


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**.

ID 211	Cycle 2012	Organization Name Campaign 2018	Form 3 3P
Fund Code DAVIS	Fund Type C	Note/Comment	<input type="checkbox"/> Include in Report
Description Davis for Congress	Cycle Start 02/01/2011	Organization Address 350 Neptune Dr. Annandale, WI 22907	<input type="checkbox"/> Include in Summary Calc
<input type="checkbox"/> Active	Cycle End 10/20/2013		<input type="checkbox"/> Debt Retirement Debt Retirement Start On 01/02/1970

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				By Year		By Fund		Spouse By Fund	
\$72,968.28 ⁷³				\$38,856.64 ⁴⁶		\$37,289.64		\$1,500	
YTD				YTD		Maxed		Maxed	
Summary				Last Year		G2018		G2018	
\$5,000	10/11/11	\$2,100	\$825	\$10,910	\$1,150	\$50	\$1,050	MID 459355 • #1006 • 11/1/18 • \$2,600 • JF	
\$500	11/1/18	\$9,900 ↓	\$1,875 to Max	Maxed	\$1,550 to Max	\$500 to Max		X2018 • Event1 • EOK002	
\$6,000	11/1/18	\$12,000						MID 459356 • #1006 • 11/1/18 • \$2,300 • JF	
Avg. \$999.57								X2018 • Event1 • EV011	
								MID 459357 • #1006 • 11/1/18 • \$5,000 • JF	
								X2018 • Event1 • EV004	
								MID 459362 • #1006 • 11/1/18 • \$1.64 • JF	
								X2018 • Internet • MISC	
								MID 459362 • #1006 • 11/1/18 • \$500 • JF	

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

Fund	Source	Program	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

▼ Hide Filters											
	Tran#	Date	Amount	Fund	Source	Package	Program	Track#	Pay Type	Batch#	
	459355	11/1/2018	\$2600.00	X2018	EOK002	EVENT	Event1		JF	1006	JFC /
	459356	11/1/2018	\$2300.00	X2018	EV011	EVENT	Event1		JF	1006	JFC /
	459357	11/1/2018	\$5000.00	X2018	EV004	EVENT	Event1		JF	1006	JFC /

- Click  to generate and download a .PDF of the transaction's receipt.
- Open the downloaded file and print it or save it to send to someone via email.