

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.

Date	Receipt No.	Remitter	Description	Amount	Void	Cleared	Deposit Date/ID	Occurrence Date
01/02/2014	1	Above County	Tot 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 W/in	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	11	TSP422014	General Fund	\$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	14	CD	Deposit from CD	\$1,000.00	No	No	(05/14/2014) -	
07/21/2014	15	Above County	Misc. Taxes	\$8,000.00	No	No	(07/21/2014) -	
07/21/2014	16	Township Residents	Special Assessments	\$5,000.00	No	No	(07/21/2014) -	
07/21/2014	17	Federa Government	Grants and Aids	\$10,000.00	No	No	(07/21/2014) -	
07/21/2014	18	State of Minnesota	Grants and Aids	\$10,000.00	No	No	(07/21/2014) -	
07/21/2014	19	Above County	Grants and Aids	\$2,000.00	No	No	(07/21/2014) -	
07/21/2014	20	City of There	IRRRB Grant and Other...	\$2,000.00	No	No	(07/21/2014) -	
07/21/2014	21	Town Residents	Charges for Services	\$20,000.00	No	No	(07/21/2014) -	
07/21/2014	22	Bad Guys	Fines and Forfeits	\$1,000.00	No	No	(07/21/2014) -	
07/21/2014	23	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.

Accounting Payroll Investments Indebtedness Reports Admin Help Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors

Receipts 7:55 PM

Receipts List Add Receipt

Search By
Receipt Date

Search by Receipt Date
01/01/2014 To 09/08/2014

Search

Date	Receipt No.	Remitter	Description	Amount	Void	Cleared	Deposit Date/ID	Occurrence Date
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2) View/Edit 3) Void (Y/N) 4) Delete 5) Export to CSV 6) Print

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)

The screenshot displays the 'Add Receipt' form in the CTAS application. The form is divided into several sections: a top section for receipt details (Receipt Number, Receipt Date, Deposit Date/ID, Received From, Description), a middle section for additional information (Notes, Occurrence Date), and a bottom section for account distribution. The account distribution section is a table with columns for Fund Number, Account Number, Program Code, Amount, Investment, and Debt. The form also includes a 'Summary' section with fields for Total, Distributed, and Difference. The interface features a menu bar at the top with options like Accounting, Payroll, Investments, Igdbusiness, Reports, Admin, and Exit. A toolbar below the menu bar contains icons for Receipts, Claims, Disbursements, Budget, Cash, Chart of Accounts, and Vendors. The status bar at the bottom has buttons for 'Delete Selected Records', 'Import from File', 'Save', and 'Cancel'.

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.

Receipts 7:57 PM

Receipts List **Add Receipt**

* Receipt Number 29

* Receipt Date 09/09/2014

* Deposit Date/ID (09/09/2014) -

* Received From State of Minnesota

* Description Grants and Aids

Notes

Occurrence Date 07/05/2014

Summary

Total	\$ 0.00
Distributed	
Difference	

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	
100: General Funds	33430: Disparity Reduction Aid			\$0.00	
100: General Funds	33440: Fire Aid			\$0.00	
*					

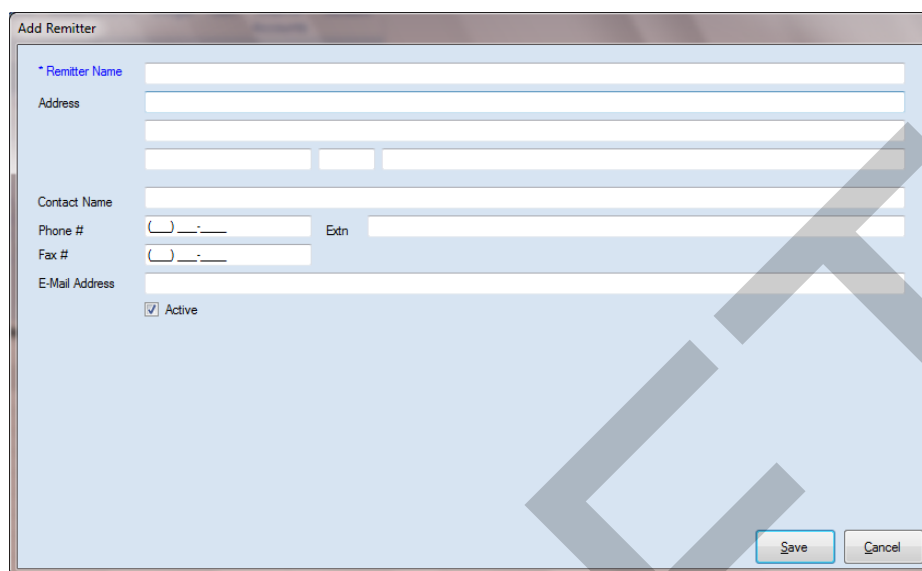
Delete Selected Records

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)



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

- Enter the remitter's name in the Remitter Name field. 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)

Edit Remitter

* Remitter Name Washington County

Address 100 Courthouse Road

Stolen Base MB 55555-5555

Contact Name Alexander Capone, County Treasurer

Phone # (651) 555-5656 Extn 122

Fax # (651) 555-5657

E-Mail Address acapone@washington-cny.mn.us

☒ Active

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.

