



## **Receipts User Manual**



**The Baldwin Group, Inc.**

7550 Lucerne Drive

Suite 306

Cleveland, OH 44130

(440) 891-9100

FAX (440) 891-9458

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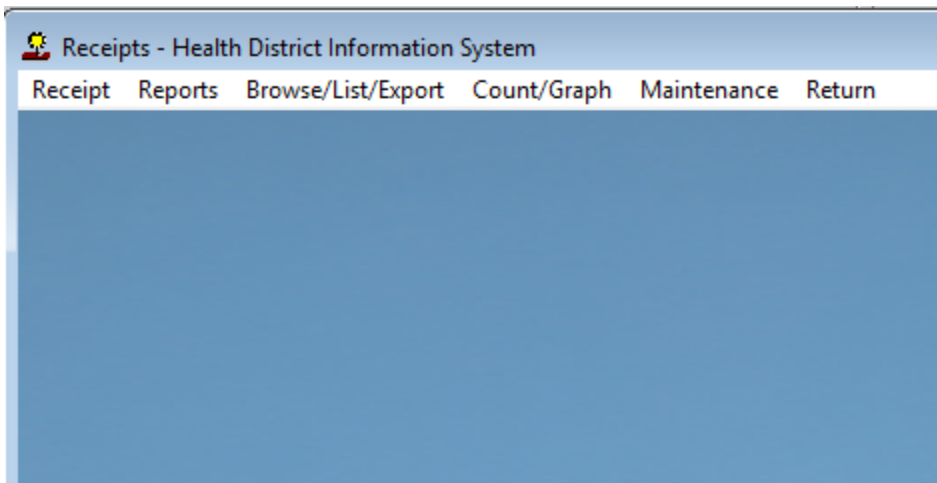
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## Chapter 1: Getting Started

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

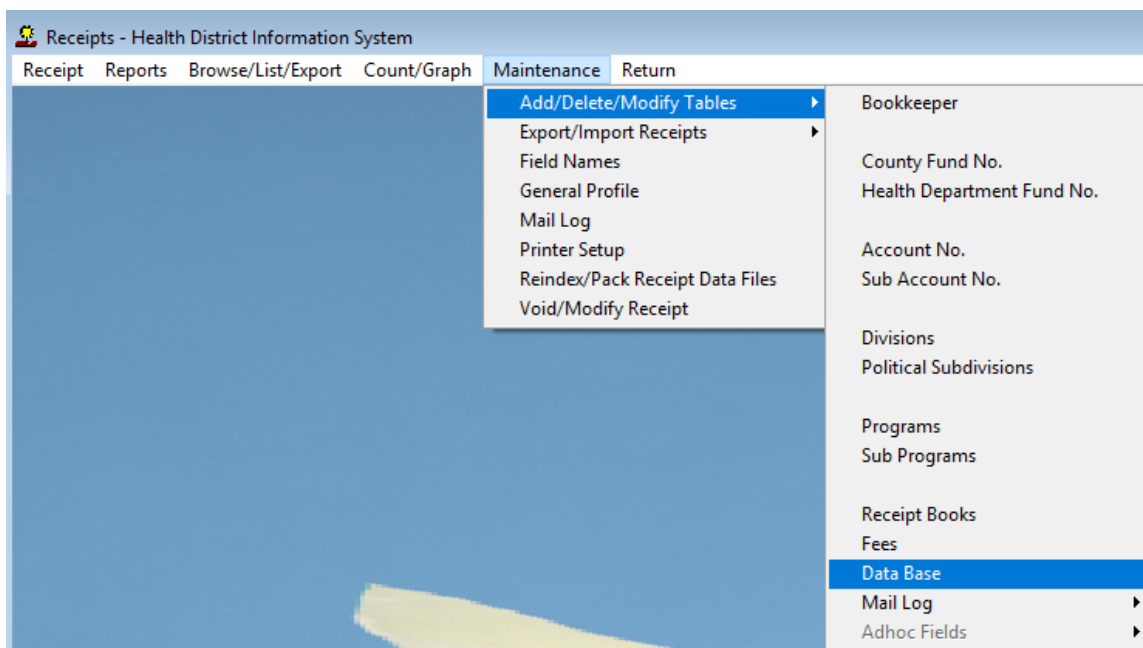
**Management Services ->Receipts**



## Integrating other Modules into Receipts Module

In Receipts go to:

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



*To create a better understanding of this process, the Food Protection 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**

**Add/Delete/Modify Data Base Update**

Code	Descript
BIR	BIRTH CERTIFICATES
CAM	CAMPS
DAY	RESIDENT DAY CAMPS
DEA	DEATH CERTIFICATES
FRF	FSO/RFE
FSC	FOOD SERVICE COMMERCIAL
FSE	FOOD ESTABLISHMENT
FSM	FOOD SERVICE MOBILE
FST	FOOD SERVICE TEMPORARY
FSV	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.

Close

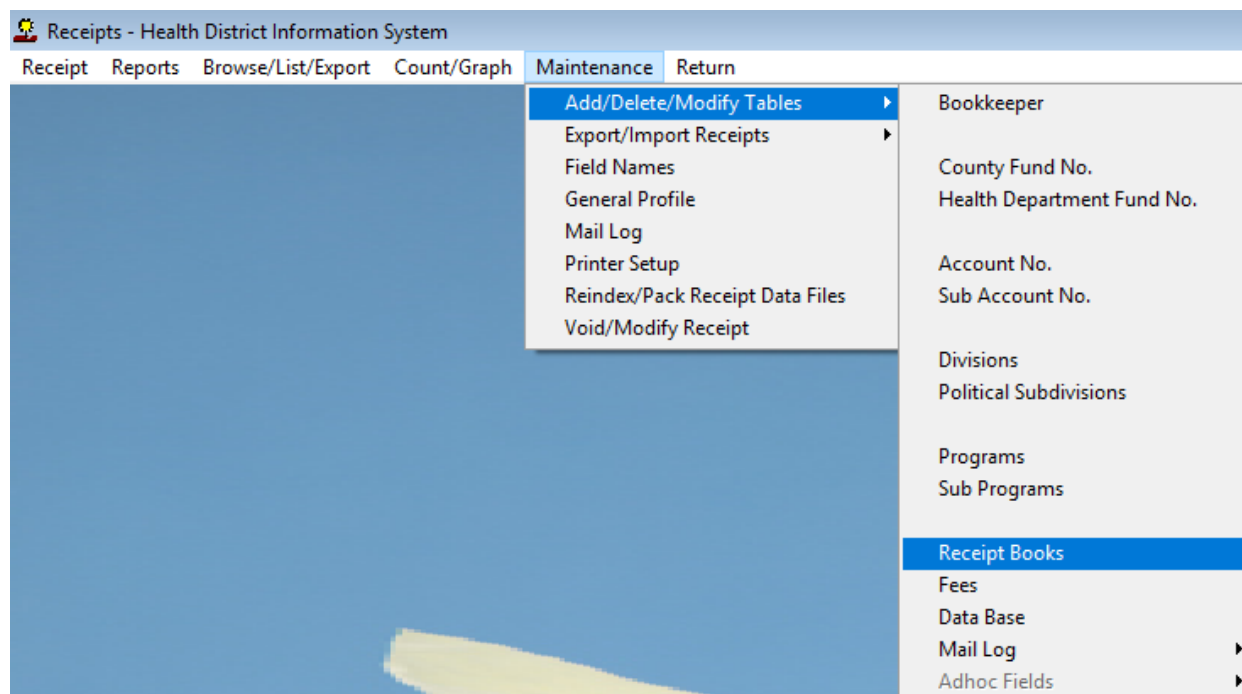
Add

Delete

Print

## Receipt Books

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





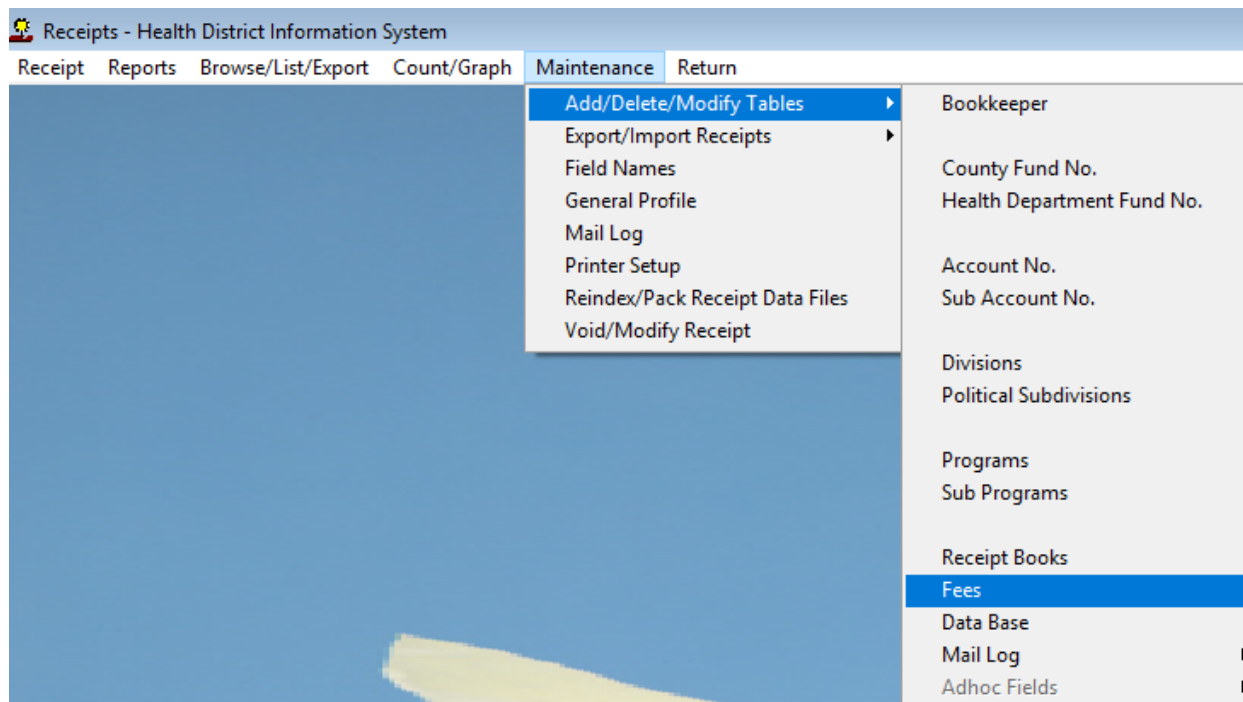
Add the **Receipt Books** for the modules you want to use in Receipts.

[illegible]

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

## Fees

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



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.

