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.

Invoicing/Billing Management	Year: 17 90 - SCCOE (COPYSC)	QSS/OASIS	STATUS STATUS
File Tools Help+Video			
			Inspect
Invoice Entry Re	ceipt Entry Invoice Print	Aging/Statements Receipts Rpt/	App Dep Ltr/Sales Tax
Invoice Number: Invoice Date:	Receipt No: Receipt Date: Refere	ence No: Terms: Invoice	Amount: Running Balance:
170105 U7/22/2016 Lustomer IU: Customer Name:	↓ 08/03/2016 21203 TaxID: TaxA	Authority: Tax Bate: Bunnin	8/17.66 \$717.66 a Beceint: Bunning Becon :
000141 CAMPBELL UNIC	IN ELEM SCH DIST 0001 SANT	A CLARA COUNTY 8.7500	\$0.00 \$0.00
Line Item Description	Qty Unit Cost	Type Tx Line Tax Line Total	Add Receipt
1 Welcome Letter	1.00 \$659.92	Y \$57.74 \$717.66	
Forter Invoice number for Pacein	t and press the		
TAB key so the invoice detail	s will display	Click on the Add Receipt	button to enter a new receipt
Line Text Days & Object 70		V Obie CO Gool Tree Contract VI	
BI Check # Description	Goal func CstCtr Ste fna Resc	ceipt Amount Becon Amount End Resc	v Balance
1800-0000-0-8639-00-	0000-7200-718030-000-2 800-0000-	0-9210-00-0000-0000-00000- 100	0.000 \$717.66
			\$717.66
	,		
	Totals:	\$0.00 \$0.00	\$717.66
Invoice printed (01) 12:53:31 PM 07/	22/2016 by A445.		
1:YCRYYYFFFFFF7YYYY7YYFBY0000	9115010000YNYY0000921000009209-	2:NY12312341234YNYYYY Yr:2017 Di	st:90 Site:0 GS: W 8/3/2016 10:53 AM

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

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

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.

Invoicing/Billing Management	Year: 17 90 - SCCOE (COPYSC)	QSS/OASIS	STATUS CHANGE	
File Tools Help+Video				
Enter invoice # for receipt	Receipt number will	be assigned when this	screen is updated	Entering Receipt
Invoice Entry Re	ceipt Entry Invoice Print	Aging/Statements Rec	ceipts Rpt/App Dep Ltr/Sa	ales Tax
Invoice Number: Invoice Date: 170105 07/22/2016 Lustomer ID: Customer Name: 000141 CAMPBELL UNIC Line Item Description 1 Welcome Letter 2 Beruestert Marla Sar	Receipt Nov Receipt Date: Referent 'NEW* 08/03/2016 [21203 Tax ID: Tax ID: Tax AV IN ELEM SCH DIST 0001 SANT/ Qty Unit Cost T 1.00 \$659.92 schez	Ince No: Terms: Net 30 days Net 30 days uthority: Tax Rate: A CLARA COUNTY 8.7500 ype Tx Line Tax Y \$57.74	Invoice Amount: Running Bak \$717.66 \$61 Running Receipt: Running Rec \$100.00 \$ Line Total \$717.66 Update Re \$717.66 Cancel En	ance: 7.66 2001: 0.00 ceipt
Line Fnd Resc Y Objt SO RT Check # Description 1800-0000-0-8639-00-	Goal Func CstCtr Ste Fnd Resc 1 Re 0000-7200-718030-000-2 800-000-0	Y Objt SO Goal Func CatC ceipt Amount Recon Amount Fr D-9210-00-0000-0000-0000	3. tz % Split \$ Split ad Resc Y Balance 00- 100.000 \$717.66	<u> </u>
2. P 120001 080416 De For each accour Description (6-d TAB to continue caldulated befor	nt line, enter the Receipt igit date + SPACE + desc . The total receipt amou re you update the receipt	\$100.00 \$0.00	# (optional), then press lance will be	
	Totals:	\$100.00 \$0.00	\$617.66	
1:YCRYYYFFFFFF7YYYY7YY7WYFBY0000	9115010000YNYY0000921000009209-2	2:NY12312341234YNYYYY Y	r: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 caculated 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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Processing Receipts using QCC Invoice & Billing Management

	QCC IB	M Receipt Types
Code	Description	Purpose
Р	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
В	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
С	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)



