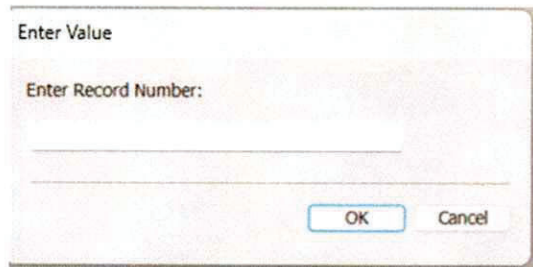


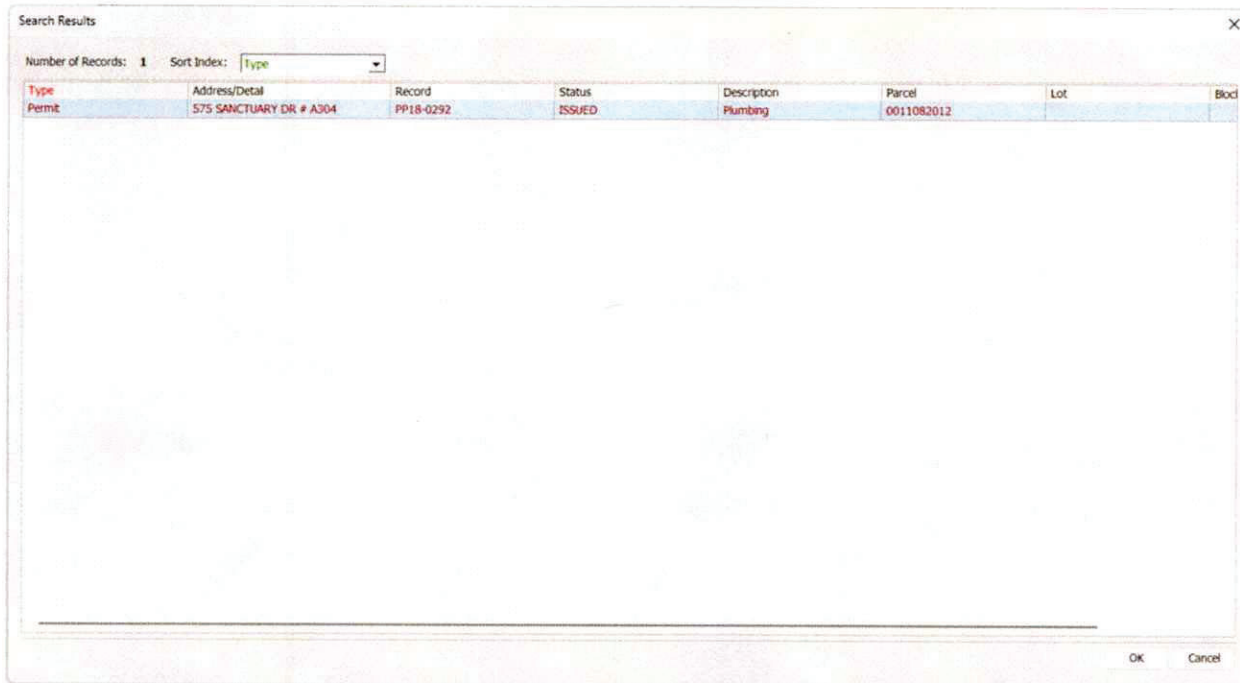
## TO REPRINT A PAYMENT RECEIPT FROM BS&A

1. Search for the permit number by holding down on 'Control-F and Enter' on your keyboard. An 'Enter Value' box will appear. Enter the record (permit) number and click on 'OK'



A small dialog box titled "Enter Value". It contains a label "Enter Record Number:" followed by a text input field. At the bottom right, there are two buttons: "OK" and "Cancel".

2. Once you enter the permit information, a 'Search Results' box will appear. Verify the permit number and address and click on 'OK'

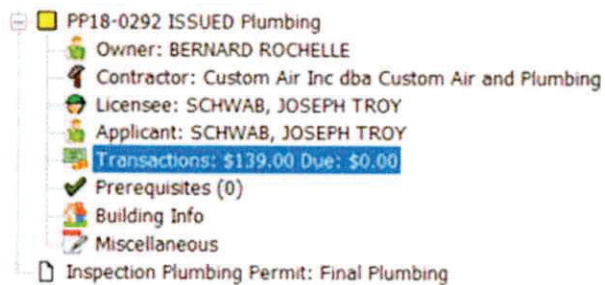


A window titled "Search Results" with a close button (X) in the top right corner. It displays a table with the following data:

Type	Address/Detail	Record	Status	Description	Parcel	Lot	Block
Permit	575 SANCTUARY DR # A304	PP18-0292	ISSUED	Plumbing	0011082012		

At the bottom right of the window, there are "OK" and "Cancel" buttons.

