

# 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.

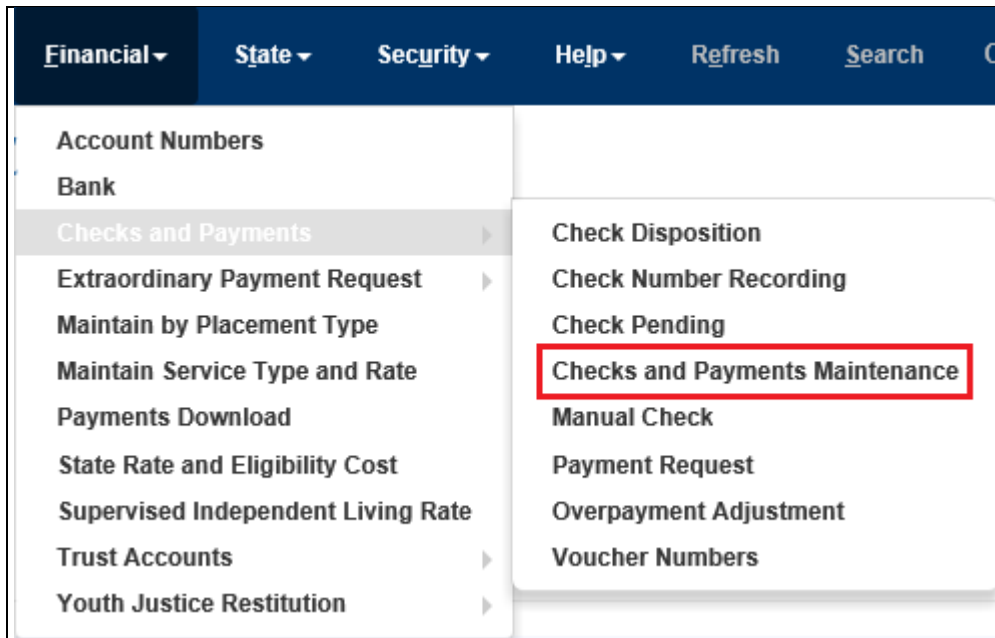
Along with searches, this page provides you the ability to complete several types of actions on one or many checks or payments with a single action.

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

This User 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 Financial > Checks and Payments > Checks and Payments Maintenance. This will open the Checks and Payments Maintenance page.



## Search Criteria Overview

The screenshot shows a web browser window with the eWiSACWIS application. The page title is "Search Criteria Overview". The search criteria form is displayed with the following fields and values:

County:	Milwaukee	Site/Office:		Select By:	Checks		
Check Status:	All	Payee ID:		Person ID:		Voucher #:	
Placement Type:		Svc Cat:		Svc Type:			
Payment Type:		Payment Status:					
View Records From:	00/00/0000	To:	00/00/0000	Sort By:	Payee		

Buttons: Clear Fields, Search

1. **County:** Defaults to your county. For worker without the proper security, the drop-down is disabled.
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. **Svc 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. **Svc Type:** Requires a selection in the Svc 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:

The screenshot shows the 'Search Criteria' section of the eWiSACWIS application. The following fields are highlighted with red boxes:

- County:** Milwaukee
- Check Status:** Pending
- Select By:** Checks

Other visible fields include Site/Office, Payee ID, Person ID, Voucher #, Placement Type, Svc Cat, Svc Type, Payment Type, Payment Status, View Records From (00/00/0000), To (00/00/0000), and Sort By (Payee).

#### Pending Release Checks:

The screenshot shows the 'Search Criteria' section of the eWiSACWIS application. The following fields are highlighted with red boxes:

- County:** Milwaukee
- Check Status:** Pending Release
- Select By:** Checks

Other visible fields include Site/Office, Payee ID, Person ID, Voucher #, Placement Type, Svc Cat, Svc Type, Payment Type, Payment Status, View Records From (00/00/0000), To (00/00/0000), and Sort By (Payee).

**In Process Checks:**

The screenshot shows the 'Search Criteria' section of the eWiSACWIS application. The 'Select By' dropdown is set to 'Checks'. The 'Check Status' dropdown is set to 'In Process'. The 'View Records From' date is set to '00/00/0000'. Other fields include County (Milwaukee), Site/Office, Payee ID, Person ID, Voucher #, Placement Type, Svc Cat, Svc Type, Payment Type, Payment Status, and Sort By (Payee).

**Payments - for a particular child and date range:**

The screenshot shows the 'Search Criteria' section of the eWiSACWIS application. The 'Select By' dropdown is set to 'Payments'. The 'Person ID' field is populated with '123456'. The 'View Records From' date is set to '01/01/2020' and the 'To' date is set to '06/30/2020'. Other fields include County (Milwaukee), Site/Office, Payee ID, Voucher #, Placement Type, Svc Cat, Svc Type, Payment Type, Payment Status (All), and Sort By (Payee).

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

The screenshot shows the 'Search Criteria' section of the eWiSACWIS application. The 'Select By' dropdown is set to 'Overpayments'. The 'View Records From' date is set to '01/01/2020' and the 'To' date is set to '00/00/0000'. Other fields include County (Milwaukee), Site/Office, Payee ID, Person ID, Voucher #, Placement Type, Svc Cat, Svc Type, Payment Type, Payment Status (All), and Sort By (Payee).

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

The screenshot shows the 'Search Criteria' section of the eWiSACWIS application. The following fields are highlighted with red boxes:

- County: Milwaukee
- Site/Office: (empty)
- Select By: Payments/Overpayments
- Check Status: (empty)
- Payee ID: (empty)
- Person ID: (empty)
- Voucher #: (empty)
- Placement Type: (empty)
- Srvc Cat: (empty)
- Srvc Type: (empty)
- Payment Type: (empty)
- Payment Status: All
- View Records From: 01/01/2020
- To: 06/30/2020
- Sort By: Date

**All Group Home Payments on a particular voucher run:**

The screenshot shows the 'Search Criteria' section of the eWiSACWIS application. The following fields are highlighted with red boxes:

- County: Milwaukee
- Site/Office: (empty)
- Select By: Payments
- Voucher #: 20014
- Placement Type: Group Home
- Srvc Cat: (empty)
- Srvc Type: (empty)
- Payment Type: (empty)
- Payment Status: All
- View Records From: 01/01/2020
- To: 00/00/0000
- Sort By: Payee

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

The screenshot shows the 'Search Criteria' section of the eWiSACWIS application. The following fields are highlighted with red boxes:

- County: Milwaukee
- Site/Office: (empty)
- Select By: Payments
- Payee ID: 45678
- Person ID: (empty)
- Voucher #: (empty)
- Placement Type: (empty)
- Srvc Cat: (empty)
- Srvc Type: (empty)
- Payment Type: Administrative
- Payment Status: All
- View Records From: 01/01/2020
- To: 06/30/2020
- Sort By: Payee

## 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.

eWISACWIS Checks and Payments Maintenance

**Search Criteria**

County: Milwaukee Site/Office: Select By: Payments

Check Status: Payee ID: Person ID: Voucher #:

Placement Type: Svc Cat: Svc Type:






Payment Type: Payment Status: Outstanding - No Check

View Records From: 01/01/2020 To: 00/00/0000 Sort By: Payee

Record 1 to 50 of 62 [Next](#) [Clear Fields](#) [Search](#)

**Search Results**

Select All

<input type="checkbox"/>	 <a href="#">Payment - FH Clothing Allwnc 12-14 - Aardvark, A'ndre (9221905)</a> <a href="#">Copy</a>	Aardvark, Abigail A., Jr. 01/01/2022 - 01/01/2022 Aardvark, A'ndre (9221905) 08/19/2022 \$75.00
<input type="checkbox"/>	 <a href="#">Payment - Foster Home (Level 2+) - Annie's House Group Home (9221217)</a> <a href="#">Copy</a>	Prime, Sentinel 07/31/2022 - 07/31/2022 AA, Ace (9221457) 09/22/2022 \$16.84
<input type="checkbox"/>	 <a href="#">Payment - Foster Home (Level 2+) - Annie's House Group Home (9221217)</a> <a href="#">Copy</a>	Prime, Sentinel 08/01/2022 - 08/31/2022 AA, Ace (9221457) 09/22/2022 \$522.00
<input type="checkbox"/>	 <a href="#">Payment - FH Clothing Allwnc 12-14 - Apple, Arlene (9221925)</a> <a href="#">Copy</a>	Baker, Paul 03/01/2022 - 03/01/2022 Apple, Arlene (9221925) 03/21/2022 \$200.00
<input type="checkbox"/>	 <a href="#">Payment - Foster Home (Level 2+) - Apple, Arlene (9221925)</a> <a href="#">Copy</a>	Azul, Finn 03/01/2020 - 03/31/2020 Apple, Arlene (9221925) 06/29/2020 \$431.00

Options: [Go](#) [Close](#)

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.

