HDIS
Health Department Information System
Helping You...Help Others

Receipts
User Manual

The Baldwin Group, Inc.

7550 Lucerne Drive

Suite 306

Cleveland, OH 44130

(440) 891-9100

FAX (440) 891-9458

Disclaimer

All data examples containing personal names, company names (or companies), vehicle information, or locations that appear in this guide are fictitious in nature and do not refer to, or portray, in name or substance, any actual names, organizations, entities, or institutions. Any resemblance to any real person (living or dead), organization, entity, or institution is purely coincidental.

Contents

Chapter 1: Getting Started

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

Management Services ->Receipts

![HDIS - Health Department Information System - Helping You...Help Others]
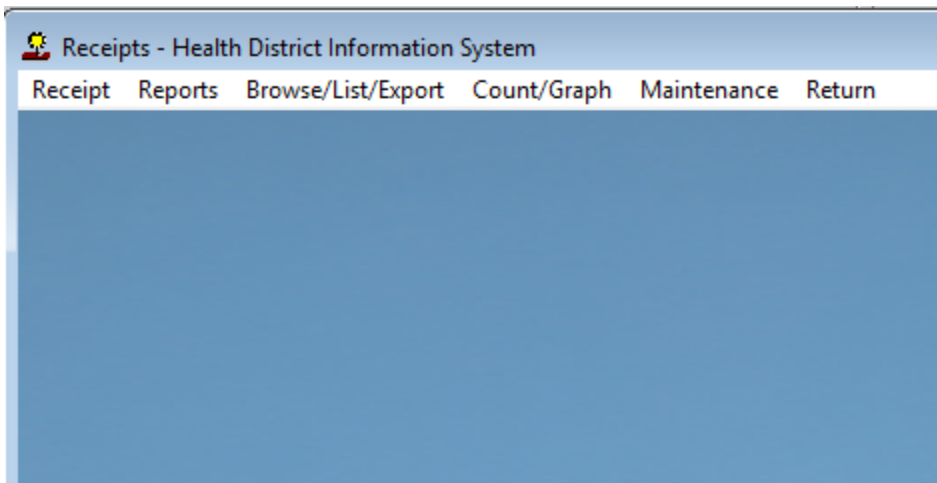
Integrating other Modules into Receipts Module

In Receipts go to:

Management Services -> Receipts -> Maintenance -> Add/Delete/Modify Tables ->Data Base
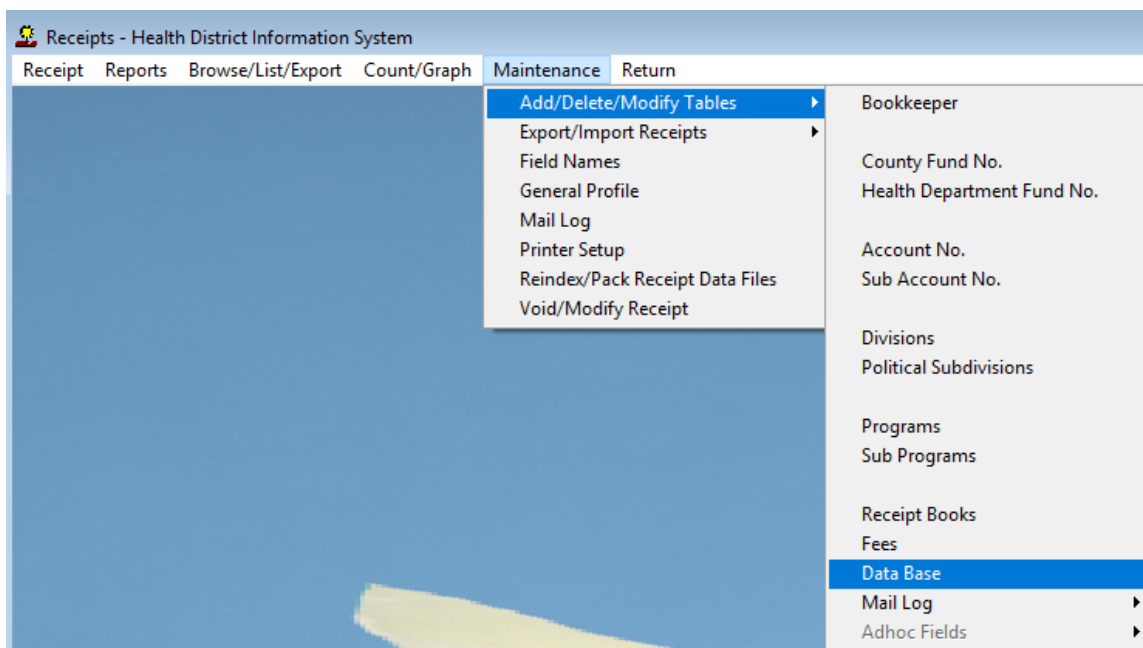
To create a better understanding of this process, the Food Protection module will be used to demonstrate.

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

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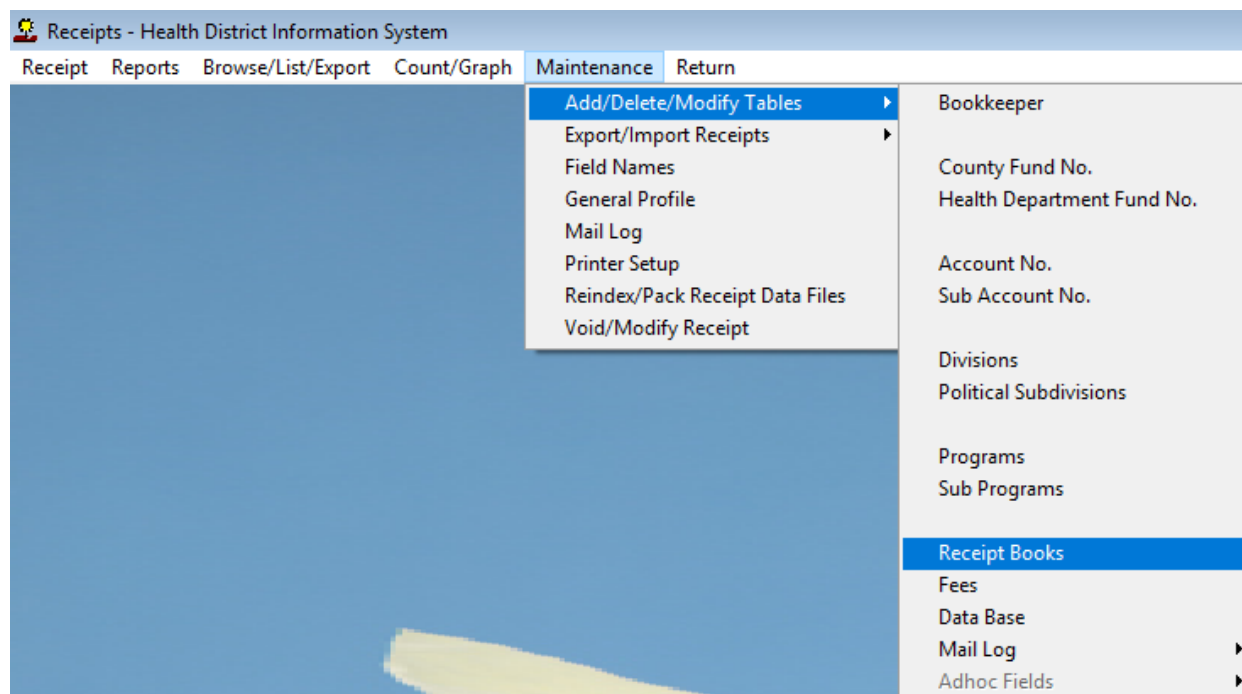
Add the **Receipt Books** for the modules you want to use in Receipts.

