Checks and Payments Maintenance

Introduction

The Checks and Payments Maintenance page was created to provide you with an area to search out and work with your county financial data. There are several common searches which can be done through this page, as well as a number of very detailed searches that can be executed.

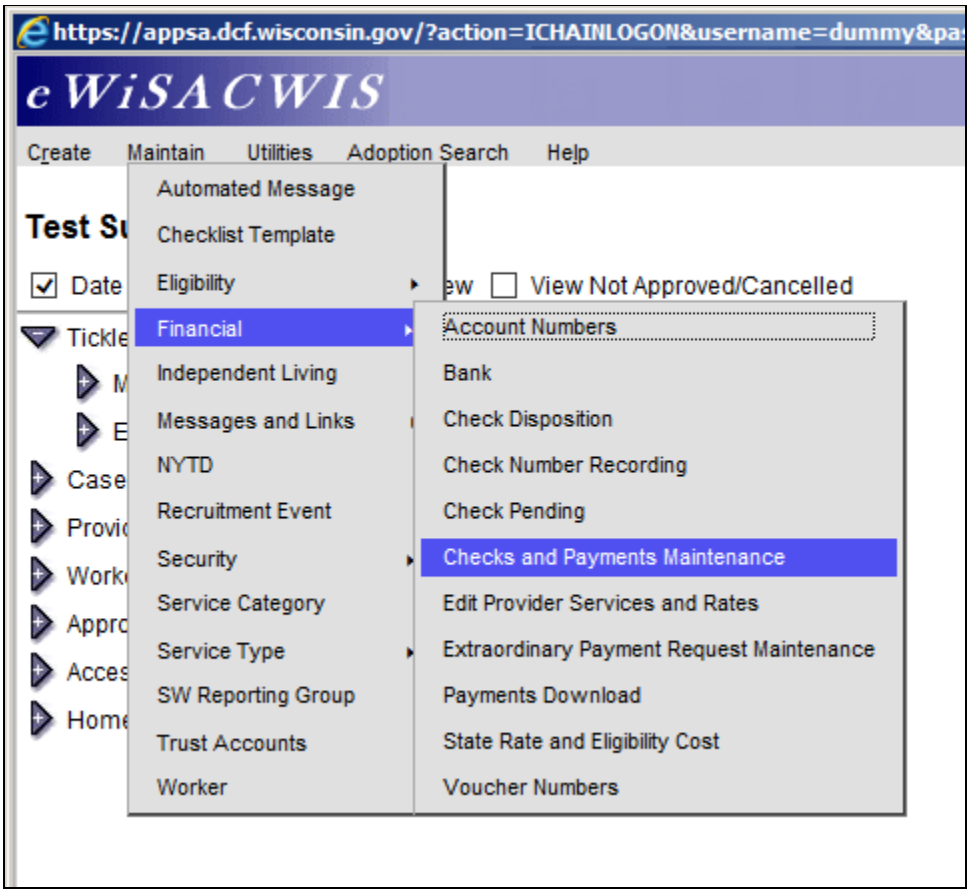
Along with searches, this page provides you the ability to complete several types of actions on one or many checks or payments with a single action.

Lastly, the page provides an export feature, allowing you to export their search results to a .csv file, which can then be opened up in a spreadsheet format.

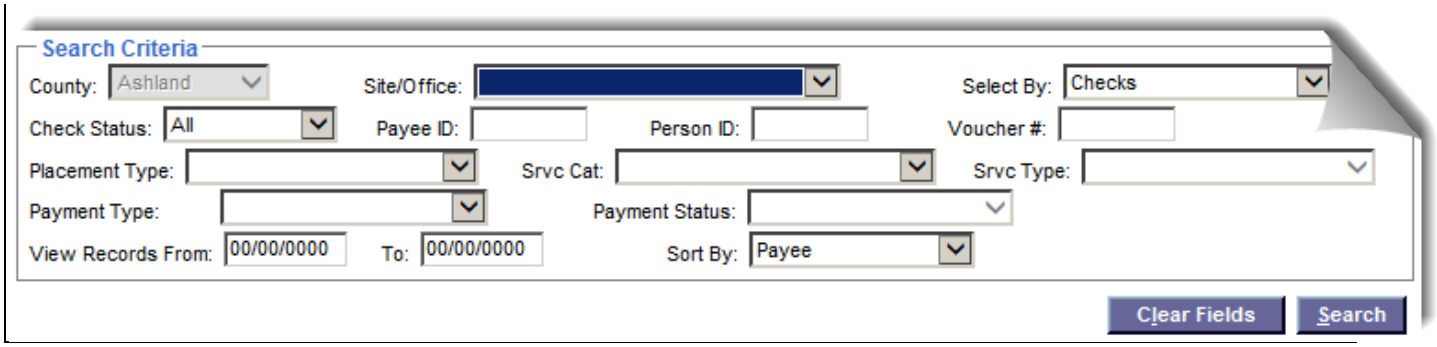
This Quick Reference Guide outlines the common searches and actions that the page offers, and details how to work with exported results.

Accessing the Checks and Payments Maintenance Page

From the desktop, go up to Maintain > Financial > Checks and Payments Maintenance. This will open the Checks and Payments Maintenance page.



Search Criteria Overview



1. **County:** Defaults to your county. Not a selectable drop-down.

2. **Site/Office:** Use this to look specifically search for check or payment data for a certain site. This is helpful for larger counties with multiple sites. **Note:** if selecting by checks and if the check includes another site's payments as well as the selected site, the check would display for both sites.

3. **Select By:** Defines what is being searched (Checks, Payments, Overpayments, or Payments & Overpayments).

4. **Check Status:** Use this to look specifically for check or payment data based on a certain check status (Pending, In Process, Outstanding, etc.).

5. **Payee ID:** Use this to look specifically for check or payment data for a single Payee.

6. **Person ID:** Use this to look specifically for check or payment data for a single person (child).

7. **Voucher #:** Use this to look specifically for check or payment data attached to a certain voucher.

8. **Placement Type:** Use this to look specifically for check or payment data for a certain placement type (Foster Home, Group Home, RCC, etc.).

9. **Srvc Cat:** Use this to look specifically for check or payment data for a certain Service Category (Foster Care, Kinship – Court Ordered, Secure Detention – OHP, etc.).

10. **Srvc Type:** *Requires a selection in the Srvc Cat field*. Use this to look specifically for check or payment data for a certain Service Type (Shelter Care – Paid, Respite Care – Paid, etc.).

11. **Payment Type:** Use this to look specifically for check or payment data for certain types of payments (Administrative, Costs > Spending Limit, Extraordinary, Maintenance).

12. **Payment Status:** *Requires that the Select By value is Payments, or Overpayments*. Use this to filter search results by the status of the Payment (Cancelled, Pending Approval, Non-System Disbursed, etc.).

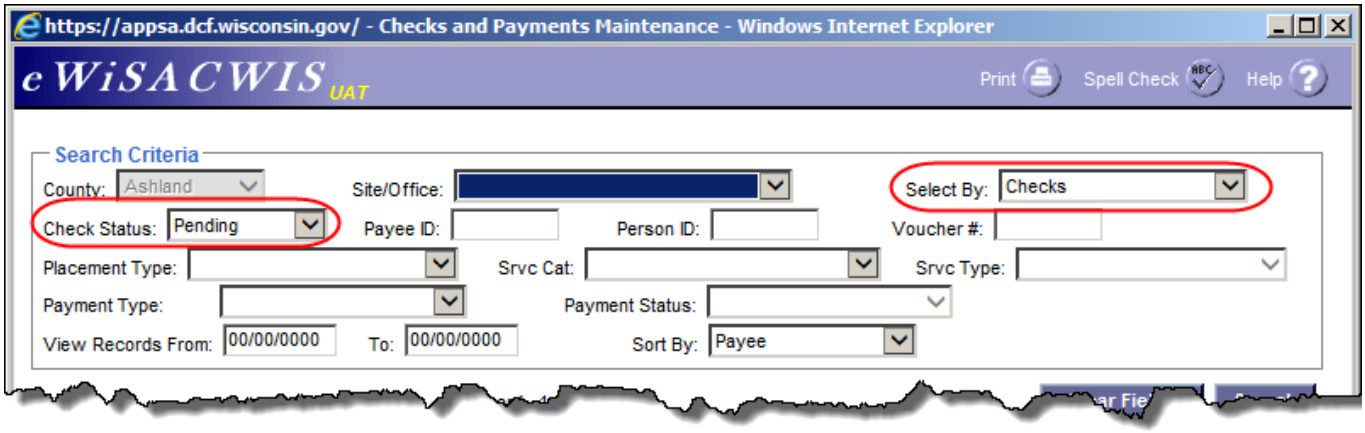
13. **View Records From and To:** Use this to look specifically for check or payment data for a certain date range.

14. **Sort By:** Allows you to define how the data should be initially sorted when returned (defaults to Payee. Can be set to Date, Amount Ascending or Descending, etc.).

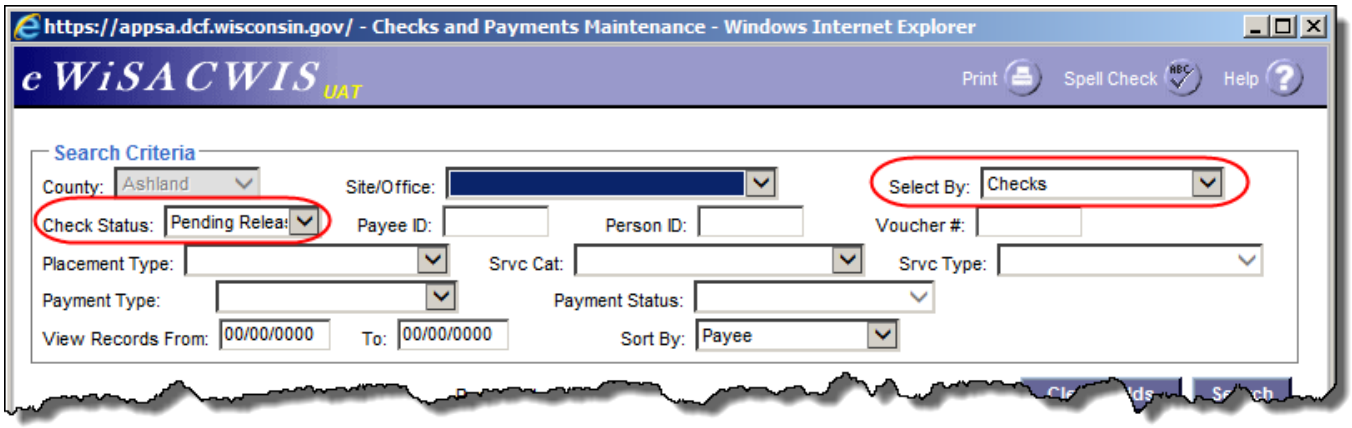
Common Searches

As mentioned above, the Checks and Payments Maintenance page offers any number of combinations to filter and look at your financial data. Listed below are examples of some common searches you may perform on the Checks and Payments Maintenance page. Those outlined below are just a few of the many possibilities. This being said, it is important to remember that each element selected acts as a filter for the search. So the more search criteria selected the more specific the search will be, and by contrast, the fewer search criteria selected will result in a more generalized search. In some instances, the search criteria chosen may be too general, resulting in a search that cannot be executed. In this instance, the search will eventually time out. An example of a search like this would be a search for all payments for a county with no date parameters.

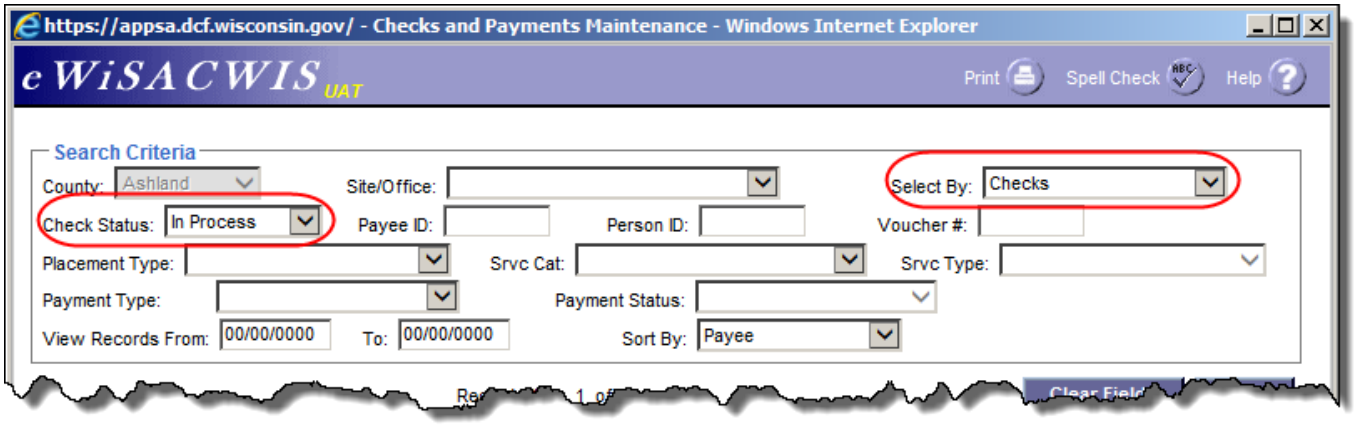
Pending Checks:



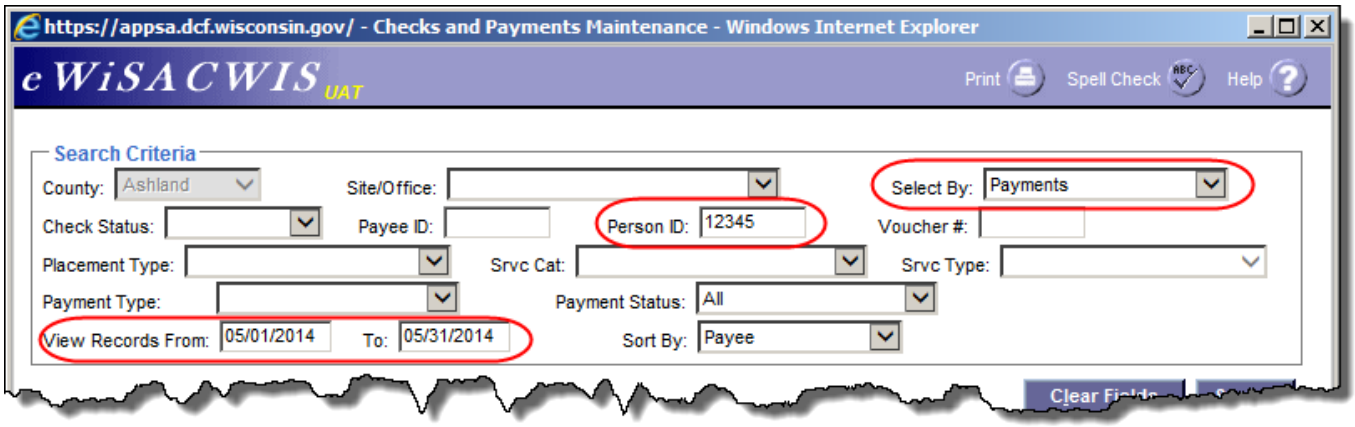
Pending Release Checks:



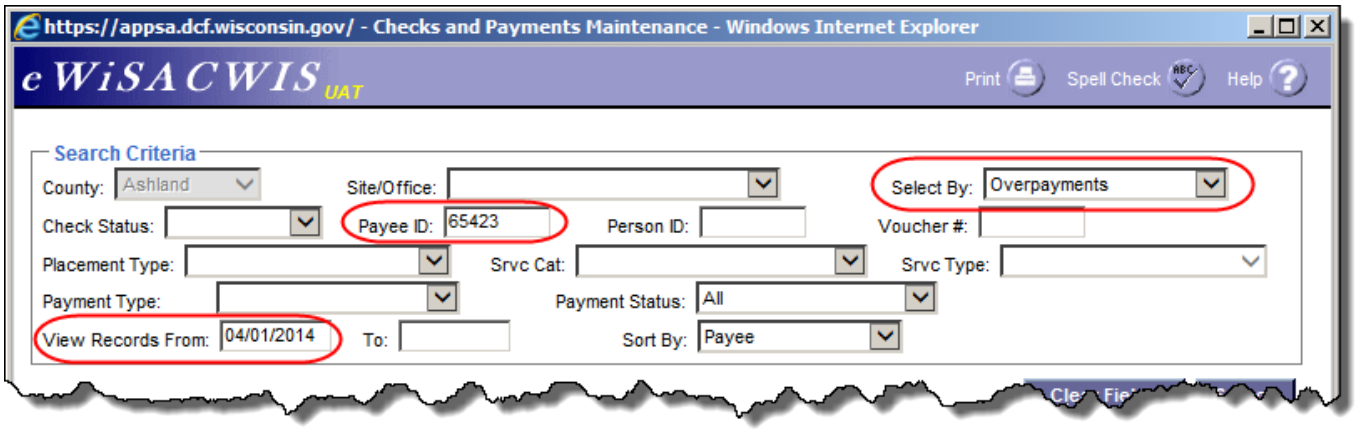
In Process Checks:



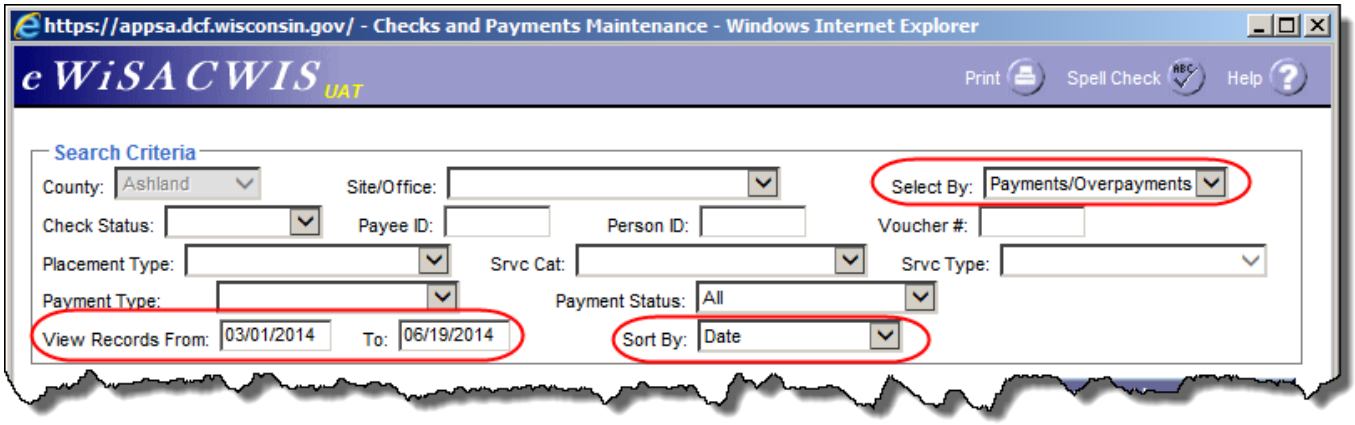
Payments - for a particular child and date range:



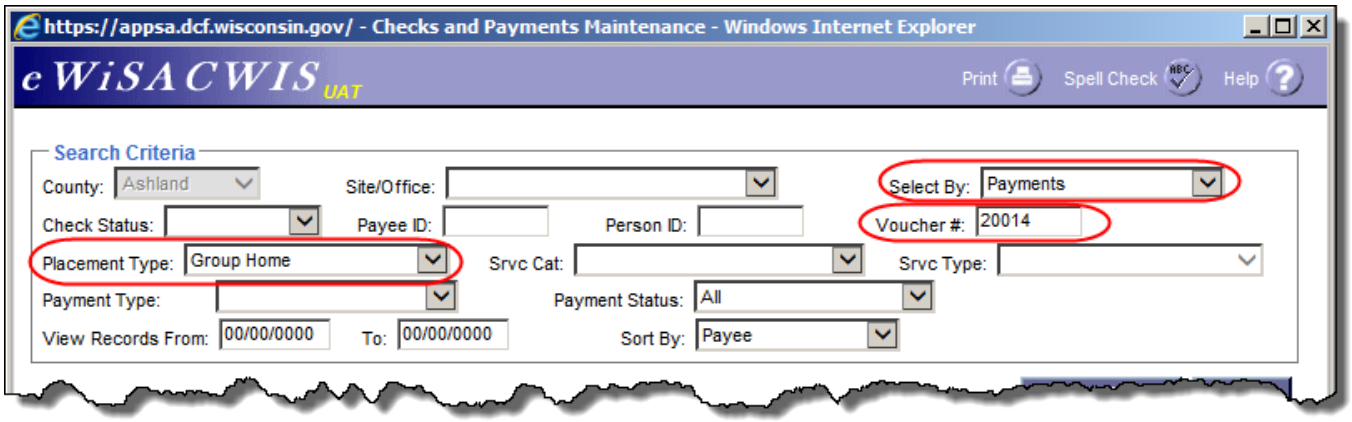
Overpayments - for a particular provider, dating from a particular date to present date:



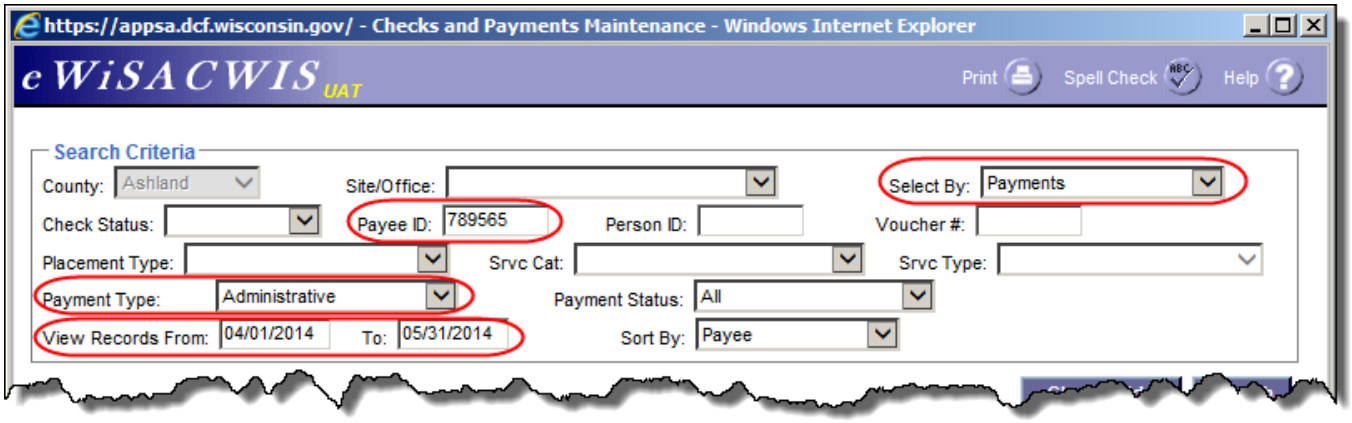
Payments and Overpayments - for a particular date range, sorted by date:



All Group Home Payments on a particular voucher run:



All Administrative Payments - for a particular provider, for a certain date range:



Working with Checks

As mentioned above, the Checks and Payments Maintenance page allows you to complete several types of actions on one or even a group of checks or payments. These actions vary depending upon whether you are selecting by Checks, Payments, or Overpayments.

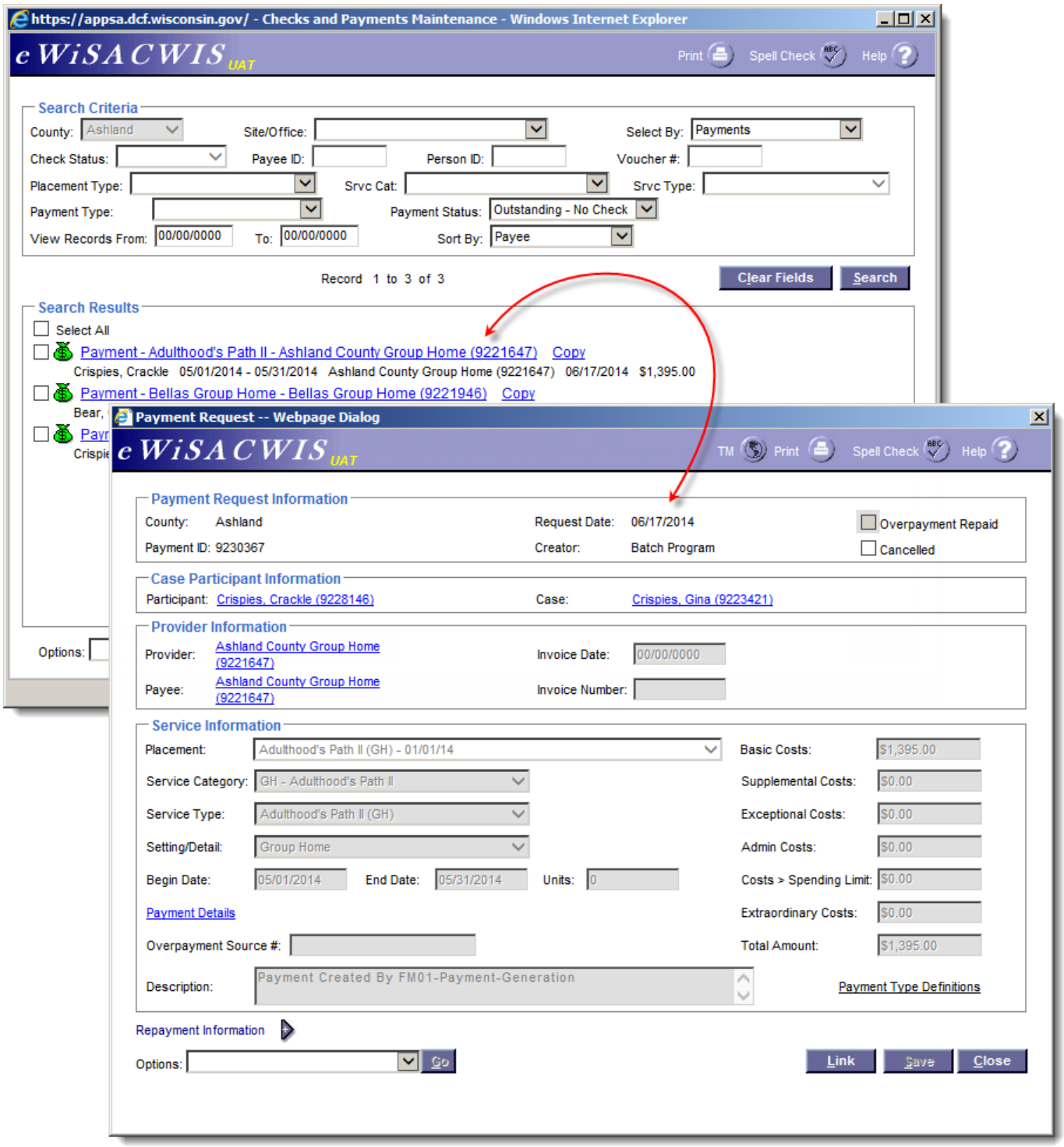
The actions that can be completed from this page are:

- Cancel Selected Checks
- Cancel and Reschedule Selected Checks
- Release Selected Checks
- Set Selected Checks to Pending Release
- Cancel Selected Payments
- Link Selected Payments to Pending Checks
- Cancel Selected Overpayments

This section of the guide will walk through a single scenario. The steps outlined within will be very similar for all other possible options.

