

Fiscal Year-End Close

Webinar: May 22, 2019

This session will begin at 2:00pm.

Thank you for joining!



Fiscal Year End Close

Webinar: May 22, 2019

**Hosts: Rich Aldover & Barbara Sotiriadis
Technology & Data Services Division**



TDSD

Fiscal Year End:

2018-2019



Fiscal Year End Topics

- Multi-Year Access:
 - FY0 (2018), FY1 (2019), FY2 (2020)
- How to Change Fiscal Year in QCC
- Accounts Receivable – Non-IBM
- Accounts Payable
 - Payables (non-PO direct pay vouchers)
 - PO Payments/Purchase Orders
 - PO Rollovers
 - PO Liabilities
- Account Receivable - IBM



Multi-Year Access In QCC

Multi-Year Access

- Security Access – In accordance with district-authorized signer.
- Three Types of Access:
 - New FY2 - (until June 30)
 - Prior FY1 - (until July 6, 10th PY close)
 - Prior FY1 – (until Aug 30 @ 5PM)
- Complete Security Access Form and fax to Help Desk (408.453.4357)



How to Change Fiscal Year

The screenshot shows the QSS ControlCenter application window. The 'Year' menu is open, displaying options to set the fiscal year to the current year (19), previous year (18), or next year (20). The year 2019 is highlighted in the list. Red arrows point from the menu options to the text 'Change FY'. The status bar at the bottom shows 'Yr:2019 Dist:90 Site:0 GS: W 5/20/2019 11:05 AM', with 'Yr:2019' circled in red and an arrow pointing to the text 'Year you are working in'.

QSS ControlCenter 90 - SCCOE (COPYSC) QSS/OASIS (1.5... - □ ×

File View **Year** Messages Window News Help+Video

- Set to current Year (19) Shift+F2
- Set to previous Year (18) Shift+F3
- Set to next Year (20) Shift+F4
- 2020
- 2019**

Upload / Download Files (QSSXFR)

Finance

- 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)
- Payroll Transfers

Last Run: 05/20/2019 11:03:07 **Yr:2019** Dist:90 Site:0 GS: W 5/20/2019 11:05 AM

Change FY

Year you are working in



Clearing FY0 Receivables (Estimated Receivables) (non-IBM invoicing)

Before setting up FY1 Receivables, clear Prior Year Receivables (unpaid FY0 receivables) so that the object 9509 is zeroed out



Clear Prior Year Receivables

Before setting up FY1 Receivables, clear Prior Year Receivables (unpaid FY0 receivables)

- Log into FY1 - Run Open Receivables Report (ARS300) from the Finance Job Menu (FY0 Receivables)
- Contact customers to get payments/cancel uncollectable receivables
- Log into FY1 – Post Receipts/Cancel/Delete ALL Unpaid FY0 receivables
- Log into FY1 - Run Open Receivables Report (ARS300) (shows unpaid FY0 receivables) until it displays “No Records Found”



Open Receivables Report (ARS300)

(Logged in FY1 to print outstanding FY0 receivables)

The screenshot displays the QSS ControlCenter application window. The title bar shows '90 - S.C.COUNTY OFFICE OF EDUCATION' and 'QSS/OASIS (1.41.4)'. The menu bar includes 'File', 'View', 'District', 'Year', 'Messages', 'Window', 'News', and 'Help+Video'. The main window shows a tree view of the application's structure. The 'Finance' folder is expanded, and the 'Finance Job Menu' is highlighted with a red circle and a red arrow pointing to it with the text 'Click on Finance Job Menu'. Below this, the 'Accounts Receivable Reports (No Invoicing)' folder is expanded, and the 'Open Receivables Report (ARS300)' is highlighted with a red circle and a red arrow pointing to it with the text 'Click on Open Receivables Report (ARS300)'. A white box with a red border contains the text 'Expand the Accounts Receivable Reports (No Invoicing) List' with a red arrow pointing to the 'Accounts Receivable Reports (No Invoicing)' folder. The status bar at the bottom left shows 'Last Run: 05/01/2014 07:26:39'. The bottom right of the window shows a list of reports including 'Open Receivables Report (ARS300)', 'Receivables Financial Report (ARS500)', 'Receivables History Report (ARS400)', 'Receivables Reconciliation Report (ARS510)', 'Receivables Transaction Report (ARS100)', 'Receivables Receipts Report (ARS200)', 'Current Year (ARS301)', 'Report - Current Year (ARS501)', 'Report - Current Year (ARS401)', 'on Report - CurYr (ARS511)', 'Current Receivables Transactions Report (ARS101)', and 'Current Receivables Receipts Report (ARS201)'.