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**
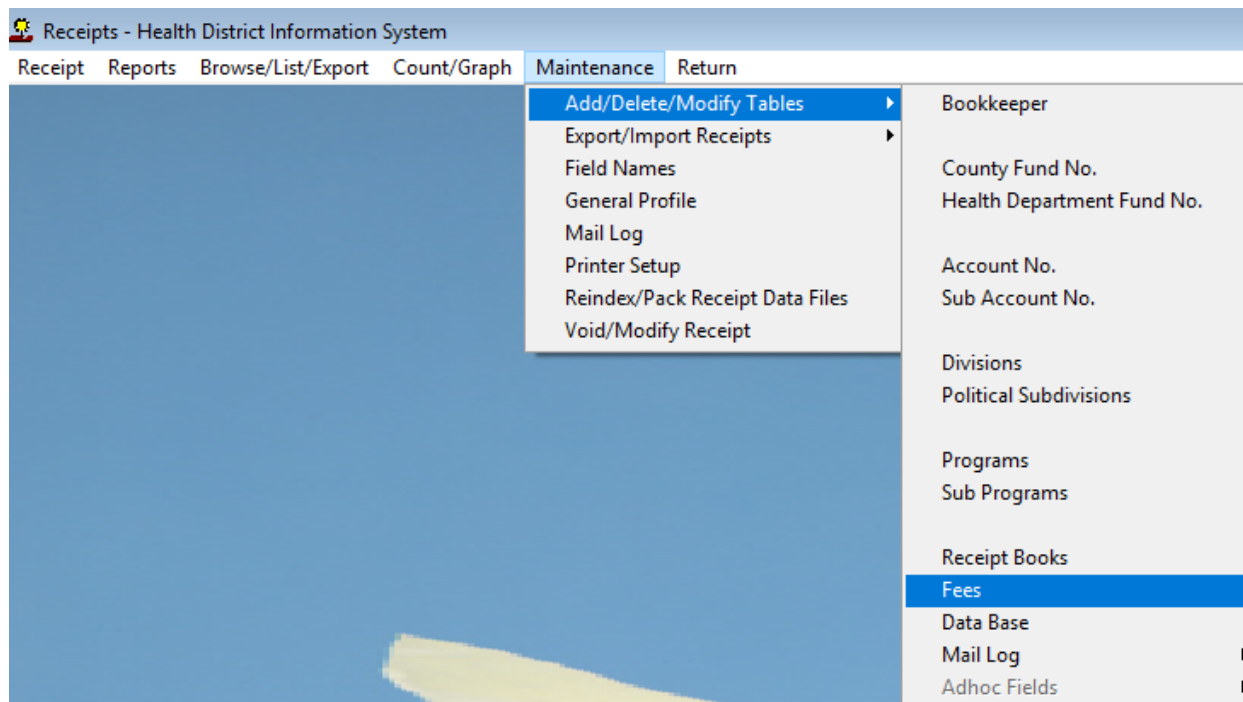
Field/Button	Description
Code	Enter the fee code (must match the fee codes in the other HDIS modules)
Description	Enter the fee description
Amount	Enter the amount
State Amt.	Enter the state amount
Division	Choose the division for the fee
Program	Choose the program for the fee
Sub Program	Choose the 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.

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**.

Adding a Receipt

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

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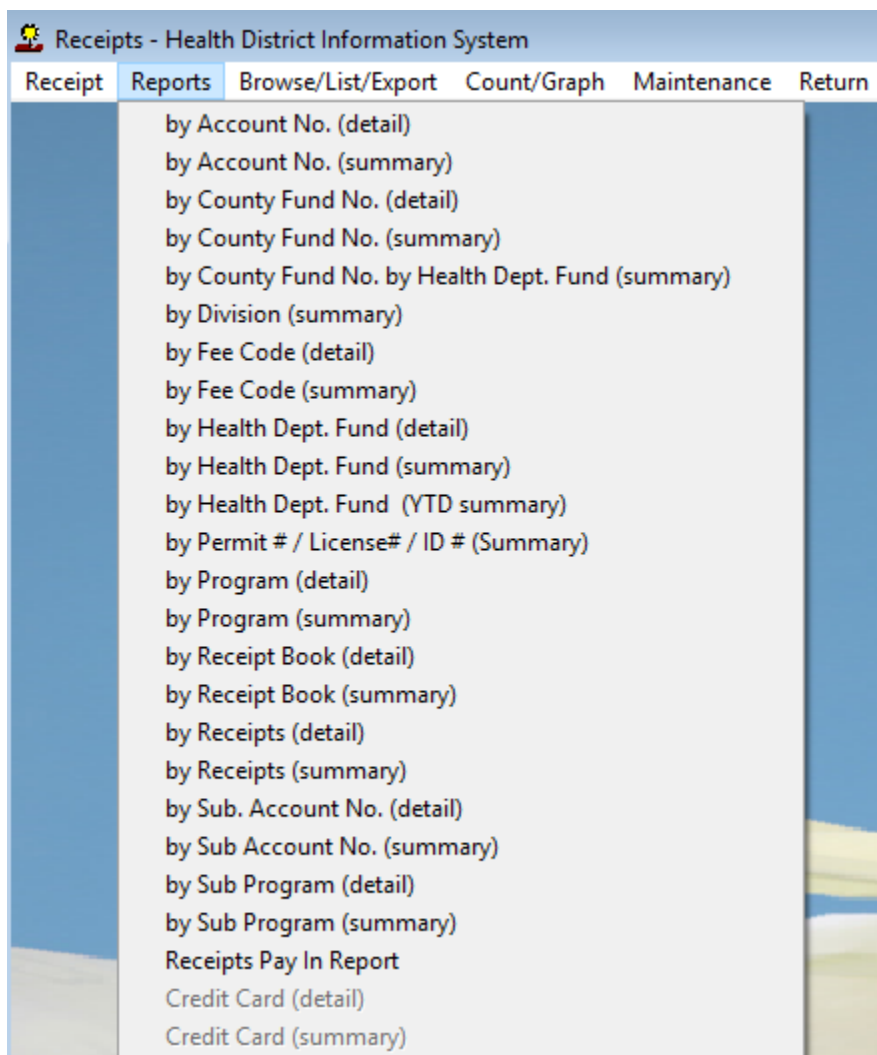
After filling in everything, click on "**Add Fee**." This will add the Fee to the records.

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 Account No. (summary)
by County Fund No. (detail)
by County Fund No. (summary)
by County Fund No. by Health Dept. Fund (summary)
by Division (summary)
by Fee Code (detail)
by Fee Code (summary)
by Health Dept. Fund (detail)
by Health Dept. Fund (summary)
by Health Dept. Fund (YTD summary)
by Permit # / License# / ID # (Summary)
by Program (detail)
by Program (summary)
by Receipt Book (detail)
by Receipt Book (summary)
by Receipts (detail)
by Receipts (summary)
by Sub. Account No. (detail)
by Sub Account No. (summary)
by Sub Program (detail)
by Sub 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.

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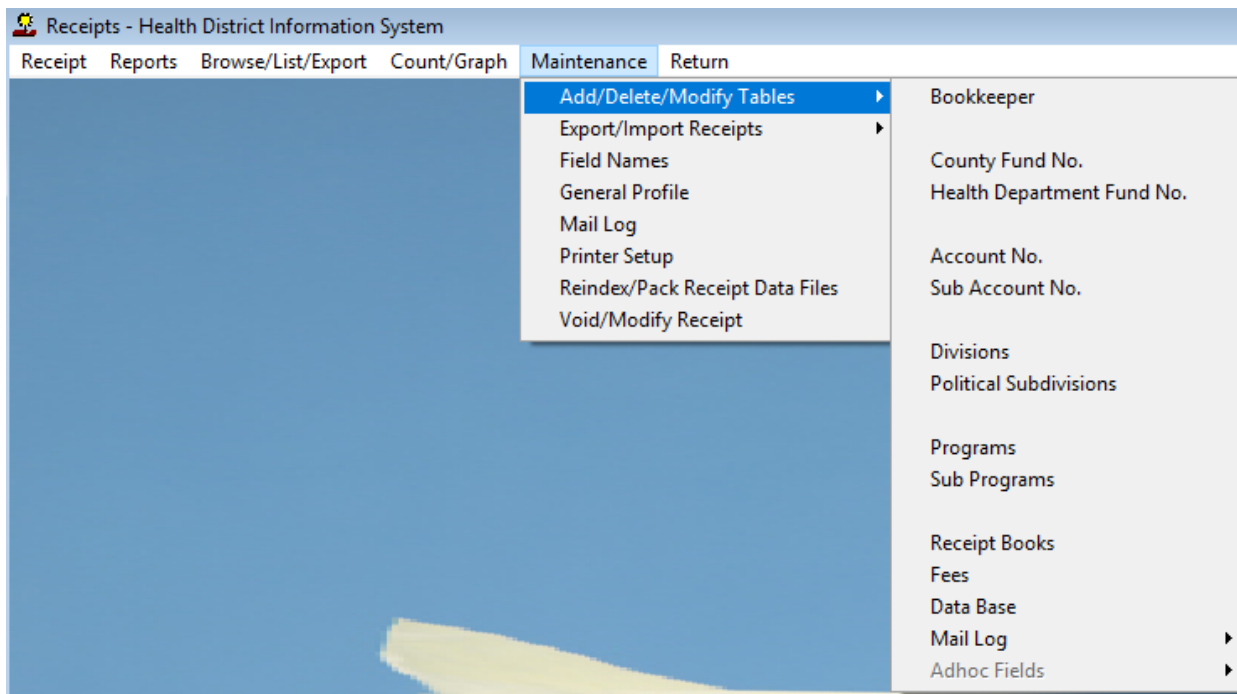
This section is important because it helps integrate other modules into working with the Receipt module.

