Chapter 2

Receipts

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#### **Receipts: Introduction**

Issuing the receipt is the first step in the recording of receipts and should be done immediately upon receiving the payment.

Receipt forms should be in triplicate and pre-numbered by the printer. The original is given to the person making the payment. One copy is for the treasurer's records and one copy is for the clerk's record. If the offices of clerk and treasurer are combined as clerk/treasurer, only the original and one copy are needed. A separate receipt should be issued for all money received, including amounts received by mail such as tax apportionments from the county treasurer and state shared taxes or grants from the state. In these cases, the original receipt should be attached to the detailed statement accompanying the remittance and kept on file. The information must be filled in at the time of the transaction. This is necessary for making entries in the accounting records and for providing supporting documentation for all receipts.

Cash received should be deposited intact with the treasurer or in the depository each day. If the money is deposited with the treasurer, it should be accompanied by the treasurer's copies of the receipts, and the treasurer should make out the daily deposit. If the money is deposited directly in the depository by the clerk, a copy of the deposit slip and the treasurer's copies of the receipts should be furnished to the treasurer.

#### Accessing the Receipts Section

By default, CTAS opens to the Receipts section. To access the Receipts section from within the Accounting Module of CTAS, click on the Receipts icon.

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▶ 🛥 01/02/2014	N.U.	Above County	1st Half Tax Settlement	\$20,000.00 No	No	(01/02/2014) -	
- 01/02/2014	2	Jane Doe	Building Permit	\$120.00 No	No	(01/02/2014) -	energia de la companya de la
- <u>⊨</u> 01/15/2014	3	John Doe	Dog Licenses	\$15.00 No	No	(01/15/2014) -	
- 01/29/2014	i 4	State of Minnesota	Gas Tax	\$7,500.00 No	No	(01/29/2014) -	
- 01/29/2014	5	Ed Win	Water and Sewer Conn	\$300.00 No	No	(01/29/2014) -	
- 01/30/2014	6	Water-Sewer Billing	January W & S Payments	\$1,300.00 No	No	(01/29/2014) -	
- 02/02/2014	1 7	The Bank	Checking Interest	\$10.00 No	No	(02/02/2014) -	
- 02/11/2014	1 8	Ed Furling	Dog Licenses	\$15.00 No	No	(07/18/2014) -	
+ 03/31/2014	9	The Bank	Interest on CD	\$5.00 No	No	(03/31/2014) -	
	10	State of Minnesota	DNR - Snowmobile Trail_	\$500.00 No	No	(03/31/2014) -	
+ 04/02/2014	TSF422014	General Fund	Transfer in to Road and	\$5,000.00 No	No	(04/02/2014) -	
- 04/10/2014	12	Jones Asphalt	Sale of Grader	\$5,000.00 No	No	(04/10/2014) -	
- 04/23/2014	13	The Bank	Plow Truck - Loan Proc	\$25,000.00 No	No	(04/23/2014) -	
- 05/14/2014	I IAW/3	CD	Deposit from CD	\$1,000.00 No	No	(05/14/2014) -	
₽ 07/21/2014	14	Above County	Misc. Taxes	\$8,000.00 No	No	(07/21/2014) -	
- 07/21/2014	15	Township Residents	Special Assessments	\$5,000.00 No	No	(07/21/2014) -	
↓ 07/21/2014	1 16	Federa Government	Grants and Aids	\$10,000.00 No	No	(07/21/2014) -	
- 07/21/2014	<b>!</b> 17	State of Minnesota	Grants and Aids	\$10,000.00 No	No	(07/21/2014) -	
-p 07/21/2014	18	Above County	Grants and Aids	\$2,000.00 No	No	(07/21/2014) -	
- 07/21/2014	19	City of There	IRRRB Grant and Other_	\$2,000.00 No	No	(07/21/2014) -	
	20	Town Residents	Charges for Services	\$20,000.00 No	No	(07/21/2014) -	
- 07/21/2014	21	Bad Guys	Fines and Forfiets	\$1,000.00 No	No	(07/21/2014) -	
- 07/21/2014	22	The Bank	Plow Truck - Loan Proc.	\$10,000.00 No	No	(07/21/2014) -	

You can Add Receipt, View/Edit, Void, Delete, Export to CSV (export data from a Receipt list tab search into a spread sheet format), or Print receipts from the Receipts List tab screen.

### **Receipts: Entering a Receipt**

To begin entering Receipts, click on the Add Receipt tab in the Receipts section.

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<b>-</b> 01/02/2014	1		Above County		1st Half Tax Settle	ement	\$20,000.00	No		No		(01/02/2014) -			
- <b>□</b> 01/02/2014	2		Jane Doe		Building Permit		\$120.00	No		No		(01/02/2014) -			
- 01/15/2014 D1/15/2014	3		John Doe		Dog Licenses		\$15.00	No		No		(01/15/2014) -			
- 01/29/2014	4		State of Minneso	ta	Gas Tax		\$7,500.00	No		No		(01/29/2014) -			
· 01/29/2014	5		Ed Win		Water and Sewer	Conn	\$300.00	No		No		(01/29/2014) -			
- 01/30/2014	6		Water-Sewer Bill	ing	January W & S Pa	yments	\$1,300.00	No		No		(01/29/2014) -			
- 02/02/2014 O2/02/2014	7		The Bank		Checking Interest		\$10.00	No		No		(02/02/2014) -			
- 02/11/2014	8		Ed Furling		Dog Licenses		\$15.00	No		No		(07/18/2014) -			
<b>a</b> 03/31/2014	9		The Bank		Interest on CD		\$5.00	No		No		(03/31/2014) -			
03/31/2014	10		State of Minneso	ta	DNR - Snowmobil	e Trail	\$500.00	No		No		(03/31/2014) -			
- 04/02/2014	TSF422014		General Fund		Transfer in to Roa	d and	\$5,000.00	No		No		(04/02/2014) -			
- 04/10/2014	12		Jones Asphalt		Sale of Grader		\$5,000.00	No		No		(04/10/2014) -			
- 04/23/2014	13		The Bank		Plow Truck - Loa	n Proc	\$25,000.00	No		No		(04/23/2014) -			
- 05/14/2014	IAW3		CD		Deposit from CD		\$1,000.00	No		No		(05/14/2014) -			
- 07/21/2014	14		Above County		Misc. Taxes		\$8,000.00	No		No		(07/21/2014) -			
+ 07/21/2014	15		Township Reside	ents	Special Assessme	ents	\$5,000.00	No		No		(07/21/2014) -			
- 07/21/2014	16		Federa Governm	ent	Grants and Aids		\$10,000.00	No		No		(07/21/2014) -			
- 07/21/2014	17		State of Minneso	ta	Grants and Aids		\$10,000.00	No		No		(07/21/2014) -			
- 07/21/2014	18		Above County		Grants and Aids		\$2,000.00	No		No		(07/21/2014) -			
- 07/21/2014	19		City of There		IRRRB Grant and	Other_	\$2,000.00	No		No		(07/21/2014) -			
- 07/21/2014	20		Town Residents		Charges for Servi	ces	\$20,000.00	No		No		(07/21/2014) -			
- 07/21/2014	21		Bad Guys		Fines and Forfiets		\$1,000.00	No		No		(07/21/2014) -			
-01/21/2014			The Bank		Plow Truck - Loa		\$10,000.00			No		(07/21/2014) -			

After the Add Receipt tab is selected, you can enter the information from your receipt. An example of the Add Receipt tab is shown on the next page.

#### **Receipts: Entering a Receipt (continued)**

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				* Total Distributed	s0
				Difference	
Account Number	<ul> <li>Program Code</li> </ul>		P Amount	<ul> <li>Investment</li> </ul>	4 Debt
	1015 2015) - Account Number	2015)-	2015)- Crowd • Jew 5.4	2015 Crew Crew Countries De 2019 Ben Else	2019)- Clevel Cocomics Date Barrier Edit

With the Add Receipts tab open, complete the following steps:

- Enter the receipt number in the Receipt Number field. The receipt number will come from a pre-numbered receipt book. The default receipt number will be the largest receipt number previously entered, plus one.
- Enter the date of the receipt in the Receipt Date field.
- Enter the deposit date in the Deposit Date/ID field. All receipts with the same Deposit ID will be added together when reconciling CTAS with the bank statement.
- Enter the name of the person or entity from whom the money was received in the Received From field.
- Type a brief explanation of why the money was received in the Description field. You can enter up to 90 characters in the field.
- When you are adding or changing a receipt, you can insert comments concerning this transaction in the Notes field. You can enter up to 255 characters in the field.
- Enter when the amount in the receipt was received in the Occurrence Date field. *This is an optional field to track receivables or deferred revenue as you enter receipts.* A receipt shall be considered a receivable if the occurrence date is in the year prior to the receipt date. The receipt shall be considered deferred revenue if the occurrence date is in the year after the receipt date.
- In the Summary section, enter the total amount of the receipt in the Total field.

