QCC Quick Reference Guide

Special Event Invoicing and Receipts using QCC Invoice & Billing Management

Special Events Invoicing

Occasionally a department may need to create an invoice to receive registration fees for a special event from multiple participants without issuing individual invoices. The following information will guide you through creating an invoice for a special event and how the receipts will be processed.

- Select the **Finance – AR (invoicing and Billing Management – RI, RP)** option.
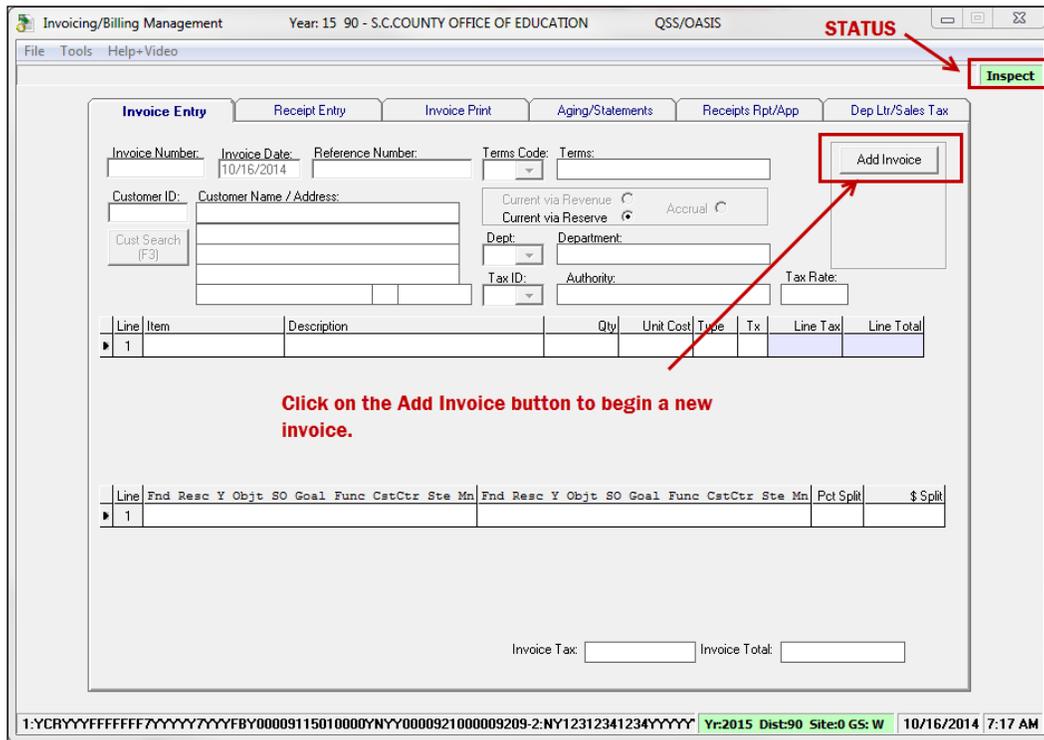
- The **Invoice Entry** screen will open in **Inspect** mode (status).
- Click on the **Add Invoice** button to create a new invoice.
- **A special customer number '999999'** has been created for invoicing special events. Participants will not receive separate invoices, but the particpant names will be referenced in the registration receipts for the special events invoice. This will allow a department to see information including paid participants to help manage its accounts receivable balances.

After you click on the **Add Invoice** button, the screen status will change to **Update Invoice** and the **Invoice Number** box will display ***NEW*** because invoices are auto-numbered and the number will be assigned after you update this screen.

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The special event invoice process is similar to a regular invoice entry, with a couple of minor changes.