Open Receivables Report (ARS300)

(Logged in FY1 to print outstanding FY0 receivables)

Open Receivables Report (ARSSUB01) 90-S.C.COUNTY OFFICE OF EDUCATION QSS/OASIS

File Options

Last: #J13673
Main Selection*

Open Receivables Report

District: 90 SANTA CLARA COUNTY OFF OF EDU

Report Title: OPEN PRIOR YEAR RECEIVABLES

Receivables From: 000000 to: 999999

Sort By: Receivable Number
 Reference Number

Used Mapped Accounts:

Usersec: _____



Open Receivables Report

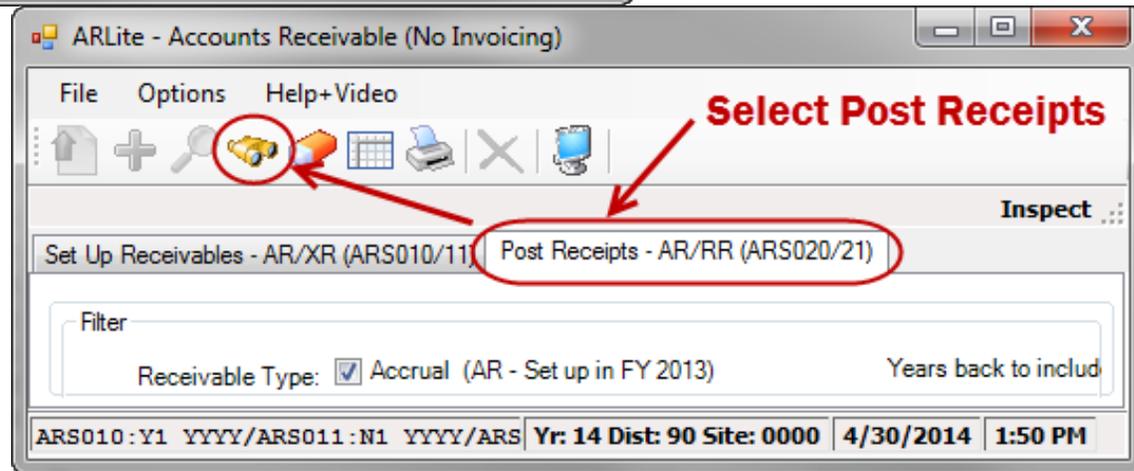
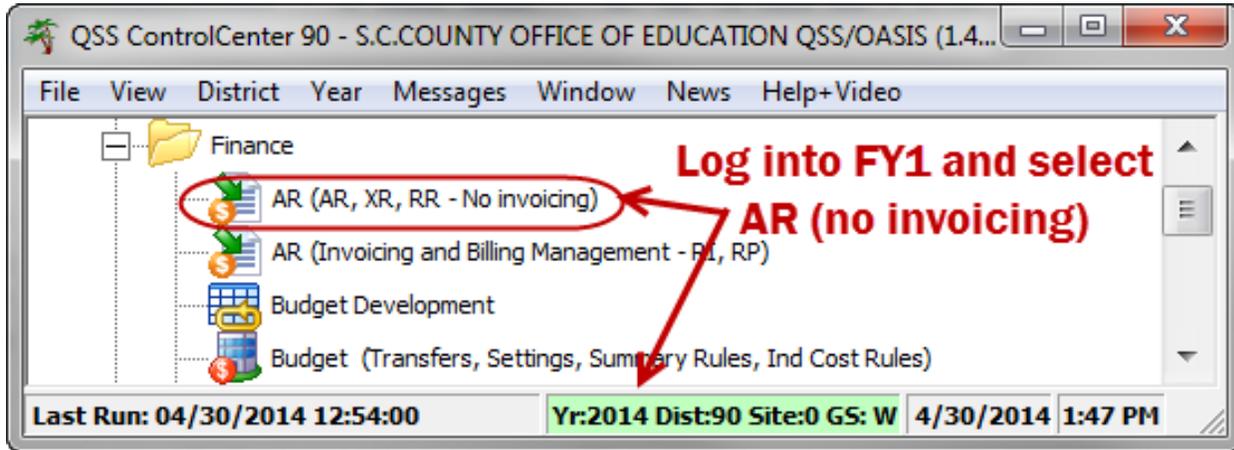
(Logged in FY1 to print outstanding FY0 receivables)

39 UNION ELEMENTARY		OPEN RECEIVABLES				J4003	ARS300	H.00.06	05/06/14	PAGE	1						
FY1 OPEN RECEIVABLES		FROM 000000 TO 999999															
NUMBER	DESC	Fnd	Resc	Y	Objt	SO	Goal	Func	Cst	Ctr	Ste	Mngr	ESTIMATED	RECEIVED	BALANCE	GL-OB	REFERENCE
300008	SNP Claim June 2013 - Federal												6,151.01	0.00	6,151.01	9209	
	130-5310-0-8220-00-0000-0000-0000000-000-0000																
300009	SNP Claim June 2013 - State												473.45	0.00	473.45	9209	
	130-5310-0-8520-00-0000-0000-0000000-000-0000																
TOTALS													6,624.46	0.00	6,624.46		



Clear Prior Year FY0 Receivables

(Logged in FY1 to post receipts to resolve FY0 receivables)



Clear Prior Year FY0 Receivables

(Logged in FY1 to post receipts to resolve FY0 receivables)

