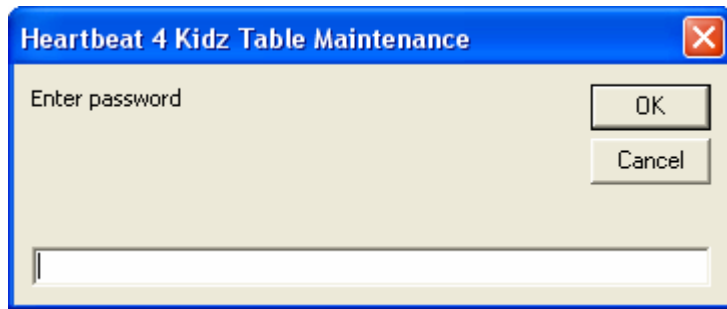
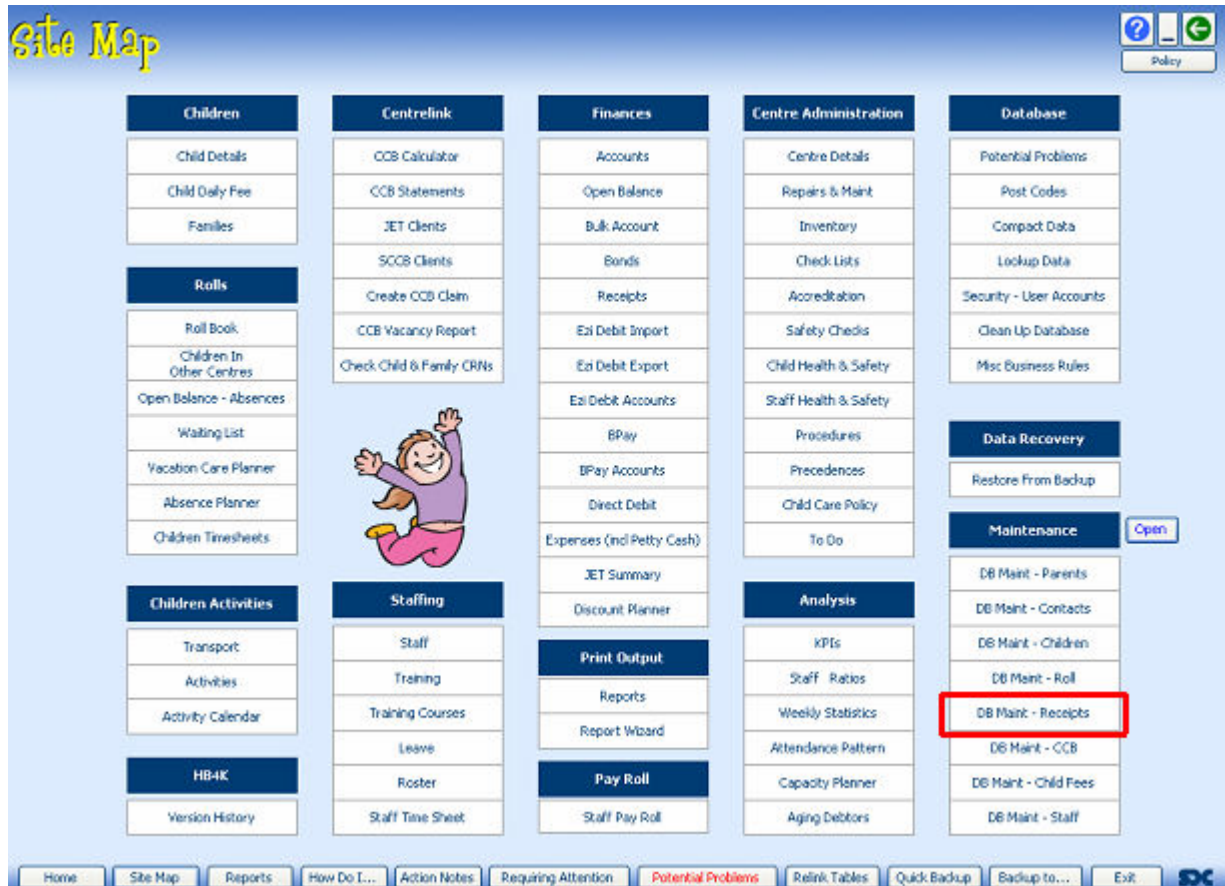


3. Type in the **Table maintenance password** provided by the database administrator.



4. Click on **DB Maint – Receipts**



The screenshot shows a 'Site Map' interface with a grid of menu items. The 'Database' column contains a 'Maintenance' section with a red box around 'DB Maint - Receipts'. Other columns include Children, Centrelink, Finances, Centre Administration, and Data Recovery. The interface also features a 'Policy' button in the top right and a navigation bar at the bottom with buttons for Home, Site Map, Reports, How Do I..., Action Notes, Requiring Attention, Potential Problems, ReLink Tables, Quick Backup, Backup to..., and Exit.

- Click on **Order by Account** to sort the list by Account.