Canceling a Payment(s):

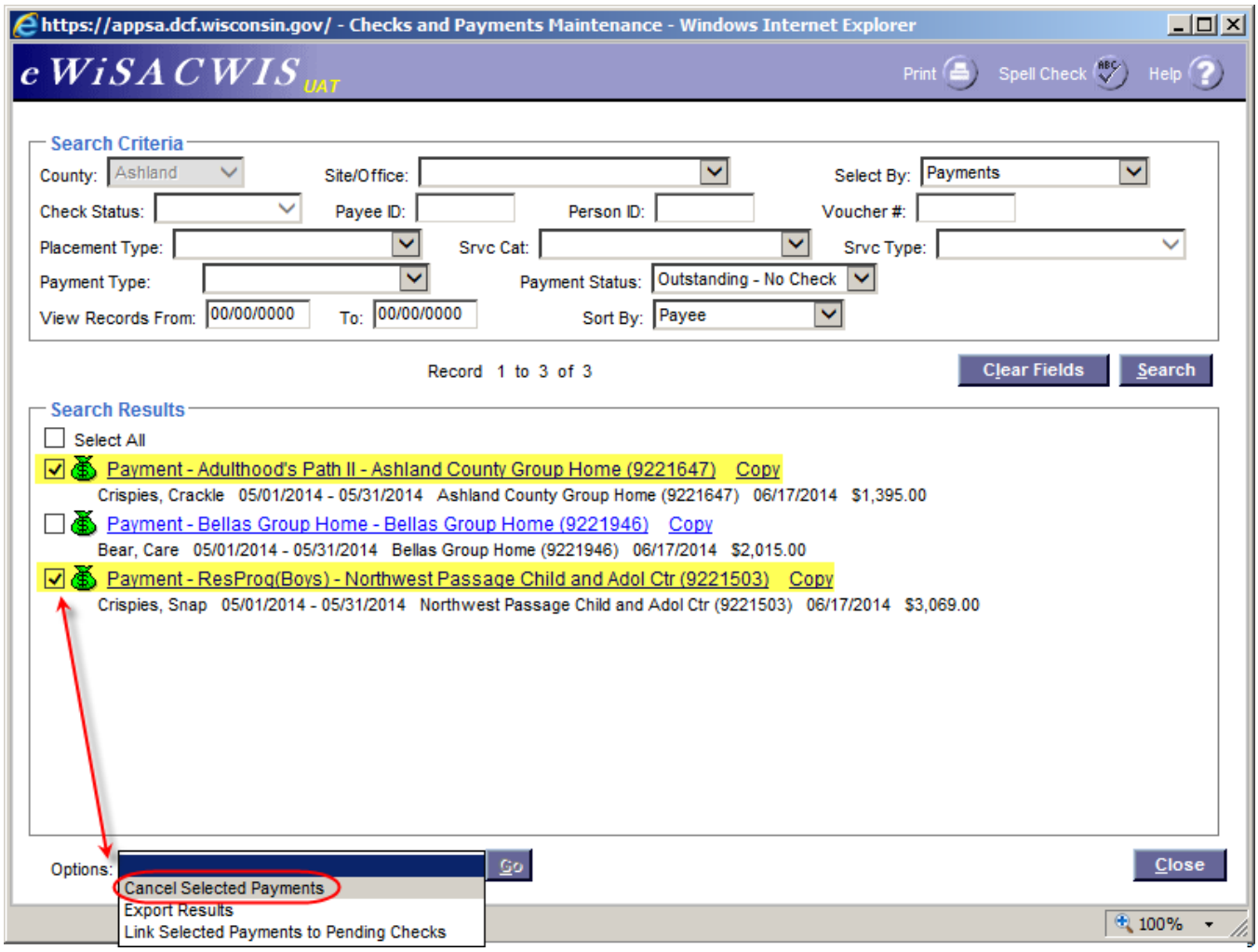
1. From the Checks and Payments Maintenance page, locate the payment(s) that needs to be cancelled. If you need more information before making your selection, click the payment hyperlink to view the Payment Request page.



2. Select the payment(s) that should be cancelled by selecting the checkbox next to the respective payment.

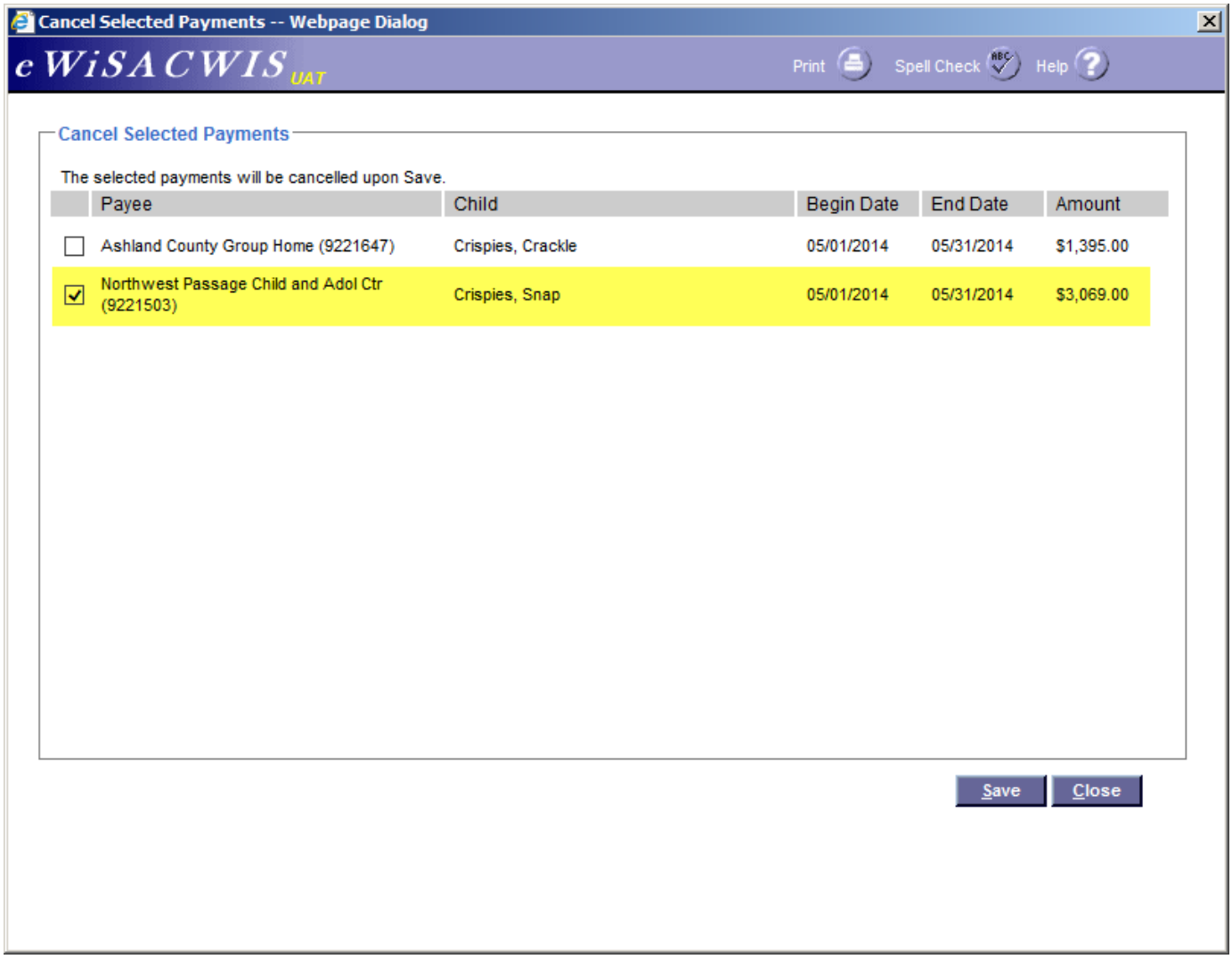
   Note: In the example below we are able to identify more than one payment at a time.

3. From the Options drop-down, select the action of "Cancel Selected Payments" and click Go. This will open the Cancel Selected Payments page.



4. Once the Go button has been selected a staging page will appear. The staging page gives you one last look at the payment data that will be cancelled. You are able to adjust what you are about to do by unchecking checkboxes, or you can completely back-out of the process by clicking the Close button. Once the Save button is clicked the payments selected will be cancelled.

   Note: In the example below we have chosen to uncheck one of the payments. With this setup we will only be cancelling one payment (the highlighted payment).



Exporting Results from the Checks and Payments Maintenance Page:

The "Export Results" option from the Checks and Payments Maintenance page allows you to generate ad hoc reports of your search results. For example, you can replicate the Pending Checks Report by searching for and returning all checks with a "Pending" status. Or, you can replicate the Pre-Audit Report by searching for and returning all checks with an "In Process" status. Once the search results have been returned, go to the Options drop-down and select "Export Results" and click Go.

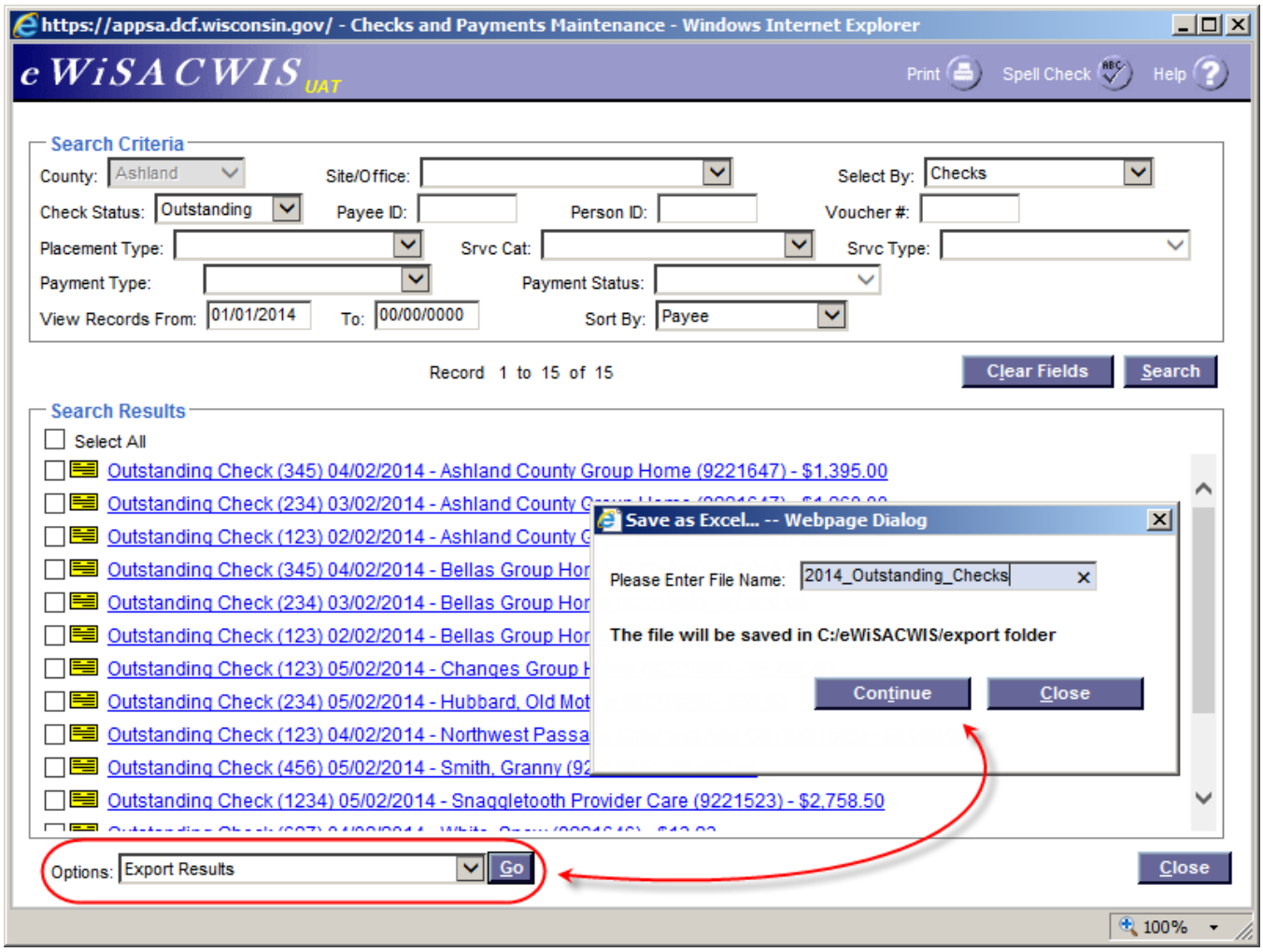
In the example below, we are going to generate an export of all of our checks in an "Outstanding" status for the year.

1. Setup and complete your search.

2. From the Options drop-down, select "Export Results" and click the Go button.

3. A Save as Excel pop-up will appear. Enter a File Name. Then click the Continue button.

   Note: The export file will be saved in C:/eWiSACWIS/export folder.

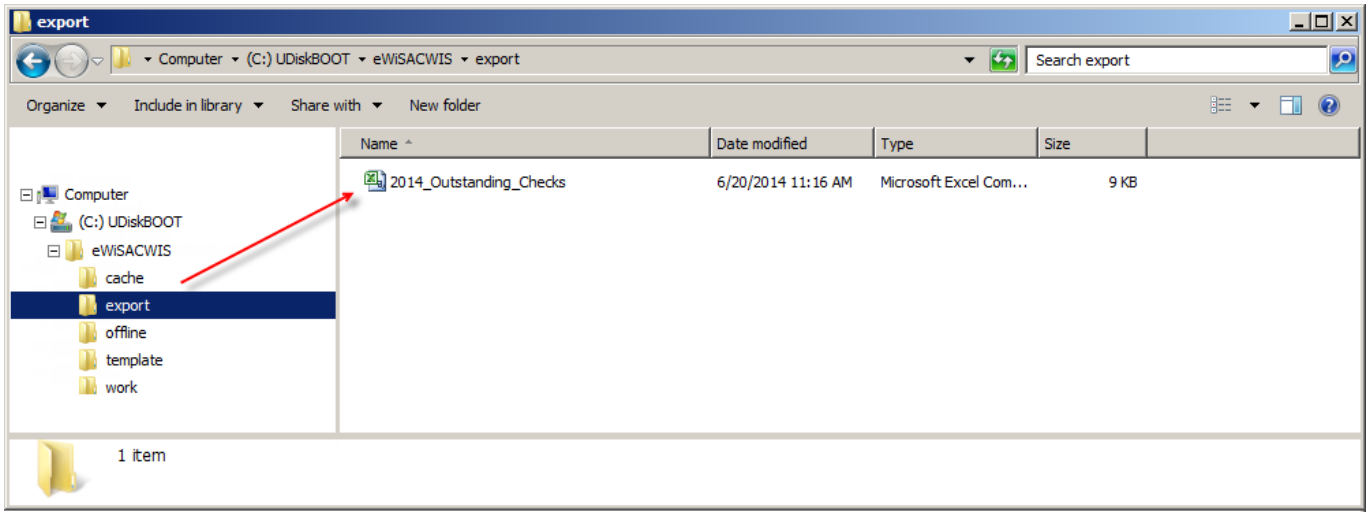


4. Navigate to your C: drive to locate your exported file.

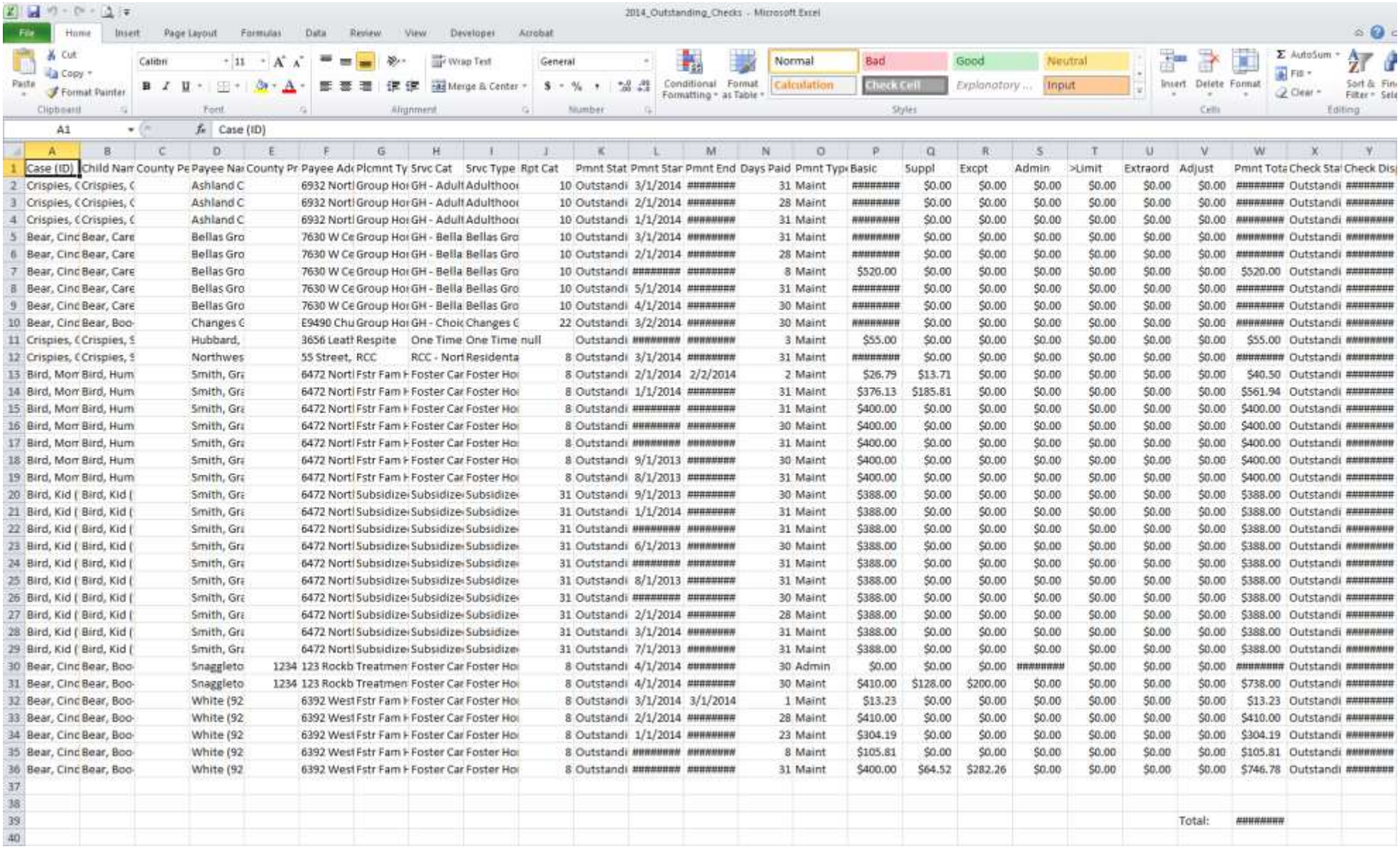
   Note: How you access your C: drive and how your explorer window looks may differ from the screen-shot below, depending upon your operating system and view setup.

5. Double click on the file to open the file in your default spreadsheet program.

   Note: This guide assumes that the file will be opened and worked with using Microsoft Excel. The rest of the guide will walk through some basic setup options that will give greater flexibility when working with the export.

