

Receipts



User's Manual

Receipts

Health District Information System
HDIS (Windows Ver. 4.0)

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Introduction

This program is designed to assist you in organizing a systematic approach to entering your receipts and provides accurate up-to-date records within your county.

Please review the manual carefully to obtain the maximum benefits. **Little or no prior computer experience is necessary to operate this program.**

About This Manual

The Receipts Module is simple to use. The maximum benefit with the least time spent will be obtained if you start at the first page of this manual and follow the directions exactly as you enter the first record in your computer.

Square boxes in this manual surround the key that you are to press on your keyboard. As an example, when you read

ENTER

The word

TYPE is followed by bracketed [] instructions of what to type into a field.

Note: For Technical Support, email: helpdesk@hdis.org



Navigation

Whenever you see one  click the left side of your mouse once.

Whenever you see two  click the left side of your mouse twice.

Navigation Keys For Entering Information

Tab or **ENTER** to move to next field

Shift **Tab** or **Up** to go back one field

Alt + **R** places you in the receipt screen.

Editing Keys

Backspace deletes one character left of cursor **Delete**
deletes one character

Insert inserting & overwriting modes

When you see a pull-down field, click the arrow to the right to view all your choices.



Starting HDIS

MICROSOFT Windows Users

Start

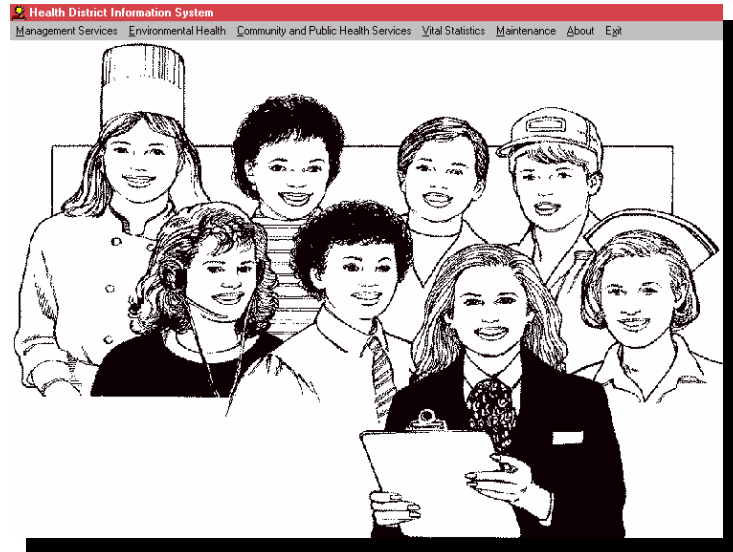
Programs

Health District Info Systems

HDIS

Health District Information System Menu Bar

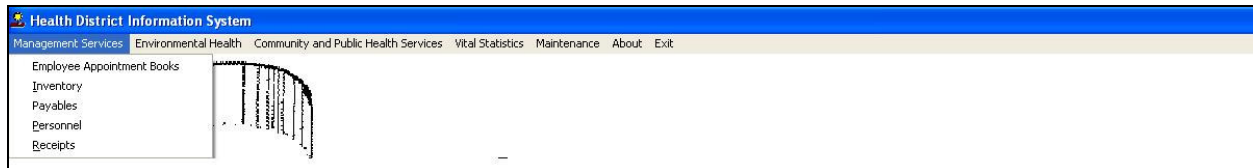
HDIS (Health District Information System) has several different modules designed to assist your health district in its day-to-day operations. The **Receipts Module** is a great addition to these modules and helps simplify your accounting needs.



