

Helping You...Help Others

Food Protection: Adding Receipts



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In Receipts go to

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

Check to see if Food Protection Module is added

| Code | Descript | ^ | |
|------|-------------------------------|--------|--------|
| 0000 | 2 COMPC | | Close |
| BIR | BIRTH CERTIFICATES | | |
| CAM | CAMPS | + | Add |
| DAY | RESIDENT DAY CAMPS | + | |
| DEA | DEATH CERTIFICATES | + | Delete |
| FRF | FSO/RFE | + | |
| FSC | FOOD SERVICE COMMERCIAL | + | Print |
| FSE | FOOD ESTABLISHMENT | + | |
| FSM | FOOD SERVICE MOBILE | + | |
| FST | FOOD SERVICE TEMPORARY | - | |
| ESV | FOOD SERVICE VENDING | - | |
| IMM | IMMUNIZATIONS | - | |
| MAR | MARINA | | |
| MHP | MANUFACTURED HOME PARKS | | |
| MOS | MOSQUITO CONTROL | | |
| OPB | OPEN BURNING | | |
| PLB | RESIDENTIAL PLUMBING | | |
| PLC | PLUMBING CONTRACTORS | | |
| PLO | COMMERCIAL PLUMBING | | |
| POL | POOLS/SPAS/SPECIAL USE POOLS | | |
| PWH | PRIVATE WATER HAULER | | |
| PWS | PRIVATE WATER SYSTEMS-SAMPLE | | |
| PWW | PRIVATE WATER SYSTEMS-WELL | | |
| SDO | SEWAGE DISPOSAL-O/M | | |
| SDP | SEWAGE DISPOSAL-PERMIT | | |
| SDS | SEWAGE DISPOSAL-SITE EVAL | | |
| SEC | SEWAGE DISPOSAL-COMMERCIAL | | |
| SED | SEWAGE DISPOSAL-DESIGNER | | |
| SEE | SEWAGE DISPOSAL-EVALUATOR | | |
| SEH | SEWAGE DISPOSAL-HAULERS | | |
| SEI | SEWAGE DISPOSAL-INSTALLERS | | |
| SEU | SEWAGE DISPOSAL-DEVELOPMENT | | |
| SEV | SEWAGE DISPOSAL-SERVICE PROV. | \sim | |

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



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

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

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

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.



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

| | Add/Delete/Mod | ify Re | ceipt Fee Table | | | | | | | | | | | X |
|---|----------------|--------|-----------------|----|---------|-------------------------|--------|----------------------|----------|---------------|----------|----------|---|---------------|
| | Account No. | | Sub Account No. | Da | ata Bas | e Fee | e Code | Receipt Book | Eff Date | HD Regulation | CPT Code | ICD Code | ^ | Class |
| | 2003-14 | \sim | \sim | | ~ | - | | INSURANCE COMPA ~ | 11 | | | | - | Close |
| | 3020-01 | \sim | \sim | F | RF | C1L | L | ENVIRONMENTAL | 11 | | | | - | Add |
| • | 3020-02 | \sim | ~ | F | RF | C19 | S | ENVIRONMENTAL |] / / | | | | | Delete |
| | 3020-03 | \sim | ~ | F | RF | C2I | L | DAILY CLINIC RECEIPT | S | | | | | Delete |
| | 3020-04 | \sim | ~ | F | RF | C23 | S | ENVIRONMENTAL | TRICT | | | | - | Print |
| | 3020-05 | \sim | ~ | F | RF | C3L | L | INSURANCE COMPANI | ES | | | | - | Cart by Carta |
| | 3020-06 | \sim | ~ | F | RF | C38 | S | ENVIRONMENTAL 🗸 | 11 | | | | - | Soft by Code |
| | 3020-07 | \sim | ~ | F | RF | C4l | L | ENVIRONMENTAL 🗸 | 11 | | | | - | Sort by Alpha |
| | 3020-08 | \sim | ~ | F | RF | C49 | S | ENVIRONMENTAL 🗸 | 11 | | | | - | |
| | 3020-4742 | \sim | ~ | | ` | / | | ENVIRONMENTAL 🗸 | 11 | | | | - | |
| | 2003-06 | \sim | ~ |] | ~ | - | | INSURANCE COMPA ~ | 11 | | | | | |
| | 2003-03 | \sim | ~ |] | ~ | - | | INSURANCE COMPA ~ | 11 | | | | - | |
| | 2003-04 | \sim | ~ |] | ~ | - | | INSURANCE COMPA~ | 11 | | | | - | |
| | 2003-11 | \sim | ~ | | ` | / | | INSURANCE COMPA ~ | 11 | | | | - | |
| | 3020-12 | \sim | ~ | F | RF | / | | ENVIRONMENTAL V | 11 | | | | | |
| | 3020-13 | \sim | ~ | F | RF | FO | T | ENVIRONMENTAL ~ | 11 | | | | _ | |

