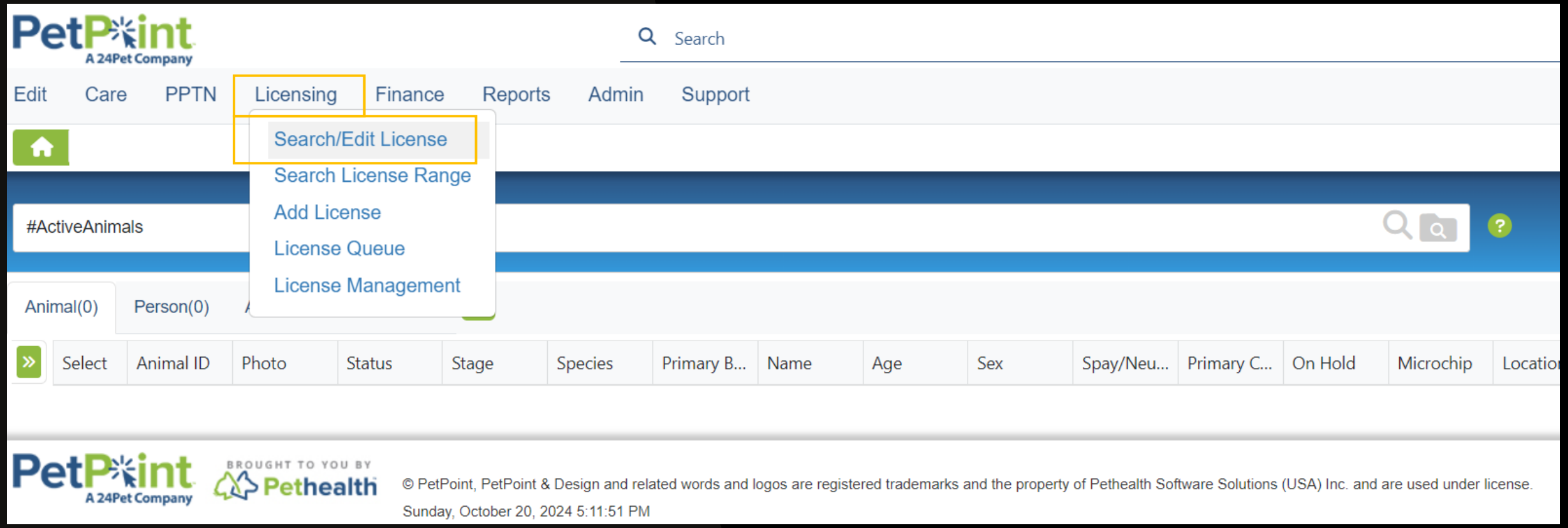
State of Maine
Dog Licensing Database:
Going Back to Add A Receipt

