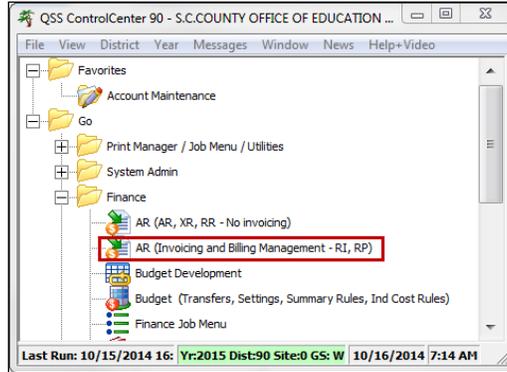


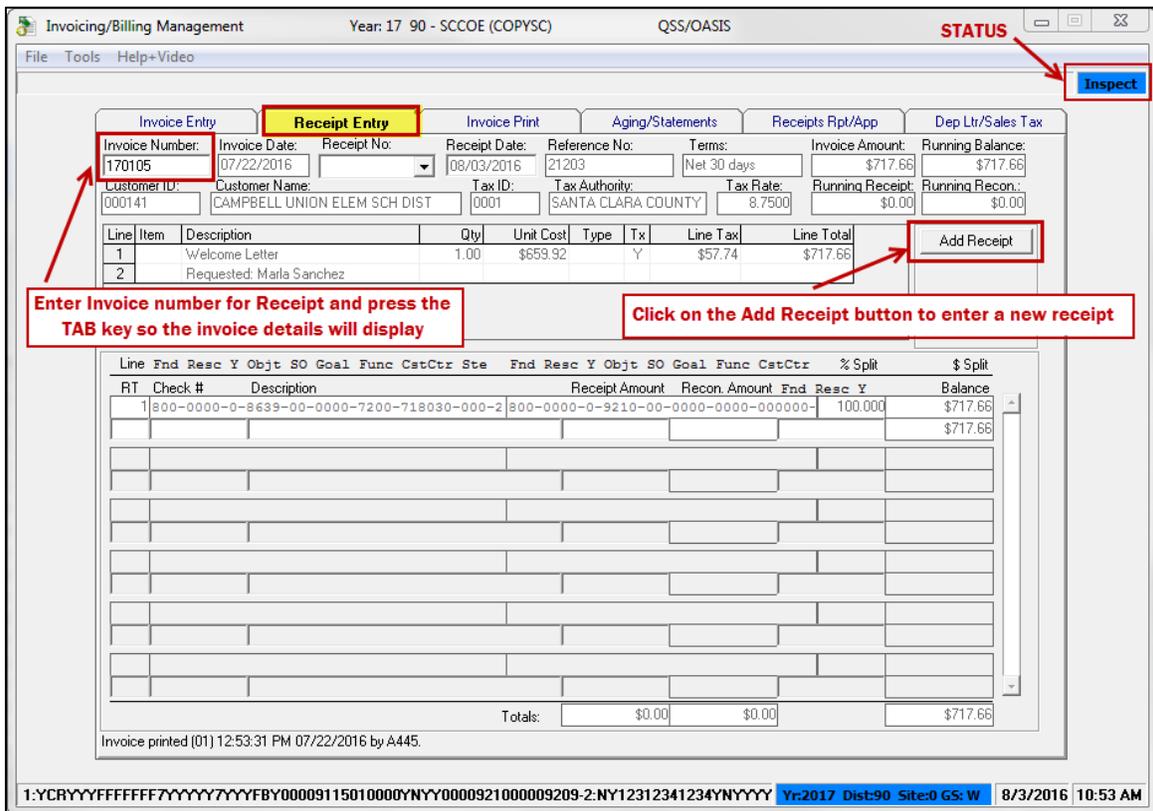
QCC Quick Reference Guide

Processing Receipts using QCC Invoice & Billing Management

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 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.

STATUS CHANGE

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

Entering Receipt

1.