There are five required steps to enter a special events invoice (as labeled above):
1.   Enter the special **999999 Customer ID**, then press **Tab** to retrieve the Special Events customer.
2.   Select the **Department Number** from the drop-down list
3.   Enter the invoice item information (maximum 99 lines per invoice including "blank" lines)
     a.   **Item** (optional field, you can enter any 6-character alpha-numeric value)
     b.   **Description** (maximum 35 characters per line; you can enter an initial "." on a description line to create a "blank" line to separate items)
     c.   **Quantity** (required, maximum 5 digits)
     d.   **Unit Cost** (of a single unit) (required
     e.   **Unit Type Description** (i.e. EA, LF, DZ, etc.)
     f.   **Tax Flag** (usually N fo non-taxable registration fees)
     Click **Enter** or **Tab** after this field to accept this item line. A new item description line will open.
4.   **Revenue account** (enter account or pseudo code in left column only, leave default in right.) (For multiple accounts, change **Pct Splt** to less than 100% or **$ Splt** to less than the total invoice) Click **Enter** or **Tab** after the **$ Splt** field to accept the account line.
5.   Click on the **Update Invoice** button to save the invoice. (Changes can actually be made until the invoice has been printed.) You can also use the **Cancel Entry** button to cancel any invoice entries as long as they have not been updated.

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After your Special Event invoices are complete, use the common invoice steps to printing the invoices:

1. Print **Invoice Pre-list** (to verify that all items and accounts on the invoices are correct)
2. Print **Customer Invoices** (and create **PDF** file copies for email and archival purposes)
3. Print **Invoice Register** (lists invoices printed, each invoice will appear only once on a register)

Special Event Receipts Processing

When the Internal Business Services department receives the payments that should be credited to the special event invoice, the accountant will post the payments individually and will enter the participant name in the Receipt **Check #** field, and the check number following the Deposit Letter date in the Receipt **Description** field. The following is an example of receipt for a check for a single participant.

Each check received will have a separate entry. If a check covers multiple participants, the accountant will split the payment into separate receipt lines (one per participant) and reference the common check number with a designation that the payment is a partial amount of the original check. The next example shows two receipts for different single participants paid by one check (from the school district).

Cash payments can also be recorded by the accountant, as shown in the following example.

NOTE: Receipts must be approved by the accountant before payments will appear in the customer history.

Adjustments to Invoices for Additional Special Events Participants

Occasionally, a department may underestimate the number of participants and receive more payments than the initial alloted quantity. This can be modified by the accountant who enters the receipts by using the B type receipt transaction.

The accountant will enter a type B receipt with a negative amount that will increase the invoice balance. In the example below, four additional participants have been added.

The original invoice amount was $400.00. The department received $275.00 in payments, and the balance on the invoice is now $225.00 which makes the total invoice $500.00.

Final Reconciliation Payments

After all participants have paid their fees, the final receipt will reconcile the unpaid estimated balance and clear the invoice to a zero balance. When a final receipt is entered (Type F), any remaining balance is removed from the invoice accounts receivable.

QCC IBM Deposit Letters

The following example shows the **QCC IBM Deposit Letter** for receipts for a special event invoice.

```
090 SCCOE (COPYSC)              J2731   AR0131   L.01.00  09/09/16 PAGE    1


                    Deposit Letter (Approved Receipts)

        Number: 091416

            To:
          From:
     Reference:

           Text:

Deposit No: 09 20 091416

    Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr        Amount  AR
    ------------------------------------------------ ---------------- --
 1. 930-9137-0-8689-00-0000-0000-913700-000-6200       $25.00    Y
       TRAN, LILY   091416 CK# 123
 2. 930-9137-0-8689-00-0000-0000-913700-000-6200       $25.00    Y
       HARRIS, BREN 091416 CK #101
 3. 930-9137-0-8689-00-0000-0000-913700-000-6200       $25.00    Y
       WALIA, GOVIN 091416 DI 90 CK #9012345 (P)
 4. 930-9137-0-8689-00-0000-0000-913700-000-6200       $25.00    Y
       ALDOVER, RIC 091416 DI 90 CK #9012345 (P)
 5. 930-9137-0-8689-00-0000-0000-913700-000-6200       $25.00    Y
       CHOY, PATTI  091416 DI 90 CK #9012345 (P)
 6. 930-9137-0-8689-00-0000-0000-913700-000-6200       $25.00    Y
       TANG, ALLEN  091416 DI 90 CK #9012345 (P)
 7. 930-9137-0-8689-00-0000-0000-913700-000-6200       $25.00    Y
       DOYLE, ASHLE 091416 PAID CASH
 8. 930-9137-0-8689-00-0000-0000-913700-000-6200       $25.00    Y
       POSEY, BUSTE 091416 CK#28


                    Resource 9137 Total:      $200.00

                        Fund 930 Total:      $200.00

                        District Total:      $200.00


    Cash Deposit Posting will be one entry for this deposit letter
        $200.00 to 930-9137- 9115-00-0000-0000-000000-000-0000
```