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

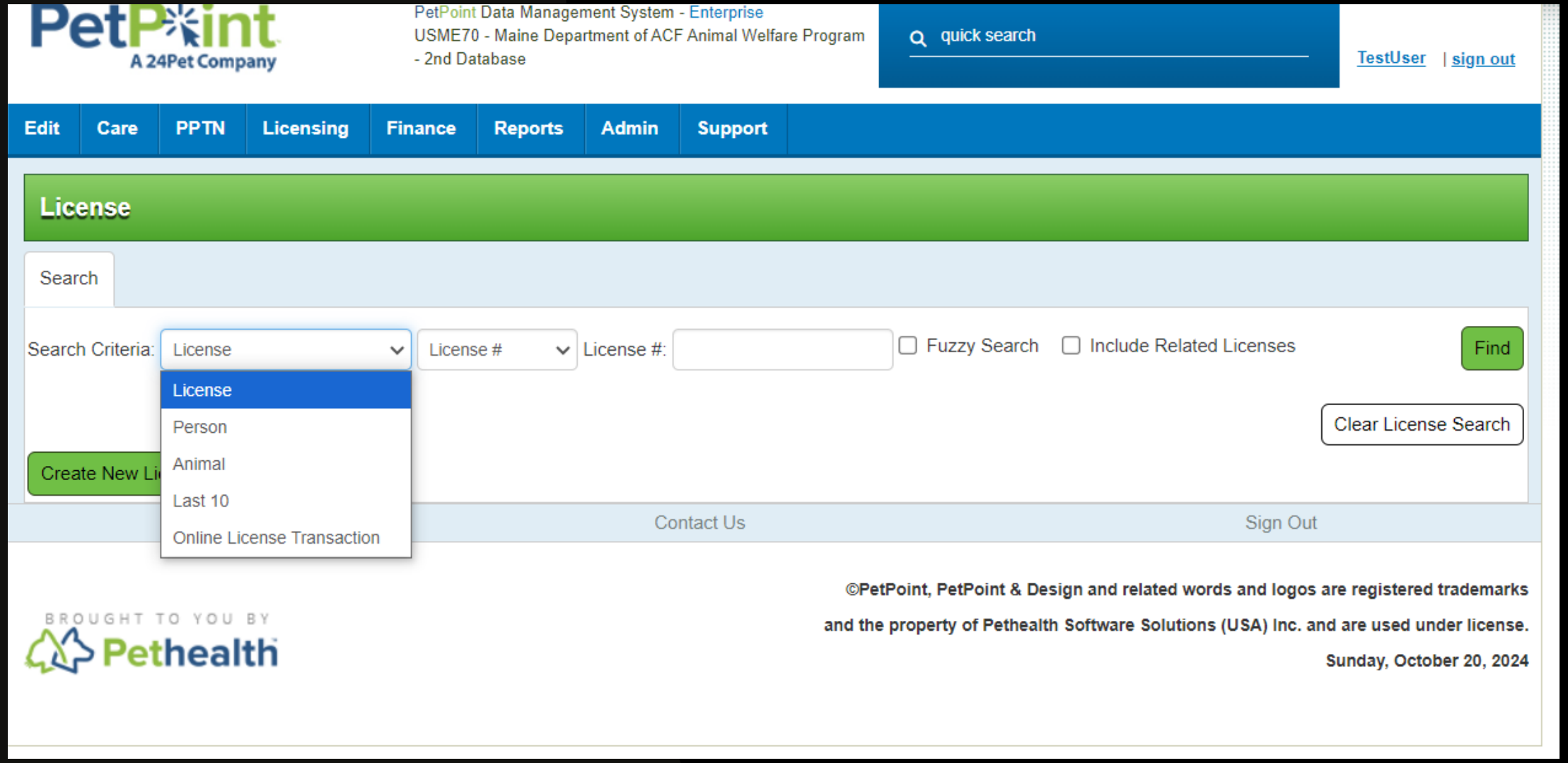
The receipt is where the data will be pulled from for a variety of reports on licensing types/numbers, amounts due to AWP, and monthly reports for submission.

