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.

Invoice Entry	Receipt Entry	Invoice Print	Aging/Statements	Receipts Rpt/App	Dep Ltr/Sales Tax
Invoice Number:	nvoice Date: Reference Nu 10/16/2014	imber: Terms Co	de: Terms:		Add Invoice
Customer ID: Cust	mer Name / Address:	Curren	nt via Revenue O	Accrual C	
Cust Search (F3)		Dept:	Department:		
		Tax ID:	Authority:	Тах	Rate:
Line Item	Description		Qty Unit C	Cost Type Tx Lin	e Tax Line Total
Line Item	Click on the invoice.	Add Invoice bu	tton to begin a		a Tax Line Total
Line Item	Description Click on the invoice. Objt SO Goal Func Ca	Add Invoice bu	tton to begin a	Cost Type Tx Lin new	Pct Split \$ Split
Line Item	Description Click on the invoice. Objt SO Goal Func Ca	Add Invoice bu	tton to begin a	Cott Type Tx Lin new	Pct Split \$Split
Line Item	Description Click on the invoice. Objt SO Goal Func Ca	e Add Invoice bu	tton to begin a	Cost Type Tx Lin	Pet Split \$Split

• 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 participant 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.

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

Invoicing File Tools	g/Billing Management Help+Video	Year: 17 90 - SCCOE (C	OPYSC)	QSS/	OASIS				Jpdate Invoice
	Invoice Entry	Receipt Entry Invoic	e Print	Aging/Statem	ients	Receipts	Rpt/App	Dep Ltr/Sales Ta	×
(1.)	Invoice Number: Invo "NEW" [09/C Customer ID: Customer 999999 SCCDE (Cust Search [FF3]	ice Date: Reference Number: 19/2016 091316 IBM TRAINING r Name / Address: Customer	Term: Code: 0 Current v Current v Dept: 10085	Terms: PAYABLE UP ia Revenue C ia Reserve C Department: TPIS/GINGE	PON RECEIP	ial C		Update Invoice Cancel Entry	6.
		00000	Tax ID:	Authority: SANTA CLAF	RA COUNTY		Tax Rate: 8.750	0	
	Line Item 1 09-13-16 2	Description IBM TRAINING FOR DIST 90 REQUESTED BY TZE-KI LAM		Qty 16.00	Unit Cost \$25.00	Туре	Tx Line Ta N \$0.0	x Line Total 0 \$400.00	
5.	4.	bjt SO Goal Func CstCtr Ste	Mn Fnd Resc 62 930-9137-	Y Objt SO 0-9210-00-	Goal Func 0000-0000	: CstCtr	<u>Ste Mn Pct</u>	Split \$ Split	
				- Tax:	*0.00	Invoice T	ntal:	*400.00	
					\$0.00			\$400.00	

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.

- 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.

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.

roicing/Billing Management Year: 17 90 - SCCOE (COPYSC) QSS/OASIS	- • •
Tools Help+Video	
	Inspec
Invoice Entry Receipt Entry Invoice Print Aging/Statements Receipt Rpt/App Dep Ltr/St Invoice Number: Invoice Date: Receipt No: Receipt Date: Reference No: Terms: Invoice Amount: Running Bak 170245 09/09/2016 170581 09/09/2016 09/09/2016 09/1316 IBM TRAINIt PAYABLE UPON R \$400.00 \$37 Customer ID: Customer Name: Tax ID: Tax Authority: Tax Rate: Running Receipt, Runni	ales Tax ance: 75.00 con.: \$0.00
Line Description Qty Unit Cost Type Tx Line Total Line Total 1 09-13* IBM TRAINING FOR DIST 90 16.00 \$25.00 N \$0.00 \$400.00 2 REQUESTED BY TZE-KI LAM \$16.00 \$25.00 N \$0.00 \$400.00 3 FOR IBS STAFF TO REVIEW INVOICE \$16.00 \$25.00 N \$0.00 \$400.00	sipt sipt sceipt ceipt
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 1930-9137-0-8689-00-0000-913700-000-6 930-9137-0-9210-00-0000-00000-00000-1000.000 100.000 \$400.00 P TRAN, LILY 091416 CK# 123 \$25.00 \$0.00 930-9137-0-8 \$375.00	
Check number after deposit letter date Participant Name, last name, first name	
	•
Totals: \$25.00 \$0.00 \$375.00 Last change 10:34:53 AM 09/09/2016 by 6248. Unapproved. \$40.00 \$375.00	
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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).