CTAS

Accounting Payroll Investments Indebtedness Reports Admin Help Exit

Receipts Claims Disbursements Budget Cash Change of Accounts Vendors

Receipts 7:58 PM

Receipts List Add Receipt

Search By

Receipt Date

Search by Receipt Date

01/01/2014 To 09/08/2014

Search

Date	Receipt No.	Remitter	Description	Amount	Void	Cleared	Deposit Date/ID	Occurrence Date
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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) -	
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2) View/Edit 3) Void (Y/N) 4) Delete 5) Export to CSV 6) Print

Receipts: Changing a Receipt (continued)

The receipt will open in a new tab:

The screenshot shows the CTAS software interface. At the top, there are tabs for Accounting, Payroll, Investments, Indebtedness, Reports, Admin, Help, and Exit. Below these are icons for Receipts, Claims, Disbursements, Budget, Cash, Chart of Accounts, and Vendors. The 'Receipts' section is active, showing a 'Receipts List' tab with a red 'X' icon. The main form displays receipt details: Receipt Number 1, Receipt Date 01/02/2014, Deposit Date/ID (01/02/2014), Received From Above County, and Description 1st Half Tax Settlement. The 'Cleared' checkbox is checked, and an 'X' is visible in the 'Receipts List' tab. The 'Account Distribution' table shows the following data:

Fund Number	Account Number	Program Code	Amount	Investment	Debt
100: General Funds	31005: Property Taxes			\$10,000.00	
201: Road and Bridge	31005: Property Taxes			\$5,000.00	
225: Community Developme...	31005: Property Taxes			\$5,000.00	
*					

At the bottom right, there are buttons for 'Import from File', 'Save', and '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.

CTAS

Accounting Payroll Investments Indebtedness Reports Admin Help Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors

Receipts 7:58 PM

Receipts List Add Receipt

Search By
Receipt Date

Search by Receipt Date
01/01/2014 To 09/08/2014

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2) View/Edit 3) Void (Y/N) 4) Delete 5) Export to CSV 6) Print

- To void 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 Yes button to void the receipt.

Void Receipt

Are you sure you want to void selected 1 Receipts?

Yes No

Receipts: Deleting a Receipt

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

Search By: Receipt Date
 Search by Receipt Date: 01/01/2014 To 09/08/2014
 Search

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2) View/Edit 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.

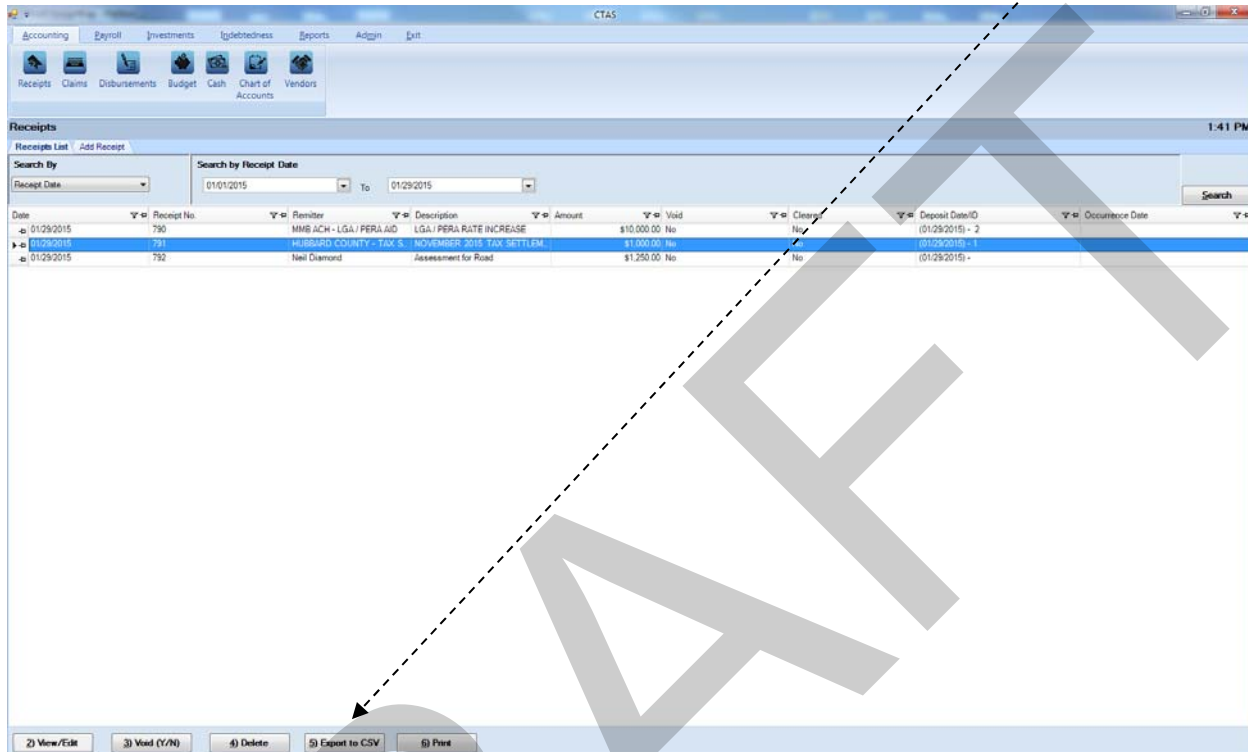
Confirm Receipt Delete

Are you sure you want to delete selected 1 Receipts?

