

State of Maine Dog Licensing Database: Going Back to Add A Receipt



A Receipt MUST be added for each license sold, including no-fee licenses.

The receipt is where the data will be pulled from for a variety of reports on licensing types/numbers, amounts due to AWP, and monthly reports for submission.



Forgot to add a receipt? You can go back and add it at any time.

Go to Licensing>Search/Edit License

The screenshot displays the PetPoint software interface. At the top left is the PetPoint logo, labeled 'A 24Pet Company'. A search bar is located at the top center. Below the logo, a navigation menu includes 'Edit', 'Care', 'PPTN', 'Licensing', 'Finance', 'Reports', 'Admin', and 'Support'. The 'Licensing' menu is open, showing options: 'Search/Edit License', 'Search License Range', 'Add License', 'License Queue', and 'License Management'. The 'Search/Edit License' option is highlighted with a yellow box. Below the navigation menu, there is a home button, a search bar with a magnifying glass icon, and a help icon. The main content area shows a table with columns: Select, Animal ID, Photo, Status, Stage, Species, Primary B..., Name, Age, Sex, Spay/Neu..., Primary C..., On Hold, Microchip, and Location. The footer contains the PetPoint logo, 'BROUGHT TO YOU BY Pethealth', and copyright information: '© PetPoint, PetPoint & Design and related words and logos are registered trademarks and the property of Pethealth Software Solutions (USA) Inc. and are used under license. Sunday, October 20, 2024 5:11:51 PM'.

Choose the way you wish to search for the license you are seeking with the Search Criteria drop-down.
Enter the criteria (remember fuzzy search if you aren't sure of spelling or want a broader search).
Click FIND.

The screenshot displays the PetPoint Data Management System interface. At the top left is the PetPoint logo with the tagline "A 24Pet Company". To its right, the system name "PetPoint Data Management System - Enterprise" and the specific program "USME70 - Maine Department of ACF Animal Welfare Program - 2nd Database" are shown. A search bar with the text "quick search" is located in the top right, along with user information "TestUser | sign out".

A navigation bar below the header contains tabs for "Edit", "Care", "PPTN", "Licensing", "Finance", "Reports", "Admin", and "Support". The "Licensing" tab is currently selected, and a green banner below it reads "License".

The main content area features a search interface. On the left, a "Search" button is visible. Below it, a "Create New License" button is partially shown. The search criteria section includes a dropdown menu labeled "Search Criteria:" with the following options: "License", "Person", "Animal", "Last 10", and "Online License Transaction". The "License" option is selected and highlighted in blue. To the right of this dropdown is another dropdown labeled "License #" and a text input field for "License #:". Further right are two checkboxes: "Fuzzy Search" and "Include Related Licenses". A green "Find" button is positioned to the right of these options. A "Clear License Search" button is located below the search area.

At the bottom of the page, there are links for "Contact Us" and "Sign Out". The footer contains the text "BROUGHT TO YOU BY Pethealth" with the Pethealth logo, a copyright notice: "©PetPoint, PetPoint & Design and related words and logos are registered trademarks and the property of Pethealth Software Solutions (USA) Inc. and are used under license.", and the date "Sunday, October 20, 2024".

License

Search

Search Criteria: Person Name First: abraham Middle: Last: lincoln Fuzzy Search

License Status: -- All -- Date From: Date To:

Show Only Most Recent License for Each Animal

Find

License #	Animal #	Name	License Type	License Status	Status Date/Time	Issue Date	Expiry Date	Person	Group #
TEST25-021	A0057117406	Lincoln doggo 3	Dog License	Current	10/20/2024 05:09PM	10/20/2024	12/31/2025	Abraham Lincoln	0
xxx123	A0056935829	New Lincoln Doggo	Munic. Kennel Lic-2- Dogs 12-20	Current	10/13/2024 02:35PM	10/13/2024	12/31/2025	Abraham Lincoln	0
TEST25-016	A0056935800	Baby Lincoln doggo	Service/K9/S&R License	Current	10/12/2024 11:12AM	10/12/2024	12/31/2025	Abraham Lincoln	0
TEST25-015	A0057058546	Sammy Service Doggo	Service/K9/S&R License	Current	10/10/2024 07:22PM	10/10/2024	12/31/2025	Abraham Lincoln	0
TEST25-012	A0056922897	Lincoln doggo 2	Transfer License	Current	10/09/2024 12:32PM	10/9/2024	12/31/2025	Abraham Lincoln	0
xx123	A0056922889	Lincoln doggo 1	Munic Kennel Lic-Dog 1	Current	10/09/2024 09:39AM	10/9/2024	12/31/2025	Abraham Lincoln	0
xx1234	A0056935829	New Lincoln Doggo	Munic Kennel Lic-Dogs 2-10	Current	09/23/2024 08:53AM	9/23/2024	12/31/2024	Abraham Lincoln	0
TEST24-08	A0056935800	Baby Lincoln doggo	Dog License	Current	09/23/2024 08:45AM	9/23/2024	12/31/2024	Abraham Lincoln	0

Click on the green box that contains your license number.