#### **Receipts: Entering a Receipt (continued)**

- Next, in the Account Distribution section, enter the Fund Number to indicate which fund will receive the money.
- Enter the Account Number to define the source of the receipt.
- You can also enter a Program Code. You are not required to enter a Program Code. An explanation of the Program Code is shown in Chapter 8 of this manual, Chart of Accounts.
- Enter the amount of the receipt allocated to this fund and account.
- Continue to enter Account Distribution lines until the receipt is allocated to all of the funds receiving money. The difference must be zero in order to save the transaction.
- Click the Save button to save the Receipt. The Add Receipt tab will always be available to add additional receipts.
- In CTAS v8, the users will be able to select an Investment or a Debt to be associated with a receipt under the following conditions:
  - When a Receipt is added or edited and the "Sale of Investment" account code is selected, the user can select the related investment so the sale can be properly reflected in the Investment section.
  - When a receipt is added or edited and either "Proceeds of General Long-term Debt" or "General Obligation Bond Proceeds" or "Premium on Bonds Sold" account code is selected, the user can relate the receipt to a debt instrument by creating a new debt instrument or select an existing debt instrument.

#### **Receipts: Adding or Changing Remitter Information**

The New and Edit buttons on the Add Receipt tab allow you to enter information into a remitter file for people, companies, and other governments from which you receive money.

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	r	<b>``</b>			
* Receipt Date 09/09/201					
* Deposit Date/ID (09/09/20)	14) -		Cleared 📃	Occurrence Date 07/05/2014	
* Received From State of Mi	nnesota	•	New	Summary	
* Description Grants and	Aida		Edit	- Total	s0.00
Description Grants and	Ausi	L	Eoit	Distributed	
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Account Distribution					
Fund Number	+ Account Number	Program Code	+ Amount	+> Investment	+ Debt +
🕨 👍 100: General Funds	33401: Local Government Aid			\$0.00	
- 100: General Funds	33405: Taconite Production Aid			\$0.00	
- 100: General Funds	33406: Taconite Homestead Credit			\$0.00	
👍 100: General Funds	33429: State - P.E.R.A. Aid			\$0.00	
a 100: General Funds	33430: Disparity Reduction Aid			\$0.00	
- 100: General Funds	33440: Fire Aid			\$0.00	
*					
			4		
Delete Selected Records					
					Import from File Save Cancel

The remitter file enables CTAS to populate a remitter's information into a new receipt when you type the name of a remitter or choose a name by clicking on the down arrow at the end of the Received From field. In a remitter file:

- The fields that are populated are the Received From, Description, Fund Number, and Account Number.
- Fields are populated from the remitter's most recent transaction.
- Click the Edit button to update the information on a remitter.
- A remitter can only be added or changed in the Add Receipt tab.
- Enter a new remitter by clicking the New button. An example of the Add Remitter screen is shown on the next page.

### **Receipts:** Adding or Changing Remitter Information (continued)

Add Remitter			
* Remitter Name			
Address			
7 44 665			
Contact Name			
Phone #	<u> </u>	Extn	
Fax #	<u> </u>		
E-Mail Address			
	Active		
•			
			Save Cancel

When the Add Remitter screen appears, complete the following steps:

- Enter the remitter's name in the Remitter Name filed. This designates from whom you will receive the money. This is a required field.
- Enter the remitter's address in the Address field.\*
- Enter the remitter's contact name in the Contact Name field.\*
- Enter the remitter's telephone number in the Phone # field.\*
- Enter the remitter's fax number in the Fax # field.\*
- Enter the remitter's e-mail address in the E-Mail Address field.\*
- The Active box must be checked in order for the remitter to be selected when entering receipts.
- Click the Save button to store the new remitter.

\*These fields are for informational purposes only and are not required to be completed.

When the Edit button is selected, the Edit Remitter screen appears (see next page). You can then make the desired changes by clicking in the appropriate field. Click the Save button to record your changes.

## **Receipts:** Adding or Changing Remitter Information (continued)

it Remitter						
* Remitter Name	Washington County					
Address	100 Courthouse Road					_
						_
	Stolen Base	MB	55555-5555			_
Contact Name	Alexander Capone, County					
Phone #	(651) 555-5656	Extn	122			
Fax #	(651) 555-5657					
E-Mail Address	acapone@washington-cn	y.mn.us				
					Save	Cancel

### **Receipts:** Changing a Receipt

To change a receipt, highlight the receipt in the Receipts List tab and click the View\Edit button or double left click on the receipt.

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Date	ସ 🕫 Receipt No. ►	⊽+¤ Remitter ⊽-	■ Description	ount 🛛 🖓 Void	⊽ + Cleared	▼+ Deposit Date/ID	マ≠ Occurrence Date	<b>∀</b> ₽
- 01/02/2014	1	Above County	1st Half Tax Settlement	\$20,000.00 No	No	(01/02/2014) -		
a 01/02/2014	2	Jane Doe	Building Permit	\$128.00 No	No	(01/02/2014) -		
	3	John Doe	Dog Licenses	\$15.00 No	No	(01/15/2014) -		
01/29/2014	4	State of Minnesota	Gas Tax	\$7,500.00 No	No	(01/29/2014) -		
01/29/2014	5	Ed Win	Water and Sewer Conn	\$300.00 No	No	(01/29/2014) -		
- 01/30/2014	6	Water-Sewer Billing	January W & S Payments	\$1,300.00 No	No	(01/29/2014) -		
- 02/02/2014 O2/02/2014	7	The Bank	Checking Interest	\$10.00 No	No	(02/02/2014) -		
02/11/2014	8	Ed Furling	Dog Licenses	\$15.00 No	No	(07/18/2014) -		
→ 03/31/2014	9	The Bank	Interest on CD	\$5.00 No	No	(03/31/2014) -		
03/31/2014	10	State of Minnesota	DNB - Snowmobile Trail	\$500.00 No	No	(03/31/2014) -		
- 04/02/2014	TSF422014	General Fund	Transfer in to Road and	\$5,000.00 No	No	(04/02/2014) -		
₽ 04/10/2014	12	Jones Asphalt	Sale of Grader	\$5,000.00 No	No	(04/10/2014) -		
₽ 04/23/2014	13	The Bank	Plow Truck - Loan Proc	\$25,000.00 No	No	(04/23/2014) -		
	IAW/3	CD	Deposit from CD	\$1,000.00 No	No	(05/14/2014) -		
· 07/21/2014	14	Above County	Misc. Taxes	\$8,000.00 No	No	(07/21/2014) -		
a 07/21/2014	15	Township Residents	Special Assessments	\$5,000.00 No	No	(07/21/2014) -		
p 07/21/2014	16	Federa Government	Grants and Aids	\$10,000.00 No	No	(07/21/2014) -		
p 07/21/2014	17	<ul> <li>State of Minnesota</li> </ul>	Grants and Aids	\$10,000.00 No	No	(07/21/2014) -		
· 07/21/2014	18	Above County	Grants and Aids	\$2,000.00 No	No	(07/21/2014) -		
a 07/21/2014	19	City of There	IRRRB Grant and Other_	\$2,000.00 No	No	(07/21/2014) -		
<b>→</b> 07/21/2014	20	Town Residents	Charges for Services	\$20,000.00 No	No	(07/21/2014) -		
07/21/2014	21	Bad Guys	Fines and Forfiets	\$1,000.00 No	No	(07/21/2014) -		
-0/12/12014		The Bank	Plow Truck - Loan Proc		No	(07/21/2014) -		

#### **Receipts:** Changing a Receipt (continued)

The receipt will open in a new tab:

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	Budget Cash Chart of Accounts						
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* Receipt Number 1				Notes			
* Receipt Date 01/02/2014							
* Deposit Date/ID (01/02/2014) -			Cleared	Occurrence Date			
* Received From Above County			New		Summary * Total		
* Description 1st Half Tax Set	tlement	,	Edit		Distributed Difference	\$_	20,000.00 \$20,000.00 \$0.00
Account Distribution		/					
		Program Code	+ Amount		+ Investment \$10,000.00	+ Debt	4
→ In 100: General Funds     → 201: Road and Bridge	31005: Property Taxes 31005: Property Taxes	/		and the second se	\$5,000.00		
- 225: Community Developme		1			\$5,000.00		
*		/					
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	/						
Delete Selected Records	i						
	i					Import from File	Cancel

An "X" in the Cleared box indicates the receipt has cleared the bank. Once the receipt has been cleared, the receipt number and the total amount of the receipt cannot be changed.

After completing your change(s), click the Save button.

### **Receipts: Voiding a Receipt**

The need to void a receipt could result from a check returned for lack of funds or an error that was made when the receipt was written.