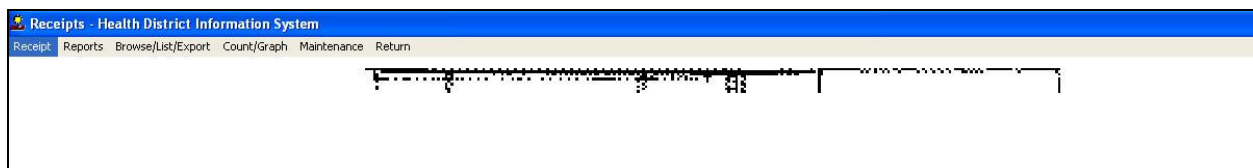
Select Management Services



Select Receipts



Receipts



Receipts

The screenshot shows a software window titled "Receipts" with a blue title bar. The window contains several input fields and buttons. At the top, there are fields for "Date" (03/11/2008) and "Received by" (empty), with "Print" and "Close" buttons to the right. Below this is a section for "Fee Code" (00026), "Fee Description" (PLUMBING REGISTRATION), "Quantity" (1), "Amount" (90.00), and "Check #/Cash" (empty). The next section has "Per. # / Lic.# / ID#" (124), "Name" (HEINZ PLUMBING INC), and "Address/Comment" (13984 FORD ROAD). At the bottom right of this section are "Add Fee" and "Delete Fee" buttons. A table with 8 columns (Code, Description, Quan., Amount, Check#, Name, Address/Comment, Per#/Lic#/ID#) and 10 rows is shown below. The table is currently empty. At the bottom of the window, there are "Totals" fields showing "0" and "0.00", and a "Receipt #" field showing "12218".

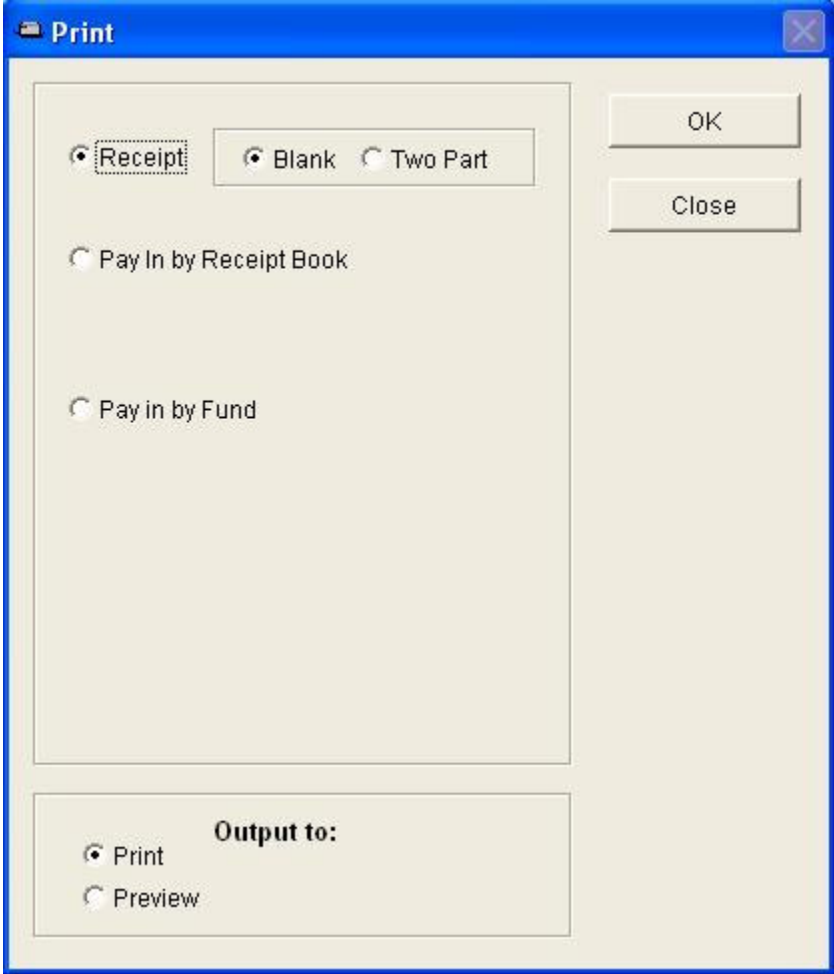
Code	Description	Quan.	Amount	Check#	Name	Address/Comment	Per#/Lic#/ID#

Once the Receipt window is opened, enter your initials and choose the fee code for the receipt (the **Fee Description** field will automatically be filled out). Enter the quantity for the receipt and the check number or "**CASH**" for payment. If applicable, enter the **permit/license/ID**. Entering the correct number will automatically fill out the name and address. Once all of the fields are filled out correctly, click the "**Add Fee**" button to add the fee to the receipt.

** The Receipts program can be accessed by any of the HDIS modules by pressing **ALT-R** All applicable information from the record that you have open will be transferred to the receipt fields.

The **Receipts** module can also be accessed under the **Maintenance Menu** for all HDIS modules.

