

# 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** 



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 | 😟 Receipts - Health District Information System |                    |                       |  |                   |  |  |  |  |  |
|----------|---|--------------------|-----------------------|--|-------------------|--|--|--|--|--|
| Receipt  | Reports   | Browse/List/Export | Count/Graph           | Maintenance Return                       |                   |  |  |  |  |  |
|          |   |                    |                       | Add/Delete/Modify Tables   Bookkeep      | er                |  |  |  |  |  |
|          |   |                    |                       | Export/Import Receipts                   |                   |  |  |  |  |  |
|          |   |                    |                       | Field Names County Fu                    | und No.           |  |  |  |  |  |
|          |   |                    |                       | General Profile Health De                | partment Fund No. |  |  |  |  |  |
|          |   |                    |                       | Mail Log                                 |                   |  |  |  |  |  |
|          |   |                    |                       | Printer Setup Account N                  | No.               |  |  |  |  |  |
|          |   |                    |                       | Reindex/Pack Receipt Data Files Sub Acco | unt No.           |  |  |  |  |  |
|          |   |                    |                       | Void/Modify Receipt                      |                   |  |  |  |  |  |
|          |   |                    |                       | Divisions                                |                   |  |  |  |  |  |
|          |   |                    |                       | Political S                              | ubdivisions       |  |  |  |  |  |
|          |   |                    |                       |  |                   |  |  |  |  |  |
|          |   |                    |                       | Programs                                 |                   |  |  |  |  |  |
|          |   |                    |                       | Sub Progr                                | ams               |  |  |  |  |  |
|          |   |                    |                       |  |                   |  |  |  |  |  |
|          |   |                    |                       | Receipt Bo                               | ooks              |  |  |  |  |  |
|          |   |                    |                       | Fees                                     |                   |  |  |  |  |  |
|          |   | Data Base          |                       |  |                   |  |  |  |  |  |
|          |   |                    | ALC: NOT THE OWNER OF | Mail Log                                 |                   |  |  |  |  |  |
|          |   |                    |                       | Adhoc Fie                                | lds               |  |  |  |  |  |

*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  |
|------|-------------------------------|---|--------|
| •    |                               |   | Close  |
| BIR  | BIRTH CERTIFICATES            |   | bbA    |
| CAM  | CAMPS                         |   | Add    |
| DAY  | RESIDENT DAY CAMPS            |   | Delete |
| DEA  | DEATH CERTIFICATES            | Τ | Delete |
| FRF  | FSO/RFE                       | I | Print  |
| FSC  | FOOD SERVICE COMMERCIAL       |   | 1.1114 |
| FSE  | FOOD ESTABLISHMENT            |   |        |
| FSM  | FOOD SERVICE MOBILE           |   |        |
| FST  | FOOD SERVICE TEMPORARY        |   |        |
| ESV  | FOOD SERVICE VENDING          |   |        |
| IMM  | IMMUNIZATIONS                 |   |        |
| MAR  | MARINA                        |   |        |
| MHP  |                               |   |        |
| MOS  | MOSQUITO CONTROL              |   |        |
| OPB  |                               |   |        |
| PLB  |                               |   |        |
| 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. | ¥ |        |





#### **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.

| Add/Delete/Modify Receipt Books |                       | ×      |
|---------------------------------|-----------------------|--------|
| Receipt Book                    | Next Receipt Number 🔺 | Close  |
| DAILY CLINIC RECEIPTS           | 423082                |        |
| ENVIRONMENTAL                   | 148898                | Add    |
| GENERAL HEALTH DISTRICT         | 200001                |        |
| INSURANCE COMPANIES             | 300084                | Delete |
|                                 |                       |        |
|                                 |                       | Print  |
|                                 |                       |        |
|                                 |                       |        |
|                                 |                       |        |
|                                 |                       |        |
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|                                 |                       |        |
|                                 |                       |        |
| <                               | >                     |        |

| Field/Button        | Description  |
|---------------------|--|
| Receipt Book        | Enter the book name  |
| Next Receipt Number | Identifies the next receipt number in the particular book.<br>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   | 5                     |    | County Fund No.            |   |
|          |             |                        |             | General Pro  | ofile                 |    | Health Department Fund No. |   |
|          |             |                        |             | Mail Log     |                       |    |                            |   |
|          |             |                        |             | Printer Setu | qu                    |    | Account No.                |   |
|          |             |                        |             | Reindex/Pa   | ck Receipt Data Files |    | Sub Account No.            |   |
|          |             |                        |             | Void/Modif   | fy Receipt            |    |                            |   |
|          |             |                        |             |              |                       |    | Divisions                  |   |
|          |             |                        |             |              |                       |    | Political Subdivisions     |   |
|          |             |                        |             |              |                       |    |                            |   |
|          |             |                        |             |              |                       |    | Programs                   |   |
|          |             |                        |             |              |                       |    | Sub Programs               |   |
|          |             |                        |             |              |                       |    |                            |   |
|          |             |                        |             |              |                       | а. | Receipt Books              |   |
|          |             |                        |             |              |                       |    | Fees                       |   |
|          |             |                        | -           |              |                       |    | Data Base                  |   |
|          |             |                        |             |              |                       |    | Mail Log                   | • |
|          |             |                        |             |              |                       |    | Adhoc Fields               | ۲ |