Accounting	Payroll Im Disbursements Bud	vestments Indebtedness get Cash Chart of Vendo Accounts	<u>R</u> eports Ad <u>m</u> in	<u>H</u> elp <u>E</u> xit				
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	Disbursements Bud	get Cash Chart of Vendo	2					
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<b>-</b> 01/02/2014	1	Above County	1st Half Tax Settlement	\$20,000.00 No	No	(01/02/2014) -		
<b>-</b> □ 01/02/2014	2	Jane Doe	Banding Permit	\$120.00 No	No	(01/02/2014) -		
01/15/2014	3	John Doe	Dog Licenses	\$15.00 No	No	(01/15/2014) -		
01/29/2014	4	State of Minnesota	Gas Tax	\$7,500.00 No	No	(01/29/2014) -		
- 01/29/2014	5	Ed Win	Water and Sewer Conn	\$300.00 No	No	(01/29/2014) -		
-p 01/30/2014	6	Water-Sewer Billing	January W & S Payments	\$1,300.00 No	No	(01/29/2014) -		
- 02/02/2014	7	The Bank	Checking Interest	\$10.00 No	No	(02/02/2014) -		
- 02/11/2014	8	Ed Furling	Dog Licenses	\$15.00 No	No	(07/18/2014) -		
<b>- □</b> 03/31/2014	9	The Bank	Interest on CD	\$5.00 No	No	(03/31/2014) -		
03/31/2014	10	State of Minnesota	DNR - Snowmobile Trail	\$500.00 No	No	(03/31/2014) -		
04/02/2014	TSF422014	General Fund	Transfer in to Road and	\$5,000.00 No	No	(04/02/2014) -		
- 04/10/2014	12	Jones Asphalt	Sale of Grader	\$5,000.00 No	No	(04/10/2014) -		
- 04/23/2014	13	The Bank	Plow Truck - Loan Proc.	\$25,000.00 No	No	(04/23/2014) -		
- 05/14/2014	IAW3	CD	Deposit from CD	\$1,000.00 No	No	(05/14/2014) -		
- 07/21/2014	14	Above County	Misc. Taxes 1	\$8,000.00 No	No	(07/21/2014) -		
+ 07/21/2014	15	Township Residents	Special Assessments	\$5,000.00 No	No	(07/21/2014) -		
- 07/21/2014	16	Federa Government	Grants and Aids	\$10,000.00 No	No	(07/21/2014) -		
- 07/21/2014	17	State of Minnesota	Grants and Aids	\$10,000.00 No	No	(07/21/2014) -		
- 07/21/2014	18	Above County	Grants and Aids	\$2,000.00 No	No	(07/21/2014) -		
- 07/21/2014	19	City of There	IRRRB Grant and Other	\$2,000.00 No	No	(07/21/2014) -		
- 07/21/2014	20	Town Residents	Charges for Services	\$20,000.00 No	No	(07/21/2014) -		
+ 07/21/2014	21	Bad Guys	Fines and Forfiets	\$1,000.00 No	No	(07/21/2014) -		
07/21/2014	22	The Bank	Plow Truck - Loan Proc.	\$10,000.00 No	No	(07/21/2014) -		
2) View/Edit	3) Void (Y/N)	4) Delete	5) Export to CSV 6)	Print				

- Tôvoid a receipt, highlight the receipt on the Receipts List tab and click on the Void (Y/N) button.
- After the void option is selected, the Void Receipt screen appears (below).
- Click on the Yeş button to void the receipt.



#### **Receipts: Deleting a Receipt**

The need to delete a receipt could occur if an error was made when the receipt was entered.

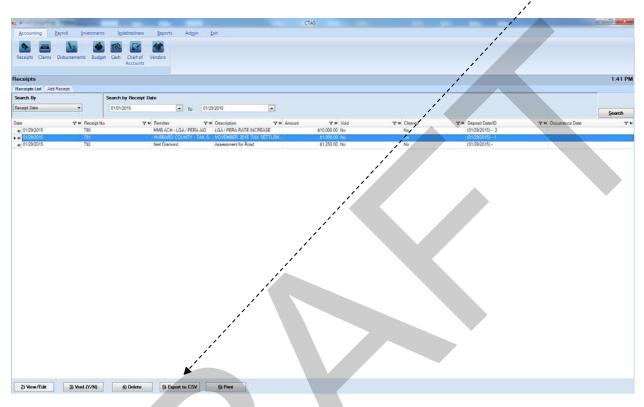
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Date	▼+ Receipt No.	Tra Remitter Tra	■ Description	Amount Void	⊽+ Cleared	▼+ Deposit Date/ID	マ ≠ Occurrence Date	<b>∀</b> ₽
01/02/2014	1	Above County	1st Half Tax Settlement	\$20,000.00 No	No	(01/02/2014) -		
- 01/02/2014	2	Jane Doe	Building Permit	\$120.00 No	No	(01/02/2014) -		
- 01/15/2014	3	John Doe	Dog Licenses	\$15.00 No	No	(01/15/2014) -		
- 01/29/2014	4	State of Minnesota	Gas Tax	\$7,500.00 No	No	(01/29/2014) -		
- 01/29/2014	5	Ed Win	Water and Sewer Conn	\$300.00 No	No	(01/29/2014) -		
- 01/30/2014	6	Water-Sewer Billing	January W & S Payments	\$1,300.00 No	No	(01/29/2014) -		An and a second second
- 02/02/2014	7	The Bank	Checking Interest	\$10.00 No	No	(02/02/2014) -		
- 02/11/2014	8	Ed Furling	Dog Licenses	\$15.00 No	No	(07/18/2014) -		
- 03/31/2014	9	The Bank	Interest on CD	\$5.00 No	No	(03/31/2014) -		
+ 03/31/2014	10	State of Minnesota	N DNR - Snowmobile Trail	\$500.00 No	No	(03/31/2014) -		
- 04/02/2014	TSF422014	General Fund	Transfer in to Road and	\$5,000.00 No	No	(04/02/2014) -		
+ 04/10/2014	12	Jones Asphalt	Sele of Grader	\$5,000.00 No	No	(04/10/2014) -		
- 04/23/2014	13	The Bank	Plow Truck - Loan Proc	\$25,000.00 No	No	(04/23/2014) -		
+ 05/14/2014	IAW3	CD	Deposit from CD	\$1,000.00 No	No	(05/14/2014) -		
- 07/21/2014	14	Above County	Misc. Taxes	\$8,000.00 No	No	(07/21/2014) -		
→ 07/21/2014	15	Township Residents	Special Assessments	\$5,000.00 No	No	(07/21/2014) -		
- 07/21/2014	16	Federa Government	Grants and Aids	\$10,000.00 No	No	(07/21/2014) -		
+ 07/21/2014	17	State of Minnesota	Grants and Aids	\$10,000.00 No	No	(07/21/2014) -		
- 07/21/2014	18	Above County	Grants and Aids	\$2,000.00 No	No	(07/21/2014) -		
- 07/21/2014	19	City of There	IRRRB Grant and Other_	\$2,000.00 No	No	(07/21/2014) -		
+ 07/21/2014	20	Town Residents	Charges for Services	\$20,000.00 No	No	(07/21/2014) -		
- 07/21/2014	21	Bad Guys	Fines and Forfiets	\$1,000.00 No	No	(07/21/2014) -		
- 07/21/2014	22	The Bank	Plow Truck - Loan Proc	\$10,000.00 No	No	(07/21/2014) -		
	3) Void (Y/N)	4) Delete	5) Export to CSV	6) Print				

- To delete a receipt, highlight the receipt on the Receipts List tab and click the Delete button.
- After the delete option is selected, the Confirm Receipt Delete screen will appear (below).
- Click on the Yes button to delete the receipt.



### **Receipts: Export to CSV**

With data displayed from a search of receipts in the Receipts List tab, select the Export to CSV button.



In the Save As box, select where you would like the file to be saved and adjust the file name if necessary. Select Save when finished.



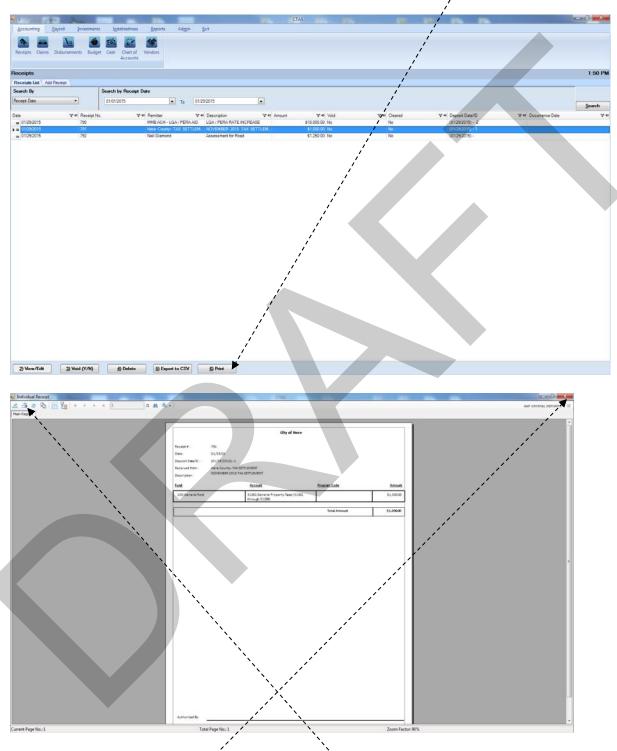
### **Receipts: Export to CSV (continued)**

CTAS will save the file to the location specified in the save as box. Below is an example of the CSV file when opened.

ste	👗 Cut 🛅 Copy ダ Form	Calibri at Painter B I	$\begin{array}{c c} & & & \\ & & & \\ \hline & \\ \hline & & \\ \hline \\ \hline$	V → Wrap Text General Wrap & Center → \$ + %	• • • • • • • • • • • • • • • • • • • •	Condition	I Format as	Normal Neutral	Bad Calculation	Goo	od eck Cell		ert Delete	Format	∑ AutoSum ↓ F21 + € Clear +	- Z▼ Sort & P	Find &	
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Red			ceipt N Remitter	Description				Deposit Date/ID		e Date								
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### **Receipts: Print an Individual Receipt**

In the Receipts List tab, highlight a receipt, then select the Print button.



