

State of Maine Dog Licensing Database: Receipts for Multiple Licenses



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.

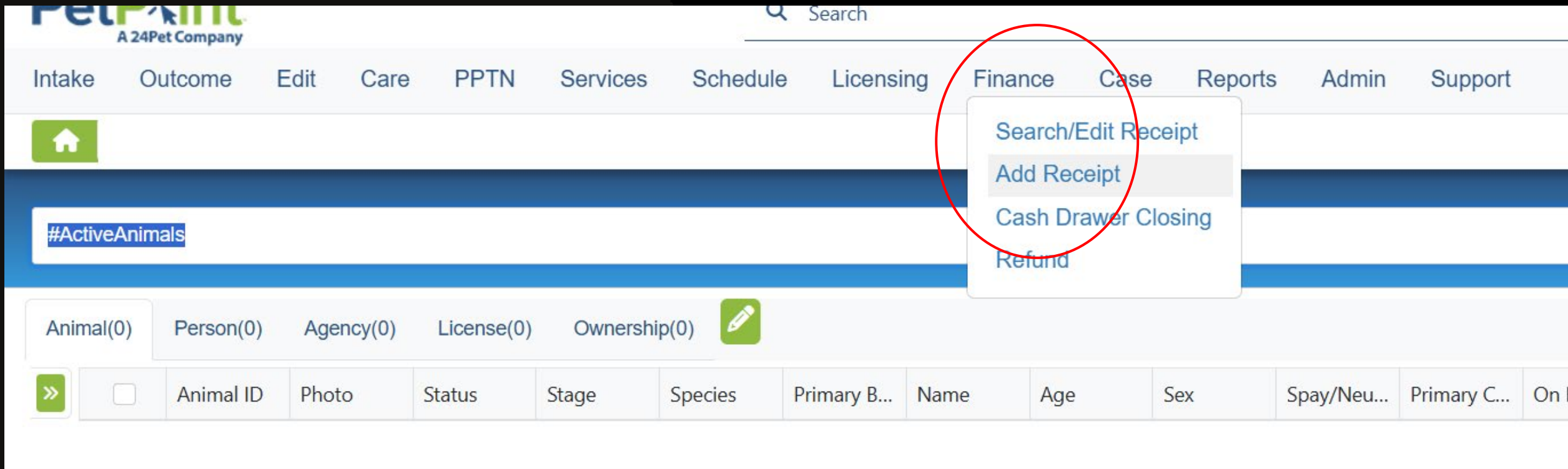


Many clerks have asked for a way to enter one receipt for multiple licenses.



To add a multiple-animal receipt after issuing multiple licenses to the same pet owner you will proceed through the FINANCE section instead of through the licensing portion of the database.

Go to FINANCE
Click on ADD RECEIPT



The screenshot displays the PetPuzzle software interface, a 24Pet Company product. The top navigation bar includes tabs for Intake, Outcome, Edit, Care, PPTN, Services, Schedule, Licensing, Finance, Case, Reports, Admin, and Support. The 'Finance' tab is circled in red, and its dropdown menu is open, showing options: Search/Edit Receipt, Add Receipt (highlighted), Cash Drawer Closing, and Refund. Below the navigation bar, there is a search bar with the text '#ActiveAnimals' and a home icon. The main content area features a filter bar with 'Animal(0)', 'Person(0)', 'Agency(0)', 'License(0)', and 'Ownership(0)', along with an edit icon. Below this is a table with columns: >>, checkbox, Animal ID, Photo, Status, Stage, Species, Primary B..., Name, Age, Sex, Spay/Neu..., Primary C..., and On H.