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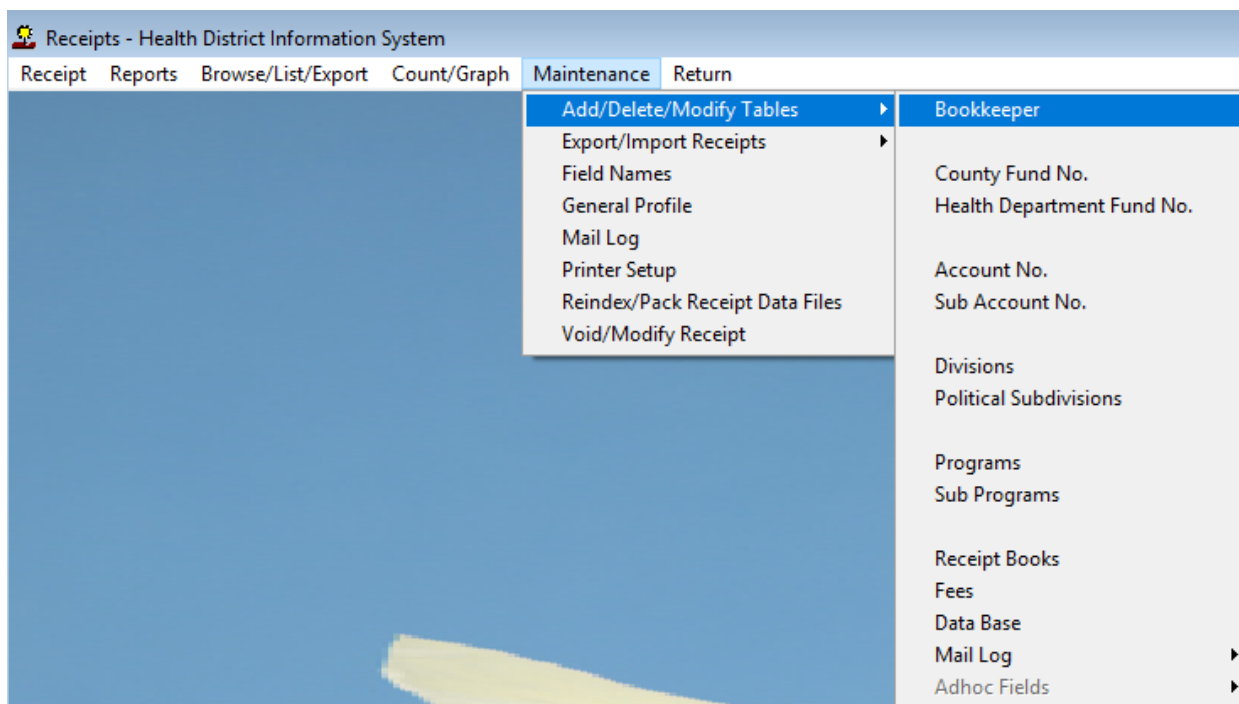
After clicking on "Bookkeeper" a window should pop up to enter a password. Enter the password.
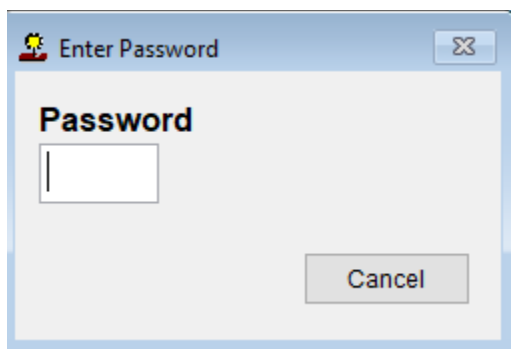
After entering the correct password another window should pop up.

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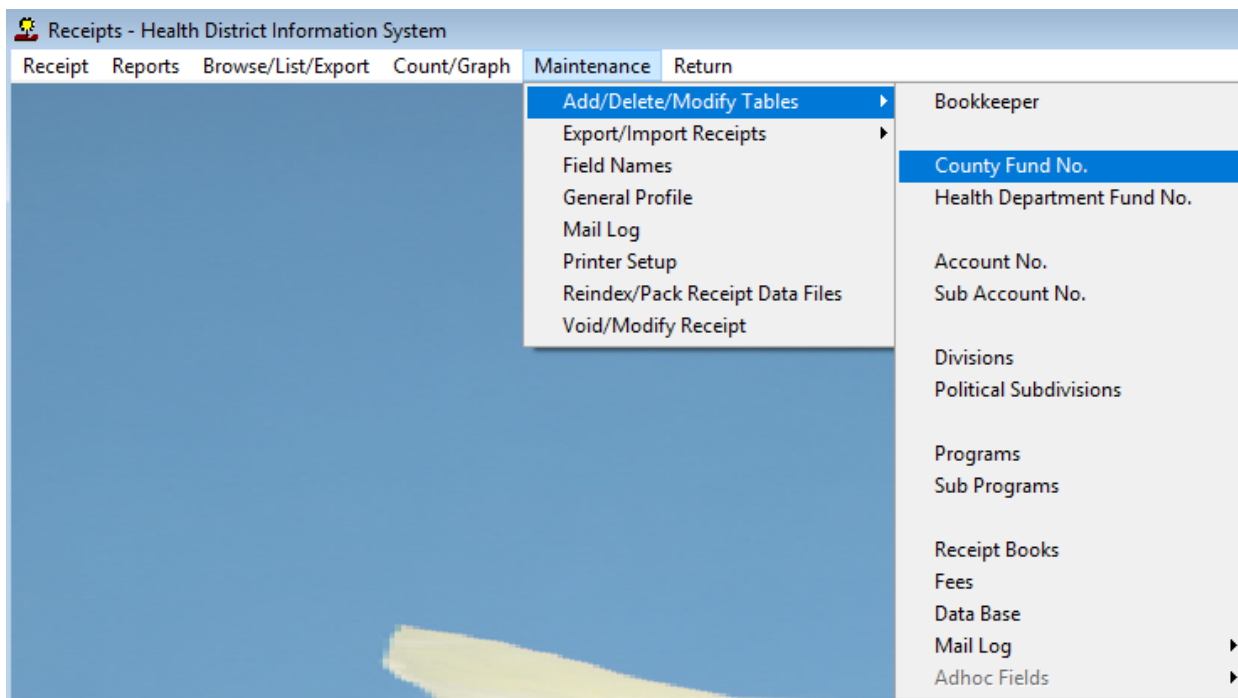
Click "**Add**" to enter the County Fund # you would like to add.