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

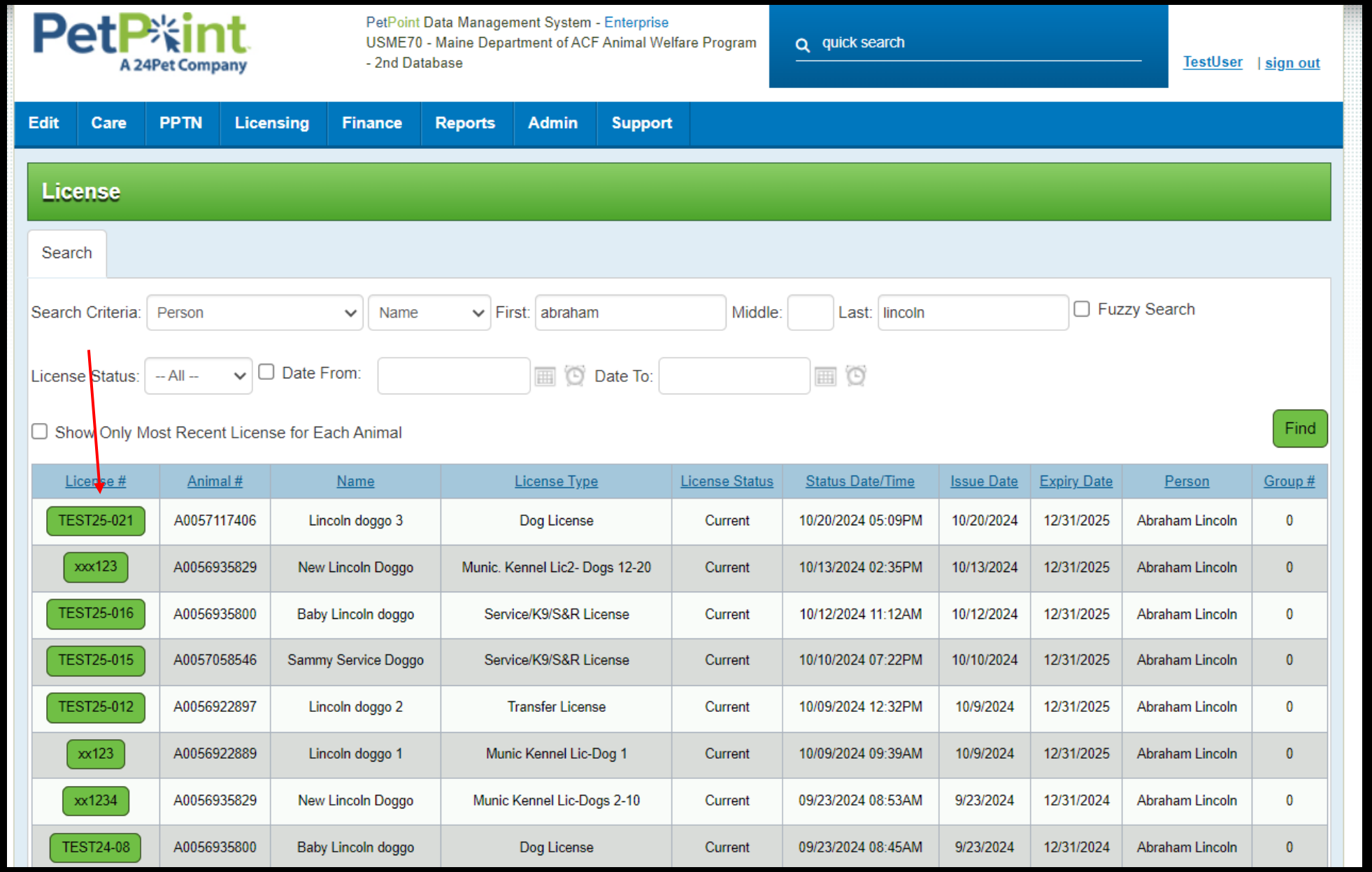
Go to Licensing>Search/Edit License



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.

