

Helping You...Help Others

Receipts User Manual



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Chapter 1: Getting Started

Once the Receipts Control Module has been installed, it can be accessed by going to:

Management Services ->Receipts

🚨 Health District Inform	nation System					
Management Services	Environmental Health	Community and Public Health Services	Vital Statistics	Maintenance	About	Exit
Daily Work Sheets Emergency Prepared Employee Appointn Inventory Invoices Log History Payables Personnel	dness hent Books		2			
Receipts			ALC: NO			

Receipts - Health District Information System Receipt Reports Browse/List/Export Count/Graph Maintenance Return





Integrating other Modules into Receipts Module

In Receipts go to:

Management Services -> Receipts -> Maintenance -> Add/Delete/Modify Tables ->Data Base

🚨 Receip	ots - Healt	h District Information	System				
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return		
				Add/Delete	/Modify Tables	•	Bookkeeper
				Export/Impo	ort Receipts	•	
				Field Name	s		County Fund No.
				General Pro	file		Health Department Fund No.
				Mail Log			
				Printer Setu	р		Account No.
				Reindex/Pa	ck Receipt Data	Files	Sub Account No.
				Void/Modif	y Receipt		
							Divisions
							Political Subdivisions
							Programs
							Sub Programs
							Receipt Books
							Fees
			-				Data Base
			States of the local division of the local di				Mail Log
							Adhoc Fields

To create a better understanding of this process, the <u>Food Protection</u> module will be used to demonstrate.

Check to see if your module [Food Protection for example] is added in "Data Base."

Notice the field names. The "**Code**" is pre-determined by HDIS system and creates the connection between the receipts program fee codes and the data base found in a HDIS module.





Data Base

Code	Descript	^ Close
Þ		0.000
BIR	BIRTH CERTIFICATES	Add
CAM	CAMPS	
DAY	RESIDENT DAY CAMPS	Delete
DEA	DEATH CERTIFICATES	
FRF	FSO/RFE	Print
FSC	FOOD SERVICE COMMERCIAL	
FSE	FOOD ESTABLISHMENT	
FSM	FOOD SERVICE MOBILE	
FST	FOOD SERVICE TEMPORARY	
ESV	FOOD SERVICE VENDING	
IMM	IMMUNIZATIONS	
MAR	MARINA	
MHP	MANUFACTURED HOME PARKS	
MOS	MOSQUITO CONTROL	
OPB	OPEN BURNING	
PLB	RESIDENTIAL PLUMBING	
PLC	PLUMBING CONTRACTORS	
PLO	COMMERCIAL PLUMBING	
POL	POOLS/SPAS/SPECIAL USE POOLS	
PWH	PRIVATE WATER HAULER	
PWS	PRIVATE WATER SYSTEMS-SAMPLE	_
PWW	PRIVATE WATER SYSTEMS-WELL	
SDO	SEWAGE DISPOSAL-O/M	
SDP	SEWAGE DISPOSAL-PERMIT	
SDS	SEWAGE DISPOSAL-SITE EVAL	
SEC	SEWAGE DISPOSAL-COMMERCIAL	
SED	SEWAGE DISPOSAL-DESIGNER	
SEE	SEWAGE DISPOSAL-EVALUATOR	
SEH	SEWAGE DISPOSAL-HAULERS	
SEI	SEWAGE DISPOSAL-INSTALLERS	
SEU	SEWAGE DISPOSAL-DEVELOPMENT	
SEV	SEWAGE DISPOSAL-SERVICE PROV.	U





Receipt Books

Go to Management Services -> Receipts -> Maintenance -> Add/Delete/Modify Tables -> Receipt Books

🚨 Recei	pts - Healtl	h District Information	System				
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return		
				Add/Delete	/Modify Tables	•	Bookkeeper
				Export/Imp	ort Receipts	•	
				Field Name	25		County Fund No.
				General Pro	ofile		Health Department Fund No.
				Mail Log			
				Printer Setu	qι		Account No.
				Reindex/Pa	ick Receipt Data Files		Sub Account No.
				Void/Modif	fy Receipt		
							Divisions
							Political Subdivisions
							Programs
							Sub Programs
							Receipt Books
							Fees
			-				Data Base
			-				Mail Log
							Adhoc Fields





Add the **Receipt Books** for the modules you want to use in Receipts.

Receipt Book	Next Receipt Number 🔺	Close
DAILY CLINIC RECEIPTS	423082	
ENVIRONMENTAL	148898	Add
GENERAL HEALTH DISTRICT	200001	
INSURANCE COMPANIES	300084	Delete
		Print
	~	

Field/Button	Description
Receipt Book	Enter the book name
Next Receipt Number	Identifies the next receipt number in the particular book. This number will be automatically updated by HDIS.
Close Button	Closes the table
Add Button	Adds a race to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list





Fees

Go to Management Services -> Receipts -> Maintenance -> Add/Delete/Modify Tables -> Fees

👱 Receij	pts - Healt	h District Information	System				
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return		
				Add/Delete	/Modify Tables	×.	Bookkeeper
				Export/Imp	ort Receipts	•	
				Field Name	s		County Fund No.
				General Pro	file		Health Department Fund No.
				Mail Log			
				Printer Setu	ıp		Account No.
				Reindex/Pa	ck Receipt Data Files		Sub Account No.
				Void/Modif	iy Receipt		
							Divisions
							Political Subdivisions
							Programs
							Sub Programs
							Receipt Books
							Fees
							Data Base
			Statement of the local division of the local				Mail Log 🔹 🕨
							Adhoc Fields

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





Notice the field names. Code, Data Base, and Receipt Book connect the Receipt module to other modules.