Special Event Invoicing and Receipts using QCC Invoice & Billing Management

					Entering
Invoice Entry Invoice Number: Invoice IT0245 Customer ID:	Receipt Entry Date: Receipt No: 2016 "NEW" r Name:	Invoice Print Receipt Date: Refe 09/09/2016 0913 Tax ID: Tax 0001 SAN Qty Unit Cost 16.00 \$25.00	Aging/Statements rence No: Terms: 16 IBM TRAININ PAYABLE Authority: Ta ITA CLARA COUNTY Type Tx Line Tax N \$0.00	Beceipts Rpt/App Invoice Amount UPON R \$400.0 * Rate: 8.7500 Line Total \$400.00	Dep Ltr/Sales Tax Running Balance: \$325.00 tr Running Recon.: Update Receipt Cancel Entry
Line Fnd Resc Y Ob RT Check # De 1930-9137-0-86 P WALIA, GOVIN 09	jt SO Goal Fune C escription 89-00-0000-0000-9: 1416 DI 90 CK #9012345 Invoice Entry Invoice Number: Inv 170245 09	atCtr Ste Fnd Resc 13700-000-6 930-9137 (P) Receipt Entry oice Date: Receipt No: 709/2016 "NEW"	: Y Objt SO Goal Fun Receipt Amount Recon. An -0-9210-00-0000-0001 \$25.00 Invoice Print A Receipt Date: Reference N 09/09/2016 091316.180	c CstCtr % Split nount Fnd Resc Y 0-000000- 100.000 \$0.00 930-9137-0-8 ging/Statements Rece to: Terms: TRAININ PAYABLE UPON R	\$ Split Balance \$400.00 \$325.00 Invoice Amount \$400.00 \$300
Next Receipt Entry for same check	Line Fnd Resc ¥	tomer Name: OE Customer on INING FOR DIST 90 STED BY TZE-KI LAM STAFF TO REVIEW INVOICE Objt SO Goal Func Cst Description	Tax ID: Tax Authon 0001 SANTA CL/ 0ty Unit Cost Type 16.00 \$25.00 Ctr Ste Fnd Resc Y Ob Receipt	tw: Law Hate: RA COUNTY 8.7500 Tx Line Tax Li N \$0.00 Ty SO Goal Func CstCt: Amount Recon Amount Find	Funning Hecept s100.00 Per Total [Update Rece S400.00 c % Spit spit

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

nvoicing/Billing Management	Year: 17 90 - SCCOE (CC	OPYSC) QSS/OA	SIS	
Tools Help+Video				
				Entering Rec
Invoice Entry Re	eceipt Entry Invoi	ice Print Aging/Staten	nents Receipts Rpt/App	Dep Ltr/Sales Tax
Invoice Number: Invoice Date:	Receipt No: Receipt	Date: Reference No:	Terms: Invoice Amoun	t: Running Balance:
170245 09/09/2016	*NEW* - 09/09/2	2016 091316 IBM TRAININ F	PAYABLE UPON R \$400.	00 \$225.00
Customer ID: Customer Name 999999 SCCDE Custome	r Tax	ID: Tax Authority: 1 SANTA CLARA COUNT	Tax Rate: Running Recei	ipt: Running Recon.: 00 \$0.00
Line Item Description	Qty	Unit Cost Type Tx	Line Tax Line Total	Update Receipt
1 09-13- IBM TRAINING FOR 2 REQUESTED BY TZ 3 FOR IPS STAFE TO	DIST 90 16.00 E-KI LAM	\$25.00 N	\$0.00 \$400.00	Cancel Entry
Line Fnd Resc Y Objt SO	Goal Func CstCtr Ste	Fnd Resc Y Objt SO Go	al Func CstCtr % Split	\$ Split
RT Check # Descriptio	n -0000-0000-913700-000-	Receipt Amount F	iecon. Amount Fnd Resc Y 00-0000-000000- 100.000	Balance \$400.00
		405.00	*0.00 page 2100 pt	4005.00

