Receipt

A receipt is an accounting document issued for an Invoice issued "On Credit". That is, for Invoices that were not paid upon their issuance.

In this sense, it is **rarely needed** in the field of service delivery in primary care. It is much more important for healthcare professionals or businesses with double-entry bookkeeping.

So if you issue an "On Credit" Invoice, then, at the bottom of the page and in the "Payment info" section, you will find a form where you can fill in the details of the payment and issue a Receipt.

Fill in the Payment Date and Payment Method and then press Save Payment.

Now, you can issue the relevant Receipt.

A Receipt is issued on the current date and time. However, it details when and how the payment was made.

The Receipt receives its own serial number in the internal series "Receipts". You don't need to do anything about it.

After you have issued the Receipt you can

- print the Receipt
- send it by email
- cancel the Receipt

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