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# CASH RECEIPTING

## User Guide



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Revision 1.0.2

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# Setup

There are five (5) main areas that are important in the setup of Cash Receipting: Banks, Categories and Distributions, Payment Types, Users, and Workspaces. Each of these are explained in more detail below.

## ***Banks***

You can associate which banks can be utilized in **Cash Receipting**. Banks are then associated with a **Payment Type**. This ensures that the receipt is deposited to the proper bank account and general ledger account number.

To setup a **Bank**, follow these steps:

1. In **Connect**, go to **Cash Receipting | Organization | Banks**.
2. Click the **New** button in the upper left.



**Illustration 1: New button**

3. Click the **Search** button next to the **Bank** field.
4. Find the bank you want to associate in the list and click on it.
5. Click **OK**.
6. Click the **Save** button on the toolbar to save the **Bank**.

## ***Categories and Distributions***

Cash Receipting utilizes **Categories** and **Distributions** to organize the types of receipts that are received by the organization. Primarily they tell the system what account number to code the receipt to and if the receipt is something that interfaces with another module such as Account Receivable. There is a one-to-many relationship between **Categories** and **Distributions**. A **Category** can act as a department, for example. **Distributions** then are all the types of receipts that department receives.

## Setting up a Category

To setup a **Category**, follow these steps:

1. In **Connect**, go to **Cash Receipting | Organization | Categories**.
2. Click the **New** button in the upper left.



**Illustration 1: New button**

3. Fill in the fields. Below is information about certain fields:
  - **Priority** - The **Priority** is a number that is assigned to a category code that determines where the category code will be displayed in relation to the other categories in the Category Code list. For example, if the Utilities category code is assigned a priority of *1*, and then the Utilities category code will be displayed as the first item in the Category Code list. If you assign the same number to more than one category code, the categories will be listed by priority and then by alphabetical order in the Category Code list.
  - **Interface** - You can set up a category code to receive payments in Cash Receipting for another Connect application. For example, you can set up a category code for Accounts Receivable. When this category code is selected to enter a payment, the system will retrieve the customer's billing and payment information from the Accounts Receivable application and display the information on the Cash Receipting screen.
  - **Display credit balance warning when entering payments** - A *credit balance* occurs when a customer has an account with an overpayment or credit. You can set up the options on the category code to display a warning message when a user enters a payment from a customer that has a credit balance on their account. This message will not prevent the user from entering the payment.
  - **Update payments immediately** – You do not have to wait until the **Update Payments** routine is run for payments to be posted to a customer account. This option allows you to post a payment after you enter and save the receipt.
4. Click the **Save** button on the toolbar to save the **Category**.

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## Setting up a Distribution

To setup a **Distribution**, follow these steps:

1. In **Connect**, go to **Cash Receipting | Organization | Categories**.
2. Use the **Lookup** bar to find the category code you want to add a **Distribution** to.
3. Click the **Distributions** tab.
4. Click the **Add a New Distribution** button.



**Illustration 1: Add a New Distribution button**

5. Fill in the fields. Below is information about certain fields:
  - **Distribution Code** - The **Distribution Code** is a unique number that is assigned to a distribution. Usually, the first digit in a distribution code represents the category code which the distribution belongs to. For example, you set up a category for taxes and the category code is 6. When you set up a distribution that belongs to the category titled Taxes, the first digit in the distribution code would be the number 6, or in this case, 601 to show that this distribution belongs to the category titled *6 Taxes*.
  - **Priority** - The **Priority** is a number that is assigned to a category code that determines where the category code will be displayed in relation to the other categories in the Category Code list. For example, if the Utilities category code is assigned a priority of *1*, and then the Utilities category code will be displayed as the first item in the Category Code list. If you assign the same number to more than one category code, the categories will be listed by priority and then by alphabetical order in the Category Code list.
  - **Stop at description field** - Use this option when you want to stop the cursor at the Description field on the Enter Payments screen. Press **Tab** if you wish to use the description that is displayed in the Description field.
  - **Default amount** - When a distribution is set up to display the total from a customer's account, the Default Amount box will be disabled. The setting is selected based on the Connect application that's assigned to the category.
  - **Allow new receipts** - Use this option to allow a user to use a distribution to create new receipts. If you do not want a user to use this distribution to create a new receipt, turn off this option. Connect will keep the distribution but the distribution won't show up as an item in the Distribution drop-down list.
6. To save the **Distribution**, you can click the **Add a New Distribution** button again, navigate to a different **Category**, or exit the screen.

## Payment Types

A **Payment Type** is specified when a receipt is entered. By specifying the **Payment Type**, this helps with balancing your cash drawer and controls which types can make change. In addition, **Payment Types** are associated with a **Bank**. This assists with making sure the proper cash accounts are utilized when posting to the **General Ledger**

To setup a **Payment Type**, follow these steps:

1. In **Connect**, go to **Cash Receipting | Organization | Payment Types**.
2. Click the **New** button in the upper left.



**Illustration 1: New button**

3. Fill in the fields. Below is information about certain fields:
  - **GL combined deposit** - Use a **GL Combined Deposit** to group payment types together so you can deposit it as a single deposit. You will need to assign the same letter to all the payment types that will be included in the combined deposit.
  - **Use this payment type to give change** – Check this box if this **Payment Type** is to be used to give change when a customer makes payment. At least one **Payment Type** must be set to give change for each bank.
4. Click the **Save** button on the toolbar to save the **Payment Type**.

## Users

You need to specify which users will be entering receipts.

To setup a **User**, follow these steps:

1. In **Connect**, go to **Cash Receipting | Organization | User**.
2. Click the **New** button in the upper left.



**Illustration 1: New button**

3. Click the **Search** button next to the **User ID** field.
4. Find the user you want to associate in the list and click on it.
5. Click **OK**.



6. Specify the **Default workspace**.
7. If this user should not have the ability to void receipts, click the **Require a password to void receipts** checkbox.
8. Click the **Save** button on the toolbar to save the **User**.

If this user is going to use miViewPoint to enter receipts, there are some final steps that need to be completed. Follow these additional steps:

9. In **miViewPoint**, go to **Administration | Users**.
10. Click on the appropriate user in the list.
11. Select the proper id in the **Caselle User ID** that corresponds with that user.
12. Click **Save** at the bottom.

## Workspaces

A **Workspace needs** to be setup for each location where payments are accepted. Each **Workspace** has its own receipt numbering sequence. In addition, reports can then be run by **Workspace** to help in balancing your cash drawer .

To setup a **Workspace**, follow these steps:

1. In **Connect**, go to **Cash Receipting | Organization | Workspaces**.
2. Click the **New** button in the upper left.



**Illustration 1: New button**

3. Fill in the fields.
4. Specify a **Default category** for the **Workspace**.
5. Click the **Use for online payments** checkbox and select "*Civic Systems*" from the **Third party** drop-down.
6. Specify a **Default payment type**.
7. Click on the **Categories/Payment Types** tab.

8. Check the **Payment Types** that can be utilized by this **Workspace** under the **Available payment types**.
9. Check the **Categories** that can be utilized by this **Workspace** under the **Available categories**.
10. Click the **Save** button on the toolbar to save the **Workspace**.

# Cash Receipt Entry

Cash Receipt Entry allows you to record payments being received by the organization. The following sections will review the different aspects of recording a receipt.

The screenshot displays the 'Cash Receipt Entry' interface. At the top, there is a navigation bar with icons for grid, save, print, info, help, users, and a close button. Below this, the header shows 'User: skuczarski' and 'Workspace: FRONT COUNTER'.

**Customer information**

Payment Date: 2/27/2023  
 Receipt Number: Assigned on submission  
 Name: Johnson, John  
 Balance due: \$0.00

**Distributions**

Category: [Redacted]  
 Customer: Johnson, John  
 Distribution: [Redacted]  
 GL account: [Redacted]  
 GL activity: [Redacted]  
 Description: [Redacted]  
 Amount: .00  
 Comments...

**Payments**

Type: 1: CHECKS  
 Payor: Johnson, John  
 Check number: [Redacted]  
 Amount: 50.00

Summary:

Distribution total:	Payment total: \$0.00
\$50.00	
	Difference: -\$50.00

**Table 1: Distribution**

Distribution	Customer Num...	Description	Total A...
BASE FEE		BASE FEE	50.00

**Table 2: Payment**

Payment	Check Nu...	Amount
No data		

**Illustration 1: Cash Receipt Entry screen**

## Navigation

To navigate from one field to the next, you have two options: *TAB* key or mouse.