Data Maintenance - Receipts

Order By: **Date**
Account

Account:	Date:	AccountName:	ReceiptID:	ReceiptLocal:	CentreID:	ReceiptN:	Xref:	ParentID:	Cl
Angell, Milla	17/05/2007	AAA_Angell, Milla	AAA2432	2432	AAA		AAAAAAA2432	AAA57809	604
Angell, Milla	3/05/2007	AAA_Angell, Milla	AAA2417	2417	AAA		AAAAAAA2417	AAA57809	604
Addison, Fiona	2/05/2007	AAA_Addison, Fiona	AAA2426	2426	AAA		AAAAAAA2426	AAA57802	111
Angell, Milla	20/04/2007	AAA_Angell, Milla	AAA2416	2416	AAA		AAAAAAA2416	AAA57809	604
Angell, Milla	9/02/2007	AAA_Angell, Milla	AAA2656	2656	AAA		AAAAAAA2656	AAA57809	604
Buderim, Deborah	8/02/2007	AAA_Buderim, Deborah	AAA2654	2654	AAA		AAAAAAA2654	AAA62032	111
Buderim, Deborah	8/02/2007	AAA_Buderim, Deborah	AAA2653	2653	AAA		AAAAAAA2653	AAA62032	111
Addison, Fiona	7/02/2007	AAA_Addison, Fiona	AAA2646	2646	AAA		AAAAAAA2646	AAA57802	111
Angell, Milla	26/01/2007	AAA_Angell, Milla	AAA2485	2485	AAA		AAAAAAA2485	AAA57809	604
Biscoe, Sharon	26/01/2007			2676	AAA			AAA57855	
Ballard, Mary	26/01/2007			2675	AAA			AAA57819	
Bunney, Claire	26/01/2007			2677	AAA			AAA57861	
Addison, Fiona	22/01/2007	AAA_Addison, Fiona	AAA2482	2482	AAA		AAAAAAA2482	AAA57802	111
Bird, Lola	22/01/2007	AAA_Bird, Lola	AAA2501	2501	AAA		AAAAAAA2501	AAA57840	680
Bird, Lola	22/01/2007	AAA_Bird, Lola	AAA2508	2508	AAA		AAAAAAA2508	AAA57840	680
Addison, Fiona	21/01/2007	AAA_Addison, Fiona	AAA2498	2498	AAA		AAAAAAA2498	AAA57802	111
Angell, Milla	12/01/2007	AAA_Angell, Milla	AAA2484	2484	AAA		AAAAAAA2484	AAA57809	604
Angell, Milla	15/12/2006	AAA_Angell, Milla	AAA2474	2474	AAA		AAAAAAA2474	AAA57809	604
Angell, Milla	1/12/2006	AAA_Angell, Milla	AAA2473	2473	AAA		AAAAAAA2473	AAA57809	604
Angell, Milla	26/11/2006	AAA_Angell, Milla	AAA2413	2413	AAA		AAAAAAA2413	AAA57809	604
Angell, Milla	12/11/2006	AAA_Angell, Milla	AAA2410	2410	AAA		AAAAAAA2410	AAA57809	604
Angell, Milla	28/10/2006	AAA_Angell, Milla	AAA2408	2408	AAA		AAAAAAA2408	AAA57809	604
Angell, Milla	14/10/2006	AAA_Angell, Milla	AAA2404	2404	AAA		AAAAAAA2404	AAA57809	604
Angell, Milla	7/10/2006	AAA_Angell, Milla	AAA2385	2385	AAA		AAAAAAA2385	AAA57809	604
Ballard, Mary	7/10/2006	AAA_Ballard, Mary	AAA2351	2351	AAA		AAAAAAA2351	AAA57819	608
Angell, Milla	30/09/2006	AAA_Angell, Milla	AAA2403	2403	AAA		AAAAAAA2403	AAA57809	604
Addison, Fiona	28/09/2006	AAA_Addison, Fiona	AAA2320	2320	AAA		AAAAAAA2320	AAA57802	111
Addison, Fiona	27/09/2006	AAA_Addison, Fiona	AAA2232	2232	AAA	318	AAAAAAA2232	AAA57802	111
Addison, Fiona	27/09/2006	AAA_Addison, Fiona	AAA2180	2180	AAA	317	AAAAAAA2180	AAA57802	111
Angell, Milla	24/09/2006	AAA_Angell, Milla	AAA2384	2384	AAA		AAAAAAA2384	AAA57809	604
Addison, Fiona	21/09/2006	AAA_Addison, Fiona	AAA2160	2160	AAA	311	AAAAAAA2160	AAA57802	111
Angell, Milla	17/09/2006	AAA_Angell, Milla	AAA2163	2163	AAA	310	AAAAAAA2163	AAA57809	604

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Home Site Map Reports How Do I... Action Notes Requiring Attention Potential Problems Relink Tables Quick Backup Backup to... Exit

- Locate the account that you wish to amend the receipt date for and make the required changes in the date column from this screen.