| 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 | Program Su | ib Program | Health Department Fund N | 0. ^   | Close        |
|-------|---------------------------------|--------------|------------|----------|------------|------------|--------------------------|--------|--------------|
|       |                                 |              |            | $\sim$   | $\sim$     | $\sim$     |                          | $\sim$ |              |
| AIB   | ADULT IMMUNIZATIONS - BUCKEYE   |              |            | $\sim$   | $\sim$     | $\sim$     | 0037-2001-14             | ~      | Add          |
| AICS  | ADULT IMMUNIZATIONS - CS        |              |            | $\sim$   | $\sim$     | $\sim$     | 0037-2001-04             | $\sim$ | Doloto       |
| All   | ADULT IMMUNIZATIONS - INSURANCE |              |            | ~        | ~          | $\sim$     | 0037-2001-06             | $\sim$ | Delete       |
| AIM   | ADULT IMMUNIZATIONS - MEDICAID  |              |            | <        | ~          | ~          | 0037-2001-03             | $\sim$ | Print        |
| AIMO  | ADULT IMMUNIZATIONS - MOLINA    |              |            | <        | ~          | ~          | 0037-2001-11             | $\sim$ | Dort by Oos  |
| AIP   | ADULT IMMUNIZATIONS - PP        |              |            | ~        | $\sim$     | $\sim$     | 0037-2001-01             | $\sim$ | Soft by Cod  |
| AIPA  | ADULT IMMUNIZATIONS - PA        |              |            | ~        | $\sim$     | $\sim$     | 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                  |              |            | ~        | $\sim$     | $\sim$     | 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                         |              |            | $\sim$   | $\sim$     | $\sim$     | 0037-2011-15             | $\sim$ |              |
| CAU   | CA - UHC                        |              |            | $\sim$   | $\sim$     | $\sim$     | 0037-2011-13             | $\sim$ |              |
| CIB   | CH IMM - 18 BUCKEYE             |              |            | ~        | ~          | $\sim$     | 0037-2002-14             | $\sim$ |              |
| CICS  | CH IMM - 18 CARESOURCE          |              |            | ~        | $\sim$     | ~          | 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/Modi | fy Re  | ceipt Fee Table |        |        |          |   | ×             |
|-----|-----------------|--------|-----------------|--------|--------|----------|---|---------------|
|     | Account No.     |        | Sub Account No. | Data B | Base   | Fee Code | Receipt Book Eff Date HD Regulation CPT Code ICD Code A | Class         |
|     | 2003-14         | $\sim$ | ~               | ]      | $\sim$ |          | INSURANCE COMPAV / /                                    | Close         |
|     | 3020-01         | $\sim$ | ~               | FRF    | $\sim$ | C1L      | ENVIRONMENTAL V / /                                     | Add           |
|     | 3020-02         | $\sim$ | ~               | FRF    | $\sim$ | C1S      | ENVIRONMENTAL V / /                                     | Duluta        |
|     | 3020-03         | $\sim$ | ~               | FRF    | $\sim$ | C2L      | DAILY CLINIC RECEIPTS                                   | Delete        |
|     | 3020-04         | $\sim$ | ~               | FRF    | $\sim$ | C2S      |   | Print         |
|     | 3020-05         | $\sim$ | ~               | FRF    | $\sim$ | C3L      |   | Out he Out a  |
|     | 3020-06         | $\sim$ | ~               | FRF    | $\sim$ | C3S      | ENVIRONMENTAL V / /                                     | Soft by Code  |
|     | 3020-07         | $\sim$ | ~               | FRF    | $\sim$ | C4L      | ENVIRONMENTAL V / /                                     | Sort by Alpha |
|     | 3020-08         | $\sim$ | ~               | FRF    | $\sim$ | C4S      | ENVIRONMENTAL V / /                                     |               |
|     | 3020-4742       | $\sim$ | ~               | ]      | $\sim$ |          | ENVIRONMENTAL V / /                                     |               |
|     | 2003-06         | $\sim$ | ~               | ]      | $\sim$ |          | INSURANCE COMPA / /                                     |               |
|     | 2003-03         | $\sim$ | ~               | ]      | $\sim$ |          | INSURANCE COMPA / /                                     |               |
|     | 2003-04         | $\sim$ | ~               | ]      | $\sim$ |          | INSURANCE COMPA / /                                     |               |
|     | 2003-11         | $\sim$ | ~               | ]      | $\sim$ |          | INSURANCE COMPA / /                                     |               |
|     | 3020-12         | $\sim$ | ~               | FRF    | $\sim$ |          | ENVIRONMENTAL V / /                                     |               |
|     | 3020-13         | $\sim$ | ~               | FRF    | $\sim$ | FOT      | ENVIRONMENTAL V / /                                     |               |
| - E |                 |        |                 | 1      | -      |          |   |               |