Add/Delete/Modify Receipt Fee Table

Code	Description	Total Amount	State Amt.	Division	Program	Sub Program	Health Department	Fund No.
AIB	ADULT IMMUNIZATIONS - BUCKEYE						0037-2001-14	
AICS	ADULT IMMUNIZATIONS - CS						0037-2001-04	
AII	ADULT IMMUNIZATIONS - INSURANCE						0037-2001-06	
AIM	ADULT IMMUNIZATIONS - MEDICAID						0037-2001-03	
AIMO	ADULT IMMUNIZATIONS - MOLINA						0037-2001-11	
AIP	ADULT IMMUNIZATIONS - PP						0037-2001-01	
AIPA	ADULT IMMUNIZATIONS - PA						0037-2001-15	
AIU	ADULT IMMUNIZATIONS - UHC						0037-2001-13	
BCMh	BCMh						0037-2005-3A	
BCMHD	BCMh DENTIST						0107-2008-3B	
BCMHR	BCMh RDH						0107-2009-3C	
C&DD	C&DD FEES	0.00	0.00				0035-3001-01	
C&DD1	C&DD GROUNDWATER FEE	0.00	0.00				0035-3002-01	
C&DDR	SOLID WASTE PUBLIC RECORD						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						0037-2011-01	
CAPA	CA - PA						0037-2011-15	
CAU	CA - UHC						0037-2011-13	
CIB	CH IMM - 18 BUCKEYE						0037-2002-14	
CICS	CH IMM - 18 CARESOURCE						0037-2002-04	

Close  
Add  
Delete  
Print  
Sort by Code  
Sort by Alpha  
Copy & Paste\*

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/Modify Receipt Fee Table

Account No.	Sub Account No.	Data Base	Fee Code	Receipt Book	Eff Date	HD Regulation	CPT Code	ICD Code
2003-14				INSURANCE COMPA	/ /			
3020-01		FRF	C1L	ENVIRONMENTAL	/ /			
3020-02		FRF	C1S	ENVIRONMENTAL	/ /			
3020-03		FRF	C2L	DAILY CLINIC RECEIPTS				
3020-04		FRF	C2S	ENVIRONMENTAL				
3020-05		FRF	C3L	GENERAL HEALTH DISTRICT				
3020-06		FRF	C3S	INSURANCE COMPANIES				
3020-07		FRF	C4L	ENVIRONMENTAL	/ /			
3020-08		FRF	C4S	ENVIRONMENTAL	/ /			
3020-4742				ENVIRONMENTAL	/ /			
2003-06				INSURANCE COMPA	/ /			
2003-03				INSURANCE COMPA	/ /			
2003-04				INSURANCE COMPA	/ /			
2003-11				INSURANCE COMPA	/ /			
3020-12		FRF		ENVIRONMENTAL	/ /			
3020-13		FRF	FOT	ENVIRONMENTAL	/ /			

Close  
Add  
Delete  
Print  
Sort by Code  
Sort by Alpha

## Adding a Receipt

Click on the **“Receipt”** tab to add a receipt.

[illegible]

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.**

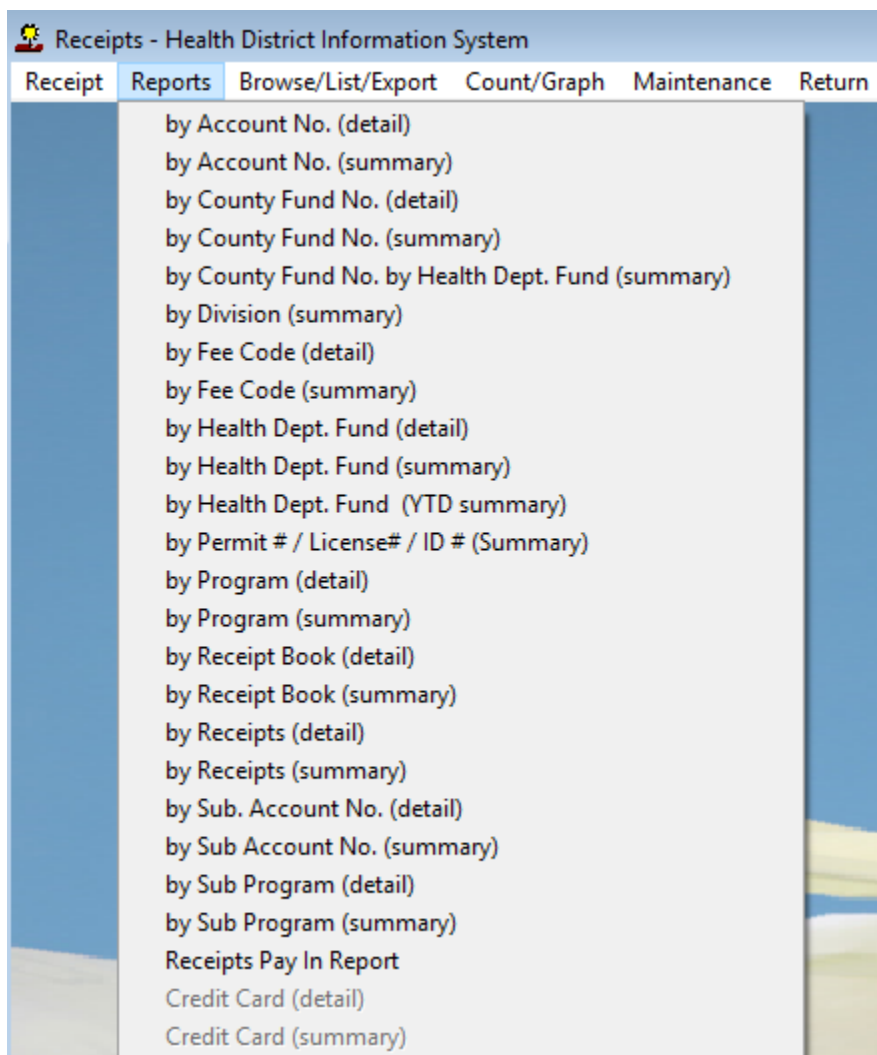
After filling in everything, click on **"Add Fee."** This will add the Fee to the records.

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



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

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 Dept. Fund (summary)	Prints a list of receipts grouped by county fund number with health dept. fund numbers
By Division (summary)	Prints a summary of the totals for all divisions
By Fee Code (detail)	Prints a list of all receipts grouped by the fee code
By Fee Code (summary)	Prints a summary of the totals for all fee codes
By Health Dept. Fund (detail)	Prints a list of all receipts grouped by the health dept. fund no.
By Health Dept. Fund (summary)	Prints a summary of the totals for health dept. fund no.

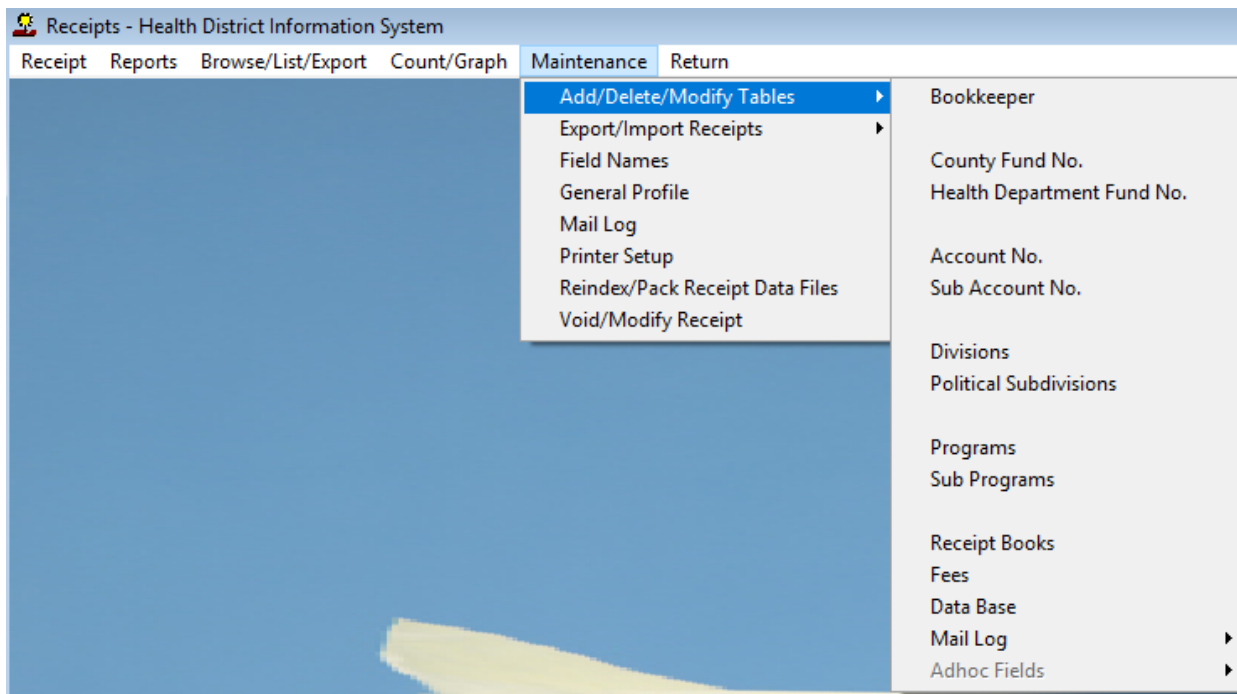


By Health Dept. Fund (YTD Summary)	Prints a summary for the year to date totals by health dept. fund no.
By Program (detail)	Prints a list of all receipts grouped by the program
By Program (summary)	Prints a summary of the totals for all programs
By Receipt Book (detail)	Prints a list of all receipts grouped by receipt books
By Receipt Book (summary)	Prints a summary of the totals for all receipt books
By Receipts (detail)	Prints a list of all receipts by receipt #
By Receipts (summary)	Prints a summary list of all receipts
By Sub. Account No. (detail)	Prints a list of all receipts grouped by sub account number
By Sub. Account No. (summary)	Prints a summary of the totals for all sub account numbers
By Sub Program (detail)	Prints a list of all receipts grouped by the sub program
By Sub Program (summary)	Prints a summary of the totals for all sub programs
Receipts Pay In Report	Prints a Pay In report
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.



