

# State of Maine Dog Licensing Database: Monthly 2025 Reports to AWP

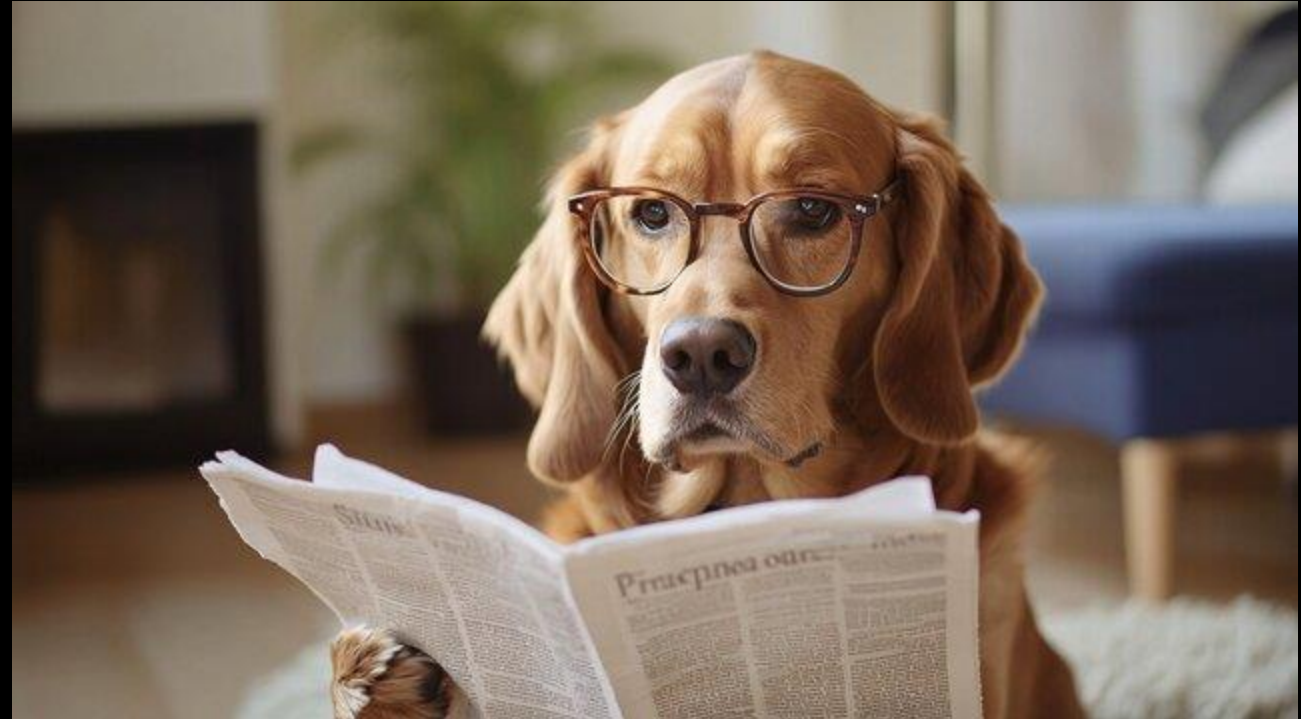


**Various reports are available at any time through the database.**

**Each Municipality will send a monthly report to AWP along with their payment for the previous month's license sales.**

***October's Report may be submitted using the old form, as you must combine any sales before October 15 with those after October 15.***

***This user training will be updated with instructions for your November reports.***



**For those who are not yet using the new database, you will simply submit your report and payment using the Monthly Dog Licensing Report that has been used in prior months. A fillable PDF is available on the Municipality Resources section of our webpage.**



**MONTHLY DOG LICENSE REPORT**



FOR THE MONTH OF: \_\_\_\_\_, \_\_\_\_\_ (Year)

**Department of Agriculture, Conservation and Forestry  
Animal Welfare Program  
28 State House Station  
Augusta, ME 04333-0028  
Toll Free 1-877-269-9200 or (207) 287-3846**

Municipality: \_\_\_\_\_  
Prepared by: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone (207): \_\_\_\_\_