#### Adding a Receipt

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

| 🖰 Receipts |                         |                             |                          |                 |                           | 23 |
|------------|-------------------------|-----------------------------|--------------------------|-----------------|---------------------------|----|
|            | Date Receiv             | ved by                      |                          | Print           | Close                     |    |
|            | Fee CodeFee DAIB        | escription<br>TIMMUNIZATION | NS - BUCKEYE 0.00 *      | Quantity Amount | Check #/Cash              |    |
|            | Per. # / Lic.# / ID# Co | mpany Name or (             | Client - Last Name First | Address/Comment |                           |    |
|            |                         |                             |                          |                 | Add Fee Delete Fee        |    |
| Code       | Description             | Quan. Amount Ch             | ieck# Name               | Address/Comment | Per#/Lic#/ID# Received of | ^  |
|            |                         |                             |                          |                 |                           |    |
|            |                         |                             |                          |                 |                           |    |
|            |                         |                             |                          |                 |                           |    |
| -          |                         |                             |                          |                 |                           |    |
|            |                         |                             |                          |                 |                           |    |
| -          |                         |                             |                          |                 |                           |    |
|            |                         |                             |                          |                 |                           |    |
|            |                         |                             |                          |                 |                           |    |
|            |                         |                             |                          |                 |                           |    |
|            |                         |                             |                          |                 |                           |    |
|            |                         |                             |                          |                 |                           |    |
|            |                         |                             |                          |                 |                           | v  |
| <          |                         |                             |                          |                 |                           | >  |
|            | Totals                  | 0 0.00                      |                          | 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 He    | alth Dept. Fund | (summary)   |        |  |  |  |  |
|   | by Div                       | vision (summary)       |                 |             |        |  |  |  |  |
|   | by Fe                        | e Code (detail)        |                 |             |        |  |  |  |  |
|   | by Fe                        | e Code (summary)       |                 |             |        |  |  |  |  |
|   | by He                        | alth Dept. Fund (deta  | 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)       | D.              |             |        |  |  |  |  |
|   | by Su                        | b. Account No. (detai  | I)              |             |        |  |  |  |  |
|   | by Sub Account No. (summary) |                        |                 |             |        |  |  |  |  |
|   | by Sub Program (detail)      |                        |                 |             |        |  |  |  |  |
|   | by Su<br>Basel               | o Program (summary)    | )               |             |        |  |  |  |  |
|   | Receipts 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 Acco | unt No. (detail) | [ <u></u>              |
|-------------------------------------|------------------|------------------------|
| Output to:<br>Preview  Printer      | From date //     | OK<br>Close<br>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<br>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          |





# **Chapter 3: Maintenance – Add/Delete/Modify Tables**

#### **Maintenance**

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

| 🚨 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   | 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               |  |  |
|          |   |                    |             |              |                       | Desciet Descie             |  |  |
|          |   |                    |             |              |                       | Receipt Books              |  |  |
|          |   |                    |             |              |                       | Fees                       |  |  |
|          |   |                    | -           |              |                       | Data Base                  |  |  |
|          |   |                    |             |              |                       | Adhaa Sialda               |  |  |
|          |   |                    |             |              |                       | Aanoc Fielas               |  |  |

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   | s                     |   | County Fund No.            |  |  |
|          |   |                    |                       | General Pro  | file                  |   | Health Department Fund No. |  |  |
|          |   |                    |                       | Mail Log     |                       |   |                            |  |  |
|          |   |                    |                       | Printer Setu | IP                    |   | 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                  |  |  |
|          |   |                    | and the second second |              |                       |   | 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.