1. Enter AR Receivable # to post a receipt and click on the binoculars (Search) icon

2. You can also double click on any Receivable displayed on this list to post a receipt.

	Type	Number	FY	Date	Reference	End Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Description	Amount
1	AR	300001	13	6/30/2013		010-0000-0-8799-00-0000-0000-000000-000-0000					BTSA 2012-13	54,692.00
2	AR	300002	13	6/30/2013	1026	010-0100-0-8699-00-0000-0000-000000-011-0000					M Desai Lat Lbr Bk	20.00
3	AR	300003	13	6/30/2013	4204	010-0100-0-8699-00-0000-0000-000000-011-0000					T Myklebust Lat Lbr Bk	10.00
4	AR	300004	13	6/30/2013	41379	210-0000-0-2200-00-0000-8200-000000-900-0000					41379 Keenan (G Castro)	1,214.30
5	AR	300005	13	6/30/2013	57668	060-9098-0-8699-00-0000-0000-000000-013-0000					57668 Untd Wy Don Musc & Arts	40.00
6	AR	300006	13	6/30/2013		130-5310-0-8220-00-0000-0000-000000-000-0000					SNP Claim May 2013 - Federal	39,719.35
7	AR	300007	13	6/30/2013		130-5310-0-8520-00-0000-0000-000000-000-0000					SNP Claim May 2013 - State	3,095.39
8	AR	300008	13	6/30/2013		130-5310-0-8220-00-0000-0000-000000-000-0000					SNP Claim June 2013 - Federal	6,151.01
9	AR	300009	13	6/30/2013		130-5310-0-8520-00-0000-0000-000000-000-0000					SNP Claim June 2013 - State	473.45

ARS010:Y1 YYYY/ARS011:N1 YYYY/ARS020:Y1 YYYY/ARS021:N1 YYYY/ Yr: 14 Dist: 39 Site: 0000 4/30/2014 1:56 PM



Post Receipts to FY0 Receivables

(Logged in FY1 to post receipts to resolve FY0 receivables)

GLAR - Receivable Summary and History 39 - UNION ELEMENTARY

File Options Help

Receivable Type: Accrual Current Year (XR) Via Revenue

Click to Add Receipt

Receivable Number: 300009

Date: 06/30/2013

Description: SNP Claim June 2013 - State

Vendor:

PO Number:

Amount: 473.45

Rcv Object: 9209

Receipts to date: 0

Remaining: 473.45

Audit Date: 7/15/2013 Audit Time: 13:56 Audit ID: 8253

Date	P/F	Description	Amount Recvd	O/U Amount	O/U Objt	Deposit No.	Audit Date	Audit ID
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Prior receipts for this receivable will display here.

Yr: 14 Dist: 39 Site: 0000 4/30/2014 PM 3:18



Post Receipts to FY0 Receivables

(Logged in FY1 to post receipts to resolve FY0 receivables)

Click on the Save icon when you are ready to add this receipt

Enter Receipt Information
Partial or Final Receipt type
Amount
Date
Description
Deposit #

(You can enter \$0.00 as a Final Payment to close the Receivable)

Yr: 14 Dist: 39 Site: 0000 4/30/2014 PM 3:19



Receivables Cancellations

(Logged in FY1 to post receipts to resolve FY0 receivables)

To cancel or close a Receivable (ER – Estimated Receivable transaction), enter a final receipt (**F**) with an amount of \$0.00 for the Receivable

For any cancelled FY0 Receivables, you may need to determine if any additional transactions need to be posted to the General Ledger, since any revenue from the cancelled receivable was *actually* recognized in FY0, but will not be collected.



Receivables Reconciliation

Run the Open Receivables (ARS300) report
Once for FY1 and once for FY2.

QSS ControlCenter 90 - S.C.COUNTY OFFICE OF EDUCATION QSS/OASIS (1.41.4)

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, FE, TV)
- Manual Payroll Encumbering
- Payroll Transfers
- Warrant Management (Cancels, Hand Issues, Recon)
- AP / Purchasing
 - Accounts Payable
 - AP Batch Maintenance
 - Purchasing Master Files
 - Purchase Orders / Requisitions
 - Receiving/PO
 - Requisition Routing Mast
 - Vendor Maintenance

Click on Finance Job Menu

Click on Open Receivables Report (ARS300)

Expand the Accounts Receivable Reports (No Invoicing) List

Finance

- Accounts Payable Reports
- Accounts Receivable Reports (No Invoicing)**
 - Open Receivables Report (ARS300)**
 - Receivables Financial Report (ARS500)
 - Receivables History Report (ARS400)
 - Receivables Reconciliation Report (ARS510)
 - Receivables Transaction Report (ARS100)
 - Receivables Receipts Report (ARS200)
 - Current Year (ARS301)
 - Report - Current Year (ARS501)
 - Report - Current Year (ARS401)
 - on Report - CurYr (ARS511)
 - Current Receivables Transactions Report (ARS101)
 - Current Receivables Receipts Report (ARS201)

Last Run: 05/01/2014 07:26:39



Receivables Reconciliation

**Both reports (run for FY1 and FY2)
should show NO open records
before setting up FY1 receivables (ER).**

90 S.C. COUNTY OFFICE OF EDUCATION		OPEN RECEIVABLES				J13673 ARS300 H.00.06 04/30/14 PAGE 1															
OPEN PRIOR YEAR RECEIVABLES		FROM 000000 TO 999999																			
NUMBER	DESC	Fnd	Resc	Y	Objt	SO	Goal	Func	Cst	Ctr	Ste	Mngr	ESTIMATED	RECEIVED	BALANCE	GL-OB	REFERENCE				