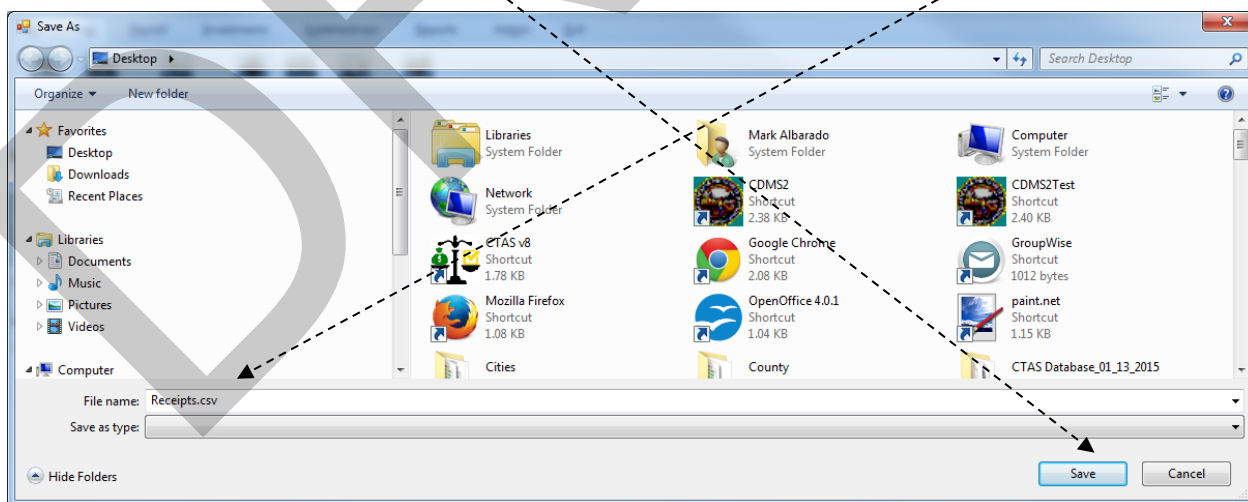
Yes No

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.



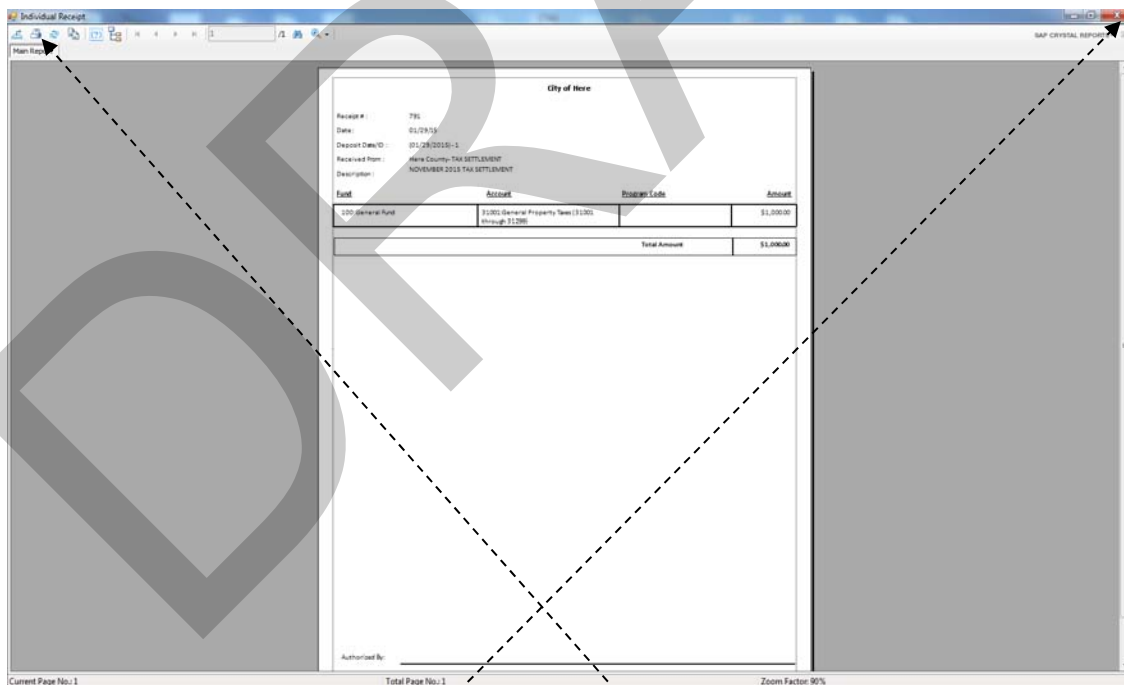
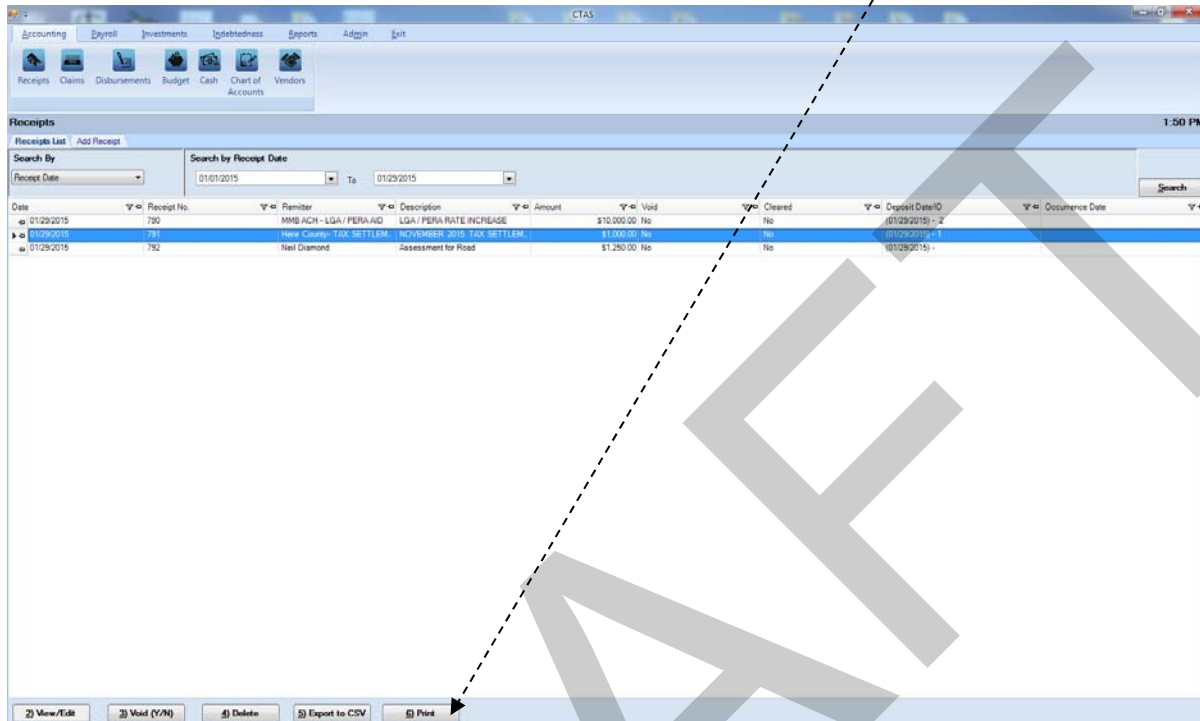
Receipts: Export to CSV (continued)