### Tab Key

The most efficient way to navigate from one field to the next is by using the *TAB* key on your keyboard. *Tab* will move you through each field in order allowing you to enter the appropriate information.

### Mouse

You can click from one field to the next by using your mouse. However, this is not the most efficient method to enter a receipt.

## Entering a Receipt with no Accounts Receivable Invoice

To enter a receipt, follow these steps:

1. In **miViewPoint**, go to **Cash Receipting | Entry**.
2. Different notifications may appear such as user is being used on another workstation or the payment date is not correct. You can click through these prompts.
3. Select the **Category** of the receipt you are about to enter. The **Categories** should mirror the different environments from your old system. In addition, you should only see those **Categories** that are pertinent to you.

**Important:** If a payor is paying for an Accounts Receivable invoice, select **Accounts Receivable** from the **Category** drop-down. Click [here](#) to navigate to the next section for more information on how to enter a receipt for an Accounts Receivable invoice.

**Reminder:** Remember to use the *TAB* key to navigate to the next field efficiently

4. Enter the payor in the **Customer** field. You will need to enter the entire name of the customer since it is not related to an Accounts Receivable invoice.
5. Select the **Distribution** of the receipt you are about to enter. Once selected the **GL account** will appear in the grayed-out field.
6. A default description will appear in the **Description** field. You can edit this description if you like. Any information entered into this field will be searchable.

**Important:** If printing a receipt for the customer, the information entered into this field will print on the customer's receipt.

7. Enter the **Amount** of the payment. If a default amount has been specified in the setup for this **Distribution**, that amount will default into this field.
8. **Optional:** You have the ability to enter more information as a **Comment**. To do so, click the **Comments...** button. The information entered will not appear on the customer's receipt.
9. Once you press **TAB** from the **Amount** field, the **Distribution** will be saved to the right. To enter another **Distribution**, repeat steps 3 through 8.
10. Select the payment type from the **Type** field.
11. The **Payor** will default the customer's name entered at the top of the screen. You may change or edit this if you choose.
12. If the payor is paying by check, enter the check number in the **Check number** field.
13. Enter the amount being paid in the **Amount** field.
14. Press **TAB** or the **Save** button on the toolbar.
15. Different scenarios can occur depending on the payment entered.
  - **One Payment Type equal to amount needed** - If the amount entered is equal to the amount needed, the system will prompt you to save the receipt. Click **Yes** to save the receipt. Click **No** to go back to the entry screen.
  - **One Payment Type greater than the amount needed** - If the amount entered is greater than the amount needed and cash was used to make payment, the system will prompt you to save the receipt. Click **Yes** to save the receipt. Click **No** to go back to the entry screen. If you click **Yes**, another prompt will appear telling you the amount of change due back to the payor.
  - **Payment less than amount needed** - If the payor is making payment with more than one **Payment Type** and the amount of the payment is less than the amount needed, the cursor will move back to the **Type** field so that another **Payment** can be entered. Repeat steps 10 through 15.

## Entering a Receipt for an Accounts Receivable Invoice

To enter a receipt, follow these steps:

1. In **miViewPoint**, go to **Cash Receipting | Entry**.
2. Different notifications may appear such as user is being used on another workstation or the payment date is not correct. You can click through these prompts.
3. Select the *Accounts Receivable* category from the **Category** drop-down.

**Reminder:** Remember to use the *TAB* key to navigate to the next field efficiently

4. You can start typing the customer's name in the **Customer** field and the closest matches from the database will appear. You can also click on the drop-down to find the appropriate customer. Alternatively, you can type the invoice number into the **Invoice** field.
5. The distribution *Payment on Account* should default into the **Distribution** field.
6. A default description will appear in the **Description** field. You can edit this description if you like. Any information entered into this field will be searchable.

**Important:** If printing a receipt for the customer, the information entered into this field will print on the customer's receipt.

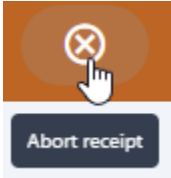
7. The total amount due from the customer will default into the **Amount** field. You may edit this amount. Once finished press *TAB* to move to the **Type** field.
  - **If the customer is paying the entire balance due** - If the customer is paying their entire balance due, the system will automatically allocate that payment to any and all invoices outstanding automatically.
  - **If the customer does not pay the entire balance due** – If the customer is not paying their entire balance due, the system will prompt you to manually allocate the payment to the appropriate invoice(s). The cursor will move to the **Allocated** column on the right. Enter the amount(s) to be allocated to each invoice.
8. **Optional:** You have the ability to enter more information as a **Comment**. To do so, click the **Comments...** button. The information entered will not appear on the customer's receipt.
9. To enter another **Distribution**, repeat steps 3 through 8.
10. Select the payment type from the **Type** field.

11. The **Payor** will default the customer's name entered at the top of the screen. You may change or edit this if you choose.
12. If the payor is paying by check, enter the check number in the **Check number** field.
13. Enter the amount being paid in the **Amount** field.
14. Press *TAB* or the **Save** button on the toolbar.
15. Different scenarios can occur depending on the payment entered.
  - **One Payment Type equal to amount needed** - If the amount entered is equal to the amount needed, the system will prompt you to save the receipt. Click **Yes** to save the receipt. Click **No** to go back to the entry screen.
  - **One Payment Type greater than the amount needed** - If the amount entered is greater than the amount needed and cash was used to make payment, the system will prompt you to save the receipt. Click **Yes** to save the receipt. Click **No** to go back to the entry screen. If you click **Yes**, another prompt will appear telling you the amount of change due back to the payor.
  - **Payment less than amount needed** - If the payor is making payment with more than one **Payment Type** and the amount of the payment is less than the amount needed, the cursor will move back to the **Type** field so that another **Payment** can be entered. Repeat steps 10 through 15.

## ***Abort a Receipt***

While entering a receipt, you can abort the receipt to reset the entry screen. To abort a receipt, follow these steps:

1. In the entry screen, simply click the **Abort receipt** button on the toolbar.



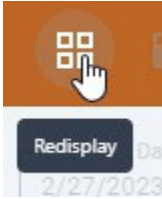
**Illustration 1: Abort receipt button**

## Editing a Receipt

You may edit a receipt if you have the proper right to do so. When editing a receipt that has been updated to the general ledger or has been printed, the original receipt will be reversed with a new receipt number and a new receipt will then be created with any edits. This is to provide a proper audit trail.

To edit a receipt, follow these steps:

1. In the entry screen, click on the **Redisplay** button on the toolbar.



**Illustration 1: Redisplay button**

2. A screen with all the receipts entered for the day will appear. To view a different day's receipts, click the **Display prior payment date receipts**.
3. Click on the receipt you would like to edit.
4. Click the **Edit** button at the bottom.
5. If the receipt has been updated to the general ledger or printed, a prompt will appear telling you that the original receipt will be voided and a new receipt will be created. Click **Yes** to proceed or **No** to cancel.  
  
**Important:** Once you click **Yes**, the receipt is voided. Make sure you proceed with making the proper edits.
6. If a password has been setup to void a receipt, you will receive a prompt to enter that password. Please enter the password and press **OK**.
7. Make the appropriate edits.
8. Once done, press **TAB** from the **Amount** field at the bottom or click the **Save** button on the toolbar.

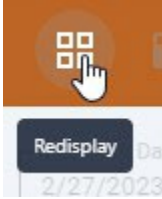


## Voiding a Receipt

You may void a receipt if you have the proper right to do so. When voiding a receipt, the original receipt will be reversed with a new receipt number. This is to provide a proper audit trail.

To void a receipt, follow these steps:

1. In the entry screen, click on the **Redisplay** button on the toolbar.



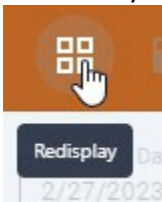
**Illustration 1: Redisplay button**

2. A screen with all the receipts entered for the day will appear. To view a different day's receipts, click the **Display prior payment date receipts**.
3. Click on the receipt you would like to void.
4. Click the **Void** button at the bottom.
5. If a password has been setup to void a receipt, you will receive a prompt to enter that password. Please enter the password and press **OK**.

## Reprint a Receipt

To reprint a receipt, follow these steps:

2. In the entry screen, click on the **Redisplay** button on the toolbar.



**Illustration 1: Redisplay button**

3. A screen with all the receipts entered for the day will appear. To view a different day's receipts, click the **Display prior payment date receipts**.
4. Click on the receipt you would like to reprint.
5. Click the **Reprint** button at the bottom.