Code	Description	Total Amount	State Amt.	Division F	Program Su	b Program	Health Department Fu	nd No. \land	Close
				\sim	\sim	\sim		\sim	
AIB	ADULT IMMUNIZATIONS - BUCKEYE			\sim	\sim	\sim	0037-2001-14	\sim	Add
AICS	ADULT IMMUNIZATIONS - CS			\sim	\sim	\sim	0037-2001-04	\sim	Delete
All	ADULT IMMUNIZATIONS - INSURANCE			\sim	\sim	~	0037-2001-06	\sim	Delete
AIM	ADULT IMMUNIZATIONS - MEDICAID			\sim	\sim	\sim	0037-2001-03	\sim	Print
AIMO	ADULT IMMUNIZATIONS - MOLINA			\sim	\sim	\sim	0037-2001-11	\sim	Sort by Cod
AIP	ADULT IMMUNIZATIONS - PP			\sim	\sim	\sim	0037-2001-01	\sim	SULLBY COU
AIPA	ADULT IMMUNIZATIONS - PA			\sim	\sim	\sim	0037-2001-15	\sim	Sort by Alph
AIU	ADULT IMMUNIZATIONS - UHC			\sim	\sim	\sim	0037-2001-13	\sim	
BCMH	BCMH			\sim	\sim	\sim	0037-2005-3A	\sim	
BCMHD	BCMH DENTIST			\sim	\sim	\sim	0107-2008-3B	\sim	
BCMHR	BCMH RDH			\sim	\sim	\sim	0107-2009-3C	\sim	
Cⅅ	Cⅅ FEES	0.00	0.00	\sim	\sim	\sim	0035-3001-01	\sim	
C&DD1	Cⅅ GROUNDWATER FEE	0.00	0.00	\sim	\sim	\sim	0035-3002-01	\sim	
C&DDR	SOLID WASTE PUBLIC RECORD			\sim	\sim	\sim	0035-3001-01	\sim	
CAB	CA - BUCKEYE			\sim	\sim	\sim	0037-2011-14	\sim	
CACS	CA - CS			\sim	\sim	\sim	0037-2011-04	\sim	
CAI	CA - INSURANCE			\sim	\sim	\sim	0037-2011-06	\sim	
CAM	CA - MED			\sim	\sim	\sim	0037-2011-03	\sim	
CAMO	CA - MOLINA			\sim	\sim	\sim	0037-2011-11	\sim	
CAP	CA - PP			\sim	\sim	\sim	0037-2011-01	\sim	
CAPA	CA - PA			~	\sim	~	0037-2011-15	\sim	
CAU	CA - UHC			~	~	~	0037-2011-13	\sim	
CIB	CH IMM - 18 BUCKEYE			~	~	~	0037-2002-14	\sim	
CICS	CH IMM - 18 CARESOURCE			\sim	\sim	~	0037-2002-04	~	

In the module you have (*such as Food Protection for an example*) any Fee you have listed you have to re-enter into the Receipts module with exact same **Code**. That **Code** is what connects the two modules.

Once a fee has been added to the table, you can begin entering additional fees for the receipt if needed.





When adding in a Fee in the Receipts module, make sure you pick the correct Receipt Book and Data Base.

	Add/Delete/Modif	y Re	ceipt Fee Table										— ×
	Account No.		Sub Account No.	Data E	Base	Fee Code	Receipt Book	Eff Date	HD Regulation	CPT Code	ICD Code	^	Class
	2003-14	\sim	\sim		\sim		INSURANCE COMPA	11					Close
[3020-01	\sim	\sim	FRF	\sim	C1L	ENVIRONMENTAL	11					Add
6	3020-02	\sim	~	FRF	\sim	C1S	ENVIRONMENTAL	11					Delete
	3020-03	\sim	~	FRF	\sim	C2L	DAILY CLINIC RECEIPTS	6					Delete
	3020-04	\sim	~	FRF	\sim	C2S	GENERAL HEALTH DIST	RICT					Print
	3020-05	\sim	~	FRF	\sim	C3L	INSURANCE COMPANIE	s				-	Cort by Code
	3020-06	\sim	~	FRF	\sim	C3S	ENVIRONMENTAL	11					Soft by Code
	3020-07	\sim	~	FRF	\sim	C4L	ENVIRONMENTAL	11					Sort by Alpha
	3020-08	\sim	\sim	FRF	\sim	C4S	ENVIRONMENTAL	11					
	3020-4742	\sim	\sim		\sim		ENVIRONMENTAL	11					
	2003-06	\sim	\sim		\sim		INSURANCE COMPA	11					
	2003-03	\sim	~		\sim		INSURANCE COMPA	11					
	2003-04	\sim	~		\sim		INSURANCE COMPA~	11					
	2003-11	\sim	~		\sim		INSURANCE COMPA~	11					
	3020-12	\sim	~	FRF	\sim		ENVIRONMENTAL	11					
	3020-13	\sim	~	FRF	\sim	FOT	ENVIRONMENTAL	11					
					_				1	1	1		





Adding a Receipt

Click on the "Receipt" tab to add a receipt.

🔁 Receipts						8
	Date Receiv	ed by		Print	Close	
	Fee Code Fee De AIB ADUL	escription T IMMUNIZATIONS - BU	Q JCKEYE	uantity Amount	Check #/C	ash
	Per. # / Lic.# / ID# Con	npany Name or Client -	Last Name First A	ddress/Comment		
					Add Fee De	lete Fee
Code	Description	Quan. Amount Check#	Name	Address/Comment	Per#/Lic#/ID#	Received of
-						
						v
<				•		>
	Totals	0 0.00	F	Receipt # 300	084	

At the top fill in the Date, Received by, Fee Code, Fee Description, Quantity, Amount, Check #/Cash, Per. #/ Lic. #/ ID #, Company Name or Client – Last Name First, and Address/Comment.

