

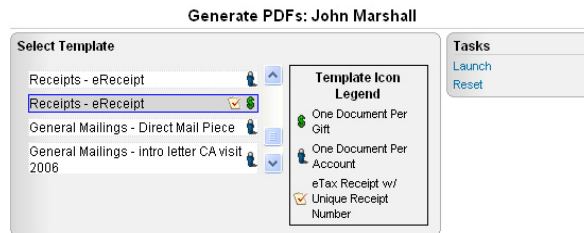
# eReceiving

## WHAT IS IT?

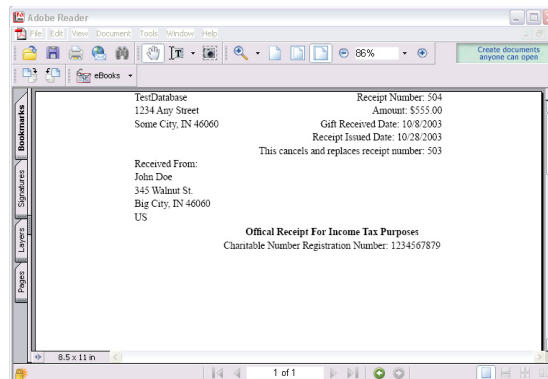
eTapestry's integrated eReceiving module manages the automatic generation, tracking, and electronic delivery of charitable tax receipts. The electronic receiving process allows you to generate receipts by individual gift or in batches of multiple gifts. Receipts can then be emailed to the donor or printed and sent via regular mail. eReceiving meets all the requirements for gift receiving required by Revenue Canada.

## HOW DOES IT WORK?

1) **Input your gifts into eTapestry:** Use your regular processes for inputting gifts. You can create a receipt for an individual gift entry or create a query of multiple gifts for creating receipts in mass. The query process gives you the ability to generate receipts daily, weekly, or whenever you choose. Receipts can be generated by individual gift as it is entered or in a group for mass receiving.



2) **Create receipts:** From the eTapestry menu, choose the option to create receipts. Receipts are generated for the gifts specified in your query. You can preview them for accuracy and then choose to either email the receipt or create an Adobe® PDF file for easy printing. Gift records in eTapestry are automatically updated with a unique receipt number.



3) **Void and replace:** In those cases in which you need to void a receipt – i.e., when a receipt is lost – the eReceiving receipt can be voided and a replacement receipt produced. Unique receipt numbers are maintained, and a receipt log tracks all voided and replaced receipts. eReceiving generates Adobe® PDF files that can be printed or emailed as needed.

## SUMMARY

If you need to process gift receipts for tax purposes and want to automatically maintain unique receipt numbers within eTapestry, or if you simply want an easy way to automatically create email receipts, the eReceiving function may be the right tool for you.

The eReceiving integration is available for a monthly fee of 10% of your base eTapestry service. There is a minimum monthly fee of \$10. Custom receipt setup is available for a fee of \$899. Fee may vary based on complexity.



For more information, contact your eTapestry representative or email us at [solutions@etapestry.com](mailto:solutions@etapestry.com).



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