Accounts Receivable Reports for Reconciliation

QCC IBM Accounts Receivable History is available online using the **A/R History option [Ctrl + A]** from the **File** menu on the **Invoice Entry** screen
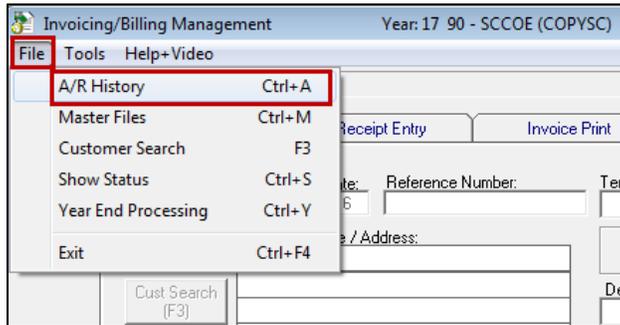
The AR/History selection screen will launch.
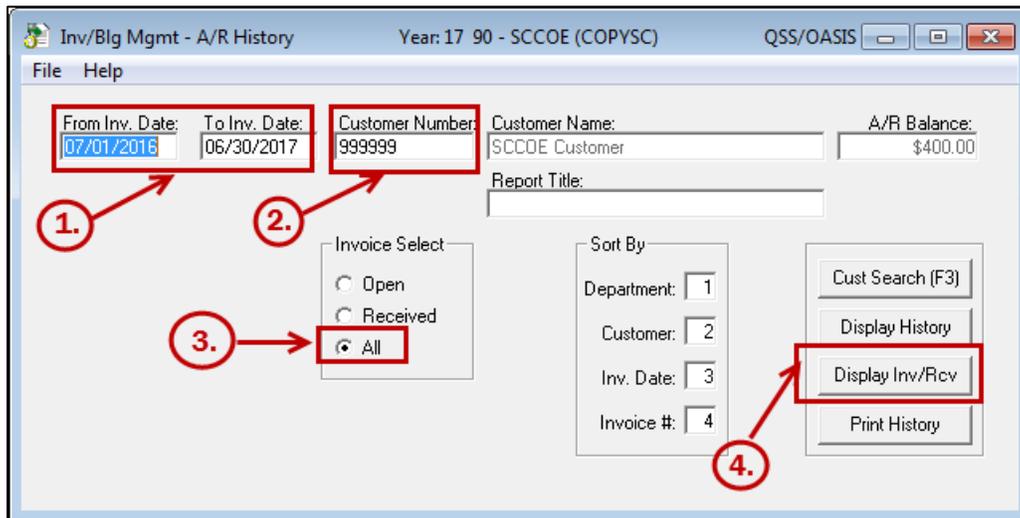
There are four steps to view A/R history for the special events customer 999999 (as labeled above):
1. Enter the Date Range (generally use the range of the entire fiscal year)
2. Enter the special **999999 Customer ID**, then press **Tab** to retrieve the Special Events customer.
3. Select **All** to select all invoices for the **Customer 999999** for this fiscal year.
4. Click on **Display Inv/Rcv** to display the online Accounts Receivable History for this customer.

