

### Monthly List of Receipts

**Purpose:**

Create a monthly list of receipts for library  
– monthly reports

**Location:**

INFOhio tab > CIR: Receipts

**Setup options:**

- a. Basic Tab – Enter specific Report Name and Title
  - “Monthly List of Receipts”
  
- b. Bill Selection tab
  - Library
  - Payment date
    - select “Payment depends on date run” gadget
    - 30 days before date report run (D-30:D0)
  
- c. Sorting – use default

**Tips:**

- Save as Template, and set as “Scheduled Report” to run monthly on 1<sup>st</sup> day of the month.
- For TOTALS only, select Sort: Totals only

**Result:**

INFOHIO - -tXXXX Monthly List of Receipts - (cirreceipts.pl) 07/20/2009					
Library	Pmt. Type	Barcode	Name	Date	Amount
DLFN	CANCEL	22612001416250	Alice, JORDAN	06/28/2009	8.16
		22612001706304	Hardie, LOGAN RYAN	07/19/2009	6.83
		22612001710355	Mackendrick, COLE ALEXA	07/19/2009	15.89
		22612001504808	Smith, DESTENI (NICO)	07/01/2009	8.16
DLFN CANCEL Total:					39.04
DLFN	CASH	22612001706304	Hardie, LOGAN RYAN	07/19/2009	1.00
		22612001710355	Mackendrick, COLE ALEXA	07/19/2009	1.00
		22612001504808	Smith, DESTENI (NICO)	06/29/2009	2.25
DLFN CASH Total:					4.25
DLFN	CREDITACC	22612001710801	Cypret, KAYLIN	07/16/2009	9.00
		22612001504808	Smith, DESTENI (NICO)	07/01/2009	0.60
		22612001411053	Tanner, MEGAN (ELIZA)	06/29/2009	1.00
DLFN CREDITACCT Total:					10.60
DLFN	FORGIVEN	22612001504808	Smith, DESTENI (NICO)	07/01/2009	7.99
DLFN FORGIVEN Total:					7.99
Grand Total:					61.88

Receipts - (cirreceipts.pl) 07/20/2009	
DLFN CANCEL Total:	39.04
DLFN CASH Total:	4.25
DLFN CREDITACCT Total:	10.60
DLFN FORGIVEN Total:	7.99
Grand Total:	61.88