----- Test -----

First I created a new Fee in the Food Protection Module under Maintenances -> Add/Delete/Modify Tables->Fees FSO/RFE

| Code | Description | Local Fee | State Fee \ | Nater fee I | nspec. | CCP/PR | ^ | Close |
|------|-------------------------------------|-----------|-------------|-------------|--------|--------|---|---------------------------|
| | | | | | | | | |
| C1L | COMMERCIAL CLASS 1 =>25,000 SQ. FT. | 200.00 | 28.00 | 0.00 | 180 | 0 | - | Add New Fee |
| C1S | COMMERCIAL CLASS 1 <25,000 SQ. FT. | 150.00 | 28.00 | 0.00 | 180 | 0 | - | |
| C2L | COMMERCIAL CLASS 2 =>25,000 SQ. FT. | 215.00 | 28.00 | 0.00 | 180 | 0 | - | Delete Fee |
| C2S | COMMERCIAL CLASS 2 <25,000 SQ. FT. | 165.00 | 28.00 | 0.00 | 180 | 0 | - | |
| C3L | COMMERCIAL CLASS 3 =>25,000 SQ. FT. | 700.00 | 28.00 | 0.00 | 180 | 0 | - | Blank Cert, Individuals * |
| C3S | COMMERCIAL CLASS 3 <25,000 SQ. FT. | 295.00 | 28.00 | 0.00 | 180 | 0 | - | |
| C4L | COMMERCIAL CLASS 4 =>25,000 SQ. FT. | 740.00 | 28.00 | 0.00 | 180 | 180 | - | Blank Audit #s * |
| C4S | COMMERCIAL CLASS 4 <25,000 SQ. FT. | 365.00 | 28.00 | 0.00 | 180 | 180 | - | |
| DP | DUPLICATE | 10.00 | | | | | - | Zero All Late Fees * |
| FOT1 | FOOD TRAINING - LEVEL 1 | 30.00 | | | | | - | |
| FOT2 | FOOD TRAINING - LEVEL 2 | 150.00 | | | | | - | Update Fees & Intervals |
| FOT3 | FOOD TRAINING - PROCTOR | 75.00 | | | | | - | |
| KAY | KAYLE TEST | 100.00 | 20.00 | 0.00 | 180 | 0 | - | Blank Old Insp. Dates * |
| PRC | FOOD PLAN REVIEW COMMERCIAL | 350.00 | | | | | - | |
| PRN | FOOD PLAN REVIEW NON-COMMERCIAL | 150.00 | | | | | - | Blank License #s * |
| | | | | | | | - | |
| | | | | | | | - | Blank Date Issued * |
| | | | | | | | - | |
| | | | | | | | - | Blank Date Paid * |
| | | | | | | | - | Blank Receipt #s * |
| | | | | | | | | Blank Notes * |
| | | | | | | | - | Print |
| | | | | | | | | |
| | | | | | | | - | |
| | | | | | | | - | |
| | | | | | | | - | |

Then I closed out and went to the main Menu.

| 00 t0 management Jervices - r receipts - r manned and r - r Add r Delete, mount rapies - r - r |
|--|
|--|