| 88 | Rec        |          |                               | _ 🗆                     | × |
|----|------------|----------|-------------------------------|-------------------------|---|
|    | 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            |   |
| ►  | 12/06/2017 | 148898   | SHOPPER'S QUICKMART # 47      | 47 UPPER LOWER BLVD     |   |
|    |            |          |                               |                         |   |
|    |            |          |                               |                         |   |
|    |            |          |                               |                         |   |
|    |            |          |                               |                         |   |
|    |            |          |                               |                         |   |
|    |            |          |                               |                         |   |
|    |            |          |                               |                         |   |
|    |            |          |                               |                         | ¥ |
| <  |            |          |                               | >                       |   |

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.

| 🧟 Receipts - Health District Information System |         |                    |             |              |                       |    |                            |
|---|---------|--------------------|-------------|--------------|-----------------------|----|----------------------------|
| Receipt   | Reports | Browse/List/Export | Count/Graph | Maintenance  | Return                |    |                            |
|   |         |                    |             | Add/Delete   | /Modify Tables        | ۱. | 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                  |
|   |         |                    |             |              |                       |    | Mail Log                   |
|   |         |                    |             |              |                       |    | Adhoc Fields               |





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

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

| 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 | 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 | p                     |   | 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                  |  |  |
|          |   |                    | Sector Sector |              |                       |   | Mail Log •                 |  |  |
|          |   |                    |               |              |                       |   | Adhoc Fields               |  |  |





# Receipts User Manual

| lealth 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            | $\sim$ |                        |
| 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            | $\sim$ |                        |
| 0037-2001-15          | IMMUNIZATIONS ADULT - PA       | 0037            | ~      |                        |
| 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   | s                     |   | County Fund No.            |   |
|          |              |                        |                       | General Pro  | file                  |   | Health Department Fund No. |   |
|          |              |                        |                       | Mail Log     |                       |   |                            |   |
|          |              |                        |                       | Printer Setu | IP                    |   | 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.  | Department                         |        |
|--------------|------------------------------------|--------|
| ACCOUNT INO. | Description                        | Close  |
| 2001-01      | IMMUNIZATIONS ADULT - PP           | Add    |
| 2001-03      | IMMUNIZATIONS ADULT - MEDICAID     | 144    |
| 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 | 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 | p                     |   | 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                  |
|          |              |                        | and the second second |              |                       |   | Mail Log 🔹 🕨               |
|          |              |                        |                       |              |                       |   | Adhoc Fields               |





| Add/Delete/Modify Chart of Accounts Major/Sub Line |                     |
|--|---------------------|
| Sub Account No. Description                        | Account No.   Close |
| <u>•</u>   | Add                 |
|  | Delete              |
|  | Print               |
|  |                     |
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| 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

| 🚨 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               |
|          |              |                        |             |              |                       |   |                            |
|          |              |                        |             |              |                       |   | Receipt Books              |
|          |              |                        |             |              |                       |   | Fees                       |
|          |              |                        | -           |              |                       |   | Data Base                  |
|          |              |                        | -           |              |                       |   | Mail Log                   |
|          |              |                        |             |              |                       |   | Adhoc Fields               |





| 2    | Descript |          |        |
|------|----------|----------|--------|
| Code | Descript | ^        | Close  |
|      |          | <u> </u> |        |
|      |          |          | Add    |
|      |          |          | Delete |
|      |          |          | Delete |
|      |          |          | Print  |
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| 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 | 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               |
|          |              |                        |             |              |                       |   |                            |
|          |              |                        |             |              |                       |   | Receipt BOOKS              |
|          |              |                        |             |              |                       |   | rees<br>Data Paca          |
|          |              |                        | -           |              |                       |   | Mail log                   |
|          |              |                        | -           |              |                       |   | Adhos Fields               |
|          |              |                        |             |              |                       |   | Autioc Fields              |





| Add/Delete/Modify Political Subdivisions | <b>×</b> |
|--|----------|
| Code Descript                            | Close    |
|  | Add      |
| ++                                       | Delete   |
|  | Print    |
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| 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

| 👱 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   | s                     |   | County Fund No.            |
|          |              |                        |             | General Pro  | file                  |   | Health Department Fund No. |
|          |              |                        |             | Mail Log     |                       |   |                            |
|          |              |                        |             | Printer Setu | IP                    |   | 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                  |
|          |              |                        | -           |              |                       |   | Mail Log                   |
|          |              |                        |             |              |                       |   | Adhoc Fields               |





| Pada | Descript |     |        |
|------|----------|-----|--------|
| Jode | Descript | î ^ | Close  |
|      |          |     |        |
|      |          |     | Add    |
|      |          |     | Delete |
|      |          |     | Delete |
|      |          |     | Print  |
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| 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

