

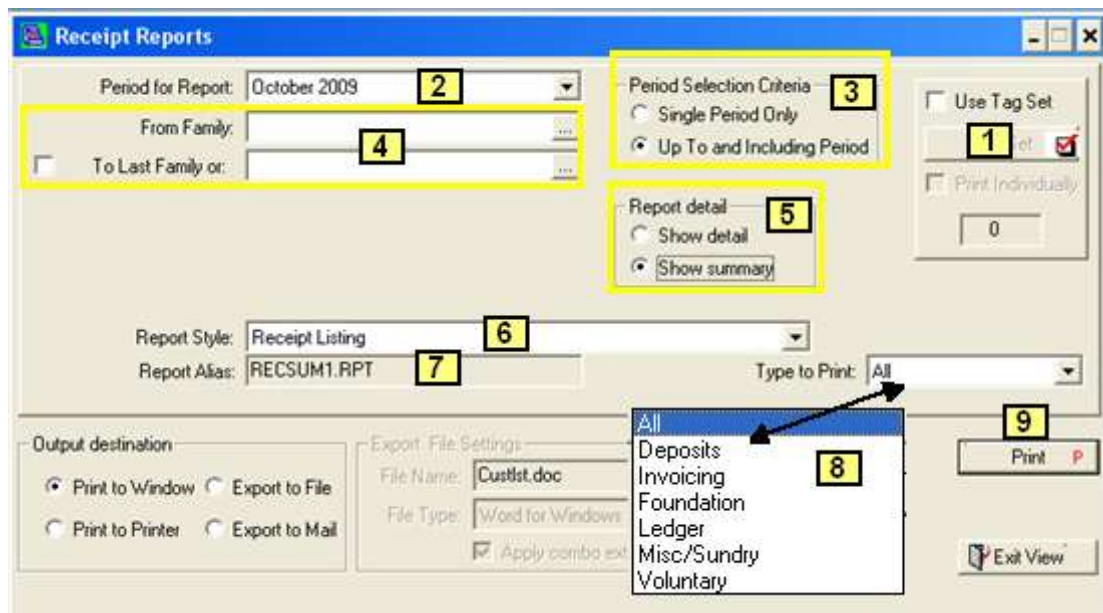
# Receipt Report User Guide



## Table of Contents

<b>Receipt Report</b> .....	<b>2</b>
<b>Receipt Listing (summary)</b> .....	<b>3</b>
<b>Receipt Listing (detailed)</b> .....	<b>3</b>
<b>Receipt Summary</b> .....	<b>4</b>

## Receipt Report



1.	A Tag Set can be used for selecting the Families.
2.	Select the Period for the Report.
3.	In the Period Selection Criteria select an option.
4.	If not using a tag Set; <ul style="list-style-type: none"> <li>• Leave blank for All Families or</li> <li>• Select families From and To.</li> </ul>
5.	Select a Report, either RECSUM1 or RECSUM2.
6.	Optional; select to print individual groups or All.
7.	Click Print to start the process.

**Receipt Listing (summary)** – Name (Alias) RECSUM1.RPT

The same report as next but with the Report Detail of Show summary selected.

<b>RECEIPT SUMMARY</b>					
Printed: 21 Sep 2009		Period: October 2009			
Bank Account: 1					
Period: 10					
ALLEN01	185	Mrs G Allen		5,307.00	5,307.00
	School Fees				
ALLEN02	186	Mr J Allen		540.00	540.00
	School Fees				
ARORA01	187	Dr V & Dr P Arora		2,988.00	2,988.00
	School Fees				
BAARS01	188	Baars Family Trust		3,778.00	8,778.00
	School Fees				
BAE01	189	Mr Tony Ahn		6,262.00	6,262.00
	School Fees				

**Receipt Listing (detailed)** – Name (Alias) RECSUM1.RPT

The same report as previous but with the Report Detail of Show detail selected.

<b>RECEIPT SUMMARY</b>					
Printed: 21 Sep 2009		Up to & Including: October 2009			
Bank Account: 1					
Period: 1					
ALLEN01	1	Mrs G Allen		200.00	200.00
	School Fees				
	Sundry			12.00	
BAARS01	2	Baars Family Trust		1,200.00	1,200.00
	School Fees				
BURT02	3	IR & EA Burt		1,900.00	1,900.00
	School Fees				
DE SI01	4	Mr R & Mrs S De Silva		250.00	250.00
	School Fees				
CHEN01	5	C-H & A Chen		190.00	190.00
	School Fees				
GLOVE02	6	Mr G & Mrs G Glover		2,000.00	2,000.00
	School Fees				
BIRD02	7	Dr B M & Mrs Y J Bird		54.00	54.00
	Sundry				
DUNN01	8	Mr K G & Mrs A J Dunn		100.00	100.00
	School Fees				
	Ledger	9	W Smith & Co	6,000.00	6,000.00
<b>Holding</b>	<b>Ledger</b>	<b>Sundry</b>	<b>Voluntary</b>	<b>Debtor</b>	<b>PERIOD TOTAL</b>
\$ 0.00	\$ 6,000.00	\$ 66.00	\$ 0.00	5,840.00	\$ 11,906.00

**Receipt Summary – Name (Alias) RECSUM2.RPT**

<b>RECEIPT SUMMARY</b>					
Printed: 21 Sep 2009		Up to & Including October 2009			
Bank Account: 1					
Period: 1					
Holding	Ledger	Sundry	Voluntary	Debtor	PERIOD TOTAL
\$ 0.00	\$ 6,000.00	\$ 66.00	\$ 0.00	5,840.00	\$ 11,906.00
Period: 2					
Holding	Ledger	Sundry	Voluntary	Debtor	PERIOD TOTAL
\$ 0.00	\$ 450.00	\$ 12.00	\$ 0.00	673.00	\$ 1,135.00
Period: 3					
Holding	Ledger	Sundry	Voluntary	Debtor	PERIOD TOTAL
\$ 150.00	\$ 1,205.15	\$ 57.00	\$ 0.00	15,032.50	\$ 16,444.65
Period: 4					
Holding	Ledger	Sundry	Voluntary	Debtor	PERIOD TOTAL
\$ 600.00	\$ 700.00	\$ 0.00	\$ 450.00	56,123.70	\$ 57,873.70
Period: 5					
Holding	Ledger	Sundry	Voluntary	Debtor	PERIOD TOTAL
\$ 100.00	\$ 0.00	\$ 0.00	\$ 50.00	36,669.50	\$ 36,819.50
Period: 10					
Holding	Ledger	Sundry	Voluntary	Debtor	PERIOD TOTAL
\$ 950.00	\$ 1,540.00	\$ 1,009.50	\$ 300.00	129,884.20	\$ 133,683.70
<b>\$ 1,800.00</b>	<b>\$ 9,895.15</b>	<b>\$ 1,144.50</b>	<b>\$ 800.00</b>	<b>\$ 244,222.90</b>	<b>\$ 257,862.55</b>

Selection used: All Pan files Period up to 10