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

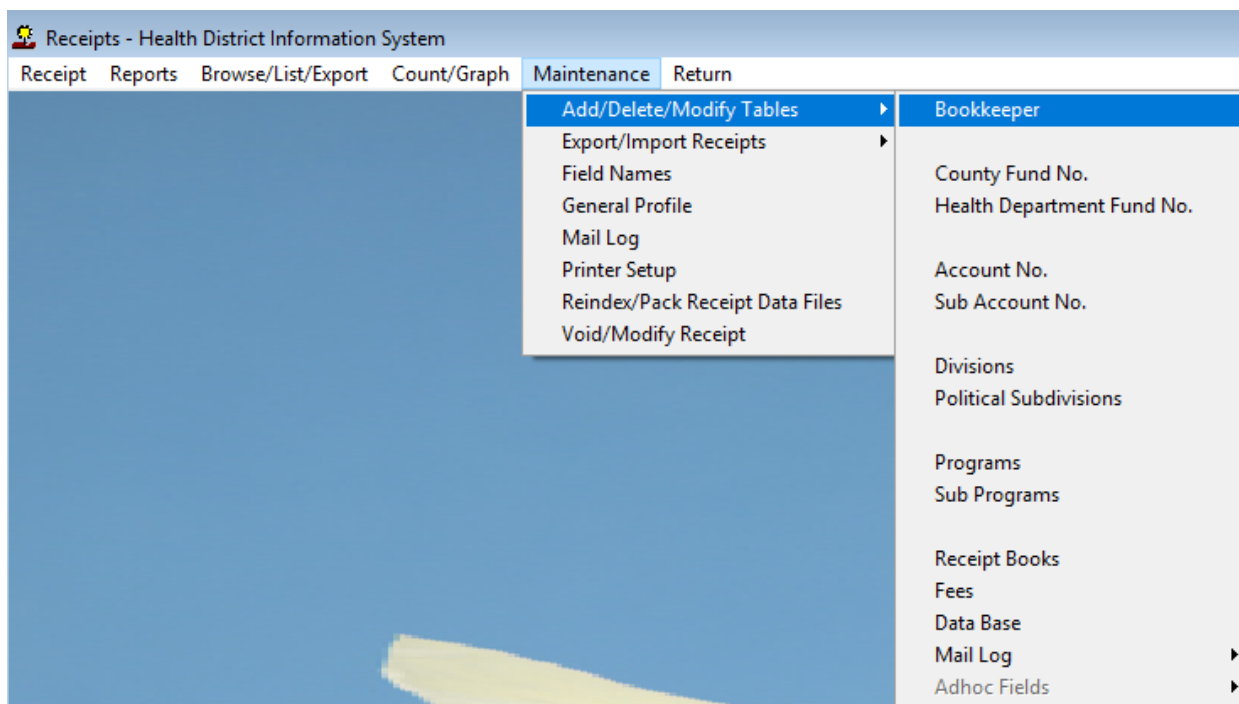
**Chapter 1** Getting Started explains how to integrate another module – While this Chapter explains more in depth the other features.

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

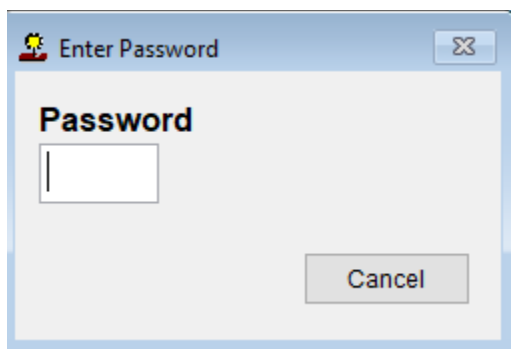
*Modifying this section early will make entering receipts easier and connect the other modules you are using.*

## Bookkeeper

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



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.

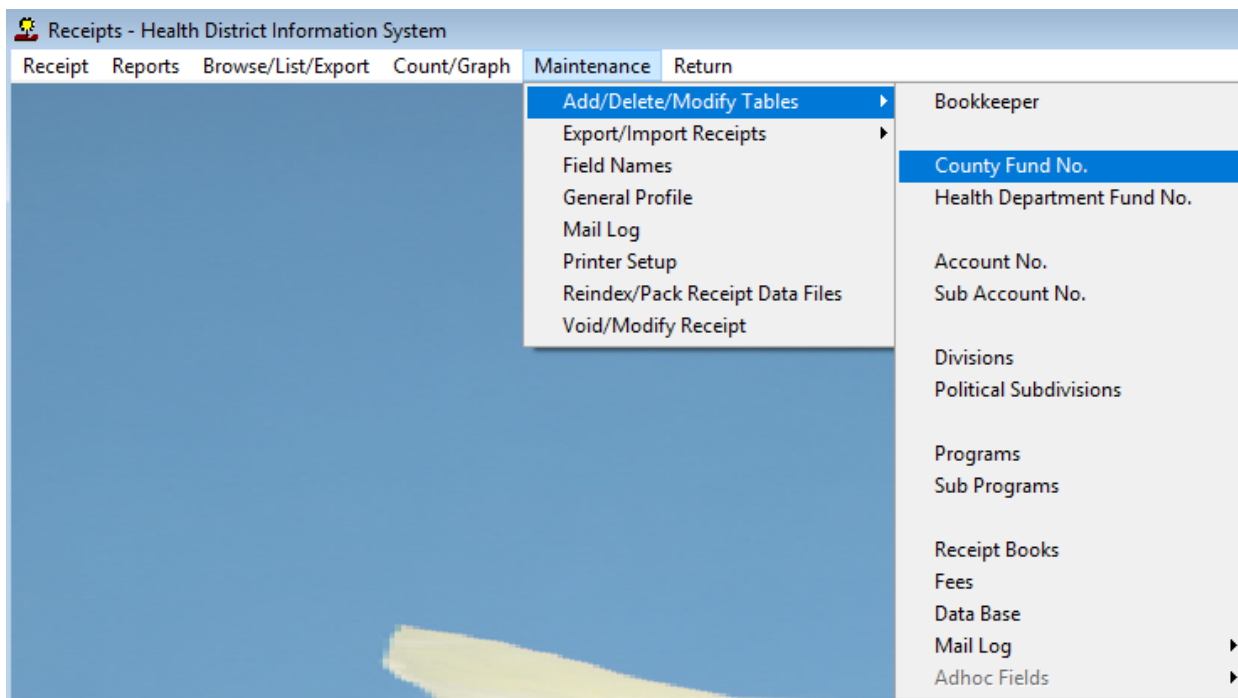
[illegible]

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.**



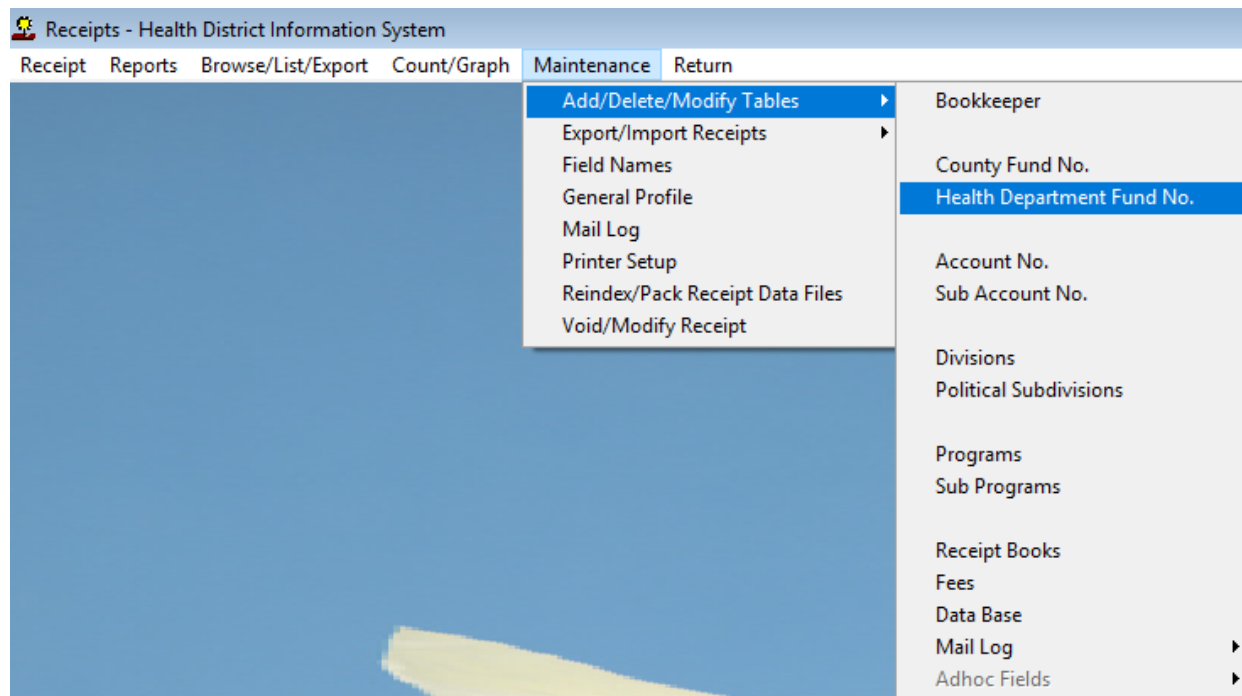
Click “**Add**” to enter the County Fund # you would like to add.

[illegible]

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.**



Add/Delete/Modify

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

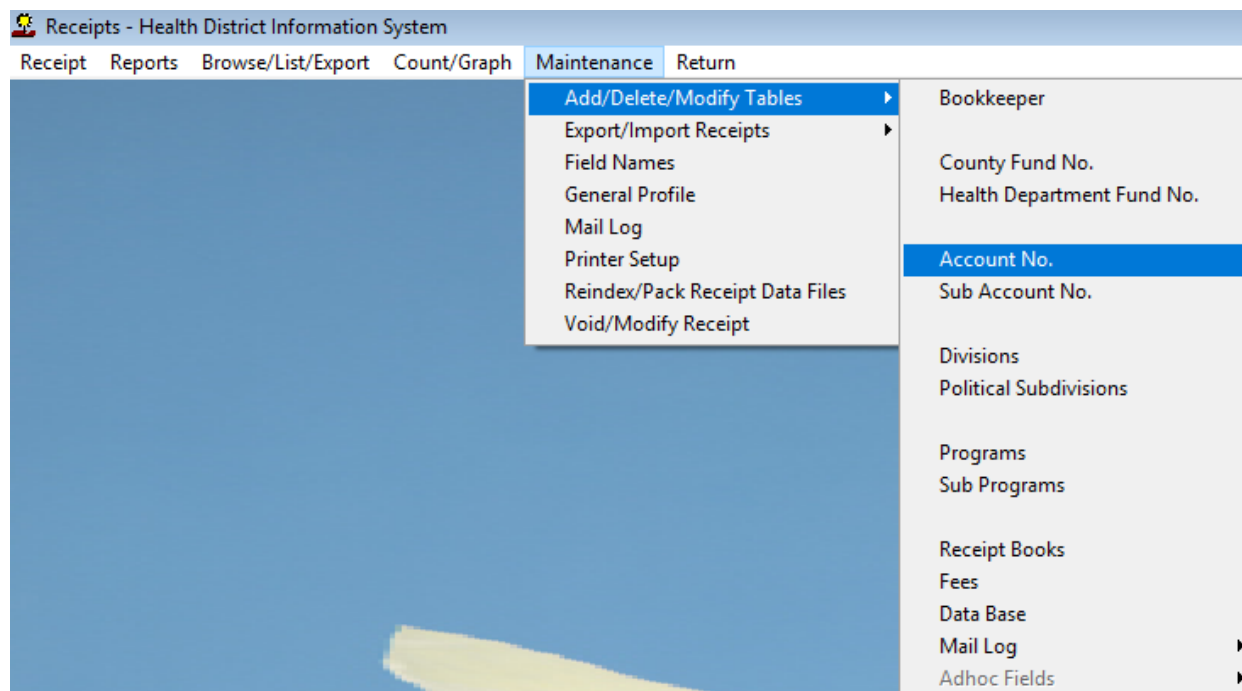
Close  
Add  
Delete  
Print  
Sort by H.D.Fund No.  
Sort by Description  
Sort by County Fund No.