After filling in everything, click on "Add Fee." This will add the Fee to the records.

You can see Totals at the bottom to show the Total number of receipts you added and the amount. Also, the **Receipt number** is displayed at the bottom right.

Once finished you can either click "Print" or "Close."





Chapter 2: Reports

Reports

🚨 Receipts - Health District Information System								
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return			
	by Account No. (detail)							
	by Ac	count No. (summary)	•					
	by Co	unty Fund No. (detail)					
	by Co	unty Fund No. (sumn	nary)					
	by Co	unty Fund No. by Hea	alth Dept. Fund	(summary)				
	by Div	vision (summary)						
	by Fe	e Code (detail)						
	by Fe	e Code (summary)						
	by He	alth Dept. Fund (detai	il)					
	by He	alth Dept. Fund (sum	mary)					
	by He	alth Dept. Fund (YTD	summary)					
	by Pe	rmit # / License# / ID	# (Summary)					
	by Pro	ogram (detail)						
	by Pro	ogram (summary)						
	by Re	ceipt Book (detail)						
	by Re	ceipt Book (summary))					
	by Re	ceipts (detail)						
	by Re	ceipts (summary)						
	by Su	b. Account No. (detail	0					
	by Su	b Account No. (summ	hary)					
	by Su	b Program (detail)						
	by Su	b Program (summary))					
	Kecei	pts Pay in Report						
	Credit	Card (detail)						
	Credit	Card (summary)						

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





Receipts Report Options - by Acc	ount No. (detail)	
Output to: Preview Printer	From date /// To date //	OK Close Filters

For each report that you run the menu above will appear. Enter in the "**From date**" and "**To date**" to create a range of receipts for your report. You can apply "**Filters**" on the report by clicking the "**Filters**" button. Select the appropriate "**Output to**:" option; such as "**Preview**" or "**Print.**" When finished click "OK."

Report	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	Prints a list of receipts grouped by county fund number with health dept.
Dept. Fund (summary)	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
By Account No. (detail)	Prints a list of all receipts grouped by the account numbers





<u>Chapter 3: Maintenance – Add/Delete/Modify Tables</u>

Maintenance

The maintenance menu contains setup tools that drive the Receipt module.

🚨 Receij	pts - Healtl	h District Information	System			
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return	
				Add/Delete	/Modify Tables	Bookkeeper
				Export/Imp	ort Receipts	•
				Field Name	5	County Fund No.
				General Pro	ofile	Health Department Fund No.
				Mail Log		
				Printer Setu	ıp	Account No.
				Reindex/Pa	ck Receipt Data Files	Sub Account No.
				Void/Modif	fy Receipt	
						Divisions
						Political Subdivisions
						Programs
						Sub Programs
						Passint Paaks
						Foor
						Data Base
			-			Maillog
			-			Adhoc Fields
						Adhocheda

This section is important because it helps integrate other modules into working with the Receipt module.

Chapter 1 Getting Started explains how to integrate another module – While this Chapter explains more in depth the other features.

Receipt Books, Fees, and Data Base are discussed in Chapter 1

Modifying this section early will make entering receipts easier and connect the other modules you are using.





Bookkeeper

Navigate to Maintenance -> Add/Delete/Modify Tables -> Bookkeeper

🚨 Receip	Receipts - Health District Information System								
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return				
				Add/Delete	/Modify Tables	•	Bookkeeper		
				Export/Imp	ort Receipts	×			
				Field Name	is		County Fund No.		
				General Pro	ofile		Health Department Fund No.		
				Mail Log					
				Printer Setu	ιp		Account No.		
				Reindex/Pa	ck Receipt Data Files		Sub Account No.		
				Void/Modif	fy Receipt				
							Divisions		
							Political Subdivisions		
							Programs		
							Sub Programs		
							Receipt Books		
							Fees		
			-				Data Base		
			-				Mail Log		
							Adhoc Fields		

After clicking on "Bookkeeper" a window should pop up to enter a password. Enter the password.







After entering the correct password another window should pop up.

	Rec			_ 0	×
	Date	Receipt#	Name	Comment	^
	01/17/2017	148888	MONKEY BONES TATTOO, LLC	3361 DAYTON XENIA ROAD	-
	01/17/2017	148889	VOID		
	01/17/2017	148890	SWIFTY'S SWEETS & TREATS	86 W. WASHINGTON STREET	
	01/17/2017	148891	KEN SHELTON	428 DARST RD	
	01/18/2017	148892	KEN SHELTON	3305 INDIAN RIPPLE RD	
	12/01/2017	148893	ANDRE JOSEPH	TEST KAYLE	
	12/01/2017	148894	ALL ABOUT CHOCOLATE GRASSHOPP	226 SOUTH NORTH STREET	
	12/01/2017	148895	KAYKAY TEST TEST	123 KAYTEST ROAD	
	12/01/2017	148896	GABBY TREATS	12 GABBY WAY	
	12/01/2017	148897	GABBY TREATS	12 GABBY WAY	
۲	12/06/2017	148898	SHOPPER'S QUICKMART # 47	47 UPPER LOWER BLVD	
					v
<				>	Ϊ.

This area shows all recorded receipts that have been entered.

If you are unsure if a receipt was properly entered you can go to Bookkeeper to double check.





County Fund

Navigate to Maintenance -> Add/Delete/Modify Tables -> County Fund No.