3. Click on the permit under 'Projects' and then click on 'Transactions' for that permit in the tree



A tree view showing the details of a permit. The root node is "PP18-0292 ISSUED Plumbing". It has several sub-nodes, including "Owner: BERNARD ROCHELLE", "Contractor: Custom Air Inc dba Custom Air and Plumbing", "Licensee: SCHWAB, JOSEPH TROY", "Applicant: SCHWAB, JOSEPH TROY", "Transactions: \$139.00 Due: \$0.00", "Prerequisites (0)", "Building Info", and "Miscellaneous". The "Transactions" node is highlighted in blue. Below the tree, there is a label "Inspection Plumbing Permit: Final Plumbing".

4. Click on the payment transaction you wish to reprint the receipt for from the 'Transactions' screen to the left of the permit information and click on 'Go' next to that transaction

Transactions									
<input type="checkbox"/> Group by Invoice Number (sorted by date created)									
Inv/Trx No.	Date Created	Action	Qty	Description	Billed	Paid	Bill To / Paid By	Journal Status	
Go Inv-00006637	05/22/2018	Invoice Item	1.000	Standard Item: Water Heater	\$50.00		Custom Air Inc dba Custom	Tx Not Required	
	05/22/2018	Invoice Item		Standard Item: BPR - Permit Certification Surcharge	\$2.00		Custom Air Inc dba Custom	Tx Not Required	
	05/22/2018	Invoice Item	1.000	Standard Item: DCA - Permit Surcharge	\$2.00		Custom Air Inc dba Custom	Tx Not Required	
Go Trx-00054367	05/22/2018	Transaction		Credit Card Payment		\$54.00	CUSTOM AIR & PLUMBING	Tx Done	
Go Inv-00049670	04/21/2025	Invoice Item	1.000	Standard Item: Expired/Renewal of Permit 2019	\$85.00		Custom Air Inc dba Custom	Tx Not Required	
Go Trx-00095808	04/21/2025	Transaction		Credit Card Payment		\$85.00	Custom Air Inc dba Custom	Tx Required	

Transactions

☐ Group by Invoice Number (so

Inv/Trx No.
Go Inv-00006637
Go Trx-00054367
Go Inv-00049670
Go Trx-00095808

5. When you click on 'Go' a 'Transaction' screen will appear showing the information for that payment transaction. Write down the receipt number next to 'Ext. Trx No:'

Transaction

Transaction 2 of 2

Transaction Information

Transaction Number: 00095808 Ext. Trx No: 23770 Created: 4/21/2025 11:31 AM

Paid By: Custom Air Inc dba Custom Air and Pl Origin: Cash Receipting

Date to Post On: 04/21/2025 Clerk: masmith

Posted: No Journalized: No Is Adjustment: No

Destinations Sources Comment

Invoice/Name	Record	Details	Category	Item Description	Amount
00049670	PP18-0292	Invoice Pay	Standard Item	Expired/Renewal of Permit 2019	\$85.00

**Transaction Summary:**

Check:	\$0.00	Transaction Total:	\$85.00
Cash:	\$0.00	Amount Tendered:	\$85.00
Credit:	\$85.00	Change:	\$0.00
Credit Transfer:	\$0.00	To Overpayment:	\$0.00

Discard Changes Close



6. Once you write down the receipt number, open the BS&A Cash Receipting module

Cash Receipting User: DCHIPMAN DB: Building - Longboat Key Group: LONGBOAT KEY Version: 04/01/2025

File View Navigation Data Entry Tasks Reports BS&A Applications Help

Add Void Audit Options View Journal Entry No Sale Attmnt [0] Search Linked Apps

**Application Views**

- Counter Receipt Entry
- Department Receipt Entry
- Quick Receipt Entry
- Tables: Receipts
- Program Setup

**Quick Search**

Receipt # F4  
Receipt Amount F5  
Receipt Item Amount F6

**Notifications**

Open Receipts  
495 Open... (\$381,541.44)  
Unposted Journal Entries:  
None

Rec'd Of: Address Receipt: [Next Available] Post Date: 04/23/2025  
Description/Notes Cashier: dchipman Status: Open  
Batch: Workstation:

Receipt Item	Reference	Det.	Amount	Distribution
<double-click or begin typing here to add a new row.>				

Total: \$0.00  
Tendered: \$0.00  
Change: \$0.00

Notes/User Fields

+ Adding New Receipt Help Video...

