

Resend and Download Receipts

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Do your donors contact you for a new copy of their donation receipt? Do your accountants want copies of specific receipts? You can resend or download receipts from the Search Transaction process in Reporting.



- LISTS
- Contacts
- MESSAGE CENTER
 - Text
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- REPORTING
 - Activity Keywords
 - Existing Reporting
 - Search Transactions**
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 - Recurring Donations

Filter your list as normal, for exporting a report as [outlined here](#).

If you are looking for a specific individual, you can use Search Transactions and look them up by name, email, or phone number.

Contact Information

First Name	Last Name	Email
<input type="text" value="Scott"/>	<input type="text" value="Couchman"/>	<input type="text" value="Email"/>
Phone		
<input type="text" value="Phone"/>		

On the results screen, where you would normally now export your report, in the granular review area at the bottom, find the donor and click on the **Actions** menu.

Total Amount
\$55.00

Transactions
13

Search Options

Transaction Type: Credit Card (Collected, Pending, Refunded, Voided), Paypal (Collected, Refunded), Matching Donations (Collected, Pending), Offline (Collected), Non Payment (Completed)

Manage Columns

Scroll for more info

Transaction ID	Billing transaction reference	Billing type	Transaction Date	Donor Full Name	Collected Amount	Donation Ar	Actions
14015879		non-payment	07/19/2023 07:09	Scott Couchman	\$0.00	\$0.00	...

Status	Type	Actions
Collected	Fundraising	...

- Resend Receipt
- Download Receipt
- View Donor Profile

Here, you can automatically **Resend Receipt** or **Download Receipt**. If you resend it, you will get a confirmation screen before it will send out the email. Click **OK** to complete the sending of the receipt.

fundraise.givesmart.com says

You are about to send an email receipt to

OK

Cancel