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

ReceiptID	Date	Receipt N	Remitter	Description	Amount	Void	Cleared	Deposit Date/ID	Occurrence Date
814	1/29/2015 0:00	790	MMB ACH - LGA / PERA AID	LGA / PERA RATE INCREASE	10000	No	No	(01/29/2015) - 2	
815	1/29/2015 0:00	791	HUBBARD COUNTY - TAX SETTLEMENT	NOVEMBER 2015 TAX SETTLEMENT	1000	No	No	(01/29/2015) - 1	
816	1/29/2015 0:00	792	Nail Diamond	Assessment for Road	1250	No	No	(01/29/2015) -	

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.

Receipts 8:49 PM

Search By: Receipt Date

Search by Receipt Date: 01/01/2014 To 09/08/2014

Search

No.	Remitter	Description	Amount	Void	Cleared	Deposit Date/ID	Occurrence Date
1	Above County	1st Half Tax Settlement	\$20,000.00	No	No	(01/02/2014) -	
2	Jane Doe	Building Permit	\$120.00	No	No	(01/02/2014) -	
3	John Doe	Dog Licenses	\$15.00	No	No	(01/15/2014) -	
4	State of Minnesota	Gas Tax	\$7,500.00	No	No	(01/29/2014) -	
5	Ed Win	Water and Sewer Conn...	\$300.00	No	No	(01/29/2014) -	
6	Water-Sewer Billing	January W & S Payments	\$1,300.00	No	No	(01/29/2014) -	
7	The Bank	Checking Interest	\$10.00	No	No	(02/02/2014) -	
8	Ed Furling	Dog Licenses	\$15.00	No	No	(07/18/2014) -	
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) -	
11	General Fund	Transfer in to Road and...	\$5,000.00	No	No	(04/02/2014) -	
12	Jones Asphalt	Sale of Grader	\$5,000.00	No	No	(04/10/2014) -	
13	The Bank	Flow Truck - Loan Proc...	\$25,000.00	No	No	(04/23/2014) -	
14	CD	Deposit from CD	\$1,000.00	No	No	(05/14/2014) -	
15	Above County	Misc. Taxes	\$8,000.00	No	No	(07/21/2014) -	
16	Township Residents	Special Assessments	\$5,000.00	No	No	(07/21/2014) -	
17	Federa Government	Grants and Aids	\$10,000.00	No	No	(07/21/2014) -	
18	State of Minnesota	Grants and Aids	\$10,000.00	No	No	(07/21/2014) -	
19	Above County	Grants and Aids	\$2,000.00	No	No	(07/21/2014) -	
20	City of There	IRRRB Grant and Other...	\$2,000.00	No	No	(07/21/2014) -	
21	Town Residents	Charges for Services	\$20,000.00	No	No	(07/21/2014) -	
22	Bad Guys	Fines and Forfeits	\$1,000.00	No	No	(07/21/2014) -	
23	The Bank	Flow 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

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.

Receipts 8:50 PM

Receipts List Add Receipt

Search By: Payor

Search by Payor:

Search

Date	Receipt No.	Remitter	Description	Amount	Void	Cleared	Deposit Date/ID	Occurrence Date
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 Wlin	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	(04/22/2014) -	
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	Feder 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 Forfeits	\$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.

