State of Maine Dog Licensing Database:

Monthly Reporting to AWP

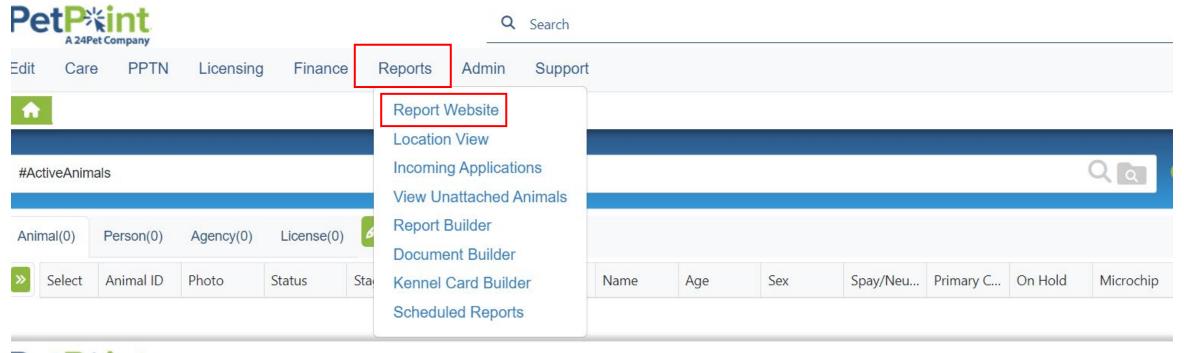


Old form reports will not be accepted for licenses sold after July 31, 2025

Beginning in September, with the August sales report, the full Receipt Revenue Report must be submitted. Submit all pages.

Revenue Report											
Print Date Tuesday, October 22, 2024		ipt Date From 10/1/202	24 12:00:00 AM	tem		All					
	Recei	ipt Date To 10/31/20:	24 11:59:00 PM	tem Group		All					
	Accou	unt Code	AII S	Site		All					
	Cash	Drawer	TEST DRAWER F	Payment Type		All					
	Refun	nds	Include								
Receipt# Account Receipt Date A	Animal & Person & Payment		count	‡ <u>Tax</u>	‡ <u>Total Due</u> ‡	<u>Total</u>					
Paid Cash Paid Check	Paid Debit	Paid Credit Card	Paid Gift	Card	Paid Voucher	‡					
Item	<u>Type</u>	(# Units @ \$ Sta	ff Person	<u>e</u> ‡	Total Paid 🛊	:					
<u>Item Number</u>	<u>UPC#</u>	Item Type	Item Cate	<u>egory</u>	‡ Late Fee ‡	;					
(# Units @ Cost)	ax Code 1 (\$)	2 <u>(\$)</u>	count % \$ Site		‡						
		<u>SubTotal</u> <u>Disc</u>	count	<u>Tax</u>	Total Due / Paid	<u>Total</u>					
⊞ 2024 Dog License -Altered	Group % of Total Sales: 1.84%	\$6.00 \$0.	00	\$0.00	\$0.00/\$6.00	\$6.00					
<no account="" code=""></no>	Total Items: 1	\$6.00	^^ <no acc<="" td=""><td>ount Ĉôde</td><td>> ** ^^</td><td>Tổtal ltems: 1</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></no>	ount Ĉôde	> ** ^^	Tổtal ltems: 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Group % of Total Sales: 1.53%	SubTotal \$5.00					<u>SubTotal</u>	Discount	<u>Tax</u>	Total Due / Paid	<u>Total</u>
<no account="" code=""></no>	Total Items: 1		rice/K9/S&R L	icense		Group % of Total Sales: 0.00%	\$0.01	(\$0.01)	\$0.00	\$0.00/\$0.00	\$0.00
		SubTotal	0			Total Items: 4	\$0.01	(\$0.01)	\$0.00	\$0.00	\$0.00
	Group % of Total Sales: 30.67%	\$100.00									
<no account="" code=""></no>	Total Items: 1	\$100.00	afar Liaanaa			Group % of Total Sales: 0.31%	<u>SubTotal</u> \$1.00	Discount (\$1.00)	<u>Tax</u> \$0.00	Total Due / Paid \$0.00/\$0.00	<u>Total</u> \$0.00
		<u>SubTotal</u>	sfer License								
	Group % of Total Sales: 12.88%	\$42.00	<no acc<="" td=""><td>ount Code</td><td>></td><td>Total Items: 1</td><td>\$1.00</td><td>(\$1.00)</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></no>	ount Code	>	Total Items: 1	\$1.00	(\$1.00)	\$0.00	\$0.00	\$0.00
<no account="" code=""></no>	Total Items: 7	\$42.00	Total Pric	e· \$	326.01		T/	otal # Units Sold:	2	1	
		SubTotal		•			``				
⊞ Dog License - State of Maine	Group % of Total Sales: 6.75%	\$22.00	Total Revenu		336.00			Total Cost:	\$50.0		
Dog Licensing - Unaltered			Total Discoun	nt:	(\$1.01)		Markup % Tota	al - For All Items:	\$125.0	0	
			Total Ta	x:	\$0.00		Markup % Total - O		\$0.0	0	
								Items:			
			Grand Tota	al: \$	325.00		Total Cost % aga	ainst Total Sales:	15.38%	6	