TOTALS														0.00	0.00	0.00					



Setting up FY1 Accounts Receivables (Estimated Receivables) (non-IBM invoicing)



Setting Up FY1 AR Receivables

ACTIVITY	FY1	FY2
Set Up Receivables (ER) (recognize revenue in FY1)	XX	
Run Established FY1 Receivable (ER) Report (ARS500)	XX	
Receivables Payments Received		XX
Request FY1 Open Receivables Report (ARS300)		XX



Set up new FY1 AR Receivables

- Totally separate from QCC Invoice/Billing Mgmt (IBM), which has separate FYE procedures
- Applies only to districts not using QCC IBM
- Single GL control account used between Y1 & Y2:
AR Year-End Accruals Object 9209.
 - In Y1, DR 9209, CR Income/Exp
 - In Y2, DR 9140, CR 9209



Procedure for AR Accruals

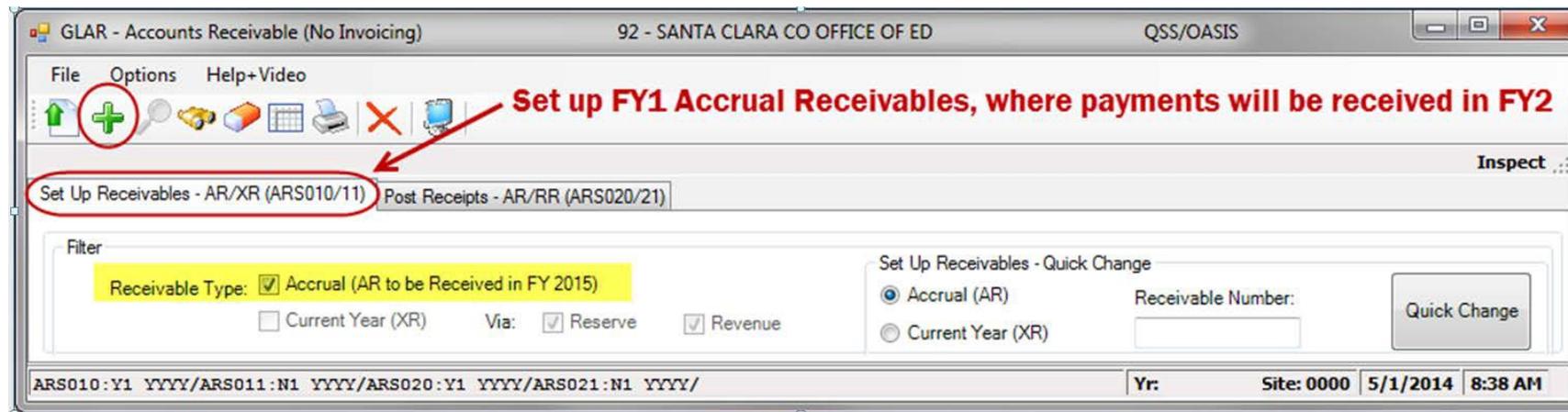
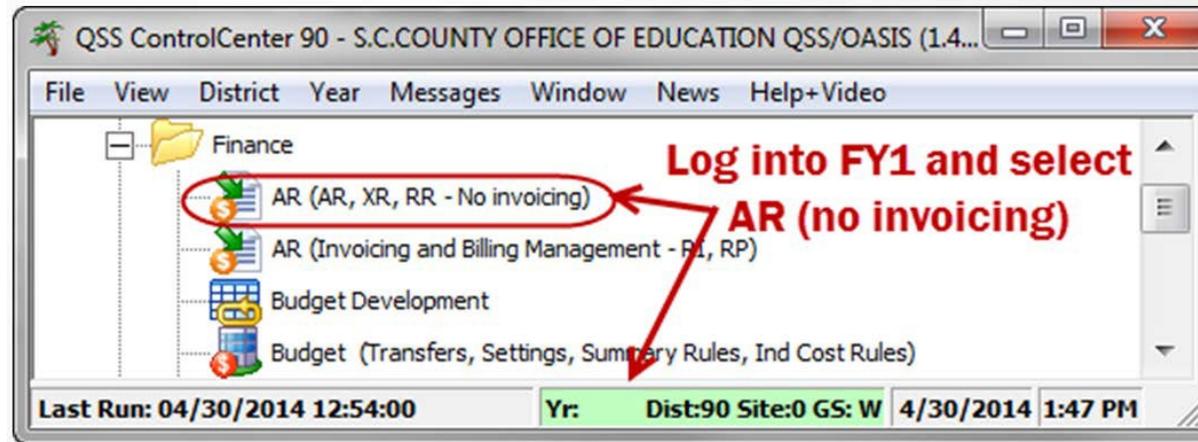
Identify what income is due in FY1, but will not be received until after July 1 (FY2)

- Log into FY1 – Set up Accrual Receivables (Established Receivable Transactions – ER)
- Log into FY1 – Run Receivables Report (ARS100)
- Log into FY2 – Post Receipts for FY1 Receivables
- Log into FY2 – Make Cash Deposit for Receipts
- Log into FY2 - Run Open Receivables Report (ARS300) (shows unpaid FY1 receivables)