Search Criteria

County: Milwaukee Site/Office: Select By: Payments

Check Status: Payee ID: Person ID: Voucher #:

Placement Type: Svc Cat: Svc Type:

Payment Type: Payment Status: Outstanding - No Check

View Records From: 01/01/2020 To: 00/00/0000 Sort By: Payee

Record 1 to 50 of 52

Clear Fields Search

Search Results

Select All

<input type="checkbox"/>	Payment - FH Clothing Allownc 12-14 - Apple, Arlene (9221925) Copy	Baker, Paul	03/01/2022 - 03/01/2022	Apple, Arlene (9221925)	03/21/2022	\$200.00
<input type="checkbox"/>	Payment - Foster Home (Level 2+) - Apple, Arlene (9221925) Copy	Azul, Finn	04/01/2020 - 04/30/2020	Apple, Arlene (9221925)	06/29/2020	\$431.00
<input checked="" type="checkbox"/>	Payment - Foster Home (Level 2+) - Apple, Arlene (9221925) Copy	Azul, Finn	03/01/2020 - 03/31/2020	Apple, Arlene (9221925)	06/29/2020	\$431.00
<input type="checkbox"/>	Payment - Foster Home (Level 2+) - Apple, Arlene (9221925) Copy	Azul, Finn	02/10/2020 - 02/29/2020	Apple, Arlene (9221925)	06/15/2020	\$297.24
<input checked="" type="checkbox"/>	Payment - Foster Home (Level 2+) - Apple, Arlene (9221925) Copy	Azul, Finn	02/10/2020 - 02/29/2020	Apple, Arlene (9221925)	06/15/2020	\$655.17
<input type="checkbox"/>	Payment - KC-Voluntary - Dumbledore, Albus (9221347) Copy	Kinship, Voluntary	06/01/2020 - 06/30/2020	Dumbledore, Albus (9221347)	09/20/2021	\$254.00
<input type="checkbox"/>	Payment - KC-Voluntary - Dumbledore, Albus (9221347) Copy	Kinship, Voluntary	05/01/2022 - 05/31/2022	Dumbledore, Albus (9221347)	06/13/2022	\$300.00
<input type="checkbox"/>	Payment - KC-Voluntary - Dumbledore, Albus (9221347) Copy	Kinship, Voluntary	04/01/2022 - 04/30/2022	Dumbledore, Albus (9221347)	06/13/2022	\$300.00
<input type="checkbox"/>	Payment - KC-Voluntary - Dumbledore, Albus (9221347) Copy	Kinship, Voluntary	03/01/2022 - 03/31/2022	Dumbledore, Albus (9221347)	06/13/2022	\$300.00
<input type="checkbox"/>	Payment - KC-Voluntary - Dumbledore, Albus (9221347) Copy	Kinship, Voluntary	02/01/2022 - 02/28/2022	Dumbledore, Albus (9221347)	06/13/2022	\$300.00
<input type="checkbox"/>	Payment - KC-Voluntary - Dumbledore, Albus (9221347) Copy	Kinship, Voluntary	01/01/2022 - 01/31/2022	Dumbledore, Albus (9221347)	06/13/2022	\$300.00

Options:  Cancel Selected Payments  Export Results  Link Selected Payments to Pending Checks

Go

Close



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).

Cancel Selected Payments						Print	Help
Cancel Selected Payments							
The selected payments will be cancelled upon Save.							
	Payee	Child	Begin Date	End Date	Amount		
<input type="checkbox"/>	Apple, Arlene (9221925)	Azul, Finn	02/10/2020	02/29/2020	\$655.17		
<input checked="" type="checkbox"/>	Apple, Arlene (9221925)	Azul, Finn	03/01/2020	03/31/2020	\$431.00		

## 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 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 pop-up will appear that asks if you would like to open or save the file.
  - a. Clicking on ‘Open’ will simply open the file. You can choose to save the file to your computer once open.
  - b. Clicking on ‘Save’ will download the file to your computer. You will then be given the options to open the file, open the folder the file is saved to, or view a list of recent downloads.
  - c. Clicking on the arrow next to ‘Save’ displays the following options: Save, Save as, and Save and open. Clicking on ‘Save as’ allows you to select a location to save the file to on your computer.
  - d. Clicking on ‘Cancel’ will close the message, cancel the export, and returns you to the Checks and Payments Maintenance page.

**eWiSACWIS** Resource Print Help

**Search Criteria**

County:  Site/Office:  Select By:

Check Status:  Payee ID:  Person ID:  Voucher #:

Placement Type:  Srvc Cat:  Srvc Type:

Payment Type:  Payment Status:

View Records From:  To:  Sort By:

Record 1 to 50 of 129 [Next](#)

**Search Results**

- [Outstanding Check \(00294989\) 03/18/2021 - Northwest Passage LTD \(8021015\) - \\$11,760.97](#)
- [Outstanding Check \(00294416\) 02/18/2021 - Northwest Passage LTD \(8021015\) - \\$8,513.05](#)
- [Outstanding Check \(00293561\) 01/14/2021 - Northwest Passage LTD \(8021015\) - \\$7,152.01](#)
- [Outstanding Check \(00292893\) 12/10/2020 - Northwest Passage LTD \(8021015\) - \\$13,585.02](#)
- [Outstanding Check \(00292677\) 11/25/2020 - Northwest Passage LTD \(8021015\) - \\$15,518.79](#)
- [Outstanding Check \(00291868\) 10/15/2020 - Northwest Passage LTD \(8021015\) - \\$21,300.60](#)
- [Outstanding Check \(00291339\) 09/17/2020 - Northwest Passage LTD \(8021015\) - \\$22,010.62](#)
- [Outstanding Check \(00290514\) 09/13/2020 - Northwest Passage LTD \(8021015\) - \\$9,496.01](#)
- [Outstanding Check \(00290210\) 07/23/2020 - Northwest Passage LTD \(8021015\) - \\$37,500.60](#)
- [Outstanding Check \(00289532\) 06/18/2020 - Northwest Passage LTD \(8021015\) - \\$28,490.62](#)
- [Outstanding Check \(00289067\) 05/21/2020 - Northwest Passage LTD \(8021015\) - \\$9,920.53](#)
- [Outstanding Check \(00288575\) 04/23/2020 - Northwest Passage LTD \(8021015\) - \\$3,290.27](#)
- [Outstanding Check \(00288408\) 04/16/2020 - Northwest Passage LTD \(8021015\) - \\$27,894.29](#)
- [Outstanding Check \(00283302\) 08/22/2019 - Northwest Passage LTD \(8021015\) - \\$8,282.40](#)
- [Outstanding Check \(00282542\) 07/18/2019 - Northwest Passage LTD \(8021015\) - \\$11,832.00](#)
- [Outstanding Check \(00281760\) 06/13/2019 - Northwest Passage LTD \(8021015\) - \\$6,902.00](#)
- [Outstanding Check \(00281207\) 05/16/2019 - Northwest Passage LTD \(8021015\) - \\$5,916.00](#)
- [Outstanding Check \(00280504\) 04/11/2019 - Northwest Passage LTD \(8021015\) - \\$6,113.20](#)
- [Outstanding Check \(00279912\) 03/14/2019 - Northwest Passage LTD \(8021015\) - \\$1,774.80](#)
- [Outstanding Check \(00271668\) 02/15/2018 - Northwest Passage LTD \(8021015\) - \\$4,656.00](#)

Options:



Do you want to open or save **ChecksAndPaymentsMaintenance.csv** (105 KB) from [apps.dcf.wisconsin.gov](https://apps.dcf.wisconsin.gov)?