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.**



**Add/Delete/Modify**

Account No.	Description
2001-01	IMMUNIZATIONS ADULT - PP
2001-03	IMMUNIZATIONS ADULT - MEDICAID
2001-04	IMMUNIZATIONS ADULT - CS
2001-06	IMMUNIZATIONS ADULT - INS
2001-11	IMMUNIZATIONS ADULT - MOLINA
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

Close

Add

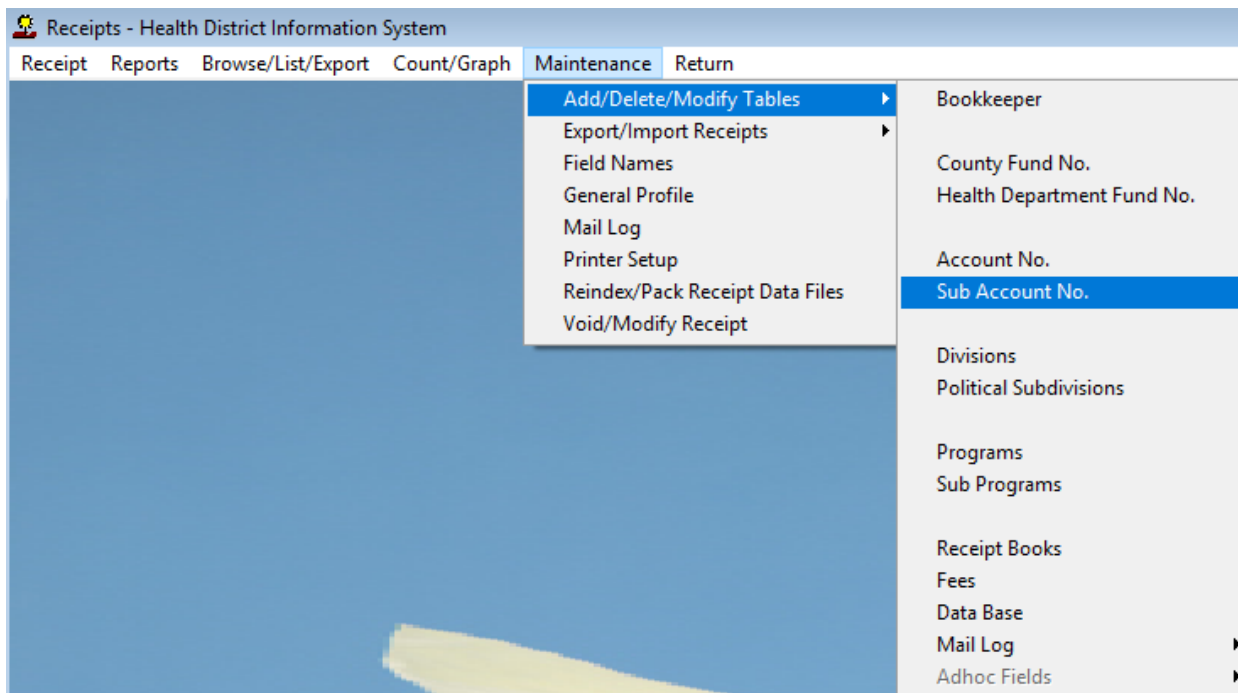
Delete

Print

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

## Sub Account No.

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



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

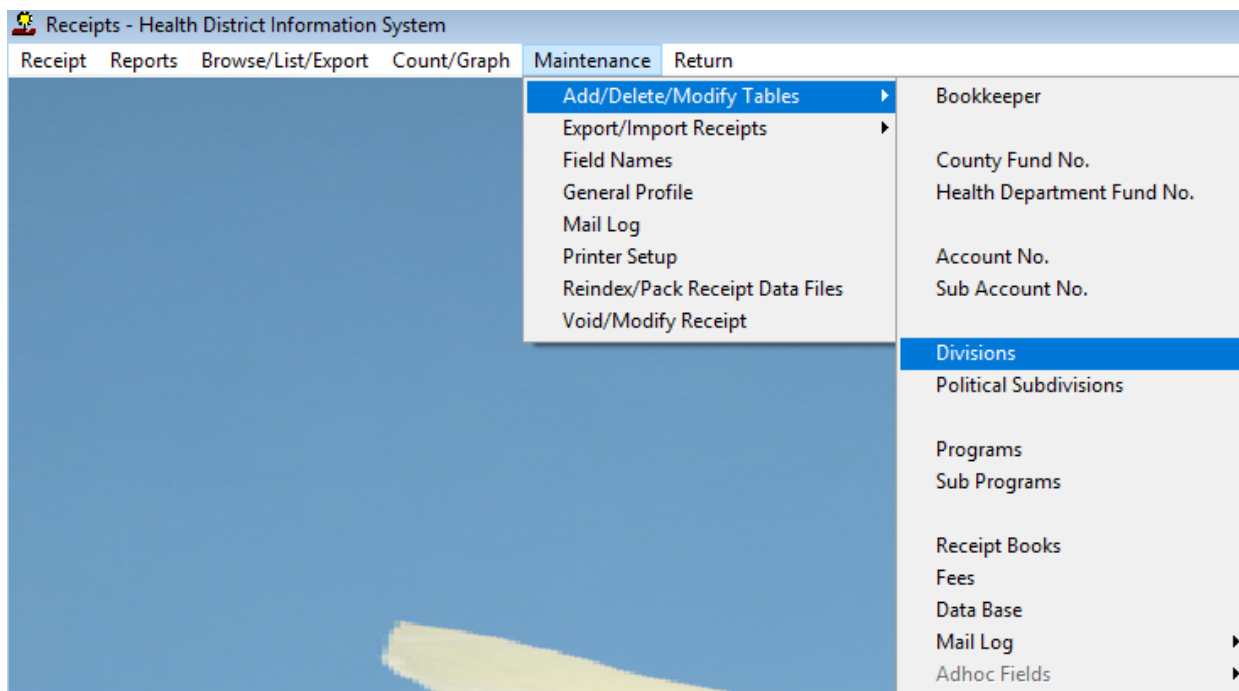
Sub Account No.	Description	Account No.

Close  
Add  
Delete  
Print

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

## Divisions

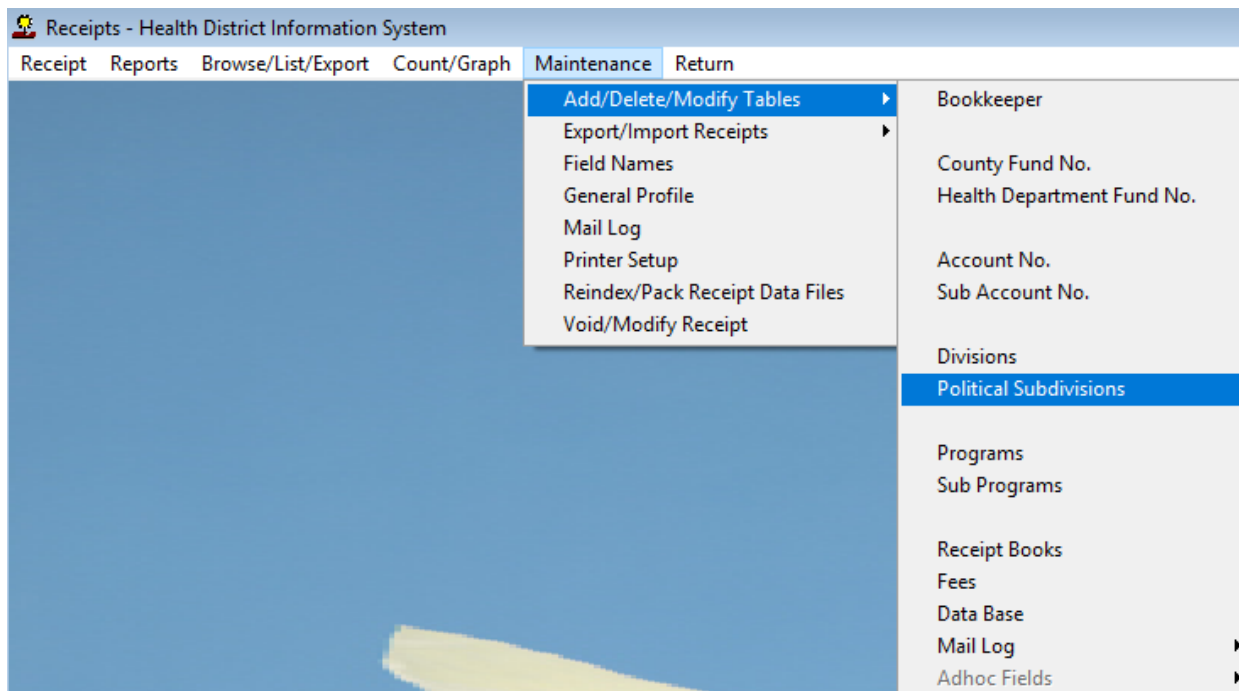
Navigate to **Maintenance -> Add/Delete/Modify Tables -> Divisions**



