

Emailing a receipt via the receipt entry screen

The screenshot shows the 'Receipt Session: 17 May 2018, BMACFA Receipting' interface. On the left is a sidebar with 'Actions to Perform' (Select Cheque, Add Cheque, Complete Receipt, Suspend Receipt, Delete Receipt), 'Links to other Functions' (Journal Maintenance, Receipt Enquiry), and 'Sections to Display' (Transactions, Payment Details, Expand All, Collapse All, Find). The main area contains 'Receipt Source' fields (Receipt Source, Property ID, Name ID, Property ID), 'Payers Name' (Beverley Macfarlane), 'Payers Address' (55 Clow Street, Dandenong 3175), and a 'Transactions' table with one entry: Amount 140.00, Application GL Receipt, Property ID 0, Charge ID 0, Account Mnemonic /ACTrapHire, Account Number 0134550900105. Below this is the 'Payment Details' section with 'Totals' (Transactions: 140.00, Payment: 140.00, Rounding: 0.00, Including Discount: 0.00, Balance: 0.00) and 'Receipt Printing' options (Receipt Format: Counter, Print, Copies: 1, Printer Name, PDF, Message, Etpos On Line). A red callout box on the right contains the text: 'This is currently the screen you use to enter a receipt and print for a customer'.

To email receipt from Receipt Entry Screen

This screenshot is identical to the one above but includes two callout boxes. 'Step 2' is a grey box pointing to the 'Complete Receipt' option in the 'Actions to Perform' sidebar, with the text 'Click complete receipt'. 'Step 1' is a grey box pointing to the 'PDF' checkbox in the 'Receipt Printing' section, with the text 'From the same screen tick the box next to PDF'.

Data Entry

Receipt Session: 17 May 2018, BMACFA Receipting

Receipt Number: Journal ID: 278118 Change

Receipt Source: Receipt Source: Payers Name: Payers Address:

Name ID: Property ID:

Transactions

Drag a column header here to group by that column:

Amount*	Application	Property ID	Charge ID	Reference	Notes
0.00					

Count: 0

Payment Details

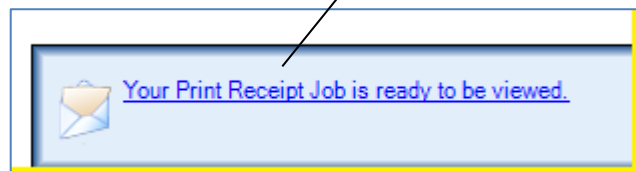
Totals	Tender	Receipt Printing
Transactions: 0.00	Cash In: 0.00	Receipt Format: Counter
Payment: 0.00	Cash Out: 0.00	Print: Copies: 1
0.00	Debit Card: 0.00	Printer Name:
0.00	Money Order: 0.00	PDF:
Including Discount: 0.00	Agency: 0.00	Message:
Balance: 0.00	Card: 0.00	Offscreen On Line:
	Credit Card Type:	
	Cheques: 0.00	

ALERTS 1 Critical 1 Error Workflow

[Your Print Receipt Job is ready to be viewed.](#)

Step 3

Click on this link that appears on the bottom of your screen



BMACFA20180517044223-528294PIREV_ReceiptDefaultroll.ppt - Adobe Acrobat Pro

File Edit View Window Help

Create

1 / 1 169%

City of Greater Dandenong
City of Opportunity

Official Receipt

ABN: 412 055 380 60

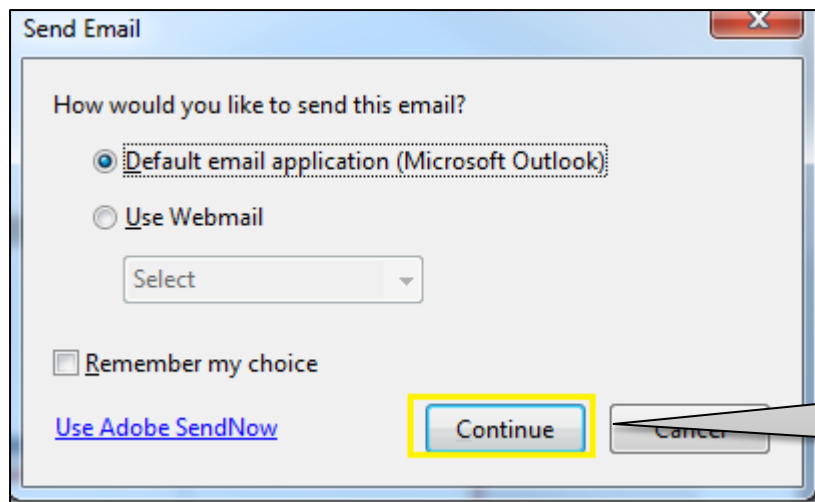
17/05/2018 Receipt No: 2554177

TO: Beverley Macfarlane

[Click on the envelope](#)

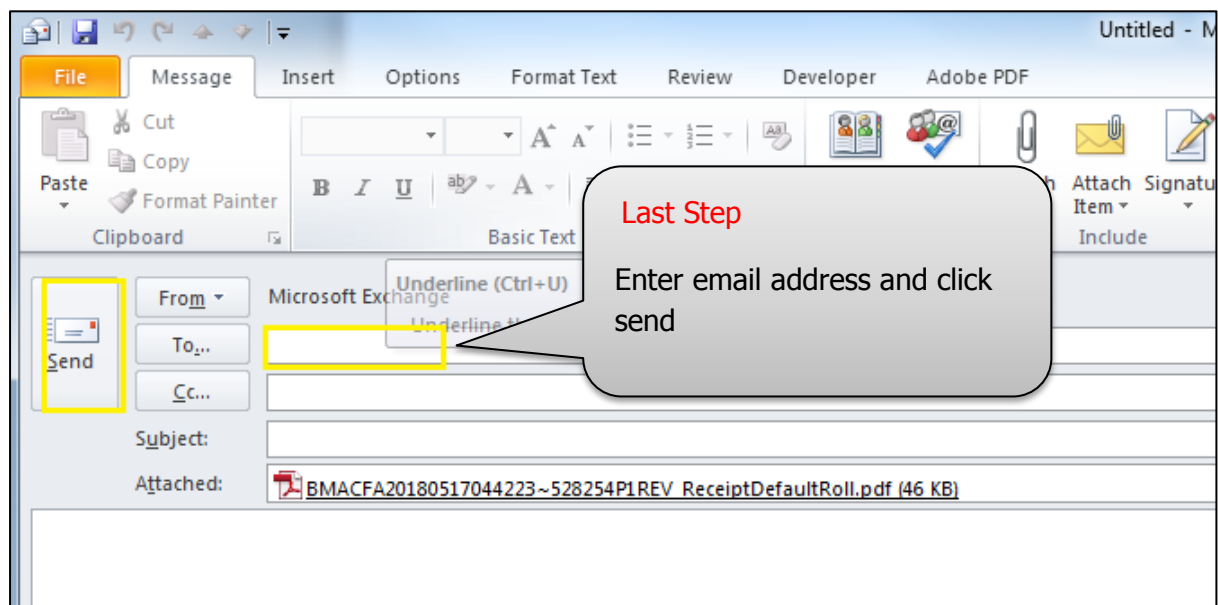
Step 4

Click on the envelope



Step 5

Click Continue



Last Step

Enter email address and click send