Receipts 8:51 PM

Receipts List Add Receipt

Search By
Receipt No.

Search by Receipt No.
From To Search

Date	Receipt No.	Remitter	Description	Amount	Void	Cleared	Deposit Date/ID	Occurrence Date
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) -	
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...	\$300.00	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	Flow 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	Federal 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 Thera	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 Forfeits	\$1,000.00	No	No	(07/21/2014) -	
07/21/2014	22	The Bank	Flow 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 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.

CTAS

Accounting Payroll Investments Indebtedness Reports Admin Help Exit

Receipts Claims Disbursements Budget Cash Chart of Accounts Vendors

Receipts 8:51 PM

Receipts List Add Receipt

Search By

Fund and Account Number

Search by Fund and Account Number

100: General Funds 31005: Property Taxes

Search

Date	Receipt No.	Remitter	Description	Amount	Void	Cleared	Deposit Date/ID	Occurrence Date
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) -	
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	Flow 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	IRNRB 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 Forfeits	\$1,000.00	No	No	(07/21/2014) -	
07/21/2014	22	The Bank	Flow 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 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.

Receipts

Search By: **Deposit Date/ID**

Search by Deposit Date/ID: (/ /)-

Search

Date	Receipt No.	Remitter	Description	Amount	Void	Cleared	Deposit Date/ID	Occurrence Date
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) -	
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	Flow Truck - Loan Proc...	\$25,000.00	No	No	(04/23/2014) -	
05/14/2014	IAIW3	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	IRARB 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 Forfeits	\$1,000.00	No	No	(07/21/2014) -	
07/21/2014	22	The Bank	Flow 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 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.

Search By
Receipt Total Amount

Search by Receipt Total Amount
\$ 10.00 To \$ 0.00 ☐ Exact Amount **Search**

Date	Receipt No.	Remitter	Description	Amount	Void	Cleared	Deposit Date/ID	Occurrence Date
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 Wlin	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	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	IRB 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 Forfeits	\$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) -	

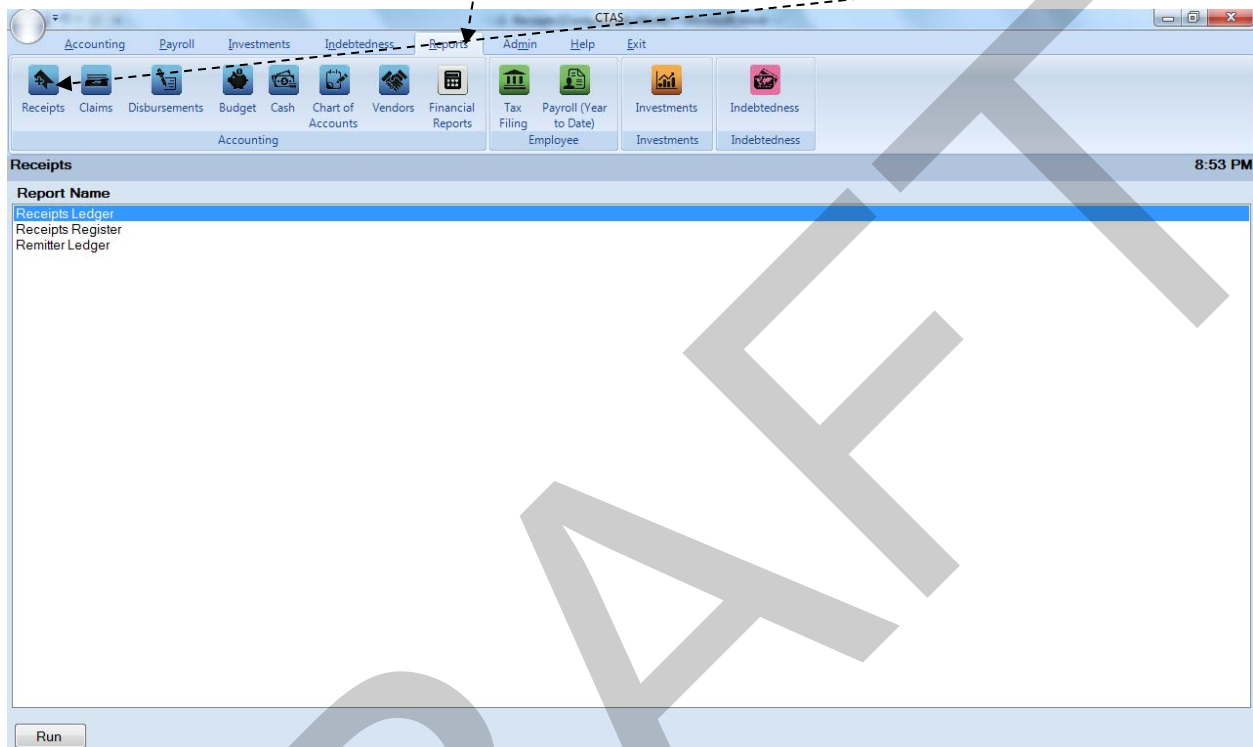
2) View/Edit 3) Void (Y/N) 4) Delete 5) Export to CSV 6) Print

To search by 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.