Invoice Number: 170105 Invoice Date: 07/22/2016 Receipt No: *NEW* Receipt Date: 08/03/2016 Reference No: 21203 Terms: Net 30 days Invoice Amount: \$717.66 Running Balance: \$617.66

Customer ID: 000141 Customer Name: CAMPBELL UNION ELEM SCH DIST Tax ID: 0001 Tax Authority: SANTA CLARA COUNTY Tax Rate: 8.7500 Running Receipt: \$100.00 Running Recon.: \$0.00

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: Marla Sanchez						

3.

2.

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	Fnd	Resc	Y	Objt	SO	Goal	Func	Cat	Ctr	Ste	Fnd	Resc	Y	Objt	SO	Goal	Func	Cat	Ctr	% Split	\$ Split	
RT																						
1	800	0000	0	8639	00	0000	7200	7180	30	000	2	800	0000	0	9210	00	0000	0000	0000000	100.000	\$717.66	
P	120001			080416																		\$617.66

Totals: \$100.00 \$0.00 \$617.66

1:YCRYYYFFFF7YYYYY7YYF8Y00009115010000YNY0000921000009209-2: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.

QCC Quick Reference Guide

Processing Receipts using QCC Invoice & Billing Management

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)

The screenshot shows the 'Receipts Rpt/App' tab in the software. The 'Receipts Report' section is active, and the following fields and instructions are visible:

- Report Title:** UNAPPROVED RECEIPTS (Instruction 1: Enter optional Report Title)
- From Receipt Date:** 08/01/2016 (Instruction 2: Enter Receipt date range)
- To Receipt Date:** 08/31/2016 (Instruction 2: Enter Receipt date range)
- Dept:** Department: (Instruction 3: Department, User ID and Invoice number are optional selection criteria.)
- Select by User ID:** (Instruction 3: Department, User ID and Invoice number are optional selection criteria.)
- Select by Invoice Number:** (Instruction 3: Department, User ID and Invoice number are optional selection criteria.)
- Sort:** Department: 1 Customer: 2 (Instruction 4: Use default sort order (or change sort options if desired).)
- Invoice:** 3 **Receipt:** 4 (Instruction 5: Select "Unapproved" receipts)
- Radio buttons:** Approved Unapproved Both (Instruction 6: Click on Print Receipt Report)
- Print Receipt Report** button (Instruction 7: Review report and correct receipt errors.)

QCC Quick Reference Guide

Processing Receipts using QCC Invoice & Billing Management

Sample Receipts Report

Inv No	Inv Date	Receipt Number	Rept Date	Customer						
090 SCCOE (COPYS) 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										
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	\$0.00
Invoice Receipts from 08/01/2016 to 08/31/2016:										
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	\$0.00
Invoice Receipts from 08/01/2016 to 08/31/2016:										
Invoice Total:						\$60.78		\$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	\$0.00
Invoice Receipts from 08/01/2016 to 08/31/2016:										
Invoice Total:						\$13.05		\$13.05	\$0.00	\$0.00
Department Receipts from 08/01/2016 to 08/31/2016:										
Department Total:						\$791.49		\$173.83	\$0.00	\$617.66

