

To process receipts in the **QCC Invoice & Billing Management System**, you only need to be familiar with two screens: the **Receipt Entry** screen used to add, change, inspect, and delete receipts and the **Receipt Print** Box used to print receipts, receipt prelists, and receipt registers.



- The **Receipt Entry** screen will open in **Inspect** mode (status).
- Click on the **Add Receipt** button to create a new receipt.

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The screen status will change to **Update Receipt** or **Cancel Entry** and the **Receipt Number** box will display ***NEW*** because receipts are auto-numbered and the number will be assigned after you update this screen.

Enter invoice # for receipt **Receipt number will be assigned when this screen is updated** **Entering Receipt**

1. **2.** **3.**

For each account line, enter the Receipt Type (RT), Check # (optional), Description (6-digit date + SPACE + description), Amount, then press TAB to continue. The total receipt amount and running balance will be calculated before you update the receipt.

Line	Item	Description	Qty	Unit Cost	Type	Tx	Line Tax	Line Total
1		Welcome Letter	1.00	\$659.92		Y	\$57.74	\$717.66
2		Requested: Maria Sanchez						

Line	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	% Split	\$ Split						
RT	Check #	Description																		Receipt Amount	Recon. Amount	Fnd	Resc	Y	Balance
1	800-0000-0-8639-00-0000-7200-718030-000-2	800-0000-0-9210-00-0000-0000-0000000-																		100.00					\$717.66
P	120001	080416 Deposit on order																		\$100.00	\$0.00	800-0000-0-8			\$617.66

Totals: \$100.00 \$0.00 \$617.66

1:YCRYYYFFFFFFYYYYFYF8Y00009115010000YNY0000921000009209-2:NY12312341234YNYYY Yr:2017 Dist:90 Site:0 GS: W 8/3/2016 12:48 PM

There are three required steps to enter a new receipt (as labeled above):

1. Enter the **Invoice Number**, then press **TAB** to display the invoice information
2. Enter the receipt item information
 - a. **RT (Receipt Type)** (please see Receipt Type description and usage on Page 3.)
 - b. **Check #** (optional)
 - c. **Description** (type 6-digit date MMDDYY + SPACE first for the **Deposit Letter**, then optional description information)
 - d. **Amount** (required for when the RT is P, F or B)
 - e. **Click Tab** after this field to accept this entry. The receipt amount and running balance will be calculated and display before you update the receipt.
3. Review the receipt information, then click on the **Update Receipt** button to save the receipt. (Changes can actually be made until the receipt has been printed.)
4. You can also use the **Cancel Entry** button to cancel any receipt entries as long as they have not been updated.

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QCC IBM Receipt Types		
Code	Description	Purpose
P	Partial Receipt	Use for partial payment of account line when additional payments are expected
F	Final Receipt	Use for final payment when an account line is considered paid in full. If the amount of the final payment is less than the balance due for the account line, the program will automatically reconcile the balance to reduce the amount of the AR expected
B	Balance Adjustment	Use to increase or decrease the amount of an account line after the invoice has been printed. A positive entry decreases the balance due on the account line. A negative entry increases the balance due on the account line. In both cases the amount subtracted or added to the account will automatically reconcile in the AR expected
C	Close Account	Used when an account line is not completely paid, but no more payments are expected. Closing an account line will reconcile the balance with the AR expected.
R	Roll to Next Fiscal Year	Use only to process fiscal year end activities to roll the balance of the invoice into future year revenue accounts.

Select the **Receipts Rpt/App** tab and print **Receipt Report** (to verify that all items and accounts on the unapproved receipts are correct)

1. Enter optional Report Title

2. Enter Receipt date range

3. Department, User ID and Invoice number are optional selection criteria.

4. Use default sort order (or change sort options if desired).

5. Select "Unapproved" receipts

6. Click on Print Receipt Report

7. Review report and correct receipt errors.

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Sample Receipts Report

090 SCCOE (COPYSC)		Unapproved Customer Receipts Report				J2376	AR0130	L.01.03 08/03/16	
UNAPPROVED RECEIPTS		For Invoices Received From: 08/01/2016 To: 08/31/2016							
Department: 0011 PRINT SERVICES/LINDA NGUYEN/LEE BLEVINS									
Inv No	Inv Date	Receipt Number	Rept Date		Customer				

170105	07/22/2016	170351	08/03/2016		000141 CAMPBELL UNION ELEM SCH DIST				
Fnd Resc Y	Objt SO	Goal Func CstCtr Ste Mngr	% Split	\$ Split	RT Received Amount	Recon. Amount	Balance Amount		
800-0000-0-8639-00-0000-7200-718030-000-2300			100.000%	\$717.66	F \$100.00	\$0.00			
Invoice Receipts from 08/01/2016 to 08/31/2016:						\$100.00	\$0.00		
Invoice Total:						\$717.66	\$100.00	\$0.00	\$617.66