Entering FY1 Accrual Receivables

(Logged in FY1 to add Receivables)



Entering FY1 Accrual Receivables

(Logged in FY1 to add Receivables)

GLAR - Set Up Receivables 39 - UNION ELEMENTARY QSS/OASIS

File Options Help

Receivable Type: Accrual
 Current Year (XR) Via Revenue

Receivable Number: *NEW*

Date: 06/15/2014

Reference: 063014

Description: FOOD SERVICE REIMBURSEMENT

Account: 130-5310-0-8634-00-0000-000000-000-0000

Amount: 3,150.00

Rcv Object: 9209 AR YEAR END ACCRUALS

Vendor: 000810

PO Number: 62987

Audit Date: 12:00:00 AM Audit Time: 00:00 Audit ID:

ARS010:Y1 YYYY/ARS011:N1 YYYY | Yr: 14 Dist: 39 Site: 0000 | 5/1/2014 9:51 AM

Enter the new Receivable data and then click on the Save icon to continue entering additional Receivables.

Click on the "Save & Return" icon after entering the last Receivable.

Only one account code per ER (estimated receivable)



Reviewing FY1 Accrual Receivables

(Logged in FY1 to view Receivables)

GLAR - Accounts Receivable (No Invoicing) 39 - UNION ELEMENTARY QSS/OASIS

File Options Help+Video

Select the Setup Receivables tab and click on the Search icon (binoculars)

1 of 3 qualified

Set Up Receivables - AR/XR (ARS010/11) Post Receipts - AR/RR (ARS020/21)

Filter

Receivable Type: Accrual (AR to be Received in FY 2015)
 Current Year (XR) Via: Reserve Revenue

Set Up Receivables - Quick Change
 Accrual (AR) Receivable Number:
 Current Year (XR) Quick Change

Receivable Number: 000000 999999 Account: L ???-???-?-?-?-?-?-?-?-?-?-?-?-?-?-? Rcv Object:

Date: Audit Date from: to

Reference: Audit ID from: to

Description:

Amount:

Established Receivables (FY 2014): Total: 3,150.00

	Type	Number	Date	Reference	Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr	Description	Amount	Rev	Rcv Objt	Vendor	PO Number
1	AR	400003	5/15/2014	063014	130-5310-0-8634-00-0000-0000-0000000-000-0000	FOOD SERVICE REIMBURSEMENT	3,150.00	N/A	9209	000810	62987
2	AR	400001	6/30/2014	315030	010-0000-0-5936-00-0000-8200-0000000-900-0000	ERATE REFUND	56,000.00	N/A	9209	000991	315030
3	AR	400002	6/30/2014	62987	070-7240-0-8677-00-5750-0000-0000000-000-0000	14 SH-OH APPRTMT FEB-JUN 14	13,150.30	N/A	9209	001016	101948

ARS010:Y1 YYYY/ARS011:N1 YYYY/ARS020:Y1 YYYY/ARS021:N1 YYYY/ Yr: 14 Dist: 39 Site: 0000 5/6/2014 9:31 AM



Established Receivables Report (ARS500)

(Logged in FY1 to list all FY1 Receivables)

The screenshot shows the QSS ControlCenter application window for '39 - UNION ELEMENTARY'. The interface includes a menu bar (File, View, District, Year, Messages, Window, News, Help+Video) and a tree view on the left under the 'Finance' folder. The 'Finance Job Menu' is highlighted with a yellow circle and a red arrow pointing to it from the text 'Click on Finance Job Menu'. Below it, the 'Accounts Receivable Reports (No Invoicing)' folder is expanded, and the 'Receivables Financial Report (ARS500)' is highlighted with a red circle and a red arrow pointing to it from the text 'Click on Receivables Financial Report (ARS500)'. A red arrow also points from the text 'Expand the Accounts Receivable Reports (No Invoicing) List' to the expanded folder. The status bar at the bottom left indicates 'Last Run: 05/02/2014 10:31:17'.

Click on Finance Job Menu

Click on Receivables Financial Report (ARS500)

Expand the Accounts Receivable Reports (No Invoicing) List

QSS ControlCenter 39 - UNION ELEMENTARY QSS/OASIS (1.41.4)

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, TE, TV)
- Manual Payroll Encumbering
- Payroll Transfers
- Warrant Management (Cancels, Hand Issues, Recon.)
- AP / Purchasing
 - Accounts Payable
 - AP Batch Maintenance
 - Purchasing Master Files
 - Purchase Orders / R
 - Receiving/PO
 - Requisition Routing
 - Vendor Maintenance

Accounts Payable Reports

Accounts Receivable Reports (No Invoicing)

- Open Receivables Report (ARS300)
- Receivables Financial Report (ARS500)
- Receivables History Report (ARS400)
- Receivables Reconciliation Report (ARS510)
- Receivables Transaction Report (ARS100)
- Receipts Report (ARS200)
- Receivables Report - Current Year (ARS301)
- Receivables Financial Report - Current Year (ARS501)
- Receivables History Report - Current Year (ARS401)
- Receivables Reconciliation Report - CurYr (ARS511)
- Current Receivables Transactions Report (ARS101)
- Current Receivables Receipts Report (ARS201)