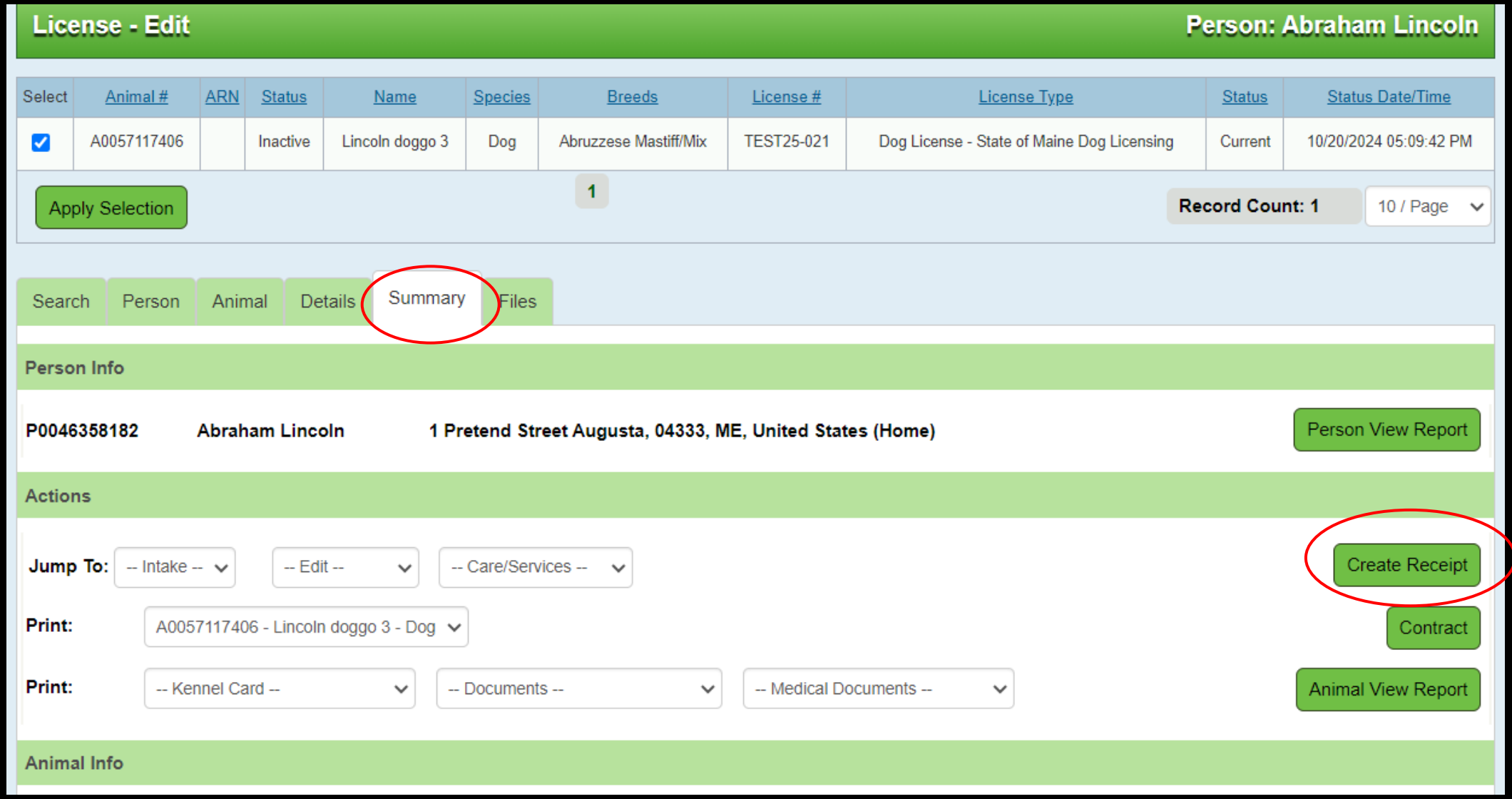


Click on the green box that contains your license number.



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 Lic2- 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