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

Buttons: Close, Add, Delete, Print

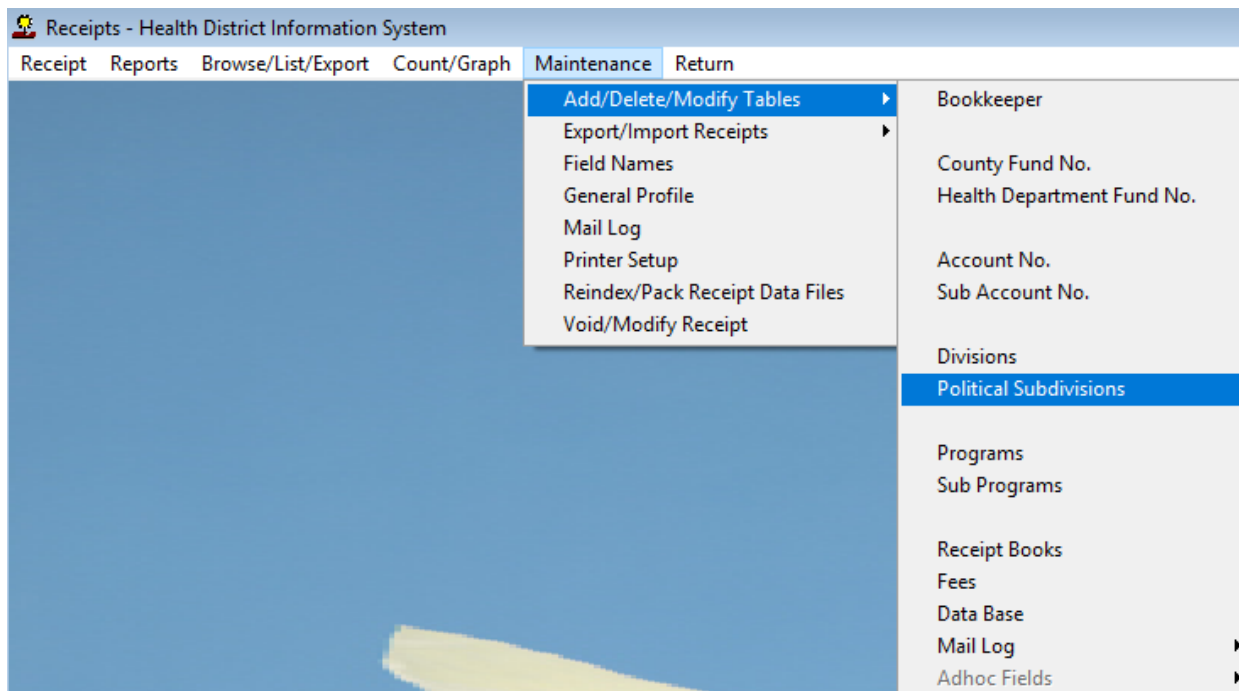| Field/Button	Description
County Fund #	Enter the county fund #
Description	Enter the description for the fund #
Close Button	Closes the table
Add Button	Adds a row to the table
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

Health Department Fund No.

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

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.**

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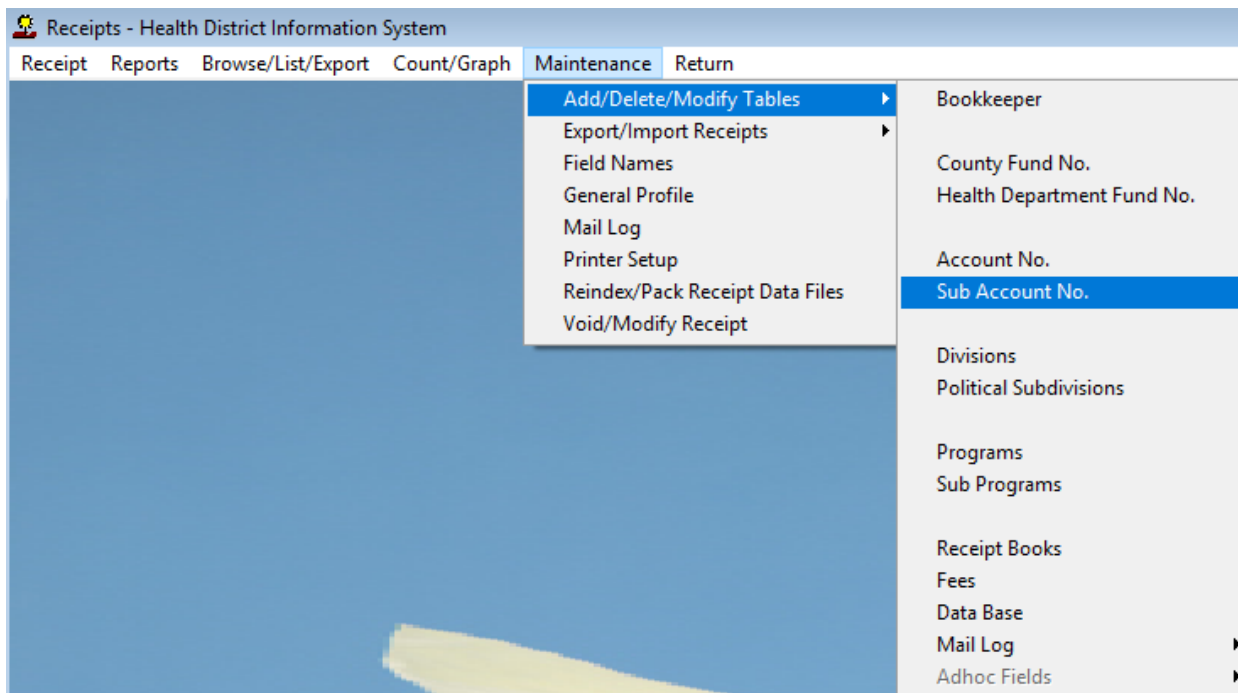
Field/Button	Description
Sub Account No.	Enter the sub account No.
Description	Enter the description for the sub account No.
Account No.	Sub Account is a subset of an Account number
Close Button	Closes the table
Add Button	Adds a row to the table
Delete Button	Deletes a highlighted entry
Print Button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

Divisions

Navigate to **Maintenance -> Add/Delete/Modify Tables -> Divisions**
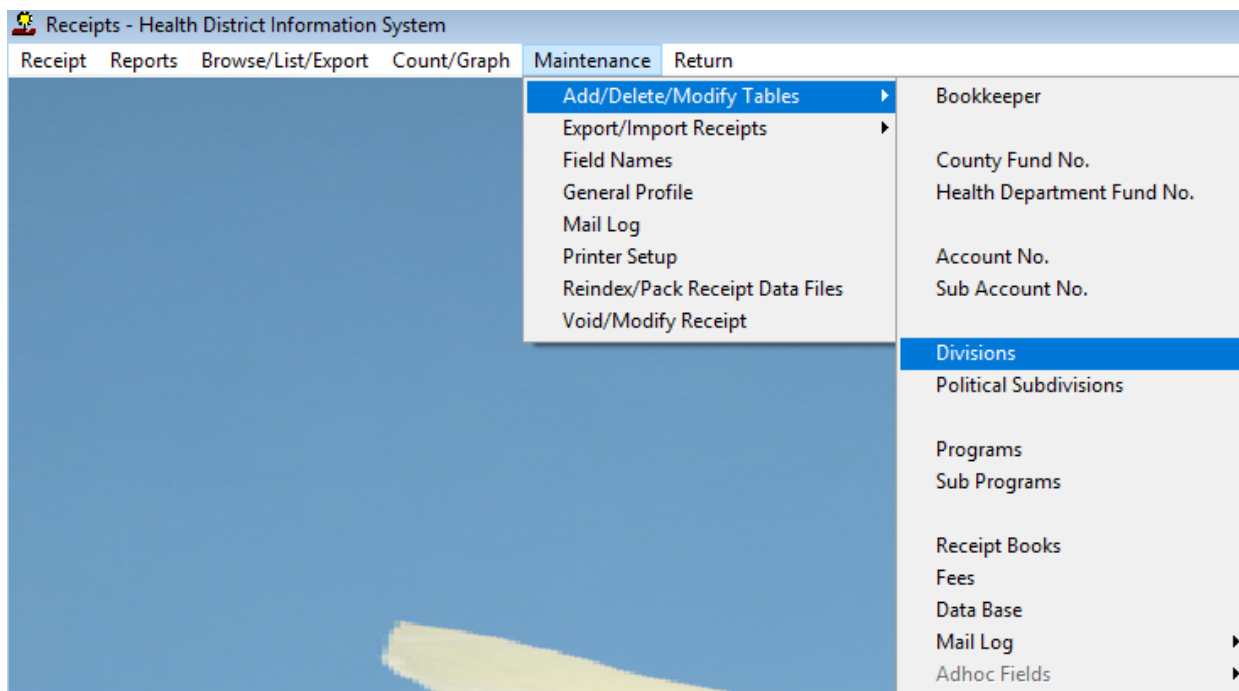
Field/Button	Description
Code	Enter the division code
Descript	Enter the division description
Close Button	Closes the table
Add Button	Adds an employee to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