Last Run: 05/02/2014 10:31:17



Established Receivables Report (ARS500)

(Logged in FY1 to list all FY1 Receivables)

Receivables Financial Report (ARSSUB04) 39-UNION ELEMENTARY QSS/OASIS

File Options

Main Selection* Sorts*

Receivables Financial Report

District: 39 UNION SD

Report Title: FY1 ESTABLISHED RECEIVABLES

Receivables From: 000000 to 999999

Used Mapped Accounts:

Edit Report Sorts and Rollups

Sort Sequence

	Sort	Page
1	FD - Fund	
2		
3		
4		
5		

Users 7:37 AM

The Receivables Financial Report (ARS500) displays the established receivables for the login FY. The default sort is by Fund, but you can change the sort to BLANK to sort by Receivables # with no page breaks



Established Receivables Report (ARS500)

(Logged in FY1 to list all FY1 Receivables)

89 UNION ELEMENTARY FY1 ESTABLISHED RECEIVABLES		ESTABLISHED RECEIVABLES FINANCIAL REPORT FROM 000000 TO 999999						J5694	ARS500	H.00.07	05/07/14	PAGE	1
Number	Description	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Amount	Reference
400001	ERATE REFUND	010	0000	0	5936	00	0000	8200	000000	900	0000	56,000.00	315030
400002	14 SH-OH APPRMT FEB-JUN 14	070	7240	0	8677	00	5750	0000	000000	000	0000	13,150.30	62987
400003	FOOD SERVICE REIMBURSEMENT	130	5310	0	8634	00	0000	0000	000000	000	0000	3,150.00	063014
TOTAL											BALANCE	72,300.30**	

Report shows ALL (both paid and unpaid) receivables entered in FY1



Posting Receipts to FY1 Receivables

(Estimated Receivables)
(non-IBM invoicing)

Logged in FY2 to post Receipts to FY1 Receivables



Change Fiscal Year to FY2

The screenshot shows the QSS ControlCenter application window. The 'Year' menu is open, displaying options to set the fiscal year to the current, previous, or next year, along with a list of years from 2008 to 2020. The 'Set to next Year (17)' option is circled in red. A red arrow points from the text 'Change FY' to this option. Another red arrow points from the text 'Current FY' to the year '2016' in the status bar, which is also circled in red. The status bar at the bottom right shows 'r:2016 Dist:90 Site:0 GS: W 5/9/2016 8:02 AM'.

Option	Shortcut
Set to current Year (16)	Shift+F2
Set to previous Year (15)	Shift+F3
Set to next Year (17)	Shift+F4

Year List:

- 2020
- 2019
- 2018
- 2017
- 2016
- 2015
- 2014
- 2013
- 2012
- 2011
- 2010
- 2009
- 2008

Status Bar: r:2016 Dist:90 Site:0 GS: W 5/9/2016 8:02 AM



Open Receivables Report (ARS300)

(Logged in FY2 to print outstanding FY1 receivables)

QSS ControlCenter 90 - S.C.COUNTY OFFICE OF EDUCATION QSS/OASIS (1.41.4)

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, TE, TV)
- Manual Payroll Encumbering
- Payroll Transfers
- Warrant Management (Cancels, Hand Issues, Recon)

AP / Purchasing

- Accounts Payable
- AP Batch Maintenance
- Purchasing Master Files
- Purchase Orders / Requisitions
- Receiving/PO
- Requisition Routing Mast
- Vendor Maintenance

Finance

- Accounts Payable Reports
- Accounts Receivable Reports (No Invoicing)**
- Open Receivables Report (ARS300)
- Receivables Financial Report (ARS500)
- Receivables History Report (ARS400)
- Receivables Reconciliation Report (ARS510)
- Receivables Transaction Report (ARS100)
- Receivables Receipts Report (ARS200)
- Current Year (ARS301)
- Report - Current Year (ARS501)
- Report - Current Year (ARS401)
- on Report - CurYr (ARS511)
- Current Receivables Transactions Report (ARS101)
- Current Receivables Receipts Report (ARS201)

Click on Finance Job Menu

Click on Open Receivables Report (ARS300)

Expand the Accounts Receivable Reports (No Invoicing) List

Last Run: 05/01/2014 07:26:39



Open Receivables Report (ARS300)

(Logged in FY2 to print outstanding FY1 receivables)

Open Receivables Report (ARSSUB01) 90-S.C.COUNTY OFFICE OF EDUCATION QSS/OASIS

File Options

Main Selection*

Open Receivables Report

District: 90 SANTA CLARA COUNTY OFF OF EDU

Report Title: FY1 OPEN RECEIVABLES

Receivables From: 000000 to: 999999

Sort By: Receivable Number
 Reference Number

Used Mapped Accounts:

Enter Report Title and Receivables Range

Be sure your are logged into FY2 before running the report



Open Receivables Report (ARS300)

(Logged in FY2 to print outstanding FY1 receivables)