**Make Checks Payable to: Treasurer, State of Maine**

<i><b>TAGS ISSUED</b></i>	<i><b>DOG LICENSES SOLD</b></i>		<i><b>FEES</b></i>		<input type="checkbox"/> No Sales This Month	
	<i><b>TAGS</b></i>	<i><b>20</b></i>	<i><b>20</b></i>			
New: _____	Male/Female:	_____	+	_____	=	0 _____ x \$10.00 = \$ 0 _____
Replacement: _____	Neuter/Spay:	_____	+	_____	=	0 _____ x \$3.00 = \$ 0 _____
Other: _____	Dangerous Dog	_____	+	_____	=	0 _____ x \$1.00 = \$ 0 _____
	Nuisance Dog	_____	+	_____	=	0 _____ x \$1.00 = \$ 0 _____
	Dangerous Sign	_____	+	_____	=	0 _____ x \$5.00 = \$ 0 _____
Online: _____	Kennel License:	_____		_____	# of Licenses: 0 _____ x \$30.00 = \$ 0 _____	
Total: _____					(Send Copy of Kennel License)	

Reason: \_\_\_\_\_ Adjustments: \$ \_\_\_\_\_

***DOG LICENSES AT NO CHARGE***


Replacement Tags: \_\_\_\_\_ || \_\_\_\_\_  
Service/Search/Rescue: \_\_\_\_\_ || \_\_\_\_\_  
Housing/Guide: \_\_\_\_\_ || \_\_\_\_\_

**Report Total: \$ \_\_\_\_\_  
Check #: \_\_\_\_\_**


CLERK'S USE ONLY (OPTIONAL)

For those who have begun using the new database, but also have October sales outside of the system, you will pull the data from the database to combine with your pre-database sales in the old reporting form.





## MONTHLY DOG LICENSE REPORT



FOR THE MONTH OF: \_\_\_\_\_, \_\_\_\_\_ (Year)

**Department of Agriculture, Conservation and Forestry**  
**Animal Welfare Program**  
**28 State House Station**  
**Augusta, ME 04333-0028**  
 Toll Free 1-877-269-9200 or (207) 287-3846

Municipality: \_\_\_\_\_  
 Prepared by: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Telephone (207): \_\_\_\_\_

**Make Checks Payable to: Treasurer, State of Maine**

<i><b>TAGS ISSUED</b></i>	<i><b>DOG LICENSES SOLD</b></i>		<i><b>FEES</b></i>	<input type="checkbox"/> No Sales This Month	
	<i><b>TAGS</b></i>	<i><b>20</b></i>	<i><b>20</b></i>		
New: _____	Male/Female: _____	+	_____	=	_____ x \$10.00 = \$ _____
Replacement: _____	Neuter/Spay: _____	+	_____	=	_____ x \$3.00 = \$ _____
Other: _____	Dangerous Dog _____	+	_____	=	_____ x \$1.00 = \$ _____
	Nuisance Dog _____	+	_____	=	_____ x \$1.00 = \$ _____
	Dangerous Sign _____	+	_____	=	_____ x \$5.00 = \$ _____
Online: _____	Kennel License: _____		_____	# of Licenses: 0	x \$30.00 = \$ _____
Total: _____	(Send Copy of Kennel License)				

Reason: \_\_\_\_\_ Adjustments: \$ \_\_\_\_\_

<i><b>DOG LICENSES AT NO CHARGE</b></i>	<b>Report Total: \$</b>
Replacement Tags: _____    _____	Check #: _____
Service/Search/Rescue: _____    _____	

CLERKS USE ONLY (OPTIONAL)

**For those who have entered ALL OCTOBER SALES into the new database INCLUDING RECEIPTS for every sale, you need only submit one report pulled from PetPoint.**



To pull your licensing numbers from the new database, go to **REPORTS**, then select **REPORT WEBSITE** from the drop-down.

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 right. The main navigation bar includes 'Edit', 'Care', 'PPTN', 'Licensing', 'Finance', 'Reports', 'Admin', and 'Support'. The 'Reports' menu is open, showing a list of options: 'Report Website', 'Location View', 'Incoming Applications', 'View Unattached Animals', 'Report Builder', 'Document Builder', 'Kennel Card Builder', and 'Scheduled Reports'. The 'Report Website' option is highlighted with a red box. Below the navigation bar, there is a home icon, a '#ActiveAnimals' section, and a table with columns for 'Animal(0)', 'Person(0)', 'Agency(0)', and 'License(0)'. The table has a 'Select' button and columns for 'Animal ID', 'Photo', 'Status', and 'Sta'. At the bottom, there is a footer with the PetPoint logo, 'BROUGHT TO YOU BY Pethealth', and 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 li'. The date and time 'Thursday, October 17, 2024 2:13:04 PM' are also displayed.