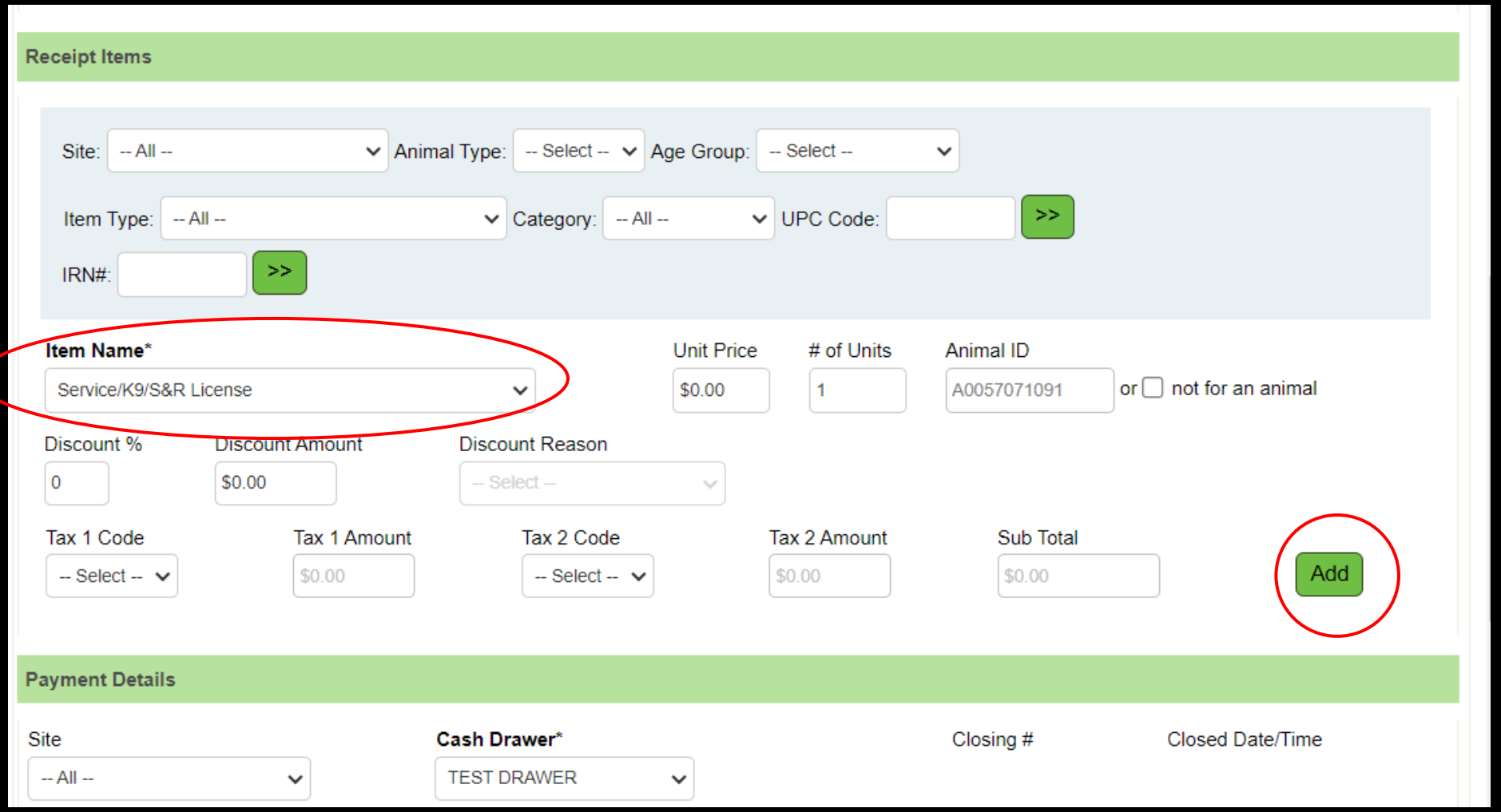
Click on **the Summary Tab** > Click Create Receipt