39 UNION ELEMENTARY FY1 OPEN RECEIVABLES		OPEN RECEIVABLES FROM 000000 TO 999999				J5786	ARS300	H.00.06	05/07/14	PAGE	1					
NUMBER	DESC	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	ESTIMATED	RECEIVED	BALANCE	GL-OB	REFERENCE
400001	ERATE REFUND											56,000.00	0.00	56,000.00	9209	315030
		010	0000	0	5936	00	0000	8200	000000	900	0000					
400002	14 SH-OH APPRMT FEB-JUN 14											13,150.30	0.00	13,150.30	9209	62987
		070	7240	0	8677	00	5750	0000	000000	000	0000					
400003	FOOD SERVICE REIMBURSEMENT											3,150.00	0.00	3,150.00	9209	063014
		130	5310	0	8634	00	0000	0000	000000	000	0000					
TOTALS												72,300.30	0.00	72,300.30		

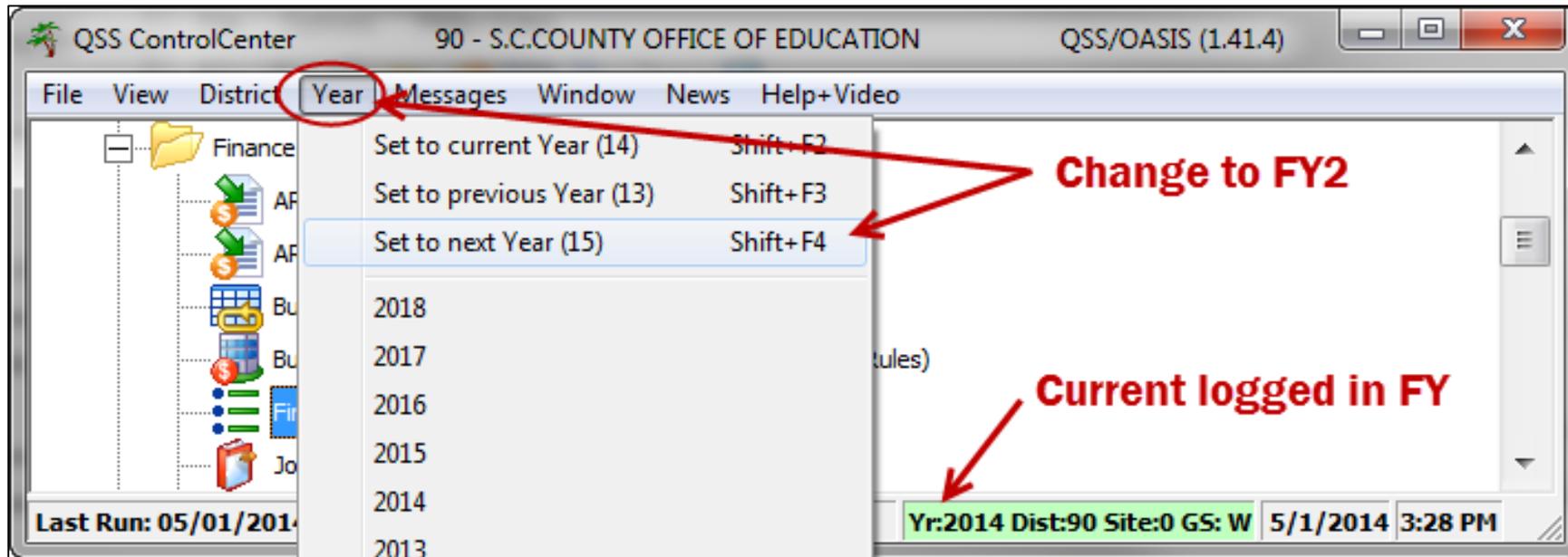
Report shows only UNPAID FY1 Receivables in FY2



Posting Receipts to FY1 Receivables

(Logged in FY2 to post receipt to FY1 receivables)

To post receipts to FY1 Receivables, you must be logged in FY2 since the funds were received in FY2



Add Receipt to Post

(Logged in FY2 to post receipt to FY1 receivables)

GLAR - Receivable Summary and History 39 - UNION ELEMENTARY

File Options Help

Inspect ...

Receivable Type: Accrual Current Year (XR) Via Revenue

Date: 06/30/2014

Add Receipt for this Receivable

Receivable Number: 400002

Reference: 62987

Description: 14 SH-OH APPRTMT FEB-JUN 14

Vendor: 001016

PO Number: 101948

Account: 070-7240-0-8677-00-5750-0000-0000000-000-0000

Amount: 13,150.30

Rcv Object: 9209

Receipts to date: 0

Remaining: 13,150.30

Audit Date: 5/6/2014 Audit Time: 09:26 Audit ID: 6248

Date	P/F	Description	Amount Recvd	O/U Amount	O/U Objt	Deposit No.	Audit Date	Audit ID
------	-----	-------------	--------------	------------	----------	-------------	------------	----------

AM 11:32

Any prior payments display at the bottom of the screen



Post Receivable Payment

(Logged in FY2 to post receipt to FY1 receivables)