170106	07/22/2016	170352	08/03/2016		003878 COUNTRY LANE SCHOOL				
Fnd Resc Y	Objt SO	Goal Func CstCtr Ste Mngr	% Split	\$ Split	RT Received Amount	Recon. Amount	Balance Amount		
800-0000-0-8639-00-0000-7200-718030-000-2300			100.000%	\$60.78	F \$60.78	\$0.00			
Invoice Receipts from 08/01/2016 to 08/31/2016:						\$60.78	\$0.00		
Invoice Total:						\$60.78	\$0.00	\$0.00	

170108	07/22/2016	170353	08/03/2016		000470 LOS GATOS-SARATOGA HIGH SCHOOL DIST				
Fnd Resc Y	Objt SO	Goal Func CstCtr Ste Mngr	% Split	\$ Split	RT Received Amount	Recon. Amount	Balance Amount		
800-0000-0-8639-00-0000-7200-718030-000-2300			100.000%	\$13.05	F \$13.05	\$0.00			
Invoice Receipts from 08/01/2016 to 08/31/2016:						\$13.05	\$0.00		
Invoice Total:						\$13.05	\$0.00	\$0.00	

Department Receipts from 08/01/2016 to 08/31/2016:						\$173.83	\$0.00		
Department Total:						\$791.49	\$173.83	\$0.00	\$617.66

Return to the **Receipts Entry** tab to correct any data and approve the receipts.

To edit, delete or approve a receipt, enter the **Invoice Number** which will display the last receipt you entered for that receipt. **Only unapproved receipts can be changed or deleted.** You may also use this screen to add more receipts for the currently displayed invoice. The invoice print date & time with user ID, change date & time with user ID and approval status is displayed at the bottom of the screen.

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Receipts can also be approved using **Batch Receipt Approval** found on the **Receipts Rpt/App** tab.

The screenshot shows the 'Receipts Rpt/App' tab in the 'Invoicing/Billing Management' application. The 'Batch Receipt Approval' section is active, displaying fields for 'From Receipt Number', 'To Receipt Number', 'From Receipt Date', and 'To Receipt Date'. The 'Approve Receipts' button is highlighted with a red box. Red arrows point from instructional text to these fields and the button.

Once you have run a receipts report for all UNAPPROVED receipts, you can quickly approve the entire group of receipts by using the Batch Receipt Approval option.

The most common selection is the Date Range so that all unapproved receipts entered during those dates are approved.

(Alternately, you can enter a receipt number range to approve a batch of receipts.)

After you enter your range selection, click on the Approve Receipts button.

Batch Receipt Approval

From Receipt Number:

To Receipt Number:

From Receipt Date: 08/01/2016

To Receipt Date: 08/31/2016

Approve Receipts

When all receipts have been approved, generate a **Deposit Letter** from the **DepLtr/Sales Tax** tab.

The screenshot shows the 'Dep Ltr/Sales Tax' tab. The 'Deposit Letter' section is active, displaying fields for 'Deposit Number', 'Deposit Date', 'To', 'From', 'Reference', and 'Text'. The 'Print Deposit Letter' button is highlighted with a red box. Red arrows point from instructional text to these fields and the button. A 'Job Confirmation' dialog box is also visible, indicating a print job was submitted.

For Deposit Number, key in the 6-digit date that was entered at the beginning of each receipt description line. It triggers the line to be included with the deposit letter.

To, From, Reference, Text fields are optional.

Subtotal by Fund & Resource

Select Approved receipts

Click on Print Deposit Letter to begin the job

Deposit Letter

Deposit Number: 080416

Deposit Date: 08/04/2016

To: DBAS ACCOUNTANT

From: BHARRIS - DIST 90

Reference: IBM DEPOSIT

Text:

☒ Sort/SubTotal by Fund

☒ Sort/SubTotal by Resource

☐ SubTotal by Object

☒ Approved ☐ Unapproved ☐ Both

Print Deposit Letter

Sales Tax Report

Invoicing/Billing Management - Job Confirmation

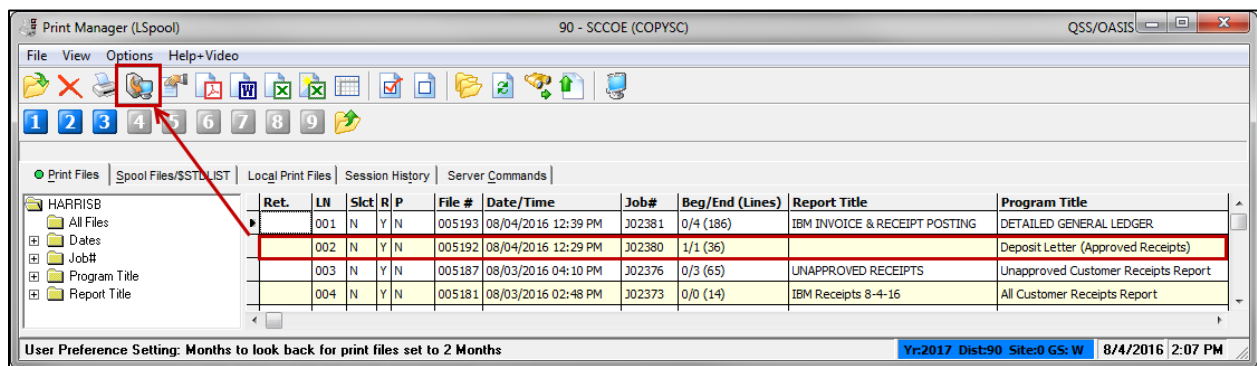
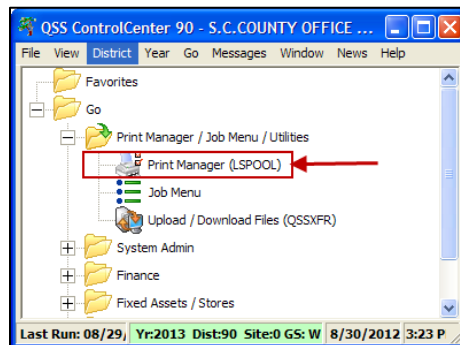
A print job was submitted. The job id is 2380.

OK

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Go to the **Print Manager** and print the file that you created.



Sample Deposit Letter

090 SCCOE (COPYS)									
J2380 AR0131 L.01.00 08/04/16 PAGE 1									
Deposit Letter (Approved Receipts)									
Number: 080416									
To: DBAS ACCOUNTANT									
From: BHARRIS - DIST 90									
Reference: IBM DEPOSIT									
Text:									
Deposit No: 09 20 080416									
Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr
1.	800-0000-0-8639-00-0000-7200-718030-000-2300								
	120001								
	080416								
	Deposit on order								
2.	800-0000-0-8639-00-0000-7200-718030-000-2300								
	11501								
	080416								
	Check from S.Smith								
3.	800-0000-0-8639-00-0000-7200-718030-000-2300								
	CASH								
	080416								
	Paid Cash								
	Resource 0000 Total:								
	Fund 800 Total:								
4.	930-9113-0-8689-00-0000-0000-411140-000-3102								
	101								
	080416								
	REF 12345								
	Resource 9113 Total:								
	Fund 930 Total:								
	District Total:								

QCC Invoice & Billing receipts credit the revenue account when the receipt is approved, and debits the Cash Awaiting Deposit Object code 9115 (which rolls up into Object 9140)

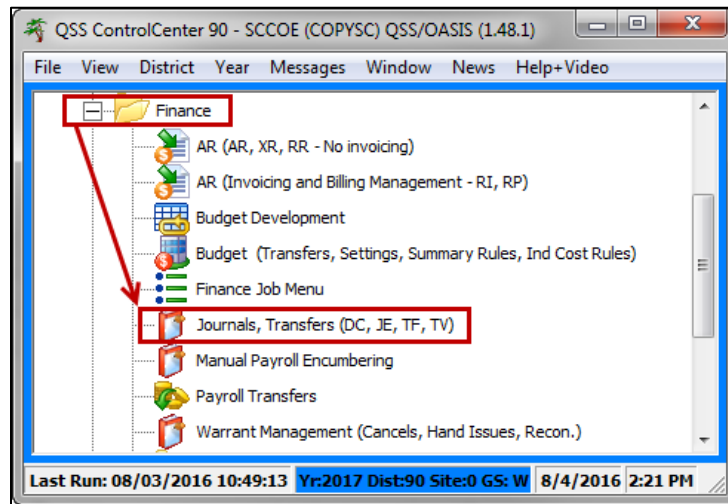
The Deposit Letter summarizes the receipts by Fund and Resource to give you totals to enter into a General Ledger Cash Deposit using the account

fund-resc-0-9115-00-0000-0000-000000-000-0000 for each summarized total on the Deposit Letter

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Create a **Cash Deposit** in the General Ledger system to transfer the cash awaiting deposit to cash.