4. Using one of the open or save options outlined above, open the export file.

**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.

5. When the file initially opens it will look similar to the screenshot below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	
	Case (ID)	Child Name	County	Payee Name	County	Payee Address	Plcmt Ty	Srvs Cat	Srvs Type	Rpt Cat	Pmnt Stat	Pmnt Star	Pmnt End	Days Paid	Pmnt Type	Basic	Suppl	Excpt	Admin	>Limit	Extraord	Adjust	Pmnt Totz	Check Stat	Check Dis	
2	Crispies, C Crispies, C		Ashland C		6932 Nortl Group Ho	GH - Adult	Adulthoo			10	Outstandi	3/1/2014	#####	31	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####	
3	Crispies, C Crispies, C		Ashland C		6932 Nortl Group Ho	GH - Adult	Adulthoo			10	Outstandi	2/1/2014	#####	28	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####	
4	Crispies, C Crispies, C		Ashland C		6932 Nortl Group Ho	GH - Adult	Adulthoo			10	Outstandi	1/1/2014	#####	31	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####	
5	Bear, Cinc Bear, Care		Bellas Gro		7630 W Ce Group Ho	GH - Bella	Bellas Gro			10	Outstandi	3/1/2014	#####	31	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####	
6	Bear, Cinc Bear, Care		Bellas Gro		7630 W Ce Group Ho	GH - Bella	Bellas Gro			10	Outstandi	2/1/2014	#####	28	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####	
7	Bear, Cinc Bear, Care		Bellas Gro		7630 W Ce Group Ho	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	#####	
8	Bear, Cinc Bear, Care		Bellas Gro		7630 W Ce Group Ho	GH - Bella	Bellas Gro			10	Outstandi	5/1/2014	#####	31	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####	
9	Bear, Cinc Bear, Care		Bellas Gro		7630 W Ce Group Ho	GH - Bella	Bellas Gro			10	Outstandi	4/1/2014	#####	30	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####	
10	Bear, Cinc Bear, Boo		Changes C		E9490 Chu Group Ho	GH - Choic	Changes C			22	Outstandi	3/2/2014	#####	30	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####	
11	Crispies, C Crispies, S		Hubbard,		3656 Leath 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	#####	
12	Crispies, C Crispies, S		Northwes		55 Street, RCC	RCC - Nort	Residenta			8	Outstandi	#####	#####	31	Maint	#####	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####	
13	Bird, Morr Bird, Hum		Smith, Gra		6472 Nortl Fstr Fam F	Foster Car	Foster Ho			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	#####	
14	Bird, Morr Bird, Hum		Smith, Gra		6472 Nortl Fstr Fam F	Foster Car	Foster Ho			8	Outstandi	1/1/2014	#####	31	Maint	\$376.13	\$185.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$561.94	Outstandi	#####	
15	Bird, Morr Bird, Hum		Smith, Gra		6472 Nortl Fstr Fam F	Foster Car	Foster Ho			8	Outstandi	#####	#####	31	Maint	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	Outstandi	#####	
16	Bird, Morr Bird, Hum		Smith, Gra		6472 Nortl Fstr Fam F	Foster Car	Foster Ho			8	Outstandi	#####	#####	30	Maint	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	Outstandi	#####	
17	Bird, Morr Bird, Hum		Smith, Gra		6472 Nortl Fstr Fam F	Foster Car	Foster Ho			8	Outstandi	#####	#####	31	Maint	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	Outstandi	#####	
18	Bird, Morr Bird, Hum		Smith, Gra		6472 Nortl Fstr Fam F	Foster Car	Foster Ho			8	Outstandi	9/1/2013	#####	30	Maint	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	Outstandi	#####	
19	Bird, Morr Bird, Hum		Smith, Gra		6472 Nortl Fstr Fam F	Foster Car	Foster Ho			8	Outstandi	8/1/2013	#####	31	Maint	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	Outstandi	#####	
20	Bird, Kid ( Bird, Kid (		Smith, Gra		6472 Nortl 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	#####	
21	Bird, Kid ( Bird, Kid (		Smith, Gra		6472 Nortl 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	#####	
22	Bird, Kid ( Bird, Kid (		Smith, Gra		6472 Nortl Subsidize	Subsidize	Subsidize			31	Outstandi	#####	#####	31	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####	
23	Bird, Kid ( Bird, Kid (		Smith, Gra		6472 Nortl 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	#####	
24	Bird, Kid ( Bird, Kid (		Smith, Gra		6472 Nortl Subsidize	Subsidize	Subsidize			31	Outstandi	#####	#####	31	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####	
25	Bird, Kid ( Bird, Kid (		Smith, Gra		6472 Nortl 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	#####	
26	Bird, Kid ( Bird, Kid (		Smith, Gra		6472 Nortl Subsidize	Subsidize	Subsidize			31	Outstandi	#####	#####	30	Maint	\$388.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$388.00	Outstandi	#####	
27	Bird, Kid ( Bird, Kid (		Smith, Gra		6472 Nortl 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	#####	
28	Bird, Kid ( Bird, Kid (		Smith, Gra		6472 Nortl 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	#####	
29	Bird, Kid ( Bird, Kid (		Smith, Gra		6472 Nortl 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	#####	
30	Bear, Cinc Bear, Boo		Snaggleto	1234	123 Rockb Treatmen	Foster Car	Foster Ho			8	Outstandi	4/1/2014	#####	30	Admin	\$0.00	\$0.00	\$0.00	#####	\$0.00	\$0.00	\$0.00	#####	Outstandi	#####	
31	Bear, Cinc Bear, Boo		Snaggleto	1234	123 Rockb Treatmen	Foster Car	Foster Ho			8	Outstandi	4/1/2014	#####	30	Maint	\$410.00	\$128.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$738.00	Outstandi	#####
32	Bear, Cinc Bear, Boo		White (92		6392 West Fstr Fam F	Foster Car	Foster Ho			8	Outstandi	3/1/2014	3/1/2014	1	Maint	\$13.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.23	Outstandi	#####
33	Bear, Cinc Bear, Boo		White (92		6392 West Fstr Fam F	Foster Car	Foster Ho			8	Outstandi	2/1/2014	#####	28	Maint	\$410.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$410.00	Outstandi	#####
34	Bear, Cinc Bear, Boo		White (92		6392 West Fstr Fam F	Foster Car	Foster Ho			8	Outstandi	1/1/2014	#####	23	Maint	\$304.19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$304.19	Outstandi	#####
35	Bear, Cinc Bear, Boo		White (92		6392 West Fstr Fam F	Foster Car	Foster Ho			8	Outstandi	#####	#####	8	Maint	\$105.81	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$105.81	Outstandi	#####
36	Bear, Cinc Bear, Boo		White (92		6392 West Fstr Fam F	Foster Car	Foster Ho			8	Outstandi	#####	#####	31	Maint	\$400.00	\$64.52	\$282.26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$746.78	Outstandi	#####
37																										
38																										
39																										
40																							Total:	#####		





- 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 "#####."

2014\_Outstanding\_Checks - Microsoft Excel

Table Tools

Formulas Data Review View Developer Acrobat Design

Export Refresh Unlink External Table Data

Properties Open in Browser

Header Row Total Row Banded Rows First Column Last Column Banded Columns

Table Style Options Table Styles

se (ID)

Person ID	Payee Name (ID)	County Provider (ID)	Payee Address	Pmcmnt Type	Srvs Cat	Srvcs Type	Rpt Cat	Pmmt Status	Pmmt Start	Pmmt End	Days Paid	Pmmt Type	Basic	Suppl	Excpt
	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
	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
	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
	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 Hor		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	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 - Nort	Residential 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 C	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 C	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 C	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 C	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 C	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 C	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 C	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 C	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 C	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 C	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

- 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.

The screenshot shows an Excel spreadsheet with a table containing 37 rows of data. The columns are: Case (ID), Child Name (ID), County Person ID, Payee Name (ID), County Provider (ID), Payee Address, Plcmt Type, Srvc Cat, Srvc Type, Rpt Cat, Pmnt Status, Pmnt Start, Pmnt End, Days Paid, Pmnt Type, Basic, Suppl, and Excpt. A red arrow points to the double-click action on the line between column A and B.

Case (ID)	Child Name (ID)	County Person ID	Payee Name (ID)	County Provider (ID)	Payee Address	Plcmt Type	Srvc Cat	Srvc Type	Rpt Cat	Pmnt Status	Pmnt Start	Pmnt End	Days Paid	Pmnt Type	Basic	Suppl	Excpt	
2	Crispies, Gir Crispies, Crackle (9		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	
3	Crispies, Gir Crispies, Crackle (9		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	
4	Crispies, Gir Crispies, Crackle (9		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	
5	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	
6	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	
7	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	#####	\$0.00	\$0.00	
8	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	
9	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	
10	Bear, Cindy Bear, Boo-boo (92		Changes Group Hon		E9490 Church Rd., Group Home		GH - Choicr Changes Gro		22	Outstanding	3/2/2014	3/31/2014	30	Maint	#####	\$0.00	\$0.00	
11	Crispies, Gir Crispies, Snap (922		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	
12	Crispies, Gir Crispies, Snap (922		Northwest Passage		55 Street, Madiso RCC		RCC - Nortl Residential P		8	Outstanding	3/1/2014	3/31/2014	31	Maint	#####	\$0.00	\$0.00	
13	Bird, Mom ( Bird, Humming B. (		Smith, Granny (922:		6472 Northwoods Fstr Fam Hm (Ri	Foster Care	Foster Home		8	Outstanding	2/1/2014	2/2/2014	2	Maint	\$26.79	\$13.71	\$0.00	
14	Bird, Mom ( Bird, Humming B. (		Smith, Granny (922:		6472 Northwoods Fstr Fam Hm (Ri	Foster Care	Foster Home		8	Outstanding	1/1/2014	1/31/2014	31	Maint	\$376.13	\$185.81	\$0.00	
15	Bird, Mom ( Bird, Humming B. (		Smith, Granny (922:		6472 Northwoods Fstr Fam Hm (Ri	Foster Care	Foster Home		8	Outstanding	12/1/2013	12/31/2013	31	Maint	\$400.00	\$0.00	\$0.00	
16	Bird, Mom ( Bird, Humming B. (		Smith, Granny (922:		6472 Northwoods Fstr Fam Hm (Ri	Foster Care	Foster Home		8	Outstanding	11/1/2013	11/30/2013	30	Maint	\$400.00	\$0.00	\$0.00	
17	Bird, Mom ( Bird, Humming B. (		Smith, Granny (922:		6472 Northwoods Fstr Fam Hm (Ri	Foster Care	Foster Home		8	Outstanding	10/1/2013	10/31/2013	31	Maint	\$400.00	\$0.00	\$0.00	
18	Bird, Mom ( Bird, Humming B. (		Smith, Granny (922:		6472 Northwoods Fstr Fam Hm (Ri	Foster Care	Foster Home		8	Outstanding	9/1/2013	9/30/2013	30	Maint	\$400.00	\$0.00	\$0.00	
19	Bird, Mom ( Bird, Humming B. (		Smith, Granny (922:		6472 Northwoods Fstr Fam Hm (Ri	Foster Care	Foster Home		8	Outstanding	8/1/2013	8/31/2013	31	Maint	\$400.00	\$0.00	\$0.00	
20	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	
21	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	
22	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	
23	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	
24	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	
25	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	
26	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	
27	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	
28	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	
29	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	
30	Bear, Cindy Bear, Boo-boo (92		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
31	Bear, Cindy Bear, Boo-boo (92		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
32	Bear, Cindy Bear, Boo-boo (92		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
33	Bear, Cindy Bear, Boo-boo (92		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
34	Bear, Cindy Bear, Boo-boo (92		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
35	Bear, Cindy Bear, Boo-boo (92		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
36	Bear, Cindy Bear, Boo-boo (92		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. The end results should look something like this:

2014\_Outstanding\_Checks - Microsoft Excel

Table Name: Table1

Table Style Options: Header Row, First Column, Total Row, Last Column, Banded Rows, Banded Columns

