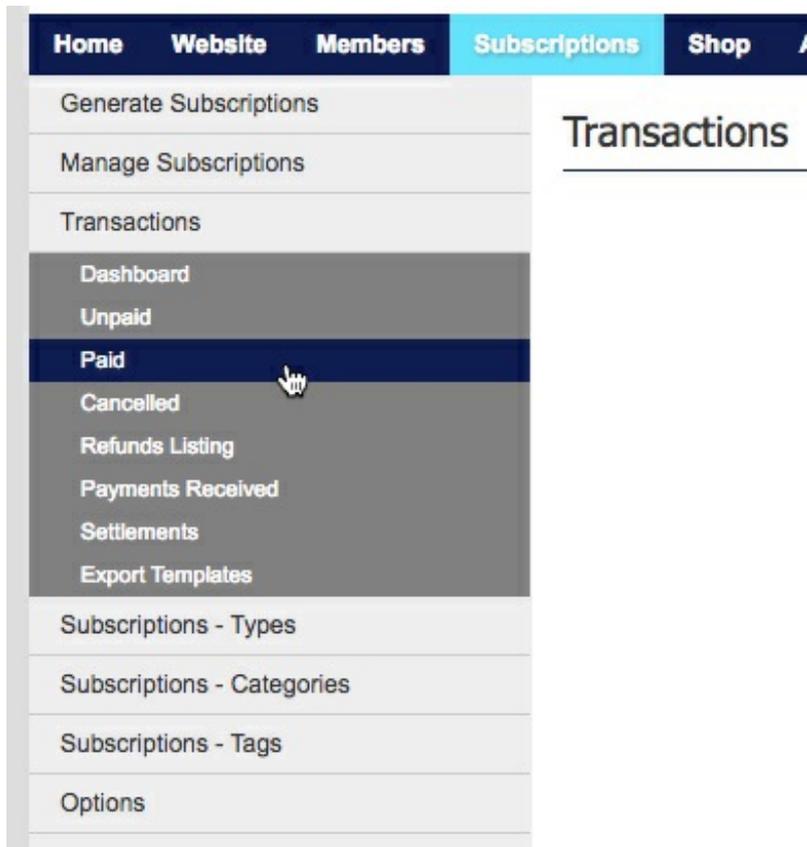


Resending a Payment Receipt

Last Modified on 06/10/2016 11:16 am AEDT

Quick Steps: Go to Subscriptions > Transactions > Paid > Receipt

1. Within the Management Console, select **Subscriptions** from the top menu, then **Transactions** from the left menu.
2. Select **Paid** from the expanded left menu.



3. Find the member's transaction that you wish to resend the receipt for. Use the **Search** function if you have more than one page of transactions.

4. Click on **Receipt** next to the member's name, then **Send Receipt** to resend the receipt to the member.

Transactions Paid (To)

Report Export Template

Search For: Dunkeld In: Name

Records: 1-5 of 5

Ref	Date	Member	Total	Paid Date	View	Cancel	Receipt
9614856	29-Sep-2016	Dunkeld	\$265.00	29-Sep-2016			
9614857	29-Sep-2016	Dunkeld	\$0.00	29-Sep-2016		9614856	
9634292	05-Oct-2016	Dunkeld	\$265.00	05-Oct-2016			
9634306	05-Oct-2016	Dunkeld	\$140.00	05-Oct-2016			
9635984	06-Oct-2016	Dunkeld	\$140.00	06-Oct-2016			

Records: 1-5 of 5

Receipt Do You Wish To Confirm Your Request To Send A Receipt ?

Send Receipt Cancel

When your members pay their registration they are automatically sent their receipt via email, in the case that a member has entered their email wrong or lost their receipt, you can resend it to them from within the Management Console. You can also use this to send a receipt to those that make a manual payment.

Related Articles

[template("related")]