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You can select **Grid Output** and then download the file to Excel to filter any specific invoice information you wish to view separately.

When you click on the Excel icon, the following launch screen displays.

Accept the default criteria and click on **Continue** (you can easily modify and filter the columns in Excel).

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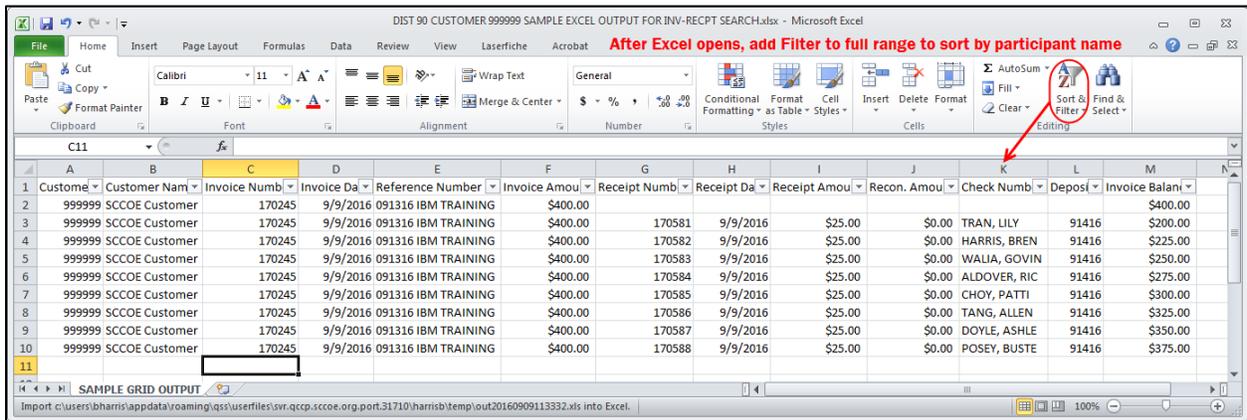
After Excel opens, you can add a filter to the spreadsheet and then sort by participant name to match the list with your original registration list to determine which participants have paid the fees.