🚨 Receip	ots - Healtl	h District Information	System					
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return			
				Add/Delete	/Modify Tables	•	Bookkeeper	
				Export/Imp	ort Receipts			
				Field Name	s		County Fund No.	
				General Pro	file		Health Department Fund No.	
				Mail Log				
				Printer Setu	ıp		Account No.	
				Reindex/Pa	ck Receipt Data Files		Sub Account No.	
				Void/Modif	fy Receipt			
							Divisions	
							Political Subdivisions	
							_	
							Programs	
							Sub Programs	
							Receipt Books	
							Fees	
			-				Data Base	
							Nall Log	
							Aanoc Fields	





Click "Add" to enter the County Fund # you would like to add.

County Fund #	Description	^	Close
			0.000
0035	SOLID WASTE	1	Add
0036	PRIVATE WATER SUPPLY	1	
0037	FLU/OST/AI/BCMH/CI/CD	1	Delete
0037	CA/PRE-NATAL GRANT	†	
0039	ENVIRONMENTAL	Ť	Print
0061	SWIMMING POOL/BEACHES	Ť	
0067	FOOD OPERATION	T	
0069	R.V. PARK CAMPS	Τ	
0107	DENTAL	Ι	
7503	REPRODUCTIVE HEALTH & WELLNESS	T	
7507	IMMUNIZATIONS ACTION GRANT	Ι	
7508	ТВ	Ι	
7510	SEWAGE PROGRAM	Ι	
7512	PLUMBING	Ι	
		Ι	
		Ι	
		Ι	
		I	
		Ι	
		Ι	
		T	
		T	
		T	
		1	
		1	
		1	
		1	
		1	
		1	

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.

Navigate to Maintenance -> Add/Delete/Modify Tables -> Health Department Fund No.

🙎 Receip	ots - Healtl	n District Information	System				
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return		
				Add/Delete	/Modify Tables	•	Bookkeeper
				Export/Imp	ort Receipts	•	
				Field Name	s		County Fund No.
				General Pro	file		Health Department Fund No.
				Mail Log			
				Printer Setu	p		Account No.
				Reindex/Pa	ck Receipt Data Files		Sub Account No.
				Void/Modif	iy Receipt		
							Divisions
							Political Subdivisions
							Programs
							Sub Programs
							Receipt Books
							Fees
							Data Base
			-				Mall Log
	원는명전법						Adnoc Fields





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Health Dept. Fund No.	Description	County Fund No.	^	Close
			\sim	
0035-3001-01	Cⅅ FEES	0035	\sim	Add
0035-3001-02	SOLID/INFECTIOUS WASTE LICENSE	0035	\sim	Delete
0035-3002-01	GROUNDWATER MONITORING Cⅅ	0035	\sim	
0035-301-4742	SOLID WASTE - PUBLIC RECORDS	0035	\sim	Print
0036-3003-01	WATER - NEW PERMIT RESIDENTIAL	0036	\sim	Sort by H.D.Fund No.
0036-3003-02	WATER - NEW PERMIT COMMERCIAL	0036	~	· ·
0036-3003-03	WATER - ALTERATION PERMIT	0036	\sim	Sort by Description
0036-3003-05	WATER - ODNR NEW PERMIT	0036	\sim	Sort by County Fund No
0036-3003-07	WATER - SEALING PERMIT	0036	\sim	
0036-3003-10	WATER - SAMPLE	0036	\sim	
0036-3003-17	WATER - HAULING VEHICLE	0036	\sim	
0036-3003-18	WELL VARIANCE	0036	\sim	
0036-3003-19	WATER SYSTEM CONTRACTOR FEE	0036	\sim	
0036-3003-22	WATER - CERTIFICATION	0036	\sim	
0036-3003-4742	WATER - PUBLIC RECORDS	0036	\sim	
0037-2001-01	IMMUNIZATIONS ADULT - PP	0037	\sim	
0037-2001-03	IMMUNIZAITONS ADULT - MED	0037	\sim	
0037-2001-04	IMMUNIZATIONS ADULT - CS	0037	\sim	
0037-2001-06	IMMUNIZATIONS ADULT - INS	0037	\sim	
0037-2001-11	IMMUNIZATIONS ADULT - MOL	0037	\sim	
0037-2001-13	IMMUNIZATIONS ADULT - UHC	0037	\sim	
0037-2001-14	IMMUNIZAITONS ADULT - BUCKEYE	0037	~	
0037-2001-15	IMMUNIZATIONS ADULT - PA	0037	\sim	
0037-2002-01	CHILDHOOD IMM - 18-PP	0037	~ ~	

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





Account No.

Navigate to Maintenance -> Add/Delete/Modify Tables -> Account No.

👱 Receij	pts - Healtl	h District Information	System				
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return		
				Add/Delete	/Modify Tables	•	Bookkeeper
				Export/Imp	ort Receipts	•	
				Field Name	is		County Fund No.
				General Pro	ofile		Health Department Fund No.
				Mail Log			
				Printer Setu	ıp		Account No.
				Reindex/Pa	ck Receipt Data Files		Sub Account No.
				Void/Modif	fy Receipt		
							Divisions
							Political Subdivisions
							_
							Programs
							Sub Programs
							Receipt Books
							Fees
			-				Data Base
			and the second second				Mail Log
							Adhoc Fields