Case (ID)	Child Name(ID)	County Person ID	Payee Name(ID)	County Provider (ID)	Payee Address	Plcmt Type	Srvc Cat
2	Crispies, Gina (9223421)	Crispies, Crackle (9228146)	Ashland County Group Home (9221647)		6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adulthood's Path II
3	Crispies, Gina (9223421)	Crispies, Crackle (9228146)	Ashland County Group Home (9221647)		6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adulthood's Path II
4	Crispies, Gina (9223421)	Crispies, Crackle (9228146)	Ashland County Group Home (9221647)		6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adulthood's Path II
5	Bear, Cindy (9223420)	Bear, Care (9228196)	Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas
6	Bear, Cindy (9223420)	Bear, Care (9228196)	Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas
7	Bear, Cindy (9223420)	Bear, Care (9228196)	Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas
8	Bear, Cindy (9223420)	Bear, Care (9228196)	Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas
9	Bear, Cindy (9223420)	Bear, Care (9228196)	Bellas Group Home (9221946)		7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas
10	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)	Changes Group Home (9221966)		E9490 Church Rd., New London, WI 54961	Group Home	GH - Choices to Change
11	Crispies, Gina (9223421)	Crispies, Snap (9228145)	Hubbard, Old Mother (9221626)		3656 Leather Shoe Avenue, Ashland, WI 54806	Respite	One Time Payment - Respite
12	Crispies, Gina (9223421)	Crispies, Snap (9228145)	Northwest Passage Child and Ad (9221503)		55 Street, Madison, WI 53701	RCC	RCC - Northwest Passage
13	Bird, Mom (9223460)	Bird, Humming B. (9228471)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
14	Bird, Mom (9223460)	Bird, Humming B. (9228471)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
15	Bird, Mom (9223460)	Bird, Humming B. (9228471)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
16	Bird, Mom (9223460)	Bird, Humming B. (9228471)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
17	Bird, Mom (9223460)	Bird, Humming B. (9228471)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
18	Bird, Mom (9223460)	Bird, Humming B. (9228471)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
19	Bird, Mom (9223460)	Bird, Humming B. (9228471)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care
20	Bird, Kid (9223480)	Bird, Kid (9228217)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship
21	Bird, Kid (9223480)	Bird, Kid (9228217)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship
22	Bird, Kid (9223480)	Bird, Kid (9228217)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship
23	Bird, Kid (9223480)	Bird, Kid (9228217)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship
24	Bird, Kid (9223480)	Bird, Kid (9228217)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship
25	Bird, Kid (9223480)	Bird, Kid (9228217)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship
26	Bird, Kid (9223480)	Bird, Kid (9228217)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship
27	Bird, Kid (9223480)	Bird, Kid (9228217)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship
28	Bird, Kid (9223480)	Bird, Kid (9228217)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship
29	Bird, Kid (9223480)	Bird, Kid (9228217)	Smith, Granny (9221665)		6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship
30	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
31	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
32	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)	White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care
33	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)	White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care
34	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)	White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care
35	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)	White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care
36	Bear, Cindy (9223420)	Bear, Boo-boo (9228141)	White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care
37							

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

The screenshot shows an Excel spreadsheet with a table named 'Table1'. The table has columns labeled F through R. Column H is highlighted, and a context menu is open over it. The 'Hide' option is selected, and a red arrow points to it. The table data includes columns for Payee Address, Plcmt Type, Srvc Cat, Rpt Cat, Pmnt Status, Pmnt Start, Pmnt End, Days Paid, Pmnt Type, Basic, Suppl, and Excpt.

	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Payee Address	Plcmt Type	Srvc Cat	Rpt Cat	Pmnt Status	Pmnt Start	Pmnt End	Days Paid	Pmnt Type	Basic	Suppl	Excpt	
1	6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adultho	10	Outstanding	3/1/2014	3/31/2014	31	Maint	\$1,395.00	\$0.00	\$0.00	
2	6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adultho	10	Outstanding	2/1/2014	2/28/2014	28	Maint	\$1,260.00	\$0.00	\$0.00	
3	6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adultho	10	Outstanding	1/1/2014	1/31/2014	31	Maint	\$1,395.00	\$0.00	\$0.00	
4	7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas	10	Outstanding	3/1/2014	3/31/2014	31	Maint	\$2,015.00	\$0.00	\$0.00	
5	7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas	10	Outstanding	2/1/2014	2/28/2014	28	Maint	\$1,820.00	\$0.00	\$0.00	
6	7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas	10	Outstanding	1/24/2014	1/31/2014	8	Maint	\$520.00	\$0.00	\$0.00	
7	7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas	10	Outstanding	5/1/2014	5/31/2014	31	Maint	\$2,015.00	\$0.00	\$0.00	
8	7630 W Center St., Milwaukee, WI 53222	Group Home	GH - Bellas	10	Outstanding	4/1/2014	4/30/2014	30	Maint	\$1,950.00	\$0.00	\$0.00	
9	E9490 Church Rd., New London, WI 54961	Group Home	GH - Choices t	22	Outstanding	3/2/2014	3/31/2014	30	Maint	\$5,708.40	\$0.00	\$0.00	
10	3656 Leather Shoe Avenue, Ashland, WI 54806	Respite	One Time Pay	null	Outstanding	7/13/2012	7/15/2012	3	Maint	\$55.00	\$0.00	\$0.00	
11	55 Street, Madison, WI 53701	RCC	RCC - Northw	8	Outstanding	3/1/2014	3/31/2014	31	Maint	\$3,069.00	\$0.00	\$0.00	
12	6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	8	Outstanding	2/1/2014	2/2/2014	2	Maint	\$26.79	\$13.71	\$0.00	
13	6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	8	Outstanding	1/1/2014	1/31/2014	31	Maint	\$376.13	\$185.81	\$0.00	
14	6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	8	Outstanding	12/1/2013	12/31/2013	31	Maint	\$400.00	\$0.00	\$0.00	
15	6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	8	Outstanding	11/1/2013	11/30/2013	30	Maint	\$400.00	\$0.00	\$0.00	
16	6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	8	Outstanding	10/1/2013	10/31/2013	31	Maint	\$400.00	\$0.00	\$0.00	
17	6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	8	Outstanding	9/1/2013	9/30/2013	30	Maint	\$400.00	\$0.00	\$0.00	
18	6472 Northwoods Drive, Ashland, WI 54806	Fstr Fam Hm (Relative)	Foster Care	8	Outstanding	8/1/2013	8/31/2013	31	Maint	\$400.00	\$0.00	\$0.00	
19	6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	31	Outstanding	9/1/2013	9/30/2013	30	Maint	\$388.00	\$0.00	\$0.00	
20	6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	31	Outstanding	1/1/2014	1/31/2014	31	Maint	\$388.00	\$0.00	\$0.00	
21	6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	31	Outstanding	12/1/2013	12/31/2013	31	Maint	\$388.00	\$0.00	\$0.00	
22	6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	31	Outstanding	6/1/2013	6/30/2013	30	Maint	\$388.00	\$0.00	\$0.00	
23	6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	31	Outstanding	10/1/2013	10/31/2013	31	Maint	\$388.00	\$0.00	\$0.00	
24	6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	31	Outstanding	8/1/2013	8/31/2013	31	Maint	\$388.00	\$0.00	\$0.00	
25	6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	31	Outstanding	11/1/2013	11/30/2013	30	Maint	\$388.00	\$0.00	\$0.00	
26	6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	31	Outstanding	2/1/2014	2/28/2014	28	Maint	\$388.00	\$0.00	\$0.00	
27	6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	31	Outstanding	3/1/2014	3/31/2014	31	Maint	\$388.00	\$0.00	\$0.00	
28	6472 Northwoods Drive, Ashland, WI 54806	Subsidized Guardianship	Subsidized Guardianship	31	Outstanding	7/1/2013	7/31/2013	31	Maint	\$388.00	\$0.00	\$0.00	
29	123 Rockbed Drive, Abbotsford, WI 54405	Treatment Foster Home - Non-Relative	Foster Care	8	Outstanding	4/1/2014	4/30/2014	30	Admin	\$0.00	\$0.00	\$0.00	
30	123 Rockbed Drive, Abbotsford, WI 54405	Treatment Foster Home - Non-Relative	Foster Care	8	Outstanding	4/1/2014	4/30/2014	30	Maint	\$410.00	\$128.00	\$200.00	
31	6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care	8	Outstanding	3/1/2014	3/1/2014	1	Maint	\$13.23	\$0.00	\$0.00	
32	6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care	8	Outstanding	2/1/2014	2/28/2014	28	Maint	\$410.00	\$0.00	\$0.00	
33	6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care	8	Outstanding	1/1/2014	1/23/2014	23	Maint	\$304.19	\$0.00	\$0.00	
34	6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care	8	Outstanding	1/24/2014	1/31/2014	8	Maint	\$105.81	\$0.00	\$0.00	
35	6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care	8	Outstanding	12/1/2013	12/31/2013	31	Maint	\$400.00	\$64.52	\$282.26	
36													
37													



13. 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.

1	Payee Name (ID)	Pmnt Type	Pmnt Start	Pmnt End	Days Paid	Basic	Suppl	Excpt	Admin	>Limit	Extraord	Adjust	Pmnt Total	Check Status	Check Disposition Date	Check Nu
2	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	
3	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	
4	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	
5	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	
6	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	
7	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	
8	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	
9	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	
10	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	
37																
38																
39																
40																
41																
42																

14. 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.