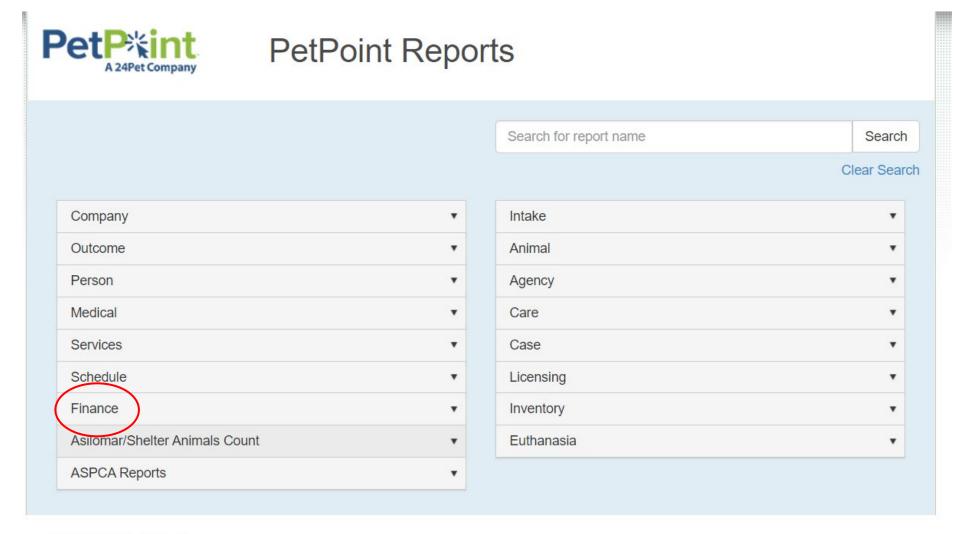
Go to Reports> Report Website A new window will open





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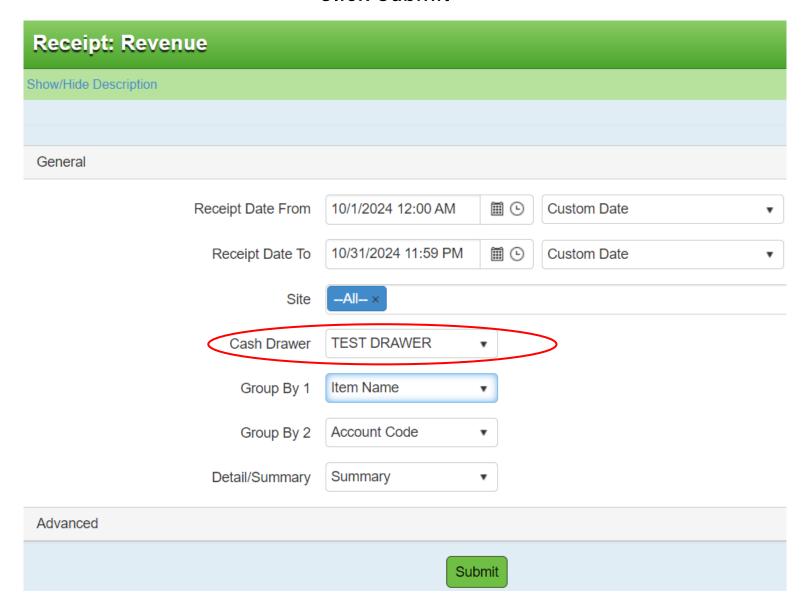
CLICK on FINANCE



CLICK on RECEIPT: REVENUE

Schedule	Licensing
Finance	Inventory
Receipt: Cash Balance 50 (i) Receipt: Cash Drawer Closing 50 (i) Receipt: Cash Drawer Closing Extended 50 (i)	Euthanasia
Receipt: Daily Cash 🔊 🛈	
Receipt: Discount (i) Receipt: Items (i)	
Receipt: Receipt Crosstab 60 (i) Receipt: Revenue 60 (i)	
Receipt: Revenue Extended 50 (i)	
Receipt: Tax Amount (i) Receipt: Voided (i)	

Enter the dates you are wishing to pull data from. Select your municipality's CASH DRAWER Group By 1= Item name, Group By 2= Account Code, Detail/Summary=Summary Click Submit



The Revenue Report will list all licenses sold by category, and will give a total per category.