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**



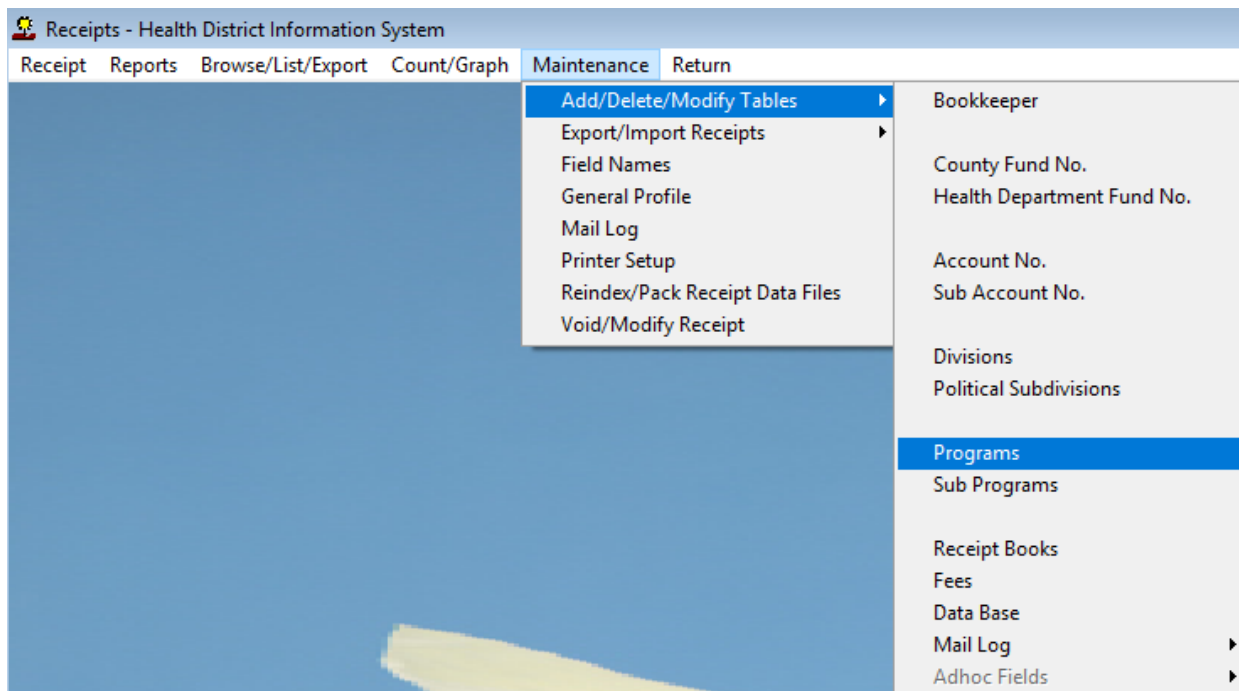
The screenshot shows a software window titled "Add/Delete/Modify Political Subdivisions". Inside the window is a table with two columns: "Code" and "Descript". The first row of the table is highlighted in blue. To the right of the table, there are four buttons: "Close", "Add", "Delete", and "Print". The window has a standard Windows-style title bar with a yellow icon on the left and a close button on the right.

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**

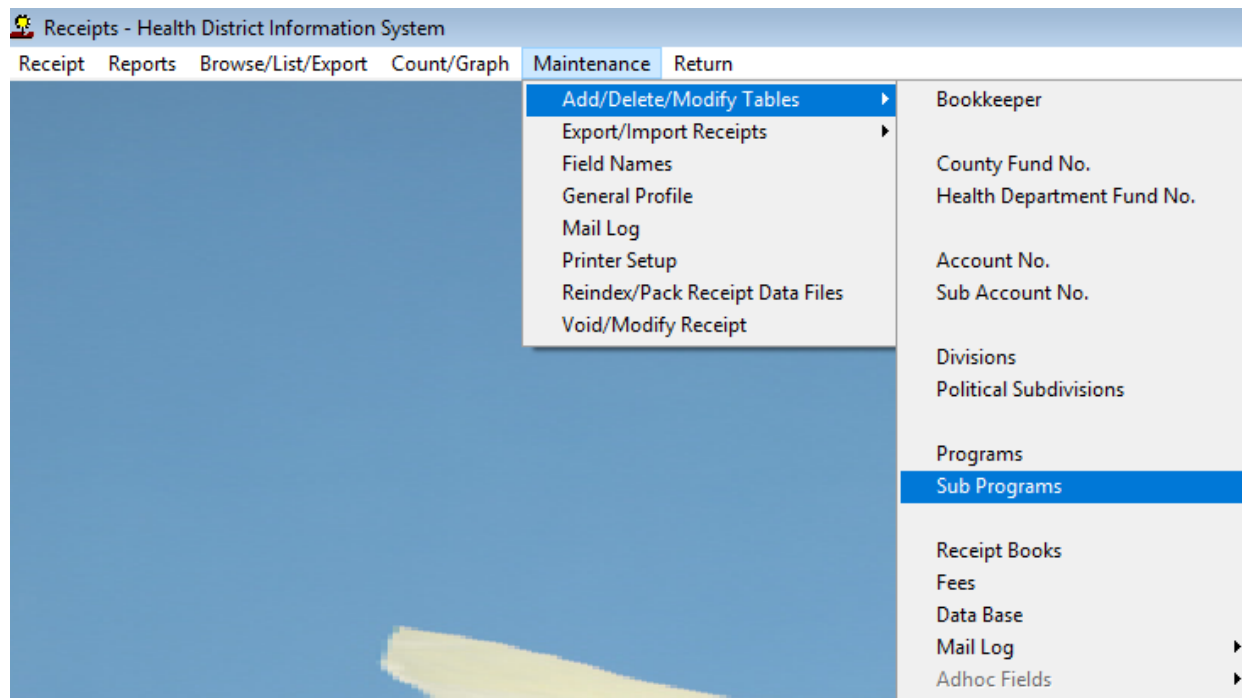


The screenshot shows a software window titled "Add/Delete/Modify Programs". It contains a table with two columns, "Code" and "Descript". The first row of the table is highlighted in blue. To the right of the table, there are four buttons: "Close", "Add", "Delete", and "Print". The window has a standard Windows-style title bar with a close button in the top right corner.

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

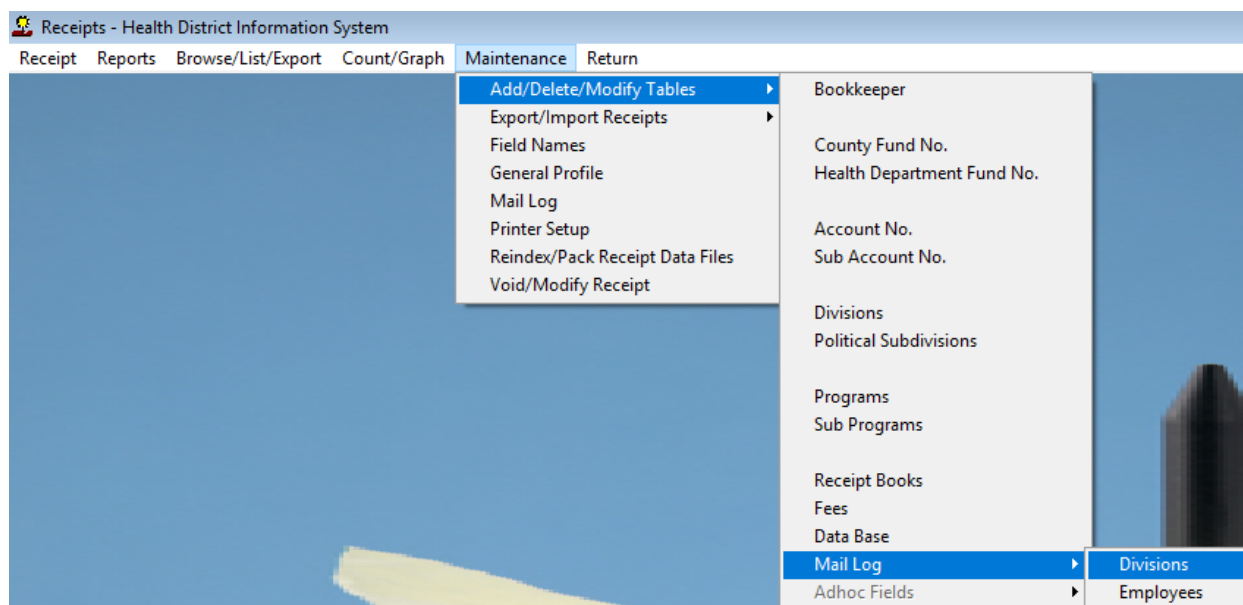
Navigate to **Maintenance -> Add/Delete/Modify Tables -> Sub Programs**



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**

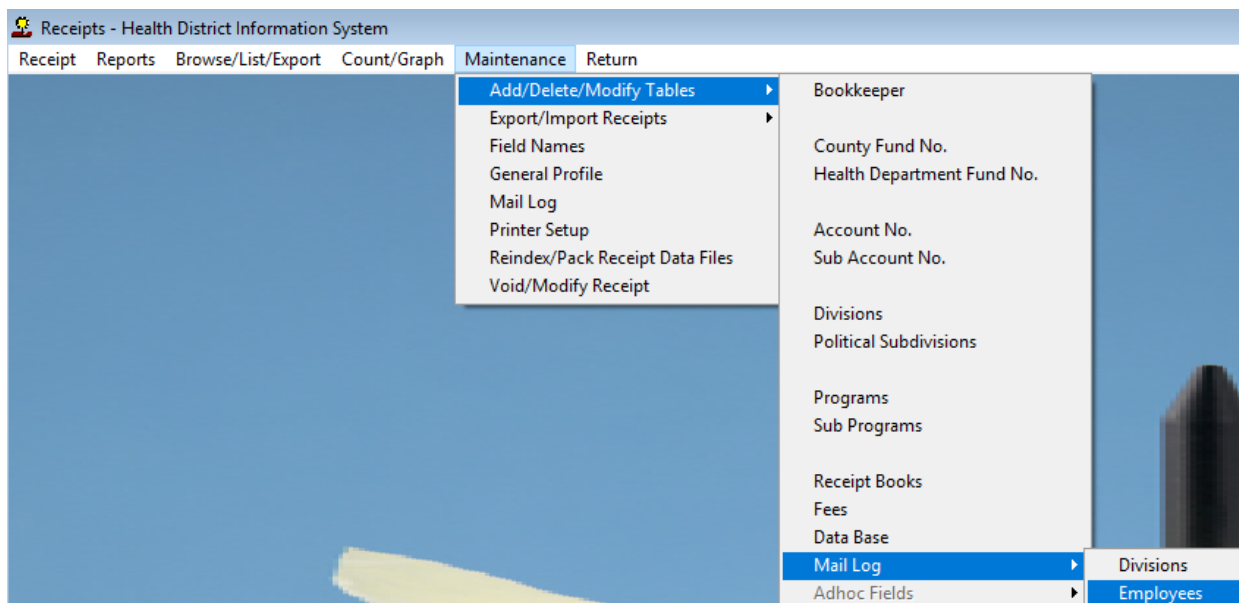


The screenshot shows a software window titled "Add/Delete/Modify Divisions". It contains a table with two columns: "Code" and "Descript". The first row of the table is highlighted in blue. To the right of the table, there are four buttons: "Close", "Add", "Delete", and "Print". The table has a scrollbar on the right side.