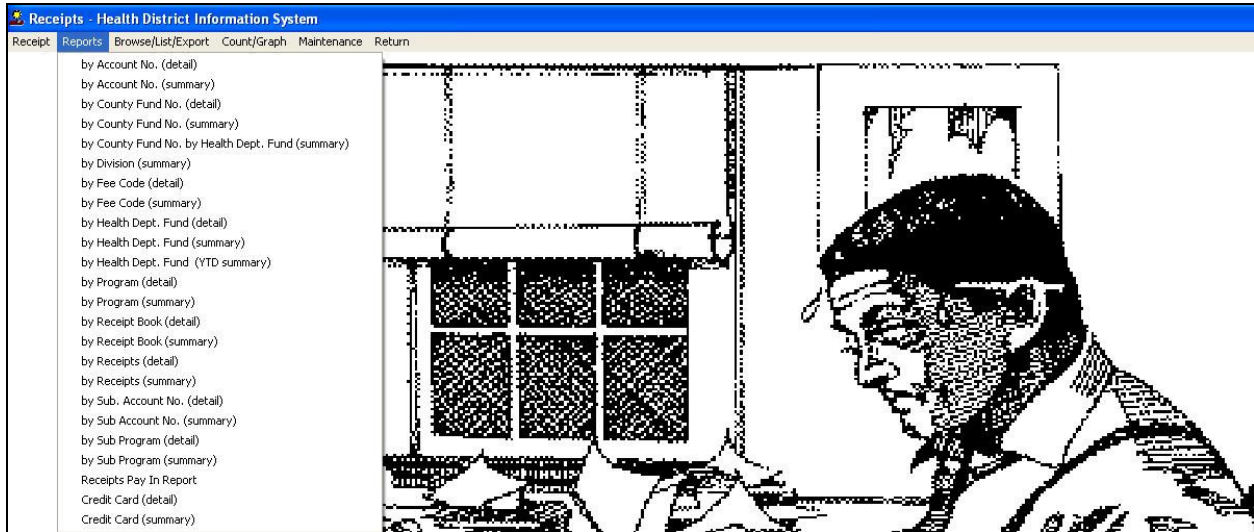
Print Button



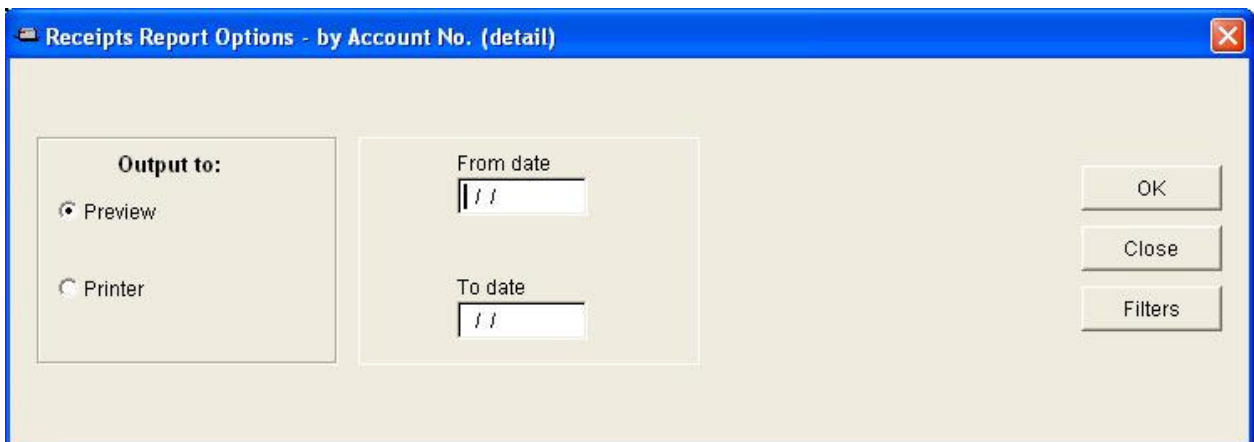
Print Options

Field/Button	Description
Receipt – Blank	Assumes you have blank paper loaded in your printer
Receipt – Two Part	Assumes you are using 2 part paper in a matrix printer
Pay in by Receipt Book	Prints a Pay In report by Receipt book
Pay in by Fund	Prints a Pay In report by Fund number
Print	Prints the report
Preview	Previews the report

Reports



The reports menu contains a list of reports that you are able to obtain from the program.



For each report, an option box will appear similar to the one shown above. It allows you to enter dates for your reports as well as use of filters.