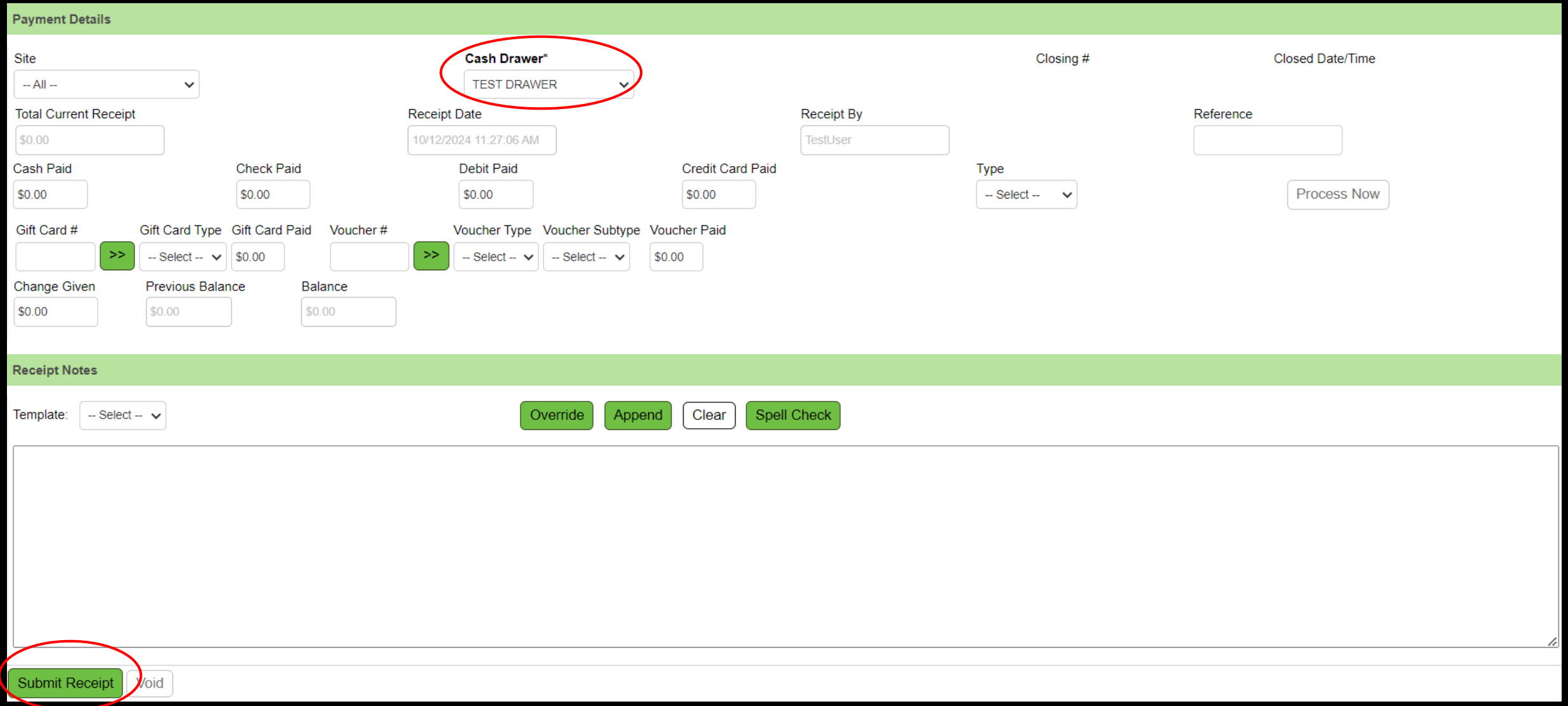
When you click CREATE RECEIPT, the Person's info will autofill in the receipt.

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.



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.



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.

Email | Print Report | Send Link

Receipt Oct 13 2024 — **Tel: 207-287-5531**

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

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

Person ID: P0046412516
Tel: 207-555-1212

Cash Drawer TEST DRAWER

ReceiptID:	28429465	**Create Date:**	10/13/2024 03:11:00 PM
Created By:	TestUser	**Print Date:**	10/13/2024 03:10:50 PM
Closing #:		**Close Date:**	

Animals

ID	ARN	Name	Species	Primary Breed	Gender	Color	ID Number	Issuer
57071091		Another superdoggo	Dog	Abruzzese Mastiff	M	Black		

Items

IRN / UPC #'s	Item	AnimalID	Unit Price	Units	Late Fee	Discount	SubTotal	Tax		Item total
	Service/K9/S&R License	57071091	$0.00	1		0.00% $0.00	$0.00	0.000% $0.00	0.000% $0.00	$0.00

Totals	Total Discount	Subtotal	Total Tax	Total Due
	$0.00	$0.00	$0.00	$0.00

Reference:		**Gift Card Paid:**	$0.00	**Total Due:**	$0.00
Cash:	$0.00	**Gift Card Type:**			
Check:	$0.00	**Gift Card #:**		**Total Paid:**	$0.00
Debit:	$0.00	**Voucher Paid:**	$0.00	**Change Given:**	$0.00
Credit Card:	$0.00	**Voucher Type:**		**Previous Balance:**	$0.00
Credit Card Type:		**Voucher #:**		**Balance:**	$0.00