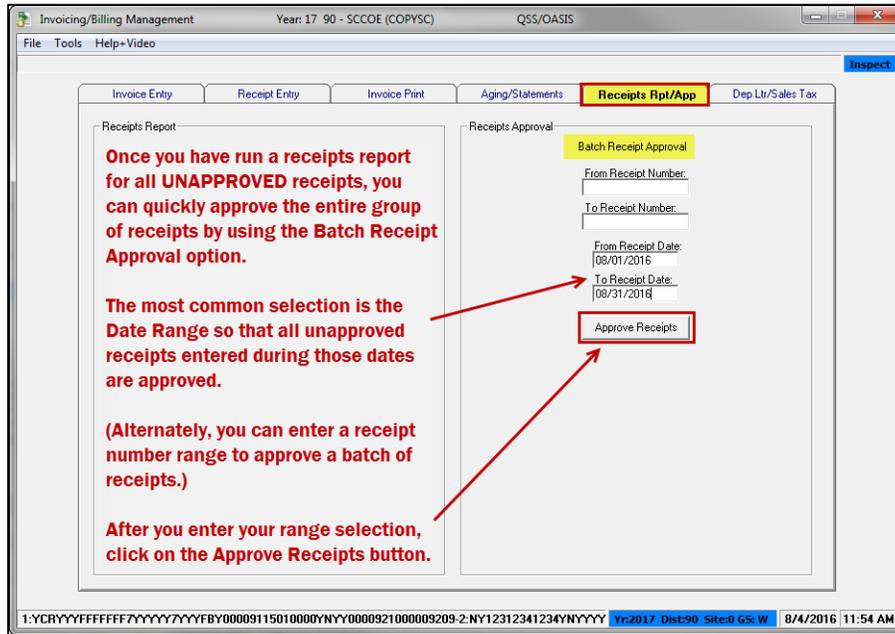
Return to the **Receipts Entry** tab to correct any data and approve the receipts.