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

	D	G	L	M	N	P	Q	R	S	T	U	V	W	X
1	Payee Name(ID)	Plcmt Type	Pmnt Start	Pmnt End	Days Paid	Basic	Suppl	Excpt	Admin	>Limit	Extraord	Adjust	Pmnt Total	Check Status
2	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
3	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
4	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
5	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	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
7	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
8	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
9	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
10	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
37														
38													Subtotal:	\$18,078.40
39													Total:	\$32,023.35

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

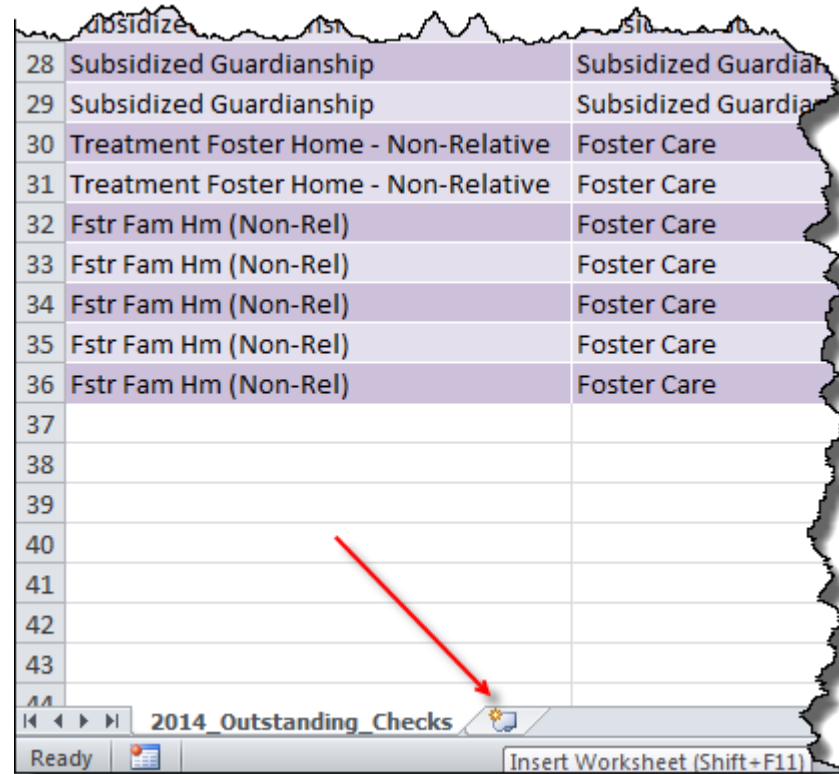
	D	G	L	M	N	P	Q	R	S	T	U	V	W	X
1	Payee Name(ID)	Plcmt Type	Pmnt Start	Pmnt End	Days Paid	Basic	Suppl	Excpt	Admin	>Limit	Extraord	Adjust	Pmnt Total	Check Status
13	Smith, Granny (9221665)	Fstr Fam Hm (Relative)	2/1/2014	2/2/2014	2	\$26.79	\$13.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40.50	Outstanding
14	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
15	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
16	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
17	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
18	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
19	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
30	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
31	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
32	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
33	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
34	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
35	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
36	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
37														
38													Subtotal:	\$6,940.95
39													Total:	\$32,023.35

## Using a Pivot Table to Work with Your Data

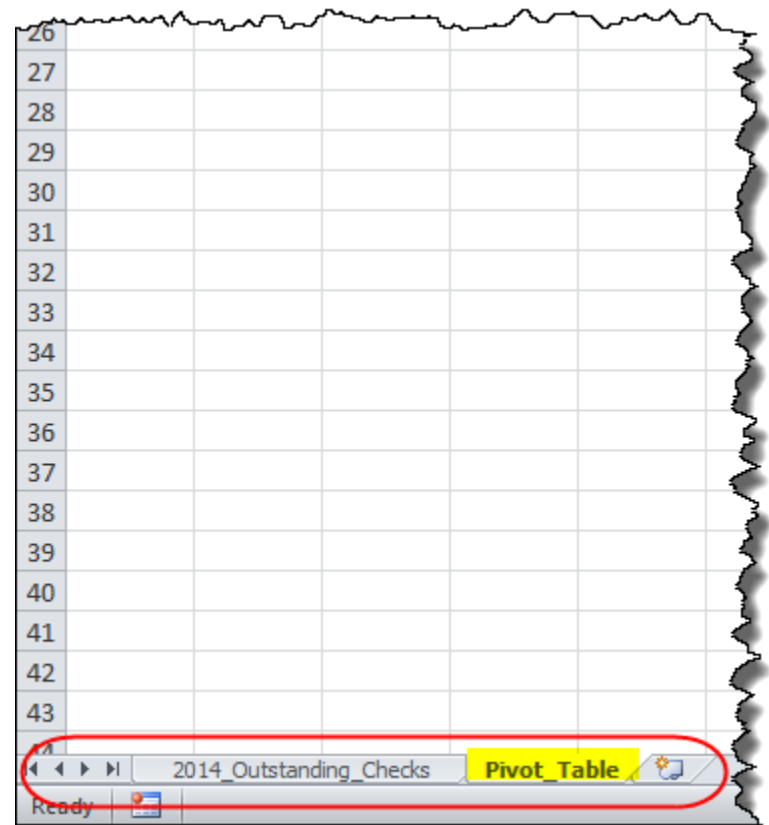
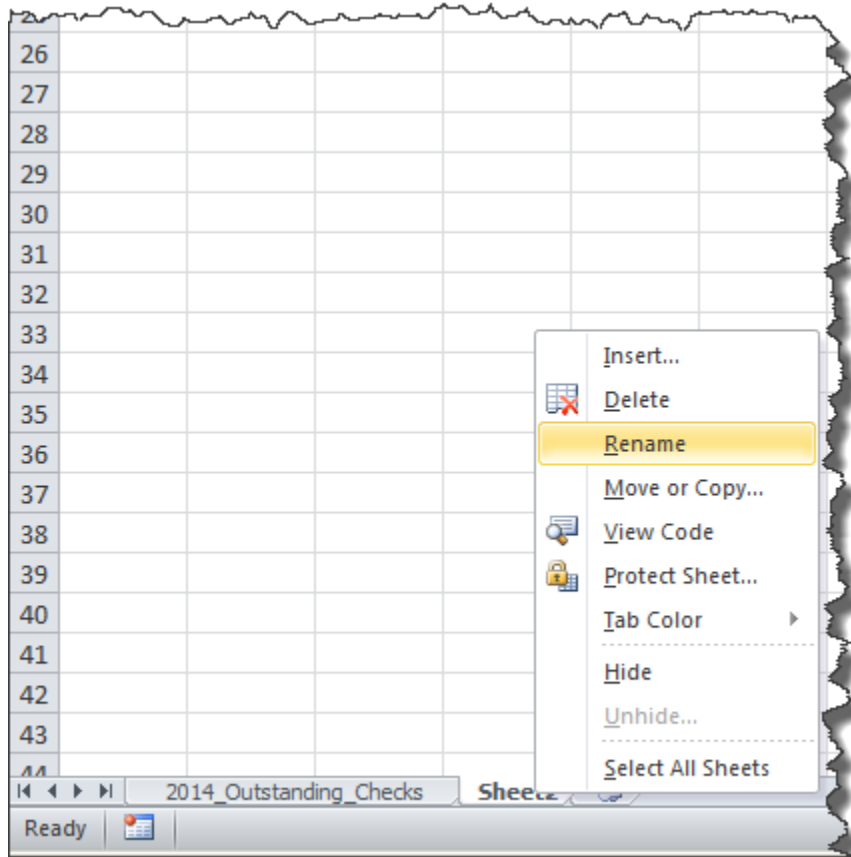
Pivot tables offer another great option for working with and presenting your data in an easy-to-read report. The next several pages will walk through how to create a Pivot Table from your exported results.

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”.

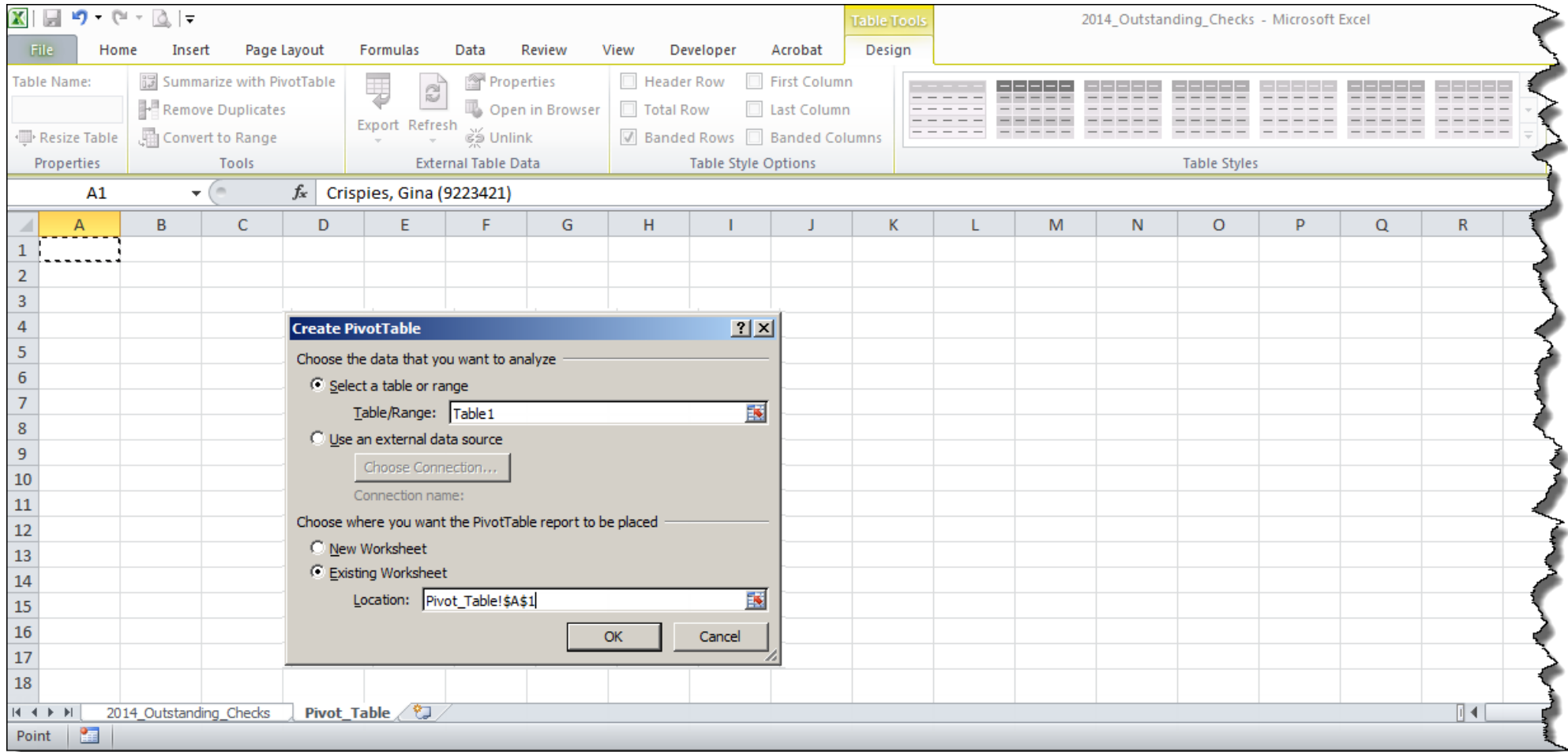
The screenshot shows the Microsoft Excel interface with the 'Table Tools' ribbon selected, specifically the 'Design' tab. The 'Summarize with PivotTable' button is highlighted with a red circle. Below the ribbon, a table is displayed with the following columns: Case (ID), Child Name (ID), County Person ID, Payee Name (ID), County Provider (ID), Payee Address, Plcmt Ntpe, and Srvc Cat. The first row of data (row 2) is highlighted in yellow.