Find your pet owner by using the Person Search Criteria fields, then click FIND

Add/Edit Receipt

Search Criteria: Receipt:

Find

Clear Receipt Search

Person Search Criteria: First: Middle: Last:

Fuzzy Search

Find

Clear Person Search

Select the correct person from the list of potential matches to your search by clicking the green button next to your person

Person Search Criteria: Name First: Middle: Last:

Fuzzy Search

Select	First Name	Last Name	Phone	Phone Type	Address	Address Type	ID Number	ID Type	Person Memo	Case Memo
<input type="button" value="P0046358182"/>	Abraham	Lincoln			1 Pretend Street Augusta, 04333, ME - Home	Home			Yes	N

1

Record Count: 1 10 / Page

Person: P0046358182

Scroll down to confirm your person's details have entered into the receipt fields.
Select OWNER NAME as the Animal Search Criteria
Enter your person's name
Click FIND

Person Detail

Person ID P0046358182	First Name* Abraham	Last Name* Lincoln	Primary <input type="checkbox"/>	Phone Number* _ - _ - _	Phone Ext. 	Phone Type* -- Select --
Country United States	Street Address* 1 Pretend Street					Apt./Unit
Zip Code 04333	State* Maine	City Augusta	City Alias Augusta	Address Type* Home	Do Not Mail <input type="checkbox"/>	
Jurisdiction -- Select --	County KENNEBEC	Primary <input type="checkbox"/>	Email Address 	Email Type -- Select --	Do Not Contact <input type="checkbox"/>	

Create Person **Save Person**

New receipt for Abraham Lincoln

Animal Search Criteria: Owner Name First Name: abraham Last Name: lincoln Fuzzy Search

Find

Advanced Search

Clear Animal Search

Select the dog or dogs you wish to add to this receipt by clicking the green animal number button next to the correct animals.

New receipt for Abraham Lincoln

Animal Search Criteria: Owner Name First Name: Last Name: Fuzzy Search

[Find](#) [Advanced Search](#)

Select	ARN	Status	Stage	Species	Primary Breed	Secondary Breed	Name	DOB	Sex	S/N	Primary Color	Secondary Color	Color Pattern	On Hold	Memo	Location	Sub Location
A0056922889		Inactive	Licensing	Dog	Abruzzese Mastiff	Mix	Lincoln doggo 1	9/20/2022	F	N	Apricot			No	No		
A0056922897		Inactive	Licensing	Dog	Affenpinscher		Lincoln doggo 2	9/20/2022	F	Y	Black			No	No		
A0056922904		Inactive	Licensing	Dog	Afghan Hound	Mix	Lincoln doggo 23	9/20/2020	F	Y	Tan		Solid	No	No		
A0056935720		Deceased	Released	Dog	Abruzzese Mastiff	Mix	Another Lincoln doggo	9/23/2022	F	Y	Apricot			No	No		
A0056935800		Inactive	Licensing	Dog	Abruzzese Mastiff	Mix	Baby Lincoln doggo	9/23/2023	F	Y	Apricot		Solid	No	No		
A0056935829		Inactive	Licensing	Dog	Affenpinscher		New Lincoln Doggo	9/23/2019	M	Y	Brown		Solid	No	No		
A0057058546		Inactive	Licensing	Dog	Abruzzese Mastiff	Mix	Sammy Service Doggo	10/10/2022	F	Y	Apricot			No	No		
A0057117406		Inactive	Licensing	Dog	Abruzzese Mastiff	Mix	Lincoln doggo 3	10/20/2022	F	Y	Apricot			No	No		

1

Record Count: 8 10 / Page

The dogs you selected with the green animal number buttons will populate below into the Animals on Receipt Section

Select an animal to add their outstanding charges to the receipt.

Select	Animal ID	Name	Species	Primary Breed	Delete From Receipt
Select	A0056935829	New Lincoln Doggo	Dog	Affenpinscher	Delete
Select	A0056935800	Baby Lincoln doggo	Dog	Abruzzese Mastiff	Delete

Receipt Items

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

Item Type: All Category: All UIC Code: >>

Select an animal to add their outstanding charges to the receipt.

Outstanding charges for the selected animal will auto-populate into the receipt

To add any additional charges, like late fees, you must select from the drop down under ITEM NAME and click ADD for each additional item to be added to the receipt.

