

Using the eStore Receipt Creator Plugin

After installing and activating the plugin, you can configure and view all of your eStore issued receipts by going to the WP eStore->Receipt Creator menu.



Configuring the Receipt Creator Plugin

To enable the creation of receipts simply go to the Receipt Creator menu as shown above. You will then be taken to the following configuration page:

Receipt Creator Settings

Issued Receipts

Receipt Creator Settings Page

Enable Receipt Creation : 1

Company Name: Acme Company PTY LTD 2

Company Info: AcmeCompany.com
A Division of Acme Global 3

Save 4

Simply select the "Enable Receipt Creation" checkbox and then enter your company name in the "Company Name" field and then a company by-line or other information such as email or address in the "Company Info" field and then click the Save button.

Unchecking the "Enable Receipt Creation" checkbox will disable the creation of receipts.

The data you enter in the Company Name and Company Info fields will appear in the header of the receipt pdf document as shown circled below:

Acme Company PTY LTD
AcmeCompany.com
A Division of Acme Global

Payment Details

Date of Purchase: 2012-06-23
Transaction ID: 85A23710T6169574D
Buyer Email Address: [REDACTED]@gmail.com
Buyer Name and Address:
John Smith
John Smith 1 Main St San Jose CA 95131 United States

Items Purchased:

Item ID	Item Name	Quantity	Price
6	How to Be Creative	1	14.37
12	My Amazing Plugin	1	13.46
10	SuperDuperPlugin	1	34.17

Total: \$62.00



Viewing Issued Receipts

All current issued receipts which are in the DB will be displayed in the Issued Receipts tab.

Receipt Creator Settings | **Issued Receipts**

Issued Receipts Are Listed Below

Bulk Actions 2 items

<input type="checkbox"/>	ID	Transaction ID	Customer Email	Date	Time	Receipt URL
<input type="checkbox"/>	1 Delete	8SA23710T6169574D	[REDACTED]	2012-06-23	05:55:34	http://www.e-[REDACTED]
<input type="checkbox"/>	4	6D2609581A253413P	[REDACTED]	2012-06-24	04:03:44	http://www.e-[REDACTED]

Bulk Actions 2 items

You can delete an individual receipt by clicking the “Delete” link in the ID column.

Bulk deletion of receipts can also be achieved by selecting the entries using the checkboxes and then choosing “Delete” from the “Bulk Action” drop down box and clicking the “Apply” button.

Sending Receipts To Customers

A receipt can be delivered to a customer in one of two ways:

- 1) Automatically via the purchase confirmation email sent by eStore

To deliver a receipt automatically to your customer, simply place the following tag in the buyer email body in the Email Settings section of the eStore Settings page (see image below):

```
{receipt_data}
```

Email Settings

Use WordPress Mailing System If checked the plugin will use the WordPress mail function to send emails. Otherwise it will use a simple PHP mail script that comes with this plugin. [Read more on the difference](#)

Send Emails to Buyer After Purchase If checked the plugin will send an email to the buyer with the sale details. If digital goods are purchased then the email will contain encrypted download links for the downloadable products.

From Email Address* Example: Your Name <sales@your-domain.com> This is the email address that will be used to send the email to the buyer. This name and email address will appear in the from field of the email.

Buyer Email Subject* This is the subject of the email that will be sent to the buyer.

Buyer Email Body*

Dear {first_name} {last_name}

Thank you for your purchase!
{product_details}

Any item(s) to be shipped will be processed as soon as possible, any digital item(s) can be downloaded using the encrypted links below.
{product_link}

Here is your voucher:
{voucher_data}

Your tax receipt can be downloaded here:
{receipt_data}

Thanks

This is the body of the email that will be sent to the buyer. Do not change the email tags (text within the braces {}). All the available [email tags are listed here](#). Please note that the manual checkout does not use this email settings (Check the "Directions for the Customer" field in the manual checkout settings section).

2) Manually sent by merchant

You can email your customer manually and either send them the receipt URL or you can attach the pdf receipt file to the email. You can readily access the receipt URL by going to the "Issued Receipts" tab discussed in the previous section.