Political Subdivisions

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

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**
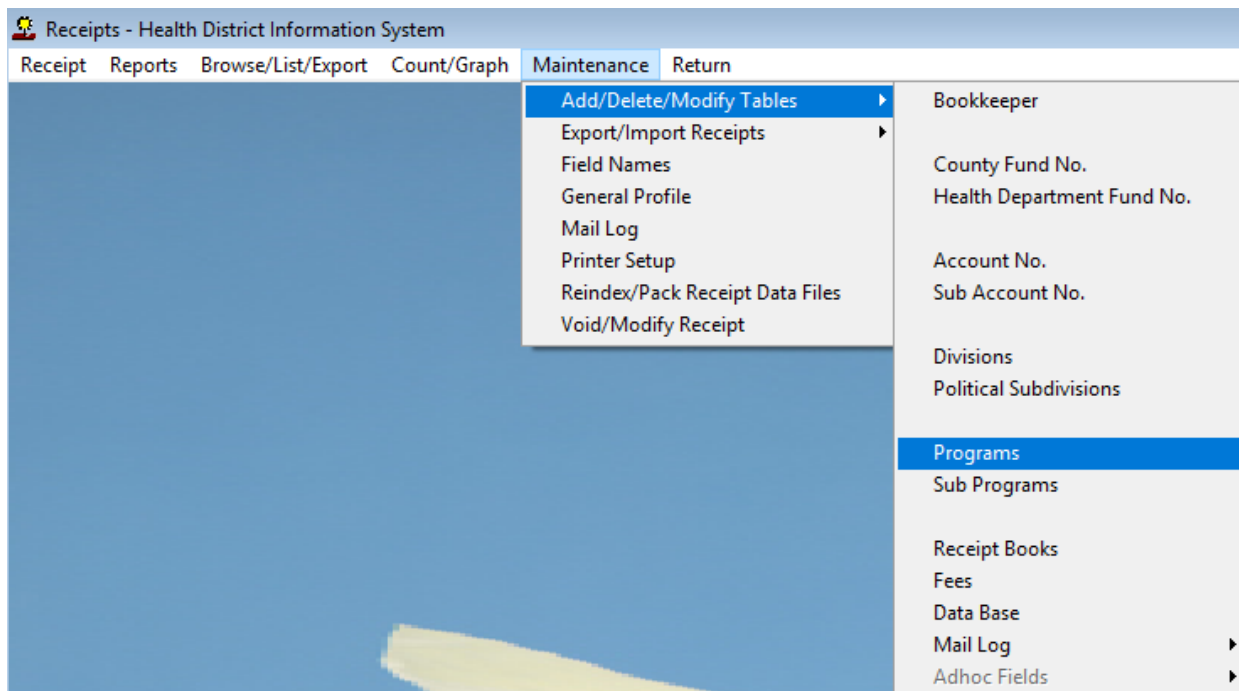
Field/Button	Description
Code	Enter the code
Descript	Enter the program name
Close Button	Closes the table
Add Button	Adds a name to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

Sub Programs

Navigate to **Maintenance -> Add/Delete/Modify Tables -> Sub Programs**
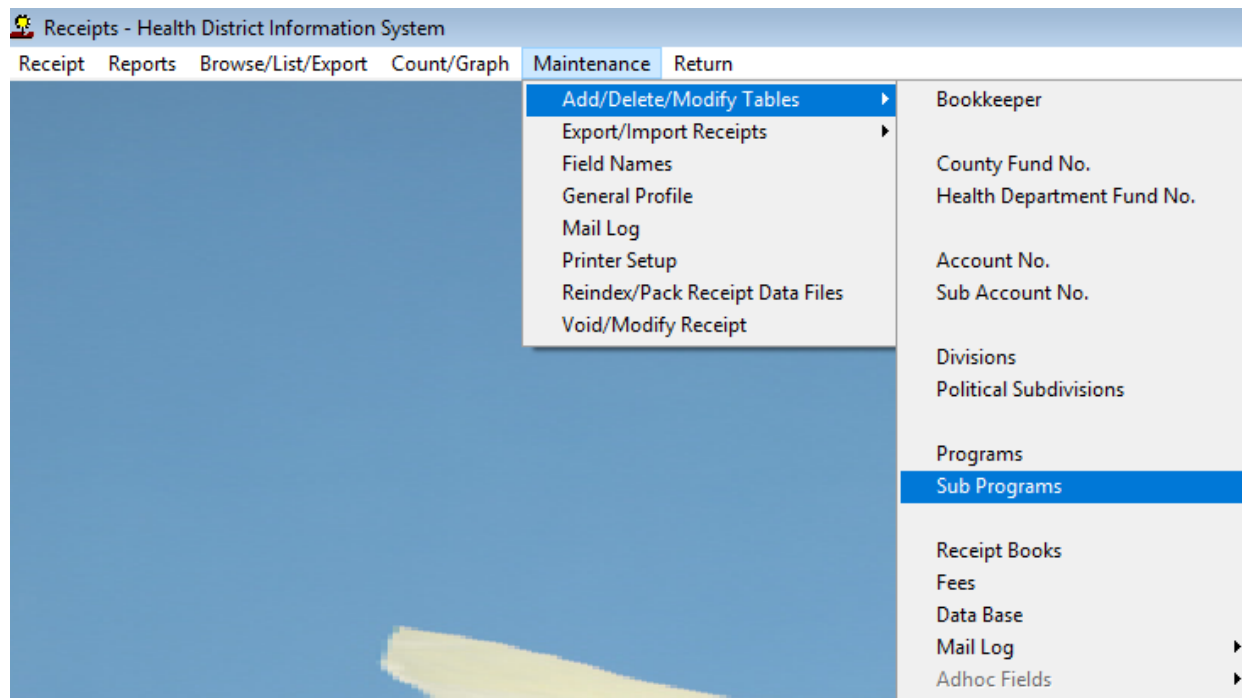
Field/Button	Description
Sub Program No.	Enter the sub program number
Description	Enter the sub program description
Program No.	Enter the program No. from which the sub program is linked to
Close Button	Closes the table
Add Button	Adds a code to the table
Delete Button	Deletes a highlighted entry