Receipt Reports

Reports	Description
By Account No. (detail)	Prints a list of all receipts grouped by the account numbers
By Account No. (summary)	Prints a summary of the totals for all account numbers
By County Fund No. (detail)	Prints a list of all receipts grouped by the county fund numbers
By County Fund No. (summary)	Prints a summary of the totals for all county fund numbers
By County Fund No. by Health Dept. Fund (summary)	Prints a list of receipts grouped by county fund number with health dept. fund numbers
By Division (summary)	Prints a summary of the totals for all divisions
By Fee Code (detail)	Prints a list of all receipts grouped by the fee code
By Fee Code (summary)	Prints a summary of the totals for all fee codes
By Health Dept. Fund (detail)	Prints a list of all receipts grouped by the health dept. fund no.
By Health Dept. Fund (summary)	Prints a summary of the totals for health dept. fund no.
By Health Dept. Fund (YTD Summary)	Prints a summary for the year to date totals by health dept. fund no.
By Program (detail)	Prints a list of all receipts grouped by the program
By Program (summary)	Prints a summary of the totals for all programs
By Receipt Book (detail)	Prints a list of all receipts grouped by receipt books
By Receipt Book (summary)	Prints a summary of the totals for all receipt books
By Receipts (detail)	Prints a list of all receipts by receipt #
By Receipts (summary)	Prints a summary list of all receipts
By Sub. Account No. (detail)	Prints a list of all receipts grouped by sub account number
By Sub. Account No. (summary)	Prints a summary of the totals for all sub account numbers
By Sub Program (detail)	Prints a list of all receipts grouped by the sub program
By Sub Program (summary)	Prints a summary of the totals for all sub programs
Receipts Pay In Report	Prints a Pay In report
Credit Card (detail)	Prints a Credit Card Report (detail)
Credit Card (summary)	Prints a Credit Card Report (summary)

Maintenance - Add/Delete/Modify Tables



Maintenance



The maintenance menu contains a list of tables that you can modify.



County Fund No.

The screenshot shows a software window with a blue title bar that reads "Add/Delete/Modify". Inside the window is a table with two columns: "County Fund #" and "Description". The first row of the table is highlighted in blue. To the right of the table, there are four buttons stacked vertically: "Close", "Add", "Delete", and "Print". The table has a scroll bar on the right side.

Field/Button	Description
County Fund #	Enter the county fund #
Description	Enter the description for the fund #
Close Button	Closes the table
Add Button	Adds a row to the table
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Health Department Fund No.

Add/Delete/Modify

Health Dept. Fund No.	Description	County Fund No.
001-73-207	LICENSES - MARINAS	
001-73-424	MISCELLANEOUS - MARINAS	
002-73-351	FEDERAL GRANTS - IAP	
002-73-424	MISCELLANEOUS - IAP	
002-73-431	REFUNDS/REIMBURSEMENTS - IAP	
002-73-451	LOCAL FUNDS - IAP	
003-73-208	LICENSES-MFG HOMES,PARKS,CAMPS	
003-73-424	MISCELLANEOUS - MFG HOMES/PARK	
004-73-224	PERMITS - PRIVATE WATER SYSTEM	
004-73-424	MISCELLANEOUS - WATER	
005-73-351	FEDERAL GRANTS - WIC	
005-73-424	MISCELLANEOUS - WIC	
005-73-431	REFUNDS/REIMBURSEMENTS	
006-73-209	LICENSES - SWIMMING POOLS,SPAS	
006-73-424	MISCELLANEOUS - SWIM POOLS/SPA	
007-73-222	PERMITS - BOARD OF HEALTH	
007-73-371	STATE GRANTS - BD OF HEALTH	

Buttons: Close, Add, Delete, Print

Field/Button	Description
Health Dept. Fund No.	Enter the health dept. fund No. (can be same as county fund number)
Description	Enter the description for the fund No.
County Fund No.	Choose the county fund No.
Close Button	Closes the table
Add Button	Adds a row to the table
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Account No.

The screenshot shows a software window with a blue title bar containing the text "Add/Delete/Modify" and a red close button. The main area contains a table with two columns: "Account No." and "Description". The table has 15 rows, with the first row containing the column headers. To the right of the table are four buttons: "Close", "Add", "Delete", and "Print".

Field/Button	Description
Account No.	Enter the account number
Description	Enter the description for the account No.
Close Button	Closes the table
Add Button	Adds a row to the table
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Sub Account No.