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.**

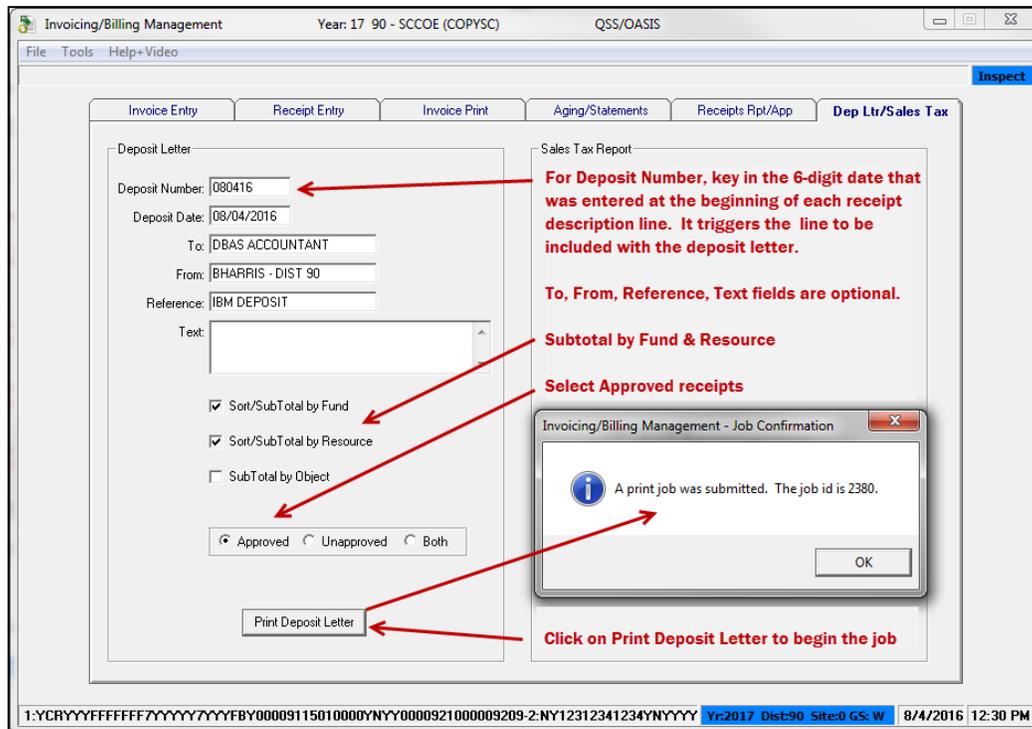
QCC Quick Reference Guide

Processing Receipts using QCC Invoice & Billing Management

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



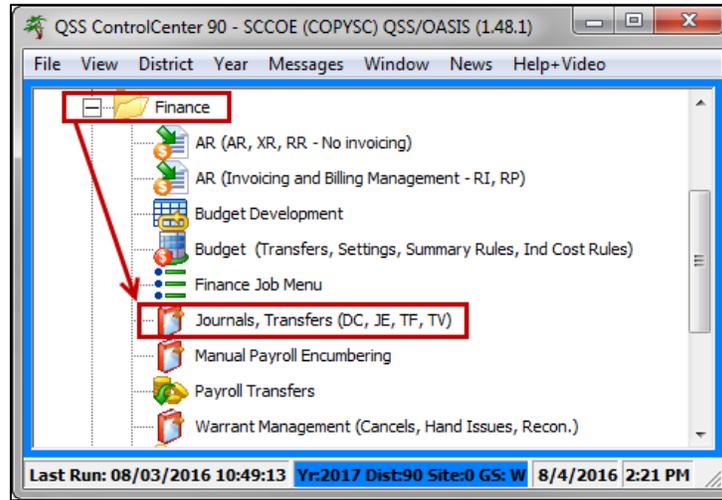
When all receipts have been approved, generate a **Deposit Letter** from the **DepLtr/Sales Tax** tab.