QCC Quick Reference Guide

QCC Quick Reference Guide

Processing Receipts using QCC Invoice & Billing Management

Sample Receipts Report

090 SCCOE (COPYSC) Ur	approved Cu	stomer Receipts	Report J2	376 AR0130 L	.01.03 08/03/16
UNAPPROVED RECEIPTS For Invoid	ces Received	i From: 08/01/20	16 To: 08/31/2016		
Der	partment: 00	11 PRINT SERVIC	E3/LINDA NGUYEN/LEE	BLEVINS	
Inv No Inv Date Receipt Number Rcpt	Date Custom	ner			
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	P \$100.00	\$0.00	
Invoice Receipts from 08/01/2016 to (08/31/2016:		\$100.00	\$0.00	
Invo	oice Total:	\$717.66	\$100.00	\$0.00	\$617.66
170106 07/22/2016 170352 08/03/	/2016 003878	COUNTRY LANE S	CHOOL		
End Resc Y Obit 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	
Inve	oice Total:	\$60.78	\$60.78	\$0.00	\$0.00
170108 07/22/2016 170353 08/03/	/2016 000470	LOS GATOS-SARA	TOGA HIGH SCHOOL DI	ST	
Fnd Resc Y Obit 30 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	
Invo	oice Total:	\$13.05	\$13.05	\$0.00	\$0.00
Department Receipts from 08/01/2016 to 0	08/31/2016:		\$173.83	\$0.00	
Departs	ment Total:	\$791.49	\$173.83	\$0.00	\$617.66

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

Tools He	lp+Video							
Invoid 1701 Custo 8001 Line 1 2 En	Invoice Entry ce Number: Inv 05 07. 3mer ID: Cus 41 CAW Item Descripti Welcome Request tter the Invo	Receipt Entry oice Date: Receipt No: /22/2016 Trossi tomer Name: APBELL UNION ELEM SCH on Letter d: Maria Sanchez ice # you wish to e	Invoice Print Receipt Date: 08/03/2016 Tak ID: 0001 0001 010 0001 010 010 010 010 010 010 010 010 010	Aging/State Reference No: 21203 Tax Authority: SANTA CLARA COUIT Dat Type Tx 32 Y Lete and press	ements Re Terms: Net 30 days Tax Rate: 8.7500 Line Tax \$57.74 s the TAB key	Invoice Amoun Running Recei Status	Dep Ltr/Sales t: Running Balance 66 \$617.61 100 \$60.00 \$0.00 Add Receipt Edit Receipt Approve Receipt	
	1e Fnd Resc Y T Check # 1 800-0000-0 120001	Objt SO Goal Func Description -8639-00-0000-7200- 080416 Deposit on order	CstCtr Ste Fnd R 718030-000-2 800-0	esc Y Objt SO (Receipt Amount 000-0-9210-00-0 \$100.00	Goal Func Csto Recon Amount E 0000-0000-0000 \$0.000 g	Ctr % Split	Split Balance \$717.66 \$617.66	
					「 「			
					, 			
							v	

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.

QCC Quick Reference Guide

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

Invoicing	/Billing Management	Year: 17 90	- SCCOE (COPYSC)	QSS/OASIS			
File Tools	Help+Video						
		~					Inspect
	Invoice Entry	Receipt Entry	Invoice Print	Aging/Statements	Receipts Rpt/App	Dep Ltr/Sales Tax	
	Receipts Report			Receipts Approval			
	Once you ha	ve run a receip	ts report		Batch Receipt Approval		
	for all UNAP	PROVED recei	pts, you		From Receipt Number:		
	can quickly	approve the en	tire group		To Receipt Number:		
	of receipts b	by using the Ba	tch Receipt		From Descript Date:		
	Approval op	tion.			08/01/2016		
					To Receipt Date:		
	The most co	mmon selectio	on is the		Jon on Long		
	Date Range	so that all una	pproved		Approve Receipts		
	receipts ent	ered during the	ose dates		1		
	are approved	d.					
	(Altermetels)						
	(Alternately,	, you can enter	a receipt				
	receipte)	ge to approve a	DALCH OF				
	receipts.)						
	After you en	ter vour range	selection.				
	click on the	Approve Recei	pts button.				
			•				
1:YCRYYYF	FFFFFF7YYYYY7YYYFI	BY00009115010000YN1	ry0000921000009209	-2:NY12312341234YN	YYYY Yr:2017 Dist:90 5	ite:0 G5: W 8/4/2016	5 11:54 AM

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.



ुई Print Manager (LSpool)		QSS/OASIS 🗖 🗉 🗮 🗶										
File View Options Help+Video	File View Options Help+Video											
2 × 2 🕼 🕈 🖻 🖻 🖄 💼 🖉 🗅 👂 2 🍣 🛍 🧵												
	123456789 🌮											
<u>Print Files</u> <u>Spool Files</u> /SSTD_IST Local Print Files Session History Server <u>C</u> ommands												
	et. LN	Sict R P	File #	Date/Time	Job#	Beg/End (Lines)	Report Title	Program Title				
📄 All Files 💦 🕨	001	N Y N	005193	08/04/2016 12:39 PM	J02381	0/4 (186)	IBM INVOICE & RECEIPT POSTING	DETAILED GENERAL LEDGER				
E Dates	002	N Y N	005192	08/04/2016 12:29 PM	J02380	1/1 (36)		Deposit Letter (Approved Receipts)				
F Program Title	003	N Y N	005187	08/03/2016 04:10 PM	J02376	0/3 (65)	UNAPPROVED RECEIPTS	Unapproved Customer Receipts Report				
E 🔁 Report Title	004	N Y N	005181	08/03/2016 02:48 PM	J02373	0/0 (14)	IBM Receipts 8-4-16	All Customer Receipts Report				
•		1 1 1	1	1	1	1		• • • •				
User Preference Setting: Months to look	k back for p	print files set	to 2 Mor	iths			Yr:2017 Dist:9	0 Site:0 GS: W 8/4/2016 2:07 PM				