Mail Log – Divisions

Navigate to **Maintenance -> Add/Delete/Modify Tables -> Mail Log -> Divisions**
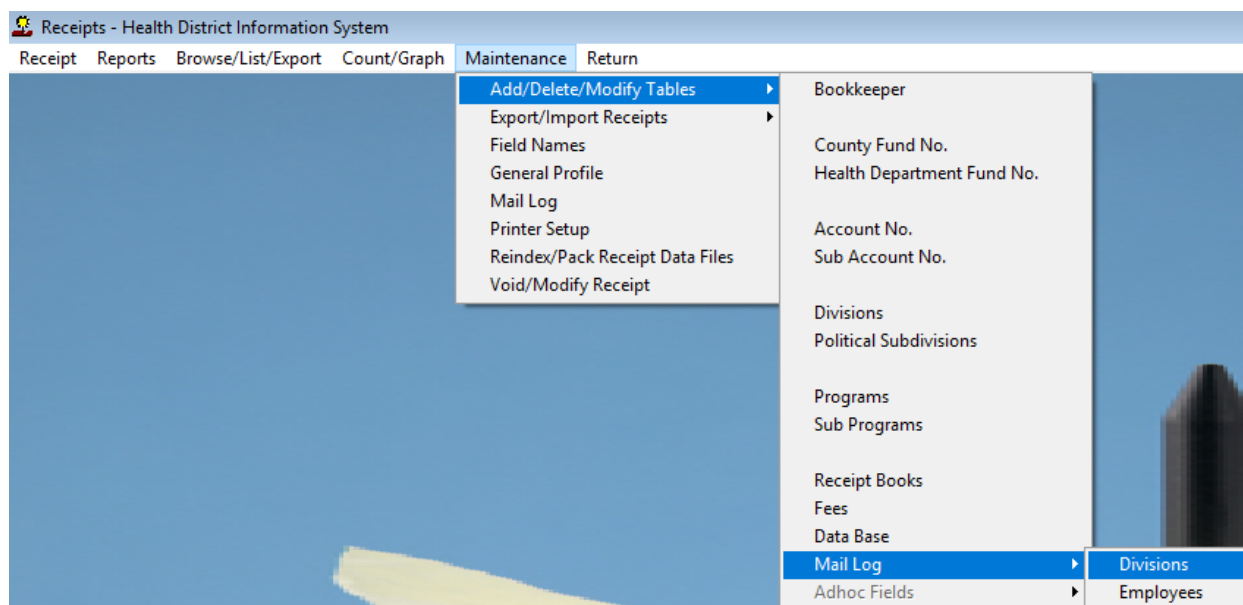
Field/Button	Description
Code	Enter the division code
Descript	Enter the description of the division
Close Button	Closes the table
Add Button	Adds a division to the list
Delete Button	Deletes a highlighted entry
Print Button	Prints the list

Mail Log – Employees

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

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

![HDIS Logo]
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**Receipts
User Manual**

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.
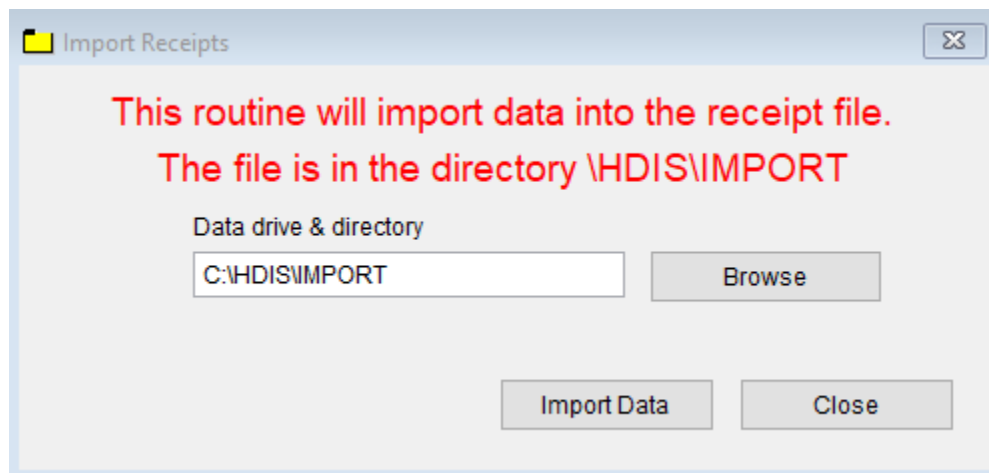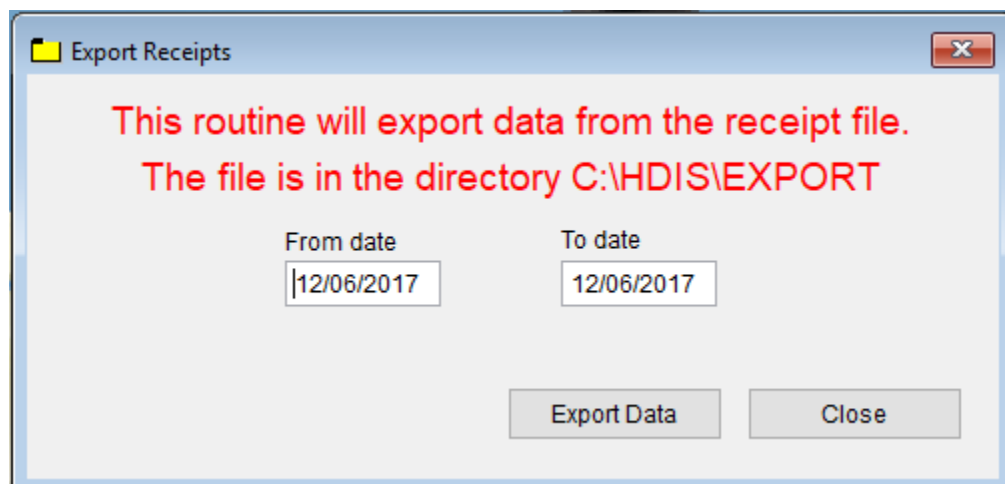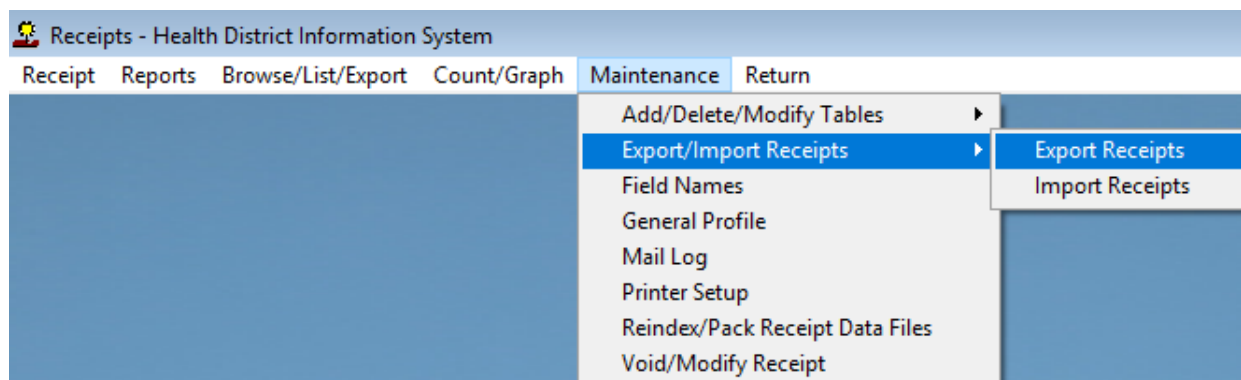
Field Names

Navigate to **Maintenance -> Field Names**
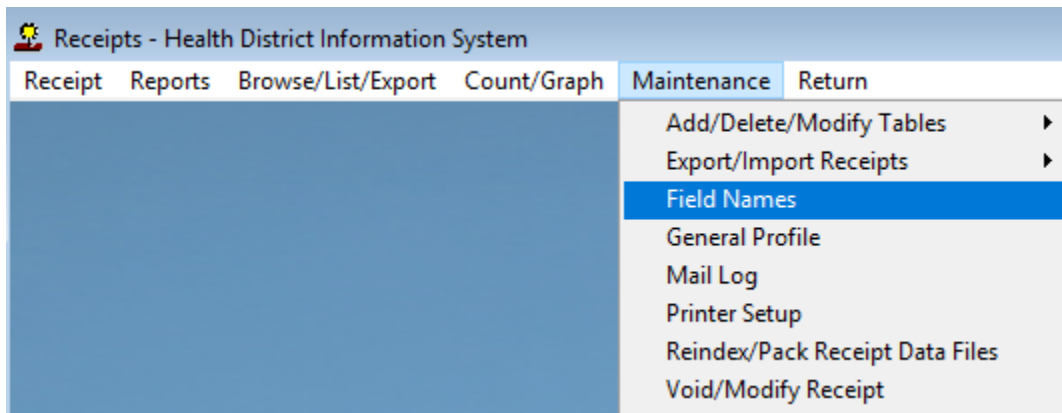
Field names are available for programmers or for Browse/List/Export functions.

Data Base Field Names for Receipts

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.

