

Electronic receipts

To start, please log in to your *member's access*.

Select *receipts*, then *create an electronic receipt*.

When you enter a client into your system for the first time, you must select *add a client*.

Client *

Select a client ▼ **Add a client**

Office *

La santé naturelle inc. ▼

Reasons of the consultation

Naturopathic checkup Foot care, podology Follow-up in Natural health management

Dietary guidances Natural health management consulting

Others (ex. duration of the appointment)

You will then be able to select this *client*.

Select the *office* you wish to use.

Check the *reason(s) for the consultation*.

Client *

BEAUCHEMIN, Sandraa ▼ **Add a client**

Office *

La santé naturelle inc. ▼

Reasons of the consultation

Naturopathic checkup Foot care, podology Follow-up in Natural health management

Dietary guidances Natural health management consulting

Others (ex. duration of the appointment)

Consultation Date(s) *

Add a consultation

**The contact details of your practice office(s) can be updated in the [My information](#) section of the main menu of [member's access](#).*

Now add a consultation date by clicking on the **calendar symbol**. You can add more than one appointment date.

Enter your **price per consultation**.

Indicate if taxes are to be applied.

Click on **create receipt**.

The screenshot shows a form for creating a receipt. It includes a date selection field with a calendar icon and the text 'Add a consultation', a price input field with a dollar sign, and radio buttons for tax selection: 'Non', 'Yes, Quebec (GST/QST)', and 'Yes, GST or HST only'. A 'Create receipt' button is at the bottom. Red arrows point to the calendar icon, the price input field, the 'Yes, GST or HST only' radio button, and the 'Create receipt' button.

Your receipt is now created!

You can edit it by clicking on **the pencil symbol**.

You can view and download it by clicking on **the PDF symbol**.

By clicking on **the letter symbol**, your receipt will be sent directly to your customer's e-mail address.

You can delete the receipt by clicking on **the trash symbol**.

The screenshot shows a table of receipts with columns for Receipt #, Client, Creation date, and Reasons. Each row has a set of action icons: a trash can, a pencil, an envelope, and a document. Red arrows point to these icons. Above the table is a 'Filters' section with a date range selector and a search box. Below the filters are buttons for 'Create a receipt', 'Export', 'Revenues', and 'My clients', along with another search box for 'Keywords, receipt #'.

Receipt #	Client	Creation date	Reasons	Options
ANQ24-E778143	BEAUCHEMIN, Sandraa	27/05/2024	Naturopathic checkup	[Trash] [Pencil] [Envelope] [Document]
RMQ24-E775396	BEAUCHEMIN, Sandraa	22/05/2024	Massage Therapy Treatment	[Trash] [Pencil] [Envelope] [Document]

TIP!



If you already have a client bank, you can add them now by clicking on the **clients'** tab in the main menu of **member's access**.

This will allow you to create your receipts more quickly when needed.

Extract information from your receipt bank

Several options are available to facilitate the management of your activities.

Obtain your revenues

You can obtain this data by selecting a **period**, then clicking on **filter**, finally clicking on **revenues**.

The screenshot shows the 'eReceipts' interface. In the 'Filters' section, the 'Period from' and 'to' date pickers are highlighted with a red arrow labeled '1.'. The 'Filter' button is highlighted with a red arrow labeled '3.'. The 'Revenues' button is highlighted with a red arrow labeled '2.'. Below the filters, there are buttons for 'Create a receipt', 'Export', 'Revenues', and 'My clients'. A search bar for 'Keywords, receipt #' is also present. Below the buttons is a table with columns: Receipt #, Client, Creation date, Reasons, and Options.

Receipt #	Client	Creation date	Reasons	Options
ANQ24-E778143	BEAUCHEMIN, Sandraa	27/05/2024	Naturopathic checkup	
RMQ24-E775396	BEAUCHEMIN, Sandraa	22/05/2024	Massage Therapy Treatment	

Obtain a copy of your receipts

You can obtain your receipts by selecting a **period**, then clicking on **filter**, finally clicking on **export**.

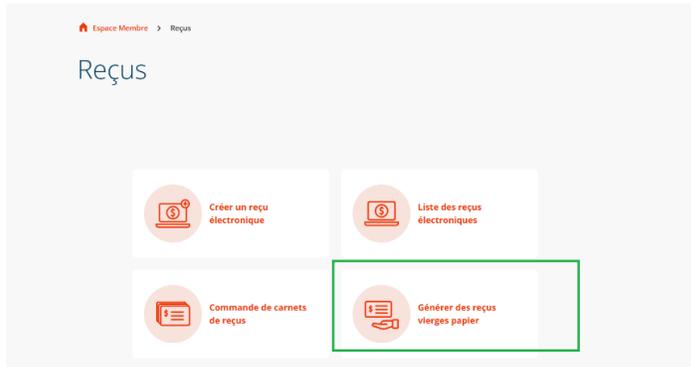
The screenshot shows the 'eReceipts' interface. In the 'Filters' section, the 'Period from' and 'to' date pickers are highlighted with a red arrow labeled '1.'. The 'Filter' button is highlighted with a red arrow labeled '2.'. The 'Export' button is highlighted with a red arrow labeled '3.'. Below the filters, there are buttons for 'Create a receipt', 'Export', 'Revenues', and 'My clients'. A search bar for 'Keywords, receipt #' is also present. Below the buttons is a table with columns: Receipt #, Client, Creation date, Reasons, and Options.

Receipt #	Client	Creation date	Reasons	Options
ANQ24-E778143	BEAUCHEMIN, Sandraa	27/05/2024	Naturopathic checkup	
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Print blank receipts

To get started, go to your member area, in the Receipts section.

Select **Generate blank paper receipts**.



Enter the **number of receipts** required.

Select the **desired office** (contact details will appear on the receipt).

Indicate whether you wish to **include taxes**.

Click on **generate receipts**.

Reçus vierges par association

ANPQ ANQ 10 RMQ

Utiliser les coordonnées de ce bureau pour les reçus :

La santé naturelle inc.

Inclure les numéros de taxes ? *

Non Oui, Québec (TPS/TVQ) Oui, TPS ou TVH seulement

Générer les reçus

Your series of receipts will appear below, and by **clicking on the PDF symbol**, you can print them out.

Commandes précédentes

Premier # de reçu	Bureau	Date de création	Options
ANPQ24-P32202		18 novembre 2024	
ANQ24-P32177		18 novembre 2024	