Case (ID)	Child Name (ID)	County Person ID	Payee Name (ID)	County Provider (ID)	Payee Address	Plcmt Ntpe	Srvc Cat
Crispies, Gina (9223421)	Crispies, Crackle (9228146)		Ashland County Group Home (9221647)		6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adultho
Crispies, Gina (9223421)	Crispies, Crackle (9228146)		Ashland County Group Home (9221647)		6932 Northwoods Drive, Ashland, WI 54806	Group Home	GH - Adultho
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 - North
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 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 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
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
Bear, Cindy (9223420)	Bear, Boo-boo (9228141)		White (9221646)		6392 West Forest St., Ashland, WI 54806	Fstr Fam Hm (Non-Rel)	Foster Care

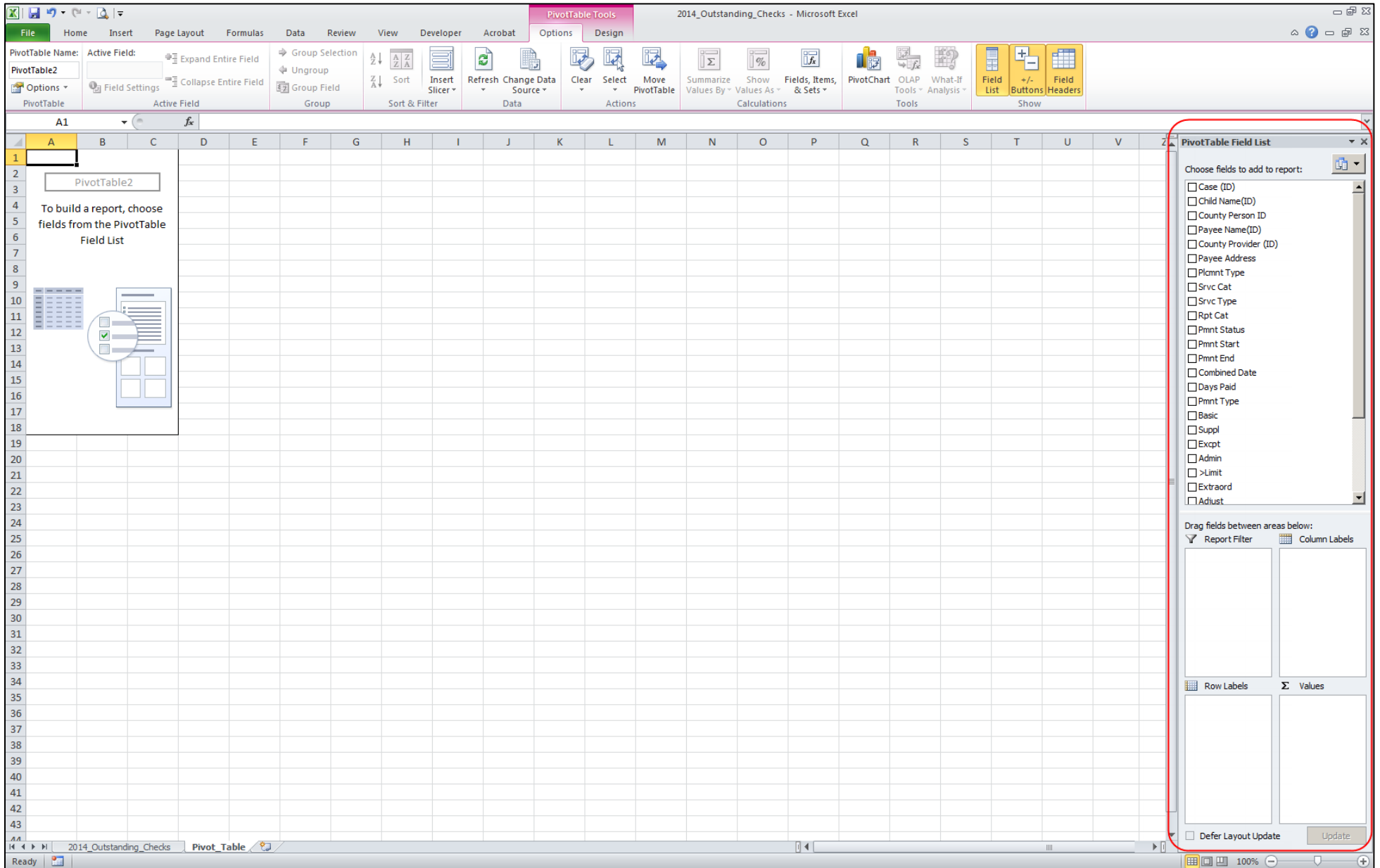


4. Select Summarize with PivotTable will bring up a Create PivotTable dialog box. Choose "Select a table or range" your table should already populate that box.

For the second Radio Button option choose "Existing Worksheet" and then select the PivotTable 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.

The screenshot shows the Microsoft Excel interface with the PivotTable Tools ribbon active. The PivotTable Name is 'PivotTable2' and the Active Field is 'Payee Name(ID)'. The PivotTable Field List on the right shows the following fields to add to the report:

- Child Name(ID)
- County Person ID
- Payee Name(ID)
- County Provider (ID)
- Payee Address
- Plcmnt Type
- Srv Cat
- Srv Type
- Rpt Cat
- Pmnt Status
- Pmnt Start
- Pmnt End
- Combined Date
- Days Paid
- Pmnt Type
- Basic
- Suppl
- Excpt
- Admin
- >Limit
- Extraord
- Adjust
- Pmnt Total

The 'Row Labels' box contains 'Payee Name(...)' and the 'Values' box is empty. The main grid shows the following data:

Row Labels	
Ashland County Group Home (9221647)	
Bellas Group Home (9221946)	
Changes Group Home (9221966)	
Hubbard, Old Mother (9221626)	
Northwest Passage Child and Ad (9221503)	
Smith, Granny (9221665)	
Snaggletooth Provider Care (9221523)	
White (9221646)	
Grand Total	

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.

The screenshot displays the Microsoft Excel interface with a PivotTable. The PivotTable is set up with 'Payee Name(ID)' and 'Child Name(ID)' as row labels. The PivotTable Field List on the right shows these two fields selected for the Row Labels. A red arrow points from the field list to the PivotTable.

Row Labels
Ashland County Group Home (9221647)
Crispies, Crackle (9228146)
Bellas Group Home (9221946)
Bear, Care (9228196)
Changes Group Home (9221966)
Bear, Boo-boo (9228141)
Hubbard, Old Mother (9221626)
Crispies, Snap (9228145)
Northwest Passage Child and Ad (9221503)
Crispies, Snap (9228145)
Smith, Granny (9221665)
Bird, Humming B. (9228471)
Bird, Kid (9228217)
Snaggletooth Provider Care (9221523)
Bear, Boo-boo (9228141)
White (9221646)
Bear, Boo-boo (9228141)
Grand Total

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".

The screenshot shows an Excel PivotTable with the following data:

Row Labels	Sum of Basic
Ashland County Group Home (9221647)	4050
Crispies, Crackle (9228146)	4050
Bellas Group Home (9221946)	8320
Bear, Care (9228196)	8320
Changes Group Home (9221966)	5708.4
Bear, Boo-boo (9228141)	5708.4
Hubbard, Old Mother (9221626)	55
Crispies, Snap (9228145)	55
Northwest Passage Child and Ad (9221503)	3069
Crispies, Snap (9228145)	3069
Smith, Granny (9221665)	6282.92
Bird, Humming B. (9228471)	2402.92
Bird, Kid (9228217)	3880
Snaggletooth Provider Care (9221523)	410
Bear, Boo-boo (9228141)	410
White (9221646)	1233.23
Bear, Boo-boo (9228141)	1233.23
<b>Grand Total</b>	<b>29128.55</b>

The PivotTable Field List on the right shows the following configuration:

- Choose fields to add to report:
  - Payee name(ID)
  - County Provider (ID)
  - Payee Address
  - Plcmt Type
  - Srvc Cat
  - Srvc Type
  - Rpt Cat
  - Pmnt Status
  - Pmnt Start
  - Pmnt End
  - Combined Date
  - Days Paid
  - Pmnt Type
  - Basic
  - Suppl
  - Excpt
  - Admin
  - >Limit
  - Extraord
  - Adjust
  - Pmnt Total
  - Check Status
  - Check Disposition Date
- Drag fields between areas below:
  - Report Filter: (empty)
  - Column Labels: (empty)
  - Row Labels:
    - Payee Name(...)
    - Child Name(ID)
  - Values:
    - Sum of Basic

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

The screenshot shows a PivotTable in compact view. The PivotTable Fields task pane is open on the right, showing the 'Values' area with a red circle around the 'Sum of Basic', 'Sum of Suppl', 'Sum of Excpt', 'Sum of Admin', and 'Sum of Pmnt Total' fields. A red arrow points from the 'Values' area to the PivotTable data.

