Pay In Reports
User Manual

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Disclaimer

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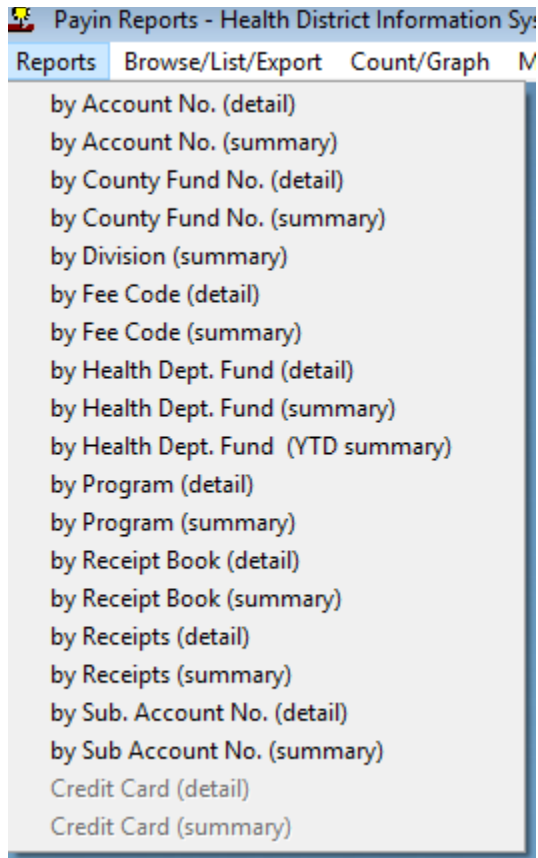
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Pay In Reports

Navigate to **Pay In Reports** through **Environmental Health**:

Environmental Health > Pay In Reports

This module is connected to the Receipt module and allows you to create reports based on Receipts.

Once inside **Pay in Reports** click the **Reports** button:

You will see a drop-down list filled with various types of reports.

Reports

Report	Description
Pay In Reports	
By Account No. (detail)	Generates a detailed report with date range given by Account number.
By Account No. (summary)	Generates a summary report with date range given by Account number.
By County Fund No. (detail)	Generates a detailed report with date range given by County Fund No.
By County Fund No. (summary)	Generates a summary report with date range given by County Fund No.
By Division (summary)	Generates a summary report with date range given by Division.
By Fee Code (detail)	Generates a detailed report with date range and Receipt Book given by Fee Code.
By Fee Code (summary)	Generates a summary report with date range and Receipt Book given by Fee Code.
By Health Dept. Fund (detail)	Generates a detailed report with date range given by Health Dept. Fund
By Health Dept. Fund (summary)	Generates a summary report with date range given by Health Dept. Fund
By Health Dept. Fund (YTD summary)	Generates a YTD summary report with date range given by Health Dept. Fund
By Program (detail)	Generates a detailed report with date range given by Program.
By Program (summary)	Generates a summary report with date range given by Program

By Receipt Book (detail)	Generates a detailed report with date range and Receipt Book given by Receipt Book.
By Receipt Book (summary)	Generates a summary report with date range and Receipt Book given by Receipt Book.
By Receipts (detail)	Generates a detailed report with date range and Receipt Book given by Receipts.
By Receipts (summary)	Generates a summary report with date range and Receipt book given by Receipts.
By Sub. Account No. (detail)	Generates a detailed report with date range given by Sub. Account No.
By Sub Account No.(summary)	Generates a summary report with date range given by Sub Account No.

Example of entering a date range to generate a report:

Filters

Filters allow you to generate the output you want in a report or Browse/List/Export with specifically defined variations.

** 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)"

Browse/List/Export

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

There are also multiple ways for you to output the data: Screen, Printer, DBF file, SDF file, and Delimited file. If you pick DBF file, SDF file, or Delimited file make sure you select the appropriate path. Select "Browse" to find the needed path.

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.

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

Count/Graph

Inside the **Pay In Reports** module navigate to the **Count/Graph.**

Create the title you would like as the **Report Title**.

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**, **Footer, and Output to** section. The **Output to** gives you options on how you want to display or store your results.

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. The purpose of the filters section is so you can manipulate the type of results. For example: Let's say you wanted to see results from a certain date range. If you go into filters you can create a date range and the results will only display those records.

There is a **Sort by** section where you can organize your results from *High to low (Greatest value to lowest value)*, *Low to high (Lowest value to greatest value)*, and by *data* (results will be displayed organized based on the data. Example: If it is based on ID numbers, the numbers will be organized in order).