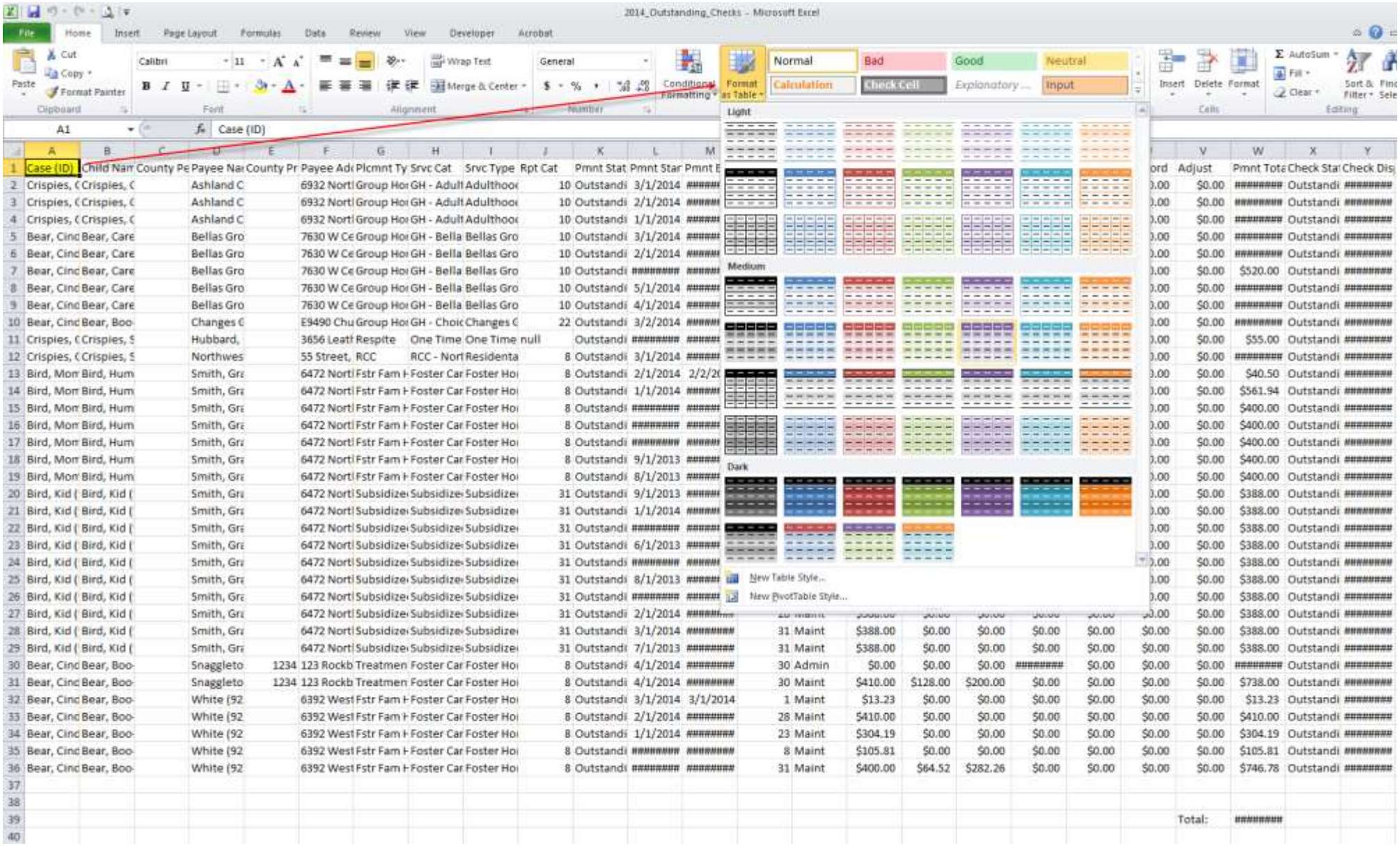


6. When the file initially opens it will look similar to the screen-shot below.

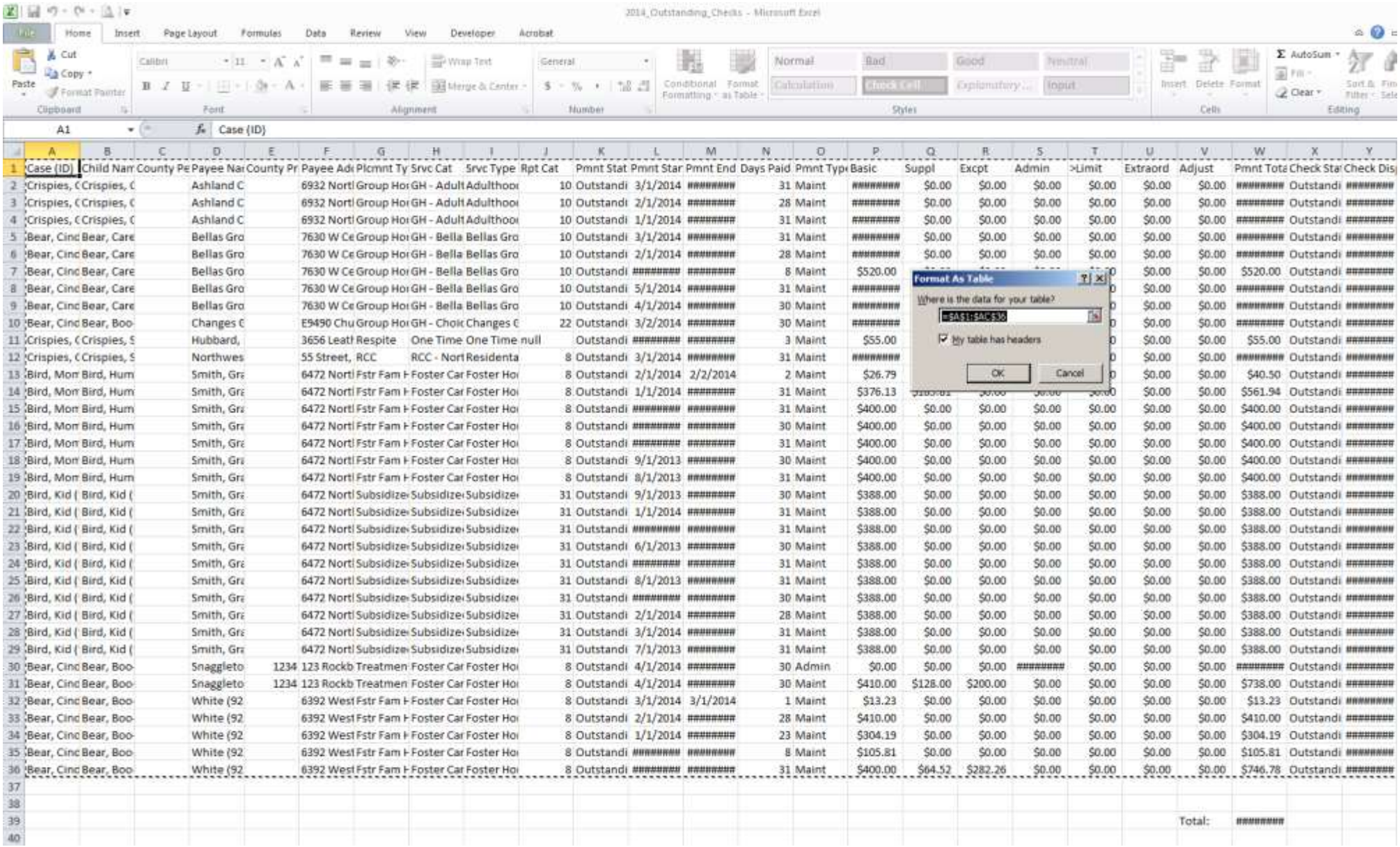


Case (ID)	Child Nam	County Pe	Payee Na	County Pr	Payee Ad	Plcmnt Ty	Srvc Cat	Srvc Type	Rpt Cat	Pmnt Stat	Pmnt Star	Pmnt End	Days Paid	Pmnt Typ	Basic	Suppl	Excpt	Admin	>Limit	Extraord	Adjust	Pmnt Tota	Check Sta	Check Dis
Crispies, C	Crispies, C		Ashland C		6932 Nort	Group Hor	GH - Adult	Adulthoo	10	Outstandi	3/1/2014	########	31	Maint	########	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	########	Outstandi	########
Crispies, C	Crispies, C		Ashland C		6932 Nort	Group Hor	GH - Adult	Adulthoo	10	Outstandi	2/1/2014	########	28	Maint	########	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	########	Outstandi	########
Crispies, C	Crispies, C		Ashland C		6932 Nort	Group Hor	GH - Adult	Adulthoo	10	Outstandi	1/1/2014	########	31	Maint	########	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	########	Outstandi	########
Bear, Cinc	Bear, Care		Bellas Gro		7630 W Ce	Group Hor	GH - Bella	Bellas Gro	10	Outstandi	3/1/2014	########	31	Maint	########	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	########	Outstandi	########
Bear, Cinc	Bear, Care		Bellas Gro		7630 W Ce	Group Hor	GH - Bella	Bellas Gro	10	Outstandi	2/1/2014	########	28	Maint	########	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	########	Outstandi	########
Bear, Cinc	Bear, Care		Bellas Gro		7630 W Ce	Group Hor	GH - Bella	Bellas Gro	10	Outstandi	########	########	8	Maint	$520.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$520.00	Outstandi	########
Bear, Cinc	Bear, Care		Bellas Gro		7630 W Ce	Group Hor	GH - Bella	Bellas Gro	10	Outstandi	5/1/2014	########	31	Maint	########	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	########	Outstandi	########
Bear, Cinc	Bear, Care		Bellas Gro		7630 W Ce	Group Hor	GH - Bella	Bellas Gro	10	Outstandi	4/1/2014	########	30	Maint	########	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	########	Outstandi	########
Bear, Cinc	Bear, Boo-		Changes C		E9490 Chu	Group Hor	GH - Choic	Changes C	22	Outstandi	3/2/2014	########	30	Maint	########	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	########	Outstandi	########
Crispies, C	Crispies, S		Hubbard,		3656 Leaf	Respite	One Time	One Time	null	Outstandi	########	########	3	Maint	$55.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$55.00	Outstandi	########
Crispies, C	Crispies, S		Northwes		55 Street,	RCC	RCC - Nort	Residenta	8	Outstandi	3/1/2014	########	31	Maint	########	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	########	Outstandi	########
Bird, Mon	Bird, Hum		Smith, Gra		6472 Nort	Fstr Fam H	Foster Car	Foster Hor	8	Outstandi	2/1/2014	2/2/2014	2	Maint	$26.79	$13.71	$0.00	$0.00	$0.00	$0.00	$0.00	$40.50	Outstandi	########
Bird, Mon	Bird, Hum		Smith, Gra		6472 Nort	Fstr Fam H	Foster Car	Foster Hor	8	Outstandi	1/1/2014	########	31	Maint	$376.13	$185.81	$0.00	$0.00	$0.00	$0.00	$0.00	$561.94	Outstandi	########
Bird, Mon	Bird, Hum		Smith, Gra		6472 Nort	Fstr Fam H	Foster Car	Foster Hor	8	Outstandi	########	########	31	Maint	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstandi	########
Bird, Mon	Bird, Hum		Smith, Gra		6472 Nort	Fstr Fam H	Foster Car	Foster Hor	8	Outstandi	########	########	30	Maint	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstandi	########
Bird, Mon	Bird, Hum		Smith, Gra		6472 Nort	Fstr Fam H	Foster Car	Foster Hor	8	Outstandi	########	########	31	Maint	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstandi	########
Bird, Mon	Bird, Hum		Smith, Gra		6472 Nort	Fstr Fam H	Foster Car	Foster Hor	8	Outstandi	9/1/2013	########	30	Maint	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstandi	########
Bird, Mon	Bird, Hum		Smith, Gra		6472 Nort	Fstr Fam H	Foster Car	Foster Hor	8	Outstandi	8/1/2013	########	31	Maint	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstandi	########
Bird, Kid (	Bird, Kid (		Smith, Gra		6472 Nort	Subsidize	Subsidize	Subsidize	31	Outstandi	9/1/2013	########	30	Maint	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstandi	########
Bird, Kid (	Bird, Kid (		Smith, Gra		6472 Nort	Subsidize	Subsidize	Subsidize	31	Outstandi	1/1/2014	########	31	Maint	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstandi	########
Bird, Kid (	Bird, Kid (		Smith, Gra		6472 Nort	Subsidize	Subsidize	Subsidize	31	Outstandi	########	########	31	Maint	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstandi	########
Bird, Kid (	Bird, Kid (		Smith, Gra		6472 Nort	Subsidize	Subsidize	Subsidize	31	Outstandi	6/1/2013	########	30	Maint	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstandi	########
Bird, Kid (	Bird, Kid (		Smith, Gra		6472 Nort	Subsidize	Subsidize	Subsidize	31	Outstandi	########	########	31	Maint	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstandi	########
Bird, Kid (	Bird, Kid (		Smith, Gra		6472 Nort	Subsidize	Subsidize	Subsidize	31	Outstandi	8/1/2013	########	31	Maint	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstandi	########
Bird, Kid (	Bird, Kid (		Smith, Gra		6472 Nort	Subsidize	Subsidize	Subsidize	31	Outstandi	########	########	30	Maint	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstandi	########
Bird, Kid (	Bird, Kid (		Smith, Gra		6472 Nort	Subsidize	Subsidize	Subsidize	31	Outstandi	2/1/2014	########	28	Maint	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstandi	########
Bird, Kid (	Bird, Kid (		Smith, Gra		6472 Nort	Subsidize	Subsidize	Subsidize	31	Outstandi	3/1/2014	########	31	Maint	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstandi	########
Bird, Kid (	Bird, Kid (		Smith, Gra		6472 Nort	Subsidize	Subsidize	Subsidize	31	Outstandi	7/1/2013	########	31	Maint	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstandi	########
Bear, Cinc	Bear, Boo-		Snaggleto	1234	123 Rockb	Treatmen	Foster Car	Foster Hor	8	Outstandi	4/1/2014	########	30	Admin	$0.00	$0.00	$0.00	########	$0.00	$0.00	$0.00	########	Outstandi	########
Bear, Cinc	Bear, Boo-		Snaggleto	1234	123 Rockb	Treatmen	Foster Car	Foster Hor	8	Outstandi	4/1/2014	########	30	Maint	$410.00	$128.00	$200.00	$0.00	$0.00	$0.00	$0.00	$738.00	Outstandi	########
Bear, Cinc	Bear, Boo-		White (92		6392 West	Fstr Fam H	Foster Car	Foster Hor	8	Outstandi	3/1/2014	3/1/2014	1	Maint	$13.23	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$13.23	Outstandi	########
Bear, Cinc	Bear, Boo-		White (92		6392 West	Fstr Fam H	Foster Car	Foster Hor	8	Outstandi	2/1/2014	########	28	Maint	$410.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$410.00	Outstandi	########
Bear, Cinc	Bear, Boo-		White (92		6392 West	Fstr Fam H	Foster Car	Foster Hor	8	Outstandi	1/1/2014	########	23	Maint	$304.19	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$304.19	Outstandi	########
Bear, Cinc	Bear, Boo-		White (92		6392 West	Fstr Fam H	Foster Car	Foster Hor	8	Outstandi	########	########	8	Maint	$105.81	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$105.81	Outstandi	########
Bear, Cinc	Bear, Boo-		White (92		6392 West	Fstr Fam H	Foster Car	Foster Hor	8	Outstandi	########	########	31	Maint	$400.00	$64.52	$282.26	$0.00	$0.00	$0.00	$0.00	$746.78	Outstandi	########
																					Total:	########		

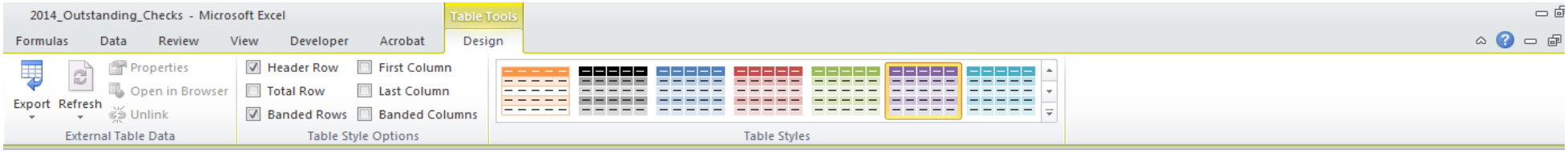
7. Put your cursor in the first cell of the spreadsheet and select the Format as Table button. There are several different style setups to choose from. Select a format.



8. After you select a table format, a pop-up will present illustrating the rows that will be included in your table as well as a check box indicating that your table has headers. Ensure that all rows are included, and that the check box is checked and select the OK button.



9. At this point your table will be created. The columns will expand to accommodate the header names. You may notice that the data held within exceeds the column width and is cutoff, or if it is a number, it may be displaying as "#####."

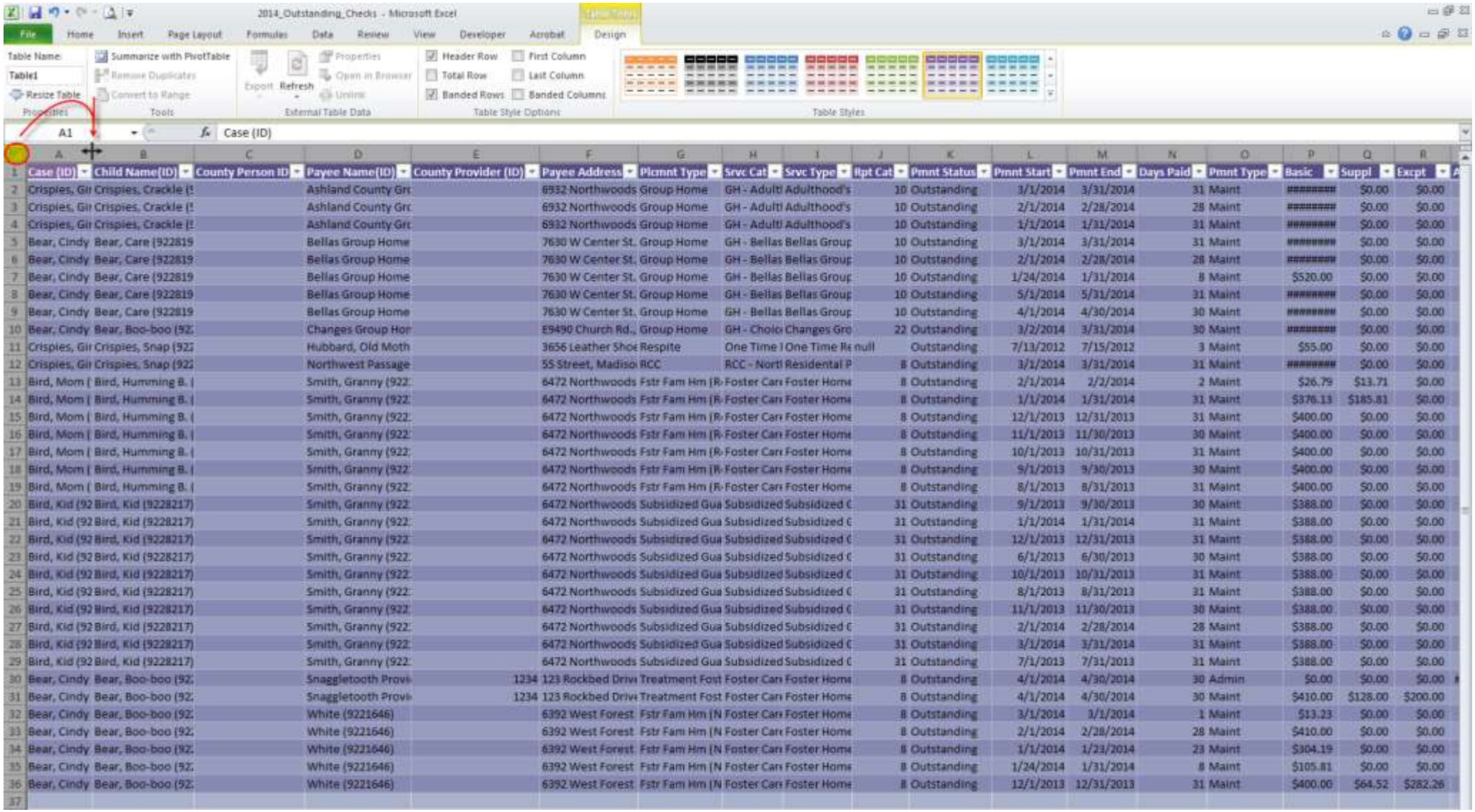


se (ID)

Formula Bar

C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Person ID	Payee Name(ID)	County Provider (ID)	Payee Address	Plcmnt Type	Srvc Cat	Srvc Type	Rpt Cat	Pmnt Status	Pmnt Start	Pmnt End	Days Paid	Pmnt Type	Basic	Suppl	Excpt
	Ashland County Grc		6932 Northwoods	Group Home	GH - Adult	Adulthood's	10	Outstanding	3/1/2014	3/31/2014	31	Maint	########	$0.00	$0.00
	Ashland County Grc		6932 Northwoods	Group Home	GH - Adult	Adulthood's	10	Outstanding	2/1/2014	2/28/2014	28	Maint	########	$0.00	$0.00
	Ashland County Grc		6932 Northwoods	Group Home	GH - Adult	Adulthood's	10	Outstanding	1/1/2014	1/31/2014	31	Maint	########	$0.00	$0.00
	Bellas Group Home		7630 W Center St.	Group Home	GH - Bellas	Bellas Group	10	Outstanding	3/1/2014	3/31/2014	31	Maint	########	$0.00	$0.00
	Bellas Group Home		7630 W Center St.	Group Home	GH - Bellas	Bellas Group	10	Outstanding	2/1/2014	2/28/2014	28	Maint	########	$0.00	$0.00
	Bellas Group Home		7630 W Center St.	Group Home	GH - Bellas	Bellas Group	10	Outstanding	1/24/2014	1/31/2014	8	Maint	$520.00	$0.00	$0.00
	Bellas Group Home		7630 W Center St.	Group Home	GH - Bellas	Bellas Group	10	Outstanding	5/1/2014	5/31/2014	31	Maint	########	$0.00	$0.00
	Bellas Group Home		7630 W Center St.	Group Home	GH - Bellas	Bellas Group	10	Outstanding	4/1/2014	4/30/2014	30	Maint	########	$0.00	$0.00
	Changes Group Hon		E9490 Church Rd.,	Group Home	GH - Choic	Changes Gro	22	Outstanding	3/2/2014	3/31/2014	30	Maint	########	$0.00	$0.00
	Hubbard, Old Moth		3656 Leather Shoe	Respite	One Time I	One Time Re	null	Outstanding	7/13/2012	7/15/2012	3	Maint	$55.00	$0.00	$0.00
	Northwest Passage		55 Street, Madiso	RCC	RCC - North	Residental P	8	Outstanding	3/1/2014	3/31/2014	31	Maint	########	$0.00	$0.00
	Smith, Granny (922		6472 Northwoods	Fstr Fam Hm (R	Foster Care	Foster Home	8	Outstanding	2/1/2014	2/2/2014	2	Maint	$26.79	$13.71	$0.00
	Smith, Granny (922		6472 Northwoods	Fstr Fam Hm (R	Foster Care	Foster Home	8	Outstanding	1/1/2014	1/31/2014	31	Maint	$376.13	$185.81	$0.00
	Smith, Granny (922		6472 Northwoods	Fstr Fam Hm (R	Foster Care	Foster Home	8	Outstanding	12/1/2013	12/31/2013	31	Maint	$400.00	$0.00	$0.00
	Smith, Granny (922		6472 Northwoods	Fstr Fam Hm (R	Foster Care	Foster Home	8	Outstanding	11/1/2013	11/30/2013	30	Maint	$400.00	$0.00	$0.00
	Smith, Granny (922		6472 Northwoods	Fstr Fam Hm (R	Foster Care	Foster Home	8	Outstanding	10/1/2013	10/31/2013	31	Maint	$400.00	$0.00	$0.00
	Smith, Granny (922		6472 Northwoods	Fstr Fam Hm (R	Foster Care	Foster Home	8	Outstanding	9/1/2013	9/30/2013	30	Maint	$400.00	$0.00	$0.00
	Smith, Granny (922		6472 Northwoods	Fstr Fam Hm (R	Foster Care	Foster Home	8	Outstanding	8/1/2013	8/31/2013	31	Maint	$400.00	$0.00	$0.00
	Smith, Granny (922		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized G	31	Outstanding	9/1/2013	9/30/2013	30	Maint	$388.00	$0.00	$0.00
	Smith, Granny (922		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized G	31	Outstanding	1/1/2014	1/31/2014	31	Maint	$388.00	$0.00	$0.00
	Smith, Granny (922		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized G	31	Outstanding	12/1/2013	12/31/2013	31	Maint	$388.00	$0.00	$0.00
	Smith, Granny (922		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized G	31	Outstanding	6/1/2013	6/30/2013	30	Maint	$388.00	$0.00	$0.00
	Smith, Granny (922		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized G	31	Outstanding	10/1/2013	10/31/2013	31	Maint	$388.00	$0.00	$0.00
	Smith, Granny (922		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized G	31	Outstanding	8/1/2013	8/31/2013	31	Maint	$388.00	$0.00	$0.00
	Smith, Granny (922		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized G	31	Outstanding	11/1/2013	11/30/2013	30	Maint	$388.00	$0.00	$0.00
	Smith, Granny (922		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized G	31	Outstanding	2/1/2014	2/28/2014	28	Maint	$388.00	$0.00	$0.00
	Smith, Granny (922		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized G	31	Outstanding	3/1/2014	3/31/2014	31	Maint	$388.00	$0.00	$0.00
	Smith, Granny (922		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized G	31	Outstanding	7/1/2013	7/31/2013	31	Maint	$388.00	$0.00	$0.00
	Snaggletooth Provi	1234	123 Rockbed Drive	Treatment Fost	Foster Care	Foster Home	8	Outstanding	4/1/2014	4/30/2014	30	Admin	$0.00	$0.00	$0.00
	Snaggletooth Provi	1234	123 Rockbed Drive	Treatment Fost	Foster Care	Foster Home	8	Outstanding	4/1/2014	4/30/2014	30	Maint	$410.00	$128.00	$200.00
	White (9221646)		6392 West Forest	Fstr Fam Hm (N	Foster Care	Foster Home	8	Outstanding	3/1/2014	3/1/2014	1	Maint	$13.23	$0.00	$0.00
	White (9221646)		6392 West Forest	Fstr Fam Hm (N	Foster Care	Foster Home	8	Outstanding	2/1/2014	2/28/2014	28	Maint	$410.00	$0.00	$0.00
	White (9221646)		6392 West Forest	Fstr Fam Hm (N	Foster Care	Foster Home	8	Outstanding	1/1/2014	1/23/2014	23	Maint	$304.19	$0.00	$0.00
	White (9221646)		6392 West Forest	Fstr Fam Hm (N	Foster Care	Foster Home	8	Outstanding	1/24/2014	1/31/2014	8	Maint	$105.81	$0.00	$0.00
	White (9221646)		6392 West Forest	Fstr Fam Hm (N	Foster Care	Foster Home	8	Outstanding	12/1/2013	12/31/2013	31	Maint	$400.00	$64.52	$282.26

10. To resolve the issue described above, simply select the cell just above the first row (this selects the entire worksheet). Then double-click the line between column A and Column B. This will expand each column in your table to fit the longest content.