Mail Log

Navigate to **Maintenance -> Mail Log**
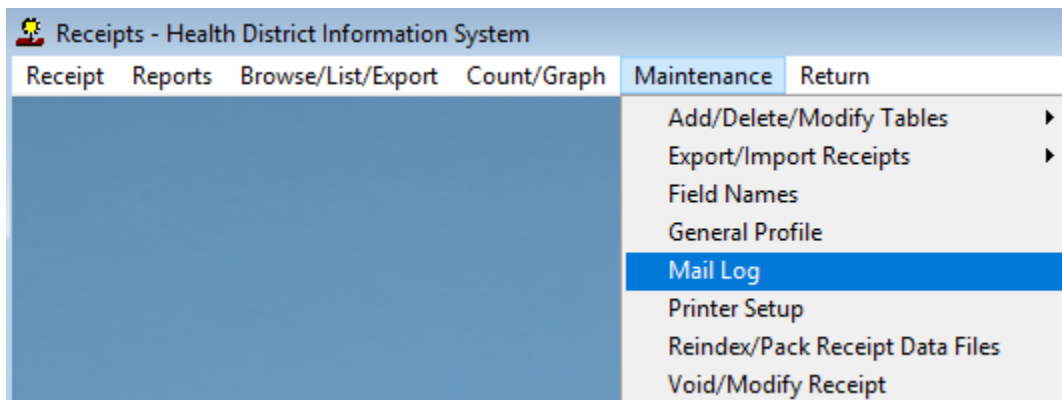
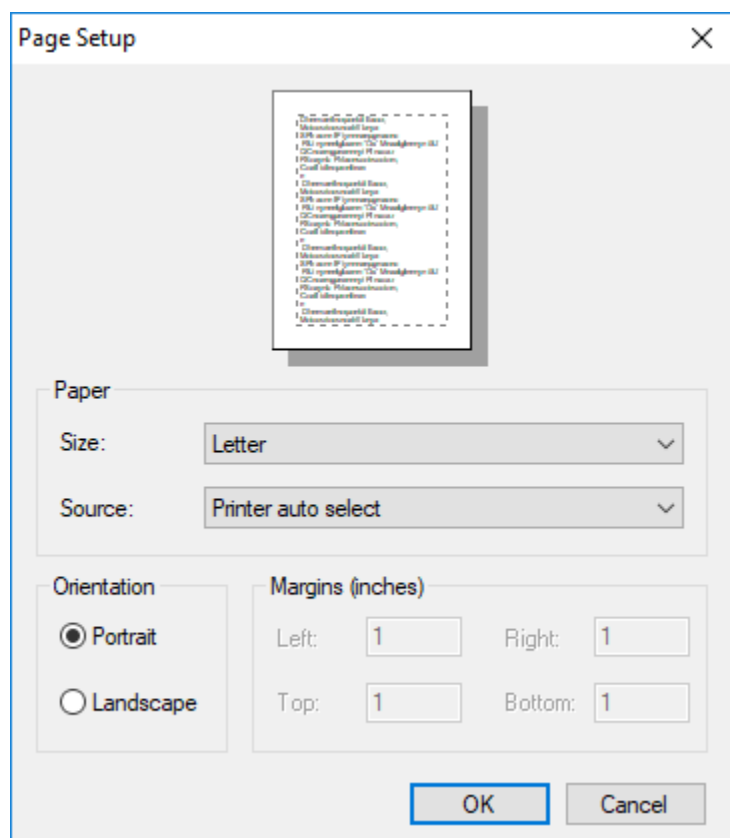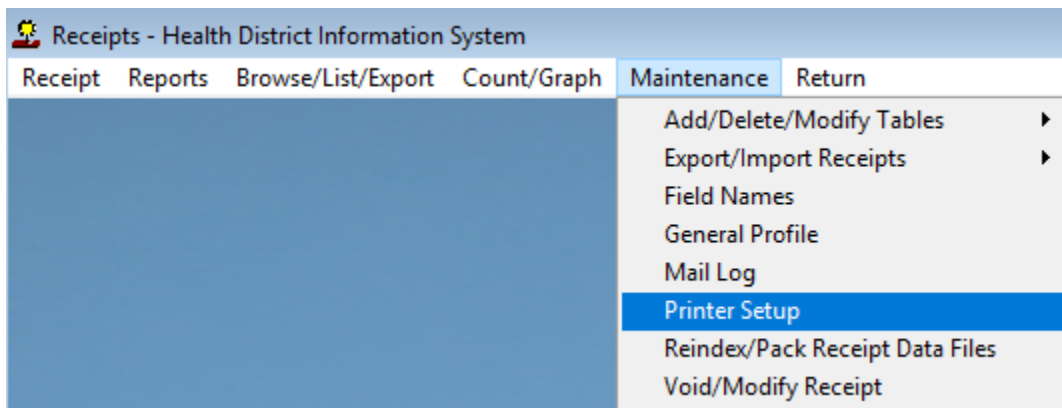The Mail log is used to register mail that is opened and then distributed to the proper departments.

Can use if you have a desktop email client.

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**".
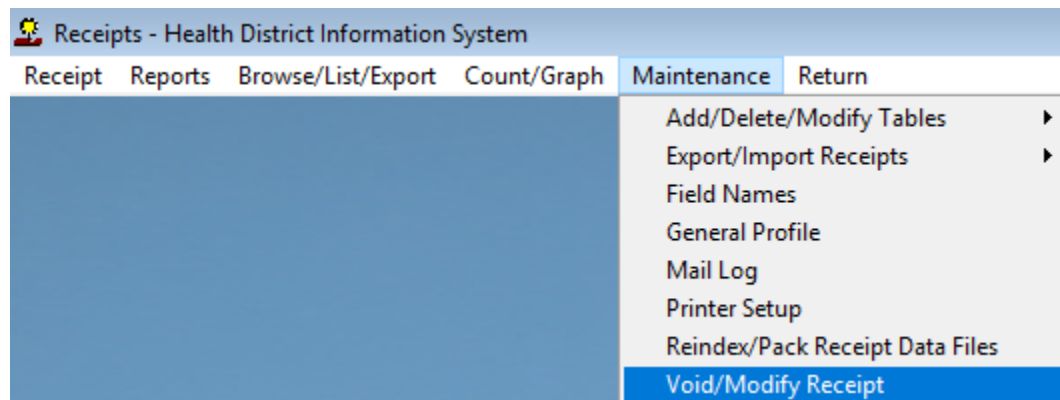
Reindex/Pack Receipt Data Files

Navigate to **Maintenance -> Reindex/Pack Receipt Data Files**
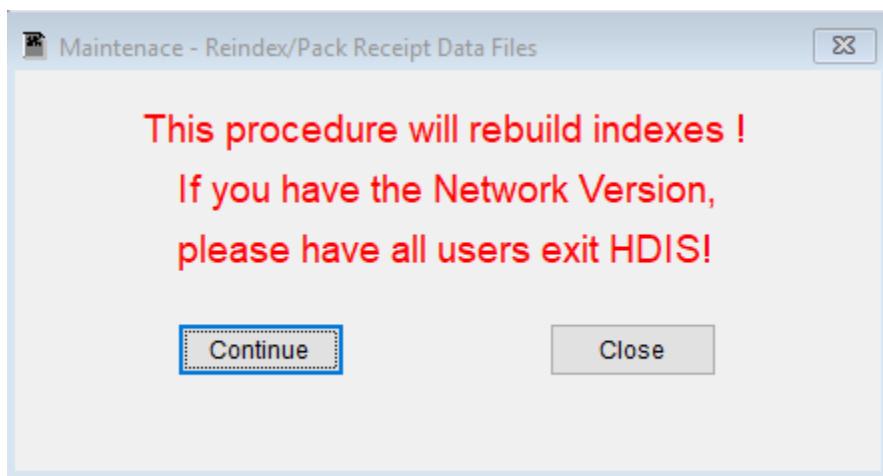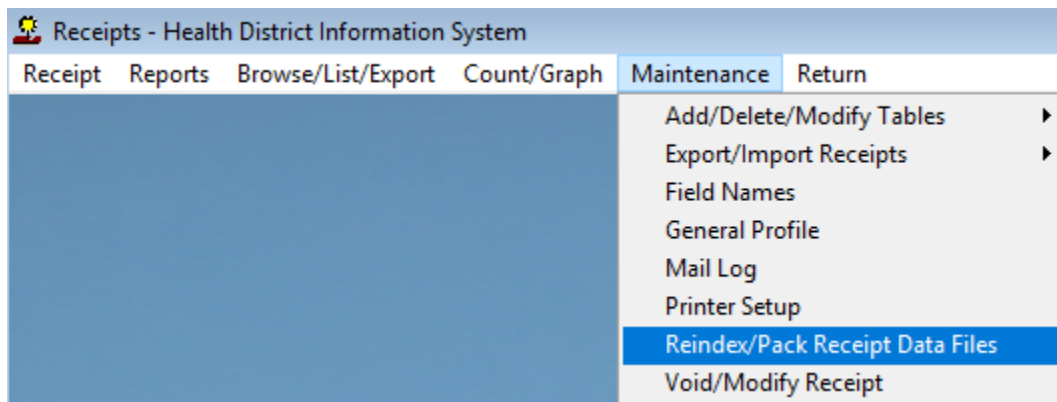
This function is only needed should your data be corrupted due to a power failure. Please contact BGI if you have any questions or concerns.