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

QCC Quick Reference Guide

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.

Invoice Entry Receipt Entry Invoice Print Aging/Statements Receipts Rpt/App Dep Ltr/Sales Tax Invoice Mumber: Invoice Date: Receipt Date	nvoicing/Billing Management Tools Help+Video	Year: 17 90 - SCCOE (COPYSC)	QSS/OASIS		- 0
Invoice Entry Receipt Entry Invoice Print Aging/Statements Receipt Rpt/App Dep Lt//Sales Tax Invoice Number Invoice Date: Receipt No: Receipt Date: Reference No: Terms: Invoice Amount: Running Balance: Quatiomeri D: Quatiomeri Name: Invoice Date: Reference No: Terms: Invoice Amount: Running Balance: 99999 SCCDE Cuatomer 0001 SANTA CLARA COUNTY 8.7500 \$225.00 Running Beceint: \$2100.00 \$225.00 1 0913: IBM TRAINING FOR IDIST 90 16.00 \$25.00 N \$0.00 \$400.00 Print Receipt 2 REQUESTO BY TZE: 4N LAM 16.00 \$25.00 N \$0.00 \$400.00 # 3 FOR IBS STAFF TO REVIEW INVOICE Receipt Amount: Receipt Canco, Amount End Resc Y Balance: Y Balance: Y Balance: Y Splt \$25.00 \$225.00 Invoice Amount: Receipt Am					Insp
Invoice Number: Invoice Number: Invoice Number: Invoice Number: Invoice Number: Invoice Number: Numing Balance 170256 (99/12/2016) 170603 (99/12/2016) (19/12/2016)	Invoice Entru Be	ceint Entru	Aging/Statements	Beceints Bot/App Dep Lt	r/Sales Tax
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Uustomer ID: Lustomer Tax Auronity: Tax Auronity: Tax Auronity: Tax Auronity: Tax Auronity: Tax Auronity: State 99399 CCCDE Customer 0001 SANTA CLARA COUNTY 8.7500 \$275.00 -\$100.00 1 0913: IBM TRAINING FOR DIST 90 16.00 \$25.00 N \$0.00 \$400.00 2 REQUESTED BY TZE-KI LAM Print Receipt Print Receipt Print Receipt Print Receipt 3 FOR IBS STAFF TO REVIEW INVOICE Print Receipt Anount Recontant Recont Anount Fnd Resc Y Split Split Hindia Teccol: 1930-9137-0-9689-00-000-913700-000-6 930-9137-0-9210-00-0000-00000-00000-00000-00000-00000-0000	170246 09/12/2016	170603 09/12/2016 0913	316 IBM TRAININ PAYABLE UPO	IN R \$400.00	\$225.00
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Line Find Resc Y Objt SO Goal Func CstCtr % Split \$ Split RT Check # Description Receipt Amount Recon Amount Func Status 1930-9137-0-8689-00-0000-913700-000-6 930-9137-0-9210-00-0000-0000-0000-0000-00000-00000-0000					
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1930/913/10/9289900-00000-00000-00000000000000000000	RT Check # Description		Receipt Amount Recon. Amount	Find Resc Y Balan	
Image: Size 49 PM 09/12/2016 by 6248. Approved 3:29:08 PM 09/12/2016 by 6248.	B 091116 AD	D 4 PARTICIPANTS	\$n nnl -\$100.00	930-9137-0-8 \$225	
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Last change 3:28:49 PM 09/12/2016 by 6248. Approved 3:29:08 PM 09/12/2016 by 6248.		Totals:	\$0.00 -\$100.00	\$225	
	Last change 3:28:49 PM 09/12/2016	5 by 5248. Approved 3:29:08 PM 09/12/201	6 by 6248.		