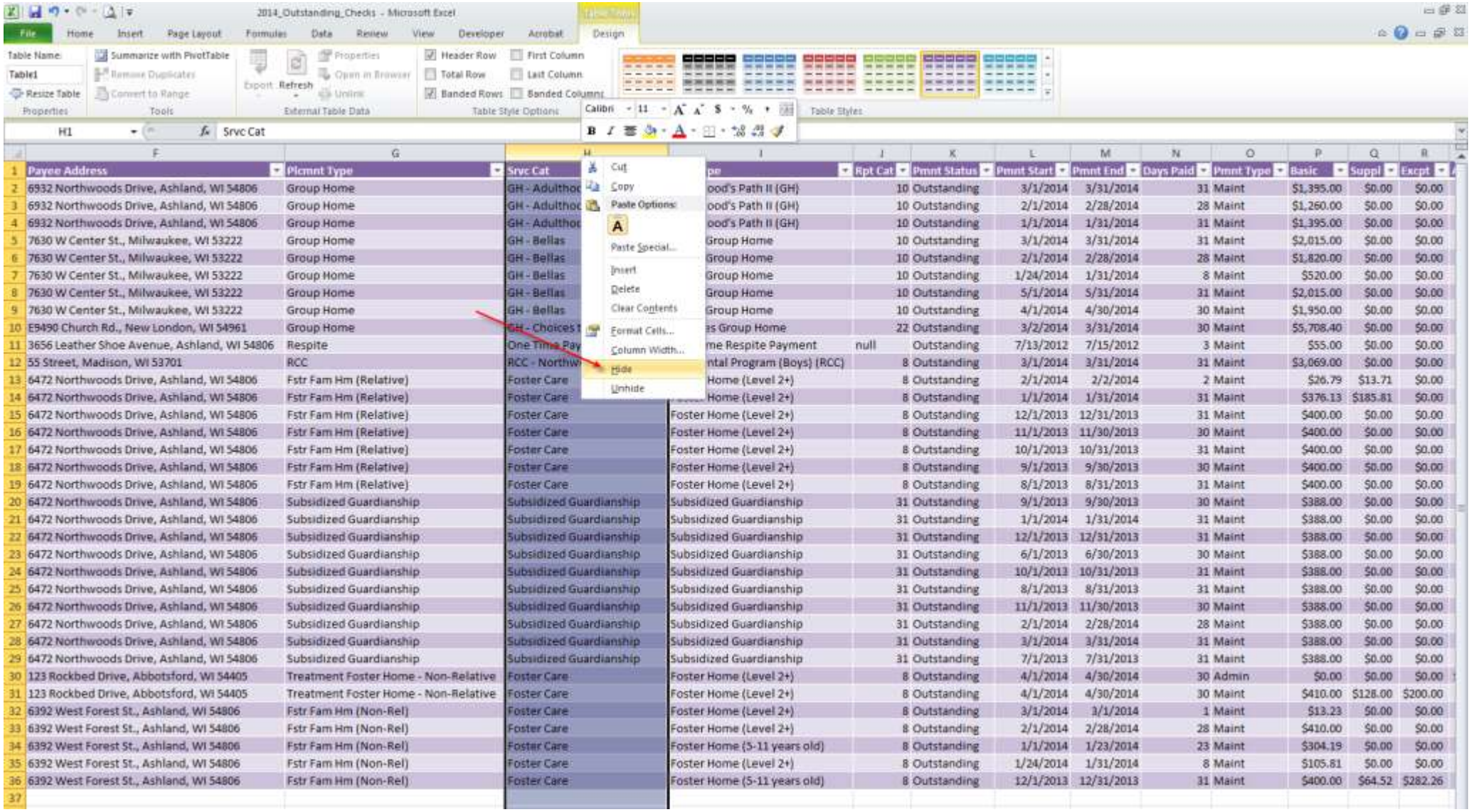


Case (ID)	Child Name(ID)	County Person ID	Payee Name(ID)	County Provider (ID)	Payee Address	Plcmnt Type	Srvc Cat	Srvc Type	Rpt Cat	Pmnt Status	Pmnt Start	Pmnt End	Days Paid	Pmnt Type	Basic	Suppl	Excpt
Crispies, Gir	Crispies, Crackle (!		Ashland County Gr		6932 Northwoods	Group Home	GH - Adult	Adulthood's	10	Outstanding	3/1/2014	3/31/2014	31	Maint	########	$0.00	$0.00
Crispies, Gir	Crispies, Crackle (!		Ashland County Gr		6932 Northwoods	Group Home	GH - Adult	Adulthood's	10	Outstanding	2/1/2014	2/28/2014	28	Maint	########	$0.00	$0.00
Crispies, Gir	Crispies, Crackle (!		Ashland County Gr		6932 Northwoods	Group Home	GH - Adult	Adulthood's	10	Outstanding	1/1/2014	1/31/2014	31	Maint	########	$0.00	$0.00
Bear, Cindy	Bear, Care (922819		Bellas Group Home		7630 W Center St.	Group Home	GH - Bellas	Bellas Group	10	Outstanding	3/1/2014	3/31/2014	31	Maint	########	$0.00	$0.00
Bear, Cindy	Bear, Care (922819		Bellas Group Home		7630 W Center St.	Group Home	GH - Bellas	Bellas Group	10	Outstanding	2/1/2014	2/28/2014	28	Maint	########	$0.00	$0.00
Bear, Cindy	Bear, Care (922819		Bellas Group Home		7630 W Center St.	Group Home	GH - Bellas	Bellas Group	10	Outstanding	1/24/2014	1/31/2014	8	Maint	$520.00	$0.00	$0.00
Bear, Cindy	Bear, Care (922819		Bellas Group Home		7630 W Center St.	Group Home	GH - Bellas	Bellas Group	10	Outstanding	5/1/2014	5/31/2014	31	Maint	########	$0.00	$0.00
Bear, Cindy	Bear, Care (922819		Bellas Group Home		7630 W Center St.	Group Home	GH - Bellas	Bellas Group	10	Outstanding	4/1/2014	4/30/2014	30	Maint	########	$0.00	$0.00
Bear, Cindy	Bear, Boo-boo (92		Changes Group Hor		E9490 Church Rd.,	Group Home	GH - Choic	Changes Gro	22	Outstanding	3/2/2014	3/31/2014	30	Maint	########	$0.00	$0.00
Crispies, Gir	Crispies, Snap (92		Hubbard, Old Moth		3656 Leather Shoe	Respite	One Time I	One Time Re	null	Outstanding	7/13/2012	7/15/2012	3	Maint	$55.00	$0.00	$0.00
Crispies, Gir	Crispies, Snap (92		Northwest Passage		55 Street, Madiso	RCC	RCC - Nort	Residental P	8	Outstanding	3/1/2014	3/31/2014	31	Maint	########	$0.00	$0.00
Bird, Mom (	Bird, Humming B. (		Smith, Granny (922		6472 Northwoods	Fstr Fam Hm (R	Foster Car	Foster Home	8	Outstanding	2/1/2014	2/2/2014	2	Maint	$26.79	$13.71	$0.00
Bird, Mom (	Bird, Humming B. (		Smith, Granny (922		6472 Northwoods	Fstr Fam Hm (R	Foster Car	Foster Home	8	Outstanding	1/1/2014	1/31/2014	31	Maint	$376.13	$185.81	$0.00
Bird, Mom (	Bird, Humming B. (		Smith, Granny (922		6472 Northwoods	Fstr Fam Hm (R	Foster Car	Foster Home	8	Outstanding	12/1/2013	12/31/2013	31	Maint	$400.00	$0.00	$0.00
Bird, Mom (	Bird, Humming B. (		Smith, Granny (922		6472 Northwoods	Fstr Fam Hm (R	Foster Car	Foster Home	8	Outstanding	11/1/2013	11/30/2013	30	Maint	$400.00	$0.00	$0.00
Bird, Mom (	Bird, Humming B. (		Smith, Granny (922		6472 Northwoods	Fstr Fam Hm (R	Foster Car	Foster Home	8	Outstanding	10/1/2013	10/31/2013	31	Maint	$400.00	$0.00	$0.00
Bird, Mom (	Bird, Humming B. (		Smith, Granny (922		6472 Northwoods	Fstr Fam Hm (R	Foster Car	Foster Home	8	Outstanding	9/1/2013	9/30/2013	30	Maint	$400.00	$0.00	$0.00
Bird, Mom (	Bird, Humming B. (		Smith, Granny (922		6472 Northwoods	Fstr Fam Hm (R	Foster Car	Foster Home	8	Outstanding	8/1/2013	8/31/2013	31	Maint	$400.00	$0.00	$0.00
Bird, Kid (92	Bird, Kid (9228217)		Smith, Granny (922		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized C	31	Outstanding	9/1/2013	9/30/2013	30	Maint	$388.00	$0.00	$0.00
Bird, Kid (92	Bird, Kid (9228217)		Smith, Granny (922		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized C	31	Outstanding	1/1/2014	1/31/2014	31	Maint	$388.00	$0.00	$0.00
Bird, Kid (92	Bird, Kid (9228217)		Smith, Granny (922		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized C	31	Outstanding	12/1/2013	12/31/2013	31	Maint	$388.00	$0.00	$0.00
Bird, Kid (92	Bird, Kid (9228217)		Smith, Granny (922		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized C	31	Outstanding	6/1/2013	6/30/2013	30	Maint	$388.00	$0.00	$0.00
Bird, Kid (92	Bird, Kid (9228217)		Smith, Granny (922		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized C	31	Outstanding	10/1/2013	10/31/2013	31	Maint	$388.00	$0.00	$0.00
Bird, Kid (92	Bird, Kid (9228217)		Smith, Granny (922		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized C	31	Outstanding	8/1/2013	8/31/2013	31	Maint	$388.00	$0.00	$0.00
Bird, Kid (92	Bird, Kid (9228217)		Smith, Granny (922		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized C	31	Outstanding	11/1/2013	11/30/2013	30	Maint	$388.00	$0.00	$0.00
Bird, Kid (92	Bird, Kid (9228217)		Smith, Granny (922		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized C	31	Outstanding	2/1/2014	2/28/2014	28	Maint	$388.00	$0.00	$0.00
Bird, Kid (92	Bird, Kid (9228217)		Smith, Granny (922		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized C	31	Outstanding	3/1/2014	3/31/2014	31	Maint	$388.00	$0.00	$0.00
Bird, Kid (92	Bird, Kid (9228217)		Smith, Granny (922		6472 Northwoods	Subsidized Gua	Subsidized	Subsidized C	31	Outstanding	7/1/2013	7/31/2013	31	Maint	$388.00	$0.00	$0.00
Bear, Cindy	Bear, Boo-boo (92		Snaggletooth Provi	1234	123 Rockbed Drive	Treatment Fost	Foster Car	Foster Home	8	Outstanding	4/1/2014	4/30/2014	30	Admin	$0.00	$0.00	$0.00
Bear, Cindy	Bear, Boo-boo (92		Snaggletooth Provi	1234	123 Rockbed Drive	Treatment Fost	Foster Car	Foster Home	8	Outstanding	4/1/2014	4/30/2014	30	Maint	$410.00	$128.00	$200.00
Bear, Cindy	Bear, Boo-boo (92		White (9221646)		6392 West Forest	Fstr Fam Hm (N	Foster Car	Foster Home	8	Outstanding	3/1/2014	3/1/2014	1	Maint	$13.23	$0.00	$0.00
Bear, Cindy	Bear, Boo-boo (92		White (9221646)		6392 West Forest	Fstr Fam Hm (N	Foster Car	Foster Home	8	Outstanding	2/1/2014	2/28/2014	28	Maint	$410.00	$0.00	$0.00
Bear, Cindy	Bear, Boo-boo (92		White (9221646)		6392 West Forest	Fstr Fam Hm (N	Foster Car	Foster Home	8	Outstanding	1/1/2014	1/23/2014	23	Maint	$304.19	$0.00	$0.00
Bear, Cindy	Bear, Boo-boo (92		White (9221646)		6392 West Forest	Fstr Fam Hm (N	Foster Car	Foster Home	8	Outstanding	1/24/2014	1/31/2014	8	Maint	$105.81	$0.00	$0.00
Bear, Cindy	Bear, Boo-boo (92		White (9221646)		6392 West Forest	Fstr Fam Hm (N	Foster Car	Foster Home	8	Outstanding	12/1/2013	12/31/2013	31	Maint	$400.00	$64.52	$282.26

11. The end results should look something like this:

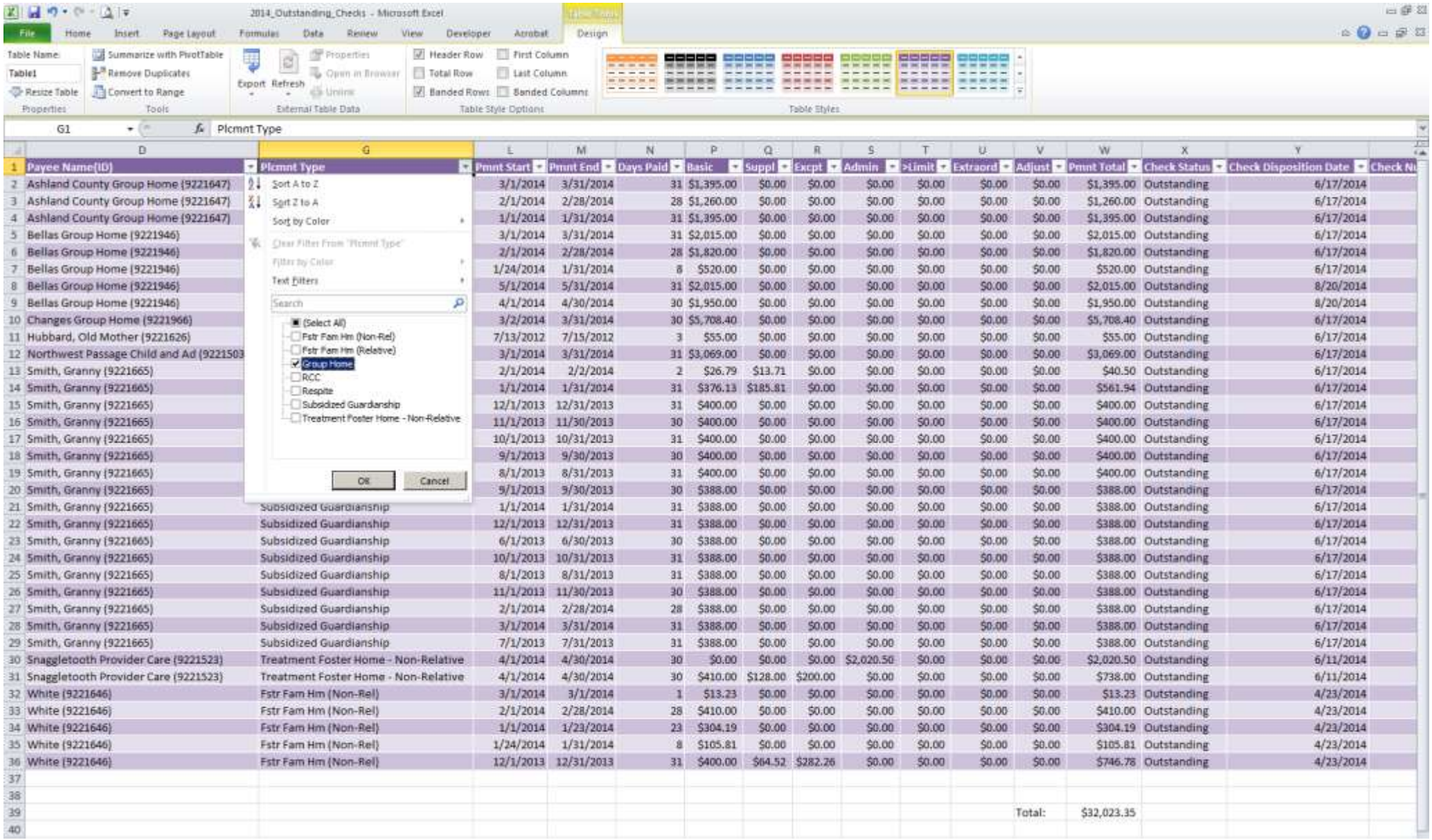
Case (ID)	Child Name(ID)	County Person ID	Payee Name(ID)	County Provider (ID)	Payee Address	Plcmnt Type	Srvc Cat	
Crispies, Gina (9223421)	Crispies, Crackle (9228146)		Ashland County Group Home (9221647)		6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adulthood's Path II	A
Crispies, Gina (9223421)	Crispies, Crackle (9228146)		Ashland County Group Home (9221647)		6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adulthood's Path II	A
Crispies, Gina (9223421)	Crispies, Crackle (9228146)		Ashland County Group Home (9221647)		6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adulthood's Path II	A
Bear, Cindy (9223420)	Bear, Care (9228196)		Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas	B
Bear, Cindy (9223420)	Bear, Care (9228196)		Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas	B
Bear, Cindy (9223420)	Bear, Care (9228196)		Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas	B
Bear, Cindy (9223420)	Bear, Care (9228196)		Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas	B
Bear, Cindy (9223420)	Bear, Care (9228196)		Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas	B
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		Changes Group Home (9221966)		E9490 Church Rd., New London, WI 54961	Group Home	GH - Choices to Change	C
Crispies, Gina (9223421)	Crispies, Snap (9228145)		Hubbard, Old Mother (9221626)		3656 Leather Shoe Avenue, Ashland, WI 54806	Respite	One Time Payment - Respite	O
Crispies, Gina (9223421)	Crispies, Snap (9228145)		Northwest Passage Child and Ad (9221503)		55 Street, Madison, WI 53701	RCC	RCC - Northwest Passage	R
Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	F
Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	F
Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	F
Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	F
Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	F
Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	F
Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	F
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	S
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	S
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	S
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	S
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	S
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	S
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	S
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	S
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	S
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	S
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		Snaggletooth Provider Care (9221523)	1234	123 Rockbed Drive, Abbotsford, WI 54405	Treatment Foster Home - Non-Relative	Foster Care	F
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		Snaggletooth Provider Care (9221523)	1234	123 Rockbed Drive, Abbotsford, WI 54405	Treatment Foster Home - Non-Relative	Foster Care	F
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care	F
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care	F
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care	F
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care	F
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care	F

12. To hide a column or columns that you do not wish to see, select the column letter, right click, and choose Hide.



Payee Address	Plcmnt Type	Srvc Cat	pe	Rpt Cat	Pmnt Status	Pmnt Start	Pmnt End	Days Paid	Pmnt Type	Basic	Suppl	Excpt
6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adulthoo	ood's Path II (GH)	10	Outstanding	3/1/2014	3/31/2014	31	Maint	$1,395.00	$0.00	$0.00
6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adulthoo	ood's Path II (GH)	10	Outstanding	2/1/2014	2/28/2014	28	Maint	$1,260.00	$0.00	$0.00
6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adulthoo	ood's Path II (GH)	10	Outstanding	1/1/2014	1/31/2014	31	Maint	$1,395.00	$0.00	$0.00
7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas	Group Home	10	Outstanding	3/1/2014	3/31/2014	31	Maint	$2,015.00	$0.00	$0.00
7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas	Group Home	10	Outstanding	2/1/2014	2/28/2014	28	Maint	$1,820.00	$0.00	$0.00
7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas	Group Home	10	Outstanding	1/24/2014	1/31/2014	8	Maint	$520.00	$0.00	$0.00
7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas	Group Home	10	Outstanding	5/1/2014	5/31/2014	31	Maint	$2,015.00	$0.00	$0.00
7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas	Group Home	10	Outstanding	4/1/2014	4/30/2014	30	Maint	$1,950.00	$0.00	$0.00
E9490 Church Rd., New London, WI 54961	Group Home	GH - Choices	s Group Home	22	Outstanding	3/2/2014	3/31/2014	30	Maint	$5,708.40	$0.00	$0.00
3656 Leather Shoe Avenue, Ashland, WI 54806	Respite	One Time Pay	me Respite Payment	null	Outstanding	7/13/2012	7/15/2012	3	Maint	$55.00	$0.00	$0.00
55 Street, Madison, WI 53701	RCC	RCC - Northw	ntal Program (Boys) (RCC)	8	Outstanding	3/1/2014	3/31/2014	31	Maint	$3,069.00	$0.00	$0.00
6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	Home (Level 2+)	8	Outstanding	2/1/2014	2/2/2014	2	Maint	$26.79	$13.71	$0.00
6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	Home (Level 2+)	8	Outstanding	1/1/2014	1/31/2014	31	Maint	$376.13	$185.81	$0.00
6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	Foster Home (Level 2+)	8	Outstanding	12/1/2013	12/31/2013	31	Maint	$400.00	$0.00	$0.00
6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	Foster Home (Level 2+)	8	Outstanding	11/1/2013	11/30/2013	30	Maint	$400.00	$0.00	$0.00
6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	Foster Home (Level 2+)	8	Outstanding	10/1/2013	10/31/2013	31	Maint	$400.00	$0.00	$0.00
6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	Foster Home (Level 2+)	8	Outstanding	9/1/2013	9/30/2013	30	Maint	$400.00	$0.00	$0.00
6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	Foster Home (Level 2+)	8	Outstanding	8/1/2013	8/31/2013	31	Maint	$400.00	$0.00	$0.00
6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	Subsidized Guardianship	31	Outstanding	9/1/2013	9/30/2013	30	Maint	$388.00	$0.00	$0.00
6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	Subsidized Guardianship	31	Outstanding	1/1/2014	1/31/2014	31	Maint	$388.00	$0.00	$0.00
6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	Subsidized Guardianship	31	Outstanding	12/1/2013	12/31/2013	31	Maint	$388.00	$0.00	$0.00
6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	Subsidized Guardianship	31	Outstanding	6/1/2013	6/30/2013	30	Maint	$388.00	$0.00	$0.00
6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	Subsidized Guardianship	31	Outstanding	10/1/2013	10/31/2013	31	Maint	$388.00	$0.00	$0.00
6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	Subsidized Guardianship	31	Outstanding	8/1/2013	8/31/2013	31	Maint	$388.00	$0.00	$0.00
6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	Subsidized Guardianship	31	Outstanding	11/1/2013	11/30/2013	30	Maint	$388.00	$0.00	$0.00
6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	Subsidized Guardianship	31	Outstanding	2/1/2014	2/28/2014	28	Maint	$388.00	$0.00	$0.00
6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	Subsidized Guardianship	31	Outstanding	3/1/2014	3/31/2014	31	Maint	$388.00	$0.00	$0.00
6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	Subsidized Guardianship	31	Outstanding	7/1/2013	7/31/2013	31	Maint	$388.00	$0.00	$0.00
123 Rockbed Drive, Abbotsford, WI 54405	Treatment Foster Home - Non-Relative	Foster Care	Foster Home (Level 2+)	8	Outstanding	4/1/2014	4/30/2014	30	Admin	$0.00	$0.00	$0.00
123 Rockbed Drive, Abbotsford, WI 54405	Treatment Foster Home - Non-Relative	Foster Care	Foster Home (Level 2+)	8	Outstanding	4/1/2014	4/30/2014	30	Maint	$410.00	$128.00	$200.00
6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care	Foster Home (Level 2+)	8	Outstanding	3/1/2014	3/1/2014	1	Maint	$13.23	$0.00	$0.00
6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care	Foster Home (Level 2+)	8	Outstanding	2/1/2014	2/28/2014	28	Maint	$410.00	$0.00	$0.00
6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care	Foster Home (5-11 years old)	8	Outstanding	1/1/2014	1/23/2014	23	Maint	$304.19	$0.00	$0.00
6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care	Foster Home (Level 2+)	8	Outstanding	1/24/2014	1/31/2014	8	Maint	$105.81	$0.00	$0.00
6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care	Foster Home (5-11 years old)	8	Outstanding	12/1/2013	12/31/2013	31	Maint	$400.00	$64.52	$282.26

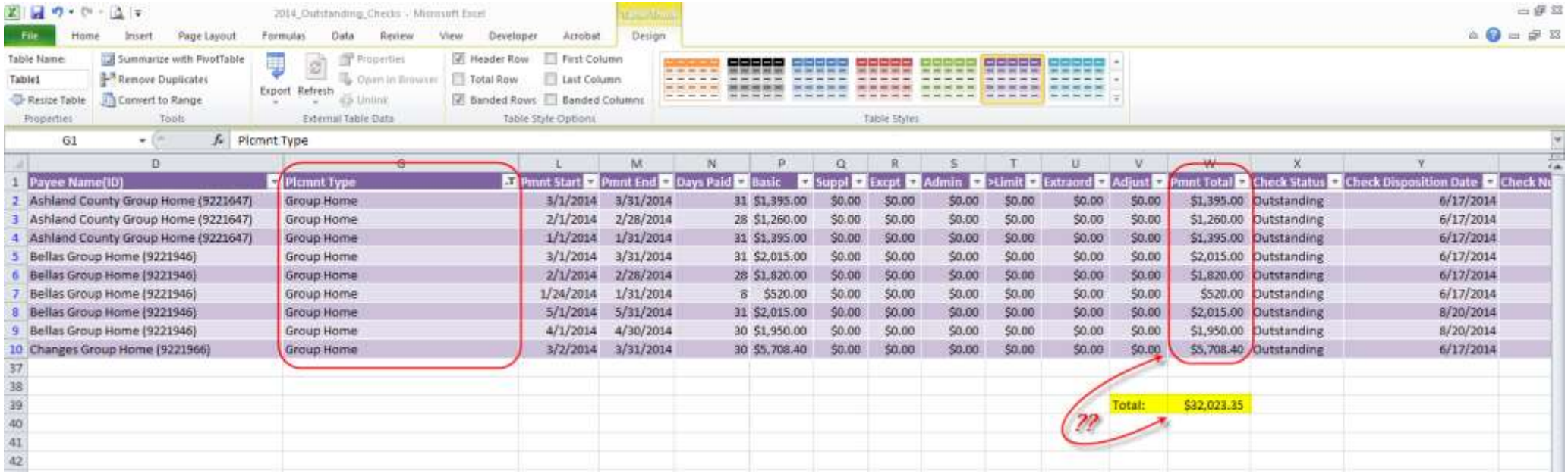
13. Since the data is in a Table format, we are able to filter the results for specific information by selecting the header drop-down(s) that we wish to filter, and choosing the value(s) to filter by. In our example below we are going to look at just our Group Home payment data.



Payee Name(ID)	Plcmnt Type	Pmnt Start	Pmnt End	Days Paid	Basic	Suppl	Excpt	Admin	>Limit	Extraord	Adjust	Pmnt Total	Check Status	Check Disposition Date
Ashland County Group Home (9221647)	Group Home	3/1/2014	3/31/2014	31	$1,395.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,395.00	Outstanding	6/17/2014
Ashland County Group Home (9221647)	Group Home	2/1/2014	2/28/2014	28	$1,260.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,260.00	Outstanding	6/17/2014
Ashland County Group Home (9221647)	Group Home	1/1/2014	1/31/2014	31	$1,395.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,395.00	Outstanding	6/17/2014
Bellas Group Home (9221946)	Group Home	3/1/2014	3/31/2014	31	$2,015.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,015.00	Outstanding	6/17/2014
Bellas Group Home (9221946)	Group Home	2/1/2014	2/28/2014	28	$1,820.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,820.00	Outstanding	6/17/2014
Bellas Group Home (9221946)	Group Home	1/24/2014	1/31/2014	8	$520.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$520.00	Outstanding	6/17/2014
Bellas Group Home (9221946)	Group Home	5/1/2014	5/31/2014	31	$2,015.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,015.00	Outstanding	8/20/2014
Bellas Group Home (9221946)	Group Home	4/1/2014	4/30/2014	30	$1,950.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,950.00	Outstanding	8/20/2014
Changes Group Home (9221966)	Group Home	3/2/2014	3/31/2014	30	$5,708.40	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,708.40	Outstanding	6/17/2014
Hubbard, Old Mother (9221626)	Group Home	7/13/2012	7/15/2012	3	$55.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$55.00	Outstanding	6/17/2014
Northwest Passage Child and Ad (9221503	Group Home	3/1/2014	3/31/2014	31	$3,069.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$3,069.00	Outstanding	6/17/2014
Smith, Granny (9221665)	Group Home	2/1/2014	2/2/2014	2	$26.79	$13.71	$0.00	$0.00	$0.00	$0.00	$0.00	$40.50	Outstanding	6/17/2014
Smith, Granny (9221665)	Group Home	1/1/2014	1/31/2014	31	$376.13	$185.81	$0.00	$0.00	$0.00	$0.00	$0.00	$561.94	Outstanding	6/17/2014
Smith, Granny (9221665)	Group Home	12/1/2013	12/31/2013	31	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstanding	6/17/2014
Smith, Granny (9221665)	Group Home	11/1/2013	11/30/2013	30	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstanding	6/17/2014
Smith, Granny (9221665)	Group Home	10/1/2013	10/31/2013	31	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstanding	6/17/2014
Smith, Granny (9221665)	Group Home	9/1/2013	9/30/2013	30	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstanding	6/17/2014
Smith, Granny (9221665)	Group Home	8/1/2013	8/31/2013	31	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstanding	6/17/2014
Smith, Granny (9221665)	Group Home	9/1/2013	9/30/2013	30	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstanding	6/17/2014
Smith, Granny (9221665)	Subsidized Guardianship	1/1/2014	1/31/2014	31	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstanding	6/17/2014
Smith, Granny (9221665)	Subsidized Guardianship	12/1/2013	12/31/2013	31	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstanding	6/17/2014
Smith, Granny (9221665)	Subsidized Guardianship	6/1/2013	6/30/2013	30	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstanding	6/17/2014
Smith, Granny (9221665)	Subsidized Guardianship	10/1/2013	10/31/2013	31	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstanding	6/17/2014
Smith, Granny (9221665)	Subsidized Guardianship	8/1/2013	8/31/2013	31	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstanding	6/17/2014
Smith, Granny (9221665)	Subsidized Guardianship	11/1/2013	11/30/2013	30	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstanding	6/17/2014
Smith, Granny (9221665)	Subsidized Guardianship	2/1/2014	2/28/2014	28	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstanding	6/17/2014
Smith, Granny (9221665)	Subsidized Guardianship	3/1/2014	3/31/2014	31	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstanding	6/17/2014
Smith, Granny (9221665)	Subsidized Guardianship	7/1/2013	7/31/2013	31	$388.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$388.00	Outstanding	6/17/2014
Snaggletooth Provider Care (9221523)	Treatment Foster Home - Non-Relative	4/1/2014	4/30/2014	30	$0.00	$0.00	$0.00	$2,020.50	$0.00	$0.00	$0.00	$2,020.50	Outstanding	6/11/2014
Snaggletooth Provider Care (9221523)	Treatment Foster Home - Non-Relative	4/1/2014	4/30/2014	30	$410.00	$128.00	$200.00	$0.00	$0.00	$0.00	$0.00	$738.00	Outstanding	6/11/2014
White (9221646)	Fstr Fam Hm (Non-Rel)	3/1/2014	3/1/2014	1	$13.23	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$13.23	Outstanding	4/23/2014
White (9221646)	Fstr Fam Hm (Non-Rel)	2/1/2014	2/28/2014	28	$410.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$410.00	Outstanding	4/23/2014
White (9221646)	Fstr Fam Hm (Non-Rel)	1/1/2014	1/23/2014	23	$304.19	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$304.19	Outstanding	4/23/2014
White (9221646)	Fstr Fam Hm (Non-Rel)	1/24/2014	1/31/2014	8	$105.81	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$105.81	Outstanding	4/23/2014
White (9221646)	Fstr Fam Hm (Non-Rel)	12/1/2013	12/31/2013	31	$400.00	$64.52	$282.26	$0.00	$0.00	$0.00	$0.00	$746.78	Outstanding	4/23/2014

14. The end results should look something like the following:

Note: The results displayed are only our Group Home payments. However, the total that displays is the total for our entire exported results. If you wish to see a "Subtotal" based on our filtered results, a new formula must be added to the worksheet.



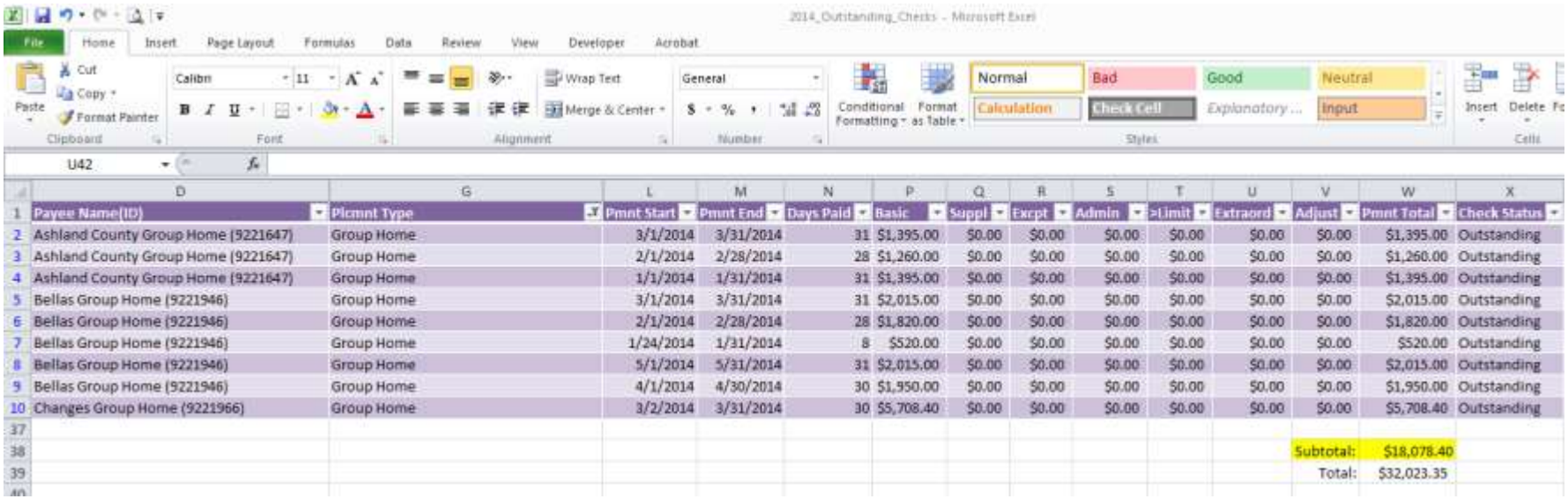
Payee Name(ID)	Plcmnt Type	Pmnt Start	Pmnt End	Days Paid	Basic	Suppl	Excpt	Admin	>Limit	Extraord	Adjust	Pmnt Total	Check Status	Check Disposition Date
Ashland County Group Home (9221647)	Group Home	3/1/2014	3/31/2014	31	$1,395.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,395.00	Outstanding	6/17/2014
Ashland County Group Home (9221647)	Group Home	2/1/2014	2/28/2014	28	$1,260.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,260.00	Outstanding	6/17/2014
Ashland County Group Home (9221647)	Group Home	1/1/2014	1/31/2014	31	$1,395.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,395.00	Outstanding	6/17/2014
Bellas Group Home (9221946)	Group Home	3/1/2014	3/31/2014	31	$2,015.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,015.00	Outstanding	6/17/2014
Bellas Group Home (9221946)	Group Home	2/1/2014	2/28/2014	28	$1,820.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,820.00	Outstanding	6/17/2014
Bellas Group Home (9221946)	Group Home	1/24/2014	1/31/2014	8	$520.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$520.00	Outstanding	6/17/2014
Bellas Group Home (9221946)	Group Home	5/1/2014	5/31/2014	31	$2,015.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,015.00	Outstanding	8/20/2014
Bellas Group Home (9221946)	Group Home	4/1/2014	4/30/2014	30	$1,950.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,950.00	Outstanding	8/20/2014
Changes Group Home (9221966)	Group Home	3/2/2014	3/31/2014	30	$5,708.40	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,708.40	Outstanding	6/17/2014
											Total:	$32,023.35		

15. To add a Subtotal formula to your worksheet, type the following highlighted text, exactly as it is written, in the field directly above the Payment Total. See the following page as an example of where to put the Subtotal. =SUBTOTAL(9,Table1[Pmnt Total])

Note: If the above formula does not work then type: =SUBTOTAL(9,S1:S??)