Account No	Description	~	Class
			Close
2001-01	IMMUNIZATIONS ADULT - PP		Add
2001-03	IMMUNIZATIONS ADULT - MEDICAID		
2001-04	IMMUNIZATIONS ADULT - CS		Delete
2001-06	IMMUNIZATIONS ADULT - INS		
2001-11	IMMUNIZATIONS ADULT - MOLINA		Print
2001-13	IMMUNIZATIONS ADULT - UHC		
2001-14	IMMUNIZATIONS ADULT - BUCKEYE		
2001-15	IMMUNIZATIONS ADULT - PA		
2002-01	CH IMM -18 PP		
2002-03	CH IMM -18 MED		
2002-04	CH IMM -18 CS		
2002-06	CH IMM -18 INS		
2002-11	CH IMM -18 MOL		
2002-13	CH IMM -18 UHC		
2002-14	CH IMM -18 BUCKEYE		
2002-15	CH IMM -18 PA		
2003-01	FLU - PP		
2003-03	FLU - MEDICAID		
2003-04	FLU - CS		
2003-06	FLU - INS		
2003-11	FLU - MOL		
2003-13	FLU - UHC		
2003-14	FLU - BUCKEYE		
2003-15	FLU - PA		
2003-22	FLU - MEDICARE		
2004-01	OVERSEAS TRAVEL IMMUNIZATION - PP		
2004-03	OVERSEAS TRAVEL IMMUNIZATION - MED		
2004-04	OVERSEAS TRAVEL IMMUNIZATION - CS		
2004-06	OVERSEAS TRAVEL IMMUNIZATION - INS		
2004-11	OVERSEAS TRAVEL IMMUNIZATION - MOL		

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.

Navigate to Maintenance -> Add/Delete/Modify Tables -> Sub Account No.

🚨 Receip	ots - Healtl	n District Information	System				
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return		
				Add/Delete	/Modify Tables	•	Bookkeeper
				Export/Imp	ort Receipts	•	
				Field Name	s		County Fund No.
				General Pro	file		Health Department Fund No.
				Mail Log			
				Printer Setu	ıp		Account No.
				Reindex/Pa	ck Receipt Data Files		Sub Account No.
				Void/Modif	fy Receipt		
							Divisions
							Political Subdivisions
							Programs
							Sub Programs
							Receipt Books
							Fees
							Data Base
			And in case of the local division of the loc				Mail Log 🔹 🕨
							Adhoc Fields





Add/Delete/Modify Chart of Accou	ints Major/Sub Line	X
Sub Account No. Description	Account No.	^ Close
▶ 		Add
		Delete
		Delete
		Print
		-
		-
		-
		-
		4
		-
		-
		_
		-
		~
<		>

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





Divisions

Navigate to Maintenance -> Add/Delete/Modify Tables -> Divisions

🚨 Recei	pts - Healtl	h District Information	System				
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return		
				Add/Delete	/Modify Tables	•	Bookkeeper
				Export/Imp	ort Receipts	•	
				Field Name	5		County Fund No.
				General Pro	ofile		Health Department Fund No.
				Mail Log			
				Printer Setu	р		Account No.
				Reindex/Pa	ck Receipt Data Files		Sub Account No.
				Void/Modif	fy Receipt		
							Divisions
							Political Subdivisions
							_
							Programs
							Sub Programs
							Receipt Books
							Fees
			-				Data Base
			-				Mall Log
							Adhoc Fields





Code	Descript	^	Close
			Add
			Delete
			Delete
			Print

Field/Button	Description
Code	Enter the division code
Descript	Enter the division description
Close Button	Closes the table
Add Button	Adds an employee to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list





Political Subdivisions

Navigate to Maintenance -> Add/Delete/Modify Tables -> Political Subdivisions

🚨 Receij	🧟 Receipts - Health District Information System						
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return		
				Add/Delete	/Modify Tables	•	Bookkeeper
				Export/Imp	ort Receipts	•	
				Field Name	s		County Fund No.
				General Pro	file		Health Department Fund No.
				Mail Log			
				Printer Setu	ıp		Account No.
				Reindex/Pa	ck Receipt Data Files		Sub Account No.
				Void/Modif	fy Receipt		
							Divisions
							Political Subdivisions
							Programs
							Sub Programs
							Dessist Deska
							Receipt BOOKS
							Data Paco
			-				Mail log
			-				Adhoc Fields
							Autochelus





Add/Delete/Modify Political Subdivisions		×
Code Descript	^	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

Navigate to Maintenance -> Add/Delete/Modify Tables -> Programs

👱 Receij	🙎 Receipts - Health District Information System						
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return		
				Add/Delete	/Modify Tables	•	Bookkeeper
				Export/Imp	ort Receipts	•	
				Field Name	s		County Fund No.
				General Pro	file		Health Department Fund No.
				Mail Log			
				Printer Setu	ıp		Account No.
				Reindex/Pa	ck Receipt Data Files		Sub Account No.
				Void/Modif	fy Receipt		
							Divisions
							Political Subdivisions
							Programs
							Sub Programs
							Receipt Books
							Pete Pace
			-				Maillog
			-				Adhag Fields
							Autioc rielas





Dada	Descript		
Code	Descript	^ ^	Close
			Add
			Delete
			Print
			·
		~	

Field/Button	Description
Code	Enter the code
Descript	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





Sub Programs

Navigate to Maintenance -> Add/Delete/Modify Tables -> Sub Programs

🙎 Receip	🗜 Receipts - Health District Information System							
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return			
				Add/Delete	/Modify Tables	•	Bookkeeper	
				Export/Imp	ort Receipts	•		
				Field Name	s		County Fund No.	
				General Pro	file		Health Department Fund No.	
				Mail Log				
				Printer Setu	ıp		Account No.	
				Reindex/Pa	ck Receipt Data Files		Sub Account No.	
				Void/Modif	fy Receipt			
							Divisions	
							Political Subdivisions	
							_	
							Programs	
						-	Sub Programs	
							Dessint Desla	
							кесерт воокз	
ii a t							Pees Data Paca	
			-				Maillog	
							Adhos Fields	
							Autoc Fields	