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**



Code	Name
AMB	ANGELA BERRY
ADT	APRYL TAYLOR
BSB	BAILEY BRITTON
MBL	BETH LACKEY
MBV	BETH VAWTER
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 VOGUE
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

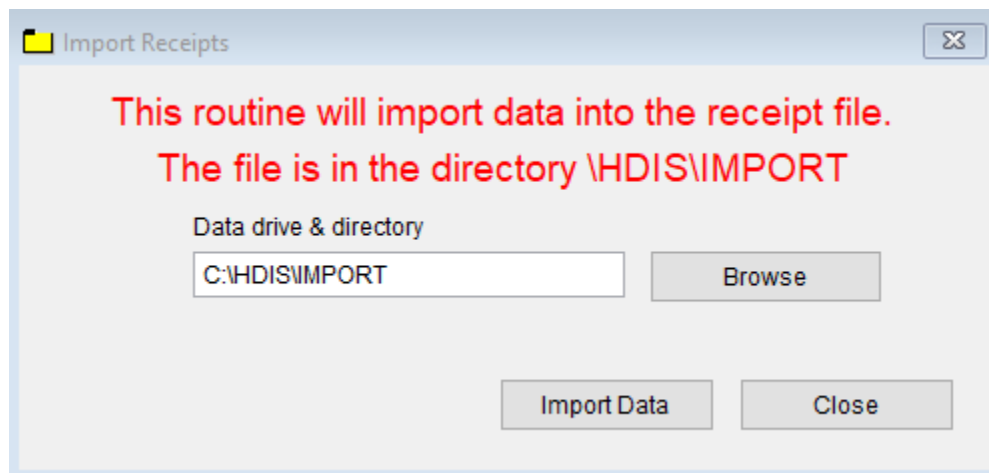
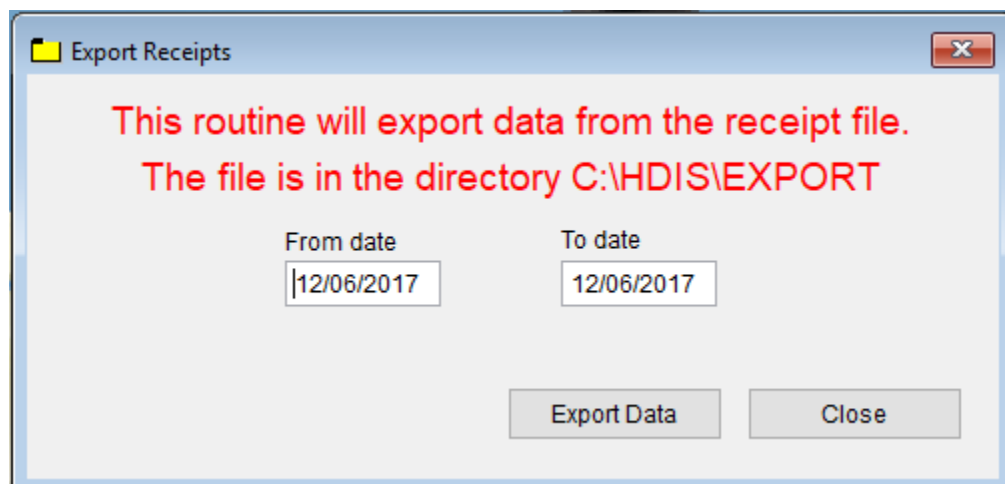
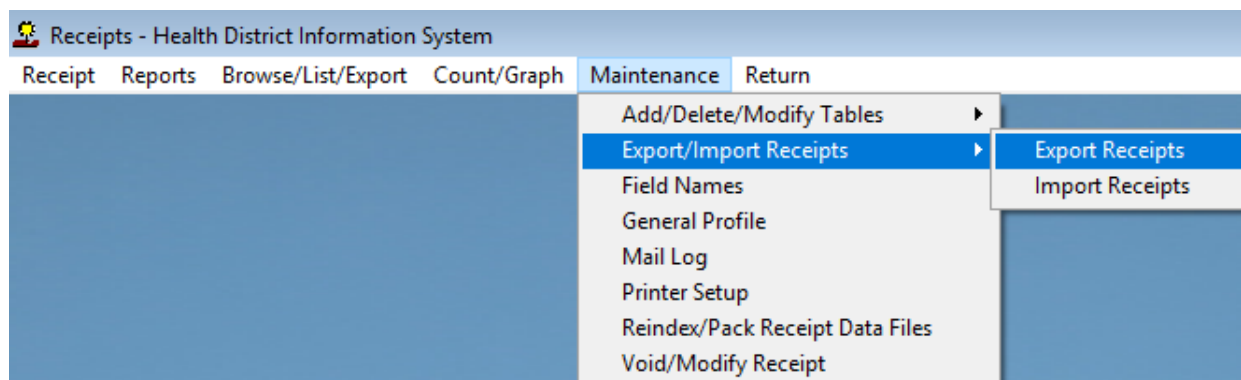
Field/Button	Description
Code	Enter the employee's code
Name	Enter the employee's name
Close Button	Closes the table
Add Button	Adds an employee to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list



## Export/Import Receipts

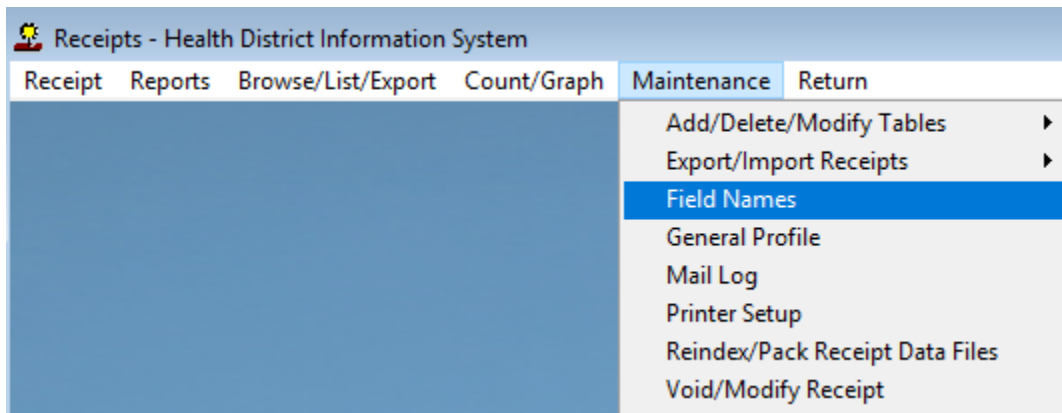
Navigate to **Maintenance -> Export/Import Receipts**

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



## Field Names

Navigate to **Maintenance -> Field Names**



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

Field Name	Data Base Field Name
DIVISION	REC.FEES_DIV
EFFECTIVE DATE	REC.FEES_EFF
FEE CODE	REC.FEES_CODE
FEE DESCRIPTION	REC.FEES_DESC
FUND CODE	REC.FUND_CODE
FUND DESCRIPTION	REC.FUND_DESC
FUND NUMBER	REC.FUND_NO
HD REGULATION	REC.FEES_REG
ICD9 CODE	REC.ICD9
LICENSE#	REC.LICENSE
MAJOR LINE CODE	REC.CHART_MAJ
MAJOR/SUB LINE DESC	REC.CHART_DESC
MODULE	REC.MODULE
MODULE FEE CODE	REC.FEECC
NAME	REC.NAME
POLITICAL SUB CODE	REC.PS
POLITICAL SUB NAME	REC.PS_CITY
PROGRAM	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
VETERAN	REC.FEES_VET

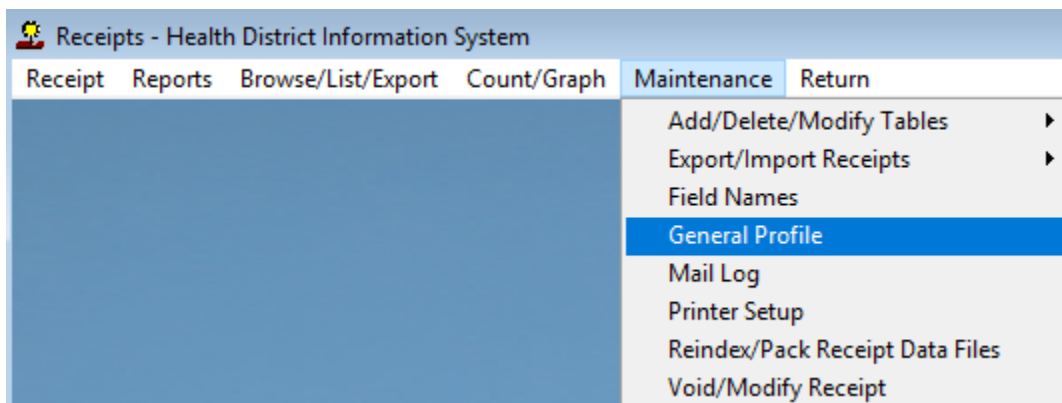
Close

Print

## General Profile

Navigate to **Maintenance -> General Profile**

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



The 'General Profile' form is displayed with the following fields and values:

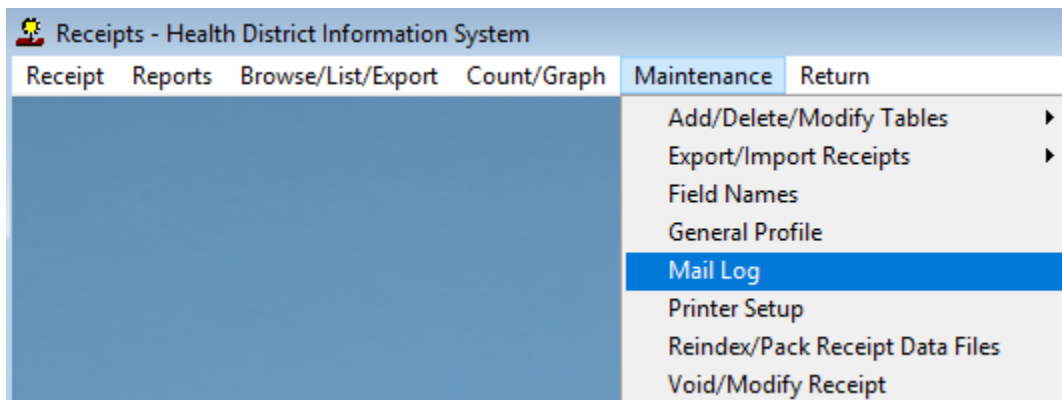
- Demographics** (selected tab)
- General** (sub-tab)
- Health Department**: BGI HD
- City**: Middleburg Heights
- Division**:
- State**: OH
- Address1**: 7550 Lucerne Drive
- Zip**: 44130
- Address2**:
- County**: Kayle
- Phone #s**: 1-440-891-9100
- FAX #**: 1-440-891-9458
- Federal Tax ID**: ADFA
- Commissioner**: Doc Darrell
- Client/Server Location**: M:\HDIS\DATA
- Email**: ADFASD
- Make Checks Payable to:** ADSF
- View Archives**:
 

<input type="checkbox"/> 2017	<input type="checkbox"/> 2016	<input type="checkbox"/> 2015	<input type="checkbox"/> 2014	<input type="checkbox"/> 2013	<input type="checkbox"/> 2012	<input type="checkbox"/> 2011	<input type="checkbox"/> 2010	<input type="checkbox"/> 2009	<input type="checkbox"/> 2008
<input type="checkbox"/> 2007	<input type="checkbox"/> 2006	<input type="checkbox"/> 2005	<input type="checkbox"/> 2004	<input type="checkbox"/> 2003	<input type="checkbox"/> 2002	<input type="checkbox"/> 2001	<input type="checkbox"/> 2000	<input type="checkbox"/> 1999	<input type="checkbox"/> 1998

At the bottom right, there is a legend: **\* - Required Fields**, and two buttons: **Cancel** and **Close**.