## Entry Page Toolbar Buttons

The following reviews the different buttons that exist at the top of the receipt entry screen.

### Redisplay Button

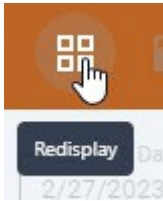


Illustration 1: Redisplay button

The **Redisplay** button will show you the receipts entered for today or previous dates. After you click this button, a screen will appear with those receipts. There are several options on the screen.

- **Receipt detail** – The **Receipt detail** drop-down provides you with different options on how you would like to see the receipts.
  - **Summary** – Summary will show you the receipt number, date, customer number if it is a receipt related to an accounts receivable invoice, customer name, user who entered the receipt, distribution amount, payment amount, change given, payor, and payment type.
  - **Payment detail** – Payment detail will show you the receipt number, date, payment type, payor, user who entered the receipt, and amount.
  - **Distribution detail** – Distribution detail will show you receipt number, date, customer number if it is a receipt related to an accounts receivable invoice, customer name, description, General Ledger account number, user who entered the receipt, and amount.

From this screen, the user can [reprint a receipt](#), [void a receipt](#), or [edit a receipt](#). Click on the links to go to those sections for more information.

**Tip:** You can edit the columns that appear in the **Redisplay** screen. To learn more about how to utilize the **Column Chooser**, click [here](#).

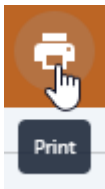
### ***Save Receipt Button***



**Illustration 1: Save receipt button**

The **Save Receipt** button will allow you to save the receipt if all information has been properly entered. Once clicked, a prompt will appear asking you if you want to save the receipt.

### ***Print Button***



**Illustration 1: Print button**

The **Print** button will allow you to print the receipt if all information has been properly entered. Depending on your settings, the receipt may automatically print once the receipt is saved.

### ***Info Button***



**Illustration 1: Info button**

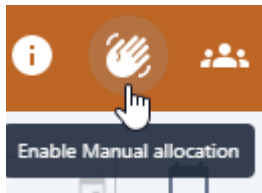
The **Info** button will allow you to lookup an accounts receivable customer to see customer information and past invoices and payments.

Once clicked, a screen will appear with this information. You can change what customer you are looking at by clicking on the **Customer** drop-down and selecting a new customer or typing in the field to narrow your customer list.

You have the option to view only open invoices. To do this, click the **Only Show Open Amounts** checkbox.

Click **Close** to close the screen.

### **Manual Allocation Button**

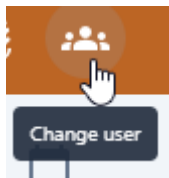


**Illustration 1: Enable Manual Allocation button**

The **Manual Allocation** button will allow you to allocate a payment to a specific invoice. If the *Accounts Receivable* category has been selected in the **Category** field, this button will be active. Once clicked, a grid on the right will appear showing all open invoices for this customer. To allocate a payment to a specific invoice, enter the appropriate amount into the **Allocation** column.

**Reminder:** The **Manual Allocation** grid may automatically appear if you enter a payment from an accounts receivable customer who is not paying their entire balance. See [Entering a Receipt for an Accounts Receivable Invoice](#).

### **Change User Button**

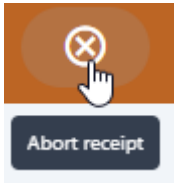


**Illustration 1: Change user button**

The **Change user** button will allow you to quickly change the user entering the receipt. You may have a generic front counter login to get into miViewPoint. Then, users rotate who takes payments at the front counter. This allows you to quickly change the user without having to logout and log back in.

Once clicked, a prompt will appear asking for the **User** and the **Password** for that user. Once finished, click **OK**.

### ***Abort Button***



**Illustration 1: Abort button**

The **Abort** button allows to clear the entry screen. If you were entering a receipt and want to start over, click the **Abort** button to abort the entry of that current receipt.

# Cash Receipt Lookup

You can use **Cash Receipt Lookup** to quickly find a receipt or view receipts over a date range.

## Lookup

To utilize **Cash Receipt Lookup**, follow these steps:

1. In **miViewPoint**, go to **Cash Receipting | Lookup**.
2. The current date will default into the **From** and **To** date fields at the top. Type a new date in either or both fields or click on the calendar icon to select a date from the calendar. As different dates are selected, the receipt grid will automatically refresh.

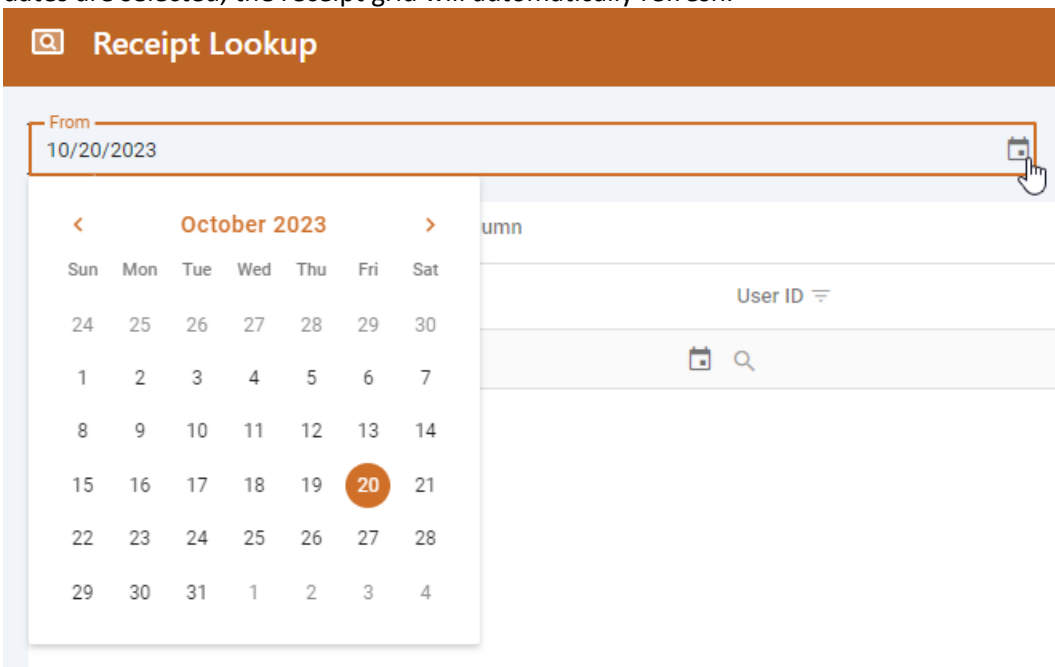


Illustration 1: Calendar button

3. To view more details regarding any receipt, click on the appropriate receipt in the grid. Below the grid and as you scroll down, you will see information related to the **Customer, Receipt Information, Distribution, and Payments**.

Receipt # ▾	Date ▾	User ID ▾	Workspace ▾	Customer ▾
5000009	10/20/2023	AnnetteS	Office	Betty's Fabric Shop
5000010	10/20/2023	AnnetteS	Office	Multiple
5000011	10/20/2023	AnnetteS	Office	Sur Bird
5000012	10/20/2023	AnnetteS	Office	Smith, Judy

Illustration 2: Receipt grid

4. You have the ability reprint a receipt by clicking on the **Printer** icon on the line/receipt you wish to reprint.

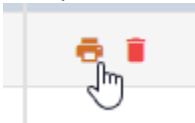


Illustration 3: Reprint receipt button

5. If you have the proper rights, you also have the ability to void a receipt by clicking on the trash can. If a void password has been setup, you will be prompted to enter that password and click **OK**.

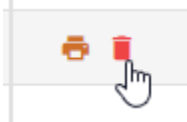


Illustration 4: Void Receipt button

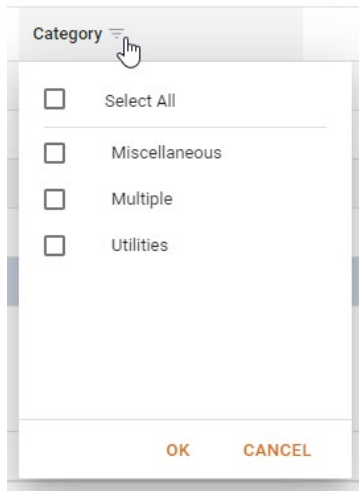
## Filtering

You have the ability to filter or narrow down your results in the grid. There are two (2) options to filtering the grid.

