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.

- Select the Finance – AR (invoicing and Billing Management – RI, RP) option.
- The Receipt Entry screen will open in Inspect mode (status).
- Click on the Add Receipt button to enter a new receipt.
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.

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 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.
QCC Quick Reference Guide
Processing Receipts using QCC Invoice & Billing Management

QCC IBM Receipt Types

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Partial Receipt</td>
<td>Use for partial payment of account line when additional payments are expected</td>
</tr>
<tr>
<td>F</td>
<td>Final Receipt</td>
<td>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</td>
</tr>
<tr>
<td>B</td>
<td>Balance Adjustment</td>
<td>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</td>
</tr>
<tr>
<td>C</td>
<td>Close Account</td>
<td>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.</td>
</tr>
<tr>
<td>R</td>
<td>Roll to Next Fiscal Year</td>
<td>Use only to process fiscal year end activities to roll the balance of the invoice into future year revenue accounts.</td>
</tr>
</tbody>
</table>

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

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

When all receipts have been approved, generate a **Deposit Letter** from the **DepLtr/Sales Tax** tab.
Go to the Print Manager and print the file that you created.

Sample Deposit Letter

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 resoc 0-9115 00-0000-0000-000000-000-0000
for each summarized total on the Deposit Letter
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):
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.