## Mail Log

Navigate to **Maintenance -> Mail Log**



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

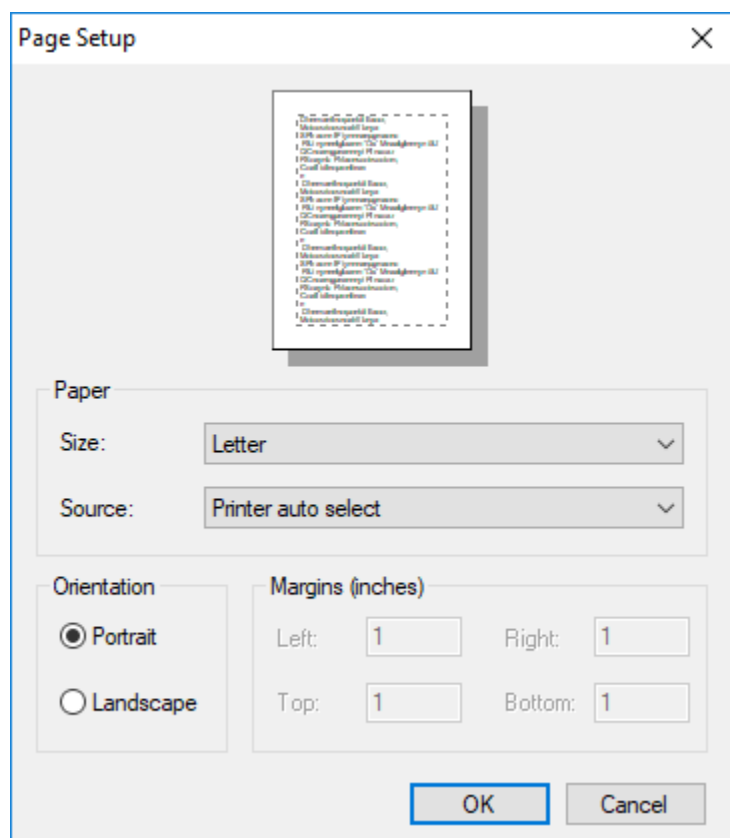
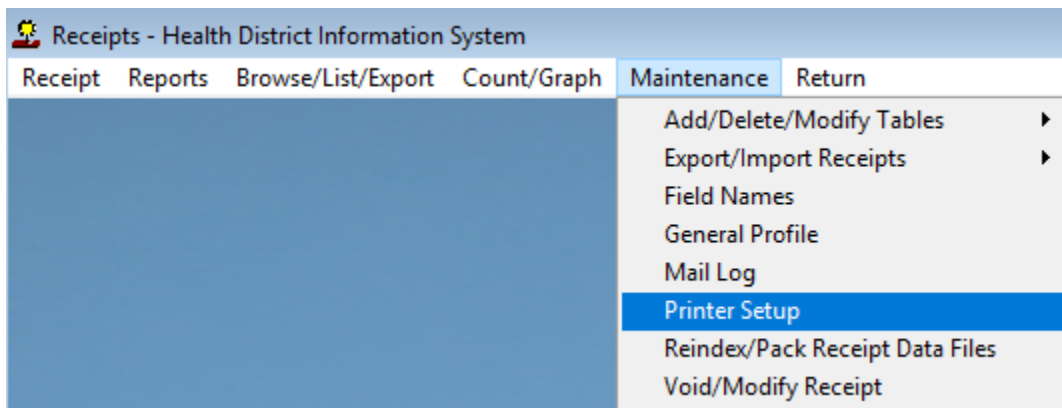
Can use if you have a desktop email client.

The screenshot shows the 'Inventory - Mail Log' window. It features a 'Find' search bar, radio buttons for 'Date Received' (selected), 'Name', and 'Check #'. Below is a text input field with the prompt 'Enter Information and press enter.' and 'Add' and 'Close' buttons. A table displays the mail log entries:

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

## Print Setup

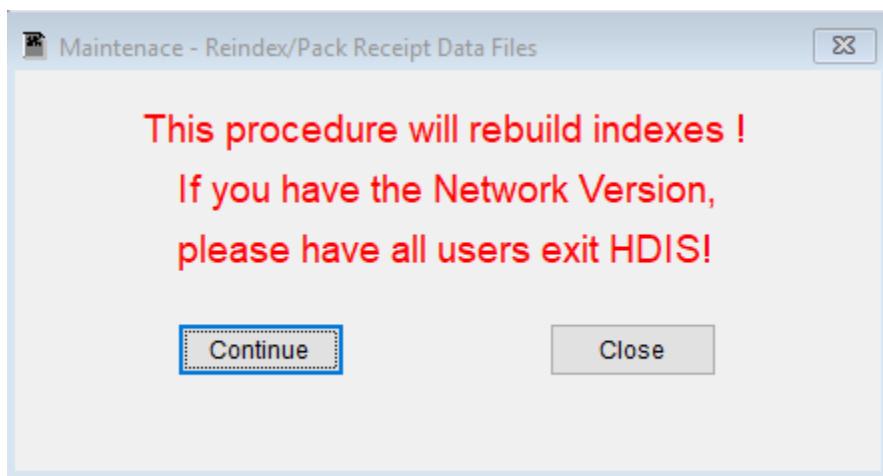
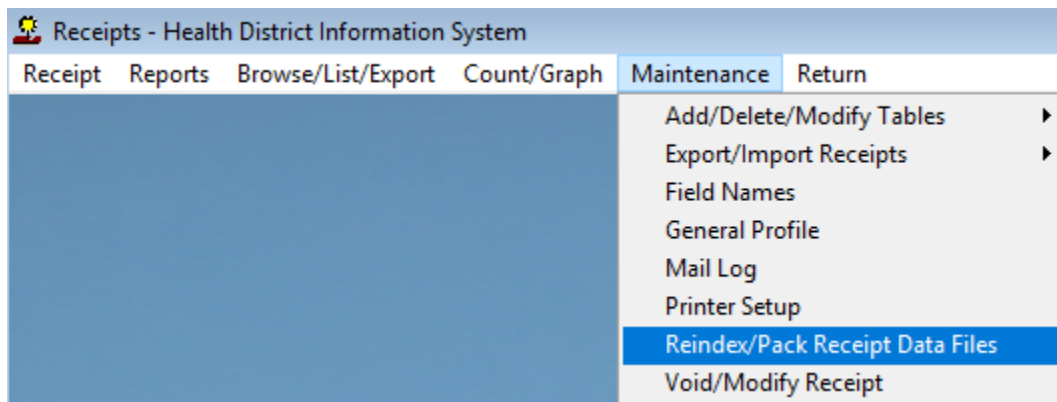
Navigate to **Maintenance -> Printer Setup**



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

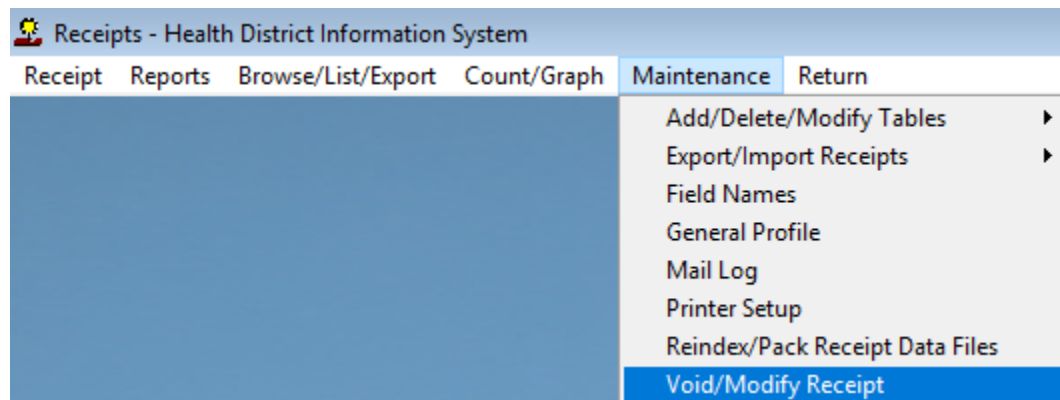
Navigate to **Maintenance -> Reindex/Pack Receipt Data Files**