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.

voicing/Billing Management Year: 17 9	0 - SCCOE (COPYSC) QSS/OASIS	
Tools Help+Video		
Invoice Entry Receipt Entry Invoice Number: Invoice Date: Receipt No: 170246 09/12/2016 "NEW" Customer ID: Customer Name: 999993 SCCOE Customer SCCOE Customer 1 09-13-: IBM TRAINING FOR DIST 90 2 REQUESTED BY TZE-KI LAM 3 FOR IBS STAFF TO REVIEW INVOId	Invoice Print Aging/Statements Receipts Rpt/App Dep Ltr/Sal Receipt Date: Reference No: Terms: Invoice Amount: Running Bala Image: Santa CLARA COUNTY Tax Rate: Santa CLARA COUNTY Santa CLARA COUNT	Entering Receip es Tax nce: 0.00 201 201 201 201 201 201 201 201 201 2
Line Fnd Resc Y Objt SO Goal Func RT Check # Description 1930-9137-0-8689-00-0000-0000- F ZAMORANO, D 091116 D190 CK#0518 (P	CstCtr Ste Fnd Resc Y Objt SO Goal Func CstCtr % Split \$ Split Receipt Amount Recon. Amount Fnd Resc Y Balance 913700-000-6 930-9137-0-9210-00-0000-00000-0100.000 \$400.00 \$ \$25.00 \$200.00 930-9137-0-8 \$0.00	<u> </u>
	Totals: \$25.00 \$200.00 \$0.00	
L	YNYY0000921000009209-2:NY12312341234YNYYYY Yr:2017 Dist:90 Site:0 GS:W	9/12/2016 3:30

Special Event Invoicing and Receipts using QCC Invoice & Billing Management

QCC IBM Deposit Letters

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

0 SCCOE (CO	PYSC)	J2731	AR0131	L.01.00	09/09/	16 PAGE
	Deposit Let	ter (Appro	oved Rece:	ipts)		
Number:	091416					
To:						
From:						
Reference:						
Text:						
eposit No:	09 20 091416					
Fnd Resc	Y Objt SO Goal Fund	: CstCtr St	te Mngr		Amount	AR
. 930-9137	-0-8689-00-0000-0000	-913700-00	00-6200	ş	25.00	¥
. 930-9137	-0-8689-00-0000-0000	913700-00	00-6200	ş	25.00	¥
. 930-9137	-0-8689-00-0000-0000	-913700-00	00-6200	ş	25.00	¥
. 930-9137	-0-8689-00-0000-0000	-913700-00	00-6200	ş	25.00	¥
. 930-9137	-0-8689-00-0000-0000)-913700-00	00-6200	ş	25.00	¥
. 930-9137	-0-8689-00-0000-0000	-913700-00	00-6200	ş	25.00	¥
. 930-9137	-0-8689-00-0000-0000	-913700-00	00-6200	ş	25.00	¥
. 930-9137 POSEY,	-0-8689-00-0000-0000 BUSTE 091416 CK#28	-913700-00	00-6200	ş	25.00	¥
	Re	source 913	37 Total:	\$2	00.00	
		Fund 93	30 Total:	\$2	00.00	

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

💦 II	nvoicing/Billing Manager	ment	Year: 17 90 - SCCOE (COPYSC)					
File	Tools Help+Video							
	A/R History	Ctrl+A						
	Master Files	Ctrl+M	Receipt Entry					
	Customer Search	F3						
	Show Status	Ctrl+S	ite: Reference Number: Terr					
	Year End Processing	Ctrl+Y	6					
	Exit	Ctrl+F4	> / Address:					
_	Cust Search (F3)		De					

The AR/History selection screen will launch.