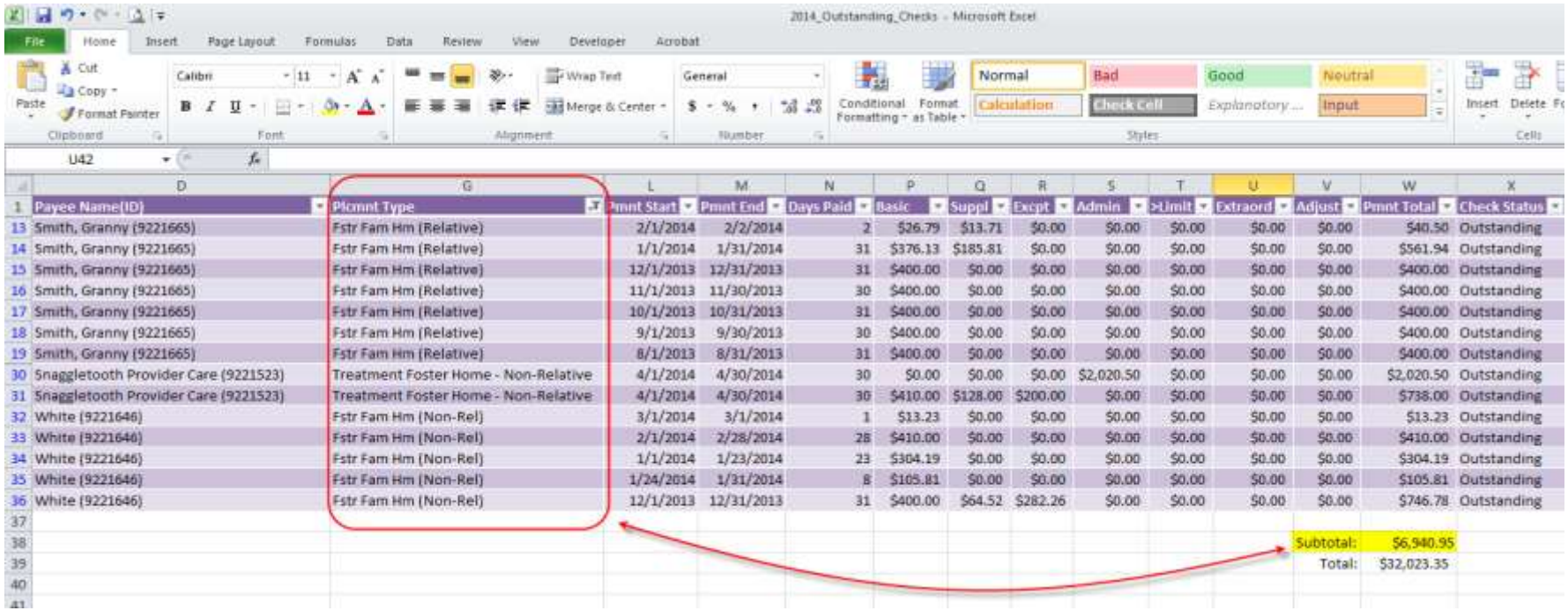
Do not type the "??" in your formula. These are representing an unknown number. Select all your data in column S to get your full string.

16. The end results should look something like the following:



Payee Name(ID)	Plcmnt Type	Pmnt Start	Pmnt End	Days Paid	Basic	Suppl	Excpt	Admin	>Limit	Extraord	Adjust	Pmnt Total	Check Status
Ashland County Group Home (9221647)	Group Home	3/1/2014	3/31/2014	31	$1,395.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,395.00	Outstanding
Ashland County Group Home (9221647)	Group Home	2/1/2014	2/28/2014	28	$1,260.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,260.00	Outstanding
Ashland County Group Home (9221647)	Group Home	1/1/2014	1/31/2014	31	$1,395.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,395.00	Outstanding
Bellas Group Home (9221946)	Group Home	3/1/2014	3/31/2014	31	$2,015.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,015.00	Outstanding
Bellas Group Home (9221946)	Group Home	2/1/2014	2/28/2014	28	$1,820.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,820.00	Outstanding
Bellas Group Home (9221946)	Group Home	1/24/2014	1/31/2014	8	$520.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$520.00	Outstanding
Bellas Group Home (9221946)	Group Home	5/1/2014	5/31/2014	31	$2,015.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,015.00	Outstanding
Bellas Group Home (9221946)	Group Home	4/1/2014	4/30/2014	30	$1,950.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,950.00	Outstanding
Changes Group Home (9221966)	Group Home	3/2/2014	3/31/2014	30	$5,708.40	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$5,708.40	Outstanding
											Subtotal:	$18,078.40	
											Total:	$32,023.35	

17. Notice that as the filter changes so does the Subtotal value:



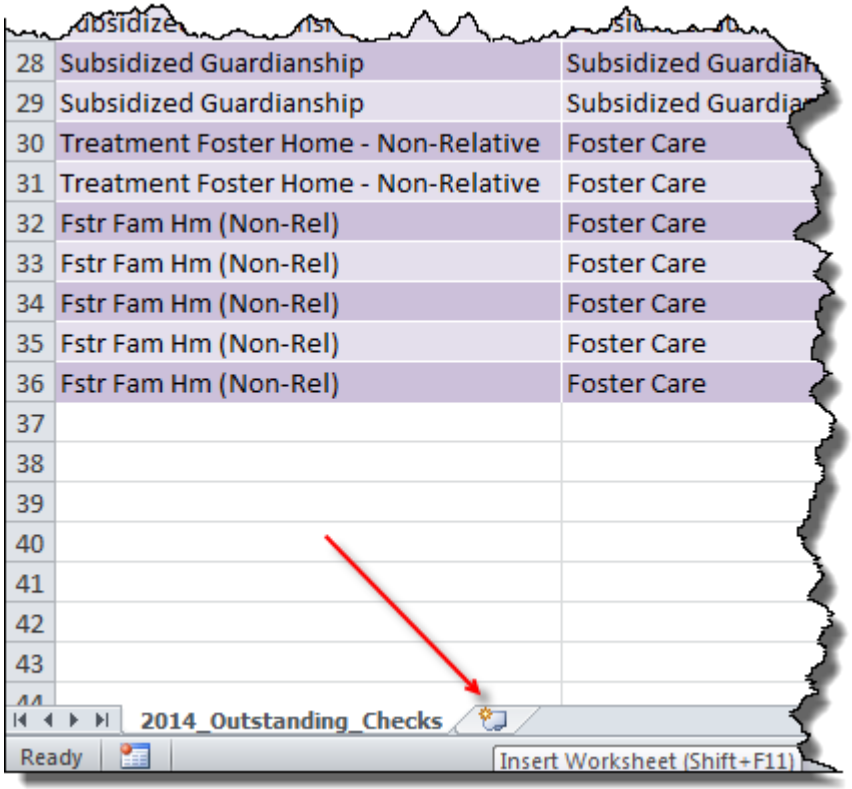
Payee Name(ID)	Plcmnt Type	Pmnt Start	Pmnt End	Days Paid	Basic	Suppl	Excpt	Admin	>Limit	Extraord	Adjust	Pmnt Total	Check Status
Smith, Granny (9221665)	Fstr Fam Hm (Relative)	2/1/2014	2/2/2014	2	$26.79	$13.71	$0.00	$0.00	$0.00	$0.00	$0.00	$40.50	Outstanding
Smith, Granny (9221665)	Fstr Fam Hm (Relative)	1/1/2014	1/31/2014	31	$376.13	$185.81	$0.00	$0.00	$0.00	$0.00	$0.00	$561.94	Outstanding
Smith, Granny (9221665)	Fstr Fam Hm (Relative)	12/1/2013	12/31/2013	31	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstanding
Smith, Granny (9221665)	Fstr Fam Hm (Relative)	11/1/2013	11/30/2013	30	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstanding
Smith, Granny (9221665)	Fstr Fam Hm (Relative)	10/1/2013	10/31/2013	31	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstanding
Smith, Granny (9221665)	Fstr Fam Hm (Relative)	9/1/2013	9/30/2013	30	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstanding
Smith, Granny (9221665)	Fstr Fam Hm (Relative)	8/1/2013	8/31/2013	31	$400.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$400.00	Outstanding
Snaggletooth Provider Care (9221523)	Treatment Foster Home - Non-Relative	4/1/2014	4/30/2014	30	$0.00	$0.00	$0.00	$2,020.50	$0.00	$0.00	$0.00	$2,020.50	Outstanding
Snaggletooth Provider Care (9221523)	Treatment Foster Home - Non-Relative	4/1/2014	4/30/2014	30	$410.00	$128.00	$200.00	$0.00	$0.00	$0.00	$0.00	$738.00	Outstanding
White (9221646)	Fstr Fam Hm (Non-Rel)	3/1/2014	3/1/2014	1	$13.23	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$13.23	Outstanding
White (9221646)	Fstr Fam Hm (Non-Rel)	2/1/2014	2/28/2014	28	$410.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$410.00	Outstanding
White (9221646)	Fstr Fam Hm (Non-Rel)	1/1/2014	1/23/2014	23	$304.19	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$304.19	Outstanding
White (9221646)	Fstr Fam Hm (Non-Rel)	1/24/2014	1/31/2014	8	$105.81	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$105.81	Outstanding
White (9221646)	Fstr Fam Hm (Non-Rel)	12/1/2013	12/31/2013	31	$400.00	$64.52	$282.26	$0.00	$0.00	$0.00	$0.00	$746.78	Outstanding
											Subtotal:	$6,940.95	
											Total:	$32,023.35	

Using a Pivot Table to Work With Your Data

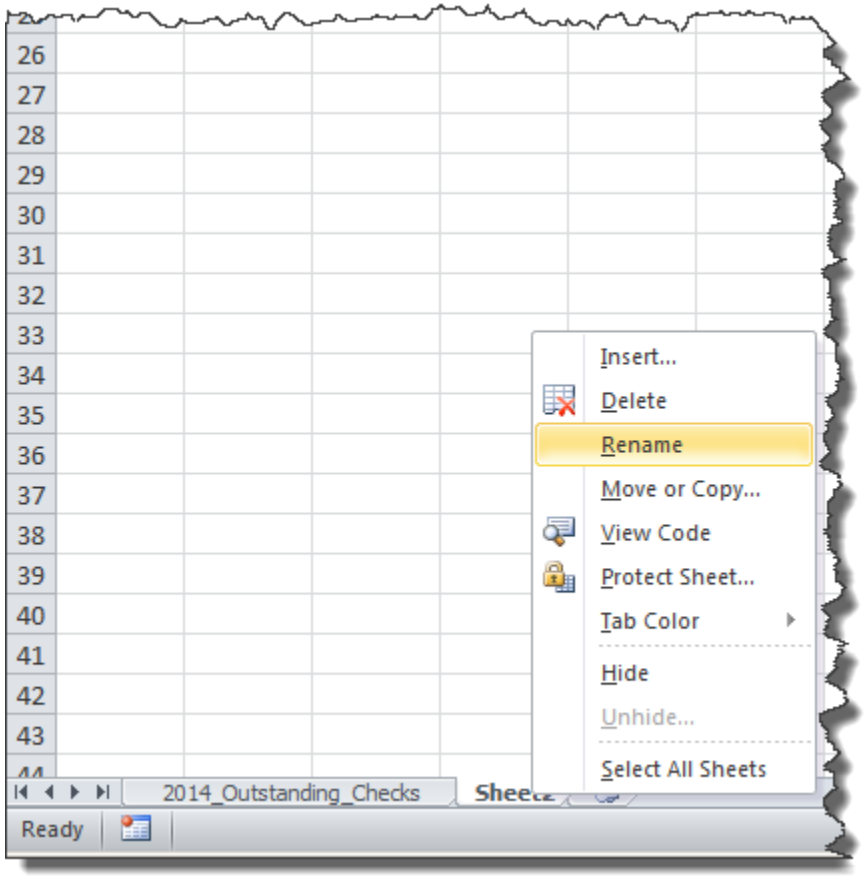
Pivot tables offer another great option for working with and presenting your data in an easy to read report. The next several pages will walk through how to create a Pivot Table from your exported results.

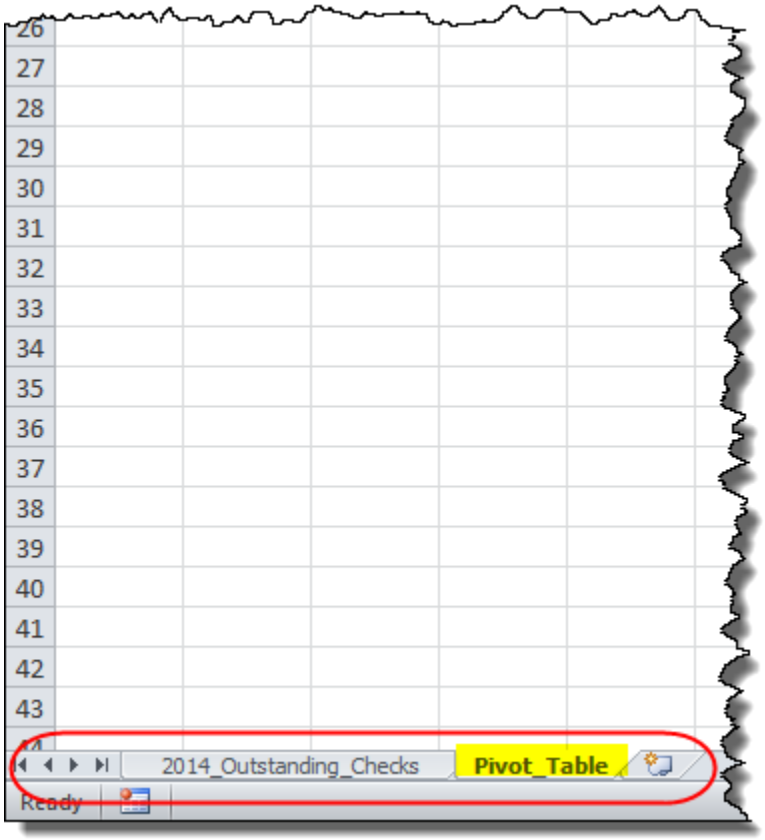
It's easiest if you already have your data in a Table format. If you've followed the steps above (**Exporting Results from the Checks and Payments Maintenance Page)** then you are all set and ready for the next steps.

1. Start by inserting a new Worksheet. Click just to the right of the current Tab that you are on.

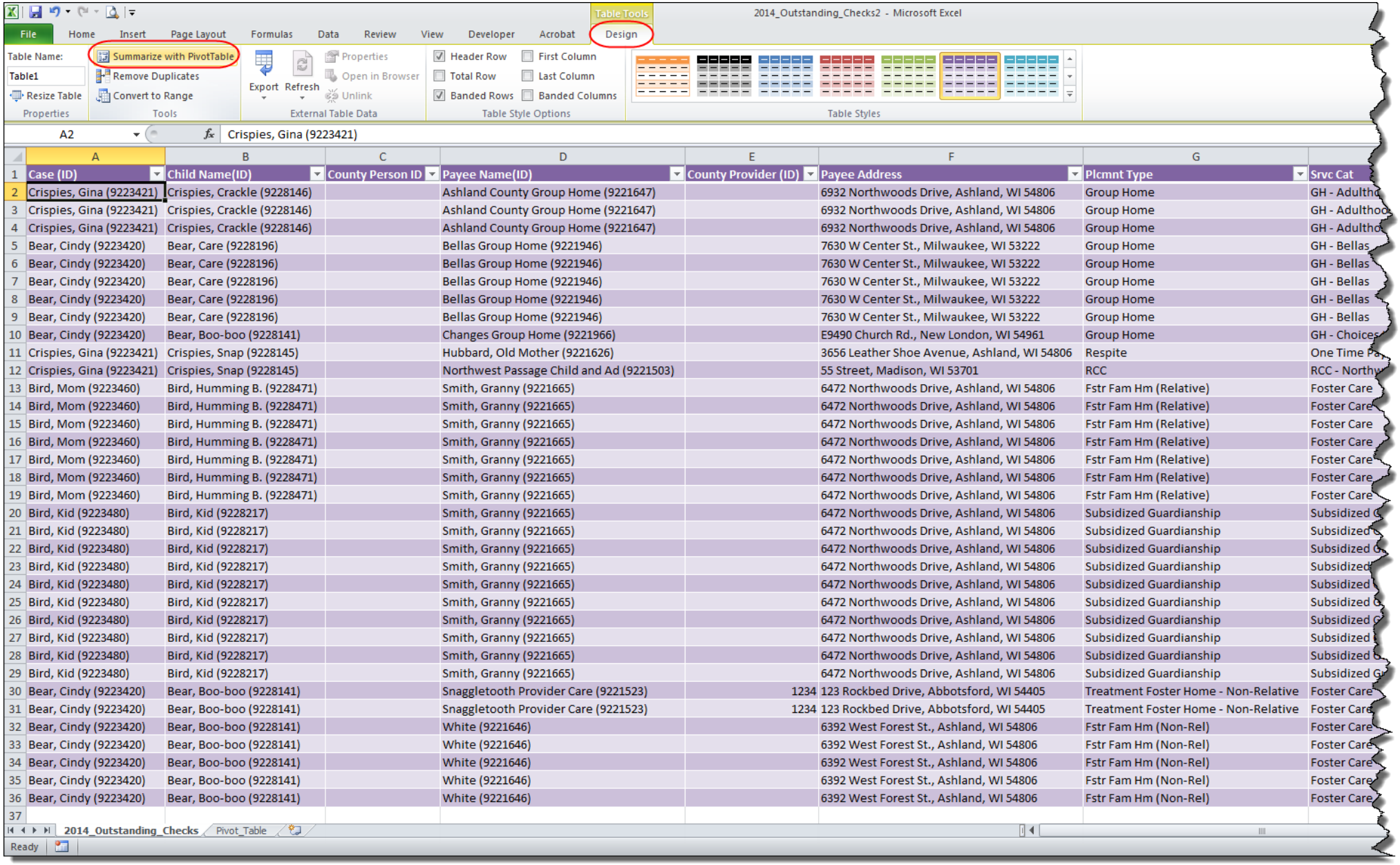


2. Right Click on the newly inserted tab and select “Rename”. Then name the new tab.





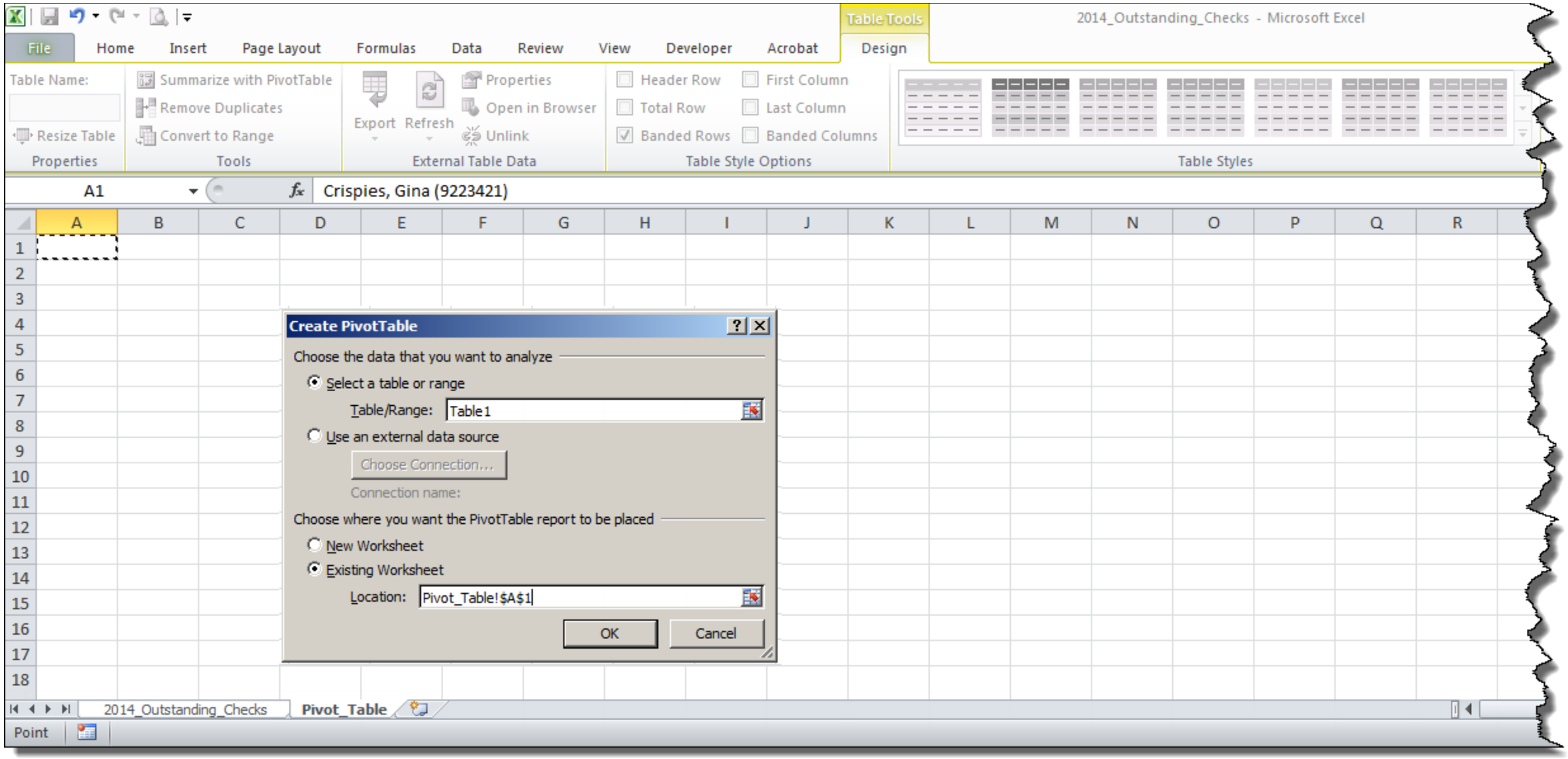
3. Click on the first cell of your data, choose the Design Tab, and from there select “Summarize with PivotTable”.



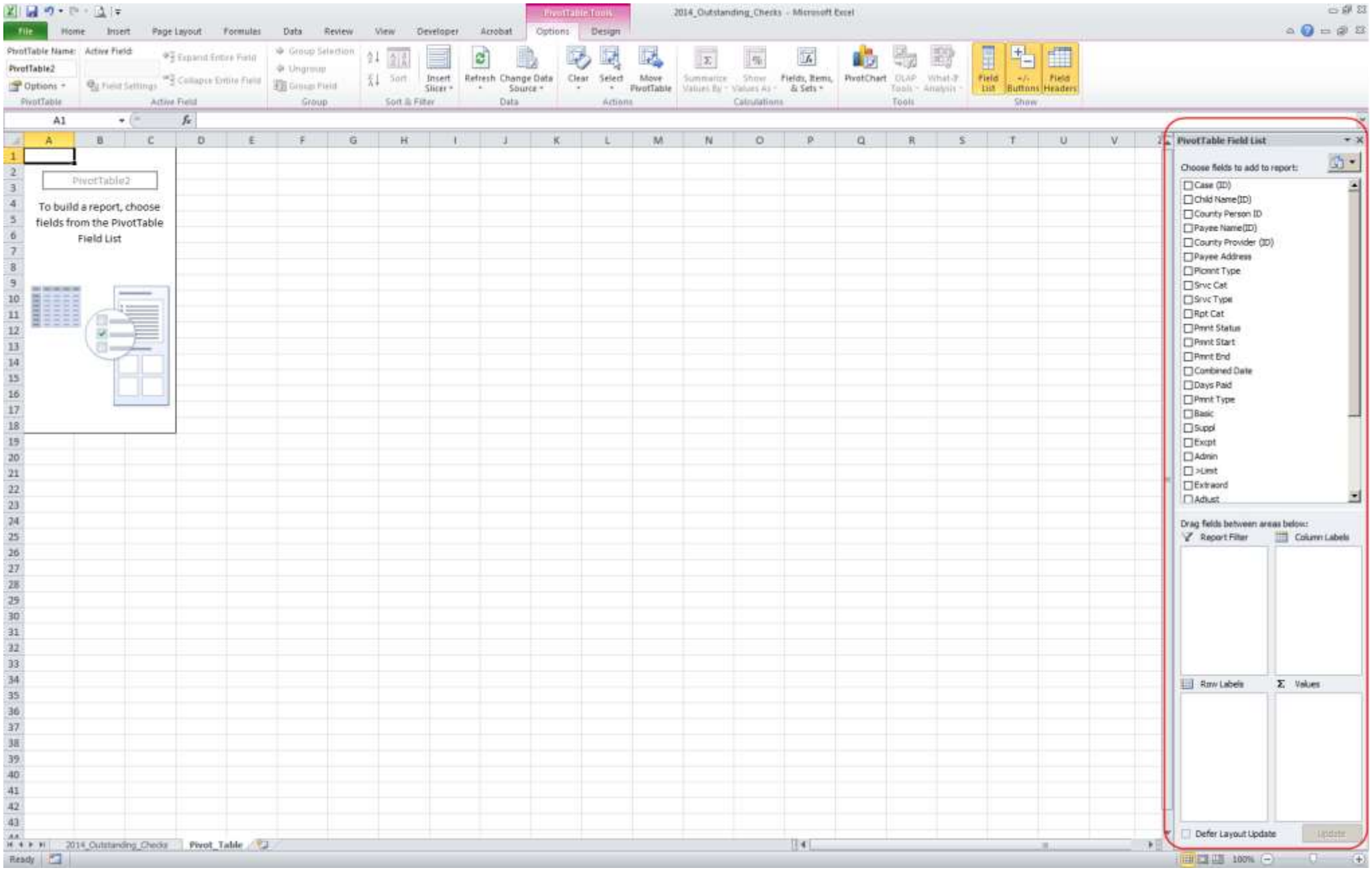
Case (ID)	Child Name(ID)	County Person ID	Payee Name(ID)	County Provider (ID)	Payee Address	Plcmnt Type	Srvc Cat
Crispies, Gina (9223421)	Crispies, Crackle (9228146)		Ashland County Group Home (9221647)		6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adulthc
Crispies, Gina (9223421)	Crispies, Crackle (9228146)		Ashland County Group Home (9221647)		6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adulthoo
Crispies, Gina (9223421)	Crispies, Crackle (9228146)		Ashland County Group Home (9221647)		6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adultho
Bear, Cindy (9223420)	Bear, Care (9228196)		Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas
Bear, Cindy (9223420)	Bear, Care (9228196)		Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas
Bear, Cindy (9223420)	Bear, Care (9228196)		Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas
Bear, Cindy (9223420)	Bear, Care (9228196)		Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas
Bear, Cindy (9223420)	Bear, Care (9228196)		Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		Changes Group Home (9221966)		E9490 Church Rd., New London, WI 54961	Group Home	GH - Choices
Crispies, Gina (9223421)	Crispies, Snap (9228145)		Hubbard, Old Mother (9221626)		3656 Leather Shoe Avenue, Ashland, WI 54806	Respite	One Time Pa
Crispies, Gina (9223421)	Crispies, Snap (9228145)		Northwest Passage Child and Ad (9221503)		55 Street, Madison, WI 53701	RCC	RCC - Northw
Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
Bird, Mom (9223460)	Bird, Humming B. (9228471)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized G
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized G
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized G
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized G
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized G
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized G
Bird, Kid (9223480)	Bird, Kid (9228217)		Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized G
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		Snaggletooth Provider Care (9221523)	1234	123 Rockbed Drive, Abbotsford, WI 54405	Treatment Foster Home - Non-Relative	Foster Care
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		Snaggletooth Provider Care (9221523)	1234	123 Rockbed Drive, Abbotsford, WI 54405	Treatment Foster Home - Non-Relative	Foster Care
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care

4. Select Summarize with PivotTable will bring up a Create PivotTable dialog box. Choose “Select a table or range” your table should already populate that box.

