## **Creating and Printing PDF Receipts**

To create PDF receipts and print them you will the use Receipting menu in @EASE.

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File View	Donor	Volunteer	Campaign	Red	ceipting Pledge	Q-Xpress	Year End	Window	Help	
State					Maintenance Update to Master Update Current R Reset Receipts Print Receipts Process eReceipts Send eReceipts Process PDF Receipt	eceipt to Ma	ster		@EASE Ca	anadian D

The first step is to Process PDF Receipts. Use the Batch Number to select charitable donations which will print using the PDF format.

률 PDF Receipts							
Batch Number F	rom: 202	10301001 To:	20210331999 🗹	Donation <sup>*</sup>	Type Charitable		
					Refresh Receipt List		
Choose the receip	ots you want to	Create PDF					
Batch Number	Receipt No.	Fundraising No.	Amount	Printed	Charitable		
20210315001	0	P000058	15.00	No	Yes		
20210315001		P000006	50.00	No	Yes		
20210315001		P000007	15.00	No	Yes		

Enter the Batch Number and click on Refresh Receipt List.

Highlight the donations and click Create PDF Receipt. It is at this time a Receipt Number is automatically assigned and a PDF is created and saved in the PDF Receipt folder. All receipts are stored using the receipt number assigned. A message will appear indicating the number of PDF receipts that have been successfully created.

The next step involves printing the PDF receipts. Return to the Receipting menu and select Print PDF Receipts.

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From: 20210301001 To 20210331999 Print C Reprint Vearly Receipts	
Name Yearly Receipt Receipt File Annual Gift Details File	
Combie, Kely     500204 C.\EaseResources\EaseKMS\     500205 C.\EaseResources\EaseKMS\     500205 C.\EaseResources\EaseKMS\	
Lucz, mierz aducza C. Kzasernegources LzaserMis S Batch, Sharon 50020 S. C. Kzasernegources LzaserMis S	

Enter the Batch Number range used for the creation of the PDF receipts and click Refresh Receipt List.

Click on Print beside the Batch Number range. Please Note: Reprint and Yearly Receipts also use this window.

The receipts just created will appear with the receipt numbers that were assigned. Highlight the receipts to print.

To select all receipts click the blank box to the left of the column FND.

Once selected click **Preview and Print PDF** in the bottom right corner of the window.

A message will appear saying in this case 3 receipts have been merged.

The first of the three receipts will appear in the window. Click on the Print icon and your receipts will print out.

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