| 🧟 Receipts - Health District Inform | nation System     |              |                       |   |                            |   |
|-------------------------------------|-------------------|--------------|-----------------------|---|----------------------------|---|
| Receipt Reports Browse/List/E       | xport 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               |   |
|                                     |                   |              |                       |   | Sub Frograms               |   |
|                                     |                   |              |                       |   | Receipt Books              |   |
|                                     |                   |              |                       |   | Fees                       |   |
|                                     |                   |              |                       |   | Data Base                  |   |
|                                     | -                 |              |                       |   | Mail Log                   | • |
|                                     |                   |              |                       |   | Adhoc Fields               | • |





| Add/Delete/Modify S | ub Programs |             | <b>×</b> |
|---------------------|-------------|-------------|----------|
| Sub Program No.     | Description | Program No. | ^ Close  |
| Þ                   |             | ~           | Add      |
|                     |             |             |          |
|                     |             |             | Delete   |
|                     |             |             | Print    |
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| 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 - Healtł | n District Information | System                |              |                        |                            |     |            |
|----------|--------------|------------------------|-----------------------|--------------|------------------------|----------------------------|-----|------------|
| Receipt  | Reports      | Browse/List/Export     | Count/Graph           | Maintenance  | Return                 |                            |     |            |
|          |              |                        |                       | Add/Delete   | e/Modify Tables 🔹 🕨    | Bookkeeper                 |     |            |
|          |              |                        |                       | Export/Imp   | ort Receipts 🔹 🕨       |                            |     |            |
|          |              |                        |                       | Field Name   | es                     | County Fund No.            | - 1 |            |
|          |              |                        |                       | General Pro  | ofile                  | Health Department Fund No. |     |            |
|          |              |                        |                       | Mail Log     |                        |                            | - 1 |            |
|          |              |                        |                       | Printer Setu | qu                     | Account No.                | - 1 |            |
|          |              |                        |                       | Reindex/Pa   | ick Receipt Data Files | Sub Account No.            | - 1 |            |
|          |              |                        |                       | Void/Modi    | fy Receipt             |                            | - 1 |            |
|          |              |                        |                       |              |                        | Divisions                  | - 1 |            |
|          |              |                        |                       |              |                        | Political Subdivisions     | - 1 |            |
|          |              |                        |                       |              |                        |                            | - 1 |            |
|          |              |                        |                       |              |                        | Programs                   | - 1 | - A        |
|          |              |                        |                       |              |                        | Sub Programs               | - 1 |            |
|          |              |                        |                       |              |                        |                            | - 1 |            |
|          |              |                        |                       |              |                        | Receipt Books              | - 1 |            |
|          |              |                        |                       |              |                        | Fees                       | - 1 |            |
|          |              |                        | -                     |              |                        | Data Base                  |     | Districtor |
|          |              |                        | and the second second |              |                        | Mail Log                   |     | Divisions  |
|          |              |                        |                       |              |                        | Adhoc Fields               |     | Employees  |





| Add/Delet | e/Modify Division | 15 |   |   | ×      |
|-----------|-------------------|----|---|---|--------|
| Code      | Descript          |    |   | ^ | Close  |
|           |                   |    |   | - | Add    |
|           |                   |    |   | - | Delete |
|           |                   |    |   | - | Delete |
|           |                   |    |   | - | Print  |
|           |                   |    |   | - |        |
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|           |                   |    |   | - |        |
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| 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   | e/Modify Tables        | Bookkeeper                 |     |           |
|          |              |                        |             | Export/Imp   | ort Receipts           | •                          |     |           |
|          |              |                        |             | Field Name   | es                     | 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                  |     | Divisions |
|          |              |                        | -           |              |                        | Adhaa Fielda               | Ľ,  | Divisions |
|          |              |                        |             |              |                        | Adnoc Fields               | · · | Employees |





| ode | Name                  | ^ | Close  |
|-----|-----------------------|---|--------|
|     |                       |   | L      |
| 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<br>Drinter Setur                        |                 |
|   | Printer Setup<br>Reindev/Pack Receint Data Files |                 |
|   | Void/Modify Receipt                              |                 |
|   |  |                 |
| Export Receipts                                 |  |                 |
|   |  |                 |
| This routine will export data                   | from the receipt file.                           |                 |
| The file is in the directory (                  | C:\HDIS\EXPORT                                   |                 |
| From date To                                    | o date   |                 |
| 12/06/2017                                      | 2/06/2017  |                 |
|   |  |                 |
|   |  |                 |
| Ex  | port Data Close                                  |                 |
|   |  |                 |
|   |  |                 |
| L Import Receipts                               | X  |                 |
| This routine will import data i                 | nto the receipt file.                            |                 |
| The file is in the directory                    | \HDIS\IMPORT                                     |                 |
| Data drive & directory                          |  |                 |
| C:\HDIS\IMPORT                                  | Browse   |                 |
|   |  |                 |
|   |  |                 |
| Imn   | Olose  |                 |
| inip  | 01036  |                 |
|   |  |                 |





