919640253
Transaction Date: 2/15/2024 11:33 AM

Print Email Cancel

3. When emailing, you will be given the option to select which contact in the Family record will receive the email. As well, you'll be able to add an additional email recipient and edit the email subject if desired (the default email subject is "Receipt").

Receipt

Please choose Recipients

Send	Name	Type	Email(s)
<input checked="" type="checkbox"/>	Holly Ager	Contact	hollyager41@email.com
<input type="checkbox"/>	Dani Ager	Student	dager@email.com
<input checked="" type="checkbox"/>	Add additional email address		
	<input type="text" value="edsreccenter@email.com"/>		
<input checked="" type="checkbox"/>	Edit the Email Subject		
	<input type="text" value="Here's the receipt you requested!"/>		

Email Receipt

Cancel