Add/Delete/Modify Chart of Accounts Major/Sub Line

Sub Account No.	Description	Account No.
000101	SEMI-PUBLIC SEWAGE DISPOSAL	
000201	SITE INSPECTION	
000202	SEPTIC TANK	
000203	SEPTIC SYSTEM REPAIR	
000204	MORTGAGE EVALUATION	
000205	LICENSE INSTALLERS	
000206	REVIEW SUBDIVISIONS	
000301	WATER/LOCAL	
000302	WATER/STATE	
000303	PWS SEALING	
000401	SOLID WASTE MANAGEMENT DIST.	
000402	SOLID WASTE/LOCAL	
000403	SOLID WASTE/STATE	
000501	LICENSE HAULERS	
000601	LICENSE FOOD ESTABLISHMENTS	
000701	LICENSE SWIMMING POOLS/LOCAL	
000702	LICENSE SWIMMING POOLS/STATE	

Buttons: Close, Add, Delete, Print

Field/Button	Description
Sub Account No.	Enter the sub account No.
Description	Enter the description for the sub account No.
Account No.	Sub Account is a subset of an Account number
Close Button	Closes the table
Add Button	Adds a row to the table
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Political Subdivisions

Add/Delete/Modify Political Subdivisions

Code	Descript
01	WILLOWICK CITY
02	WICKLIFFE CITY
03	WILLOUGHBY HILLS CITY
04	WILLOUGHBY CITY
05	EASTLAKE CITY
06	PAINESVILLE CITY
07	MENTOR CITY (WEST)
08	KIRTLAND CITY
09	MENTOR-ON-THE-LAKE CITY
10	WAITE HILL VILLAGE
11	TIMBERLAKE VILLAGE
12	KIRTLAND HILLS VILLAGE
13	GRAND RIVER VILLAGE
14	FAIRPORT HARBOR VILLAGE
15	NORTH PERRY VILLAGE
16	PERRY VILLAGE
17	MADISON VILLAGE
18	LAKELINE VILLAGE
19	CONCORD TOWNSHIP
20	PERRY TOWNSHIP
21	LEROY TOWNSHIP
22	MADISON TOWNSHIP

Close
Add
Delete
Print

Field/Button	Description
Code	Enter the code
Name	Enter the political subdivision name
Close Button	Closes the table
Add Button	Adds a name to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Programs

Add/Delete/Modify Programs

Code	Descript
100	ADMINISTRATION
500	OTHER ENVIRONMENTAL HEALTH PRG
510	MOSQUITO CONTROL
515	WATER
520	SOLID WASTE
525	MANUFACTURED HOMES
530	POOLS/SPAS
535	MARINAS
540	FOOD SERVICE
545	TATTOO
550	SCHOOLS
555	RABIES (ENVIRONMENTAL HEALTH)
560	PLUMBING
565	RADIOLOGICAL HEALTH GRANT
570	AIR POLLUTION CONTROL
580	SEWAGE
585	OTHER LIQUID AND SOLID WASTE
599	GENERAL ENVIRONMENTAL HEALT
600	GENERAL HOME CARE
625	AROUND THE CLOCK
700	OTHER COMMUNITY HEALTH SERVICE
705	COMMUNICABLE DISEASE
710	FLU IMMUNIZATIONS

Close
Add
Delete
Print

Field/Button	Description
Code	Enter the code
Name	Enter the program name
Close Button	Closes the table
Add Button	Adds a name to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Fees

Add/Delete/Modify Receipt Fee Table

Code	Description	Amount	State Amt.	Division	Program	Sub Program
00026	PLUMBING REGISTRATION	90.00	0.00	500	580	
00028	PLUMBING FEE PER FIXTURE	12.00	0.00	500	580	
00031	PLUMBING PERMIT	90.00	0.00	500	580	
00032	SEWAGE-PRIVATE INSTALLATION PERMIT	225.00	0.00	500		
00037	SUBDIVISION PER LOT	130.00	0.00	500	510	
00080	FEO (COMB W/FSO) 2501-10000 SQ. FT.	55.00	0.00	500		
00081	FEO (COMB W/FSO) 10001-25000 SQ. FT.	145.00	0.00	500		
00084	FEO <500 SQ. FT.	55.00	0.00	500		
00085	FEO 501-2500 SQ. FT.	65.00	0.00	500		
00086	FEO 2501-10000 SQ. FT.	100.00	0.00	500		
00087	FEO 10,001-25,000 SQ. FT.	160.00	0.00	500		
00088	FEO NON-PROFIT	20.00	0.00	500		
00089	FEO CARNIVAL, MOBILE, ROADSIDE	35.00	0.00	500		
00091	FEO LATE FEE <500 SQ. FT.	13.75	0.00	500		
00092	FEO LATE FEE 501-2500 SQ. FT.	16.25	0.00	500		
00093	FEO LATE FEE 2501-10,000 SQ. FT.	25.00	0.00	500		
00094	FEO LATE FEE 10,000-25,000 SQ. FT.	40.00	0.00	500		
00095	FEO/FSO COM LATE FEO 2501-10,000 SQ. FT.	13.75	0.00	500		