After reviewing the preview, click on the Printer icon to begin the printing of the report. By clicking the red "X" you can close the Report Viewer screen.

### **Receipts: Using the Search Feature**

In the Receipts section, you can choose from a number of options to search for receipts. The default option is to search by date.

Accounting	Payroll In	vestments	Indebtedness	Reports Admin	Help Exit					
		-	-							
<b>A</b>										
Receipts Claims Dis	bursements Bud	get Cash	Chart of Vend	lors						
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Receipt Date										Search
Payor Receipt No.	t No.	<b>∀</b> +₽	Remitter 7	7 ₽ Description 🛛 🖓 🕯	Amount V+	Void 🖓-	P Cleared ⊽⊀	Deposit Date/ID V	- Occurrence Date	\
und and Account Number leposit Date/ID			Above County	1st Half Tax Settlement	\$20,000.00	No	No	(01/02/2014) -	1	
Receipt Total Amount			Jane Doe	Building Permit	\$120.00	No	No	(01/02/2014) -		
- 01/15/2014	3		John Doe	Dog Licenses	\$15.00	No	No	(01/15/2014) -		
a 01/29/2014	4		State of Minnesota	Gas Tax	\$7,500.00	No	No	(01/29/2014) -		
- 01/29/2014	5		Ed Win	Water and Sewer Conn	\$300.00	No	No	(01/29/2014) -	1	
- 01/30/2014	6		Water-Sewer Billing	January W & S Payments	\$1,300.00	No	No	(01/29/2014) -	1	
+ 02/02/2014	7		The Bank	Checking Interest	\$10.00	No	No	(02/02/2014) -		
- 02/11/2014	8		Ed Furling	Dog Licenses	\$15.00	No	No	(07/18/2014) -		
+ 03/31/2014	9		The Bank	Interest on CD	\$5.00	No	No	(03/31/2014) -		
- 03/31/2014	10		State of Minnesota	DNR - Snowmobile Trail.	\$500.00	No	No	(03/31/2014)		
- 04/02/2014	TSF422014		General Fund	Transfer in to Road and.	\$5,000.00	No	No	(04/02/2014) -		
- 04/10/2014	12		Jones Asphalt	Sale of Grader	\$5,000.00	No	No	(04/10/2014) -		
- 04/23/2014	13		The Bank	Plow Trück - Loan Proc.	\$25,000.00	No	No	(04/23/2014) -		
- 05/14/2014	IAW3		CD	Deposit from CD	\$1,000.00	No	No	(05/14/2014) -		
p 07/21/2014	14		Above County	Misc. Taxes	\$8,000.00	No	No	(07/21/2014) -		
+ 07/21/2014	15		Township Residents	s Special Assessments	\$5,000.00	No	No	(07/21/2014) -		
- 07/21/2014	16		Federa Government	Grants and Aids	\$10,000.00	No	No	(07/21/2014) -		
- 07/21/2014	17		State of Minnesota	Grants and Aids	\$10,000.00	No	No	(07/21/2014) -		
- 07/21/2014	18		Above County	Grants and Aids	\$2,000.00	No	No	(07/21/2014) -		
07/21/2014	19		City of There	IRRRB Grant and Other	\$2,000.00	No	No	(07/21/2014) -		
- 07/21/2014	20		Town Residents	Charges for Services	\$20,000.00	No /	No	(07/21/2014) -		
- 07/21/2014	21		Bad Guys	Fines and Forfiets	\$1,000.00	No	No	(07/21/2014) -		
- 07/21/2014	22		The Bank	Plow Truck - Loan Proc.	\$10,000.00	No /	No	(07/21/2014) -		
	3) Void (Y/N)			5) Export to CSV		1				

The default date search range is the last three weeks. To change the range of search dates:

- Click on the first date field and enter a new starting date, or use the calendar by clicking on the down arrow at the end of the field.
- Click on the second date field and enter a new ending date, or choose a date from the calendar by clicking on the down arrow.
- Click the Search button.
- Transactions meeting the date criteria will be displayed.

### **Receipts: Using the Search Feature (continued)**

The second option is to search by payor.

Accounting	g <u>P</u> ayroll	Investments	Indebtedness	Reports Admin	<u>H</u> elp <u>E</u> xit				
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Payor	•								
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Date	▼+ Receipt No.	<b>∀</b> ₽	Remitter V-P	Description V=	Amount Void	<b>∀</b> + Cleared	▼	V ₽ Occurrence Date	- 7÷
- 01/02/2014	1		Above County	1st Half Tax Settlement	\$20,000.00 No	No	(01/02/2014) -		1
+ 01/02/2014	2		Jane Doe	Building Permit	\$120.00 No	No	(01/02/2014) -		
- 01/15/2014	3		John Doe	Dog Licenses	\$15.00 No	No	(01/15/2014) -	X	
<b>→</b> 01/29/2014	4		State of Minnesota	Gas Tax	\$7,500.00 No	No	(01/29/2014) -	1	
+ 01/29/2014	5		Ed Win	Water and Sewer Conn	\$300.00 No	No	(01/29/2014) -	1	
- 01/30/2014	6		Water-Sewer Billing	January W & S Payments	\$1,300.00 No	No	(01/29/2014) -	/	
- 02/02/2014	7		The Bank	Checking Interest	\$10.00 No	No	(02/02/2014) -	/	
- 02/11/2014	8		Ed Furling	Dog Licenses	\$15.00 No	No	(07/18/2014) -	/	
a 03/31/2014	9		The Bank	Interest on CD	\$5.00 No	No	(03/31/2014) -	· · · · · · · · · · · · · · · · · · ·	
· 03/31/2014	10		State of Minnesota	DNR - Snowmobile Trail	\$500.00 No	No	(03/31/2014) -		
- 04/02/2014	TSF422014	``	General Fund	Transfer in to Road and	\$5,000.00 No	No	(04/02/2014)		
- 04/10/2014	12	``	Jones Asphalt	Sale of Grader	\$5,000.00 No	No	(04/10/2014) -		
- 04/23/2014	13	<u>\</u>	The Bank	Plow Truck - Loan Proc	\$25,000.00 No	No	(04/23/2014) -		
- 05/14/2014	IAW/3	,	CD	Deposit from CD	\$1,000.00 No	No	(05/14/2014) -		
-p 07/21/2014	14		Above County	Misc. Taxes	\$8,000.00 No	No	(07/21/2014) -		
- 07/21/2014	15		Township Residents	Special Assessments	\$5,000.00 No	No	(07/21/2014) -		
<b>-</b> 07/21/2014	16		Federa Government	Grants and Aids	\$10,000.00 No	No	(07/21/2014) -		
+ 07/21/2014	17		State of Minnesota	Grants and Aids	\$10,000.00 No	No	(07/21/2014) -		
· 07/21/2014	18		Above County	Grants and Aids	\$2,000.00 No	No	(07/21/2014) -		
- 07/21/2014	19		City of There	IRRRB Grant and Other	\$2,000.00 No	No	(07/21/2014) -		
· 07/21/2014	20		Town Residents	Charges for Services	\$20,000.00 No	No	(07/21/2014) -		
- 07/21/2014	21		Bad Guys	Fines and Forfiets	\$1,000.00 No	No	(07/21/2014) -		
- 07/21/2014	22		The Bank	Plow Truck - Loan Proc	\$10,000.00 No	No	(07/21/2014) -		
2) View/Edit	3) Void (Y/N		4) Delete 5	Export to CSV	6) Print				

To search by payor:

- Choose the Search by Payor option. The screen will then display the Search by Payor field.
- Enter all or part of the name of the remitter in the field under Search by Payor.
- Click the Search button.
- All remitter names matching the search criteria will then be displayed.

### **Receipts: Using the Search Feature (continued)**

Another option is to search by receipt number.