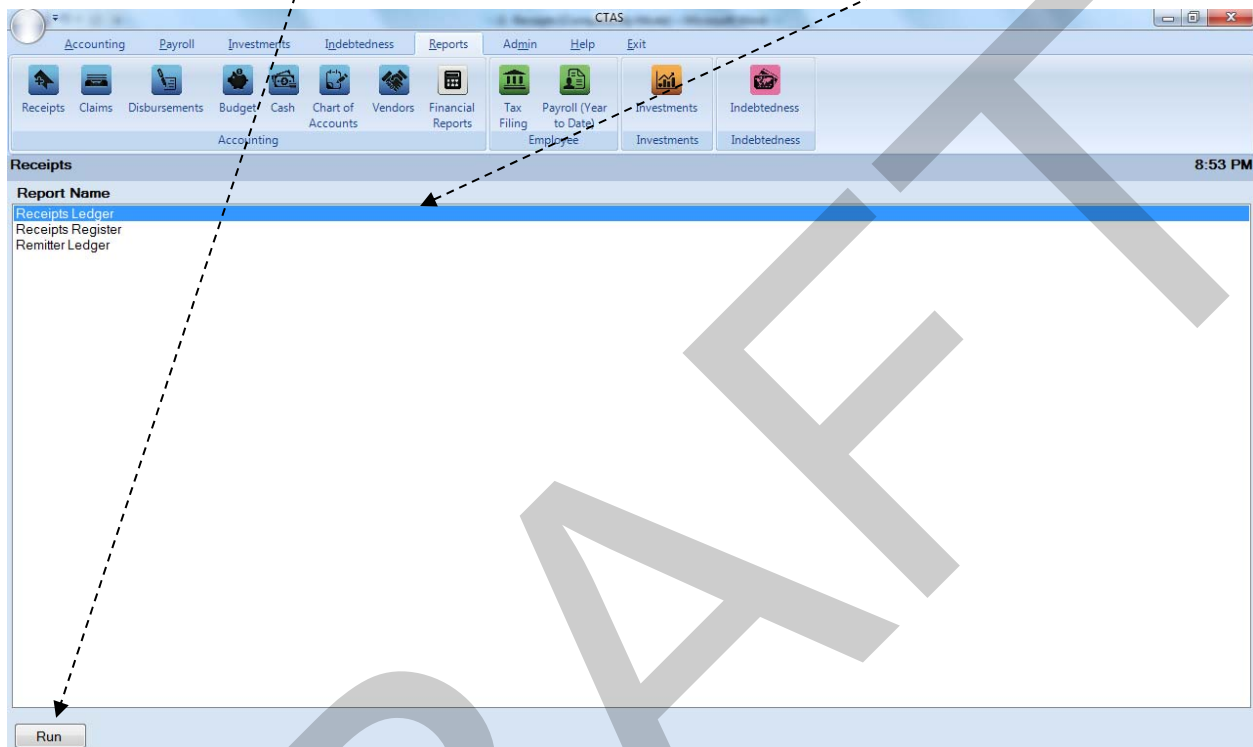
Receipts: Printing Reports

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)

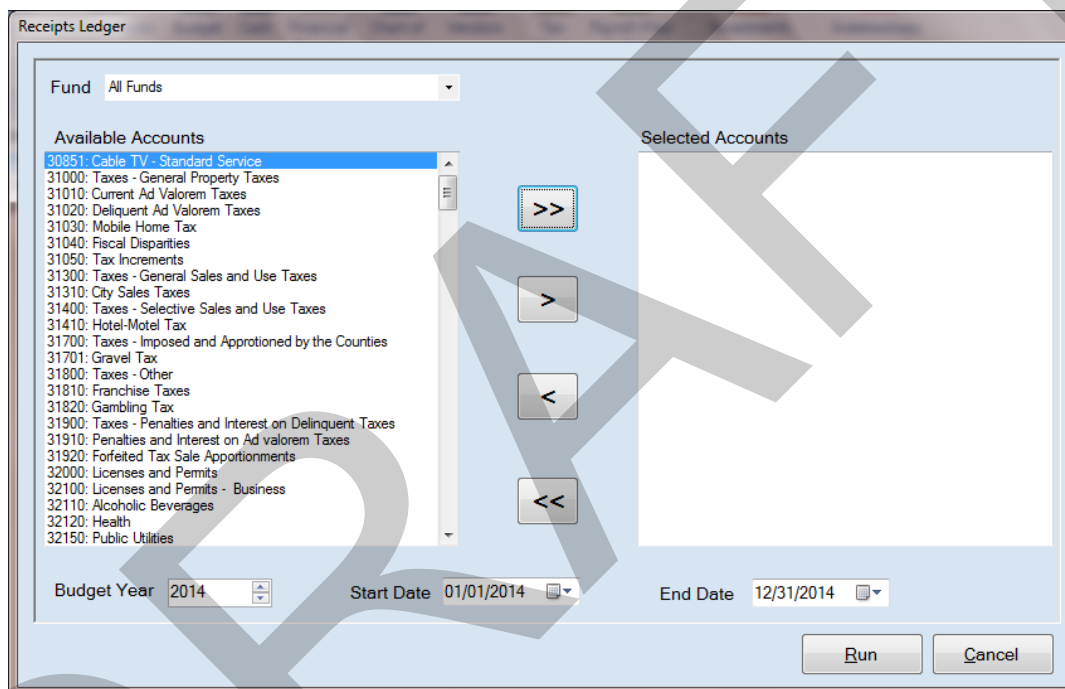
A Reports screen will appear listing the three reports. To run a report, highlight the report and click the Run button. The following pages describe each report and illustrate how to create and print each report.