### Option 1

Follow these steps to filter the grid under option 1:

1. Above any column, you can click on the filter.

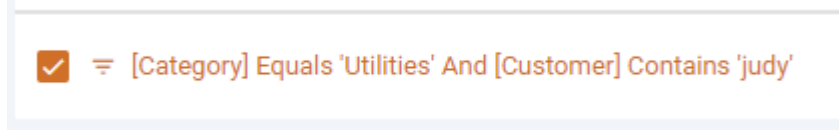


**Illustration 1: Filtering**

2. Check all the options you would like to filter on.
3. Click **OK** to filter on these options or **Cancel** to cancel.
4. Repeat steps 1 through 3 to filter on other columns.

**Important:** The system remembers your **Filters**. These same filters will be in place the next time you login. If you are not seeing the results you expect, look to see if there is a filter turned on. Click [here](#) to learn how to clear your **Filter**.

**Reminder:** You can see that a filter is on by looking in the lower left of the grid. This will tell you the current filters.



**Illustration 2: Current Filter settings**

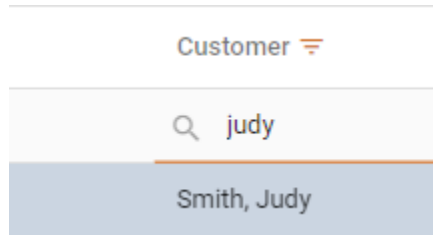
## **Option 2**

Follow these steps to filter the grid under option 2:

1. Above every column is a magnifying glass. Click into this field under the column you want to filter.



2. Start typing what it is you would like to filter on. The system will try to find the string you typed anywhere in that column regardless of whether the string appears at the beginning, middle, or end. No wildcard characters are needed.

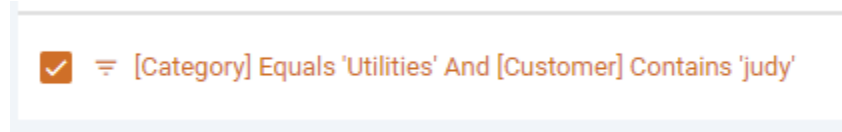


**Illustration 1: Filtering**

3. Repeat steps 1 and 2 to filter on other columns.

**Important:** The system remembers your **Filters**. These same filters will be in place the next time you login. If you are not seeing the results you expect, look to see if there is a filter. Click [here](#) to learn how to clear your **Filter**.

**Reminder:** You can see that a filter is on by looking in the lower left of the grid. This will tell you the current filters.



**Illustration 2: Current Filter settings**

## ***Clear Filters***

Follow these steps to clear **Filters**:

1. In the lower right corner of the grid, click the **Clear** hyperlink.



**Illustration 1: Clear filtering hyperlink**

Grouping

You have the ability to group the grid by different parameters. This can be helpful to organize the grid if there are numerous entries for the date range you have selected. For example, you can use the **Grouping** to group all receipts by Category.

Create a Grouping

To utilize **Grouping**, follow these steps:

- 1. Click and drag the column header into the area where it says **Drag a column header here to group by that column.**

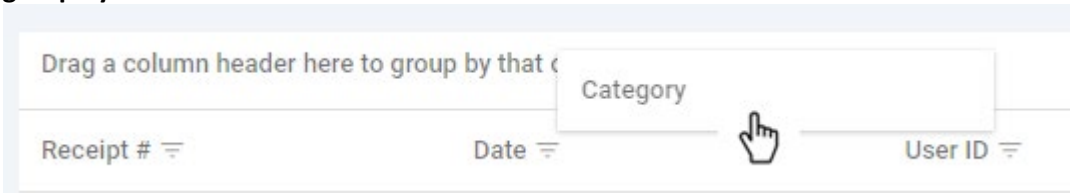


Illustration 1: Dragging column header to Group By area

From 10/20/2023	
Category ↑	
Receipt #	Date
Category: miscellaneous	
5000011	10/20/2023
Category: Multiple	
5000010	10/20/2023
Category: Utilities	
5000009	10/20/2023
5000012	10/20/2023

Illustration 2: Group by Category example

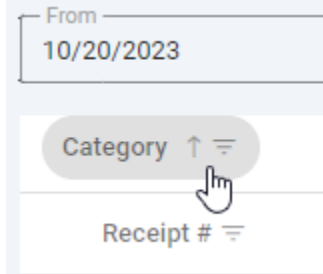
2. Repeat step 1 to create additional **Groupings**.

**Important:** The system remembers your **Groupings**. These same groupings will be in place the next time you login. Click [here](#) to learn how to clear your **Grouping**.

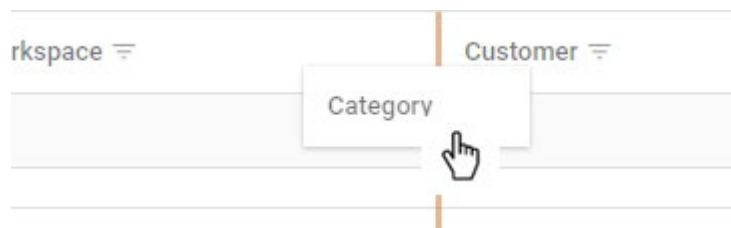
## ***Clearing a Grouping***

To clear a **Grouping**, follow these steps:

1. Click and drag the column header from the **Grouping** area back into the grid.



**Illustration 1: Current Grouping settings**



**Illustration 2: Dragging column header back to grid**

2. Repeat step 1 to clear other **Groupings** that you may have created.

# Cash Receipt Reports

There are two (2) reports that a user can generate to get a summary of the receipts entered for a date range: **Receipt Register** and **Payment Register**.

## Receipt Register

The **Receipt Register** prints the following information by default:

- Receipt Number
- Customer Number
- Customer Name
- Category
- Distribution
- Description
- Total Applied (i.e. amount of payment applied to this Distribution)

The end of the report will provide a summary of monies receipted by category and distribution.

An example of the master report is below:

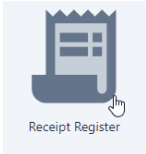
Anycity Corporation		Receipt Register				Page 3
		[Receipt].Date 10/19/2021 {-} 10/19/2023				October 19, 2023 06:55 AM
Receipt Number	Customer Number	Customer Name	Category	Distribution	Description	Total Applied
3/2/2022						
Receipt Group: 1						
1019714	214500	Spencer Properties	Utilities	Utility Payment	Online Payment	\$55.08
1019715	110301	Joe's Drive-In	Utilities	Utility Payment	Online Payment	\$49.49
1019716	P-22-0014	Woods, Kent	Building Permit & Fees	Building Permit	Online Payment	\$161.85
1019718	P-22-0015	Hekekia, Gerald	Building Permit & Fees	Building Permit	Online Payment	\$161.85
1019719	P-22-0015	Hekekia, Gerald	Building Permit & Fees	Building Permit	Voids receipt - 1.019718	-\$161.85
						<u>\$266.42</u>
3/2/2022						
Receipt Group: 1						
1019717	P-22-0014	Woods, Kent	Building Permit & Fees	Building Permit	Voids receipt - 1.019716	-\$161.85
						<u>-\$161.85</u>
3/2/2022						
3/3/2022						
Receipt Group: 5						
5000006	P-22-0016	Ollerton, Tom	Building Permit & Fees	Building Permit	Building Permit	\$161.85
5000007	P-22-0016	Ollerton, Tom	Building Permit & Fees	Building Permit	Voids receipt - 5.000006	-\$161.85
						<u>\$ .00</u>
3/3/2022						

**Illustration 1: Receipt Register example**

## ***Generate a Receipt Register***

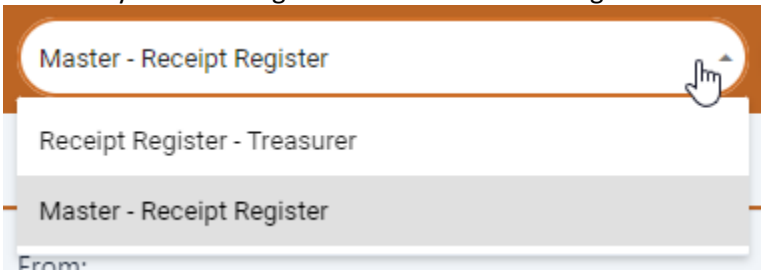
To generate the master or a previously created **Receipt Register**, follow these steps:

1. In **miViewPoint**, go to **Cash Receipting | Reports**.
2. Click on Receipt Register.



**Illustration 1: Receipt Register button**

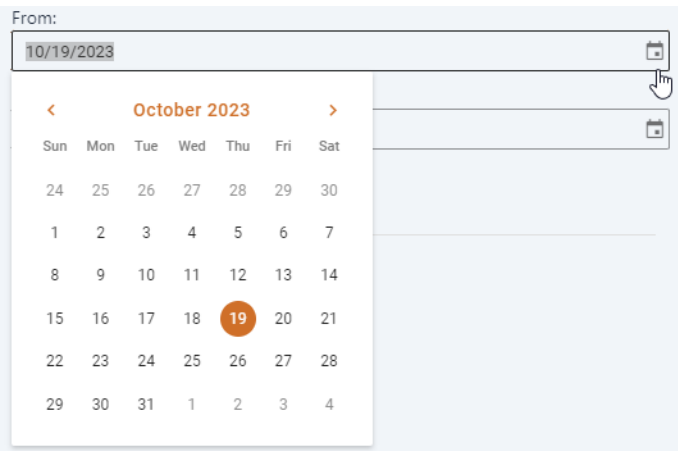
3. The **Master – Receipt Register** will default. To select a previously saved **Receipt Register**, click on the drop-down at the top to get a list of all **Receipt Registers** created by yourself and those created by others being shared with the entire organization. Select the appropriate report.



**Illustration 2: Report list**

**Tip:** To learn how to edit the report options and save it as a new **Receipt Register**, click [here](#).

- The current date will default into the **From** and **To** date range fields. Type a new date in either or both fields or click on the calendar icon to select a date from the calendar.



**Illustration 3: Calendar button**

- Click **Generate** in the upper right corner to run the report.



**Illustration 4: Generate button**

## ***Edit a Receipt Register***

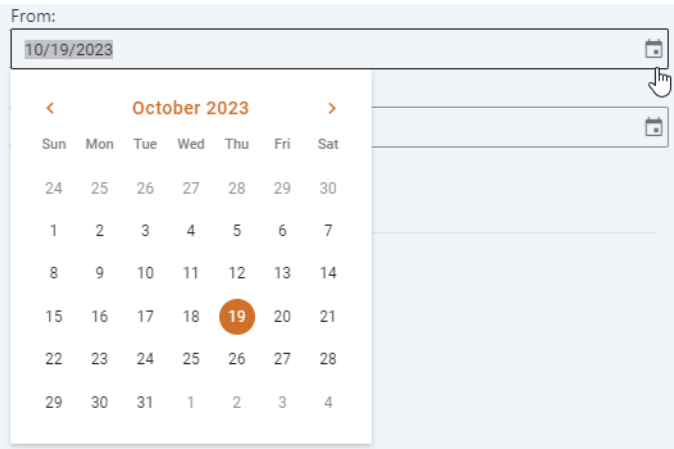
You can edit the **Receipt Register** to print exactly what you want and how you want it to appear on the report.

### **Changing Standard Report Options**

There are standard report options that can easily be changed. The standard options on the **Receipt Register** are the date range, workspaces, and categories.

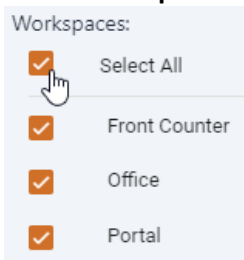
To change any of these parameters, follow these steps:

1. The current date will default into the **From** and **To** date range fields. Type a new date in either or both fields or click on the calendar icon to select a date from the calendar.



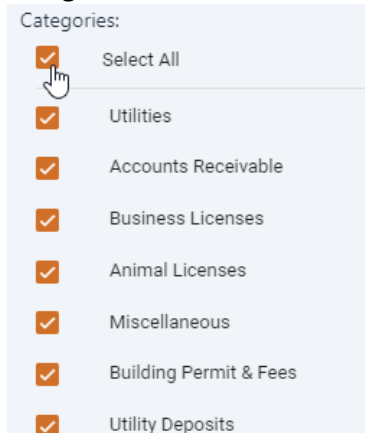
**Illustration 1: Calendar button**

2. Select the **Workspace** or **Workspaces** you would like to generate this report for in the **Workspaces** section. If no **Workspaces** are selected including **Select All**, the report will run for all **Workspaces**.



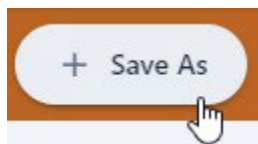
**Illustration 2: List of Workspaces**

3. Select the **Categories** you would generate this report for in the **Categories** section. If no **Categories** are selected including **Select All**, the report will run for all **Categories**.



**Illustration 3: List of Categories**

4. To modify other settings on the report, refer to the [Modifying a Report](#) section to learn more.
5. Once you are done modifying the report, click the **+ Save As** button at the top to save the report.



**Illustration 4: Save As button**

6. Enter a name for the report. If you would like others within your organization to be able to utilize this report, check the **Share with Organization** checkbox.

A screenshot of a 'Report Name' popup window. The window has an orange header with the title 'Report Name'. Below the header is a text input field containing the text 'Receipt Register- Treasurer'. Underneath the input field is a checkbox labeled 'Share with Organization', which is currently checked. At the bottom of the popup are two buttons: 'OK' in an orange button and 'CANCEL' in a red button.

**Illustration 5: Report Name popup**



7. Click **OK** to save the report or **Cancel** to cancel.

## Payment Register

The **Payment Register** prints the following information by default:

- Receipt Date
- Receipt Number
- Customer Number
- Customer Name
- Payment Type
- Payment ID (i.e. check number)
- Payment Amount
- Total Paid
- Change Amount
- Total Applied

The end of the report will provide a totals by **Payment Type**.

An example of the master report is below:

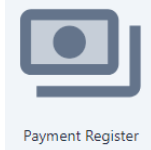
Anycity Corporation				Payment Register		Page 1 October 19, 2023 03:57 PM			
[Receipt] Date 10/19/2021 (-) 10/19/2022									
Rcpt Date	Rcpt Number	Customer Number	Customer Name	Payment Type	Payment ID	Pmnt Amount	Total Paid	Chg Amount	Ttl Applied
1/20/2022									
Receipt Group: 1									
01/20/2022	1019696	P-21-0008	Bryce, Bruce	Credit Card		\$161.85	\$161.85	\$0.00	\$161.85
Receipt Group: 1						<u>\$161.85</u>	<u>\$161.85</u>	<u>\$0.00</u>	<u>\$161.85</u>
1/26/2022									
Receipt Group: 1									
01/26/2022	1019697	214500	Spencer Properties	Check		\$55.08	\$55.08	\$0.00	\$55.08
01/26/2022	1019699	P-22-0003	Boalton, William	Credit Card		\$256.26	\$256.26	\$0.00	\$256.26
Receipt Group: 1						<u>\$311.34</u>	<u>\$311.34</u>	<u>\$0.00</u>	<u>\$311.34</u>
1/29/2022									
Receipt Group: 1									
01/29/2022	1019698	214500	Spencer Properties	Check		\$55.08	\$55.08	\$0.00	\$55.08
Receipt Group: 1						<u>\$55.08</u>	<u>\$55.08</u>	<u>\$0.00</u>	<u>\$55.08</u>
2/8/2022									
Receipt Group: 1									
02/08/2022	1019700	P-22-0001	Mullenaux, Ladd	Credit Card		\$161.85	\$161.85	\$0.00	\$161.85
Receipt Group: 1						<u>\$161.85</u>	<u>\$161.85</u>	<u>\$0.00</u>	<u>\$161.85</u>
2/11/2022									

**Illustration 1: Payment Register example**

## ***Generate a Payment Register***

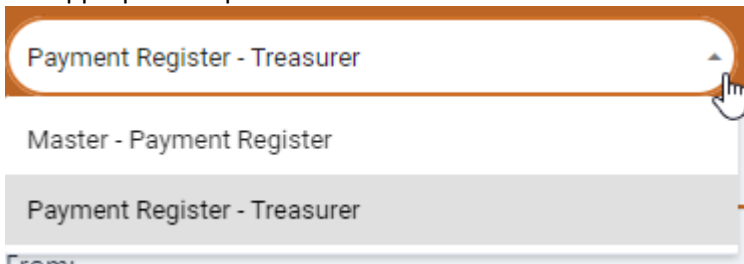
To generate the master or a previously created **Payment Register**, follow these steps:

1. In **miViewPoint**, go to **Cash Receipting | Reports**.
2. Click on Payment Register.



**Illustration 1: Payment Register button**

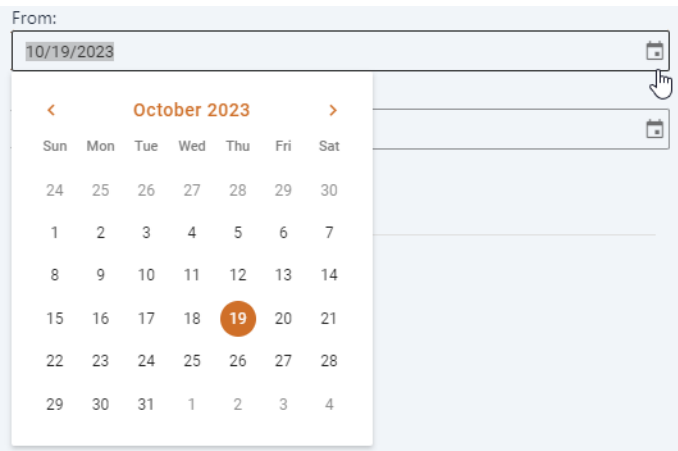
3. The **Master – Payment Register** will default. To select a previously saved **Payment Register**, click on the drop-down at the top to get a list of all **Payment Registers** created by yourself and those created by others that were designated to be shared with the entire organization. Select the appropriate report.



**Illustration 2: Report list**

**Tip:** To learn how to edit the report options and save it as a new **Payment Register**, click [here](#).

4. The current date will default into the **From** and **To** date range fields. Type a new date in either or both fields or click on the calendar icon to select a date from the calendar.



**Illustration 3: Calendar button**

5. Click **Generate** in the upper right corner to run the report.



**Illustration 4: Generate button**

## ***Edit a Payment Register***

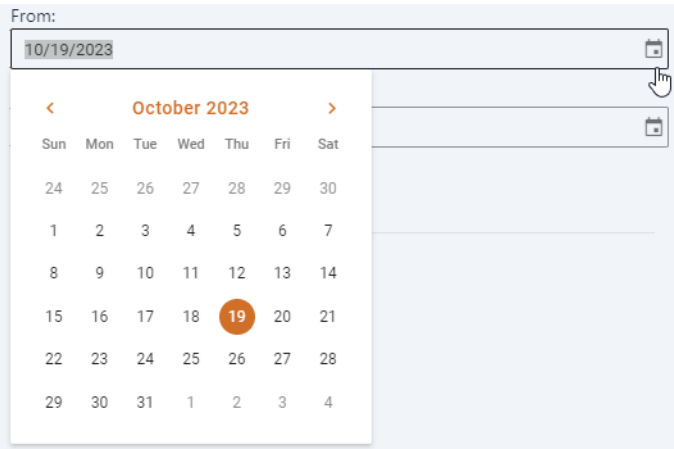
You can edit the **Payment Register** to print exactly what you want and how you want it to appear on the report.

### **Changing Standard Report Options**

There are standard report options that can easily be changed. The standard options on the **Payment Register** are the date range, workspaces, and payment types.

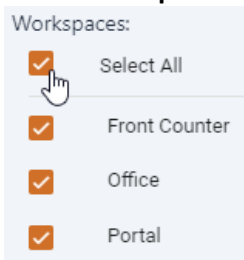
To change any of these parameters, follow these steps:

1. The current date will default into the **From** and **To** date range fields. Type a new date in either or both fields or click on the calendar icon to select a date from the calendar.



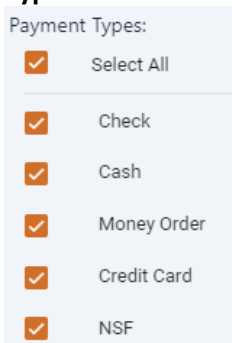
**Illustration 1: Calendar button**

2. Select the **Workspace** or **Workspaces** you would like to generate this report for in the **Workspaces** section. If no **Workspaces** are selected including **Select All**, the report will run for all **Workspaces**.



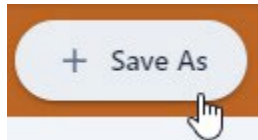
**Illustration 2: List of Workspaces**

3. Select the **Payment Types** you would generate this report for in the **Payment Types** section. If no **Payment Types** are selected including **Select All**, the report will run for all **Payment Types**.



**Illustration 2: List of Payment Types**

4. To modify other settings on the report, refer to the [Modifying a Report](#) section to learn more.
5. Once you are done modifying the report, click the **+ Save As** button at the top to save the report.



**Illustration 3: Save As button**

6. Enter a name for the report. If you would like others within your organization to be able to utilize this report, check the **Share with Organization** checkbox.

A screenshot of a 'Report Name' popup window. It has an orange header with the title 'Report Name'. Below the header is a text input field containing 'Receipt Register- Treasurer'. Underneath the input field is a checkbox labeled 'Share with Organization' which is checked. At the bottom of the popup are two buttons: 'OK' (orange) and 'CANCEL' (red).

**Illustration 4: Report Name popup**

7. Click **OK** to save the report or **Cancel** to cancel.

## ***Modifying a Report***

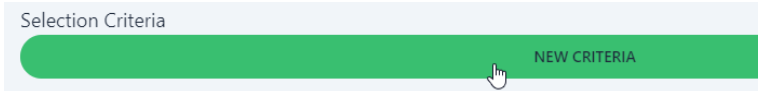
The following will walk you through the different areas that a report can be modified and saved.

### ***Creating Selection Criteria***

The **Receipt Register** and **Payment Register** have the ability to narrow down the data that appears on the report so that it provides only the information you seek. This is done through **Selection Criteria**. For example, you can narrow down the report to find all receipts for a specific customer name.

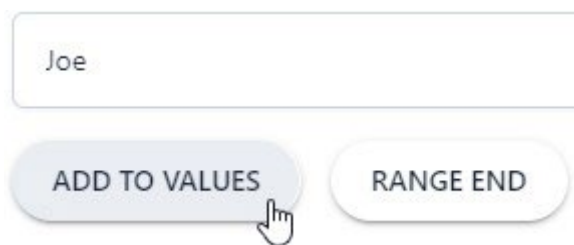
To create **Selection Criteria**, follow these steps:

1. Click **New Criteria**.



**Illustration 1: New Criteria button**

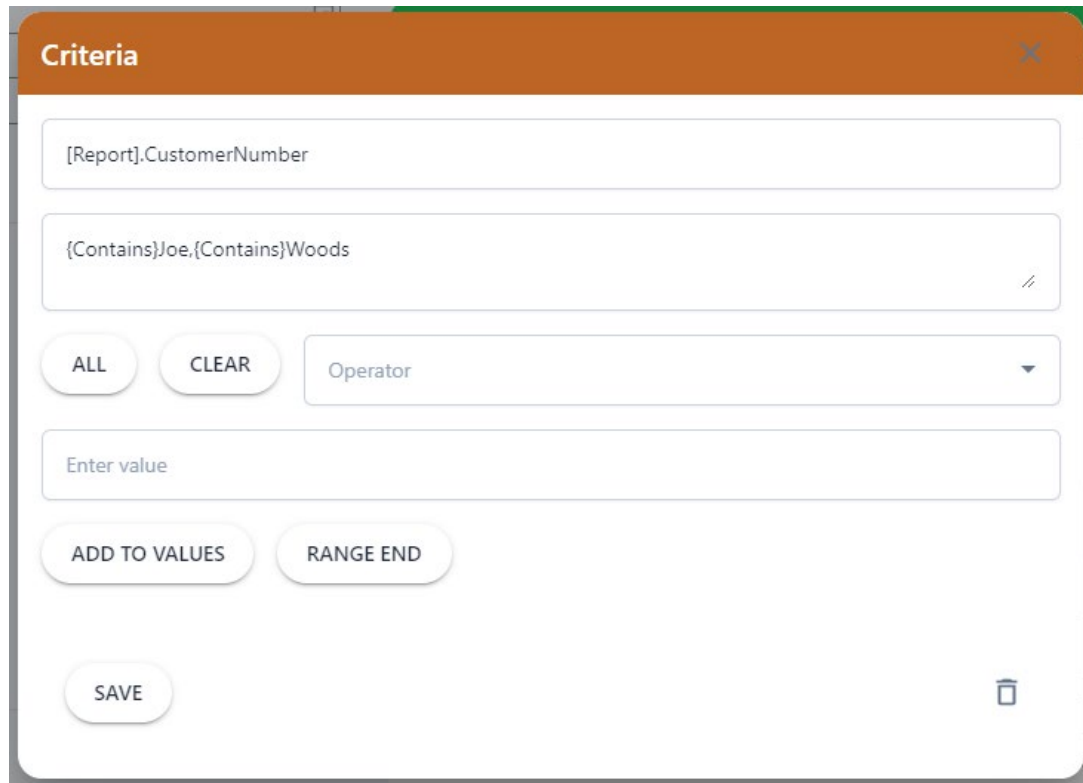
2. Select the field you want to use to narrow your report (e.g. [Report].CustomerName).
3. Select an **Operator** if needed. **Operators** include the following:
  - {>} Greater Than
  - {<} Less Than
  - {>=} Greater Than or Equal To
  - {<=} Less Than or Equal To
  - {-} Range
  - {,} List Separator
  - {<>} Not Equal To
  - STARTWITH
  - ENDSWITH
  - CONTAINS
  - DOES NOT CONTAIN
4. Enter a value in the **Enter Value** field.
5. Click **Add To Values**.