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A	Accounting	<u>P</u> ayroll In	vestments	I <u>n</u> debtedne	ss <u>R</u> eports	Ad <u>m</u> in	<u>H</u> elp <u>E</u> x	it						
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-= 01/02/2		2		Jane Doe	Building Per			.00 No		No		(01/02/2014) -		
- 01/15/2		3		John Doe	Dog License	•		.00 No		No		(01/15/2014) -		
-= 01/29/2		4		State of Minnesot	and the second se	15		1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.		No		(01/29/2014) -		
		5		Ed Win				.00 No						
- 01/29/2 - 01/30/2		6		Water-Sewer Billi	Water and			.00 No		No		(01/29/2014) -		
		7		The Bank		S Payments		.00 No		No		(01/29/2014) -		
-		and the second second			Checking In			1		No		(02/02/2014) -		
		8	1	Ed Furling	Dog License			00 No		No		(07/18/2014) -		
-======================================				The Bank	Interest on (			.00 No		No		(03/31/2014) -		
-= 03/31/2		10		State of Minnesot		mobile Trail.		.00 No		No		(03/31/2014) -		
- 04/02/2		TSF422014	, i	General Fund		o Road and		00 No		No		(04/02/2014) -		
-= 04/10/2		12		Jones Asphalt	Sale of Grad			OU No		No		(04/10/2014) -		
-= 04/23/2		13		The Bank		<ul> <li>Loan Proc</li> </ul>	\$25,000			No		(04/23/2014) -		
-======================================		IAW3		CD	Deposit from			.00 No		No		(05/14/2014) -		
- 07/21/2		14		Above County	Misc. Taxes			.00 No		No		(07/21/2014) -		
- 07/21/2		15		Township Reside				.00 No	1	No		(07/21/2014) -		
-= 07/21/2		16		Federa Governm				.00 No		No		(07/21/2014) -		
- 07/21/2		17		State of Minnesot			\$10,000			No		(07/21/2014) -		
- 07/21/2		18		Above County	Grants and			.00 No	``	No		(07/21/2014) -		
- 07/21/2		19		City of There		nt and Other	the second se	.00 No		No		(07/21/2014) -		
-		20		Town Residents	Charges for	and the second se	\$20,000			No		(07/21/2014) -		
- 07/21/2		21		Bad Guys	Fines and F	and the second se	- I for an	.00 No		No		(07/21/2014) -		
- 07/21/2	2014	22		The Bank	Plow Truck	- Loan Proc	\$10,000	.00 No	a magazina mananana	No		(07/21/2014) -		
	v/Edit	3) Void (Y/N)		4) Delete	5) Export to (		6) Print			· · ·				

To search by receipt number:

- Choose the Search by Receipt No. option. The screen will then display the Search by Receipt Number fields.
- Enter the beginning number in the range of receipts you want to search in the first field under the Search by Receipt Number heading.
- Enter the last receipt number in range you want to search in the second field.
- Click the Search button.
- All of the receipt numbers within the specified range will be displayed.

### **Receipts: Using the Search Feature (continued)**

You can also search by Fund and Account Numbers.

Accounti	ng <u>P</u> ayroll <u>I</u>	nvestments Indebtedness	Reports Admi	n Help	Exit							
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Fund and Account N	umber 👻	100: General Funds	▼ 31005	Property Tax	ies	•						
											Se	earch
Date	T P Receipt No.	⊽+¤ Remitter 🛛 🖓 🗄	Description	+ Amount	⊽+¤ Void	74	Cleared	74	Deposit Date/ID	⊽‡ Occurre	ince Date	7+
- 01/02/2014	1	Above County	1st Half Tax Settlement		\$20,000.00 No		No		(01/02/2014) -			
- 01/02/2014	2	Jane Doe	Building Permit	``	\$120.00 No		No		(01/02/2014) -			
- 01/15/2014	3	John Doe	Dog Licenses	N.	\$15.00 No		No		(01/15/2014) -			
a 01/29/2014	4	State of Minnesota	Gas Tax	``	\$7,500.00 No		No		(01/29/2014) -			
- 01/29/2014	5	Ed Win	Water and Sewer Conn	6.1	\$300.00 No		No		(01/29/2014) -			
- 01/30/2014	6	Water-Sewer Billing	January W & S Paymen	ts	\$1,300.00 No		No		(01/29/2014) -			
-p 02/02/2014	7	The Bank	Checking Interest		\$10.00 No		No		(02/02/2014) -			
-p 02/11/2014	8	Ed Furling	Dog Licenses		\$15.00 No		No		(07/18/2014) -			
-p 03/31/2014	9	The Bank	Interest on CD		\$5.00 No		No		(03/31/2014) -			
-p 03/31/2014	10	State of Minnesota	DNR - Snowmobile Tra	iL	\$500.00 No		No		(03/31/2014) -			
- 04/02/2014	TSF422014	General Fund	Transfer in to Road and	Ł.	\$5,000.00 No		No		(04/02/2014) -			
- 04/10/2014	12	Jones Asphalt	Sale of Grader		\$5,000.00 No		No		(04/10/2014) -			
- 04/23/2014	13	The Bank	Plow Truck - Loan Pro	3	\$25,000.00 No		No		(04/23/2014) -			
- 05/14/2014	IAW3	CD 🔪	Deposit from CD		\$1,000.00 No	`	No	a contration	(05/14/2014) -			
-p 07/21/2014	14	Above County	Misc. Taxes		\$8,000.00 No		No		(07/21/2014) -			
- 07/21/2014	15	Township Residents	Special Assessments		\$5,000.00 No	1	No		(07/21/2014) -			
<b>-</b> 07/21/2014	16	Federa Government	Grants and Aids		\$10,000.00 No		No	And the second second	(07/21/2014) -			
+ 07/21/2014	17	State of Minnesota	Grants and Aids		\$10,000.00 No	``	No		(07/21/2014) -			
· 07/21/2014	18	Above County	Grants and Aids		\$2,000.00 No		No		(07/21/2014) -			
- 07/21/2014	19	City of There	IRRRB Grant and Othe	r	\$2,000.00 No		Na		(07/21/2014) -			
- 07/21/2014	20	Town Residents	Charges for Services		\$20,000.00 No		No		(07/21/2014) -			
- 07/21/2014	21	Bad Guys	Fines and Forfiets		\$1,000.00 No		No		(07/21/2014) -			
- 07/21/2014	22	The Bank	Plow Truck Loan Pro		\$10,000.00 No		No	`	(07/21/2014) -			
2) View/Edit	3) Void (Y/N)	4) Delete	5) Export to CSV	6) Print								

To search by fund and account numbers:

- Choose the Search by Fund and Account Number option. The screen will then display the Search by Fund and Account Number fields.
- Enter the Fund number in the first field, or click on the down arrow to choose a Fund number.
- Enter the Account Number in the second field, or click on the down arrow to choose an Account Number.

Note: You must enter both a Fund number and an Account Number.

- Click the Search button.
- All of the receipts with the specified Fund and Account Numbers will be displayed.

### **Receipts: Using the Search Feature (continued)**

Searching by Deposit Date/ID will provide the information on receipts that were listed on the bank deposit slip for a specified day.

Accountin	ig <u>P</u> ayroll <u>I</u> nv	estments	Indebtedness	Reports Admin	Help Exit							
		-	-									
*		101		1								
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incluipes counts	of the state of th	jut costi	Accounts									
Receipts												8:51 F
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Search By		Search	by Deposit Date/	D								
Deposit Date/ID	<b>_</b>											
Deposit Date/1D		(//	)-									Search
Date	Receipt No.		Remitter	+ Description ⊽+	Amount V-P	Void	74	Cleared	- マ+□ Deposit Date/ID	⊽≠	Occurrence Date	<b>∆</b> .a.
- 01/02/2014	1		Above County	1st Half Tax Settlement	\$20,000.00	No		No	(01/02/2014) -			
- 01/02/2014	2		Jane Doe	Building Permit	\$120.00	No		No	(01/02/2014) -			
- 01/15/2014	3		John Doe	Dog Licenses	\$15.00	No		No	(01/15/2014) -			
- 01/29/2014	4 \		State of Minnesota	Gas Tax	\$7,500.00	No		No	(01/29/2014) -			
- 01/29/2014	5		Ed Win	Water and Sewer Conn	\$300.00	No		No	(01/29/2014) -			
- 01/30/2014	6	1	Water-Sewer Billing	January W & S Payments	\$1,300.00	No		No	(01/29/2014) -			
- 02/02/2014	7		The Bank	Checking Interest	\$10.00	No		No	(02/02/2014) -			
- 02/11/2014	8 1	1	Ed Furling	Dog Licenses	\$15.00	No		No	(07/18/2014) -			
- 03/31/2014	9		The Bank	Interest on CD	\$5.00	No		No	(03/31/2014) -			
- 03/31/2014	10	13	State of Minnesota	DNR - Snowmobile Trail	\$500.00	No		No	(03/31/2014) -			
- 04/02/2014	TSF422014		General Fund	Transfer in to Road and.	\$5,000.00	No		No	(04/02/2014) -			
- 04/10/2014	12	<b>`</b>	Jones Asphalt	Sale of Grader	\$5,000.00	No		No	(04/10/2014) -			
- 04/23/2014	13	1	The Bank	Plow Truck - Loan Proc.	\$25,000.00	No		No	(04/23/2014) -			
- 05/14/2014	IAW3	1	CD	Deposit from CD	\$1,000.00	No		No	(05/14/2014) -			
- 07/21/2014	14	<u>\</u>	Above County	Misc. Taxes	\$8,000.00	No		No	(07/21/2014) -			
+ 07/21/2014	15	1	Township Residents	Special Assessments	\$5,000.00	No		No	(07/21/2014) -			
07/21/2014	16	· · · · · · · · · · · · · · · · · · ·	Federa Government	Grants and Aids	\$10,000.00	No		No	(07/21/2014) -			
- 07/21/2014	17		State of Minnesota	Grants and Aids	\$10,000.00	No		No	(07/21/2014) -			Manager and a second second
- 07/21/2014	18	1	Above County	Grents and Aids	\$2,000.00	No		No	(07/21/2014) -			
- 07/21/2014	19		City of There	IRRRB Grant and Other	\$2,000.00	No		No	(07/21/2014) -			
- 07/21/2014	20		Town Residents	Charges for Services	\$20,000,00	No		No	(07/21/2014) -			
- 07/21/2014	21	1	Bad Guys	Fines and Forfiets	\$1,000.00	No		No	(07/21/2014) -			
	22		The Bank	Plow Truck - Loan Proc.	\$10,000.00			No	(07/21/2014) -			

To search by deposit date:

- Choose the Search by Deposit Date/ID option. The screen will then display the Search by Deposit Date/ID field.
- Enter the deposit date.
- Click the Search button.
- All of the receipts with this deposit date will be displayed.