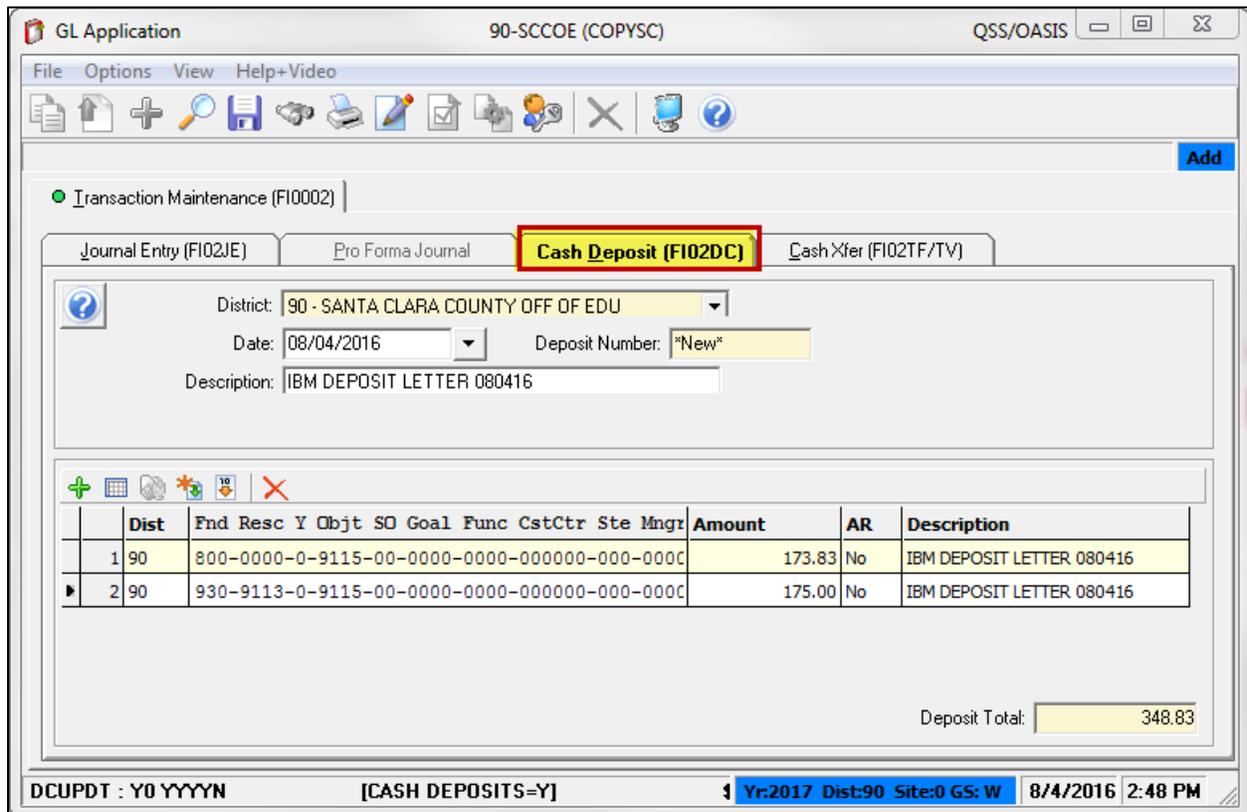
QCC Quick Reference Guide

Processing Receipts using QCC Invoice & Billing Management

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):

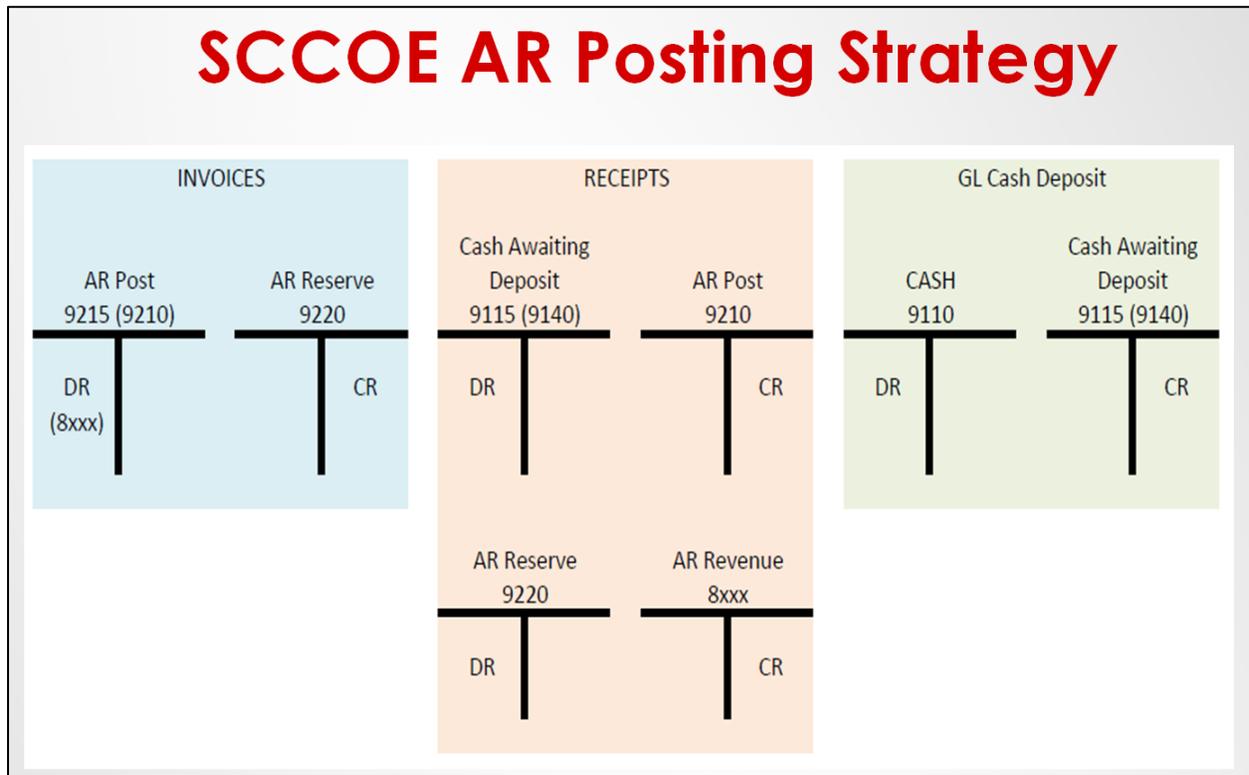


QCC Quick Reference Guide

Processing Receipts using QCC Invoice & Billing Management

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.

