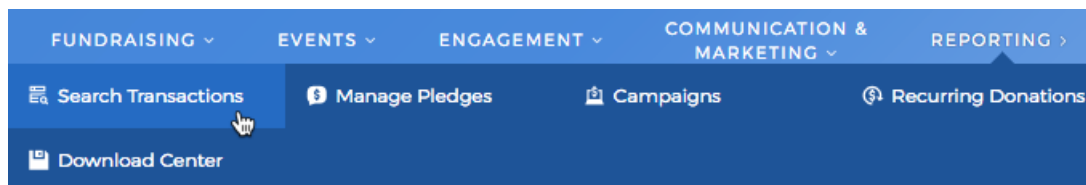


Resend and Download Receipts

Last Modified on 05/20/2022 5:07 pm PDT

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.



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 Kim	Last Name Bryant	Email Email
Phone 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.

Search Criteria (click to toggle) Save Search Edit Search Export

Total Amount: \$60.00 Transactions: 1

Search Options
Transaction Type: Credit Card (Collected, Pending), Paypal (Collected) First Name: Kim
Last Name: Bryant

Date	Frequency	Name	Amount	Keyword Details	Email	Phone	Source	Status	Type	Actions
08/18/2019 01:28	One Time	Kim Bryant	\$60.00	BALLOONS on 41444 for MobileCause Fundamentals	[REDACTED]	[REDACTED]	Paid via Mobile Web (Pledging)	Collected	Fundraising	...

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.

app.mobilecause.com says

You are about to send an email receipt to

████████████████████?



Cancel

OK