#### **Receipts: Using the Search Feature (continued)**

The last search option is to search by amount.

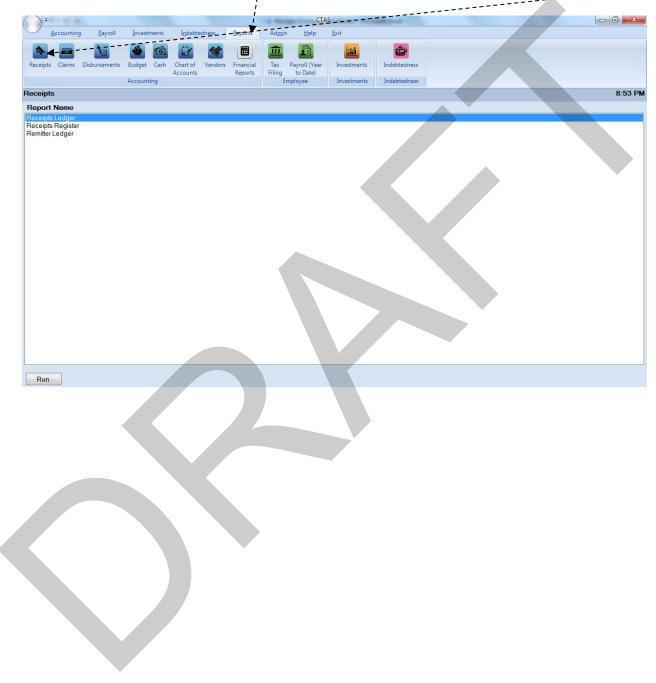
Accountin	q <u>P</u> ayroll Inves	tments Indebtedness	Reports Admin	Help Exit				
		-						
* =	<b>\</b>	💼 🕃 🐗						
Receipts Claims	Disbursements Budge		re .					
neccipis ciums	bisbursements budge	Accounts						
Receipts								8:52 P
Receipts List Ad	d Receipt							
Search By		Search by Receipt Total Ar	nount					
Receipt Total Amount								
riccopt rotal rindan		\$10.0	0 To	\$0.00	xact Amount			Search
Date	▼ + Receipt No.	▼+ Remitter ▼+	Description V-P	Amount Void	⊽+¤ Cleared	▼ → Deposit Date/ID	V ₽ Occurrence Date	e 🛛 🖓 🗝
- 01/02/2014	ì	Above County	1st Half Tax Settlement	\$20,000.00 No	No	(01/02/2014) -		
- 01/02/2014	2	Jane Doe	Building Permit	\$120.00 No	No	(01/02/2014) -		
- 01/15/2014	3	John Doe	Dog Licenses	\$15.00 No	No	(01/15/2014) -		
- 01/29/2014	4	State of Minnesota	Gas Tax	\$7,500.00 No	No	(01/29/2014) -		and the second se
- 01/29/2014	5	Ed Win	Water and Sewer Conn	\$300.00 No	No	(01/29/2014) -		
- 01/30/2014	6	Water-Sewer Billing	January W & S Payments	\$1,300.00 No	No	(01/29/2014) -		
- 02/02/2014	7	The Bank	Checking Interest	\$10.00 No	No	(02/02/2014) -		
- 02/11/2014	8	Ed Furling	Dog Licenses	\$15.00 No	No	(07/18/2014) -		
→ 03/31/2014	9	The Bank	Interest on CD	\$5.00 No	No	(03/31/2014) -		
- 03/31/2014	10	State of Minnesota	DNR - Snowmobile Trail	\$500.00 No	No	(03/31/2014) -		
- 04/02/2014	TSF422014	General Fund	Transfer in to Road and	\$5,000.00 No	No	(04/02/2014) -		
- 04/10/2014	12	Jones Asphalt	Sale of Grader	\$5,000.00 No	No	(04/10/2014) -		
- 04/23/2014	13	The Bank	Plow Truck - Loan Proc	\$25,000.00 No	No	(04/23/2014) -		
- 05/14/2014	IAW3	CD	Deposit from CD	\$1,000.00 No	No	(05/14/2014) -		
- 07/21/2014	14	Above County	Miscl Taxes	\$8,000.00 No	No	(07/21/2014) -		
₽ 07/21/2014	15	Township Residents	Special Assessments	\$5,000.00 No	No	(07/21/2014) -		
07/21/2014	16	Federa Government	Grants and Aids	\$10,000.00 No	No	(07/21/2014) -		
- 07/21/2014	17	State of Minnesota	Grants and Aids	\$10,000.00 No	No	(07/21/2014) -		
- 07/21/2014	18	Above County	Grants and Aids	\$2,000.00 No	No	(07/21/2014) -		
- 07/21/2014	19	City of There	IRRRB Grant and Other	\$2,000.00 No	No	(07/21/2014) -		
- 07/21/2014	20	Town Residents	Charges for Services	\$20,000.00 No	No	(07/21/2014) -		
- 07/21/2014	21	Bad Guys	Fines and Forfiets	\$1,000.00 No	No	(07/21/2014) -		
- 07/21/2014	22	The Bank	Plow Truck - Loan Proc	\$10,000.00 No	No	(07/21/2014) -		

To search by amount:

- Choose the Search by Receipt Total Amount option. The screen will then display the Search by Receipt Total Amount fields.
- If you want to search for receipts with a single amount, check the Exact Amount box at the right of the search field. Enter the amount, then click the Search button.
- If you want to search a range of amounts, enter the smaller number in the range of amounts you want to search in the first field under the Search by Amount heading.
- Enter the larger amount in the range in the second field, then click the Search button.
- After clicking the Search button, all of the receipts with amounts within the range will be displayed.

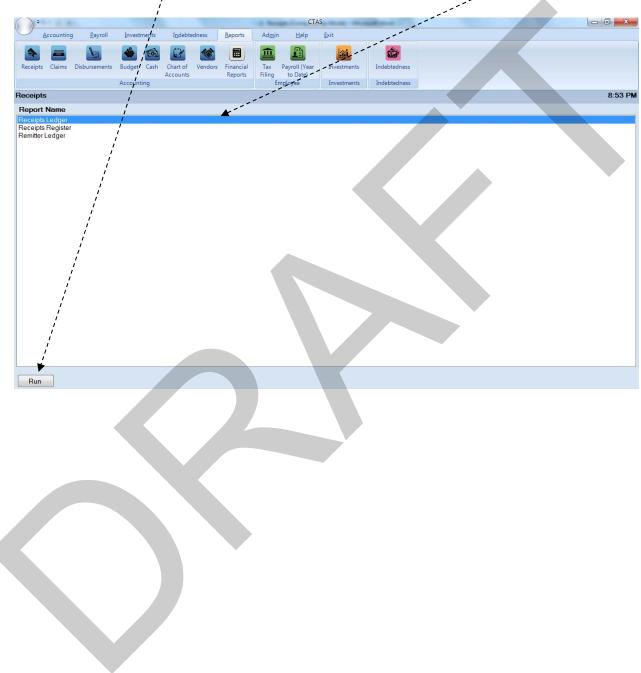
### **Receipts: Printing Reports**

There are three reports that you can create and print from the Receipts section: the Receipts Ledger, the Receipts Register, and the Remitter Ledger. To select a Receipts report you want to create, click on the Reports tab from the Task Bar and choose the Receipts icon.



#### **Receipts:** Printing Reports (continued)

A Reports screen will appear listing the three reports. To run a report, highlight the report and click the Run button. The following pages describe each report and illustrate how to create and print/each report.



#### **Receipts:** Printing a Receipts Ledger

A Receipts Ledger is designed to provide a classification of revenues by source for each Fund. The ledger should be printed and reviewed at least quarterly to find any receipts that have not been coded correctly. After the close of the fiscal year, print a Receipts Ledger for the full year. Review this report for any receipts coded incorrectly. When the ledger is correct, print a final copy and store it as part of your permanent records.

To print a Receipts Ledger, click on the Reports tab in the Task Bar and then the Receipts icon (see page 2-21 for illustration). A Reports screen will appear listing the three reports. Highlight Receipts Ledger and click the Run button. The Receipts Ledger screen will appear:

Receipts Ledger	and some to some first some
Fund All Funds	•
Available Accounts 30851: Cable TV - Standard Service	Selected Accounts
31000: Taxes - General Property Taxes         31010: Current Ad Valorem Taxes         31020: Deliquent Ad Valorem Taxes         31020: Tax Increments         31050: Tax Increments         31300: Taxes - General Sales and Use Taxes         31310: Ctry Sales Taxes         31400: Taxes - Selective Sales and Use Taxes         31410: Taxes - Selective Sales and Use Taxes         31410: Taxes - Selective Sales and Use Taxes         31400: Taxes - Other         31800: Taxes - Other         31810: Franchise Taxes         31820: Gambling Tax         31900: Taxes - Penalities and Interest on Delinquent T         31900: Taxes - Penalities and Interest on Ad valorem Taxes         31920: Forieted Tax Sale Apportoinments         31900: Taxes - Renalities and Interest on Sale Apportoinments         31900: Licenses and Permits         32100: Licenses and Permits         32100: Licenses and Permits         32101: Alcoholic Beverages         32110: Holinc Italities	
	art Date 01/01/2014 End Date 12/31/2014
	<u>R</u> un <u>C</u> ancel

On the Receipts Ledger screen:

- Select a Fund or All Funds, either by entering the Fund number or clicking on the down arrow and choosing from a list.
- Select the accounts to be printed by moving them from the Available Accounts box to the Selected Accounts box. The ">>" button will move all accounts; the ">" button will move the individually-highlighted account(s). You can also move an individual account by double-clicking on the account. The "<" and "<<" buttons allow you to move accounts out of the Selected Accounts box.
- Using the up and down arrows, select the Budget (fiscal) Year.
- Enter the Start Date and End Date for your ledger.
- Click the Run button and the print preview (Report Viewer screen) will appear, as shown on the next page.

