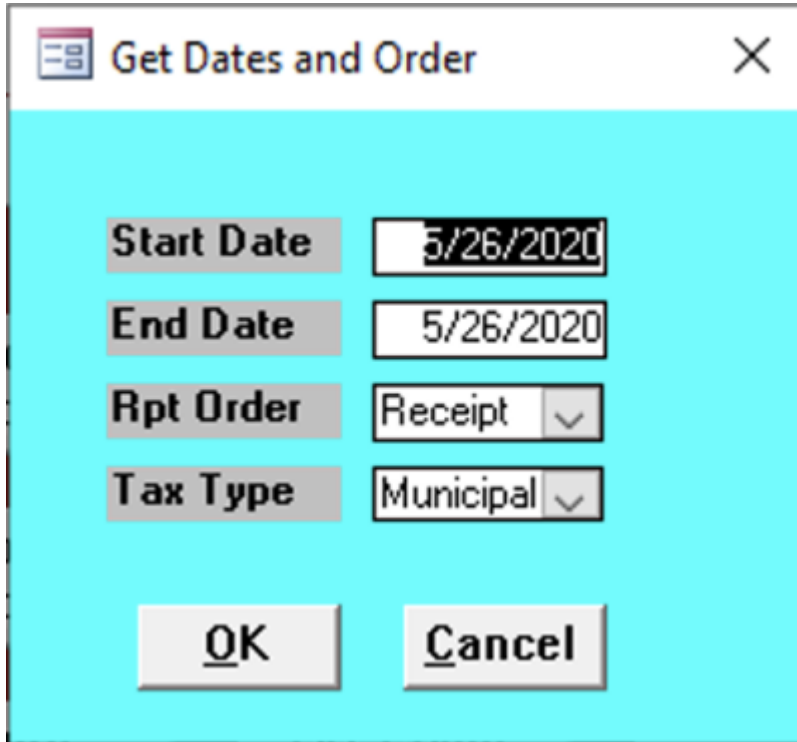


Receipt Report

Running the Report



The screenshot shows a dialog box titled "Get Dates and Order" with a close button (X) in the top right corner. The dialog has a light blue background. It contains four input fields arranged in two columns. The first column has labels "Start Date", "End Date", "Rpt Order", and "Tax Type". The second column has corresponding input boxes. The "Start Date" box contains "5/26/2020", the "End Date" box contains "5/26/2020", the "Rpt Order" dropdown menu shows "Receipt", and the "Tax Type" dropdown menu shows "Municipal". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Start Date

Enter the start date of the reports you wish to get.

End Date

Enter the end date of the reports you wish to get.

Rpt Order

Enter the type of order you wish the receipts to be in.

Tax Type

Enter the tax type of the reports.

Report Contents

Prompton Borough		Receipt Report 2020		Municipal Receipts From 1/1/2020 To 5/28/2020		Page 1 of 1		
Bill Inst	Type	Date	Type	Check	Name	Tax Amount	Adj	Payment Amount
1	M	05/12/2020	PC			5.00	0.00	5.00
57	M	05/12/2020	PC			5.00	0.00	5.00
Municipal Total						10.00	0.00	10.00
Batch Total						10.00	0.00	10.00
Grand Total						10.00	0.00	10.00

Bill

Bill number of the paid bill.

Inst

Installment number (only applies to some school payments).

Tax Type

Tax type of the bill paid:

- M: Municipal
- S: School

Date

Date that the payment was posted.

Bill Type

Bill type of the bill paid:

- RE: Real Estate
- PC: Per Capita/Occupation

Check

Check number of the check used to pay the bill.

Name

Name of the payer as entered into the Receive Payments form.

Tax Amount

Tax amount due based on the payment period selected when posting payment.

Adjust

Amount of underpayment or overpayment based on the payment period.

Payment Amount

Actual amount of the payment.

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