For Municipalities that have October sales both in and out of the system, click on LICENSING.

**PetPoint**  
A 24Pet Company

## PetPoint Reports

Search for report name

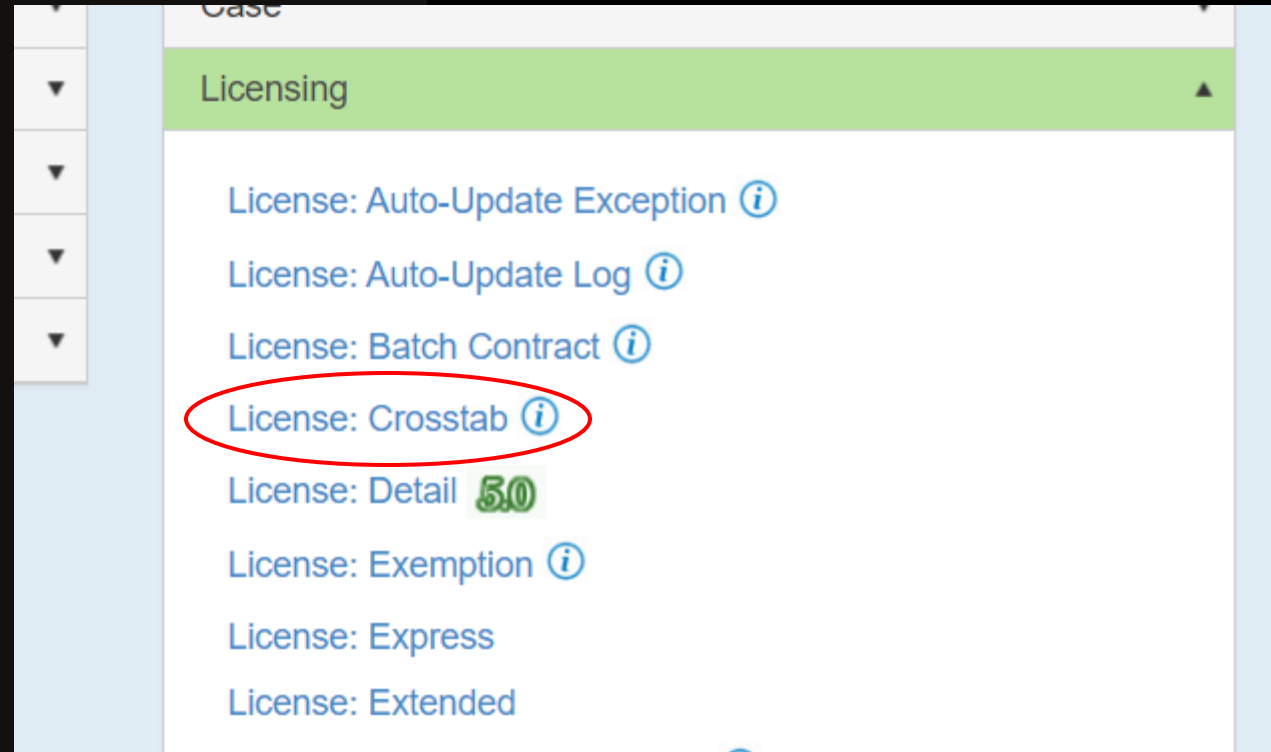
[Clear Search](#)

Company	▼	Intake	▼
Outcome	▼	Animal	▼
Person	▼	Agency	▼
Medical	▼	Care	▼
Services	▼	Case	▼
Schedule	▼	Licensing	▼
Finance	▼	Inventory	▼
Asilomar/Shelter Animals Count	▼	Euthanasia	▼
ASPCA Reports	▼		

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## Next Click on Licensing: Crosstab





