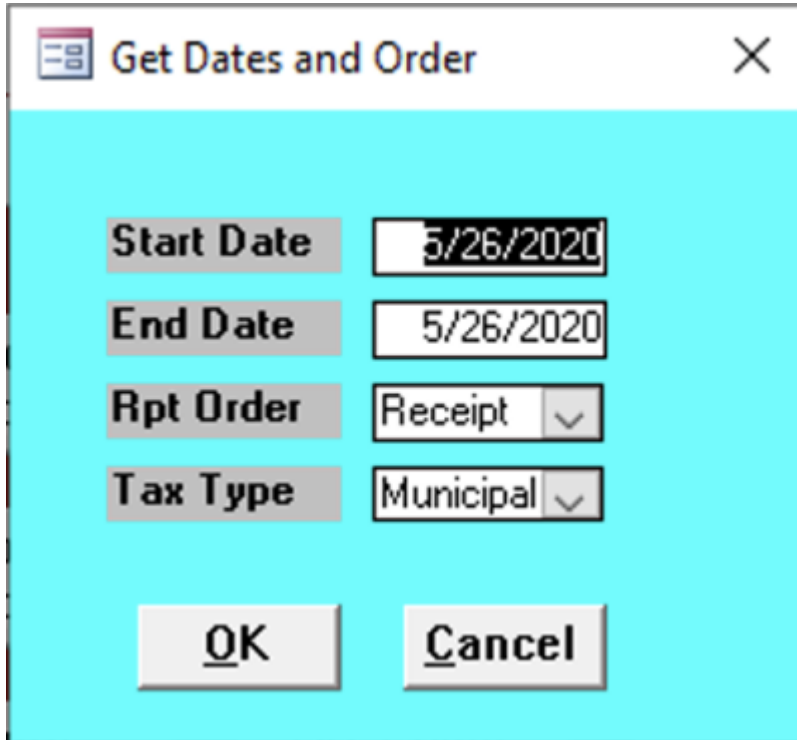


Receipt Report

Running the Report



Get Dates and Order

Start Date 5/26/2020

End Date 5/26/2020

Rpt Order Receipt

Tax Type Municipal

OK **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

Add report screenshot here

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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