

Printing payment receipts

Receipts can be printed for transactions you record in the following windows:

- Bank Register
- Receive Money
- Receive Payments
- Sales (where an amount is entered in the **Paid Today** field)
- Settle Returns & Debits (Receive Refund view).

Payment receipts correspond directly to receipt transactions. That is, when you record a receipt transaction, the information you entered on the transaction can be printed on a payment receipt. Because of this relationship, if you change, reverse or remove a receipt transaction, the payment receipts that have been printed may no longer be valid.

To print or re-print payment receipts

To email payment receipts

Troubleshooting

Why are some lines cut off the receipt?

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