**Choose your municipality as the License Reseller**  
**Add the Dates 10/01/24 to 10/31/24**  
**X1= License Issuer Y1= License Type Y2= S/N (spayed/neutered)**  
**All other fields can remain in their default settings**  
**Click SUBMIT**

[Back To Reports List](#)

**License: Crosstab**

License Issuer: --All--

**License Reseller: Pretend Municipality**

License Type: --All--

Site: --All--

License Length:

Species: --All--

Lifetime Licenses: Show

Batch Licenses: Show

Zip Code:

Based On: Issued Date

Based On: Issued Date

**Based On From: 10/01/2024 12:00 AM**

**Based On To: 10/31/2024 11:59 PM**

**X1: License Issuer**

**Y1: License Type**

**Y2: S/N**

**Submit**

You will see the types of licenses you sold,  
and how many of each.

In this report YES means the animal is  
spayed/neutered, NO means it is not.

So Pretend Municipality sold:

3 unaltered licenses


4 altered licenses

1 Dangerous dog license

1 Kennel license

4 No-fee licenses (service dogs, law  
enforcement k9s or search and rescue dogs)

To make this a PDF or another format click on  
the floppy disc icon at the top.

1 of 1 Find | Next 

### License Crosstab

Print Date Tuesday, October 22, 2024

License Issuer	All	Based On	Issued Date
License Type	All	Based On Status	N/A
Species	All	Based On From	10/1/2024 12:00:00 AM
License Reseller	Pretend Municipality	Based On To	10/31/2024 11:59:00 PM
Zip Code		Batch Licenses	Show
License Length		Lifetime Licenses	Show
Site	All		

		Maine Animal Welfare Program	Maine Animal Welfare Program-Kennel Licenses	Total
Dog License	No	3	0	3
	Yes	4	0	4
	<b>Total</b>	<b>7</b>	<b>0</b>	<b>7</b>
Dog License - Dangerous Dog	No	1	0	1
	<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>
Munic Kennel Lic-Dog 1	No	0	1	1
	<b>Total</b>	<b>0</b>	<b>1</b>	<b>1</b>
Munic Kennel Lic-Dogs 2-10	Yes	0	1	1
	<b>Total</b>	<b>0</b>	<b>1</b>	<b>1</b>
Munic. Kennel Lic2- Dogs 12-20	Yes	0	1	1
	<b>Total</b>	<b>0</b>	<b>1</b>	<b>1</b>
Service/K9/S&R License	Yes	4	0	4
	<b>Total</b>	<b>4</b>	<b>0</b>	<b>4</b>



# MONTHLY DOG LICENSE REPORT



FOR THE MONTH OF: October 2024,      (Year)

Department of Agriculture, Conservation and Forestry  
Animal Welfare Program  
28 State House Station  
Augusta, ME 04333-0028  
Toll Free 1-877-269-9200 or (207) 287-3846

Municipality: Pretend Municipality  
Prepared by: Test User  
Mailing Address: 1 Pretend Street  
Pretend City  
Telephone (207): 555-1212

Make Checks Payable to: **Treasurer, State of Maine**

Use the information pulled in License: Crosstab report to prepare your Monthly Dog License Report

TAGS ISSUED	DOG LICENSES SOLD		FEES	<input type="checkbox"/> No Sales This Month	
	TAGS 20 <sup>25</sup>	20			
New: <u>0</u>	Male/Female: <u>3</u>	+ <u>    </u> = <u>3</u>	x	\$10.00	= \$ <u>30</u>
Replacement: <u>0</u>	Neuter/Spay: <u>4</u>	+ <u>    </u> = <u>4</u>	x	\$3.00	= \$ <u>12</u>
Other: <u>0</u>	Dangerous Dog <u>1</u>	+ <u>    </u> = <u>1</u>	x	\$1.00	= \$ <u>1</u>
	Nuisance Dog <u>    </u>	+ <u>    </u> = <u>0</u>	x	\$1.00	= \$ <u>0</u>
	Dangerous Sign <u>    </u>	+ <u>    </u> = <u>0</u>	x	\$5.00	= \$ <u>0</u>
Online: <u>0</u>	Kennel License: <u>1</u>	<u>    </u>	# of Licenses: <u>1</u>	x \$30.00	= \$ <u>30</u>
Total: <u>0</u>				(Send Copy of Kennel License)	