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:



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

Main Report

New Township Receipts Ledger 8/27/2014

Fund Name: General Fund
Account Number: 100-31805
Account Name: Property Tax
Date Range: 1/1/2014 To 12/31/2014

Budget: \$120,000.00
Revised Budget: \$0.00

Date	Remitter	Receipt Number	Amount Received	Year To Date Received	Budget Balance
01/02/2014	ABOVE COUNTY	1	\$10,000.00	\$10,000.00	\$120,000.00
07/21/2014	ABOVE COUNTY	26	\$90,000.00	\$100,000.00	(\$20,000.00)

Fund Name: General Fund
Account Number: 100-31850
Account Name: Tax Incrementals
Date Range: 1/1/2014 To 12/31/2014

Budget: \$1,500.00
Revised Budget: \$0.00

Date	Remitter	Receipt Number	Amount Received	Year To Date Received	Budget Balance
07/21/2014	ABOVE COUNTY	14	\$1,000.00	\$1,000.00	(\$500.00)

Fund Name: General Fund
Account Number: 100-31301
Account Name: Tax Local
Date Range: 1/1/2014 To 12/31/2014

Budget: \$1,500.00
Revised Budget: \$0.00

Date	Remitter	Receipt Number	Amount Received	Year To Date Received	Budget Balance
07/21/2014	ABOVE COUNTY	14	\$1,000.00	\$1,000.00	(\$500.00)

Fund Name: General Fund
Account Number: 100-31410
Account Name: Tax Local
Date Range: 1/1/2014 To 12/31/2014

Budget: \$1,750.00
Revised Budget: \$0.00

Current Page No: 1 Total Page No: 15 Zoom Factor: 100%

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

Print

General Layout

Select Printer

Fax
HP ePrint
Main Printer on stg-dc2
Microsoft XPS Document
PDF Complete
Send To OneNote 2010

Status: Ready
Location: Next to Closet
Comment: Primary Office Printer

Print to file Preferences
Find Printer...

Page Range

All
Selection
Current Page
Pages: 1

Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1

Collate

1 2 3 1 2 3

Print Cancel Apply

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 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

Account Name:

Interest Earning

Date Range:

1/1/2014 To 12/31/2014

Budget:

\$200.00

Revised Budget:

\$0.00

Date	Remitter	Receipt Number	Amount Received	Year To Date Received	Budget Balance
	BUDGET				\$200.00
02/02/2014	The Bank	7	\$10.00	\$10.00	(\$190.00)
03/31/2014	The Bank	9	\$5.00	\$15.00	(\$185.00)

Fund Name:

General Fund

Account Number:

100-36290

Account Name:

Sale of Investment

Date Range:

1/1/2014 To 12/31/2014

Budget:

\$1,000.00

Revised Budget:

\$0.00

Date	Remitter	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

Account Name:

Contribution From Enterprise Fund

Date Range:

1/1/2014 To 12/31/2014

Budget:

\$95.00

Revised Budget:

\$0.00

Date	Remitter	Receipt Number	Amount Received	Year To Date Received	Budget Balance
	BUDGET				\$95.00
07/21/2014	Sewer Fund	TFS72014	\$100.00	\$100.00	\$5.00

General Fund Totals

Total Received for the year

\$141,765.00

Total Budget

\$171,525.00

Over / (-) Under Budget

(\$29,760.00)

Report Last Updated: 08/29/2014

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 Register

Receipt Date 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.

New Township Receipts Register 8/27/2014

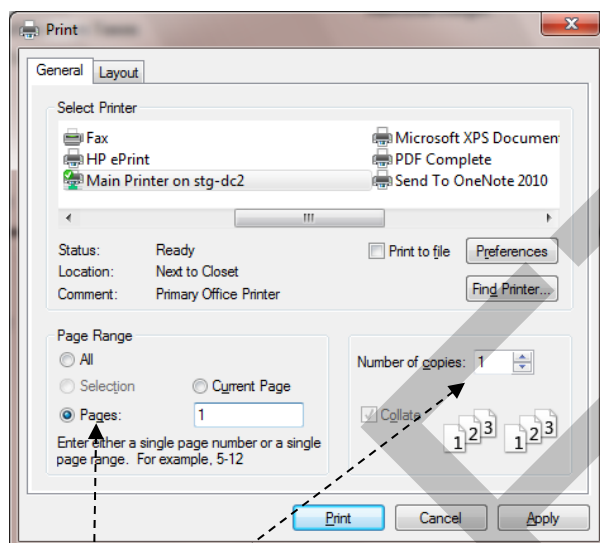
Date Range: 01/01/2014 To 08/27/2014

Date	Remitter	Receipt #	Description	Deposit ID	Void	Account Name	Fund/Act/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)-	N	DNR Grant	100-33480	\$500.00
								\$500.00
04/10/2014	Jones Asphalt	12	Sale of Grader	(04/10/2014)-	N	Sales of General Fixed Assets	201-39101-	\$5,000.00
								\$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	100-31301-	\$1,000.00
						Hotel-Motel Tax	100-31410-	\$1,000.00
						Franchise Taxes	100-31810-	\$3,000.00
						Gambling Tax	100-31820-	\$1,000.00
								\$8,000.00
07/21/2014	Township Residents	15	Special Assessments	(07/21/2014)-	N	Special Assessment	201-36105-	\$5,000.00
								\$5,000.00

Current Page No.: 1 Total Page No.: 5 Zoom Factor: 100%

Receipts: Printing a Receipts Register (continued)

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



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.