#### **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 Name   | 5                     |   |
|          |              |                        |             | 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.





| leiu Naille        | Data Base Field Name | ~ | Close |
|--------------------|----------------------|---|-------|
| DIVISION           | REC.FEES DIV         |   | 01036 |
| FFECTIVE DATE      | REC.FEES EFF         | - | Drint |
| 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        |   |       |
| AJOR/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         | _ |       |
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#### **General Profile**

#### Navigate to Maintenance -> General Profile

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

| 🚨 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 Name   | 5                     |   |
|          |              |                        |             | General Pro  | ofile                 |   |
|          |              |                        |             | Mail Log     |                       |   |
|          |              |                        |             | Printer Setu | р                     |   |
|          |              |                        |             | 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         | 🗌 <b>1</b> 999 | 1998 |       |
|              |                         |          |             |      |          |       |              |              |              |                |      |       |
|              |                         |          |             |      |          |       |              |              |              |                |      |       |
|              |                         |          |             |      |          |       |              |              |              |                |      |       |
|              |                         |          |             |      |          |       |              |              |              |                |      |       |
|              |                         |          |             |      |          |       |              | ★- Requi     | ired Fields  | Cano           | el   | Close |





## Mail Log

#### Navigate to Maintenance -> Mail Log

| 🚨 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 | р                     |   |
|         |             |                        |             | 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.

| • | 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        |                  |                |        |          |
|   | 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      | -        |
|   |                   |                  | N <sup>2</sup> | 20     | <u> </u> |
|   |                   |                  |                |        |          |
|   |                   |                  |                |        |          |
| - |                   |                  |                |        |          |





#### **Print Setup**

#### Navigate to Maintenance -> Printer Setup

| 👱 Receip | 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   | es                    |   |
|          |             |                        |             | General Pro  | ofile                 |   |
|          |             |                        |             | Mail Log     |                       |   |
|          |             |                        |             | Printer Setu | ıp                    |   |
|          |             |                        |             | Reindex/Pa   | ck Receipt Data Files |   |
|          |             |                        |             | Void/Modi    | fy Receipt            |   |

| Page Setup  |  | × |
|-------------|--|---|
| Paper       | No. 2015 Annual Control of Contro |   |
| Size:       | Letter ~   |   |
| Source:     | Printer auto select $\lor$   |   |
| 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 - H | Health District Inform | ation System    |                |                        |    |
|----------------|------------------------|-----------------|----------------|------------------------|----|
| Receipt Rep    | orts Browse/List/Ex    | port Count/Gr   | aph Maintenanc | e Return               |    |
|                |                        |                 | Add/Dele       | te/Modify Tables       | ÷  |
|                |                        |                 | Export/In      | nport Receipts         | •  |
|                |                        |                 | Field Nar      | nes                    |    |
|                |                        |                 | General F      | rofile                 |    |
|                |                        |                 | Mail Log       |                        |    |
|                |                        |                 | Printer Se     | tup                    |    |
|                |                        |                 | Reindex/       | Pack Receipt Data File | 25 |
|                |                        |                 | Void/Mo        | dify Receipt           |    |
| Maintenac      | e - Reindex/Pack Rec   | eipt Data Files |                | 8                      |    |
| т              | his procedure          | will rebuil     | d indexes !    |                        |    |
|                | If you have the        | ne Network      | Version,       |                        |    |
|                | please have            | all users e     | xit HDIS!      |                        |    |
|                | Continue               |                 | Close          |                        |    |
|                |                        |                 |                |                        |    |
|                |                        |                 |                |                        |    |

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

| 🚨 Re | ceipts - Healt | h District Information | System      |                          |                       |   |  |  |
|------|----------------|------------------------|-------------|--------------------------|-----------------------|---|--|--|
| Rece | ipt Reports    | Browse/List/Export     | Count/Graph | Maintenance              | Return                |   |  |  |
|      |                |                        |             | Add/Delete/Modify Tables |                       |   |  |  |
|      |                |                        |             | Export/Imp               | ort Receipts          | ► |  |  |
|      |                |                        |             | Field Name               | s                     |   |  |  |
|      |                |                        |             | General Profile          |                       |   |  |  |
|      |                |                        |             | 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:<br>12/06/2017    | Receipt Book        | Receipt #  | Find         |
|                        |                     |            |              |
|                        | Enter your password | 8          |              |
|                        |                     |            |              |
|                        |                     | Cancel     |              |
|                        |                     |            |              |
|                        |                     |            |              |
|                        | Previous            | Next Void* | Modify Close |