Reason: none Adjustments: \$ 0

**DOG LICENSES AT NO CHARGE**

Replacement Tags:	<u>    </u>		<u>    </u>
Service/Search/Rescue:	<u>4</u>		<u>    </u>
Hearing/Guide:	<u>    </u>		<u>    </u>
Transfers:	<u>    </u>		<u>    </u>
Adjustments/Voids	<u>    </u>		<u>    </u>

**Report Total: \$ 73**  
**Check #: 12345**

**\*\*WOLF HYBRID\*\***Please attach a copy of any license issued for a wolf hybrid.

**CLERKS USE ONLY (OPTIONAL)**  
License #'s issued:      thru       
Last month's ending balance:       
Minus stickers issued for month:       
Equal this month's ending balance:

For Municipalities that have ALL October sales in the new system AND have been diligent about submitting receipts:  
CLICK on FINANCE

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## PetPoint Reports

Search for report name  [Clear Search](#)

Company	▼	Intake	▼
Outcome	▼	Animal	▼
Person	▼	Agency	▼
Medical	▼	Care	▼
Services	▼	Case	▼
Schedule	▼	Licensing	▼
<b>Finance</b>	▼	Inventory	▼
Asilomar/Shelter Animals Count	▼	Euthanasia	▼
ASPCA Reports	▼		

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## Select the Receipt: Revenue report



Schedule	▼	Licensing
Finance	▲	Inventory
Receipt: Cash Balance	5.0 ⓘ	Euthanasia
Receipt: Cash Drawer Closing	5.0 ⓘ	
Receipt: Cash Drawer Closing Extended	5.0 ⓘ	
Receipt: Daily Cash	5.0 ⓘ	
Receipt: Discount	ⓘ	
Receipt: Items	ⓘ	
Receipt: Receipt Crosstab	5.0 ⓘ	
Receipt: Revenue	5.0 ⓘ	
Receipt: Revenue Extended	5.0 ⓘ	
Receipt: Tax Amount	ⓘ	
Receipt: Voided	ⓘ	



**Enter the dates 10/01/2024 to 10/31/2024**  
**Select your municipality's CASH DRAWER**  
**Group By 1= Item name , Group By 2= Account Code, Detail/Summary=Summary**  
**Click Submit**

**Receipt: Revenue**

Show/Hide Description

General

Receipt Date From 10/1/2024 12:00 AM   Custom Date ▼

Receipt Date To 10/31/2024 11:59 PM   Custom Date ▼

Site **--All--** x

Cash Drawer TEST DRAWER ▼

Group By 1 Item Name ▼

Group By 2 Account Code ▼

Detail/Summary Summary ▼

Advanced

**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 are confident all receipts were entered properly, you may submit this as your October report with your payment. If you are not confident about receipts, please use the method listed in the prior slides using the Crosstab report and the old Monthly Report.