| Code | Description | Total Amount | State Amt. | Division | Program | Sub Program | Health Department Fund No. \land | Class |
|-------|---------------------------------|--------------|------------|----------|---------|-------------|----------------------------------|--------------|
| AIB | ADULT IMMUNIZATIONS - BUCKEYE | | | \sim | ~ | ~ | 0037-2001-14 | Close |
| AICS | ADULT IMMUNIZATIONS - CS | | | \sim | ~ | ~ | 0037-2001-04 | Add |
| All | ADULT IMMUNIZATIONS - INSURANCE | | | ~ | ~ | ~ | 0037-2001-06 🗸 | Dalata |
| AIM | ADULT IMMUNIZATIONS - MEDICAID | | | ~ | ~ | ~ | 0037-2001-03 🗸 | Delete |
| AIMO | ADULT IMMUNIZATIONS - MOLINA | | | ~ | ~ | ~ | 0037-2001-11 | Print |
| AIP | ADULT IMMUNIZATIONS - PPK | | | ~ | ~ | ~ | 0037-2001-01 🗸 | Sort by Cov |
| AIPA | ADULT IMMUNIZATIONS - PA | | | ~ | ~ | ~ | 0037-2001-15 🗸 | Soft by Co |
| ٩U | ADULT IMMUNIZATIONS - UHC | | | \sim | ~ | ~ | 0037-2001-13 🗸 | Sort by Alpl |
| BCMH | BCMH | | | ~ | ~ | ~ | 0037-2005-3A 🗸 | |
| BCMHD | BCMH DENTIST | | | \sim | ~ | ~ | 0107-2008-3B | |
| BCMHR | BCMH RDH | | | \sim | ~ | ~ | 0107-2009-3C 🗸 | |
| Cⅅ | Cⅅ FEES | 0.00 | 0.00 | ~ | ~ | ~ | 0035-3001-01 🗸 | |
| C&DD1 | Cⅅ GROUNDWATER FEE | 0.00 | 0.00 | ~ | ~ | ~ | 0035-3002-01 🗸 | |
| C&DDR | SOLID WASTE PUBLIC RECORD | | | \sim | ~ | ~ | 0035-3001-01 | |
| CAB | CA - BUCKEYE | | | ~ | ~ | ~ | 0037-2011-14 | |
| CACS | CA - CS | | | ~ | ~ | ~ | 0037-2011-04 | |
| CAI | CA - INSURANCE | | | ~ | ~ | ~ | 0037-2011-06 🗸 | |
| CAM | CA - MED | | | ~ | ~ | ~ | 0037-2011-03 | |
| CAMO | CA - MOLINA | | | ~ | ~ | ~ | 0037-2011-11 | |
| CAP | CA - PP | | | \sim | ~ | ~ | 0037-2011-01 | |
| CAPA | CA - PA | | | \sim | \sim | ~ | 0037-2011-15 🗸 | |
| CAU | CA - UHC | | | \sim | ~ | ~ | 0037-2011-13 🗸 | |
| CIB | CH IMM - 18 BUCKEYE | | | ~ | ~ | ~ | 0037-2002-14 🗸 | |
| CICS | CH IMM - 18 CARESOURCE | | | ~ | ~ | ~ | 0037-2002-04 | |
| | CH IMM - 18 INSURANCE | | | \sim | ~ | ~ | 0037-2002-06 | |

Then I added in my own test Fee from Food Protection, making sure it was in the correct Data Base ["FRF" for FSO/RFE] and the correct Receipt Book "Environment."

| HBIUL | HOUSE BILL THU MECHANICAL | 200.00 | | \sim | \sim | \sim | /510-3010-27 | \sim |
|-------|------------------------------------|--------|-------|--------|--------|--------|--------------|--------|
| HB10S | HOUSE BILL 110 NON-MECHANICAL | 150.00 | | < | < | ~ | 7510-3010-27 | \sim |
| HTFHI | HUNGER TASK FORCE HOME INSPECTIONS | 50.00 | | < | < | > | 0039-3005-01 | < |
| ►KAY | KAYLE TEST | | | ~ | \sim | ~ | | \sim |
| MOBO | P FS MOBILE OPERATION | 158.00 | 28.00 | ~ | \sim | ~ | 0067-3020-10 | \sim |
| MOS | MOSQUITO CONTROL | | | > | \sim | ~ | 0039-3014-01 | \sim |



Next I created a **new** entry in Food Protection under FSO/RFE

| RFSO - GABBY TREATS | | | | | — × |
|--|-------------------------------|--------------------|----------------------------|------------------|--------------------|
| FSO/RFE Licensing Information | Inspections FSO C | CP RFE Process Rev | view Variance Verification | Plan Review | E-mail / GIS / GPS |
| | Food | Service Operati | on | | |
| 🗹 FSO 🔤 RFE Er | dorsement | Catering Seas | onal Limited | _icense # | |
| RFE FSO Er | dorsement | - | _ | 357 | |
| Name of Facility | | Name of Li | cense Holder | | _ |
| GABBY TREATS | | GABBY | | | |
| Street address | Cit | ty | State | e Zip code | |
| 12 GABBY WAY | N | ORTHFIELD | OH | 44067 ~ | |
| Phone FAX | | | Established Da | ate Code | |
| | - | | 11 | KAY 🗸 | |
| Employees with Food | Protection Certificat | tion Ma | nage Employee Certs | Show Active Only | - |
| Cert Levels R Level 1 After 2010 Level 2 | Required A | ctive Last Name | First Name | Level | |
| Mailing address for annual | ■ Renewal if different tha | n above | | , | _ |
| Name of parent company | or owner | Mail to Per | son (optional) | | |
| | | | | | _ |
| Street address | Cit | ty | State | ZIP code | |
| Street address Phone | Cit | ty | State | Zip code | |