Click on the **Summary Tab** > Click Create Receipt

License - Edit Person: Abraham Lincoln

Select	Animal #	ARN	Status	Name	Species	Breeds	License #	License Type	Status	Status Date/Time
<input checked="" type="checkbox"/>	A0057117406		Inactive	Lincoln doggo 3	Dog	Abruzzese Mastiff/Mix	TEST25-021	Dog License - State of Maine Dog Licensing	Current	10/20/2024 05:09:42 PM

Apply Selection 1 Record Count: 1 10 / Page ▾

Search Person Animal Details **Summary** Files

Person Info

P0046358182 Abraham Lincoln 1 Pretend Street Augusta, 04333, ME, United States (Home) Person View Report

Actions

Jump To: -- Intake -- ▾ -- Edit -- ▾ -- Care/Services -- ▾

Print: A0057117406 - Lincoln doggo 3 - Dog ▾

Print: -- Kennel Card -- ▾ -- Documents -- ▾ -- Medical Documents -- ▾

Create Receipt
Contract
Animal View Report

Animal Info

When you click CREATE RECEIPT, the Person's info will autofill in the receipt.

Standard licenses will automatically be included, but no-fee licenses must be added by using the "RECEIPT ITEM" drop-down.

Click add. Then scroll to complete the receipt.

Receipt Items

Site: -- All -- Animal Type: -- Select -- Age Group: -- Select --

Item Type: -- All -- Category: -- All -- UPC Code: >>

IRN#: >>

Item Name*	Unit Price	# of Units	Animal ID		
Service/K9/S&R License	\$0.00	1	A0057071091	or <input type="checkbox"/> not for an animal	
Discount %	Discount Amount	Discount Reason			
0	\$0.00	-- Select --			
Tax 1 Code	Tax 1 Amount	Tax 2 Code	Tax 2 Amount	Sub Total	
-- Select --	\$0.00	-- Select --	\$0.00	\$0.00	

Payment Details

Site: -- All -- Cash Drawer*: TEST DRAWER Closing #: Closed Date/Time

Add

Select your municipality's **Cash Drawer** (this should be a default setting for each user- contact us if it is not!)
If the No Fee license was the only item, you do not need to select any payment type/amount.
Reminder: You cannot process a credit card through this system; this is for documentation only.
Add any note you wish to add on the **Receipt Notes** and scroll down to click **Submit Receipt**.
You will be asked to confirm that the payment is \$0 for no-fee receipts. Once you confirm the receipt will pop-up.

Payment Details

Site	Cash Drawer*	Closing #	Closed Date/Time
-- All --	TEST DRAWER		
Total Current Receipt	Receipt Date	Receipt By	Reference
\$0.00	10/12/2024 11:27:06 AM	TestUser	
Cash Paid	Check Paid	Debit Paid	Credit Card Paid
\$0.00	\$0.00	\$0.00	\$0.00
Gift Card #	Gift Card Type	Gift Card Paid	Voucher #
>>	-- Select --	\$0.00	>>
Change Given	Previous Balance	Balance	Voucher Type
\$0.00	\$0.00	\$0.00	-- Select --
			Voucher Subtype
			-- Select --
			Voucher Paid
			\$0.00

Receipt Notes

Template: -- Select --

Override Append Clear Spell Check

Submit Receipt Void

Email

Print Report

Send Link

Receipt Oct 13 2024

Tel: 207-287-5531



Super Man
121 Main Street
Augusta, ME, 04333 , USA

Maine Department of ACF Animal Welfare Program - 2nd Database
90 Blossom Lane Deering 3rd,
Augusta, Maine, 04333, USA
animal.welfare@maine.gov
https://www.maine.gov/dacf/ahw/animal_welfare/index.shtml

Person ID: P0046412516
Tel: 207-555-1212

Cash Drawer TEST DRAWER

ReceiptID: 28429465
Created By: TestUser
Closing #:

Create Date: 10/13/2024 03:11:00 PM
Print Date: 10/13/2024 03:10:50 PM
Close Date:

Animals

Table with columns: ID, ARN, Name, Species, Primary Breed, Gender, Color, ID Number, Issuer. Row: 57071091, Another superdoggo, Dog, Abruzzese Mastiff, M, Black.

Items

Table with columns: IRN / UPC #'s, Item, AnimalID, Unit Price, Units, Late Fee, Discount, SubTotal, Tax, Item total. Row: Service/K9/S&R License, 57071091, \$0.00, 1, \$0.00, \$0.00, \$0.00, \$0.00, \$0.00.

Totals table with columns: Total Discount, Subtotal, Total Tax, Total Due. Values: \$0.00, \$0.00, \$0.00, \$0.00.

Summary table with columns: Reference, Cash, Check, Debit, Credit Card, Credit Card Type, Gift Card Paid, Gift Card Type, Gift Card #, Voucher Paid, Voucher Type, Voucher #, Total Due, Total Paid, Change Given, Previous Balance, Balance.

Click Print for a paper copy if you wish to print.

Click Email if you entered an email in their person record

NOTE: Send Link is not functional in licensing.