| Void/Modify Receipts        |  |                                       |
|-----------------------------|--|---------------------------------------|
| Date:<br>04/10              | /2002 Receipt Book<br>/2002 FOOD SERVICE | Receipt #     32866 Find              |
| Fee Code Fee D<br>01084 COM | escription<br>M RISK III - SMALL LICENSE | Quantity Amount Check#/Cash           |
| Per.#/Lic.#/ID#<br>534      | Name<br>JLC PROPERTIES DBA THE PATIO     | Address/Comment 3266 NORTH RIDGE ROAD |
| Received by                 | Health Department Fund #<br>010-73-210   | Health Department Fund # Description  |
| Account # Code              | Sub Account # Code                       | Sub Account # Description             |
|                             |  |                                       |
|                             |  |                                       |
|                             | Previous                                 | 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 |                 | <b>×</b> |
|---------------------------------|-----------------|----------|
| Output to                       |                 | OK       |
|                                 |                 | UK       |
|                                 |                 | Close    |
|                                 |                 |          |
|                                 |                 | Filters  |
|                                 |                 |          |
| O Delimited file                |                 | Font     |
| C:\HDIS\EXPORT\RECEIPTS         | Browse          |          |
|                                 |                 |          |
| Output data:                    |                 |          |
| All Fields                      |                 |          |
| O Selected fields only          |                 |          |
|                                 |                 |          |
| Sort by: (3 Max)                |                 |          |
| ^                               | ADHOC report 1  | ^        |
|                                 | ADHOC report 2  |          |
|                                 | Amount          |          |
|                                 | CPT code        |          |
|                                 | Certified       |          |
|                                 | Comment         |          |
|                                 | Date            |          |
|                                 | Division        |          |
|                                 | Fee code        |          |
|                                 | Fee description |          |
|                                 | Fund code       |          |
|                                 | Fund number     |          |
| ~                               | HD regulation   | ~        |
|                                 | 1000            |          |





### 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 re<br>ADHOC re<br>ADHOC re<br>ADHOC re<br>Amount<br>CPT code<br>Certified<br>Check #<br>Comment<br>Date<br>Division<br>Effective d<br>Fee code<br>Fee descr<br>Fund code<br>Fund desc<br>Fund num<br>HD regula | ate<br>iption<br>cription<br>ber<br>ttion |





#### **Filters**

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

| Recei  | ots - Filters for Browse/List/Expor | t    |                                      | 23    |
|--------|-------------------------------------|------|--------------------------------------|-------|
| Output | Field                               | Data | Data                                 | ^     |
|        | 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                           | = V  | = ~                                  |       |
|        | FUND DESCRIPTION                    | = ~  | = 🗸                                  |       |
|        | FUND NUMBER                         | = 🗸  | = 🗸                                  |       |
|        | HD REGULATION                       | = 🗸  | = ~                                  |       |
|        | ICD9 CODE                           | = 🗸  | = ~                                  |       |
|        | LICENSE#                            | = 🗸  | = ~                                  |       |
|        | MAJOR LINE CODE                     | = 🗸  | = ~                                  |       |
|        | MAJOR/SUB LINE DESC                 | = 🗸  | = ~                                  |       |
|        | MODULE                              | = ~  | = 🗸                                  |       |
|        | MODULE FEE CODE                     | = ~  | = ~                                  |       |
|        | NAME                                | = ~  | = ~                                  |       |
|        | POLITICAL SUB CODE                  | = ~  | = ~                                  | ~     |
| <      |                                     |      |                                      | >     |
|        |                                     |      | Clear Filter Open 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.