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
<b>Grand Total</b>	<b>29128.55</b>	<b>392.04</b>	<b>482.26</b>	<b>2020.5</b>	<b>32023.35</b>

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”.

2014\_Outstanding

PivotTable Tools  
Options Design

File Home Insert Page Layout Formulas Data Review View Developer Acrobat

Subtotals Grand Totals Report Layout Blank Rows

Row Headers Banded Rows Column Headers Banded Columns

Layout Options PivotTable Styles

Show in Compact Form  
 Show in Outline Form  
 Show in Tabular Form  
 Repeat All Item Labels  
 Do Not Repeat Item Labels

	B	C	D	E	F	G	H
	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total		
2	4050	0	0	0	4050		
3	4050	0	0	0	4050		
4	8320	0	0	0	8320		
5	8320	0	0	0	8320		
6	5708.4	0	0	0	5708.4		
7	5708.4	0	0	0	5708.4		
8	55	0	0	0	55		
9	55	0	0	0	55		
10	3069	0	0	0	3069		
11	3069	0	0	0	3069		
12	6282.92	199.52	0	0	6482.44		
13	2402.92	199.52	0	0	2602.44		
14	3880	0	0	0	3880		
15	410	128	200	2020.5	2758.5		
16	410	128	200	2020.5	2758.5		
17	1233.23	64.52	282.26	0	1580.01		
18	1233.23	64.52	282.26	0	1580.01		
19	29128.55	392.04	482.26	2020.5	32023.35		



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.

The screenshot displays an Excel PivotTable with the following structure:

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
		1/1/2014	1/31/2014	276.12	185.81	0	0	561.94

The PivotTable Field List on the right shows the following configuration:

- Report Filter: Payee Name (ID)
- Column Labels: Child Name (ID), Pmnt Start, Pmnt End
- Row Labels: Payee Name (ID), Child Name (ID), Pmnt Start, Pmnt End
- Values: Sum of Basic, Sum of Suppl, Sum of Excpt, Sum of Admin, Sum of Pmnt Total

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 screenshot 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.

The screenshot shows the Excel interface with a PivotTable and a data table. The PivotTable is set to show 'Pmmt Start' and 'Pmmt End' for 'Pmmt Type'. A new column 'Combined Date' is added to the data table, containing a formula that concatenates the start and end dates. A red arrow points from the formula bar to the first cell of the 'Combined Date' column.

Pmmt Type	Srvc Cat	Srvc Type	Rpt Cat	Pmmt Status	Pmmt Start	Pmmt End	Combined Date	Days Paid	Pmmt
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	Main
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	Main
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	Main
Group Home	GH - Bellas	Bellas Group Home	10	Outstanding	3/1/2014	3/31/2014	03/01/2014 - 03/31/2014	31	Main
Group Home	GH - Bellas	Bellas Group Home	10	Outstanding	2/1/2014	2/28/2014	02/01/2014 - 02/28/2014	28	Main
Group Home	GH - Bellas	Bellas Group Home	10	Outstanding	1/24/2014	1/31/2014	01/24/2014 - 01/31/2014	8	Main
Group Home	GH - Bellas	Bellas Group Home	10	Outstanding	5/1/2014	5/31/2014	05/01/2014 - 05/31/2014	31	Main
Group Home	GH - Bellas	Bellas Group Home	10	Outstanding	4/1/2014	4/30/2014	04/01/2014 - 04/30/2014	30	Main
Group Home	GH - Choices to Change	Changes Group Home	22	Outstanding	3/2/2014	3/31/2014	03/02/2014 - 03/31/2014	30	Main
Respite	One Time Payment - Respite	One Time Respite Payment	null	Outstanding	7/13/2012	7/15/2012	07/13/2012 - 07/15/2012	3	Main
RCC	RCC - Northwest Passage	Residential Program (Boys) (RCC)	8	Outstanding	3/1/2014	3/31/2014	03/01/2014 - 03/31/2014	31	Main
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	Main
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	Main
Fstr Fam Hm (Relative)	Foster Care	Foster Home (Level 2+)	8	Outstanding	12/1/2013	12/31/2013	12/01/2013 - 12/31/2013	31	Main

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

The screenshot displays an Excel PivotTable with the following structure:

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
	<b>Crispies, Crackle (9228146) Total</b>		<b>4050</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4050</b>
<b>Ashland County Group Home (9221647) Total</b>			<b>4050</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4050</b>
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
	<b>Bear, Care (9228196) Total</b>		<b>8320</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8320</b>
<b>Bellas Group Home (9221946) Total</b>			<b>8320</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8320</b>
Changes Group Home (9221966)	Bear, Boo-boo (9228141)	03/02/2014 - 03/31/2014	5708.4	0	0	0	5708.4
	<b>Bear, Boo-boo (9228141) Total</b>		<b>5708.4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5708.4</b>
<b>Changes Group Home (9221966) Total</b>			<b>5708.4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5708.4</b>
Hubbard, Old Mother (9221626)	Crispies, Snap (9228145)	07/13/2012 - 07/15/2012	55	0	0	0	55
	<b>Crispies, Snap (9228145) Total</b>		<b>55</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>55</b>
<b>Hubbard, Old Mother (9221626) Total</b>			<b>55</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>55</b>
Northwest Passage Child and Ad (9221503)	Crispies, Snap (9228145)	03/01/2014 - 03/31/2014	3069	0	0	0	3069
	<b>Crispies, Snap (9228145) Total</b>		<b>3069</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3069</b>
<b>Northwest Passage Child and Ad (9221503) Total</b>			<b>3069</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3069</b>
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
	<b>Bird, Humming B. (9228471) Total</b>		<b>2402.92</b>	<b>199.52</b>	<b>0</b>	<b>0</b>	<b>2602.44</b>
	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
	<b>Bird, Kid (9228217) Total</b>		<b>3880</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3880</b>
<b>Smith, Granny (9221665) Total</b>			<b>6282.92</b>	<b>199.52</b>	<b>0</b>	<b>0</b>	<b>6482.44</b>
Snaggletooth Provider Care (9221523)	Bear, Boo-boo (9228141)	04/01/2014 - 04/30/2014	410	128	200	2020.5	2758.5
	<b>Bear, Boo-boo (9228141) Total</b>		<b>410</b>	<b>128</b>	<b>200</b>	<b>2020.5</b>	<b>2758.5</b>

The PivotTable Field List on the right shows the following configuration:

- Report Filter: (Empty)
- Column Labels: Values
- Row Labels:
  - Payee Name(...)
  - Child Name(ID)
  - Combined Date
- Values:
  - Sum of Basic
  - Sum of Suppl
  - Sum of Excpt
  - Sum of Admin
  - Sum of Pmnt ...

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		
<b>Crispies, Crackle (9228146) Total</b>			<b>4050</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4050</b>		
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		
<b>Bear, Care (9228196) Total</b>			<b>8320</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8320</b>		
Bear, Boo-boo (9228141)		03/02/2014 - 03/31/2014	5708.4	0	0	0	5708.4		
		<b>Bear, Boo-boo (9228141) Total</b>			<b>5708.4</b>	<b>0</b>	<b>0</b>	<b>5708.4</b>	
Crispies, Snap (9228145)		07/13/2012 - 07/15/2012	55	0	0	0	55		
		<b>Crispies, Snap (9228145) Total</b>			<b>55</b>	<b>0</b>	<b>0</b>	<b>55</b>	
Crispies, Snap (9228145)		03/01/2014 - 03/31/2014	3069	0	0	0	3069		
		<b>Crispies, Snap (9228145) Total</b>			<b>3069</b>	<b>0</b>	<b>0</b>	<b>3069</b>	
<b>Northwest Passage Child and Ad (9221503) Total</b>			<b>3069</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3069</b>		
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		
<b>Bird, Humming B. (9228471) Total</b>			<b>2402.92</b>	<b>199.52</b>	<b>0</b>	<b>0</b>	<b>2602.44</b>		
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		
		<b>Bird, Kid (9228217) Total</b>			<b>3880</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3880</b>
		<b>Smith, Granny (9221665) Total</b>			<b>6282.92</b>	<b>199.52</b>	<b>0</b>	<b>0</b>	<b>6482.44</b>

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.

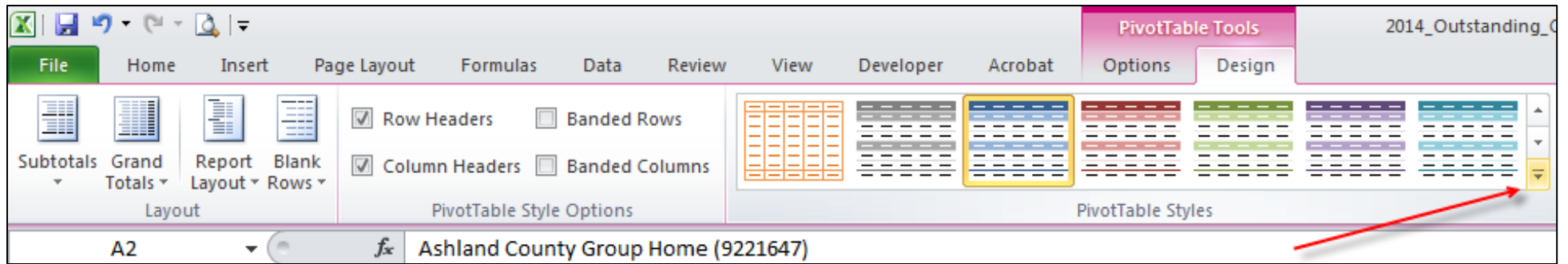
	A	B	C	D	E	F	G	H	I
1	Payee Name(ID)	Child Name(ID)	Combined Date	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total	
2	Smith, Granny (9221665)	Bird, Humming B. (9228471)	01/01/2014 - 01/31/2014	376.13	185.81	0	0	561.94	
3			02/01/2014 - 02/02/2014	26.79	13.71	0	0	40.5	
4			08/01/2013 - 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		<b>Bird, Humming B. (9228471) Total</b>		<b>2402.92</b>	<b>199.52</b>	<b>0</b>	<b>0</b>	<b>2602.44</b>	
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		<b>Bird, Kid (9228217) Total</b>		<b>3880</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3880</b>	
21	<b>Smith, Granny (9221665) Total</b>			<b>6282.92</b>	<b>199.52</b>	<b>0</b>	<b>0</b>	<b>6482.44</b>	
22	<b>Grand Total</b>			<b>6282.92</b>	<b>199.52</b>	<b>0</b>	<b>0</b>	<b>6482.44</b>	
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 screenshot 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 where it paid for 30 days, and there were four (4) months where 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.

