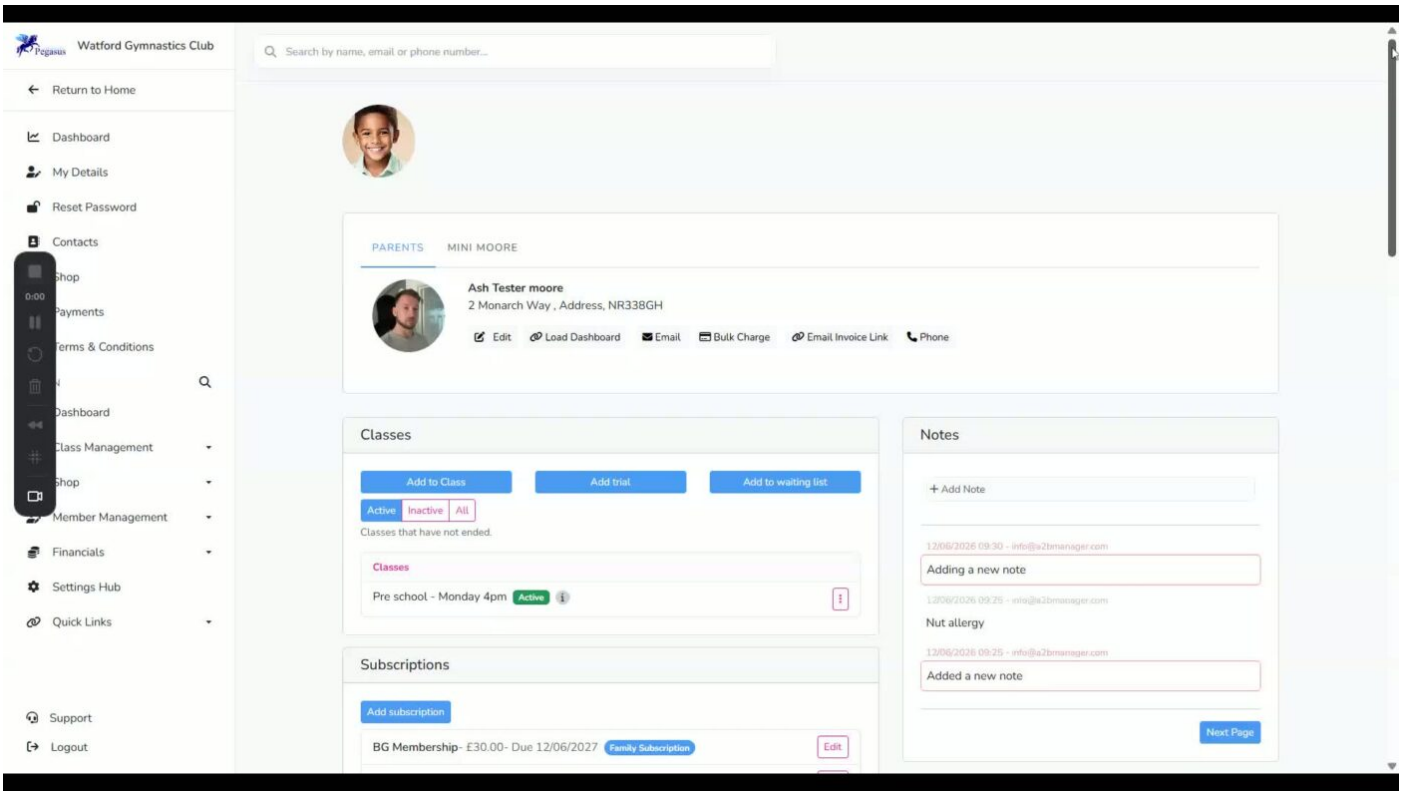
View Transactions, Download Receipts, Refund Payments

Student Profile · https://a2bmanager.com/docs/view-transactions-download-receipts-refund-payments/