Save Cancel

Sort Index: Receipt # Posting Date - 04/23/2025 Interest Date - 04/23/2025

7. Click on 'Tables: Receipts' under Application Views'

**Application Views**

- Counter Receipt Entry
- Department Receipt Entry
- Quick Receipt Entry
- Tables: Receipts
- Program Setup

**Quick Search**

Receipt # F4  
Receipt Amount F5  
Receipt Item Amount F6

8. To the right of the screen you will see the receipt filter showing all receipts issued. Under 'Receipt #' search for the receipt number you wrote down



Cash Receipting User: DCHIPMAN DB: Building - Longboat Key Group: LONGBOAT KEY Version: 04/01/2025

File View Navigation Data Entry Tasks Reports BS&A Applications Help

Block Start Quick Block Mark Quick Mark Count Tools Excel...

**Application Views**

- Counter Receipt Entry
- Department Receipt Entry
- Quick Receipt Entry
- Tables: Receipts
- Program Setup

**Quick Search**

Receipt # F4  
Receipt Amount F5  
Receipt Item Amount F6

**Program Table View(s)**

Current Table (CTRL+T)  
Receipts

**Show Filters**

Number of Records: 23,781 Sort Index: Receipt #

Receipt #	Entry Date	Wkst/Receipt #	Post Date	Entered By	Status	Name
23764	04/18/25 10:34 AM	23764	04/18/2025	masmith	Open	Ocea
23765	04/18/25 11:43 AM	23765	04/18/2025	masmith	Open	HITC
23766	04/21/25 09:39 AM	23766	04/21/2025	epanza	Open	Ron I
23767	04/21/25 10:26 AM	23767	04/21/2025	masmith	Open	Nelsc
23768	04/21/25 10:58 AM	23768	04/21/2025	masmith	Open	Shut
23769	04/21/25 11:09 AM	23769	04/21/2025	masmith	Open	West
23770	04/21/25 11:31 AM	23770	04/21/2025	masmith	Open	Custb
23771	04/21/25 01:30 PM	23771	04/21/2025	masmith	Open	Tom
23772	04/22/25 01:22 PM	23772	04/22/2025	masmith	Open	Duric
23773	04/22/25 01:54 PM	23773	04/22/2025	masmith	Open	Soutl
23774	04/22/25 02:00 PM	23774	04/22/2025	masmith	Open	Soutl
23775	04/22/25 05:55 PM	23775	04/22/2025	epanza	Open	L M E
23776	04/23/25 08:41 AM	23776	04/23/2025	masmith	Open	Wisc
23777	04/23/25 09:46 AM	23777	04/23/2025	dchipman	Open	VOIG
23778	04/23/25 10:09 AM	23778	04/23/2025	masmith	Open	Nem
23779	04/23/25 10:25 AM	23779	04/23/2025	masmith	Open	RL J
23780	04/23/25 11:09 AM	23780	04/23/2025	masmith	Open	Masc
23781	04/23/25 11:12 AM	23781	04/23/2025	masmith	Open	Masc

Sort Index: Receipt #

Posting Date - 04/23/2025 Interest Date - 04/23/2025

9. Double click on the receipt number to open the receipt

Cash Receipting User: DCHIPMAN DB: Building - Longboat Key Group: LONGBOAT KEY Version: 04/01/2025

File View Navigation Data Entry Tasks Reports BS&A Applications Help

Add Void Audit Options Journalize No Sale Attmnt [0] Search Linked Apps

**Application Views**

- Counter Receipt Entry
- Department Receipt Entry
- Quick Receipt Entry
- Tables: Receipts
- Program Setup

**Quick Search**

Receipt # F4  
Receipt Amount F5  
Receipt Item Amount F6

**Notifications**

Open Receipts  
497 Open... (\$381,711.44)

Unposted Journal Entries:  
None

**Rec'd Of:** Custom Air Inc dba Custom Address Receipt: 23770 Post Date: 04/21/2025

**Description/Notes**

Cashier: masmith Status: Open

Batch: Workstation:

Receipt Item	Reference	Det	Amount	Distribution
BDINV	00049670	Det	\$85.00	Distribution

Total: \$85.00 CC Fee: \$2.55

Tendered: \$85.00

Change: \$0.00

Notes/User Fields

Viewing Existing Receipt (Press Escape to return to the Receipts table.) Help Video... Save Cancel

Sort Index: Receipt #

Posting Date - 04/23/2025 Interest Date - 04/23/2025

1