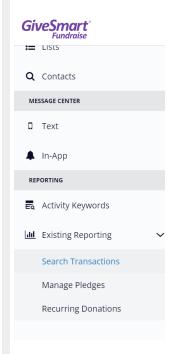
## Resend and Download Receipts

Last Modified on 09/26/2023 12:37 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 asoutlined here.

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



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.