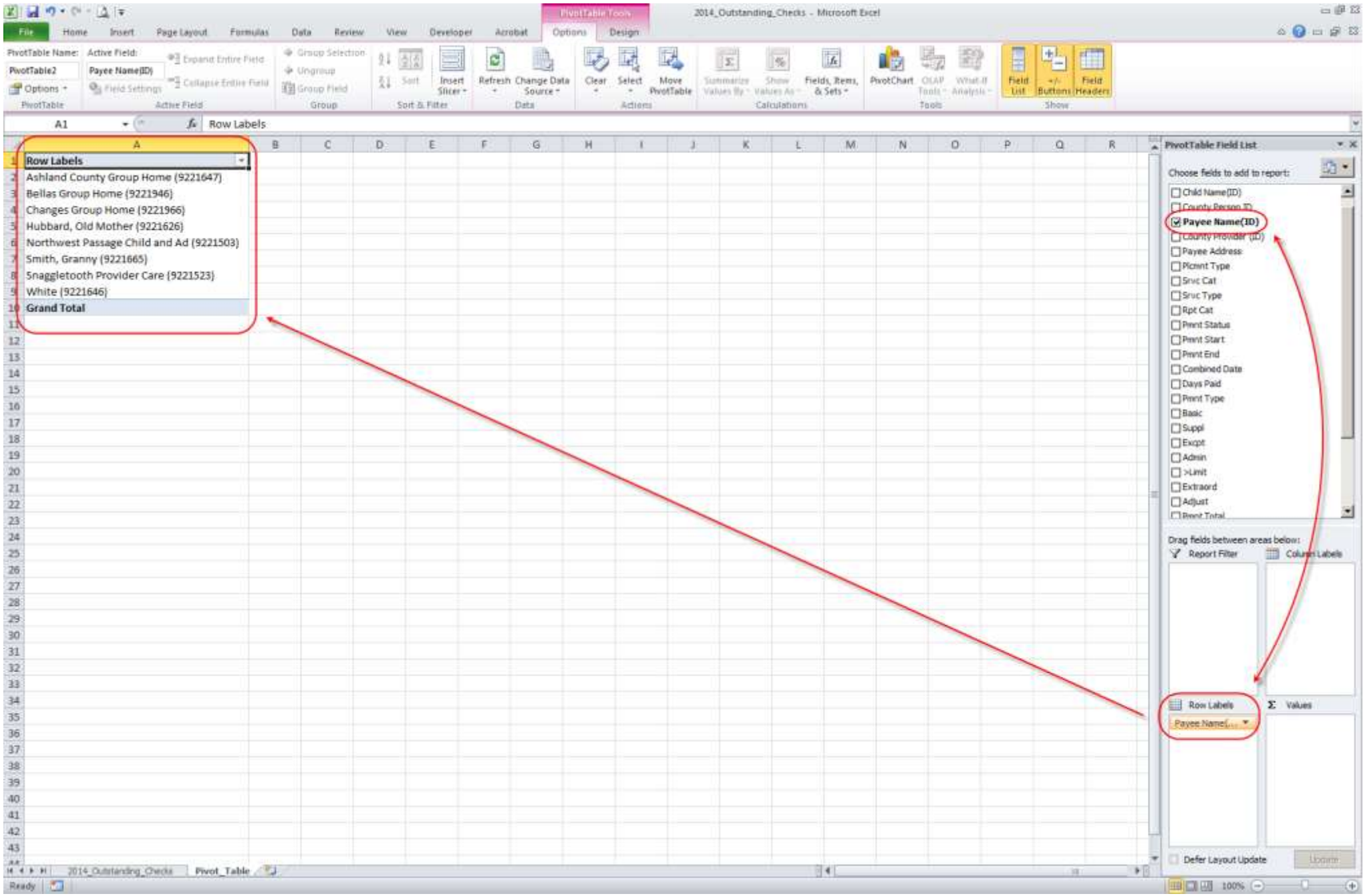
   For the second Radio Button option choose “Existing Worksheet” and then select the Pivot_Table Tab that you just previously created. You can do this by simply clicking on that new Tab and then clicking on the upper left most cell within that Tab.



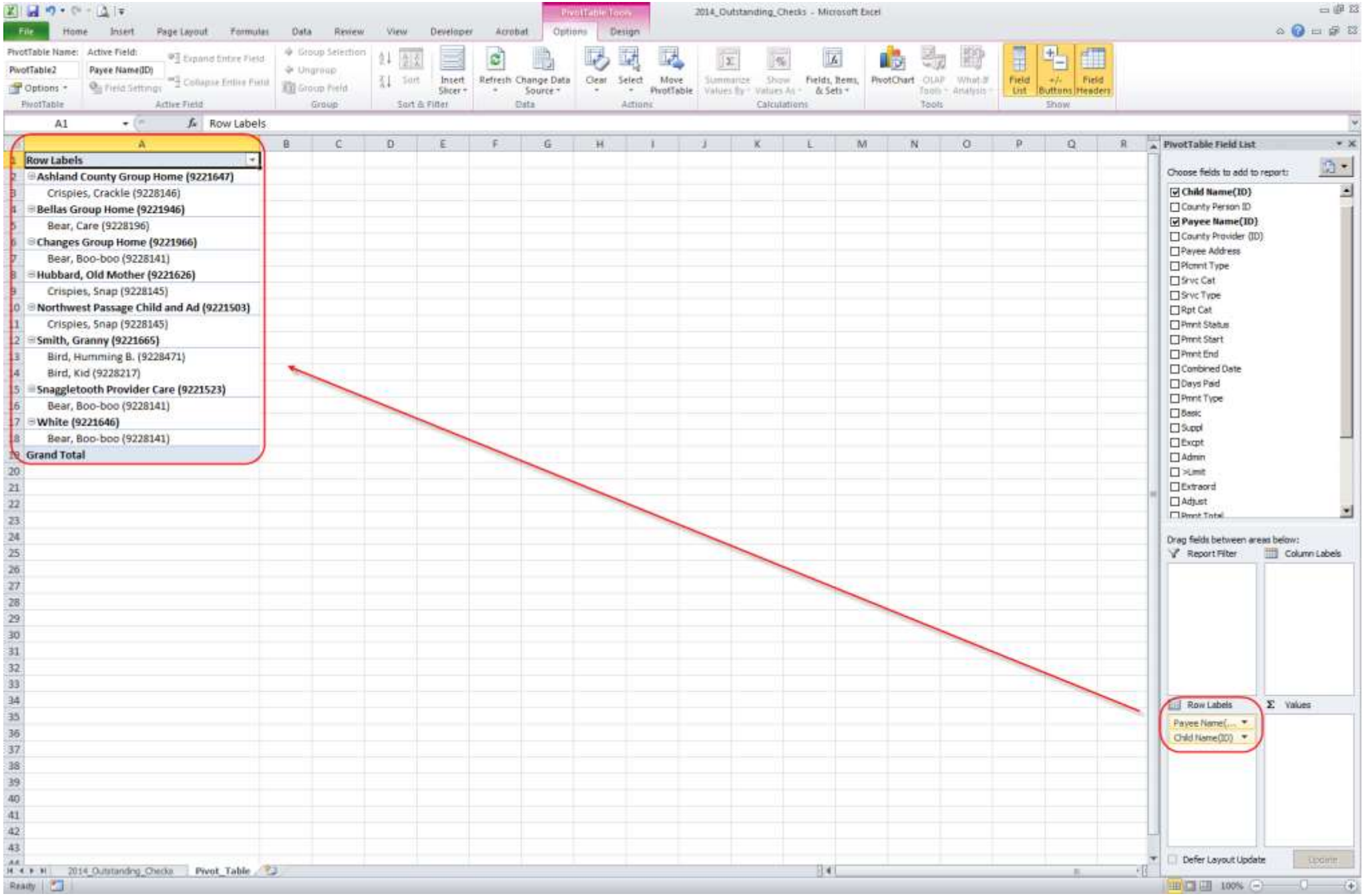
5. Upon selecting OK on the dialog box the PivotTable will display



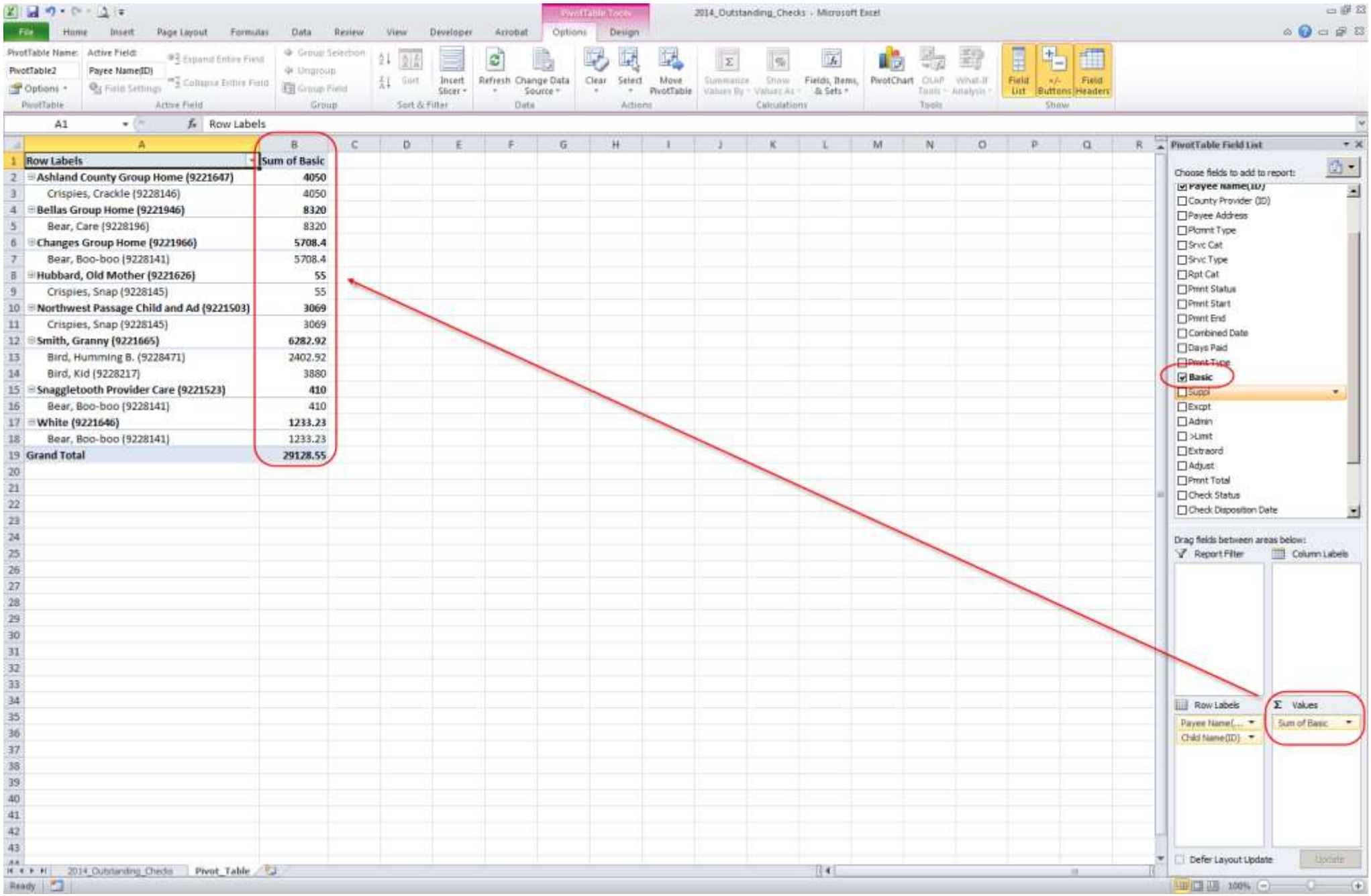
6. Now you can start creating your PivotTable. Drag items from the "fields to add to report" to your "Row Labels" box and "Values" box.



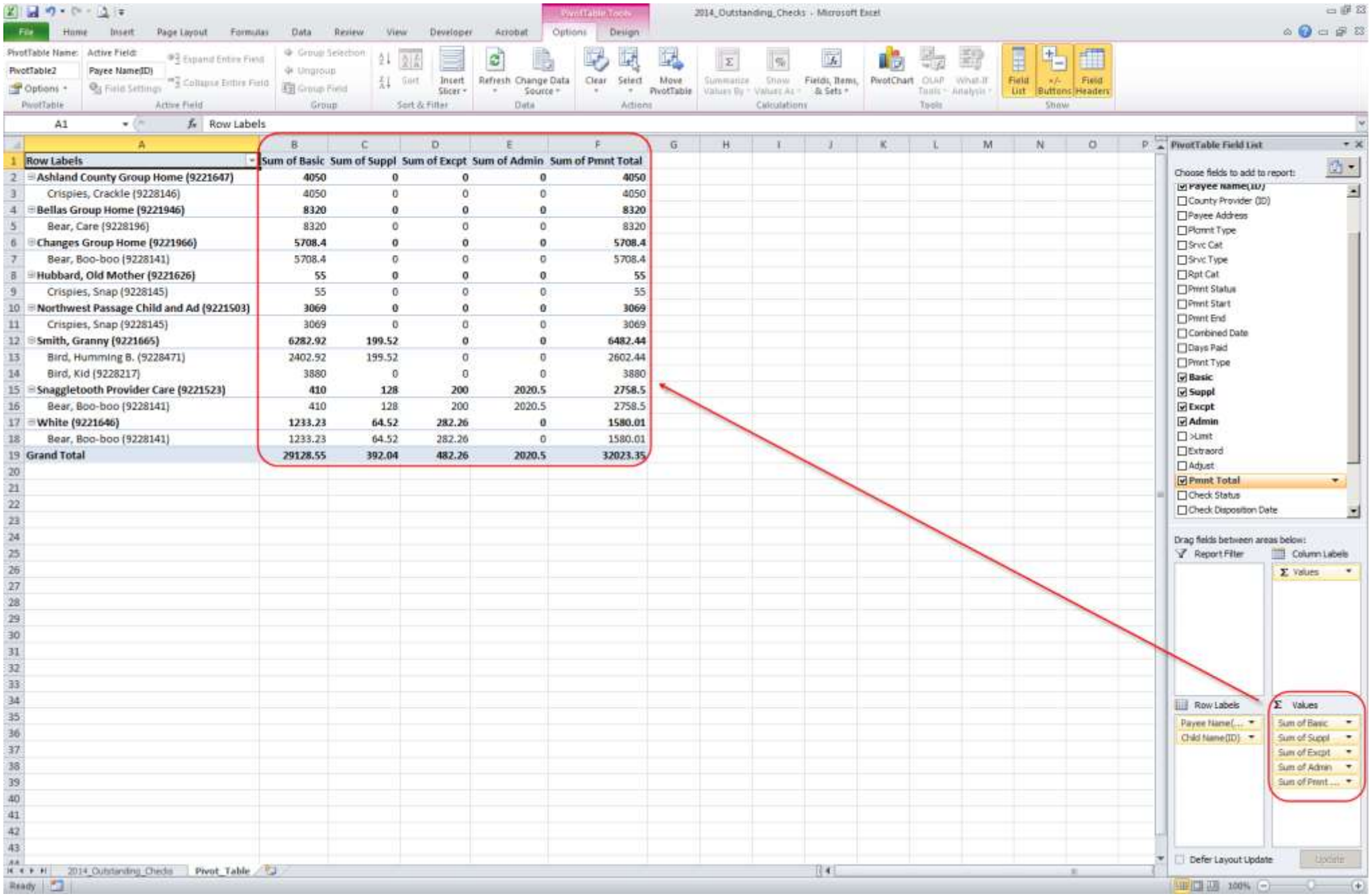
7. Your Row Labels represent the specific "unique" elements that you look at your data across. In our example we are going to look at our payment data across Payee and Child. In other words, we want to create a display of all payments (within our data) broken down by Payee and Child.



8. Now you can start setting up the specific values that you want to look at. In this instance we are going to look at Cost "buckets".

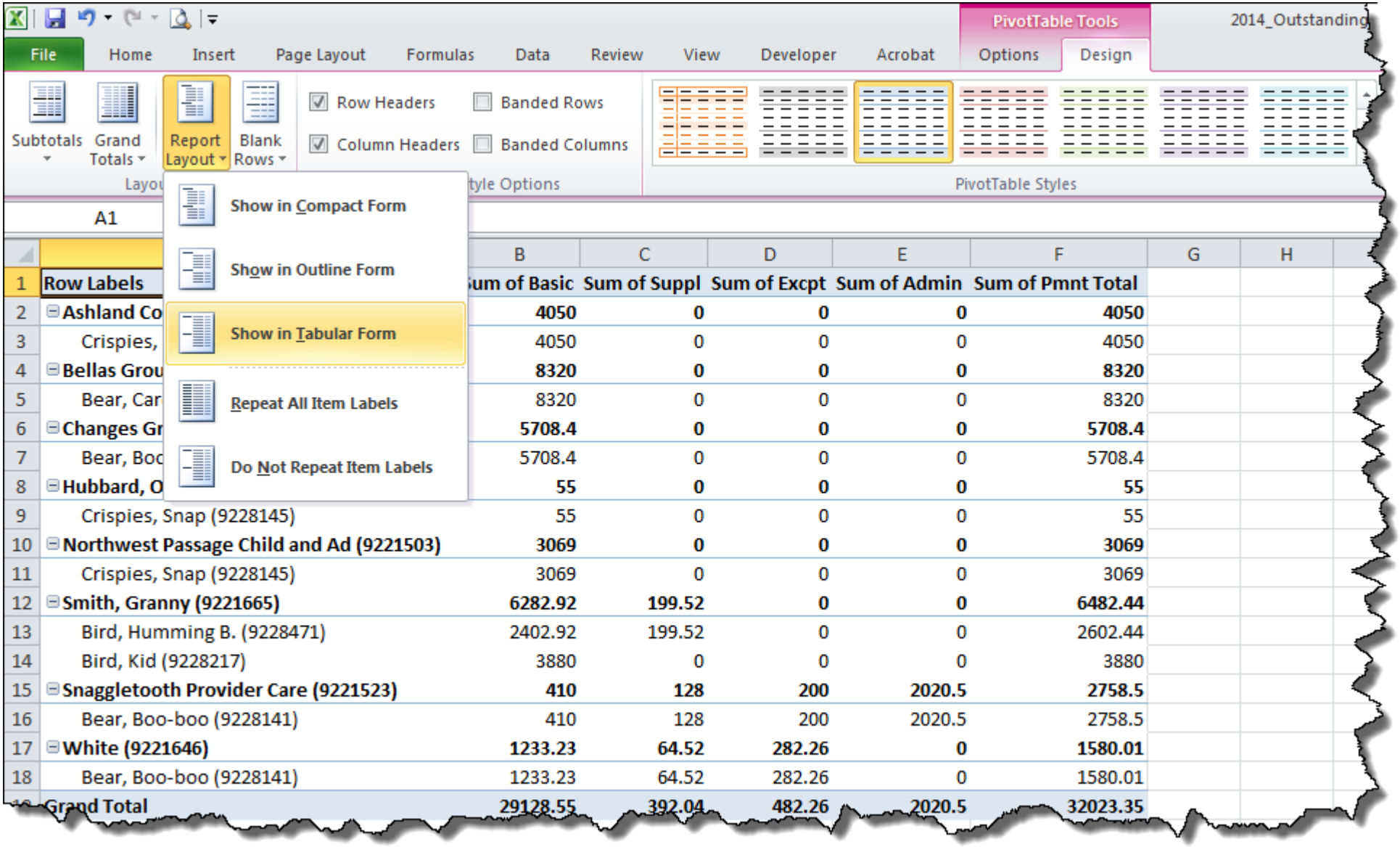


9. Your desired data values might look something like the following:

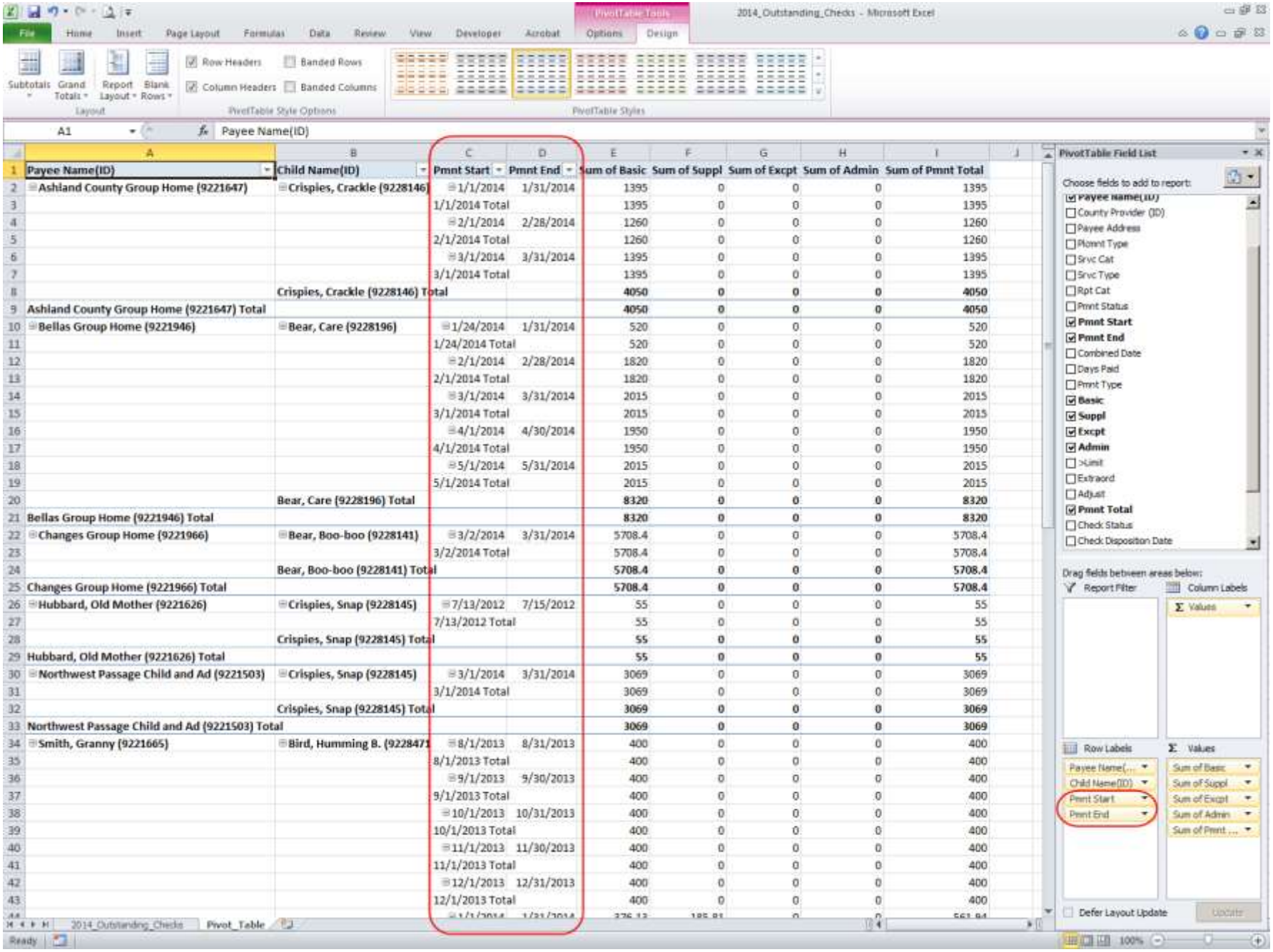


Row Labels	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total
Ashland County Group Home (9221647)	4050	0	0	0	4050
Crispies, Crackle (9228146)	4050	0	0	0	4050
Bellas Group Home (9221946)	8320	0	0	0	8320
Bear, Care (9228196)	8320	0	0	0	8320
Changes Group Home (9221966)	5708.4	0	0	0	5708.4
Bear, Boo-boo (9228141)	5708.4	0	0	0	5708.4
Hubbard, Old Mother (9221626)	55	0	0	0	55
Crispies, Snap (9228145)	55	0	0	0	55
Northwest Passage Child and Ad (9221503)	3069	0	0	0	3069
Crispies, Snap (9228145)	3069	0	0	0	3069
Smith, Granny (9221665)	6282.92	199.52	0	0	6482.44
Bird, Humming B. (9228471)	2402.92	199.52	0	0	2602.44
Bird, Kid (9228217)	3880	0	0	0	3880
Snaggletooth Provider Care (9221523)	410	128	200	2020.5	2758.5
Bear, Boo-boo (9228141)	410	128	200	2020.5	2758.5
White (9221646)	1233.23	64.52	282.26	0	1580.01
Bear, Boo-boo (9228141)	1233.23	64.52	282.26	0	1580.01
Grand Total	29128.55	392.04	482.26	2020.5	32023.35

10. The default display is a "compact" view, not necessarily the easiest to look at. So let's change how things look. Click anywhere on your report and then click on the "Design" tab. Then choose "Report Layout" and select "Show in Tabular Form".