In the **Type** area, if you select Totals**: Level I Group** and **Level 2 Group** options will display. Select the best options dependent on your search type.

Count

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.

Report Designer - count.frx - Page 1

1st contact date - Count/Percentage

Number	Percent	Location city
2419	89 %	/ /
6	0 %	02/23/2016
5	0 %	03/17/2016
5	0 %	04/26/2016
5	0 %	06/03/2016
5	0 %	09/01/2016
4	0 %	04/25/2016
4	0 %	09/09/2016
4	0 %	12/28/2015
266	10 %	OTHER
2723	100 %	**Totals**

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

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Political Sub. Name - Count/Percentage

Number	Percent	Name
17	40 %	ATLANTIS TWP
7	17 %	HOBBITON TWP
5	12 %	
3	7 %	GOTHAM CITY
2	5 %	BUBONICA TWP
2	5 %	METROPOLIS CITY
2	5 %	SHIRE VILLAGE
1	2 %	MORDOR VILLAGE
1	2 %	NEVERLAND CITY
2	5 %	OTHER
42	100 %	**Totals**

Filters

OOB=N

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

Print Preview
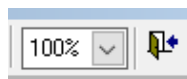
Pie Graph

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.
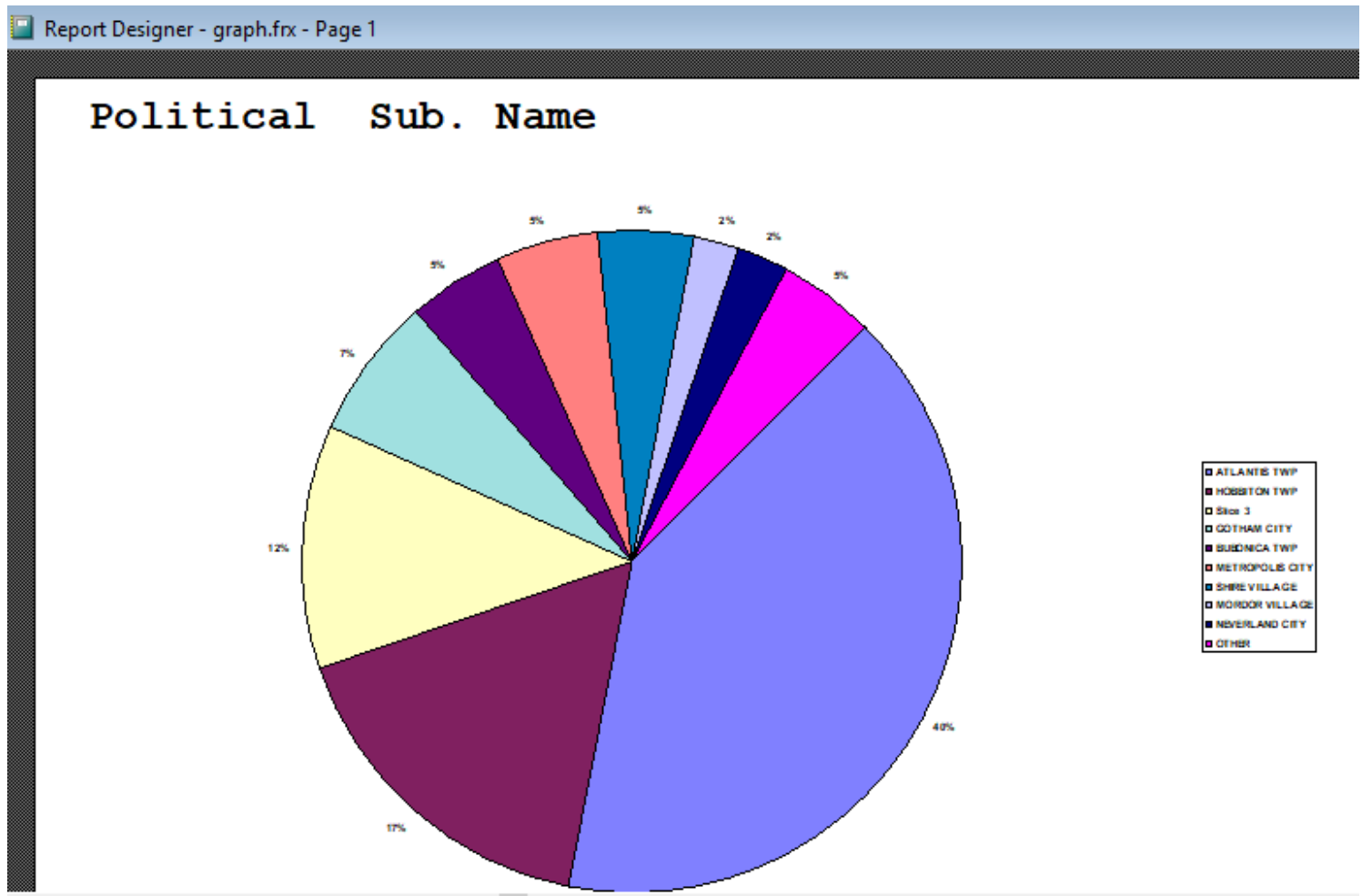
Click on the door icon next to the percent to return to the menu:
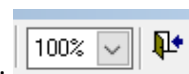
Bar Graph

