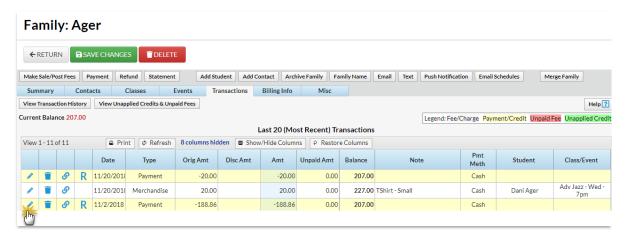
## Print / Email Receipt From the Transactions Tab

Last Modified on 01/15/2019 12:27 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.

Jackrabbit	Edit
class <b>T</b>	ransaction
✓ Save Changes	<b>≡</b> Receipt
	Ager 2016 Hummingbird Cresent Huntersville, NC 28078 Balance 207.00 Hm. Phone (704) 374-2415
Location*	EDU ▼
	11/2/2018 ☐  Payment (Credit) ▼ Sub-type ▼  This payment has been applied to fees. Amount cannot be changed.
Amount Refund Amt	To view related fees, click the link at the bottom of this window.  188.86  0.00
Payment Method	Cash ▼ Check #
Note	
Credit Card Last4	
Date Paid	
Class Category1	▼ Session ▼
Student: Class/Event	
UserID	<b>▼</b> HCenter
View 4 linked Fee	

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").