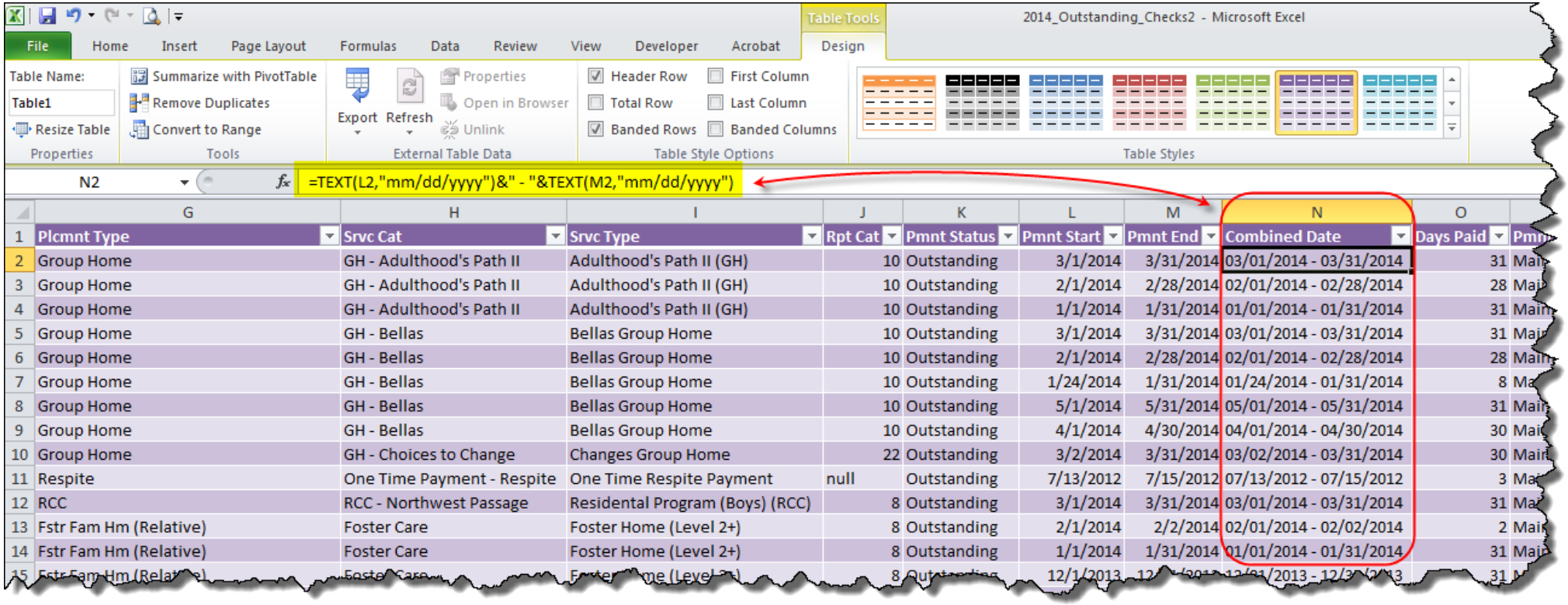


11. Notice that the children are no longer nested under the Payee and that they now have their own column. Also notice that we added Payment Begin and End Dates to our Row Labels.



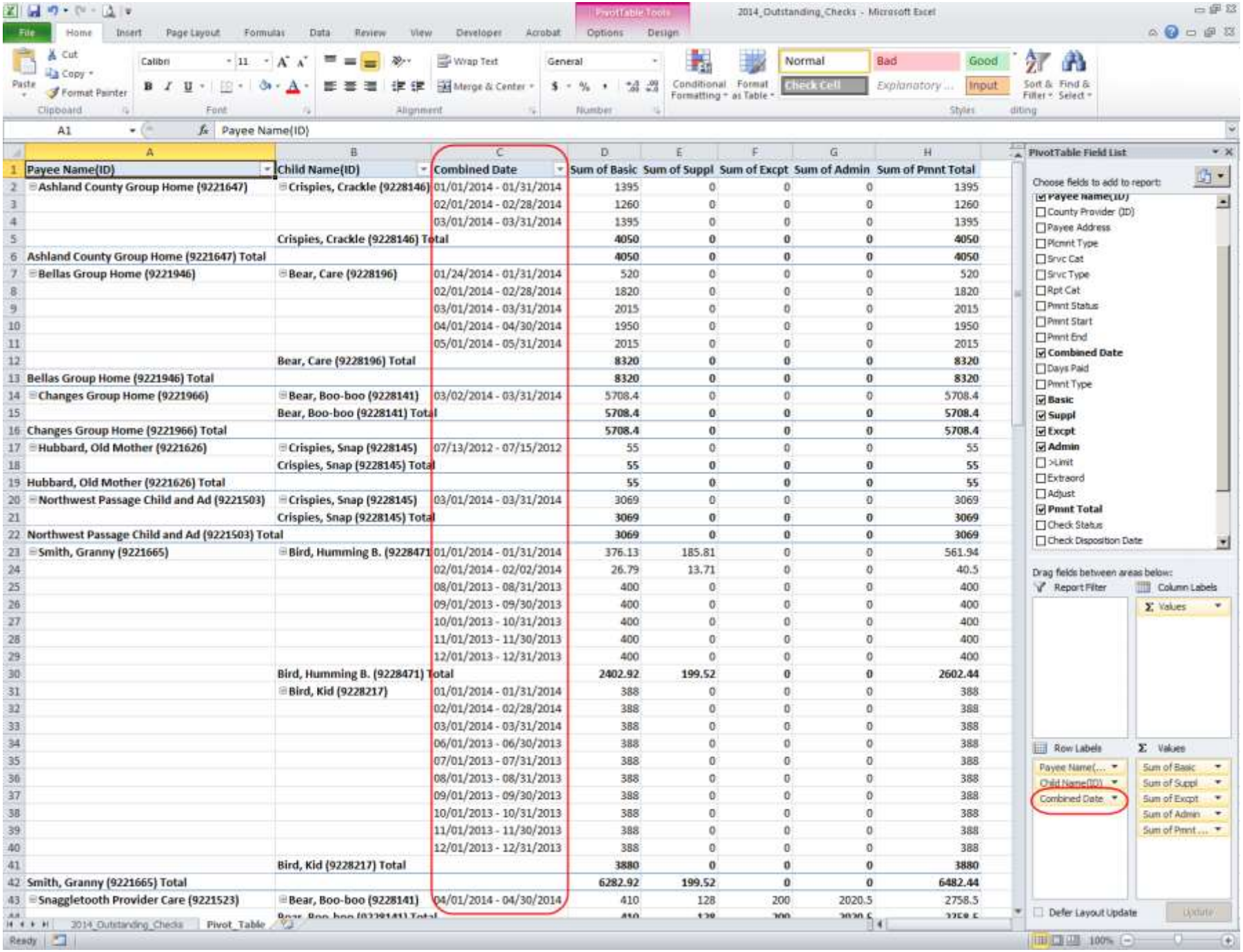
Payee Name(ID)	Child Name(ID)	Pmnt Start	Pmnt End	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total
Ashland County Group Home (9221647)	Crispies, Crackle (9228146)	1/1/2014	1/31/2014	1395	0	0	0	1395
		1/1/2014 Total		1395	0	0	0	1395
		2/1/2014	2/28/2014	1260	0	0	0	1260
		2/1/2014 Total		1260	0	0	0	1260
		3/1/2014	3/31/2014	1395	0	0	0	1395
		3/1/2014 Total		1395	0	0	0	1395
	Crispies, Crackle (9228146) Total			4050	0	0	0	4050
Ashland County Group Home (9221647) Total				4050	0	0	0	4050
Bellas Group Home (9221946)	Bear, Care (9228196)	1/24/2014	1/31/2014	520	0	0	0	520
		1/24/2014 Total		520	0	0	0	520
		2/1/2014	2/28/2014	1820	0	0	0	1820
		2/1/2014 Total		1820	0	0	0	1820
		3/1/2014	3/31/2014	2015	0	0	0	2015
		3/1/2014 Total		2015	0	0	0	2015
		4/1/2014	4/30/2014	1950	0	0	0	1950
		4/1/2014 Total		1950	0	0	0	1950
		5/1/2014	5/31/2014	2015	0	0	0	2015
		5/1/2014 Total		2015	0	0	0	2015
	Bear, Care (9228196) Total			8320	0	0	0	8320
Bellas Group Home (9221946) Total				8320	0	0	0	8320
Changes Group Home (9221966)	Bear, Boo-boo (9228141)	3/2/2014	3/31/2014	5708.4	0	0	0	5708.4
		3/2/2014 Total		5708.4	0	0	0	5708.4
	Bear, Boo-boo (9228141) Total			5708.4	0	0	0	5708.4
Changes Group Home (9221966) Total				5708.4	0	0	0	5708.4
Hubbard, Old Mother (9221626)	Crispies, Snap (9228145)	7/13/2012	7/15/2012	55	0	0	0	55
		7/13/2012 Total		55	0	0	0	55
	Crispies, Snap (9228145) Total			55	0	0	0	55
Hubbard, Old Mother (9221626) Total				55	0	0	0	55
Northwest Passage Child and Ad (9221503)	Crispies, Snap (9228145)	3/1/2014	3/31/2014	3069	0	0	0	3069
		3/1/2014 Total		3069	0	0	0	3069
	Crispies, Snap (9228145) Total			3069	0	0	0	3069
Northwest Passage Child and Ad (9221503) Total				3069	0	0	0	3069
Smith, Granny (9221665)	Bird, Humming B. (9228471	8/1/2013	8/31/2013	400	0	0	0	400
		8/1/2013 Total		400	0	0	0	400
		9/1/2013	9/30/2013	400	0	0	0	400
		9/1/2013 Total		400	0	0	0	400
		10/1/2013	10/31/2013	400	0	0	0	400
		10/1/2013 Total		400	0	0	0	400
		11/1/2013	11/30/2013	400	0	0	0	400
		11/1/2013 Total		400	0	0	0	400
		12/1/2013	12/31/2013	400	0	0	0	400
		12/1/2013 Total		400	0	0	0	400

12. The problem with adding Payment Start and End is that the Pivot Table wants to "Subtotal" these. If we were to select one or the other it will not do this. If you select both as is in the screen-shot above you will notice the Total value below each. If we want to see both values we can simply add a column in our data worksheet that combines the two. Here's a sample of how to do that. Note: The formula can be typed in the first cell and then simply fill down the rest of your data.



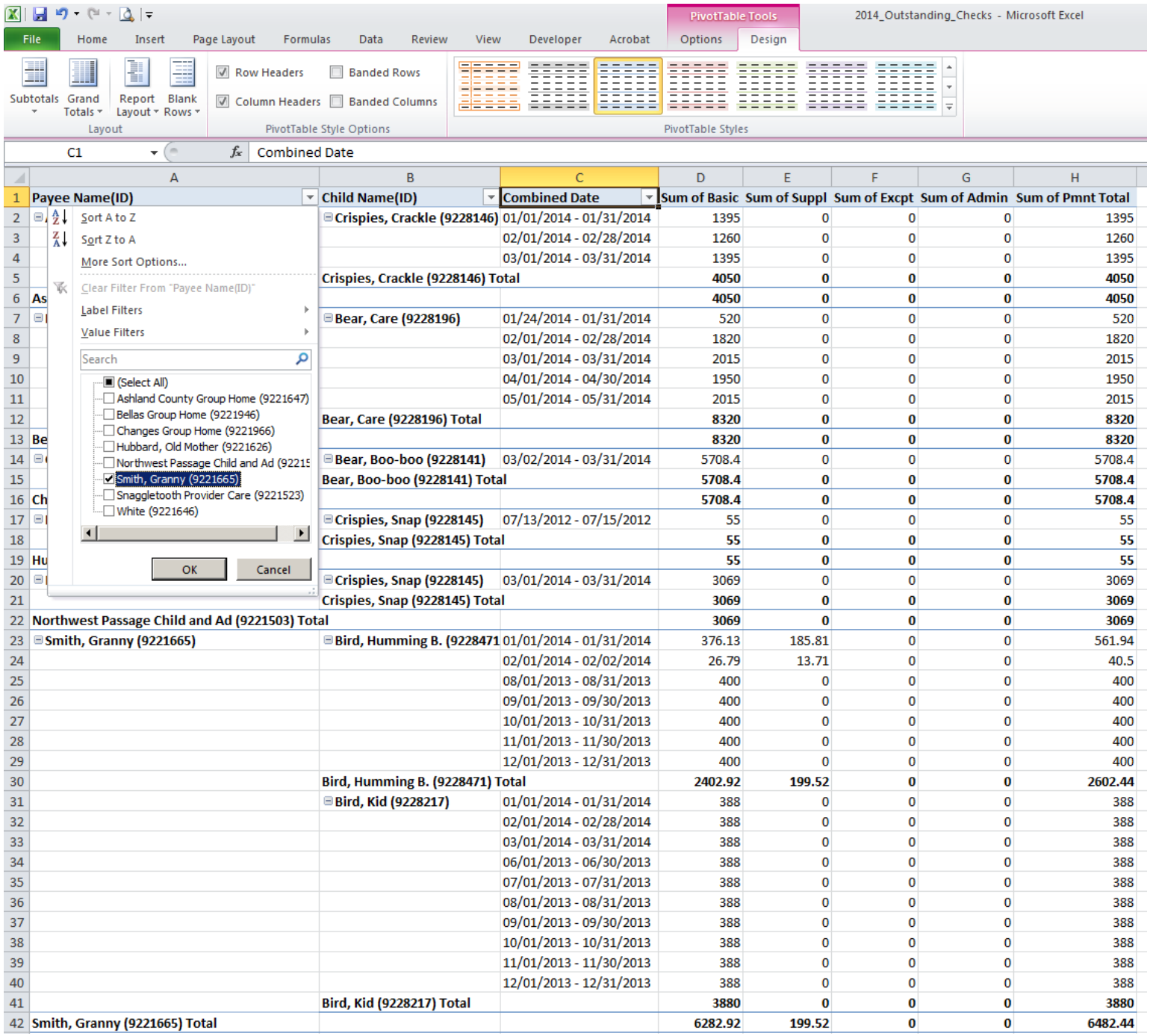
	G	H	I	J	K	L	M	N	O
1	Plcmnt Type	Srvc Cat	Srvc Type	Rpt Cat	Pmnt Status	Pmnt Start	Pmnt End	Combined Date	Days Paid
2	Group Home	GH - Adulthood's Path II	Adulthood's Path II (GH)	10	Outstanding	3/1/2014	3/31/2014	03/01/2014 - 03/31/2014	31
3	Group Home	GH - Adulthood's Path II	Adulthood's Path II (GH)	10	Outstanding	2/1/2014	2/28/2014	02/01/2014 - 02/28/2014	28
4	Group Home	GH - Adulthood's Path II	Adulthood's Path II (GH)	10	Outstanding	1/1/2014	1/31/2014	01/01/2014 - 01/31/2014	31
5	Group Home	GH - Bellas	Bellas Group Home	10	Outstanding	3/1/2014	3/31/2014	03/01/2014 - 03/31/2014	31
6	Group Home	GH - Bellas	Bellas Group Home	10	Outstanding	2/1/2014	2/28/2014	02/01/2014 - 02/28/2014	28
7	Group Home	GH - Bellas	Bellas Group Home	10	Outstanding	1/24/2014	1/31/2014	01/24/2014 - 01/31/2014	8
8	Group Home	GH - Bellas	Bellas Group Home	10	Outstanding	5/1/2014	5/31/2014	05/01/2014 - 05/31/2014	31
9	Group Home	GH - Bellas	Bellas Group Home	10	Outstanding	4/1/2014	4/30/2014	04/01/2014 - 04/30/2014	30
10	Group Home	GH - Choices to Change	Changes Group Home	22	Outstanding	3/2/2014	3/31/2014	03/02/2014 - 03/31/2014	30
11	Respite	One Time Payment - Respite	One Time Respite Payment	null	Outstanding	7/13/2012	7/15/2012	07/13/2012 - 07/15/2012	3
12	RCC	RCC - Northwest Passage	Residental Program (Boys) (RCC)	8	Outstanding	3/1/2014	3/31/2014	03/01/2014 - 03/31/2014	31
13	Fstr Fam Hm (Relative)	Foster Care	Foster Home (Level 2+)	8	Outstanding	2/1/2014	2/2/2014	02/01/2014 - 02/02/2014	2
14	Fstr Fam Hm (Relative)	Foster Care	Foster Home (Level 2+)	8	Outstanding	1/1/2014	1/31/2014	01/01/2014 - 01/31/2014	31
15	Fstr Fam Hm (Relative)	Foster Care	Foster Home (Level 2+)	8	Outstanding	12/1/2013	[illegible]	[illegible]	31

13. If we add our new column to our Row Labels we will have something that looks like the following:



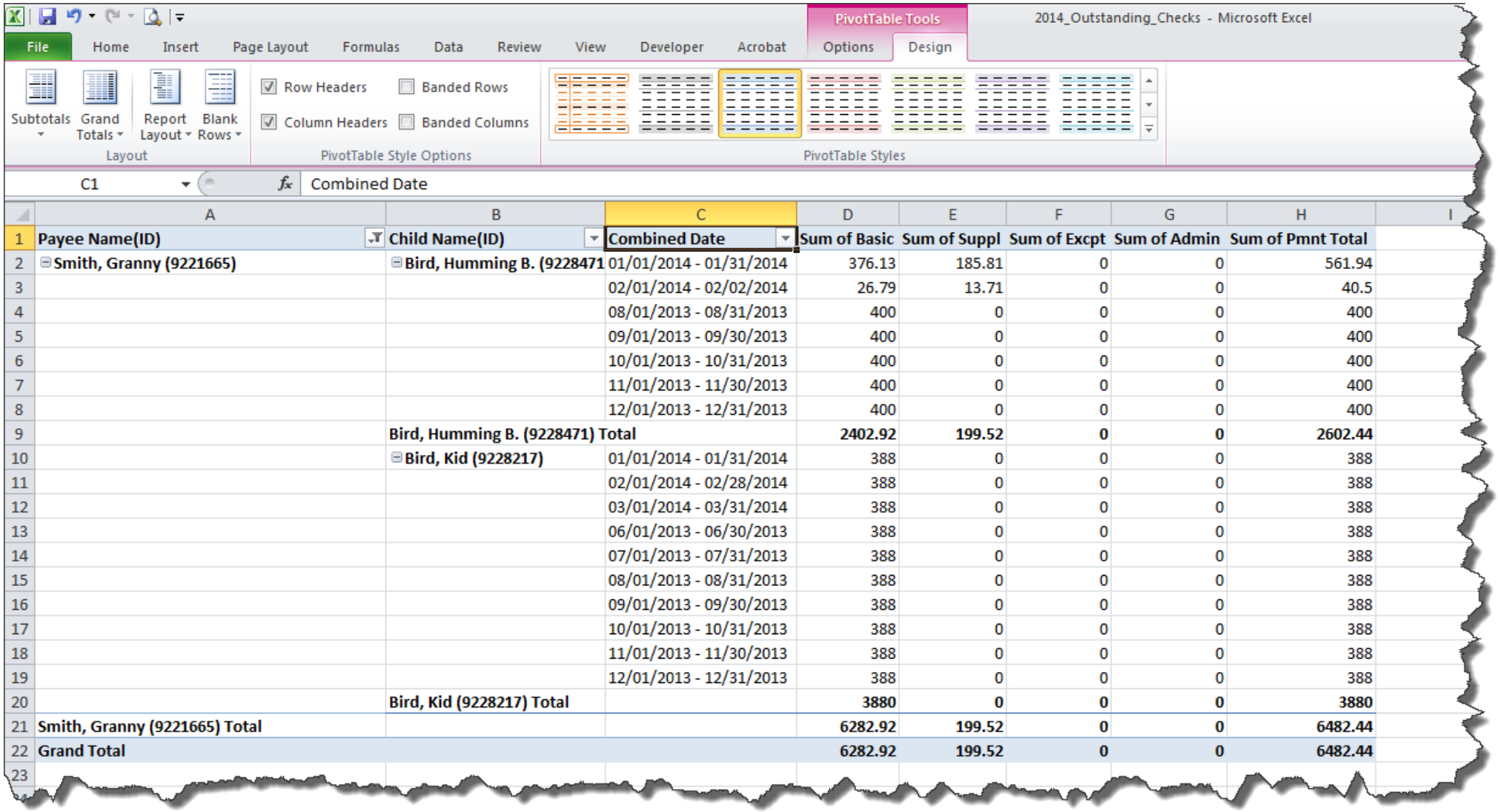
Payee Name(ID)	Child Name(ID)	Combined Date	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total
Ashland County Group Home (9221647)	Crispies, Crackle (9228146)	01/01/2014 - 01/31/2014	1395	0	0	0	1395
		02/01/2014 - 02/28/2014	1260	0	0	0	1260
		03/01/2014 - 03/31/2014	1395	0	0	0	1395
	Crispies, Crackle (9228146) Total		4050	0	0	0	4050
Ashland County Group Home (9221647) Total			4050	0	0	0	4050
Bellas Group Home (9221946)	Bear, Care (9228196)	01/24/2014 - 01/31/2014	520	0	0	0	520
		02/01/2014 - 02/28/2014	1820	0	0	0	1820
		03/01/2014 - 03/31/2014	2015	0	0	0	2015
		04/01/2014 - 04/30/2014	1950	0	0	0	1950
		05/01/2014 - 05/31/2014	2015	0	0	0	2015
	Bear, Care (9228196) Total		8320	0	0	0	8320
Bellas Group Home (9221946) Total			8320	0	0	0	8320
Changes Group Home (9221966)	Bear, Boo-boo (9228141)	03/02/2014 - 03/31/2014	5708.4	0	0	0	5708.4
	Bear, Boo-boo (9228141) Total		5708.4	0	0	0	5708.4
Changes Group Home (9221966) Total			5708.4	0	0	0	5708.4
Hubbard, Old Mother (9221626)	Crispies, Snap (9228145)	07/13/2012 - 07/15/2012	55	0	0	0	55
	Crispies, Snap (9228145) Total		55	0	0	0	55
Hubbard, Old Mother (9221626) Total			55	0	0	0	55
Northwest Passage Child and Ad (9221503)	Crispies, Snap (9228145)	03/01/2014 - 03/31/2014	3069	0	0	0	3069
	Crispies, Snap (9228145) Total		3069	0	0	0	3069
Northwest Passage Child and Ad (9221503) Total			3069	0	0	0	3069
Smith, Granny (9221665)	Bird, Humming B. (9228471	01/01/2014 - 01/31/2014	376.13	185.81	0	0	561.94
		02/01/2014 - 02/02/2014	26.79	13.71	0	0	40.5
		08/01/2013 - 08/31/2013	400	0	0	0	400
		09/01/2013 - 09/30/2013	400	0	0	0	400
		10/01/2013 - 10/31/2013	400	0	0	0	400
		11/01/2013 - 11/30/2013	400	0	0	0	400
		12/01/2013 - 12/31/2013	400	0	0	0	400
	Bird, Humming B. (9228471) Total		2402.92	199.52	0	0	2602.44
	Bird, Kid (9228217)	01/01/2014 - 01/31/2014	388	0	0	0	388
		02/01/2014 - 02/28/2014	388	0	0	0	388
		03/01/2014 - 03/31/2014	388	0	0	0	388
		06/01/2013 - 06/30/2013	388	0	0	0	388
		07/01/2013 - 07/31/2013	388	0	0	0	388
		08/01/2013 - 08/31/2013	388	0	0	0	388
		09/01/2013 - 09/30/2013	388	0	0	0	388
		10/01/2013 - 10/31/2013	388	0	0	0	388
		11/01/2013 - 11/30/2013	388	0	0	0	388
		12/01/2013 - 12/31/2013	388	0	0	0	388
	Bird, Kid (9228217) Total		3880	0	0	0	3880
Smith, Granny (9221665) Total			6282.92	199.52	0	0	6482.44
Snaggletooth Provider Care (9221523)	Bear, Boo-boo (9228141)	04/01/2014 - 04/30/2014	410	128	200	2020.5	2758.5

14. Let's take a little more specific look at things. Select the filter option for Payee Name(ID) and we will choose Granny Smith.



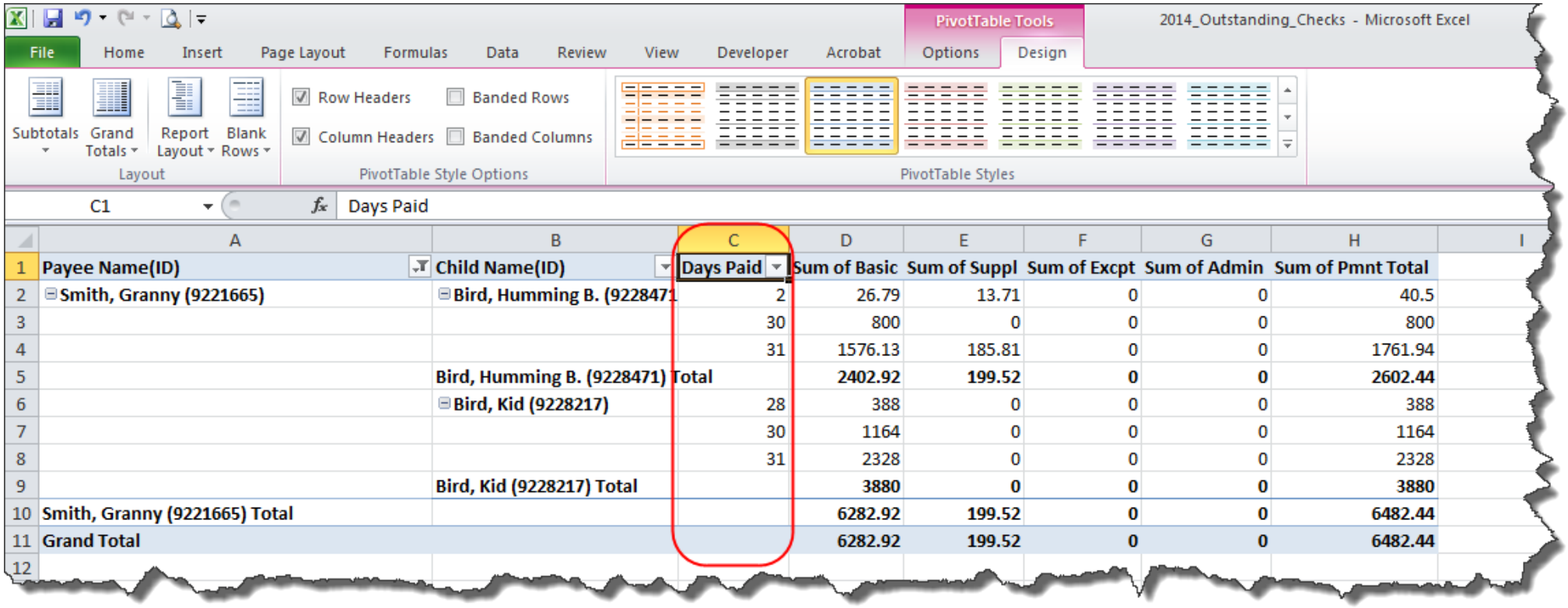
Payee Name(ID)	Child Name(ID)	Combined Date	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total
	Crispies, Crackle (9228146)	01/01/2014 - 01/31/2014	1395	0	0	0	1395
		02/01/2014 - 02/28/2014	1260	0	0	0	1260
		03/01/2014 - 03/31/2014	1395	0	0	0	1395
	Crispies, Crackle (9228146) Total		4050	0	0	0	4050
As			4050	0	0	0	4050
	Bear, Care (9228196)	01/24/2014 - 01/31/2014	520	0	0	0	520
		02/01/2014 - 02/28/2014	1820	0	0	0	1820
		03/01/2014 - 03/31/2014	2015	0	0	0	2015
		04/01/2014 - 04/30/2014	1950	0	0	0	1950
		05/01/2014 - 05/31/2014	2015	0	0	0	2015
	Bear, Care (9228196) Total		8320	0	0	0	8320
Be			8320	0	0	0	8320
	Bear, Boo-boo (9228141)	03/02/2014 - 03/31/2014	5708.4	0	0	0	5708.4
	Bear, Boo-boo (9228141) Total		5708.4	0	0	0	5708.4
Ch			5708.4	0	0	0	5708.4
	Crispies, Snap (9228145)	07/13/2012 - 07/15/2012	55	0	0	0	55
	Crispies, Snap (9228145) Total		55	0	0	0	55
Hu			55	0	0	0	55
	Crispies, Snap (9228145)	03/01/2014 - 03/31/2014	3069	0	0	0	3069
	Crispies, Snap (9228145) Total		3069	0	0	0	3069
Northwest Passage Child and Ad (9221503) Total			3069	0	0	0	3069
Smith, Granny (9221665)	Bird, Humming B. (9228471	01/01/2014 - 01/31/2014	376.13	185.81	0	0	561.94
		02/01/2014 - 02/02/2014	26.79	13.71	0	0	40.5
		08/01/2013 - 08/31/2013	400	0	0	0	400
		09/01/2013 - 09/30/2013	400	0	0	0	400
		10/01/2013 - 10/31/2013	400	0	0	0	400
		11/01/2013 - 11/30/2013	400	0	0	0	400
		12/01/2013 - 12/31/2013	400	0	0	0	400
	Bird, Humming B. (9228471) Total		2402.92	199.52	0	0	2602.44
	Bird, Kid (9228217)	01/01/2014 - 01/31/2014	388	0	0	0	388
		02/01/2014 - 02/28/2014	388	0	0	0	388
		03/01/2014 - 03/31/2014	388	0	0	0	388
		06/01/2013 - 06/30/2013	388	0	0	0	388
		07/01/2013 - 07/31/2013	388	0	0	0	388
		08/01/2013 - 08/31/2013	388	0	0	0	388
		09/01/2013 - 09/30/2013	388	0	0	0	388
		10/01/2013 - 10/31/2013	388	0	0	0	388
		11/01/2013 - 11/30/2013	388	0	0	0	388
		12/01/2013 - 12/31/2013	388	0	0	0	388
	Bird, Kid (9228217) Total		3880	0	0	0	3880
Smith, Granny (9221665) Total			6282.92	199.52	0	0	6482.44

15. You will notice that there were two sets of payment data. One for Humming Bird, and one for Kid Bird. The Combined Date represents each month's payments. At the bottom of child's payments is a Subtotal for each of our Cost "Buckets", and at the very bottom is a Grand Total for Granny Smith.