Main Menu – Environmental Health-> Food Protection ->FSO/RFE



Then I added my test "Code"

| 🖀 RFSO - GABBY TF | REATS 🗨 |
|-------------------|---|
| Find FSO/R | RFE Licensing Information Inspections FSO CCP RFE Process Review Variance Verification Plan Review E-mail / GIS / GPS |
| | Code Descript Local fee State fee WS fee Late fee Total KAY KAYLE TEST 100.00 20.00 0.00 120.00 Insp. interval Last three standard inspection dates CCP Interval Last two CCP inspections 180 /// // // // // // Audit Date issued Date paid Receipt# critical violations non-critical vio. Inspector Service Service Service Service |
| | CABBY NAT NATLE Political subdivision District Air Compliance: Compliance Date 13 KAYLE (C)ompliant (N)on (O)ver / / Website |
| | Note |
| | OOB date Private Water PWS/EPA Out of business |
| | Print Modify |



| - | | | | | | | | | | |
|------------|---|--------------|---------------|--------------|--------|-------------|--------|--------------|-------------|---|
| 🖰 Receipts | | | | | | | | | | |
| | Date Receive 12/01/2017 | ved by | | | | | Print | | Close | |
| | Fee Code Fee D | escription | | | | Quantity | Amount | Ch | eck #/Cash | |
| | KAY ~ KAYL | E TEST | | | 0.00 * | | | 0.00 | | |
| | Per. # / Lic.# / ID# Co | mpany Name | or Client - I | ast Name Fir | st | Address/Co | mment | | | |
| | 357 G/ | ABBY TREAT | S | | | 12 GABBY | WAY | | | |
| | | | | | | | | | | |
| | | | | | | | | Add Fee | Delete Fee | |
| Code | Description | Quan. Amount | Check# | Name | | Address/Cor | nment | Per#/Lic#/IE | D# Received | of ^ |
| | | | | | | | | | | |
| | | | | | | | | | | |
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| | | | | | | | | | | |
| | | | | | | | | | | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ |
| | Totals | 0 0.0 | 0 | | | Receipt # | 14 | 8897 | | |

By Hitting the "ALT – R" hot key I opened up Receipts inside Food Protection.

Clicked the "Add Fee" button and then pressed "Print" to look at a preview.

****"Receipt No.: 148897"*****

| Received From | : GABBY TREATS | | | |
|---------------|---|-------------------------|----------|--------|
| Description | Address/Comment | # | Quantity | Amount |
| KAYLE TEST | 12 GAB BY WAY | 357 | 1 | 0.00 |
| | Check Number. | | TOTAL: | 0.00 |
| | BGI HI 500 MARKET S STEUBENVILLE, |) STREET OH 43952 | | |



Then I closed out of this screen and navigated to the Main Menu.

Management Services -> Receipt->Reports->by Receipts (detail)

Select "**Environmental**" and enter date "12/01/2017" for from and to date.

| 📓 Report Designer - reclis | std.frx - Page 1 | | | | | | | | | - |
|----------------------------|-----------------------------|-------------------------------|--|---------------------|---|--|-----------------|--------------------------|---------------|---|
| | by Receipts 12/01/2017 - | (detail) - 12/01/2 | 017 | ENVIRONME | NTAL Receipt Book | | | | | |
| | Date 12/01/2017 12/01/2017 | Receipt # 148893 148894 | Fee Description FOOD PUBLIC RECORDS FSO CLASS 3 COMMERCIAL | Lic # / Per# 293 | Name ANDRE JOSEPH ALL ABOUT CHOCOLATE | Comment TE ST KAYLE 226 SOUTH NORTH STREET | Check #. 111 | Amount 0.00 323.00 | Print Preview | × |
| | 12/01/2017 12/01/2017 | 148895 148896 | FSO CLASS 2 COMMERICAL => KAYLE TEST | 157 357 | KAYKAY TEST TEST GABBY TREATS | 123 KAYTEST ROAD 12 GABBY WAY | 243 | 243.00 0.00 | | |
| | 12/01/2017 | 148897 | KAYLE TEST | 357 | GAB BY TREATS | 12 GABBY WAY | | 0.00 | | |
| | | | | | | | | | | |

And magically my Receipt # "148897" has been added!