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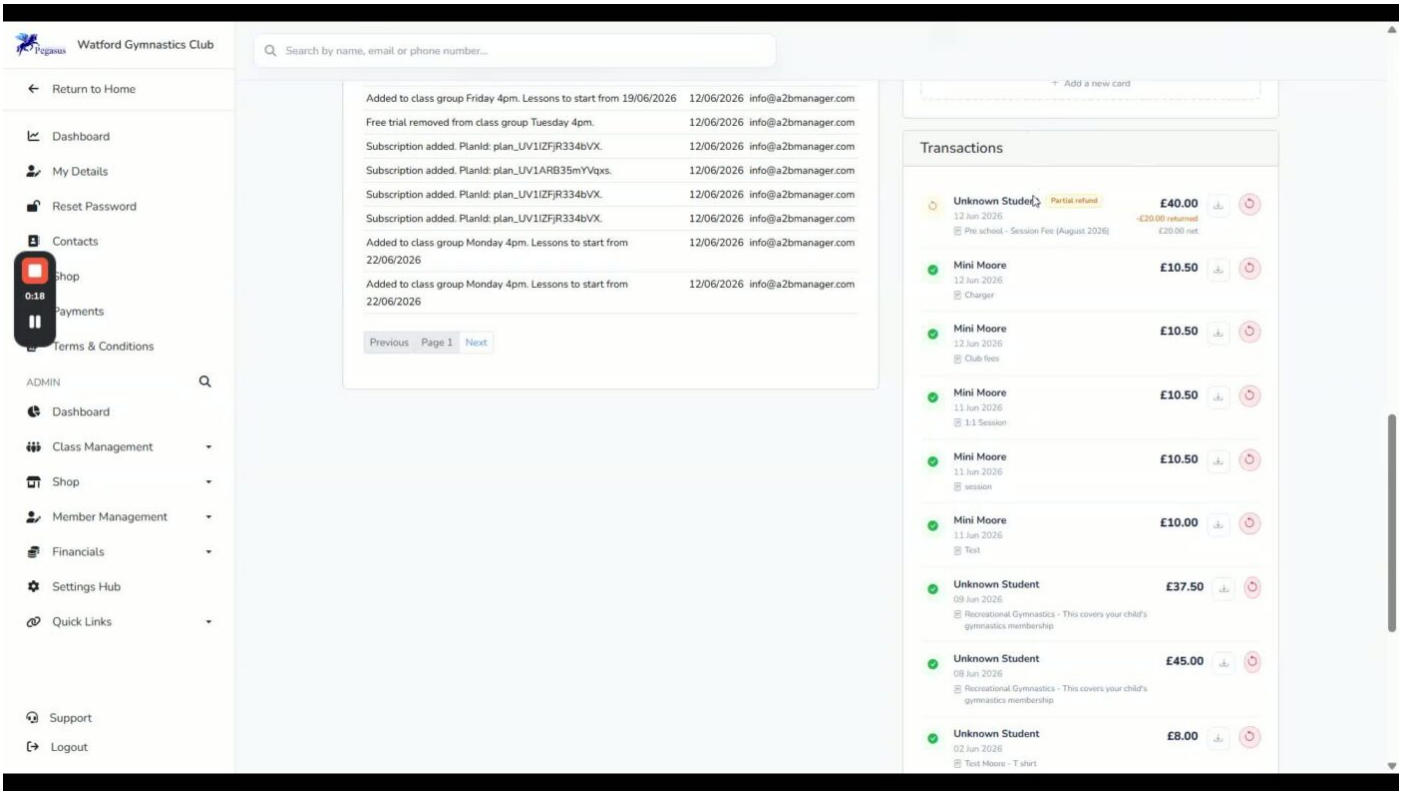
How to View Transactions, Download Receipts, and Refund Payments in a Member Profile