The screenshot shows the Microsoft Excel interface with the PivotTable Tools ribbon active. The PivotTable is set to show data for 'Days Paid' across various categories. The data is summarized as follows:

Payee Name(ID)	Child Name(ID)	Days Paid	Sum of Basic	Sum of Suppl	Sum of Excpt	Sum of Admin	Sum of Pmnt Total
Smith, Granny (9221665)	Bird, Humming B. (9228471)	2	26.79	13.71	0	0	40.5
		30	800	0	0	0	800
		31	1576.13	185.81	0	0	1761.94
Bird, Humming B. (9228471) Total			2402.92	199.52	0	0	2602.44
Smith, Granny (9221665)	Bird, Kid (9228217)	28	388	0	0	0	388
		30	1164	0	0	0	1164
		31	2328	0	0	0	2328
Bird, Kid (9228217) Total			3880	0	0	0	3880
Smith, Granny (9221665) Total			6282.92	199.52	0	0	6482.44
Grand Total			6282.92	199.52	0	0	6482.44

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 of other options.



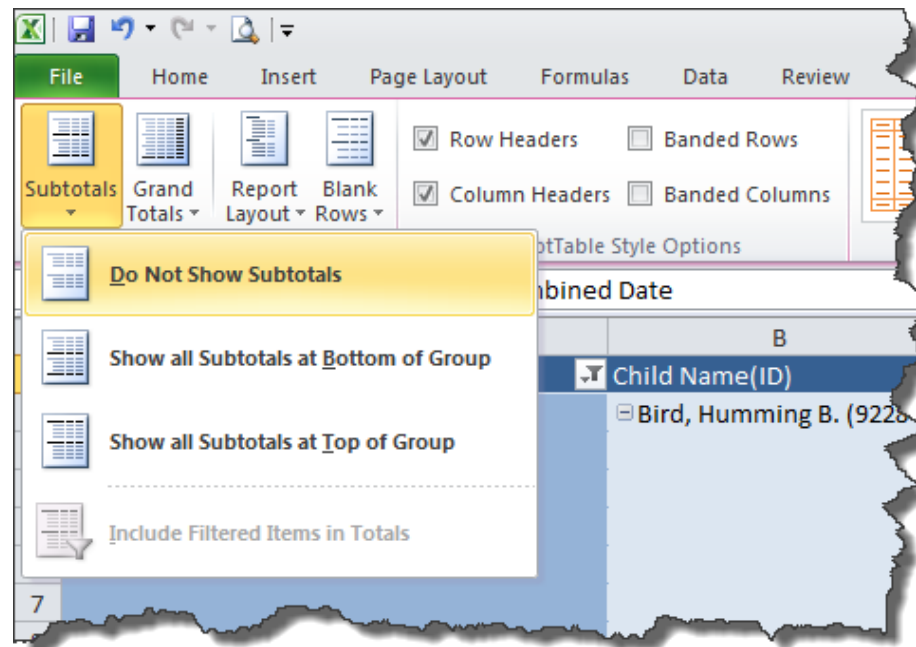
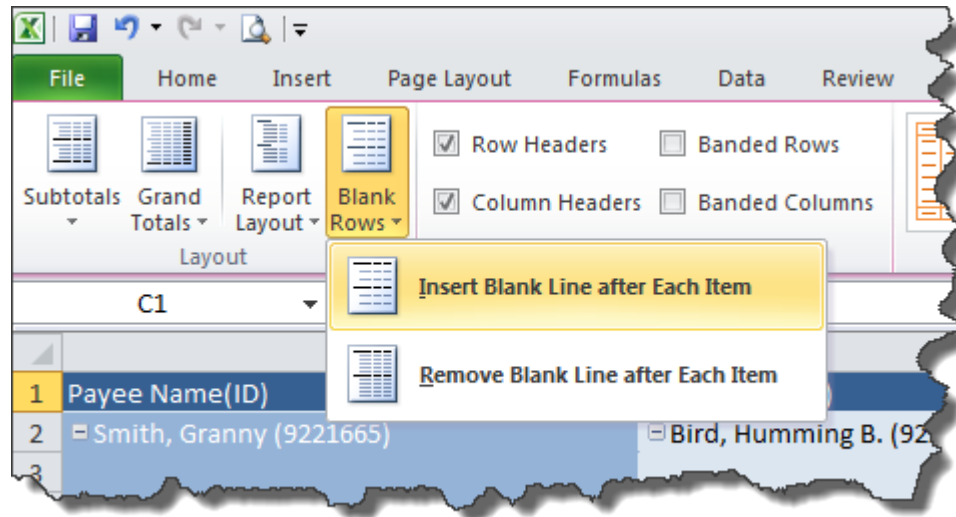


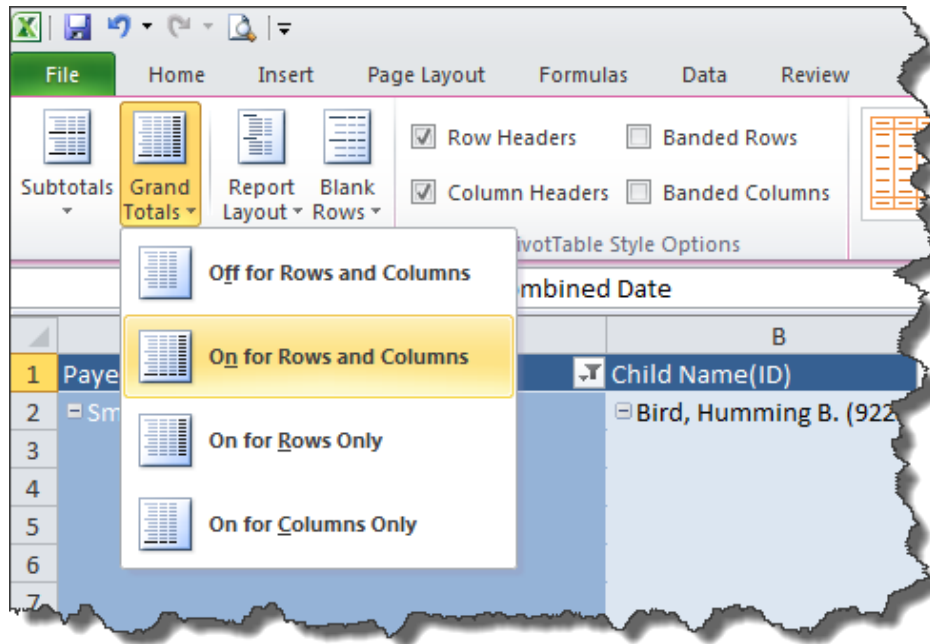


19. After formatting your report might look something like the following:

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			<b>Bird, Humming B. (9228471) Total</b>			<b>2402.92</b>	<b>199.52</b>	<b>0</b>	<b>0</b>	<b>2602.44</b>
10			Bird, Kid (9228217)	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	<b>Bird, Kid (9228217) Total</b>			<b>3880</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3880</b>		
21	<b>Smith, Granny (9221665) Total</b>			<b>6282.92</b>	<b>199.52</b>	<b>0</b>	<b>0</b>	<b>6482.44</b>		
22	<b>Grand Total</b>			<b>6282.92</b>	<b>199.52</b>	<b>0</b>	<b>0</b>	<b>6482.44</b>		

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	
	<b>Crispies, Crackle (9228146) Total</b>			<b>\$4,050.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,050.00</b>
<b>Ashland County Group Home (9221647) Total</b>			<b>\$4,050.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,050.00</b>	
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	
<b>Bear, Care (9228196) Total</b>			<b>\$8,320.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,320.00</b>	
<b>Bellas Group Home (9221946) Total</b>			<b>\$8,320.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,320.00</b>	
Northwest Passage Child and Ad (9221503)	Crispies, Snap (9228145)	01/01/2014 - 01/31/2014	\$3,069.00	\$0.00	\$0.00	\$0.00	\$3,069.00	
		<b>Crispies, Snap (9228145) Total</b>			<b>\$3,069.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Northwest Passage Child and Ad (9221503) Total</b>			<b>\$3,069.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,069.00</b>	
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	
	<b>Bird, Humming B. (9228471) Total</b>			<b>\$2,402.92</b>	<b>\$199.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,602.44</b>
	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		
<b>Bird, Kid (9228217) Total</b>			<b>\$3,880.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,880.00</b>	
<b>Smith, Granny (9221665) Total</b>			<b>\$6,282.92</b>	<b>\$199.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,482.44</b>	
<b>Grand Total</b>			<b>\$29,128.55</b>	<b>\$392.04</b>	<b>\$482.26</b>	<b>\$2,020.50</b>	<b>\$32,023.35</b>	