**Illustration 2: Value entered and Add to Values button**

6. Repeat steps 2 through 5 as needed.

The below example will find any receipts that have a customer name that contains “Joe” or starts with “Woods”.



The image shows a 'Criteria' dialog box with an orange header and a close button (X) in the top right corner. The dialog contains the following elements:

- A text input field with the value "[Report].CustomerNumber".
- A second text input field containing the criteria "{Contains}Joe,{Contains}Woods".
- Two buttons: "ALL" and "CLEAR".
- A dropdown menu labeled "Operator" with a downward arrow.
- A text input field with the placeholder text "Enter value".
- Two buttons: "ADD TO VALUES" and "RANGE END".
- A "SAVE" button at the bottom left.
- A trash icon at the bottom right.

**Illustration 3: Criteria example #1**

The below example will show receipt numbers between 1200000-1299999 and 1500000-1599999.

**Illustration 4: Criteria example #3**

7. Click **Save** to save the criteria or the trash can to cancel.
8. To add another **Selection Criteria**, repeat steps 1 through 7.

### ***Editing Selection Criteria***

To edit **Selection Criteria** that has already been created, follow these steps:

1. Next to the row of the criteria you would like to edit, click the edit button.

**Illustration 1: Edit button**

2. Make the necessary changes.
3. Click **Save** to save the changes or the trash can to cancel.



## Deleting Selection Criteria

To delete **Selection Criteria** that has already been created, follow these steps:

1. On the row of the criteria you would like to delete, click the trash can.



**Illustration 1: Delete button**

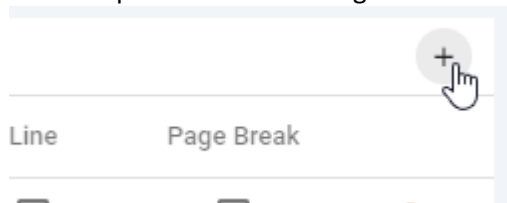
2. Click **Yes** to delete this criteria or **No** to cancel.

## Editing the Report Order

You can specify the **Report Order** in which you want the report to run. By default, the report will sort by receipt date, receipt group, and then receipt number.

To edit the **Report Order**, follow these steps:

1. Click the plus button to the right.



**Illustration 1: Add Report Order button**

2. Select the field you would like to sort with from the drop-down under **Column Name**.

- Use the double vertical ellipsis to the left of each row to reorder the sort order, if needed. Click and hold the double vertical ellipsis on the row you want to move and drag into the proper position.

Report Orders

	Column Name
⋮	[Report].ReceiptDate
⋮	[Report].ReceiptGroup
⋮	[Category].Description

**Illustration 2: Report order**

- Change the sort name under the **Name** column for each row, if necessary.
- Change the sort order (i.e. *Ascending* or *Descending*) under the **Sort** column for each row as necessary.
- To print a title at the top of each section in the report, click the checkbox under the **Title** column.

Ancity Corporation

Receipt Number	Customer Number	Custom
10/20/2023		
Receipt Group: 5		
5000009	111201	Betty's F:
5000010		George J.

**Illustration 3: Section title example for date and receipt group**

- To provide a subtotal at the end of each section in the report, click the checkbox under the **Subtotal** column.
- To draw a line at the end of each section as a break in the report, click the checkbox under the **Line** column.


9. To have a page break at the end of each section in the report, click the checkbox under the **Page Break** column.
10. Repeat steps 1 Through 9 To add another sort order.

### ***Deleting a Report Order***

To delete **Selection Criteria** that has already been created, follow these steps:

1. On the row of the report order you would like to delete, click the trash can.

Report Orders

Column Name	Name	Sort	Title	Subtotal	Line	Page Break	
⋮ [Report].ReceiptDate		Ascending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Illustration 1: Delete Report Order button**

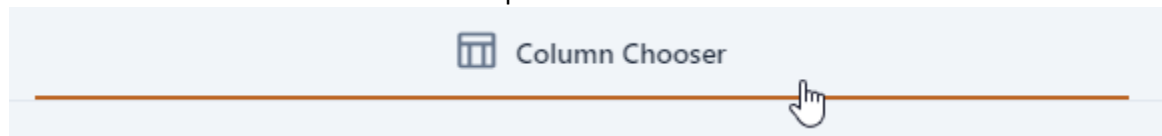
2. Click **Yes** to delete the report order or **No** to cancel.

### ***Adding Columns to the Report***

You have the ability to customize the report so that it shows only the columns you want to appear.

To edit the columns that appear on the report, follow these steps:

1. Click on the **Column Chooser** tab at the top.





**Illustration 1: Column Chooser button**

2. Click the plus button above the list of columns.

Section  
Main

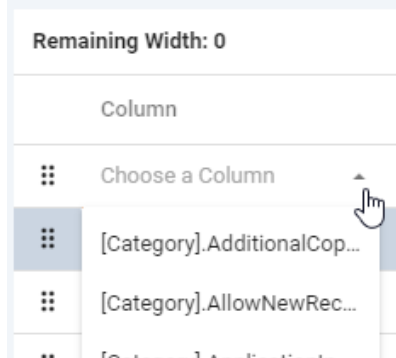
Section Indent  
0

Remaining Width: 0

Column	Heading	Format	Width (Ch...	Totals	Count	Bookm...	Hidden	
⋮ [Report].ReceiptNumber	Receipt N...		15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
⋮ [Report].CustomerNumber	Customer ...		15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Illustration 2: Add Column button**

3. Chose the column you would like to add from the drop-down.




**Illustration 3: Choose a column drop-down**

4. You have the ability to change several settings for the column added.
  - **Heading** – This is the title of the column that will appear on the report.
  - **Format** – This is the format of how the data in that column will appear.
  - **Width** – This is the width of the column.
  - **Totals** – Checking this checkbox will show totals for that column at the end of the report.
  - **Count** – Checking this checkbox will show the number of records for that column at the end of the report.
  - **Hidden** – Checking this checkbox will hide the column from the report.
5. To the right of the columns, you also have the ability to change other settings such as font size, font, font color, etc. for each column individually.

- To change the order of the columns, click and hold the double vertical ellipsis to the left of the column you want to move and drag it to the appropriate position.

Remaining Width: 0

	Column	Heading	For
⋮	[Report].ReceiptNumber	Receipt N...	
⋮	[Report].CustomerNumber	Customer ...	
⋮	[Report].CustomerName	Customer ...	
⋮	[Report].Category	Category	
⋮	[Report].Distribution	Distribution	
⋮	[Report].Descriptor 	Description	
⋮	[Report].TotalApplied	Total Appl...	{0:0}

**Illustration 4: Column list**

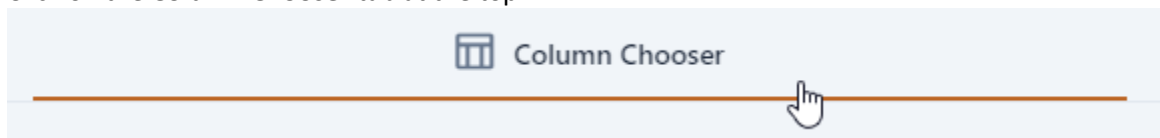
- Repeat steps 2 through 6 to add another column.

### ***Deleting Columns from the Report***

You have the ability to customize the report so that it shows only the columns you want to appear on the report.

To delete the columns that appear on the report, follow these steps:




- Click on the **Column Chooser** tab at the top.