Void/Modify Receipt
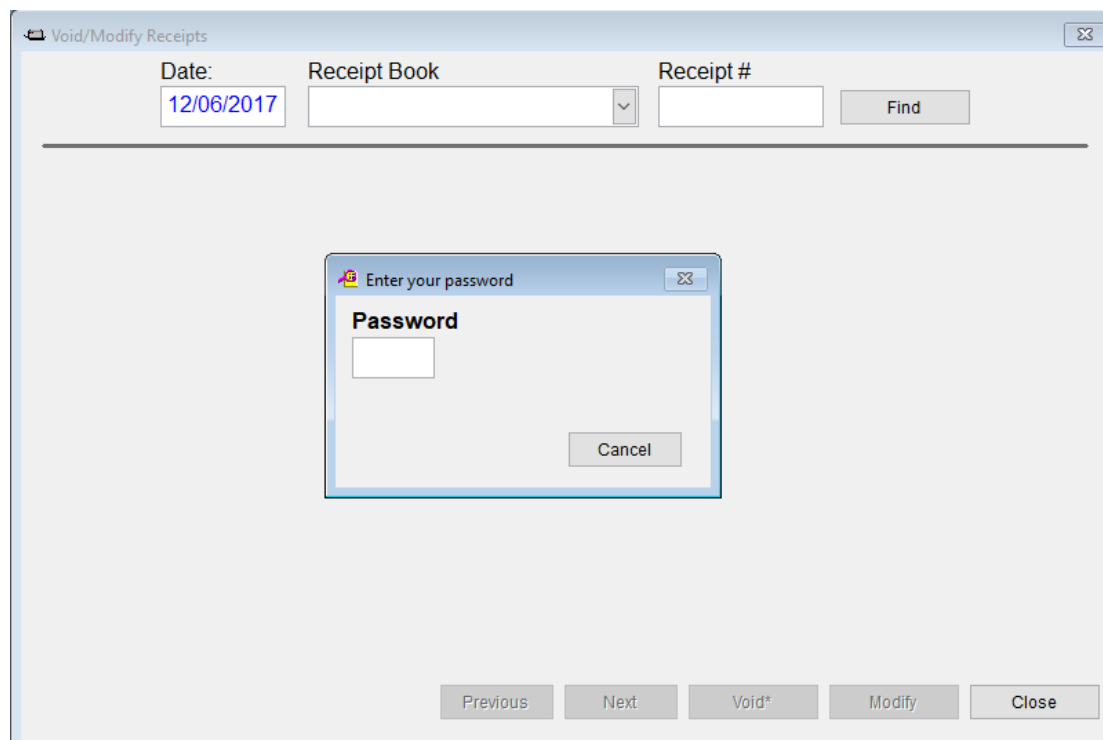
Navigate to **Maintenance -> Void/Modify Receipt**

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].

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

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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**.

Sort by

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

Sort by: (3 Max)

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

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	
☐	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	= ▽		= ▽	

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*.

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.

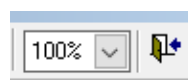If you choose to add filters, those will also be shown at the bottom of the page.

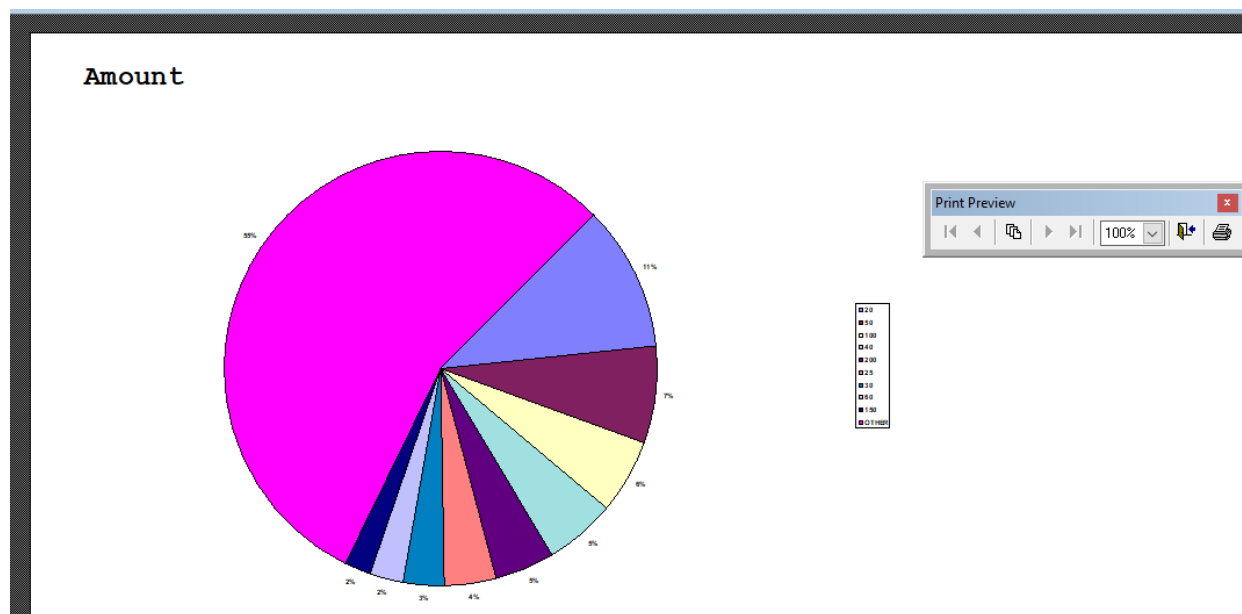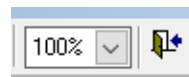Click on the door icon next to the percent to return to the menu:

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.

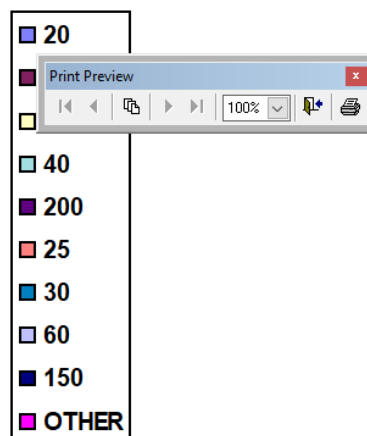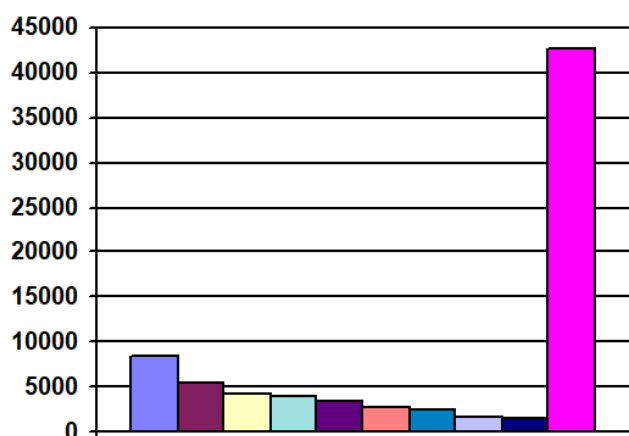Click on the door icon next to the percent to return to the menu:

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.

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