#### **Receipts:** Printing a Receipts Ledger (continued)

• After reviewing the preview, click on the Printer icon to begin the printing of the report. By clicking the red "X"-you can close the Report Viewer screen.

Report Viewer			
	н 1 /15 🕅 🔍 -		SAP CRYSTAL REPORTS* 10
	New Township Fund Hame: General Fund Account Humbes 100-31005 Account Hame: Property Tax Date Hange 1/2/2014 (o 32/12/2014	Receipts Ledger Budget: Revised Dudget	8/27/2014 5120,000 00 50:00
	Date Bemitter BUDGET 01/02/2014 Above Courrey 07/21/2014 Above Courrey	Receipt Humber         Amount Received         Year To Date Received           1         \$10,000.00         \$10,000.00           26         \$20,000.00         \$100,000.00	Budget Balance \$12,0,000.00 (\$110,000.00) (\$50,000.00)
	Fund Name:         General Fund           Account Number:         100-31059           Account Name:         Tax Increments           Date Range:         1/1/2014 To 12/31/2014	Budget: Revised Gudget	11,500.00 50:00
	Dats Remitter BUDGET 07/21/2014 Above Courny	Received Humber, 14 \$1,000 00 \$1,000 00	Budnet: Balance 51,500.00 (5500.00)
	Fund Name:         General Fund           Account Number:         100-31301           Account Name:         Tax local           Date Ranges         1/1/2014 To 12/31/2014	Dudget: Révised Budget	51.500.00 \$0.00
	Date Bemitter BUDGET 07/22/2024 Above County Fund Name: General Fund	Receipt Humber Amount Received Year To Date Received 14 \$1,000.00 \$3,000.00	Fundger Halance. 51,500.00 (\$500.00)
Current Page No.: 1	Account Number: 108-31410 Total Page No.: 15	Budget: Z	\$1,750.00 -

• After clicking on the Printer icon, the Print screen appears:

🖶 Print	
General Layout	
Select Printer	
🚔 Fax	Microsoft XPS Documen
Main Printer on stg-dc2	Send To OneNote 2010
•	4
Status: Ready Location: Next to Closet	Print to file
Comment: Primary Office Printer	Fin <u>d</u> Printer
Page Range	
○ All	Number of copies: 1
Selection Current Page	
Pages: 1 Enter either a single page number or a single page range. For example, 5-12	Collate 123 123
/	int Cancel <u>A</u> pply

By clicking the Pages buttón, you can choose to print only certain pages of the report. The Number of copies box allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. The following page has a sample of the report.

To close the report:

- Click the red "X" icon on the Report Viewer screen.
- Click the Cancel button on the Receipts Ledger screen.

## **Receipts:** Printing a Receipts Ledger (continued)

#### Sample Receipt Ledger Report

New Township			Receipts Ledger			8/27/2014
Fund Name:		General Fund				
Account Number:		100-36210			Budget: Revised Budget:	\$200.00 \$0.00
Account Name:		Interest Earning				
Date Range:		1/1/2014 To 12/31/2014				
Date	Remitte		Receipt Number	Amount Received	Year To Date Received	Budget Balance
02/02/2014	BUDGET The Banl		7	\$10.00	\$10.00	\$200.00 (\$190.00)
03/31/2014	The Ban		9	\$5.00	\$15.00	(\$185.00)
Fund Name:		General Fund				
Account Number:		100-36290			Budget: Revised Budget:	\$1,000.00 \$0.00
Account Name:		Sale of Investment			nevised budget.	50.00
Date Range:		1/1/2014 To 12/31/2014				
Date	Remitter	r	Receipt Number	Amount Received	Year To Date Received	Budget Balance
	BUDGET					\$1,000.00
05/14/2014	CD		IAW3	\$1,000.00	\$1,000.00	\$0.00
Fund Name:		General Fund				
Account Number:		100-39202			Budget:	\$95.00
Account Name:		Contribution From Enterprise Fund			Revised Budget:	\$0.00
Date Range:		1/1/2014 To 12/31/2014				
Date	<u>Remitter</u>		Receipt Number	Amount Received	Year To Date Received	Budget Balance
07/21/2014	BUDGET Sewer Fu		TFS72014	\$100.00	\$100.00	\$95.00 \$5.00
General Fund Total Total Received for Total Budget Over / (-) Under Bu	the year			\$171	,765.00 ,525.00 ,760.00)	
Report Last Updated:	: 08/29/201	14	Page 7 of 15			

#### **Receipts:** Printing a Receipts Register

A Receipts Register is a chronological record of cash received. The register should be printed monthly and a copy saved as part of your permanent records.

To print a Receipts Register, click on the Reports tab in the Task Bar and the Receipts icon. A Reports screen will appear listing the three reports. Highlight Receipts Register and click the Run button, as shown on page 2-21. The Receipts Register screen appears:

Receipts Regist	er		
Receipt D	ate Range		
Fund	All Funds	•	
Start Date	07/07/2014 💌	End Date 07/07/2014	
		Preview Close	

On the Receipts Register screen:

- Select a Fund or All Funds, either by entering the Fund number or clicking on the down arrow and choosing from a list.
- Enter the beginning date for the range of dates you want reported in the Start Date field and the ending date in the End Date field.
- Click the Preview button. The print preview (Report Viewer screen) appears, as shown below.
- After reviewing the preview, click the Printer icon to begin the printing process. By clicking the red "X" you-can close the Report Viewer screen.

NewTownship		Re	ceipts Register				8/27/2014
Date Range : 01/01/2014 To	08/27/2014						
Date <u>Remitter</u>	Receipt #	Description	Deposit ID	Void	Account Name	Fund/Acct/Prog	Total
01/02/2014 Above County	1	1st Half Tax Settlement	(01/02/2014)-	N	Property Tax	100-31005-	\$10,000.00
					Property Tax	201-31005-	\$5,000.00
					Property Tax	225-31005-	\$5,000.00 \$20,000.00
03/31/2014 State of Minnesota	10	DNR - Snowmobile Trail Grant	(03/31/2014)-	Ν	DNR Grant	100-33480-	\$500.00
04/10/2014 Jones Asphalt	12	Sale of Grader	(04/10/2014)-	N	Sales of General Fixed	201-39101-	\$500.00 \$5,000.00
					Assets		\$5,000.00
04/23/2014 The Bank	13	Plow Truck - Loan Proceeds	(04/23/2014)-	N	OLT Debt Proceeds	201-39301-	\$25,000.00
							\$25,000.00
07/21/2014 Above County	14	Misc. Taxes	(07/21/2014)-	N	Tax Increments	100-31050-	\$1,000.00
					Gravel Tax	201-31701-	\$1,000.00
					Tax Local Hotel-Motel Tax	100-31301-	\$1,000.00
					Franchise Taxes	100-31410- 100-31810-	\$1,000.00 \$3,000.00
					GamblingTax	100-31820-	\$1,000.00
					Gambring rax		\$8,000.00
07/21/2014 Township Residents			(07/21/2014)-		Special Assessment	201-36105-	\$5,000.00

### **Receipts:** Printing a Receipts Register (continued)

• After clicking on the Printer icon, the Print screen appears:

Select Printer				
🖶 Fax		Hicrosoft XPS Docum PDF Complete Send To OneNote 2010		
	inter on stg-dc2	Send To OneNote 2010		
Status: Location: Comment:	Ready Next to Closet Primary Office Printer	Print to file Preferences		
Page Range		Number of <u>c</u> opies: 1		
<ul> <li>Selection</li> <li>Pages:</li> </ul>	Current Page	Collate 123 12	3	
Enter either a page range.	single page number or a single For example, 5-12			
	<u>-</u> B	int Cancel Ap	bly	

By clicking the Pages button, you can choose to print only certain pages of the report. The Number of copies box allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. The following page has a sample of the report.

To close the printing of the report:

- Click the red "X" icon on the Report Viewer screen.
- Click the Close button on the Receipts Register screen.