Add/Delete/Modify	Sub Programs			×
Sub Program No.	Description	Program No.	^	Close
•		~		bbA
				//dd
				Delete
				Print
_				
			~	
<		>		

Field/Button	Description
Sub Program No.	Enter the sub program number
Description	Enter the sub program description
Program No.	Enter the program No. from which the sub program is linked
	to
Close Button	Closes the table
Add Button	Adds a code to the table
Delete Button	Deletes a highlighted entry





Mail Log – Divisions

Navigate to Maintenance -> Add/Delete/Modify Tables -> Mail Log -> Divisions

🚨 Receip	pts - Healtl	n District Information	System				
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return		
				Add/Delete	/Modify Tables 🔹 🕨	Bookkeeper	
				Export/Imp	ort Receipts 🔹 🕨		
				Field Name	25	County Fund No.	
				General Pro	ofile	Health Department Fund No.	
				Mail Log			
				Printer Setu	qu	Account No.	
				Reindex/Pa	ick Receipt Data Files	Sub Account No.	
				Void/Modi	fy Receipt		
						Divisions	
						Political Subdivisions	
						Programs	
						Sub Programs	
						Receipt Books	
						Fees	
			-			Data Base	Di i i
			And a state of the			Mail Log	Divisions
						Adhoc Fields	Employees





	•			
Code	Descript		^	Close
				Add
				Delete
				Print
<		>	*	

Field/Button	Description
Code	Enter the division code
Descript	Enter the description of the division
Close Button	Closes the table
Add Button	Adds a division to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list





Mail Log – Employees

Navigate to Maintenance -> Add/Delete/Modify Tables -> Mail Log -> Employees

👱 Receij	ots - Healtl	n District Information	System					
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return			
				Add/Delete	/Modify Tables	Bookkeeper		
				Export/Imp	ort Receipts	•		
				Field Name	5	County Fund No.		
				General Pro	ofile	Health Department Fund N	√o.	
				Mail Log				
				Printer Setu	qu	Account No.		
				Reindex/Pa	ck Receipt Data Files	Sub Account No.		
				Void/Modi	fy Receipt			
						Divisions		
						Political Subdivisions		
						Programs		
						Sub Programs		
						D 11D 1		
						Receipt Books		
						Fees		
			-			Data Base		Divisions
			-			Adhee Fields		Divisions
						Adnoc Fields	•	Employees





lad, Dere	te moury employee tuble		
Code	Name	^	Close
AMB	ANGELA BERRY		Add
ADT	APRYL TAYLOR		
BSB	BAILEY BRITTON		Delete
MBL	BETH LACKEY		
MBV	BETH VAWTER		Print
BLL	BRANDON LOWRY		
BPJ	BRETT JONES		
CJD	CARLA DEBROSSE		
DAL	DEBBIE LEOPOLD		
DDS	DONALD SHONTZ		
HMW	HANNAH M. WINDLE		
JRS	J. RICHARD SCHAIRBAUM		
JAG	JACQUELINE A. GRUZA		
JGG	JANICE GRAY		
JRR	JARED REDMOND		
JS	JENNY SAGERS		
JRD	JON DEAK		
KW	KRISTY WILLIAMS		
MRI	MARK ISAACSON		
MAM	MARK MCDONNELL		
MCF	MATTHEW FUNK		
MRS	MINDY SAUNDERS		
NKV	NANCY VOGE		
NJ	NATALIE JONES		
PAM	PAT MCGILLY		
SEJ	SARAH JENSEN		
SDA	SHADRICK ADAMS		
SVW	SHAUNA VAN WINKLE		
TAM	TERESA MYERS		
TAC	TONI A CARMICHAEL		
TAA	TONI ALIG		

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

Navigate to Maintenance -> Export/Import Receipts

The Export/Import function enables you to take your receipts data out of the office on your laptop.

🧟 Receipts - Health District Information System		
Receipt Reports Browse/List/Export Count/Graph	Maintenance Return	
	Add/Delete/Modify Tables	
	Export/Import Receipts	Export Receipts
	Field Names	Import Receipts
	General Profile	
	Mail Log	
	Printer Setup	
	Keindex/Pack Receipt Data Files	
	Void/Modify Receipt	
-		
L Export Receipts		
This south a will support date.	for we then up a single file	
i his routine will export data	from the receipt file.	
The file is in the directory (C:\HDIS\EXPORT	
From date T(o date	
12/06/2017	12/06/2017	
12/00/2017	2700/2017	
Ex	port Data Close	
Import Receipts	23	
This routine will import data i	into the receipt file.	
The file is in the directory		
Data drive & directory		
	_	
C:\HDIS\IMPORT	Browse	
Imp	oort Data Close	





Field Names

Navigate to Maintenance -> Field Names

👱 Receip	ots - Healtl	h District Information	System			
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return	
				Add/Delete/Modify Tables		
				Export/Imp	ort Receipts	
				Field Names		
				General Pro	ofile	
				Mail Log		
				Printer Setu	qu	
				Reindex/Pa	ck Receipt Data Files	
				Void/Modit	fy Receipt	