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**

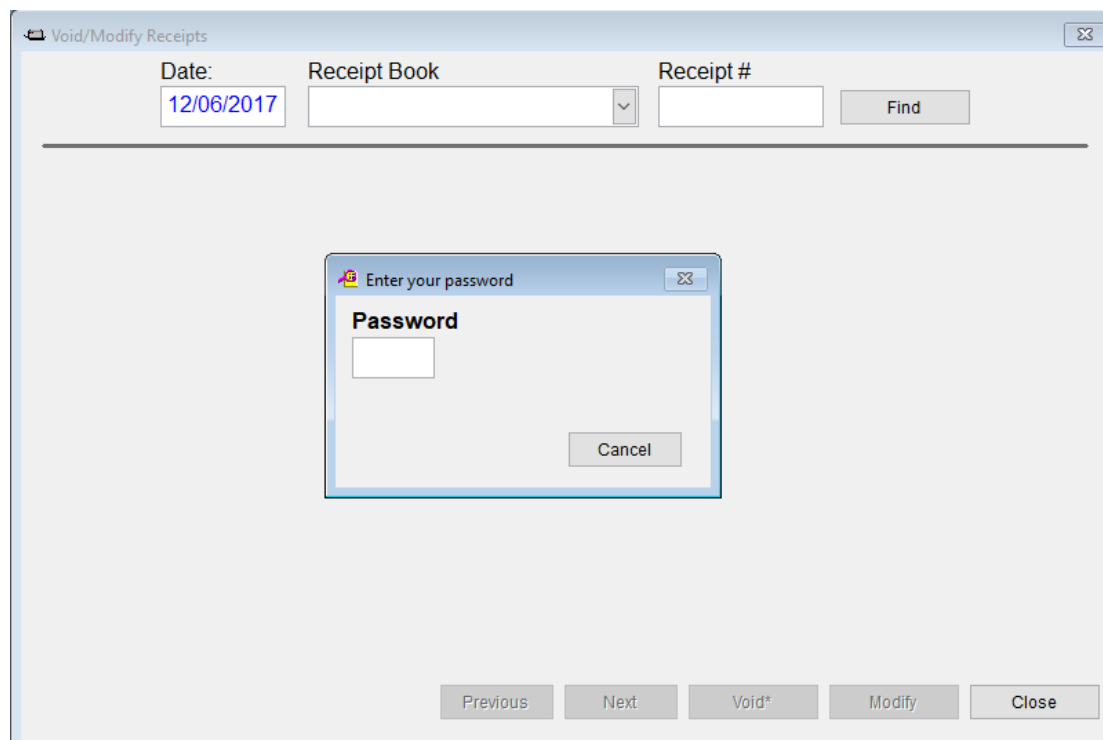


You use this utility to void a receipt or make a minor correction to the information linked to the receipt. Enter your password.

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**

Date: 04/10/2002    Receipt Book: FOOD SERVICE    Receipt #: 32866   

Fee Code	Fee Description	Quantity	Amount	Check #/Cash
01084	COMM RISK III - SMALL LICENSE	1	239.00	1250

Per. # / Lic. # / ID#: 534    Name: JLC PROPERTIES DBA THE PATIO    Address/Comment: 3266 NORTH RIDGE ROAD

Received by: BF    Health Department Fund #: 010-73-210    Health Department Fund # Description: LICENSES - FOOD SERVICE/VEND

Account # Code: 0009    Sub Account # Code: 000901    Sub Account # Description: LICENSE FOOD SERVICE/LOCAL

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

## Chapter 4: Browse/List/Export

Inside the Receipts module navigate to the “**Browse/List/Export.**”

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

**Receipts - Browse/List/Export**

**Output to:**

☒ Screen

☐ Printer

☐ DBF file

☐ SDF file

☐ Delimited file

C:\HDIS\EXPORT\RECEIPTS Browse

**Output data:**

☒ All Fields

☐ Selected fields only

**Sort by: (3 Max)**

< >

ADHOC report 1  
ADHOC report 2  
ADHOC report 3  
Amount  
CPT code  
Certified  
Check #  
Comment  
Date  
Division  
Effective date  
Fee code  
Fee description  
Fund code  
Fund description  
Fund number  
HD regulation  
ICD9 code

OK  
Close  
Filters  
Font

## 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.

The screenshot shows a web interface titled "Sort by: (3 Max)". It consists of two main parts: a large empty box on the left for selected fields, and a list of available fields on the right. Between these two boxes are two buttons: a left-pointing arrow (<) and a right-pointing arrow (>). The list of available fields on the right includes: ADHOC report 1, ADHOC report 2, ADHOC report 3, Amount, CPT code, Certified, Check #, Comment, Date, Division, Effective date, Fee code, Fee description, Fund code, Fund description, Fund number, HD regulation, and ICD9 code. Each list has a vertical scrollbar on its right side.

## Filters

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

Output Field	Data	Data
<input type="checkbox"/> ADHOC REPORT 1	=	=
<input type="checkbox"/> ADHOC REPORT 2	=	=
<input type="checkbox"/> ADHOC REPORT 3	=	=
<input type="checkbox"/> AMOUNT	=	=
<input type="checkbox"/> CPT CODE	=	=
<input type="checkbox"/> CERTIFIED	=	=
<input type="checkbox"/> CHECK #	=	=
<input type="checkbox"/> COMMENT	=	=
<input type="checkbox"/> DATE	=	=
<input type="checkbox"/> DIVISION	=	=
<input type="checkbox"/> EFFECTIVE DATE	=	=
<input type="checkbox"/> FEE CODE	=	=
<input type="checkbox"/> FEE DESCRIPTION	=	=
<input type="checkbox"/> FUND CODE	=	=
<input type="checkbox"/> FUND DESCRIPTION	=	=
<input type="checkbox"/> FUND NUMBER	=	=
<input type="checkbox"/> HD REGULATION	=	=
<input type="checkbox"/> ICD9 CODE	=	=
<input type="checkbox"/> LICENSE#	=	=
<input type="checkbox"/> MAJOR LINE CODE	=	=
<input type="checkbox"/> MAJOR/SUB LINE DESC	=	=
<input type="checkbox"/> MODULE	=	=
<input type="checkbox"/> MODULE FEE CODE	=	=
<input type="checkbox"/> NAME	=	=
<input type="checkbox"/> 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

Report Title  
ADHOC report 1

Legend Title

ADHOC report 1  
ADHOC report 2  
ADHOC report 3  
Amount  
CPT code  
Certified  
Check #  
Comment  
Date  
Division  
Effective date  
Fee code  
Fee description  
Fund code  
Fund description  
Fund number  
HD regulation  
ICD9 code  
License#  
Major line code  
Major/Sub line desc  
Module  
Module fee code  
Name  
Political sub code

Filters Close OK

Output to:  
☒ Screen ☐ Print  
☐ DBF file ☐ SDF file ☐ Delimited file  
 C:\HDIS\EXPORT Browse

Output:  
☐ top ten ☒ all

Type  
☒ count ☐ Totals  
☐ pie graph ☐ pie graph (full page)  
☐ bar graph ☐ bar graph (full page)

Sort by  
☒ High to low  
☐ Low to high  
☐ by data

Level 1 Group  
 ADHOC report 1  
 ADHOC report 2  
 ADHOC report 3  
 Amount  
 Clear

Level 2 Group  
 ADHOC report 1  
 ADHOC report 2  
 ADHOC report 3  
 Amount  
 Clear

Footer

## Count

Here is an example of what the “**Count**” type would look like.

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

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

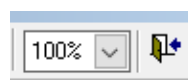
Report Designer - count.fx - Page 1

Amount - Count/Percentage		
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
878	1 %	75

Print Preview

100%

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

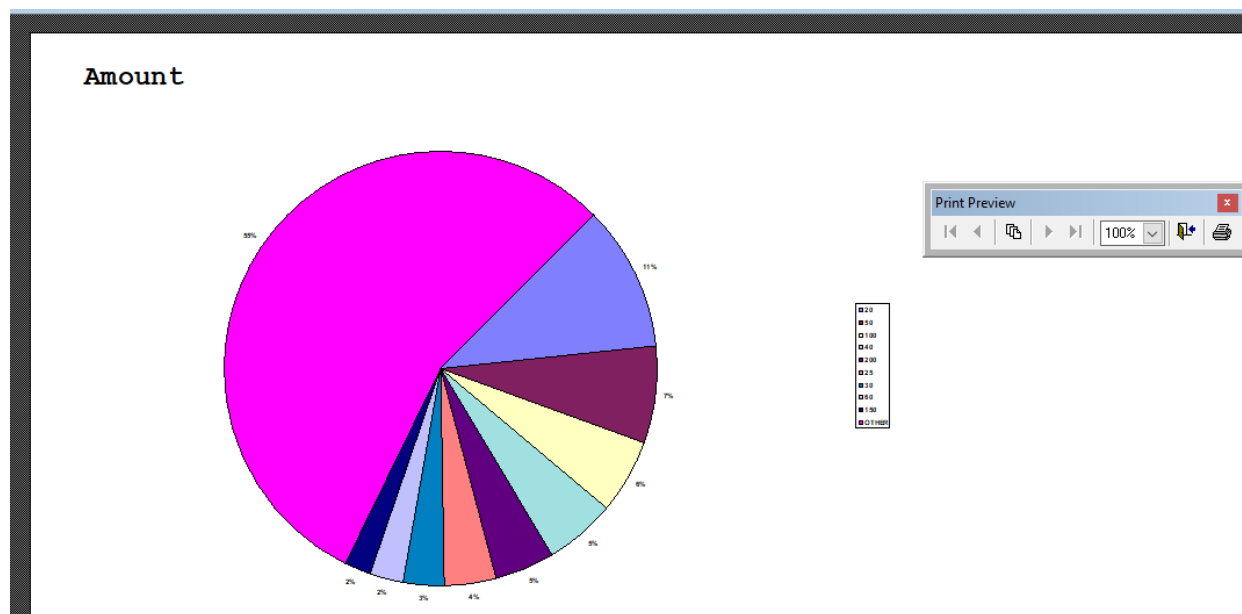


## Pie graph

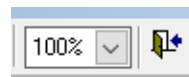
Here is an example of what the “**Pie Graph**” type would look like.

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

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



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

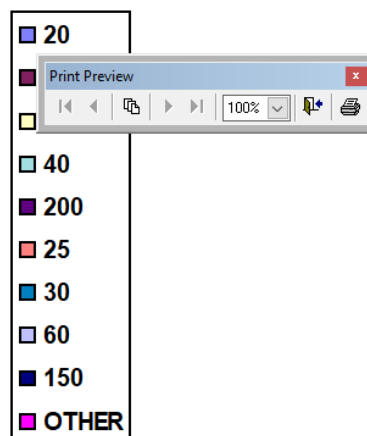
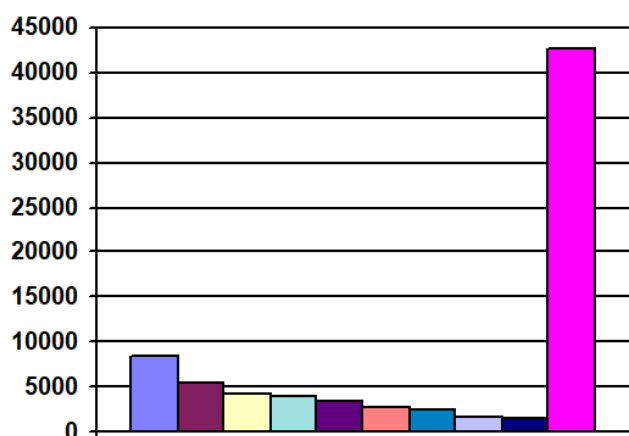


## Bar Graph

Here is an example of what the “**Bar Graph**” type would look like.

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

Amount



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