Select	Animal ID	Name	Species	Primary Breed	Delete From Receipt
<input type="button" value="Select"/>	A0056922889	Lincoln doggo 1	Dog	Abruzzese Mastiff	<input type="button" value="Delete"/>
<input type="button" value="Select"/>	A0056922897	Lincoln doggo 2	Dog	Affenpinscher	<input type="button" value="Delete"/>

Receipt Items

Site: Animal Type: Age Group:

Item Type: Category: UPC Code:

IRN#:

Item Name* Additional items chosen here then ADD Unit Price: # of Units: Animal ID: or not for an animal

Discount %: Discount Amount: Discount Reason:

Tax 1 Code: Tax 1 Amount: Tax 2 Code: Tax 2 Amount: Sub Total:

Auto-populated items and added items will appear here

Edit	Item Name	Animal ID	Unit Price	Units	Late Fee	Disc. %	Discount Amount	Discount Reason	Tax %	Tax Amount	SubTotal	<input type="checkbox"/> Select All
<input type="button" value="Edit"/>	Transfer License	A0056922897	\$1.00	1		0	\$0.00		0	\$0.00	\$1.00	<input type="checkbox"/> Delete
<input type="button" value="Edit"/>	Munic Kennel Lic-Dog 1	A0056922889	\$42.00	1		0	\$0.00		0	\$0.00	\$42.00	<input type="checkbox"/> Delete
												Delete

Scroll down, enter payment details and choose your Cash Drawer
This is the same process as for a single dog in the licensing module.
When you are finished, SUBMIT RECEIPT at the bottom left of the page.

Payment Details

Site	Cash Drawer*			Closing #	Closed Date/Time	
-- All --	-- Select --					
Total Current Receipt	Receipt Date	Receipt By	Reference			
\$43.00	01/10/2025 03:16:23 PM	rsteciuk				
Cash Paid	Check Paid	Debit Paid	Credit Card Paid	Type	Process Now	
\$0.00	\$0.00	\$0.00	\$0.00	-- Select --		
Gift Card #	Gift Card Type	Gift Card Paid	Voucher #	Voucher Type	Voucher Subtype	Voucher Paid
>>	-- Select --	\$0.00	>>	-- Select --	-- Select --	\$0.00
Change Given	Previous Balance	Balance				
\$0.00	\$0.00	\$43.00				

Receipt Notes

Template: -- Select --

Override Append Clear Spell Check

Submit Receipt Void

Once you hit SUBMIT RECEIPT, you will need to choose PRINT RECEIPT for the receipt to pop up.

Abraham Lincoln
 1 Pretend Street
 Augusta, ME, 04333 , USA

Person ID: P0046358182
 Tel:

Cash Drawer TEST DRAWER

ReceiptID: 28788930	Create Date: 01/10/2025 03:16:00 PM
Created By: rsteciuk	Print Date: 01/10/2025 03:50:37 PM
Closing #:	Close Date:

Animals

ID	ARN	Name	Species	Primary Breed	Gender	Color	ID Number	Issuer
56922889		Lincoln doggo 1	Dog	Abruzzese Mastiff	F	Apricot		
56922897		Lincoln doggo 2	Dog	Affenpinscher	F	Black		

Items

IRN / UPC #'s	Item	AnimalID	Unit Price	Units	Late Fee	Discount	SubTotal	Tax	Item total
	Munic Kennel Lic-Dog 1	56922889	\$42.00	1		0.00% \$0.00	\$42.00	0.000% \$0.00	\$42.00
	Transfer License	56922897	\$1.00	1		0.00% \$0.00	\$1.00	0.000% \$0.00	\$1.00

Totals	Total Discount	Subtotal	Total Tax	Total Due
	\$0.00	\$43.00	\$0.00	\$43.00

Reference:	Gift Card Paid: \$0.00	Total Due: \$43.00
Cash: \$43.00	Gift Card Type:	
Check: \$0.00	Gift Card #:	Total Paid: \$43.00