훩 Inv/Blg Mgmt - A/R History	Year: 17 90 - SCCOE (COPYSC)	QSS/OASIS 🗖 🗉 💌
File Help		
From Inv. Date: To Inv. Date: 07/01/2016 06/30/2017	Customer Number: 999999 SCCDE Customer Beport Title:	A/R Balance: \$400.00
(1)	Heport Litle: Invoice Select C Open C Received All Inv. Date: Invoice #:	1 2 3 4 4 4 4 Cust Search (F3) Display History Print History

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.

Special Event Invoicing and Receipts using QCC Invoice & Billing Management

~														
ł	Account Receivable - Invoice/Receipts Results					90 - SCC	OE (COPYSC)			QSS/	OASIS			×
	File Options	Grid	Output											
(
	Customer#	Customer Name	Invoice Num	Invoice Date	Reference Number	Invoice Amount	Receipt Num	Receipt Date	Receipt Amount	Recon. Amount	Check Number	Deposit#	Invoice Balance	-
	999999	SCCOE Customer	170245	09/09/2016	091316 IBM TRAINING	\$400.00							\$400.00	
	999999	SCCOE Customer	170245	09/09/2016	091316 IBM TRAINING	\$400.00	170581	09/09/2016	\$25.00	\$0.00	TRAN, LILY	091416	\$200.00	
	999999	SCCOE Customer	170245	09/09/2016	091316 IBM TRAINING	\$400.00	170582	09/09/2016	\$25.00	\$0.00	HARRIS, BREN	091416	\$225.00	
	999999	SCCOE Customer	170245	09/09/2016	091316 IBM TRAINING	\$400.00	170583	09/09/2016	\$25.00	\$0.00	WALIA, GOVIN	091416	\$250.00	
	999999	SCCOE Customer	170245	09/09/2016	091316 IBM TRAINING	\$400.00	170584	09/09/2016	\$25.00	\$0.00	ALDOVER, RIC	091416	\$275.00	1
	999999	SCCOE Customer	170245	09/09/2016	091316 IBM TRAINING	\$400.00	170585	09/09/2016	\$25.00	\$0.00	CHOY, PATTI	091416	\$300.00	
	999999	SCCOE Customer	170245	09/09/2016	091316 IBM TRAINING	\$400.00	170586	09/09/2016	\$25.00	\$0.00	TANG, ALLEN	091416	\$325.00	
	999999	SCCOE Customer	170245	09/09/2016	091316 IBM TRAINING	\$400.00	170587	09/09/2016	\$25.00	\$0.00	DOYLE, ASHLE	091416	\$350.00	
	999999	SCCOE Customer	170245	09/09/2016	091316 IBM TRAINING	\$400.00	170588	09/09/2016	\$25.00	\$0.00	POSEY, BUSTE	091416	\$375.00	