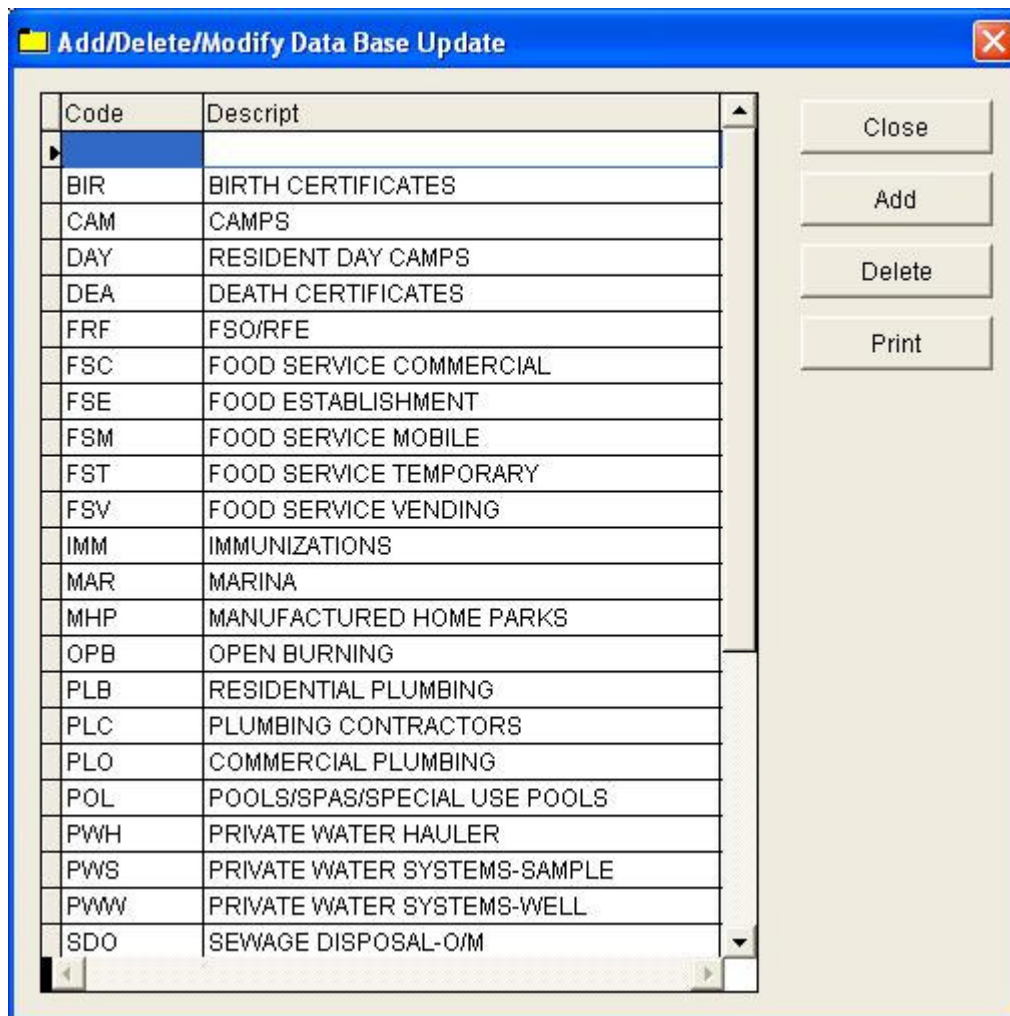
Buttons: Close, Add, Delete, Print, Sort by Code, Sort by Alpha, Copy & Paste*

Field/Button	Description
Code	Enter the fee code (must match the fee codes in the other HDIS modules)
Description	Enter the fee description
Amount	Enter the amount
State Amt.	Enter the state amount
Division	Choose the division for the fee
Program	Choose the program for the fee
Sub Program	Choose the sub program for the fee
Health Dept. Fund No.	Choose the health dept. fund no. for the fee
Account No.	Choose the account no. for the fee
Sub. Account No.	Choose the sub account no. for the fee
Data Base	Choose the data base for the fee
Fee Code	Enter the fee code from the module Fee table
Receipt Book	Choose the receipt book for the fee
Eff. Date	Enter the effective date
HD Regulation	Health Department Regulation #
CPT Code	Enter the CPT code
ICD9 Code	Enter the ICD9 code

Close Button	Closes the table
Add Button	Adds a status to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list
Sort By Code	Click to sort the table by code
Sort By Alpha	Click to sort the table in alphabetical order
Copy & Paste	Right click to copy and past a line



Data Base



These codes are pre-determined by the HDIS system and create the connection between the receipts program fee codes and the data base found in a HDIS module.