Sample Deposit Letter

090 SCCOE (COPYSC) J2380 AR0131 L.0	1.00 08/04/	16 PA	IGE 1
Deposit Letter (Approved Receipts)			
Number: 080416			
To: DEAS ACCOUNTANT From: BHARRIS - DIST 90 Reference: IBM DEPOSIT			account when the receipt is approved, and debits
Text:			the Cash Awaiting Deposit Object code 9115
Deposit No: 09 20 080416			(which folis up into object 9140)
Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr	Amount	AR	
1. 800-0000-0-8639-00-0000-7200-718030-000-2300 120001 080416 Deposit on order	\$100.00	Y	
2. 800-0000-0-8639-00-0000-7200-718030-000-2300 11501 080416 Check from S.Smith	\$60.78	Y	The Deverit Letter commerciaes the vessints by
3. 800-0000-0-8639-00-0000-7200-718030-000-2300 CASH 080416 Paid Cash	\$13.05	Y	Fund and Resource to give you totals to enter inte
Resource 0000 Total:	\$173.83		a General Ledger Cash Deposit using the account
Fund 800 Total:	\$173.83		
4. 930-9113-0-8689-00-0000-0000-411140-000-3102 101 080416 REF 12345	\$175.00	Y	fund-resc-0-9115-00-0000-0000-00000-000-0000
Resource 9113 Total:	\$175.00		for each summarized total on the Deposit Latter
Fund 930 Total:	\$175.00		for each summarized total on the Deposit Letter
District Total:	\$348.83		

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

🌴 QSS ControlCenter 90 - SCCOE (COPYSC) QSS/OASIS (1.48.1)	×
File View District Year Messages Window News Help+Video	
Finance AR (AR, XR, RR - No invoicing) AR (Invoicing and Billing Management - RI, RP) Budget Development Budget (Transfers, Settings, Summary Rules, Ind Cost Rules) Finance Job Menu Journals, Transfers (DC, JE, TF, TV) Manual Payroll Encumbering Payroll Transfers Warrant Management (Cancels, Hand Issues, Recon.)	• III
Last Run: 08/03/2016 10:49:13 Yr:2017 Dist:90 Site:0 GS: W 8/4/2016 2:21 Pl	1

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):

GL Application			90-SCCOE (COP	YSC)			QSS/OA	ASIS 😐 🖻	a X
File Options Vi	ew Help+Video)							
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• Transation Ma	internet (El0002)								Add
	intenance (F10002,	1							
Journal Entry (FI02JE)	<u>P</u> ro Forma Journ	al Cash <u>D</u> ep	osit (FI02DC)	<u>C</u> ash X	fer (FIO	2TF/TV)		
	District: 90 - S	ANTA CLARA CI	OUNTY OFF OF EDU	•					
	Date: 08/04	1/2016	▼ Deposit Nur	nber: New*					
	Description: IBM D	EPOSIT LETTE	· · B 080416						
	secondation: Institute								
+ 📾 🐼 🕈	s 🔋 🗙								
Dist	Fnd Resc Y O	bjt SO Goal	Func CstCtr Ste	Mingr Amount		AR	Description		
1 90	800-0000-0-93	115-00-0000-	-0000-000000-000	-0000	173.83	No	IBM DEPOSIT LET	FTER 080416	
▶ 2 90	930-9113-0-9	115-00-0000-	-0000-000000-000	-0000	175.00	No	IBM DEPOSIT LET	FTER 080416	
							Deposit Total:		348.83
L									

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

QCC Invoice & Billing Manangement (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.

Frint Manager (LSpool) 90 - S.C.COUNTY OFFICE OF EDUCATION QSS/OASIS								_ O <mark>_</mark> ×	3					
File View Options Help+Video														
·····································														
Create PDF file copy on your desktop and then drag it to a folder to archive it														
User Preference Settings: Load Prin	nt Ma	anage	er Us	ers?	On	ıly ı	ny user	. Autom	atic load	of Job List(\$STDL	IST)? Lo	ad on demand.		
Print Files Spool Files/\$STDLIST	Loc	al Pri	nt File	s S	ess	ion	History	Server (ommands	1				
	F	Ret.	LN	SIct	R	Р	File #	Date/Ti	Job#	Beg/End (Lines)	Report	Program Title	Program	
All Files			001	N	Y	N	364812	10/17/20	J06375	0/0 (55)		AR STATEMENTS (SPECIAL FORMS)	AR0121	Ъ
i ⊕ i Dates			002	N	Y	Ν	364807	10/17/20	J06363	0/1 (25)		Customer Aging Report	AR0120 -	
E Sour			003	N	Y	N	364799	10/17/20	J06345	0/2 (21)		Customer Invoice Register	AR0112	