### **Receipts:** Printing a Receipts Register (continued)

#### Sample Receipt Register Report

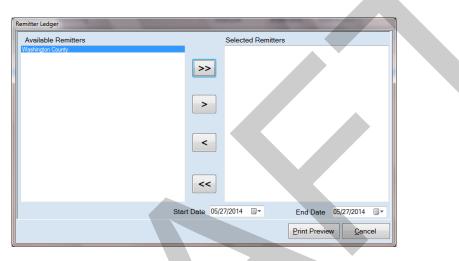
ew Townshi	ip			Receipts Register				<b>8/27/</b> 20
ate Range :	01/01/2014 To 08/	/27/2014						
Date	Remitter	Receipt#	Description	Deposit ID	<u>Void</u>	AccountName	Fund/Acct/Prog	<u>To</u>
01/02/2014	Above County	1	1st Half Tax Settlement	(01/02/2014) -	N	Property Tax	100-31005-	\$10,000.0
						Property Tax	201-31005-	\$5,000.0
						Property Tax	225-31005-	\$5,000.0
								\$20,000.0
03/31/2014	State of Minnesota	10	DNR - Snowmobile Trail Grant	(03/31/2014) -	N	DNR Grant	100-33480-	\$500.0
								\$500.0
04/10/2014	Jones Asphalt	12	Sale of Grader	(04/10/2014) -	Ν	Sales of General Fixed	201-39101-	\$5,000.0
						Assets		
							· · · · · ·	\$5,000.0
04/23/2014	The Bank	13	Plow Truck - Loan Proceeds	(04/23/2014) -	N	OLT Debt Proceeds	201-39301-	\$25,000.
								\$25,000.
07/21/2014	Above County	14	Misc. Taxes	(07/21/2014) -	N	Tax Increments	100-31050-	\$1,000.
						Gravel Tax	201-31701-	\$1,000.
						Tax Local	100-31301-	\$1,000.
						Hotel-Motel Tax	100-31410-	\$1,000.
						Franchise Taxes	100-31810-	\$3,000.
						Gambling Tax	100-31820-	\$1,000. <b>\$8,000</b> .
07/21/2014	Township Residents	15	Special Assessments	(07/21/2014) -	N	Special Assessment	201-36105-	\$5,000.
								\$5,000.
07/21/2014	Federa Government	16	Grants and Aids	(07/21/2014) -	N	Community Development Block Grants	100-33130-	\$2,500.
						Federal Transportation Aid	201-33170-	\$2,500.
						Federal Payments in Lieu of Taxes	100-33160-	\$2,500.
						Emergency Preparedness/Emergency Management Aid	225-33150-	\$2,500.
sport Last Update		K		Page 1 of 5				



#### **Receipts:** Printing a Remitter Ledger

A Remitter Ledger is designed to provide information on the amount of revenues received from remitters.

To print a Remitter Ledger, click on the Reports tab in the Task Bar and then the Receipts icon. A Reports screen will appear listing the three reports. Highlight Remitter Ledger and click the Run button, as shown on page 2-21, and the Remitter Ledger screen will appear:



On the Remitter Ledger screen:

- Select the remitters for the report by moving them from the Available Remitters box to the Selected Remitters box. The ">>" button will move all remitters; the ">" button will move the individually-highlighted remitter(s). You can also move an individual remitter by double-clicking on the remitter. The "<" and "<<" buttons allow you to move remitters out of the Selected Remitters box.
- Enter a Start Date for the report.
- Enter an End Date.
- Click the Print Preview button and the print preview (Report Viewer screen) appears, as shown on the next page.

### **Receipts:** Printing a Remitter Ledger (continued)

• After reviewing the preview, click the Printer icon to begin the printing process. By clicking the red "X" you can close the Report Viewer screen.

NewTownsl	lip	Remitter Ledgers		8/27/2014	
Date Range :	1/1/2014 To 0/27/2014				
Remitter Nan	ne: Above County				
Date	Description	Receipt Number	Account Number	Amount	
01/02/2014	1st Half Tax Settlement	1	100-31005-	\$10,000.00	
01/02/2014	1st Half Tax Settlement	1	201-31005-	\$5,000.00	
01/02/2014	1st Half Tax Settlement	1	225-31005-	\$5,000.00	
07/21/2014	Misc Tates	14	100-31050-	\$1,000.00	
07/21/2014	Misc Tates	14	100-31301-	\$1,000.00	
07/21/2014	Misc Taxes	14	100-31410-	\$1,000.00	
07/21/2014	Misc Taxes	14	100-31816-	\$3,000.00	
07/21/2014	Misc Taxes	14	100-31820-	\$1,000.00	
07/21/2014	Misc Taxes	14	201-31701-	\$1,000.00	
07/21/2014	Grants and Aids	18	100-33620-	\$1,000.00	
07/21/2014	Grants and Aids	18	201-33610-	\$1,000.00	
07/21/2014	Grants and Alds	25	601-31005-	\$500.00	
07/21/2014	Grants and Aids	25	601-33160-	\$\$00.00	
07/21/2014	Grants and Aids	25	601-33480-	\$500.00	
07/21/2014	Grants and Alds	25	601-33620-	\$500.00	
07/21/2014	Grants and Alds	25	601-33640-	\$500.00	
07/21/2014	Property Tax	28	100-31005-	\$90,000.00	

• After clicking on the Printer icon, the Print screen appears:

🖶 Print		
General Layout		
Select Printer		
Fax		Hicrosoft XPS Documen PDF Complete
🚈 Main Prir	nter on stg-dc2	Send To OneNote 2010
•	- m	4
Status:	Ready	Print to file Preferences
Location:	Next to Closet	Find Printer
Comment:	Primary Office Printer	
Page Range		
All		Number of copies: 1
Selection	Current Page	~
Pages:	1	✓ Collate
	ingle page number or a single or example, 5-12	123 123
		Print Cancel Apply
l	1	

By clicking the Pages button, you can choose to print only certain pages of the report. The Number of copies box allows you to enter the number of copies you would like printed. After selecting the printer details, click on the Print button to begin printing the report. The following page has a sample of the report.

To close the printing of the report:

- Click the red "X" icon on the Report Viewer screen (print preview).
- Click the Cancel button on the Remitter Ledger screen.

### **Receipts:** Printing a Remitter Ledger (continued)

#### Sample Remitter Ledger Report

Date         I           01/02/2014         1           01/02/2014         1           01/02/2014         1           01/02/2014         1           01/02/2014         1           07/21/2014         1	1/1/2014 To 8/27/2014 Above County Description 1st Half Tax Settlement 1st Half Tax Settlement 1st Half Tax Settlement Misc. Taxes	<u>Receipt Number</u> 1 1 1	Account Number 100-31005- 201-31005-	<u>Amount</u> \$10,000.00
Date         I           01/02/2014         :           01/02/2014         :           01/02/2014         :           01/02/2014         :           07/21/2014         I	Description 1st Half Tax Settlement 1st Half Tax Settlement 1st Half Tax Settlement	1 1	100-31005-	
01/02/2014 : 01/02/2014 : 01/02/2014 : 07/21/2014 I 07/21/2014 I	1st Half Tax Settlement 1st Half Tax Settlement 1st Half Tax Settlement	1 1	100-31005-	
01/02/2014 : 01/02/2014 : 07/21/2014 I 07/21/2014 I	1st Half Tax Settlement 1st Half Tax Settlement	1		\$10,000.00
01/02/2014 : 07/21/2014 I 07/21/2014 I	1st Half Tax Settlement		201-31005-	and the second se
07/21/2014 I 07/21/2014 I		1		\$5,000.00
07/21/2014 I	Misc. Taxes		225-31005-	\$5,000.00
		14	100-31050-	\$1,000.00
	Misc. Taxes	14	100-31301-	\$1,000.00
07/21/2014	Misc. Taxes	14	100-31410-	\$1,000.00
07/21/2014 1	Misc. Taxes	14	100-31810-	\$3,000.00
07/21/2014 1	Misc. Taxes	14	100-31820-	\$1,000.00
07/21/2014 1	Misc. Taxes	14	201-31701-	\$1,000.00
07/21/2014	Grants and Aids	18	100-33620-	\$1,000.00
07/21/2014	Grants and Aids	18	201-33610-	\$1,000.00
07/21/2014	Grants and Aids	25	601-31005-	\$500.00
07/21/2014	Grants and Aids	25	601-33160-	\$500.00
07/21/2014	Grants and Aids	25	601-33480-	\$500.00
07/21/2014	Grants and Aids	25	601-33620-	\$500.00
07/21/2014	Grants and Aids	25	601-33640-	\$500.00
07/21/2014 1	Property Tax	28	100-31005-	\$90,000.00
	Report Total			\$122,500.00
Remitter Name :	State of Minnesota			
Date 1	Description	<u>Receipt Number</u>	Account Number	Amount
01/29/2014	Gas Tax	4	201-33418-	\$5,000.00
01/29/2014	Gas Tax	4	225-33440-	\$2,500.00
03/31/2014 1	DNR - Snowmobile Trail Grant	10	100-33480-	\$500.00
07/21/2014	Grants and Aids	17	100-33401-	\$1,000.00
07/21/2014	Grants and Aids	17	100-33405-	\$1,000.00
07/21/2014	Grants and Aids	17	100-33406-	\$1,000.00
07/21/2014	Grants and Aids	17	100-33429-	\$1,000.00
07/21/2014	Grants and Aids	17	100-33430-	\$1,000.00
07/21/2014	Grants and Aids	17	100-33440-	\$5,000.00
	Report Total			\$18,000.00
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