Employee

The screenshot shows a window titled "Add/Delete/Modify Employee Table". It features a table with two columns, "Code" and "Name", and 15 rows. To the right of the table are four buttons: "Close", "Add", "Delete", and "Print".

Field/Button	Description
Code	Enter the employee's code
Name	Enter the employee's name
Close Button	Closes the table
Add Button	Adds an employee to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



Export/Import Receipts



The **Export/Import** function enables you to take your receipts data out of the office on your laptop. If you use a laptop and are interested in this function, please contact **CHC Software** for directions at helpdesk@hdis.org



Field Names

Field Name	Data Base Field Name
ADHOC REPORT 1	REC.ADHOC1
ADHOC REPORT 2	REC.ADHOC2
ADHOC REPORT 3	REC.ADHOC3
AMOUNT	REC.FEES_AMT
CPT CODE	REC.CPT
CERTIFIED	REC.FEES_CERT
CHECK #	REC.CHECK_NO
COMMENT	REC.COMMENT
DATE	REC.DATE
DIVISION	REC.FEES_DIV
EFFECTIVE DATE	REC.FEES_EFF
FEE CODE	REC.FEES_CODE
FEE DESCRIPTION	REC.FEES_DESC
FUND CODE	REC.FUND_CODE
FUND DESCRIPTION	REC.FUND_DESC
FUND NUMBER	REC.FUND_NO
HD REGULATION	REC.FEES_REG
ICD9 CODE	REC.ICD9
LICENSE#	REC.LICENSE
MAJOR LINE CODE	REC.CHART_MAJ
MAJOR/SUB LINE DESC	REC.CHART_DESC
MODULE	REC.MODULE
MODULE FEE CODE	REC.FEECC

Field names are available for programmers or for Browse/List/Export functions.



General Profile

The screenshot shows a software window titled "General Profile" with a blue title bar and a close button in the top right corner. The window contains a tabbed interface with the following tabs: "Demographics", "General", "Management", "Environmental", "Community & Public Health Services", and "Vital". The "General" tab is currently selected. The form contains the following fields and options:

- Health Department:
- Division:
- Address1:
- Address2:
- City: State: Zip:
- County:
- Phone #'s: FAX #:
- Federal Tax ID:
- Commissioner:
- Client/Server Location:
- Year selection: 2007 2006 2005 2004 2003 2002 2001 2000 1999 1998
- Make Checks Payable to:
- Close button:

The **General Profile** enables you to enter the basic information for your health department.



Mail Log

Inventory - X

Find Mail Log

Date Received Name Check #

Enter Information and press enter.