Special Events Customer Aging Report

To print an **Aging Report** for a Special Events Customer to see which invoices have outsanding balances, select the **Aging/Statements** tab from QCC Invoice & Billing Management.
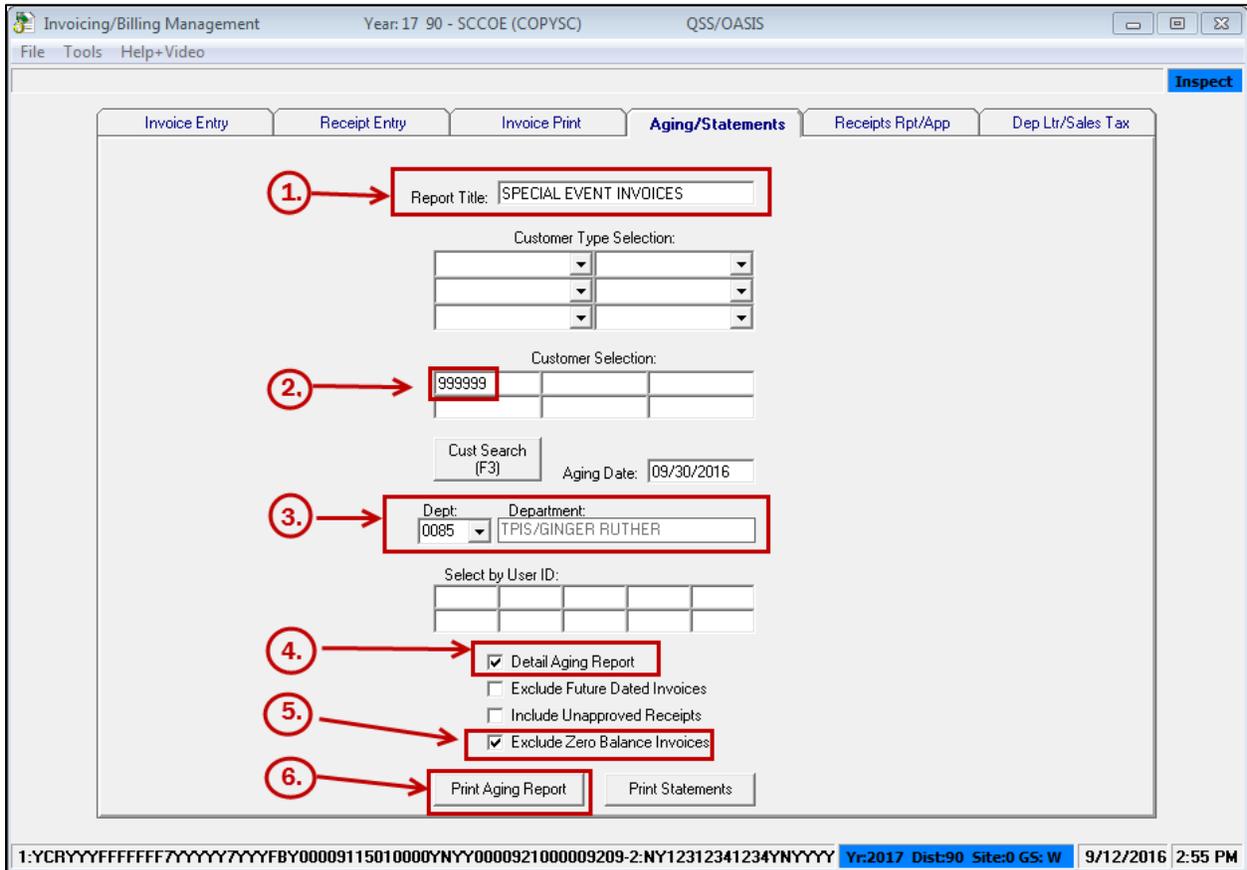
There are six steps to generate an Aging Report for the special events customer 999999 for invoices in a specific department (as labeled above):

1. Enter the Report Title (optional)
2. Enter the special **999999 Customer ID**, to select only the Special Events customer.
3. Select the **Department Number** to select all invoices for the **Customer 999999** for this department.
4. Click on **Detail Aging Report**
5. Click on **Exclude Zero Balance** Invoices (to exclude fully paid invoices from the report.)
6. Click on **Print Aging** Report.
7. The **Aging Report** will be sent to QCC Print Manager.

Sample Aging Report

```
090 SCCOE (COPYSC)                    Customer Aging Report          J2745   AR0120  L.01.04 09/12/16 PAGE      0
SPECIAL EVENT INVOICES                As of: 09/30/2016

                   Customer Type: ALL
                 Customer Number:

                     Aging Date: 09/30/2016
                     Department: 0085 TPIS/GINGER RUTHER
                        User ID: ALL
             Detail Aging Report: Y
                 Exclude Future: N
             Include Unapproved: N
```

```
090 SCCOE (COPYSC)                    Customer Aging Report          J2745   AR0120  L.01.04 09/12/16 PAGE      1
SPECIAL EVENT INVOICES                As of: 09/30/2016

Cust # Customer Name                  A/R Balance   Current Bal   +30 Balance   +60 Balance   +90 Balance  +120 Balance
       Contact Information
--------------------------------------------------------------------------------------------------------------------
999999 SCCOE Customer
       Office Phone (000) 000-0000
       Invoice: 170245     Date: 09/09/2016     $200.00
                                    $200.00      $200.00       $0.00         $0.00         $0.00         $0.00
...................................................................................................................
                   District Totals:   $200.00      $200.00       $0.00         $0.00         $0.00         $0.00
```