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





ield Name	Data Base Field Name	~	Close
DIVISION	REC.FEES DIV		01036
FFECTIVE DATE	REC.FEES_EFF		Print
EE CODE	REC.FEES_CODE	-	1.111
EE DESCRIPTION	REC.FEES_DESC	-	
UND CODE	REC.FUND_CODE	-	
UND DESCRIPTION	REC.FUND_DESC	_	
UND NUMBER	REC.FUND_NO	-	
ID REGULATION	REC.FEES_REG	_	
CD9 CODE	REC.ICD9	_	
ICENSE#	REC.LICENSE		
IAJOR LINE CODE	REC.CHART_MAJ		
IAJOR/SUB LINE DESC	REC.CHART_DESC		
IODULE	REC.MODULE		
IODULE FEE CODE	REC.FEECC		
JAME	REC.NAME		
POLITICAL SUB CODE	REC.PS		
POLITICAL SUB NAME	REC.PS_CITY		
ROGRAM	REC.FEES_PRGM		
QUANTITY	REC.QUANTITY		
RECEIPT BOOK	REC.RCPT_BOOK		
RECEIPT#	REC.NO		
RECEIVED BY	REC.RCVD_BY		
RECEIVED OF	REC.RCVD_OF		
STATE AMOUNT	REC.FEES_STATE		
SUB LINE CODE	REC.CHART_SUB		
SUB PROGRAM	REC.FEES_SP		
/ETERAN	REC.FEES_VET		
		- 11	
		-	





General Profile

Navigate to Maintenance -> General Profile

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

🧟 Receipts - Health District Information System									
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return				
				Add/Delete/Modify Tables					
				Export/Import Receipts					
				Field Names					
				General Pro	ofile				
				Mail Log					
				Printer Setu	ıp				
				Reindex/Pa	ck Receipt Data Files				
				Void/Modi	fy Receipt				

Demographics	General	Ma	nagement		Environm	ental	Co	mmunity & Pu	ublic Health	Services		Vital
	* Health Department	BGI HD					★ City	Middleburg H	leights			
	Division						* State	OH				
	* Address1	7550 Luc	cerne Drive				\star Zip	44130				
	Address2						\star County	Kayle				
	★ Phone #s	1-440-89	91-9100				* FAX #	1-440-891-9	458			
	Federal Tax ID	ADFA										
	Commissioner	Doc Darr	rell									
	Client/Server Location	M:\HDIS\	DATA									
	Email	ADFASD										
Ν	lake Checks Payable to:	ADSF										
	View Archives	2017	2016	2015	2014	2013	2012	2011	2010	2009	2008	
		2007	2006	2005	2004	2003	2002	2001	2000	🗌 1 999	1998	
								★- Requi	ired Fields	Cano	el	Close





Mail Log

Navigate to Maintenance -> Mail Log

🚨 Receipts - Health District Information System									
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return				
				Add/Delete/Modify Tables					
				Export/Imp	ort Receipts	►			
				Field Names					
				General Pro	ofile				
				Mail Log					
				Printer Setu	ιp				
				Reindex/Pa	ck Receipt Data Files				
				Void/Modit	fy Receipt				

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

Can use if you have a desktop email client.

M	Inventory -				
		Find	Mail	Log	
	Oate Received	C Name C Check#			
	Enter Information	and press enter.			
				Add	Close
	Date Received	Name	Amount	Check#	<u> </u>
	▶ 02/13/2007				
	02/13/2007	2		2	
	02/13/2007				
	02/13/2007	DD	4.00	DD	
	02/13/2007	CC	3.00	CC	
	02/13/2007	BB	2.00	В	
	02/13/2007	AA	1.00	AA	
	02/13/2007	С	3.00	С	
	02/13/2007	В	2.00	В	
	02/13/2007	A	100.00	A	
	02/13/2007	D	50.00	D	-
	1			51	<u>+</u>
-					





Print Setup

Navigate to Maintenance -> Printer Setup

🚨 Receipts - Health District Information System									
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return				
				Add/Delete/Modify Tables					
				Export/Import Receipts					
				Field Names					
				General Pro	ofile				
				Mail Log					
				Printer Setu	ıp				
				Reindex/Pa	ck Receipt Data Files				
				Void/Modi	fy Receipt				

Page Setup	>	<
Paper	The second second later * Maximum Constraints * Constraints	
Size:	Letter ~	
Source:	Printer auto select \sim	
Orientation	Margins (inches)	
Portrait	Left: 1 Right: 1	
◯ Landscape	Top: 1 Bottom: 1	
	OK Cancel	

The print setup allows you to choose from which printer you want to print. Pick the printer in the name dropdown and click **"OK**".





Reindex/Pack Receipt Data Files

Navigate to Maintenance -> Reindex/Pack Receipt Data Files

💈 Receipts - Healtl	h District Information	System			
Receipt Reports	Browse/List/Export	Count/Graph	Maintenance	Return	
			Add/Delete	/Modify Tables	►
			Export/Imp	ort Receipts	►
			Field Name	5	
			General Pro	ofile	
			Mail Log		
			Printer Setu	р	
			Reindex/Pa	ck Receipt Data Files	
			Void/Modi	fy Receipt	
Maintenace - Ro This If y	eindex/Pack Receipt D procedure wil You have the N	^{Data Files} Il rebuild in Network Ve	dexes ! ersion,	23	
ple	ease have all u	users exit l	HDIS! lose		

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





Void/Modify Receipt

Navigate to Maintenance -> Void/Modify Receipt

🙎 Recei	pts - Healt	h District Information	System			
Receipt	Reports	Browse/List/Export	Count/Graph	Maintenance	Return	
				Add/Delete	/Modify Tables	►
				Export/Imp	ort Receipts	►
				Field Name	5	
				General Pro	ofile	
				Mail Log		
				Printer Setu	ıp	
				Reindex/Pa	ck Receipt Data Files	
				Void/Modi	fy Receipt	

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

Choose the receipt book.

Enter the receipt number and click the find button.