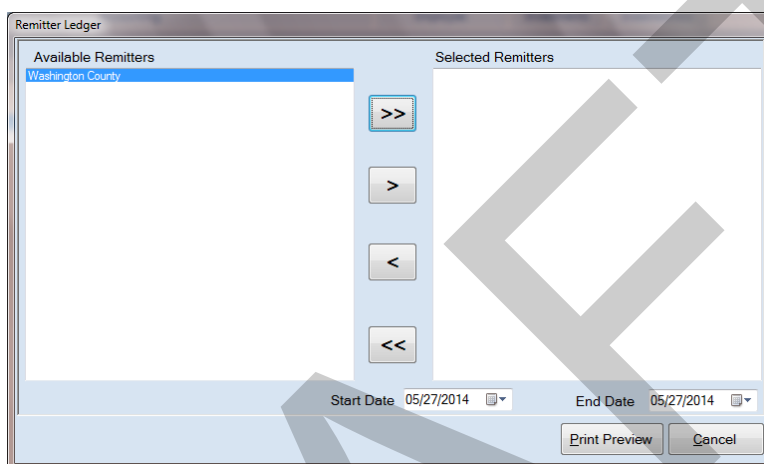
Receipts: Printing a Receipts Register (continued)**Sample Receipt Register Report**

New Township			Receipts Register					8/27/2014	
Date Range : 01/01/2014 To 08/27/2014									
Date	Remitter	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) -	N	DNR Grant	100-33480-	\$500.00	
								\$500.00	
04/10/2014	Jones Asphalt	12	Sale of Grader	(04/10/2014) -	N	Sales of General Fixed Assets	201-39101-	\$5,000.00	
								\$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	100-31301-	\$1,000.00	
						Hotel-Motel Tax	100-31410-	\$1,000.00	
						Franchise Taxes	100-31810-	\$3,000.00	
						Gambling Tax	100-31820-	\$1,000.00	
								\$8,000.00	
07/21/2014	Township Residents	15	Special Assessments	(07/21/2014) -	N	Special Assessment	201-36105-	\$5,000.00	
								\$5,000.00	
07/21/2014	Federa Government	16	Grants and Aids	(07/21/2014) -	N	Community Development	100-33130-	\$2,500.00	
						Block Grants			
						Federal Transportation Aid	201-33170-	\$2,500.00	
						Federal Payments in Lieu of Taxes	100-33160-	\$2,500.00	
						Emergency Preparedness/Emergency Management Aid	225-33150-	\$2,500.00	
Report Last Updated: 08/29/2014									
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.

Report Viewer

New Township Remitter Ledgers 8/27/2014

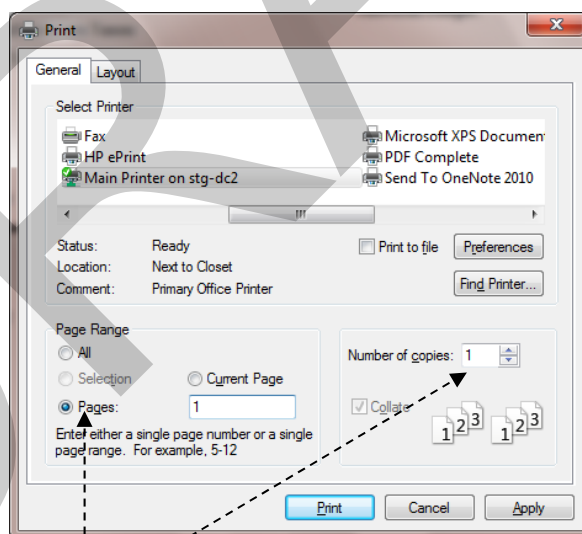
Date Range: 1/1/2014 To 8/27/2014

Remitter Name: 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. Taxes	14	100-31050-	\$1,000.00
07/21/2014	Misc. Taxes	14	100-31501-	\$1,000.00
07/21/2014	Misc. Taxes	14	100-31410-	\$1,000.00
07/21/2014	Misc. Taxes	14	100-31030-	\$3,000.00
07/21/2014	Misc. Taxes	14	100-31020-	\$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 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	Property Tax	26	100-31005-	\$90,000.00

Current Page No.: 1 Total Page No.: 2 Zoom Factor: 100%

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



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

New Township

Remitter Ledgers

8/27/2014

Date Range :

1/1/2014 To 8/27/2014

Remitter Name :

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. Taxes	14	100-31050-	\$1,000.00
07/21/2014	Misc. Taxes	14	100-31301-	\$1,000.00
07/21/2014	Misc. Taxes	14	100-31410-	\$1,000.00
07/21/2014	Misc. Taxes	14	100-31810-	\$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 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	Property Tax	28	100-31005-	\$90,000.00
Report Total				\$122,500.00

Remitter Name :

State of Minnesota

Date	Description	Receipt Number	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	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

Report Last Updated: 08/29/2014

Page 1 of 2

Report Last Updated: 08/29/2014

Page 1 of 2