Data Maintenance - Receipts

Order By: **Date**
Account

Account:	Date:	AccountName:	ReceiptID:	ReceiptLocal:	CentreID:	ReceiptN:	Xref:	ParentID:	Cl
Addison, Fiona	3/07/2006	AAA_Addison, Fiona	AAA1751	1751	AAA	6	AAAAAAA1751	AAA57802	111
Addison, Fiona	22/07/2006	AAA_Addison, Fiona	AAA1915	1915	AAA	171	AAAAAAA1915	AAA57802	111
Addison, Fiona	27/07/2006	AAA_Addison, Fiona	AAA1958	1958	AAA	209	AAAAAAA1958	AAA57802	111
Addison, Fiona	16/08/2006	AAA_Addison, Fiona	AAA2097	2097	AAA	306	AAAAAAA2097	AAA57802	111
Addison, Fiona	21/09/2006	AAA_Addison, Fiona	AAA2160	2160	AAA	311	AAAAAAA2160	AAA57802	111
Addison, Fiona	27/09/2006	AAA_Addison, Fiona	AAA2232	2232	AAA	318	AAAAAAA2232	AAA57802	111
Addison, Fiona	27/09/2006	AAA_Addison, Fiona	AAA2180	2180	AAA	317	AAAAAAA2180	AAA57802	111
Addison, Fiona	28/09/2006	AAA_Addison, Fiona	AAA2320	2320	AAA		AAAAAAA2320	AAA57802	111
Addison, Fiona	21/01/2007	AAA_Addison, Fiona	AAA2498	2498	AAA		AAAAAAA2498	AAA57802	111
Addison, Fiona	22/01/2007	AAA_Addison, Fiona	AAA2482	2482	AAA		AAAAAAA2482	AAA57802	111
Addison, Fiona	7/02/2007	AAA_Addison, Fiona	AAA2646	2646	AAA		AAAAAAA2646	AAA57802	111
Addison, Fiona	20/08/2007	AAA_Addison, Fiona	AAA2426	2426	AAA		AAAAAAA2426	AAA57802	111
Angell, Milla	15/07/2006	AAA_Angell, Milla	AAA1885	1885	AAA	107	AAAAAAA1885	AAA57809	604
Angell, Milla	27/07/2006	AAA_Angell, Milla	AAA1669	1669	AAA	203	AAAAAAA1669	AAA57809	604
Angell, Milla	3/08/2006	AAA_Angell, Milla	AAA2092	2092	AAA	281	AAAAAAA2092	AAA57809	604
Angell, Milla	10/08/2006	AAA_Angell, Milla	AAA1670	1670	AAA	305	AAAAAAA1670	AAA57809	604
Angell, Milla	17/08/2006	AAA_Angell, Milla	AAA2093	2093	AAA	307	AAAAAAA2093	AAA57809	604
Angell, Milla	3/09/2006	AAA_Angell, Milla	AAA2101	2101	AAA	308	AAAAAAA2101	AAA57809	604
Angell, Milla	10/09/2006	AAA_Angell, Milla	AAA2147	2147	AAA	309	AAAAAAA2147	AAA57809	604
Angell, Milla	17/09/2006	AAA_Angell, Milla	AAA2163	2163	AAA	310	AAAAAAA2163	AAA57809	604
Angell, Milla	24/09/2006	AAA_Angell, Milla	AAA2384	2384	AAA		AAAAAAA2384	AAA57809	604
Angell, Milla	30/09/2006	AAA_Angell, Milla	AAA2403	2403	AAA		AAAAAAA2403	AAA57809	604
Angell, Milla	7/10/2006	AAA_Angell, Milla	AAA2385	2385	AAA		AAAAAAA2385	AAA57809	604
Angell, Milla	14/10/2006	AAA_Angell, Milla	AAA2404	2404	AAA		AAAAAAA2404	AAA57809	604
Angell, Milla	28/10/2006	AAA_Angell, Milla	AAA2408	2408	AAA		AAAAAAA2408	AAA57809	604
Angell, Milla	12/11/2006	AAA_Angell, Milla	AAA2410	2410	AAA		AAAAAAA2410	AAA57809	604
Angell, Milla	26/11/2006	AAA_Angell, Milla	AAA2413	2413	AAA		AAAAAAA2413	AAA57809	604
Angell, Milla	1/12/2006	AAA_Angell, Milla	AAA2473	2473	AAA		AAAAAAA2473	AAA57809	604
Angell, Milla	15/12/2006	AAA_Angell, Milla	AAA2474	2474	AAA		AAAAAAA2474	AAA57809	604
Angell, Milla	12/01/2007	AAA_Angell, Milla	AAA2484	2484	AAA		AAAAAAA2484	AAA57809	604
Angell, Milla	26/01/2007	AAA_Angell, Milla	AAA2485	2485	AAA		AAAAAAA2485	AAA57809	604
Angell, Milla	9/02/2007	AAA_Angell, Milla	AAA2656	2656	AAA		AAAAAAA2656	AAA57809	604

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- These date changes will now be reflected in the accounts screen.