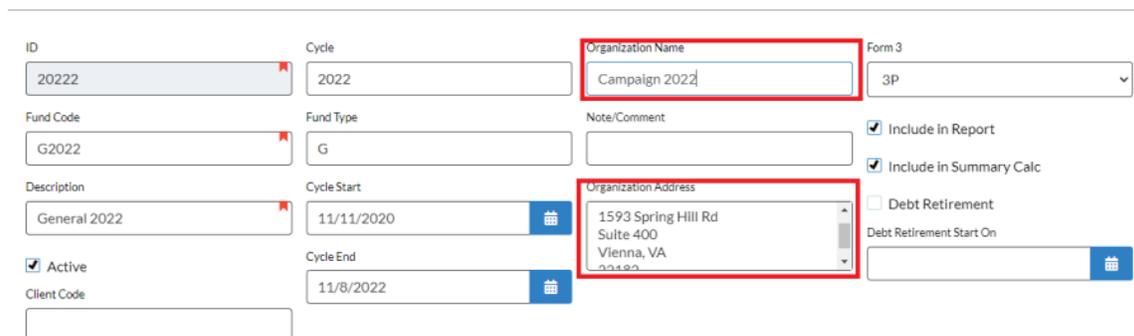


The **Print Receipt** function allows you to produce a .PDF receipt of a contribution to provide to another person or to print.

Prepare the Fund Code Prior to Generating Receipts

In order for the proper information to appear on the receipt, the organization name and address fields must be pre-populated in the **Fund Code's** profile. To do so:

1. Go to the **Fundraising Dashboard**.
2. Select **Settings** in the **Navigation Bar**.
3. Click the **Fund** tab. Note: You will need to do this only once for each fund code.
4. Open the Fund Code you would like to be able to print receipts for by clicking the  button.
5. Enter the **Organization Name** and the **Organization Address**.
6. Click **Save**.



The screenshot shows a form for editing a Fund Code profile. The fields are as follows:

ID	Cycle	Organization Name	Form 3
20222	2022	Campaign 2022	3P
Fund Code	Fund Type	Note/Comment	<input checked="" type="checkbox"/> Include in Report
G2022	G		<input checked="" type="checkbox"/> Include in Summary Calc
Description	Cycle Start	Organization Address	<input type="checkbox"/> Debt Retirement
General 2022	11/11/2020	1593 Spring Hill Rd Suite 400 Vienna, VA 22182	Debt Retirement Start On
<input checked="" type="checkbox"/> Active	Cycle End		
Client Code	11/8/2022		

Print a Contribution Receipt

Take the following steps to print a single contribution receipt:

1. Use the **People Search** to find the donor record and open the donor's profile.
2. Click the **Giving History** panel and then click **All** under **Recent Gifts** to see a list of all gifts.

All-Time Total

\$11,075

8 gifts

Soft Credits

\$0

0 gifts

Pledges

\$0

YTD

Consecutive Gifts

1 cycle

Donor since cycle 2022

\$6,075

Total Raised (YTD) | 7 gifts

Giving Overview

Recent Gifts

[All](#) [Statement](#) [Add Gift](#)

- MID 4580 • #1009 • 9/23/22 • **\$100** • CH
G2022 • Event • 5KRUN • N/A
- MID 4581 • #1235 • 9/1/22 • **\$5,000** • CH
RV • Internet • JFCTEST • N/A
- MID 4578 • #abcd • 8/25/21 • **\$25** • CH
G2022 • Housefile • 0001 • N/A

3. Find the contribution that you want to print a receipt for.

Fund	Source	Program	Date
▼	▼	▼	▼

[Hide Filters](#)

	Tran#	Date	Amount	Fund	Source	Package	Program	Track
	4580	9/23/22	\$100	G2022	5KRUN	EVENT	Event	
	4581	9/1/22	\$5,000	RV	JFCTEST	WEB	Internet	
	4578	8/25/21	\$25	G2022	0001	TESTPKG	Housefile	

4. Click to generate and download a .PDF of the transaction's receipt.

5. Open the downloaded file and print it or save it to send to someone via email.