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

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999999	SCCOE Customer	170245	09/09/2016	091316 IBM TRAINING	\$400.00	17058		925.00		ROSENCRANZJ	031513	\$400.0	0
999999	SCCOE Customer	170245	09/09/2016	091316 IBM TRAINING	\$400.00	170581	09/09/2016	\$25.00	\$0.00	TRAN, LILY	091416	\$200.0	0
999999	SCCOE Customer	170245	09/09/2016	091316 IBM TRAINING	\$400.00	170582	09/09/2016	\$25.00	\$0.00	HARRIS, BREN	091416	\$225.0	ō
999999	SCCOE Customer	170245	09/09/2016	091316 IBM TRAINING	\$400.00	170583	09/09/2016	\$25.00	\$0.00	WALIA, GOVIN	091416	\$250.0	ō
999999	SCCDE Customer	170245	09/09/2016	091316 IBM TRAINING	\$400.00	170584	09/09/2016	\$25.00	\$0.00	ALDOVER, RIC	091416	\$275.0	0
999999	SCCOE Customer	170245	09/09/2016	091316 IBM TRAINING	\$400.00	170585	09/09/2016	\$25.00	\$0.00	CHOY, PATTI	091416	\$300.0	ō
999999	SCCOE Customer	170245	09/09/2016	091316 IBM TRAINING	\$400.00	170586	09/09/2016	\$25.00	\$0.00	TANG, ALLEN	091416	\$325.0	ō
999999	SCCOE Customer	170245	09/09/2016	091316 IBM TRAINING	\$400.00	170587	09/09/2016	\$25.00	\$0.00	DOYLE, ASHLE	091416	\$350.0	0
999999	SCCOE Customer	170245	09/09/2016	091316 IBM TRAINING	\$400.00	170588	09/09/2016	\$25.00	\$0.00	POSEY, BUSTE	091416	\$375.0	ō 💷
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When you click on the Excel icon, the following launch screen displays.

Settings					
Print Grid Lines Delimiter Tab Orientation Portrait C Landscape	Columns to Exclude	Export as Text 'Override' Customer# Customer Name Invoice Number Invoice Date Reference Number Invoice Amount Describ Number			
	Select All Clear All Clear All Clear All Continue Canc	Select All Clear All			

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

Special Event Invoicing and Receipts using QCC Invoice & Billing Management

X 	9 - (*	* -			DIST 90 CUSTOMER	999999 SAMPLE EXCE	L OUTPUT FOR INV-R	ECPT SEARCH.x	lsx - Microsoft Excel				. 0	
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7	999999	SCCOE Customer	170245	9/9/2016	091316 IBM TRAINING	G \$400.00	170585	9/9/2016	\$25.00	\$0.00	CHOY, PATTI	91416	\$300.00	
8	999999	SCCOE Customer	170245	9/9/2016	091316 IBM TRAINING	G \$400.00	170586	9/9/2016	\$25.00	\$0.00	TANG, ALLEN	91416	\$325.00	
9	999999	SCCOE Customer	170245	9/9/2016	091316 IBM TRAINING	\$400.00	170587	9/9/2016	\$25.00	\$0.00	DOYLE, ASHLE	91416	\$350.00	
10	999999	SCCOE Customer	170245	9/9/2016	091316 IBM TRAINING	\$400.00	170588	9/9/2016	\$25.00	\$0.00	POSEY, BUSTE	91416	\$375.00	
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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.

👔 Invoicii	ng/Billing Management	Year: 17 90 - SCCOE (COPYSC) QSS/OASIS	
File Tool	ls Help+Video		
			Inspect
	Invoice Entry	Receipt Entry Invoice Print Aging/Statements Receipts Rpt/App Dep Ltr/Sales	Тах
	(1. Report Title: SPECIAL EVENT INVOICES	
		Customer Type Selection:	
		Customer Selection:	
	(
		Cust Search	
		(F3) Aging Date: 09/30/2016	
		3) Dept: Department:	
		Select by User ID:	
	(5. Include Unapproved Receipts	
		Exclude Zero Balance Invoices	
	(6. Print Aging Report Print Statements	
1:YCRYYY	(FFFFFFFF7YYYYY7YYY	BY00009115010000YNYY0000921000009209-2:NY12312341234YNYYYY Yr:2017 Dist:90 Site:0 GS: W 9/	12/2016 2:55 PM

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.

Special Event Invoicing and Receipts using QCC Invoice & Billing Management

Sample Aging Report

090 SCCOE (COPYSC) SPECIAL EVENT INVOICES
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) SPECIAL EVENT INVOICES	Customer Aging Report As of: 09/30/2016		J2745 AR0120 L.01.04 09/12/16 PAGE			
Cust # Customer Name Contact Information	A/R Balance	Current Bal	+30 Balance	+60 Balance	+90 Balance	+120 Balance
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