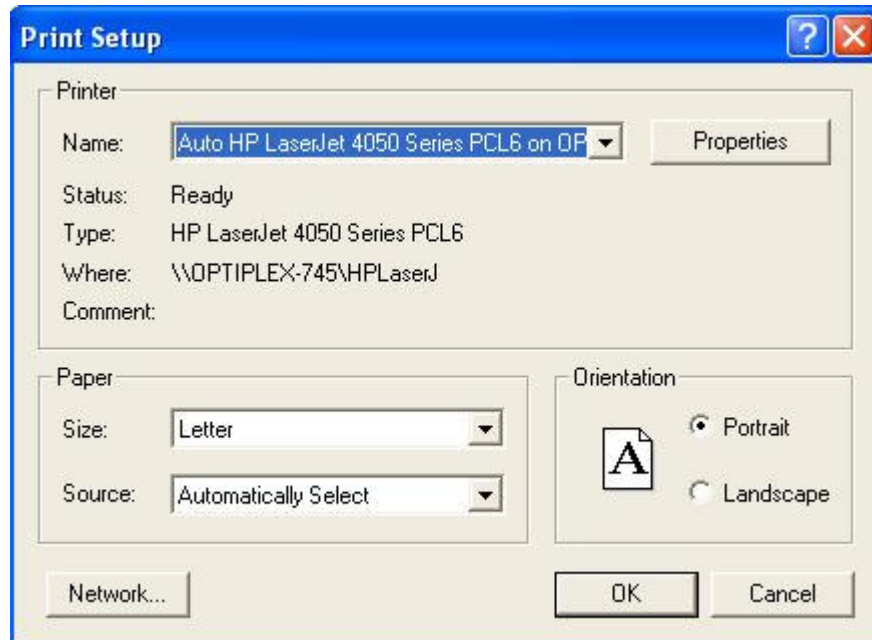
Add Close

Date Received	Name	Amount	Check #
02/13/2007			
02/13/2007			
02/13/2007			
02/13/2007	DD	4.00	DD
02/13/2007	CC	3.00	CC
02/13/2007	BB	2.00	B
02/13/2007	AA	1.00	AA
02/13/2007	C	3.00	C
02/13/2007	B	2.00	B
02/13/2007	A	100.00	A
02/13/2007	D	50.00	D

The Mail log is used to register mail that is opened and then distributed to the proper departments.



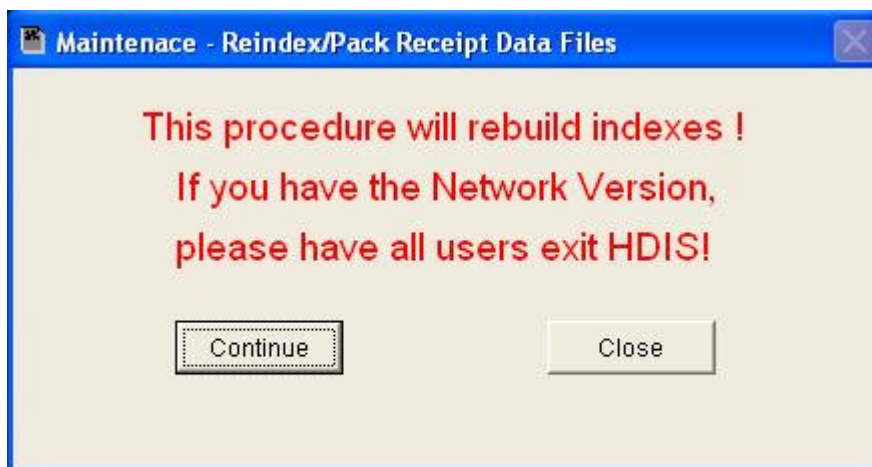
Printer Setup



The print setup allows you to choose from what printer you would like to print. Select the printer in the name dropdown and click “**OK**”.



Reindex/Pack Communicable Disease Data Files



This function is only needed should your data be corrupt due to a power failure. Please contact CHC Software if you have any questions or concerns.



Void/Modify Receipt

Void/Modify Receipts

Date: 03/11/2008 Receipt Book Receipt # Find

Enter your password

Password

Cancel

Previous Next Void* Modify Close

You this utility to void a receipt or make a minor correction to the information linked to the receipt. Enter your password.

Void/Modify Receipts

Date: 03/20/2008 Receipt Book FOOD SERVICE Receipt # 32866 Find

Previous Next Void* Modify Close

Choose the receipt book.
Enter the receipt number and click the find button.

Void/Modify Receipts

Date: Receipt Book: Receipt #:

Fee Code	Fee Description	Quantity	Amount	Check #/Cash
<input type="text" value="01084"/>	<input type="text" value="COMM RISK III - SMALL LICENSE"/>	<input type="text" value="1"/>	<input type="text" value="239.00"/>	<input type="text" value="1250"/>

Per. # / Lic.# / ID#	Name	Address/Comment
<input type="text" value="534"/>	<input type="text" value="JLC PROPERTIES DBA THE PATIO"/>	<input type="text" value="3266 NORTH RIDGE ROAD"/>

Received by	Health Department Fund #	Health Department Fund # Description
<input type="text" value="BF"/>	<input type="text" value="010-73-210"/>	<input type="text" value="LICENSES - FOOD SERVICE/VEND"/>

Account # Code	Sub Account # Code	Sub Account # Description
<input type="text" value="0009"/>	<input type="text" value="000901"/>	<input type="text" value="LICENSE FOOD SERVICE/LOCAL"/>

Field/Button	Description
Previous	Show previous record
Next	Show next record
Void*	Right click to void a receipt
Modify	Click to modify a particular field
Close	Close the window

CHC Software, Inc.
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