If there are multiple charges you will need to void each charge independently [Even if there is only 1 receipt].

🖴 Void/Modify Receipts			23
Date: 12/06/2017	Receipt Book	Receipt #	Find
	Enter your password	8	
		Cancel	
	Previous	Next Void*	Modify Close





Void/Modify	Receipts		
	Date: 04/10/2002	Receipt Book	Receipt#
Fee Code 01084	Fee Descrip	tion K III - SMALL LICENSE	Quantity Amount Check#/Cash
Per.#/Lic. 534	#/ID# Nam	IE PROPERTIES DBA THE	Address/Comment E PATIO 3266 NORTH RIDGE ROAD
Received b	y Hea 010	th Department Fund # -73-210	Health Department Fund # Description
Account # 0	Code Sub	Account # Code 901	Sub Account # Description
		Previou	us Next Void* Modify Close

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
Previous	Show previous record





Chapter 4: Browse/List/Export

Inside the Receipts module navigate to the "Browse/List/Export."

This section allows the exportation of data, also allowing the user to use **Filters**.

📩 Receipts - Browse/List/Export		×
Output to: Screen		ОК
O Printer		Close
O DBF file		Filters
 ○ SDF file ○ Delimited file 		
		Font
	Browse	
Output data: All Fields Selected fields only		
Sort by: (3 Max)		
	ADHOC report 1 ADHOC report 2 ADHOC report 3 Amount CPT code Certified Check # Comment Date Division Effective date Fee code Fee description Fund code Fund description Fund number HD regulation	×





Sort by

Sorting by Field Names (3 Max) is an option. Click on the Field Name you want to sort by and press the "<" symbol to move the Field Name to the empty box. If you want to remove a Field Name, click the Field Name and press the ">" symbol.







Filters

From the **"Browse/List/Export,"** click on the **"Filters"** button. This section allows you to set filters based on the **"Output Field."**

🚇 Receij	ots - Filters for Browse/List/Export	t						83
Output	Field		Data				Data	^
	ADHOC REPORT 1	=	~		=	\sim		
	ADHOC REPORT 2	=	~		=	\sim		
	ADHOC REPORT 3	=	~		=	\sim		
	AMOUNT	=	~		=	\sim		
	CPT CODE	=	~		=	\sim		
	CERTIFIED	=	~		=	\sim		
	CHECK #	=	~		=	\sim		
	COMMENT	=	~		=	\sim		
	DATE	=	~		=	\sim		
	DIVISION	=	~		=	\sim		
	EFFECTIVE DATE	=	~		=	\sim		
	FEE CODE	=	~		=	\sim		
	FEE DESCRIPTION	=	~		=	\sim		
	FUND CODE	=	~		=	\sim		
	FUND DESCRIPTION	=	~		=	\sim		
	FUND NUMBER	=	~		=	\sim		
	HD REGULATION	=	~		=	\sim		
	ICD9 CODE	=	~		=	\sim		
	LICENSE#	=	~		=	\sim		
	MAJOR LINE CODE	=	~		=	\sim		
	MAJOR/SUB LINE DESC	=	~		=	\sim		
	MODULE	=	~		=	\sim		
	MODULE FEE CODE	=	~		=	\sim		
	NAME	=	~		=	\sim		
	POLITICAL SUB CODE	=	~		=	\sim		~
<							>	
				Clear Filter		Ope	en Filter Save Filter Close	

** Note ** If you are attempting to create a filter to search for only blank data use: "(Blank)."

"(Blank)" is appropriate when you are searching for an unspecified name, date, or Boolean (True/False – Yes/No).

**** Note **** If you want to search for a string with some spacing after the characters use: "AB(B)".

Example for characters with a space:

Desired Search Result: "Monkey Inc."

Appropriate Search: "Monkey(B)"





Chapter 5: Count/Graph

Inside the Receipts module navigate to the "Count/Graph."

This section allows you to create a Count, Pie graph, or bar graph of the data. There is a **Report Title**, **Legend Title**, **List of Field Names**, and **Footer**.

Under the "Output:" there is an option to show the *top ten* or *all* results.

There is a "Filters" button which is identical to the "Filters" in the "Browse/List/Export." section. [See Page 25 for a recap on "Filters"]

There is a "Sort by" section where you can organize your results from *High to low, Low to high,* and by *data*.

eport Title				
ADHOC report 1			Filters Clo	se OK
egend Title				
		Output to:		
		Screen	○ Print	
DHOC report 1	^	O DBF file	◯ SDF file ◯ Delimite	ed file
DHOC report 2				
DHOC report 3		C:\HDIS\EXF	PORT	Browse
mount				
CPT code				
Certified		Output		
Check#		Output	0	
Comment		O top ten	() all	
Date				
Division		Tune		Cart by
Effective date		Type		Soft by
ee code		count	○ Totals	High to low
ee description		O nie granh	O pie graph (full page)	O Low to high
und code		O have seen to		C Low to high
und description		O bar graph	O bar graph (full page)	 by data
und number				
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<u>Count</u>

Here is an example of what the "Count" type would look like.

There are percentages and Totals on the side and bottom of the page.

If you choose to add filters, those will also be shown at the bottom of the page.

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Click on the door icon next to the percent to return to the menu:





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Pie graph

Here is an example of what the "**Pie Graph**" type would look like.

Depending on the data chosen, the percentages are altered to reflect it.

There is a legend displaying the data chosen and the color representation.









Bar Graph

Here is an example of what the "Bar Graph" type would look like.

Depending on the data chosen, there will be a specific color to represent the data's bar.

Amount



Click on the door icon next to the percent to return to the menu:

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