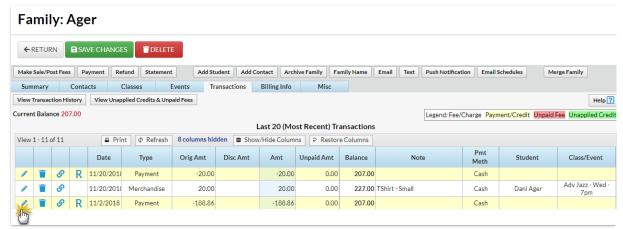
Print / Email Receipt From the Transactions Tab

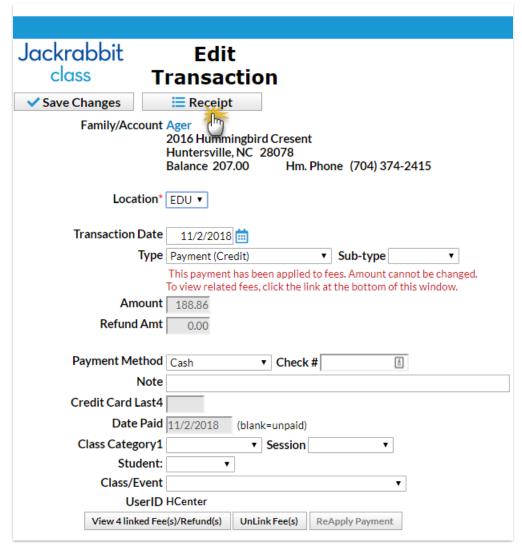
Last Modified on 11/03/2020 12:32 am EST

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.



2. Click the **Receipt** button in the *Edit Transaction* window.



3. In the Receipt window, select either the Print or the Email button to generate the receipt. 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").