1. Find the Transaction Area in the Member Profile 0:00



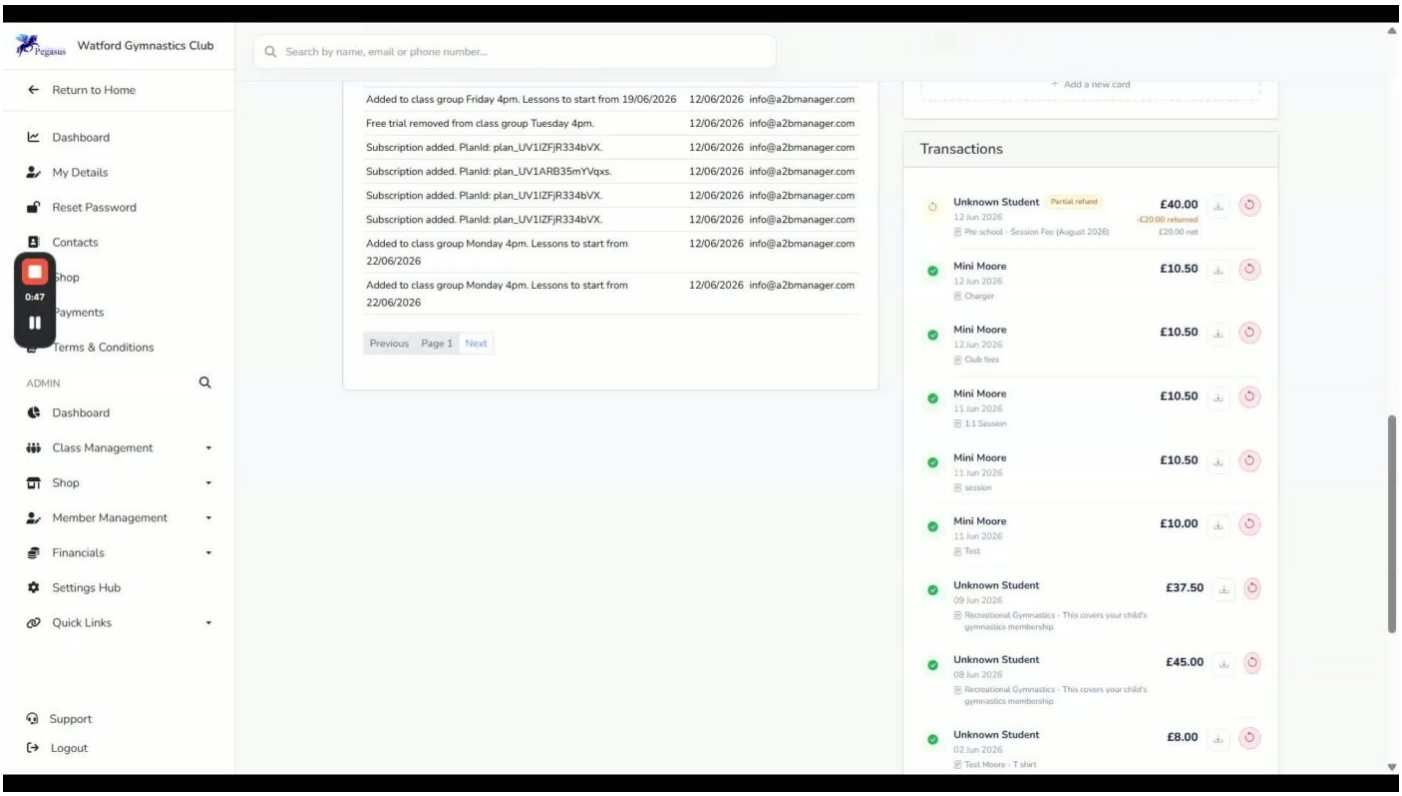
- Open the **Member Profile**.
- Scroll down until you find the **Transaction** area on the right-hand side.
- This section shows a breakdown of the member's recent transactions.

2. Open a Transaction to View Details or Download a Receipt 0:19



- In the Transaction area, click the **download** button next to the transaction you want to review.
- This opens a new page with the transaction details.
- From this page, you can:
  - **Download the invoice**
  - **Download the receipt**
- Use these options if the member needs a copy sent to them.

3. Refund a Payment 0:46



- To refund a customer, click the red **Refund Payment** button.
- Select **Issue Refund** to confirm the action.
- Once processed, you'll see a confirmation that the refund has been completed.