At the bottom of the page, you will see a summary.

The Total Price was your total sales, the TOTAL COST is the amount to send AWP.

If you believe there is an error in your report, use the license crosstab or license express report to cross-check your licenses to receipts. Most errors in 2025 have been missing receipts or duplicate receipts entered.

Revenue Report											
Print Date Tuesday, October 22, 2024		pt Date From	Date From 10/1/2024 12:00:00 AM			All					
	Recei	pt Date To	10/31/2024 11:59:00 PM	Item Group		All					
	Accou	ınt Code	All	Site		All					
	Cash	Drawer	TEST DRAWER	Payment Typ	ре	All					
	Refun	ds	Include								
Receipt# Account Receipt Date Account	nimal	\$ Subtotal	Discount Reas	on \$ Tax	‡ <u>Total Due</u> ‡	<u>Total</u>					
Paid Cash Paid Check	Paid Debit	Paid Credi	it Card	Gift Card	Paid Voucher	\$					
tem	<u>Type</u>	(# Units @ Price)	\$\frac{1}{2} \preceq \frac{1}{2} \text{Staff Person} \preceq \text{Refe}	rence ‡	Total Paid 💠						
tem Number IRN	<u>UPC#</u>	Item Type	‡ <u>Item</u>	<u>Category</u>							
# Units @ Cost)	x Code 1 (\$)	<u>2 (\$)</u>			‡						
		SubTotal	Discount	<u>Tax</u>	Total Due / Paid	Total					
2024 Dog License -Altered	Group % of Total Sales: 1.84%	\$6.00	\$0.00	\$0.0		\$6.00					
<no account="" code=""></no>	Total Items: 1	\$6.00	\$0.00 <n< b="">C</n<>	Account	Code> \$6.00	\$6.00 Total Items: 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
⊞ Dangerous Dog Sign	Group % of Total Sales: 1.53%	SubTotal \$5.00					<u>SubTotal</u>	Discount	<u>Tax</u>	Total Due / Paid	<u>Total</u>
<no account="" code=""></no>	Total Items: 1	\$5.00	⊞ Service/K9/S	&R Licen	ise	Group % of Total Sales: 0.00%		(\$0.01)	\$0.00	\$0.00/\$0.00	\$0.00
		SubTotal	0			Total Items: 4	\$0.01	(\$0.01)	\$0.00	\$0.00	\$0.00
■ Dog License - Dangerous Dog	Group % of Total Sales: 30.67%	\$100.00							_		
<no account="" code=""></no>	Total Items: 1	\$100.00				Group % of Total Sales: 0.31%	<u>SubTotal</u> \$1.00	Discount (\$1.00)	<u>Tax</u> \$0.00	Total Due / Paid \$0.00/\$0.00	<u>Total</u> \$0.00
■ Dog License - State of Maine	Group % of Total Sales: 12.88%	<u>SubTotal</u> \$42.00						,			
Dog License - State of Marie Dog Licensing - Altered	Group 70 or rotal Gales. 12.0070	Ψ42.00	<no< td=""><td>Account</td><td>Code></td><td>Total Items: 1</td><td>\$1.00</td><td>(\$1.00)</td><td>\$0.00</td><td>\$0.00</td><td>\$0.00</td></no<>	Account	Code>	Total Items: 1	\$1.00	(\$1.00)	\$0.00	\$0.00	\$0.00
<no account="" code=""></no>	Total Items: 7	\$42.00	Total	Price:	\$326.01		Tota	al # Units Sold:	2	1	
		SubTotal	Total Re		\$336.00			Total Cost:	\$50.0		
	Group % of Total Sales: 6.75%	\$22.00			•				•		
Dog Lisenoning Chambred			Total Dis	count:	(\$1.01)		Markup % Total	- For All Items:	\$125.0	0	
			Tot	tal Tax:	\$0.00		Markup % Total - On	ly for Inventory Items:	\$0.0	0	
			Grand	d Total:	\$325.00		Total Cost % agair	nst Total Sales:	15.38%	6	

You can expand to see detail by clicking on the small box next to the license type. To make this a PDF or another format click on the floppy disc icon at the top.

To print, use the printer icon.