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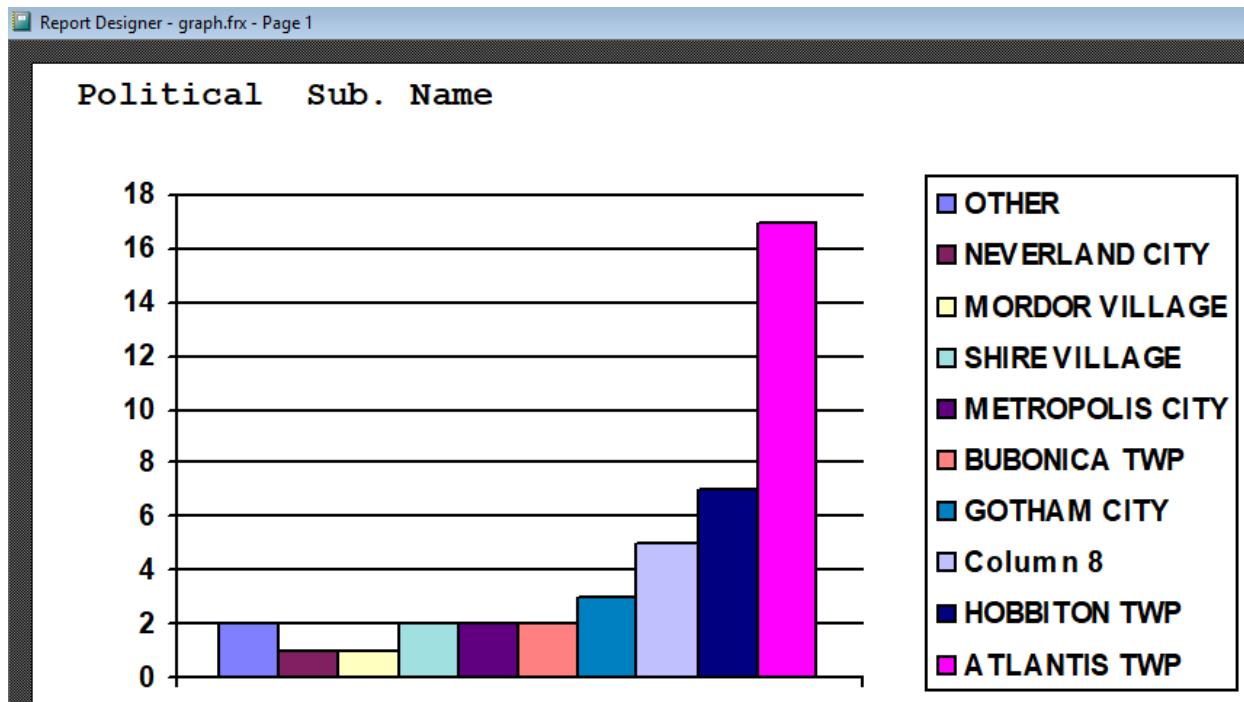
Click on the door icon next to the percent to return to the menu:
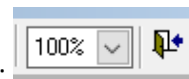
Maintenance

Navigate to **Maintenance**
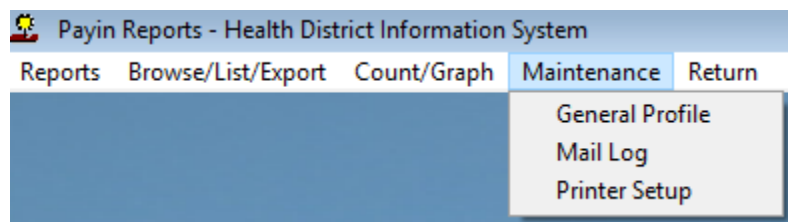
General Profile

Navigate to: **Maintenance > General Profile**

The General Profile is where you can create program wide settings that affect all modules.

There are also specific module settings you can fine-tune.

Printer Setup

Navigate to: **Maintenance > 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**.