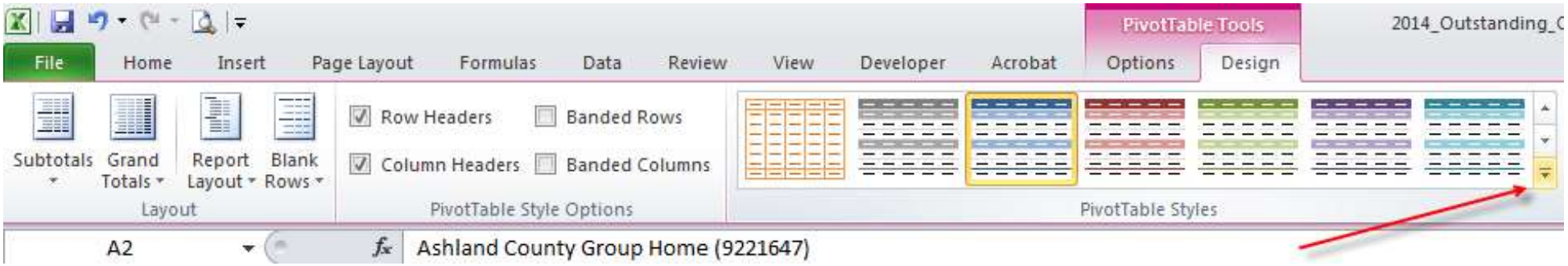
	A	B	C	D	E	F	G	H
1	Payee Name(ID)	Child Name(ID)	Combined Date	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total
2	Smith, Granny (9221665)	Bird, Humming B. (9228471	01/01/2014 - 01/31/2014	376.13	185.81	0	0	561.94
3			02/01/2014 - 02/02/2014	26.79	13.71	0	0	40.5
4			08/01/2013 - 08/31/2013	400	0	0	0	400
5			09/01/2013 - 09/30/2013	400	0	0	0	400
6			10/01/2013 - 10/31/2013	400	0	0	0	400
7			11/01/2013 - 11/30/2013	400	0	0	0	400
8			12/01/2013 - 12/31/2013	400	0	0	0	400
9		Bird, Humming B. (9228471) Total		2402.92	199.52	0	0	2602.44
10		Bird, Kid (9228217)	01/01/2014 - 01/31/2014	388	0	0	0	388
11			02/01/2014 - 02/28/2014	388	0	0	0	388
12			03/01/2014 - 03/31/2014	388	0	0	0	388
13			06/01/2013 - 06/30/2013	388	0	0	0	388
14			07/01/2013 - 07/31/2013	388	0	0	0	388
15			08/01/2013 - 08/31/2013	388	0	0	0	388
16			09/01/2013 - 09/30/2013	388	0	0	0	388
17			10/01/2013 - 10/31/2013	388	0	0	0	388
18			11/01/2013 - 11/30/2013	388	0	0	0	388
19			12/01/2013 - 12/31/2013	388	0	0	0	388
20		Bird, Kid (9228217) Total		3880	0	0	0	3880
21	Smith, Granny (9221665) Total			6282.92	199.52	0	0	6482.44
22	Grand Total			6282.92	199.52	0	0	6482.44
23								

16. Remember that the PivotTable looks for "unique" values for items entered in the Row Labels. This can change the way your data presents as is illustrated in the screen-shot below. Here we've removed Combined Date and are now looking at things across Days Paid. In this instance it has summed all the Cost "buckets" based on Days Paid. For Humming Bird there was one month where it only paid for 2 days. There were two (2) months were it paid for 30 days, and there were four (4) months were it paid for 31 days. In the Basic column it summed the basic amounts paid for the 30 day months, which totaled $800.00. It summed the basic amounts paid for the 31 day months, which totaled $1576.13, etc. Not quite the display we were looking for here.

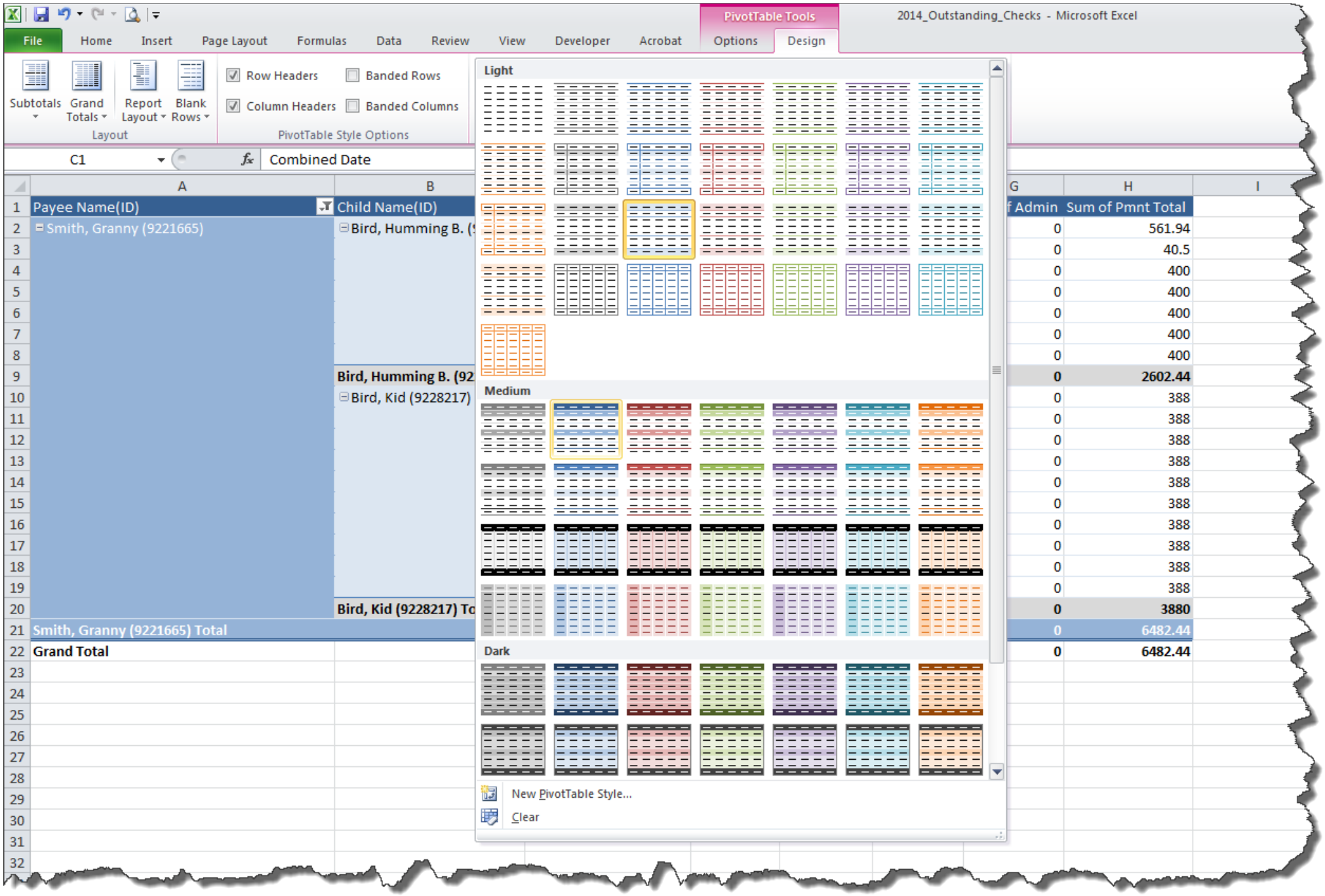


	A	B	C	D	E	F	G	H
1	Payee Name(ID)	Child Name(ID)	Days Paid	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total
2	Smith, Granny (9221665)	Bird, Humming B. (9228471	2	26.79	13.71	0	0	40.5
3			30	800	0	0	0	800
4			31	1576.13	185.81	0	0	1761.94
5		Bird, Humming B. (9228471) Total		2402.92	199.52	0	0	2602.44
6		Bird, Kid (9228217)	28	388	0	0	0	388
7			30	1164	0	0	0	1164
8			31	2328	0	0	0	2328
9		Bird, Kid (9228217) Total		3880	0	0	0	3880
10	Smith, Granny (9221665) Total			6282.92	199.52	0	0	6482.44
11	Grand Total			6282.92	199.52	0	0	6482.44
12								

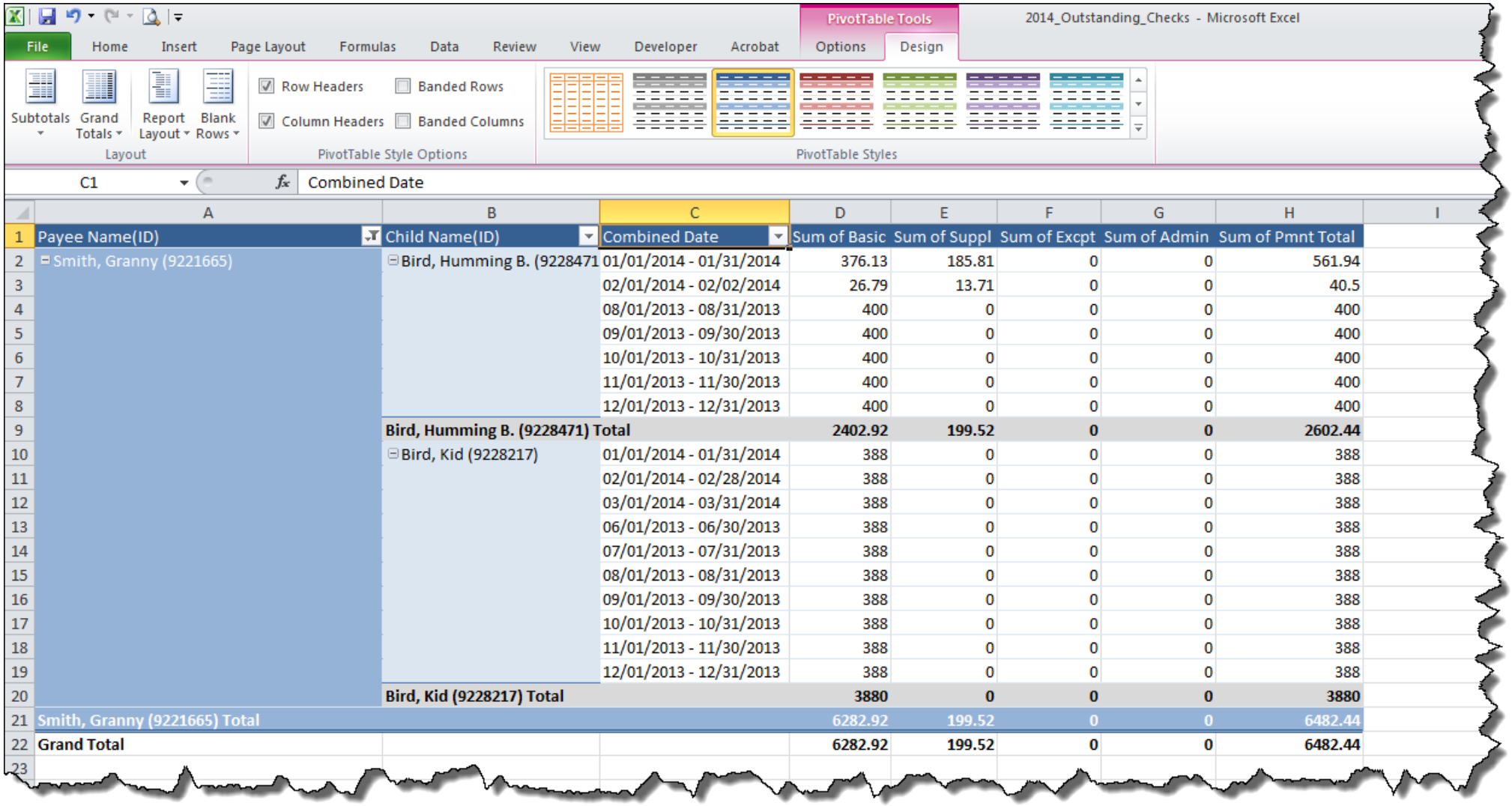
17. Once you have your PivotTable setup you can further refine the way it looks with some simple formatting. Select the Design Tab on the PivotTable Tools and then choose a PivotTable Style. If you select the down arrow in the bottom right of that group box it will open up to display a number or other options.



18. Choose an option that fits liking, or define a new PivotTable Style.

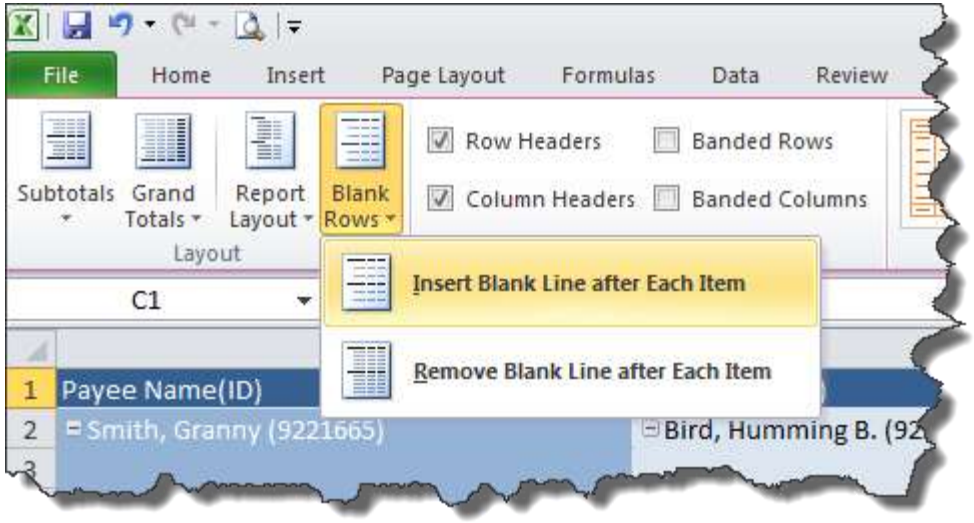


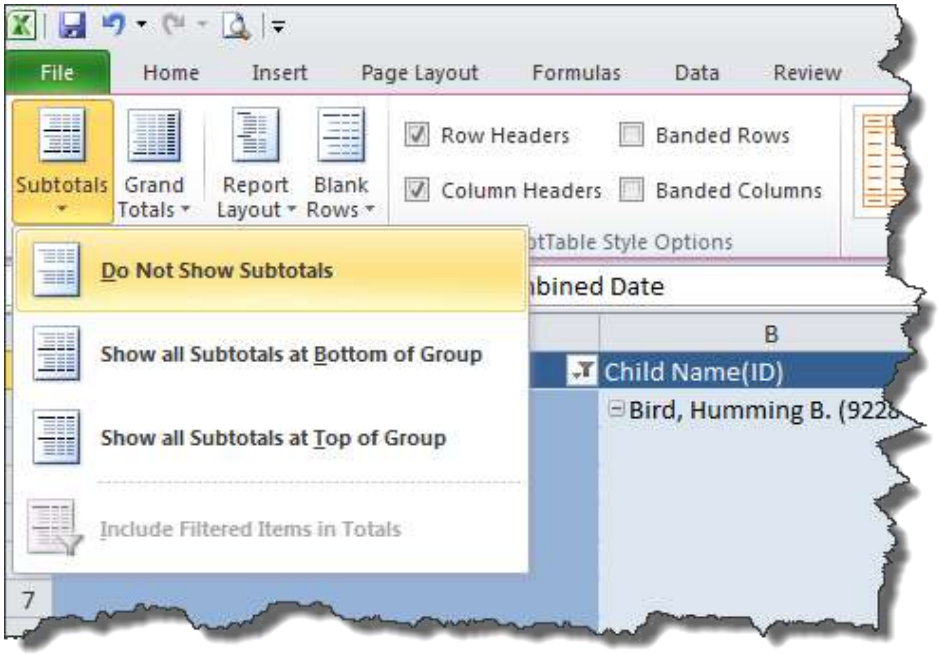
19. After formatting your report might look something like the following:

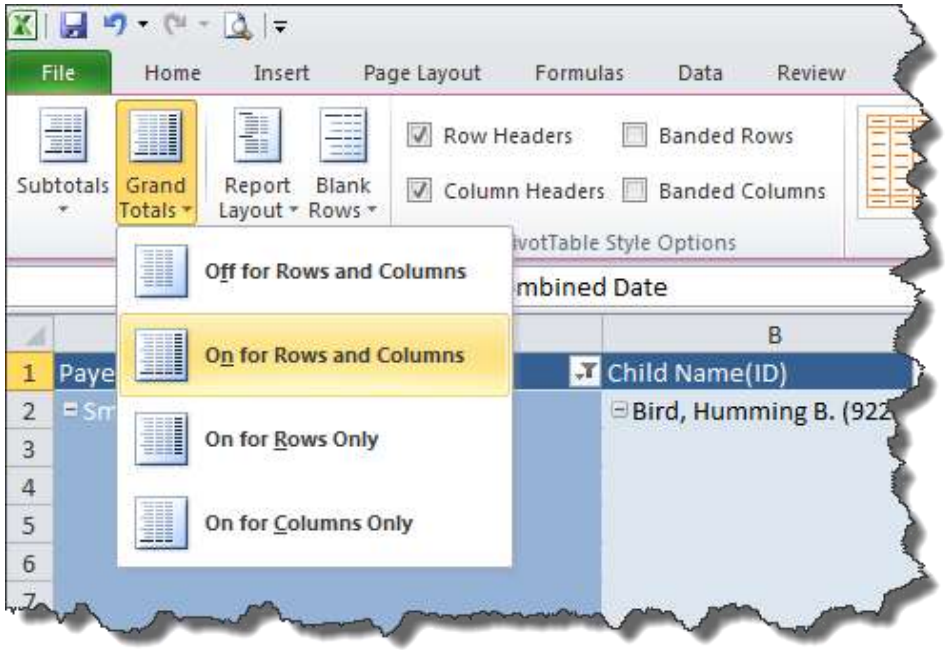


	A	B	C	D	E	F	G	H	I
1	Payee Name(ID)	Child Name(ID)	Combined Date	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total	
2	Smith, Granny (9221665)	Bird, Humming B. (9228471	01/01/2014 - 01/31/2014	376.13	185.81	0	0	561.94	
3			02/01/2014 - 02/02/2014	26.79	13.71	0	0	40.5	
4			08/01/2013 - 08/31/2013	400	0	0	0	400	
5			09/01/2013 - 09/30/2013	400	0	0	0	400	
6			10/01/2013 - 10/31/2013	400	0	0	0	400	
7			11/01/2013 - 11/30/2013	400	0	0	0	400	
8			12/01/2013 - 12/31/2013	400	0	0	0	400	
9		**Bird, Humming B. (9228471) Total**		**2402.92**	**199.52**	**0**	**0**	**2602.44**	
10		Bird, Kid (9228217)	01/01/2014 - 01/31/2014	388	0	0	0	388	
11			02/01/2014 - 02/28/2014	388	0	0	0	388	
12			03/01/2014 - 03/31/2014	388	0	0	0	388	
13			06/01/2013 - 06/30/2013	388	0	0	0	388	
14			07/01/2013 - 07/31/2013	388	0	0	0	388	
15			08/01/2013 - 08/31/2013	388	0	0	0	388	
16			09/01/2013 - 09/30/2013	388	0	0	0	388	
17			10/01/2013 - 10/31/2013	388	0	0	0	388	
18			11/01/2013 - 11/30/2013	388	0	0	0	388	
19			12/01/2013 - 12/31/2013	388	0	0	0	388	
20		**Bird, Kid (9228217) Total**		**3880**	**0**	**0**	**0**	**3880**	
21	Smith, Granny (9221665) Total			6282.92	199.52	0	0	6482.44	
22	**Grand Total**			**6282.92**	**199.52**	**0**	**0**	**6482.44**	
23									

20. You can further refine your report by adding spaces, Subtotals, and Grand Totals.







21. Your final results might look something like the following:

Payee Name(ID)	Child Name(ID)	Combined Date	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total
Ashland County Group Home (9221647)	Crispies, Crackle (9228146)	01/01/2014 - 01/31/2014	$1,395.00	$0.00	$0.00	$0.00	$1,395.00
		02/01/2014 - 02/28/2014	$1,260.00	$0.00	$0.00	$0.00	$1,260.00
		03/01/2014 - 03/31/2014	$1,395.00	$0.00	$0.00	$0.00	$1,395.00
	Crispies, Crackle (9228146) Total		**$4,050.00**	**$0.00**	**$0.00**	**$0.00**	**$4,050.00**
Ashland County Group Home (9221647) Total			$4,050.00	$0.00	$0.00	$0.00	$4,050.00
Bellas Group Home (9221946)	Bear, Care (9228196)	01/24/2014 - 01/31/2014	$520.00	$0.00	$0.00	$0.00	$520.00
		02/01/2014 - 02/28/2014	$1,820.00	$0.00	$0.00	$0.00	$1,820.00
		03/01/2014 - 03/31/2014	$2,015.00	$0.00	$0.00	$0.00	$2,015.00
		04/01/2014 - 04/30/2014	$1,950.00	$0.00	$0.00	$0.00	$1,950.00
		05/01/2014 - 05/31/2014	$2,015.00	$0.00	$0.00	$0.00	$2,015.00
	Bear, Care (9228196) Total		**$8,320.00**	**$0.00**	**$0.00**	**$0.00**	**$8,320.00**
Bellas Group Home (9221946) Total			$8,320.00	$0.00	$0.00	$0.00	$8,320.00
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	$3,069.00	[illegible]	[illegible]	[illegible]	[illegible]
	Crispies, Snap (9228145) Total		**$3,069.00**	**$0.00**	**$0.00**	**$0.00**	**$3,069.00**
Northwest Passage Child and Ad (9221503) Total			$3,069.00	$0.00	$0.00	$0.00	$3,069.00
Smith, Granny (9221665)	Bird, Humming B. (9228471	01/01/2014 - 01/31/2014	$376.13	$185.81	$0.00	$0.00	$561.94
		02/01/2014 - 02/02/2014	$26.79	$13.71	$0.00	$0.00	$40.50
		08/01/2013 - 08/31/2013	$400.00	$0.00	$0.00	$0.00	$400.00
		09/01/2013 - 09/30/2013	$400.00	$0.00	$0.00	$0.00	$400.00
		10/01/2013 - 10/31/2013	$400.00	$0.00	$0.00	$0.00	$400.00
		11/01/2013 - 11/30/2013	$400.00	$0.00	$0.00	$0.00	$400.00
		12/01/2013 - 12/31/2013	$400.00	$0.00	$0.00	$0.00	$400.00
	Bird, Humming B. (9228471) Total		**$2,402.92**	**$199.52**	**$0.00**	**$0.00**	**$2,602.44**
	Bird, Kid (9228217)	01/01/2014 - 01/31/2014	$388.00	$0.00	$0.00	$0.00	$388.00
		02/01/2014 - 02/28/2014	$388.00	$0.00	$0.00	$0.00	$388.00
		03/01/2014 - 03/31/2014	$388.00	$0.00	$0.00	$0.00	$388.00
		06/01/2013 - 06/30/2013	$388.00	$0.00	$0.00	$0.00	$388.00
		07/01/2013 - 07/31/2013	$388.00	$0.00	$0.00	$0.00	$388.00
		08/01/2013 - 08/31/2013	$388.00	$0.00	$0.00	$0.00	$388.00
		09/01/2013 - 09/30/2013	$388.00	$0.00	$0.00	$0.00	$388.00
		10/01/2013 - 10/31/2013	$388.00	$0.00	$0.00	$0.00	$388.00
		11/01/2013 - 11/30/2013	$388.00	$0.00	$0.00	$0.00	$388.00
		12/01/2013 - 12/31/2013	$388.00	$0.00	$0.00	$0.00	$388.00
	Bird, Kid (9228217) Total		**$3,880.00**	**$0.00**	**$0.00**	**$0.00**	**$3,880.00**
Smith, Granny (9221665) Total			$6,282.92	$199.52	$0.00	$0.00	$6,482.44
Grand Total			**$29,128.55**	**$392.04**	**$482.26**	**$2,020.50**	**$32,023.35**