| Receipts - Count/Graph |   |               |                         | <b>-X</b>                   |  |  |  |
|------------------------|---|---------------|-------------------------|-----------------------------|--|--|--|
| Report Title           |   |               |                         |                             |  |  |  |
| ADHOC report 1         |   |               | Filters Clo             | se OK                       |  |  |  |
| Legend Title           |   |               |                         |                             |  |  |  |
|                        |   | Output to:    |                         |                             |  |  |  |
|                        |   | Screen        | O Print                 |                             |  |  |  |
| ADHOC report 1         | ^ | O DBF file    | ⊖ SDF file O Delimit    | ed file                     |  |  |  |
| ADHOC report 2         |   |               |                         |                             |  |  |  |
| ADHOC report 3         |   | C:\HDIS\EXP   | PORT                    | Browse                      |  |  |  |
| Amount                 |   |               |                         |                             |  |  |  |
| CPT code               |   |               |                         |                             |  |  |  |
| Certified              |   | Output:       |                         |                             |  |  |  |
| Check #                |   |               | 0 "                     |                             |  |  |  |
| Comment                |   | O top ten     | () all                  |                             |  |  |  |
| Date                   |   |               |                         |                             |  |  |  |
| Division               |   | Тиро          | Sort by                 |                             |  |  |  |
| Effective date         |   | Type          |                         | SOIL DY                     |  |  |  |
| Fee code               |   | count         | ○ Totals                | High to low                 |  |  |  |
| Fee description        |   | O pie graph   | O pie graph (full page) | O Low to high               |  |  |  |
| Fund code              |   | O har graph   | O har graph (full page) |                             |  |  |  |
| Fund description       |   |               | O bai graph (iun page)  | <ul> <li>by data</li> </ul> |  |  |  |
| Fund number            |   |               |                         |                             |  |  |  |
| HD regulation          |   | Level 1 Group | ADHOC report 1          | ^                           |  |  |  |
| ICD9 code              |   |               | ADHOC report 2          |                             |  |  |  |
| License#               |   |               | ADHOC report 3          | Clear                       |  |  |  |
| Major line code        |   |               | Amount                  | ~                           |  |  |  |
| Major/Sub line desc    |   |               |                         |                             |  |  |  |
| Module                 |   | Level 2 Group | ADHOC report 1          | ^                           |  |  |  |
| Module fee code        |   |               | ADHOC report 2          | Clear                       |  |  |  |
| Name                   |   |               | ADHOC report 3          |                             |  |  |  |
| Delitical out code     | * |               | Amount                  | ¥                           |  |  |  |
| Footer                 |   |               |                         |                             |  |  |  |
|                        |   |               |                         |                             |  |  |  |
|                        |   |               |                         |                             |  |  |  |
|                        |   |               |                         |                             |  |  |  |
|                        |   |               |                         |                             |  |  |  |
|                        |   |               |                         |                             |  |  |  |





#### <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.

| 📄 Report D | esigner - coun | t.frx - Page 1 |              |      |        |      |   |   |      |      |   | • × |
|------------|----------------|----------------|--------------|------|--------|------|---|---|------|------|---|-----|
|            |                |                |              |      |        |      |   |   |      |      |   | ^   |
|            |                |                |              |      |        |      |   |   |      |      |   |     |
|            |                |                |              |      |        |      |   |   |      |      |   |     |
|            |                |                |              |      |        |      |   |   |      |      |   |     |
|            |                |                |              |      |        |      |   |   |      |      |   |     |
|            | Amou           | nt - Cour      | /Percentage  | Prir | nt Pre | view | 1 |   |      |      | × |     |
|            | Anou           | it oou         | in crocinage |      |        | ß    |   | M | 100% | ~ 14 | 9 |     |
|            | Number         | Percent        | Amount       | _    | _      | -    |   |   |      |      |   |     |
|            | 8446           | 11 %           | 20           |      |        | -    |   |   |      |      |   |     |
|            | 5624           | 7 %            | 50           |      |        | -    |   |   |      |      |   |     |
|            | 4304           | 6 %            | 100          |      |        | -    |   |   |      |      |   |     |
|            | 3953           | 5 %            | 40           |      |        | -    |   |   |      |      |   |     |
|            | 3612           | 5 %            | 200          |      |        | -    |   |   |      |      |   |     |
|            | 2873           | 4 %            | 25           |      |        | -    |   |   |      |      |   |     |
|            | 2512           | 3 %            | 30           |      |        | -    |   |   |      |      |   |     |
|            | 1824           | 2 %            | 60           |      |        | -    |   |   |      |      |   |     |
|            | 1632           | 2 %            | 150          |      |        | -    |   |   |      |      |   |     |
|            | 1627           | 2 %            | 10           |      |        | -    |   |   |      |      |   |     |
|            | 1467           | 2 %            | 499          |      |        | -    |   |   |      |      |   |     |
|            | 1412           | 2 %            | 401          |      |        | -    |   |   |      |      |   |     |
|            | 1356           | 2 %            | 37           |      |        | -    |   |   |      |      |   |     |
|            | 1231           | 2 %            | 65           |      |        | -    |   |   |      |      |   |     |
|            | 1032           | 1 %            | 15           |      |        | -    |   |   |      |      |   |     |
|            | 1019           | 1 %            | 35           |      |        | -    |   |   |      |      |   |     |
|            | 999            | 1 %            | 579          |      |        | -    |   |   |      |      |   |     |
|            | 994            | 1 %            | 0            |      |        | -    |   |   |      |      |   |     |
| <          | 070            | 4.00           | 75           |      |        |      |   |   |      |      |   | `   |

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





**₽** 

100%

 $\sim$ 



## 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:

| 100% | $\sim$ | <b>I</b> . |
|------|--------|------------|
|      |        |            |