**Illustration 1: Column Chooser button**

- On the row you want to delete, click the trash can.

Remaining Width: 0

	Column	Heading	Format	Width (Ch...	Totals	Count	Bookm...	Hidden	
⋮	[Report].ReceiptNumber	Receipt N...		15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
⋮	[Report].CustomerNumber	Customer ...		15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
⋮	[Report].CustomerName	Customer ...		20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Illustration 2: Delete column button**

3. Click **Yes** to delete the column or **No** to cancel.

## Modifying the Report Layout

The **Report Layout** can be modified. This includes things like page orientation, margins, etc.

To modify these settings, follow these steps:

1. Click on the **Report Layout** tab.



**Illustration 1: Report Layout button**

2. The following items can be modified:

- **Report Title** – This is what will appear at the top of the report as the title when generated.
- **Title Text** – This will modify the font size, font, and other settings of how the title will appear at the top of the report when generated.
- **Header Text** – This will modify the font size, font, and other settings of how the columns headers will appear.
- **Group Text** – This will modify the font size, font, and other settings of how the grouping headers will appear.
- **Report Text** – This will modify the overall font size, font, and other settings of the detail that will appear on the report.
- **Orientation** – The orientation of the report can be changed to either *Portrait* or *Landscape*.
- **Size** – The size of the paper can be modified to *Letter*, *Legal*, or *Tabloid*.
- **Margins** – The size of the left, right, top, and bottom margins can be modified.
- **Show Report Criteria** – Check this box if you would like the report criteria to appear in the heading of the report.
- **Show Page Numbers** – Check this box if you would like the report to print page numbers.
- **Show Date Stamp** – Check this box if you would like to print the time and date of when the report was generated.
- **Autofit Columns to Page** – Check this box if you would like to have the system autofit all columns onto one page regardless of how the report's width.
- **Shared with Organization** – If this is a saved report and the user that saved the report elected to share the report with the rest of the organization, this box will be checked. Uncheck or check this box as appropriate.

## ***Saving a Report***

Once you are done modifying the report, you can save it so that you do not have to recreate it in the future.

To save a report that is no longer needed, follow these steps:

1. Once you are done modifying the report, click the **+ Save As** button at the top to save the report.



**Illustration 1: Save As button**

2. Enter a name for the report. If you would like others within your organization to be able to utilize this report, check the **Share with Organization** checkbox.

A screenshot of a 'Report Name' popup window. The title bar is orange and says 'Report Name'. Below it is a text input field containing 'Receipt Register- Treasurer'. Under the input field is a checkbox labeled 'Share with Organization' which is checked. At the bottom are two buttons: 'OK' (orange) and 'CANCEL' (red).

**Illustration 2: Report Name popup**

3. Click **OK** to save the report or **Cancel** to cancel.

## Deleting a Report

To delete a report that is no longer needed, follow these steps:

1. Select the report you would like to delete from the report drop-down field at the top.

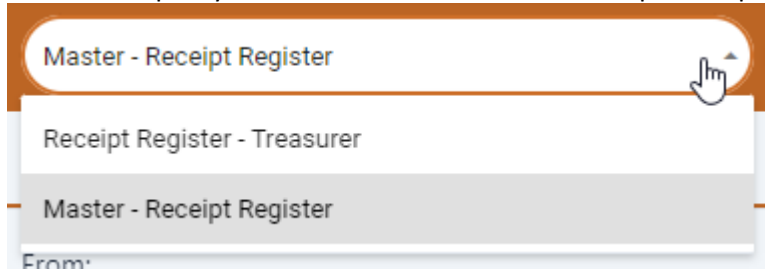


Illustration 1: Report list

2. Click the **Delete** button.

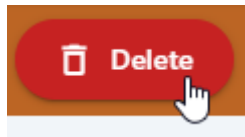


Illustration 2: Delete button

3. Click **Yes** to delete the report or **No** to cancel.



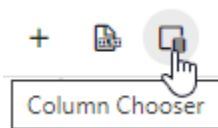
# Column Chooser

All grids can be customized to only show the columns/fields that you want to appear.

## Adding a Column

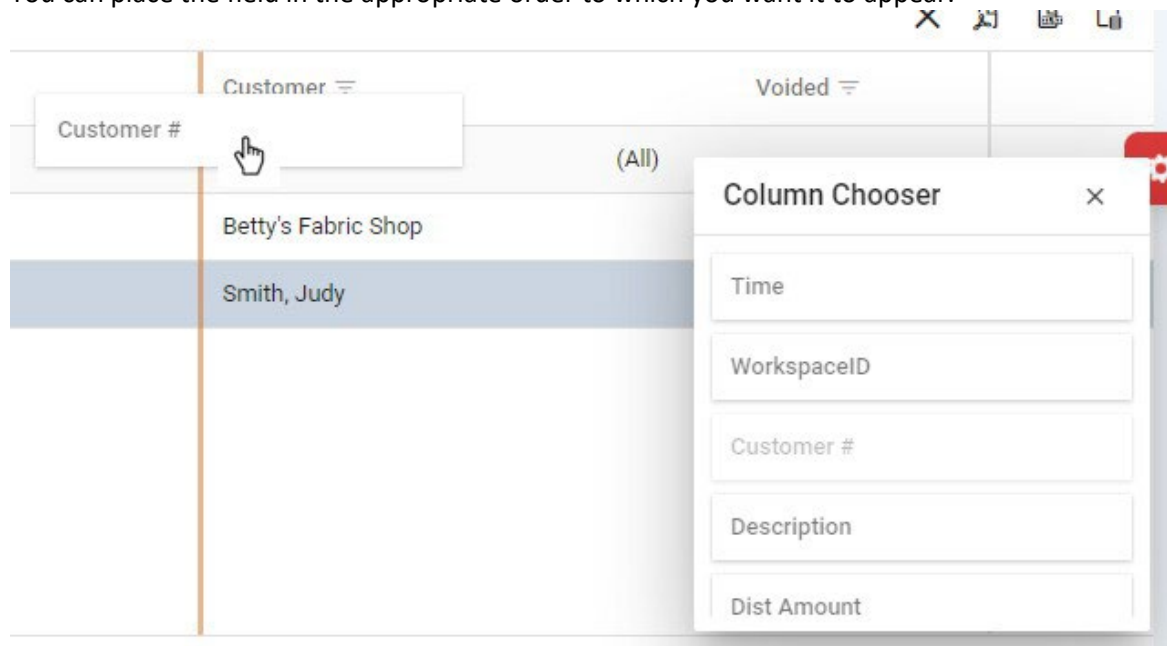
To add a column/field to the grid, follow these steps:

1. In the appropriate screen, click the **Column Chooser** button on right.



**Illustration 1: Column Chooser button**

2. In the **Column Chooser** screen, click and drag the field(s) that you want to appear into the grid. You can place the field in the appropriate order to which you want it to appear.



**Illustration 2: Clicking and dragging column from Column Chooser into grid**

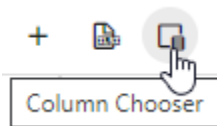
3. Repeat step 2 to add additional columns.
4. Once finished, click the X in the upper right corner of the **Column Chooser**.

The changes you make will be saved automatically.

## Removing a Column

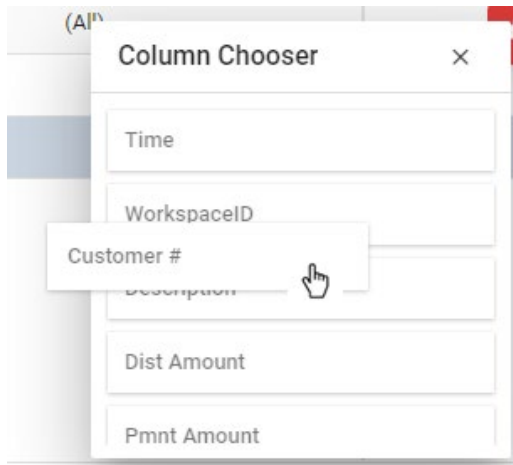
To remove a column/field from the grid, follow these steps:

1. In the appropriate screen, click the **Column Chooser** button on the right.



**Illustration 1: Column Chooser button**

2. To remove a field from the grid, click and drag the column header back into the **Column Chooser** screen.



**Illustration 2: Click and dragging column from grid to Column Chooser**

3. Repeat step 2 to remove additional columns.
4. Once finished, click the X in the upper right corner of the **Column Chooser**.

The changes you make will be saved automatically.