Enter one account line per **FUND-RESOURCE** combination using Object 9115 and the total of that **FUND-RESOURCE** combination from the Deposit Letter (see example below):

The screenshot shows the GL Application window for 90-SCCOE (COPYSC) QSS/OASIS. The 'Transaction Maintenance (FI0002)' screen is active, and the 'Cash Deposit (FI02DC)' tab is selected. The 'District' is set to '90 - SANTA CLARA COUNTY OFF OF EDU', the 'Date' is '08/04/2016', and the 'Deposit Number' is 'New'. The 'Description' is 'IBM DEPOSIT LETTER 080416'. The table below shows the transaction details:

	Dist	Fnd Resc Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Amount	AR	Description
1	90	800-0000-0	9115-00-0000-0000-000000-000-0000							173.83	No	IBM DEPOSIT LETTER 080416
2	90	930-9113-0	9115-00-0000-0000-000000-000-0000							175.00	No	IBM DEPOSIT LETTER 080416

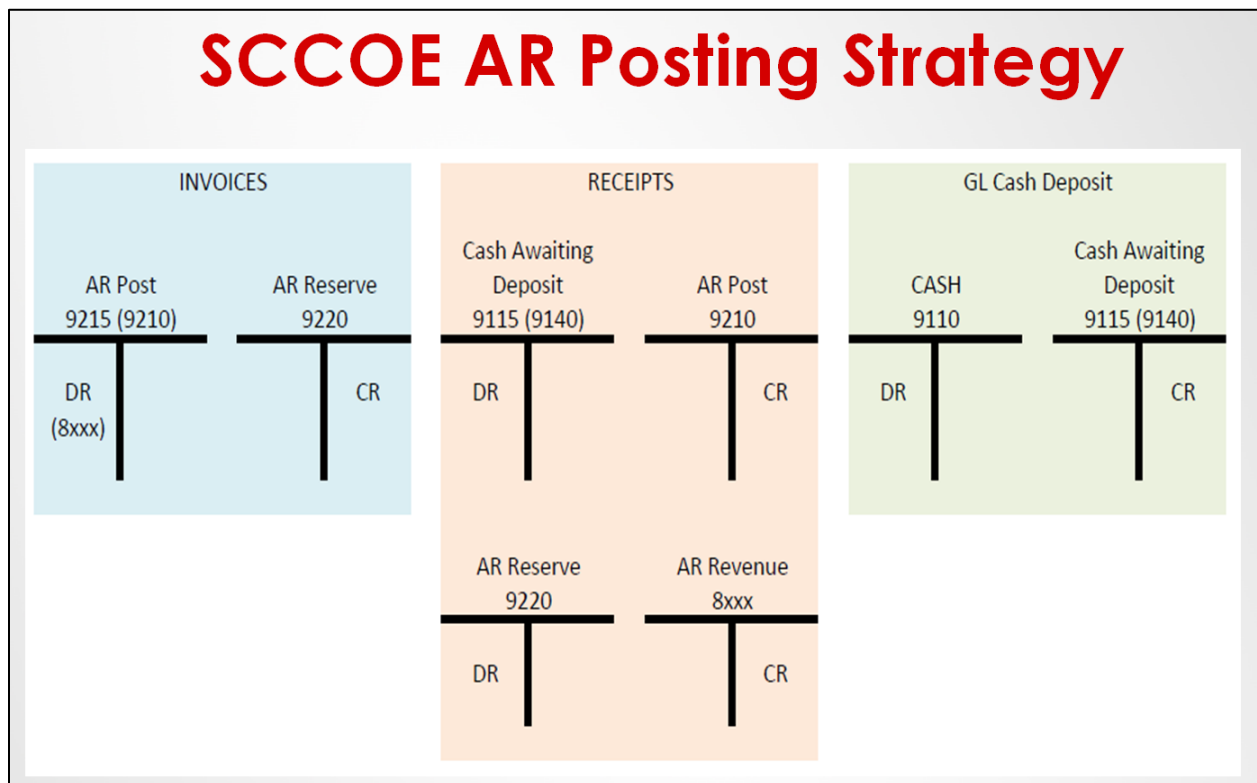
The 'Deposit Total' is 348.83. The status bar at the bottom indicates 'DCUPDT : Y0 YYYYN [CASH DEPOSITS=Y] 1 Yr:2017 Dist:90 Site:0 GS: W 8/4/2016 2:48 PM'.

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QCC Invoice & Billing Management (Revenue by Reserve) Posting Summary

QCC Invoice & Billing for SCCOE and SBCOE Districts has been set up for posting revenue by reserve. In other words, the revenue is not recognized until a receipt has been entered and approved for the invoice account. The chart below explains the posting to the General Ledger of the QCC IBM transactions of **Invoices & Receipts**, and also how the **Cash Deposit** for QCC IBM receipts is posted.



Always make a **PDF** copy of your receipts and reports so that you have archival copies in an easily accessible space – especially since the Print Spool only saves files for 30-45 days.