Revenue Report											
Print Date		Tuesday, October 22, 2024		Receipt Date From		10/1/2024 12:00:00 AM		Item		All	
				Receipt Date To		10/31/2024 11:59:00 PM		Item Group		All	
				Account Code		All		Site		All	
				Cash Drawer		TEST DRAWER		Payment Type		All	
				Refunds		Include					
Receipt#	Account	Receipt Date	Animal	Person	Payment	Subtotal	Discount	Reason	Tax	Total Due	Total
Paid Cash	Paid Check	Paid Debit	Paid Credit Card	Paid Gift Card	Paid Voucher						
Item	Code	Cash Drawer	Type	(# Units @ Price)	Staff Person	Reference	Total Paid				
Item Number	IRN	UPC#	Item Type	Item Category	Late Fee						
(# Units @ Cost)	Markup %	Tax Code 1 (\$)	Tax Code 2 (\$)	Discount %	Site						
2024 Dog License -Altered						Group % of Total Sales: 1.84%	SubTotal	Discount	Tax	Total Due / Paid	Total
<No Account Code>						Total Items: 1	\$6.00	\$0.00	\$0.00/\$6.00	\$6.00	
<No Account Code>						Total Items: 1	\$6.00	\$0.00	\$0.00	\$6.00	\$6.00
<No Account Code>						Total Items: 1	\$6.00	\$0.00	\$0.00	\$6.00	\$6.00
Dangerous Dog Sign						Group % of Total Sales: 1.53%	SubTotal	Discount	Tax	Total Due / Paid	Total
<No Account Code>						Total Items: 1	\$5.00		\$0.00	\$0.00/\$0.00	\$0.00
Service/K9/S&R License						Group % of Total Sales: 0.00%	SubTotal	Discount	Tax	Total Due / Paid	Total
0						Total Items: 4	\$0.01	(\$0.01)	\$0.00	\$0.00/\$0.00	\$0.00
Dog License - Dangerous Dog						Group % of Total Sales: 30.67%	SubTotal	Discount	Tax	Total Due / Paid	Total
<No Account Code>						Total Items: 1	\$100.00		\$0.00	\$0.00/\$0.00	\$0.00
Dog License - State of Maine Dog Licensing - Altered						Group % of Total Sales: 12.88%	SubTotal	Discount	Tax	Total Due / Paid	Total
<No Account Code>						Total Items: 7	\$42.00		\$0.00	\$0.00/\$0.00	\$0.00
Dog License - State of Maine Dog Licensing - Unaltered						Group % of Total Sales: 6.75%	SubTotal	Discount	Tax	Total Due / Paid	Total
<No Account Code>						Total Items: 1	\$1.00	(\$1.00)	\$0.00	\$0.00/\$0.00	\$0.00
Total Price:							\$326.01			Total # Units Sold:	21
Total Revenue							\$336.00			Total Cost:	\$50.00
Total Discount:							(\$1.01)			Markup % Total - For All Items:	\$125.00
Total Tax:							\$0.00			Markup % Total - Only for Inventory Items:	\$0.00
Grand Total:							\$325.00			Total Cost % against Total Sales:	15.38%

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.

Navigation: 1 of 1 | 100% | [Save] | [Print] | Find | Next

Document Map

- ReceiptRevenue
  - 2024 Dog License -Altered
  - Dangerous Dog Sign
  - Dog License - Dangerous Dog
  - Dog License - State of Maine Dog Licensing - Altered
  - Dog License - State of Maine Dog Licensing - Unaltered
  - Late Fee- Dangerous Dog
  - Munic Kennel Lic-Dogs 2-10
  - Munic. Kennel Lic2- Dogs 12-20
  - Service/K9/S&R License
  - Transfer License

### Revenue Report

Print Date: Tuesday, October 22, 2024

Receipt Date From: 10/1/2024 12:00:00 AM  
 Receipt Date To: 10/31/2024 11:59:00 PM  
 Account Code: All  
 Cash Drawer: TEST DRAWER  
 Refunds: Include

Item: All  
 Item Group: All  
 Site: All  
 Payment Type: All

Receipt#	Account	Receipt Date	Animal	Person	Payment	Subtotal	Discount	Reason	Tax	Total Due	Total
Item	Code	Cash Drawer	Type	(# Units @ Price)	Staff Person	Reference	Total Paid				
Item Number	IRN	UPC#	Item Type	Item Category	Late Fee						
(# Units @ Cost)	Markup %	Tax Code 1 (\$)	Tax Code 2 (\$)	Discount %	Site						
[+] 2024 Dog License -Altered <No Account Code>						SubTotal	Discount	Tax	Total Due / Paid	Total	
Group % of Total Sales: 1.84%						\$6.00	\$0.00	\$0.00	\$0.00/\$6.00	\$6.00	
Total Items: 1						\$6.00	\$0.00	\$0.00	\$6.00	\$6.00	
[+] Dangerous Dog Sign <No Account Code>						SubTotal	Discount	Tax	Total Due / Paid	Total	
Group % of Total Sales: 1.53%						\$5.00	\$0.00	\$0.00	\$0.00/\$5.00	\$5.00	
Total Items: 1						\$5.00	\$0.00	\$0.00	\$5.00	\$5.00	
[+] Dog License - Dangerous Dog <No Account Code>						SubTotal	Discount	Tax	Total Due / Paid	Total	
Group % of Total Sales: 30.67%						\$100.00	\$0.00	\$0.00	\$0.00/\$100.00	\$100.00	