GLAR - Receipt Detail 39 - UNION ELEMENTARY

File Options Help

Click on the Save icon if you have more receipts to enter

Click on the Save & Return icon after the last receipt entry

Receivable Type: Accrual Current Year (XR) Via Revenue

Date: 06/30/2014

Receivable Number: 400002 Description: 14 SH-OH APPRTMT FEB-JUN 14

Reference: 62987 Vendor: 001016

Account: L 070-7240-0-8677-00-5750-0000-0000000-000-0000 PO Number: 101948

Rcv Object: 9209 Amount: 13,150.30

Receipts to date: 0

Remaining: 13,150.30

Post Receipt

Line No: 1

Receipt Type: Partial Final

Amount: 3,150.30 Date: 07/01/2014

Over/Und. Amount: Description: CK 4842 Partial Payment

Over/Und. Object: 0000

Deposit Number: 070114 Debit Account: 9140

Enter AR Receipt information

Enter Partial or Final Payment

Use \$0.00 as a final payment to close the receivable



Posted Receivable Payment

(Logged in FY2 to post receipt to FY1 receivables)

GLAR - Receivable Summary and History 39 - UNION ELEMENTARY

File Options Help

Updated Successfully (AR-RECEIVED) : Number : 400002 Inspect ..

Received receipt information displays below

Receivable Type: Accrual
 Current Year (XR) Via Revenue

Date: 06/30/2014

Receivable Number: 400002 Description: 14 SH-OH APPRTMT FEB-JUN 14

Reference: 62987 Vendor: 001016

Account: 070-7240-0-8677-00-5750-0000-0000000-000-0000 Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr PO Number: 101948

Rcv Object: 9209 Amount: 13,150.30

Audit Date: 5/6/2014 Audit Time: 09:26 Audit ID: 6248 Receipts to date: 3,150.30

Remaining: 10,000.00

	Date	P/F	Description	Amount Recvd	O/U Amount	O/U Objt	Deposit No.	Audit Date	Audit ID
▶ 1	7/1/2014	P	CK 4842 Partial Payment	3,150.30	0.00		070114	5/7/2014	6248

Yr: 15 Dist: 39 Site: 0000 5/7/2014 AM 11:32

BE SURE TO POST CASH DEPOSITS FOR ALL RECEIVABLE PAYMENTS



Open Receivables Report (ARS300)

(Logged in FY2 to print outstanding FY1 receivables)

QSS ControlCenter 90 - S.C.COUNTY OFFICE OF EDUCATION QSS/OASIS (1.41.4)

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, TE, TV)
- Manual Payroll Encumbering
- Payroll Transfers
- Warrant Management (Cancels, Hand Issues, Recon)

AP / Purchasing

- Accounts Payable
- AP Batch Maintenance
- Purchasing Master Files
- Purchase Orders / Requisitions
- Receiving/PO
- Requisition Routing Mast
- Vendor Maintenance

Click on Finance Job Menu

Click on Open Receivables Report (ARS300)

Expand the Accounts Receivable Reports (No Invoicing) List

Accounts Payable Reports

- Accounts Receivable Reports (No Invoicing)**
- Open Receivables Report (ARS300)
- Receivables Financial Report (ARS500)
- Receivables History Report (ARS400)
- Receivables Reconciliation Report (ARS510)
- Receivables Transaction Report (ARS100)
- Receivables Receipts Report (ARS200)

Current Year (ARS301)

Report - Current Year (ARS501)

Report - Current Year (ARS401)

on Report - CurYr (ARS511)

Transactions Report (ARS101)

Current Receivables Receipts Report (ARS201)

Last Run: 05/01/2014 07:26:39



Re-run Open Receivables Report to View Updated Balances (ARS300)

(Logged in FY2 to print outstanding FY1 receivables)

39 UNION ELEMENTARY		OPEN RECEIVABLES				J5933	ARS300	H.00.06	05/07/14	PAGE	1					
FY1 OPEN RECEIVABLES TO DATE		FROM 000000 TO 999999														
NUMBER	DESC	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	ESTIMATED	RECEIVED	BALANCE	GL-OB	REFERENCE
400001	ERATE REFUND											56,000.00	0.00	56,000.00	9209	315030
		010	0000	0	5936	00	0000	8200	000000	900	0000					
400002	14 SH-OH APPRMT FEB-JUN 14											13,150.30	3,150.30	10,000.00	9209	62987
		070	7240	0	8677	00	5750	0000	000000	000	0000					
400003	FOOD SERVICE REIMBURSEMENT											3,150.00	500.00	2,650.00	9209	063014
		130	5310	0	8634	00	0000	0000	000000	000	0000					
TOTALS												72,300.30	3,650.30	68,650.00		



FY1 Payables (Accruals) (Estimated Payables)

Clearing FY0 Payables (Estimated Payables)

Before setting up FY1 Payables, clear Prior Year Payables (unpaid FY0 Payables) so that the object 9509 is zeroed out



Clear Prior Year (FY0) Payables

- ❑ Log into FY0 (using using INQ~~dd~~F and change to prior year FY0 (where ~~dd~~ is your district number)
Run **Open Payables Report** (PCL300) from the Finance Job Menu (FY0 Payables)
- ❑ Log into FY1 (using your own user ID)
Use **Payables Payments** in **Accounts Payable** to Pay/Cancel/Delete ALL Unpaid FY0 Payables
- ❑ Log into FY0 (using using INQ~~dd~~F and change to prior year FY0 (where ~~dd~~ is your district number)
Run **Open Payables Report** (PCL300) for FY0 payables until it displays “No Records Found”



Run Open Payables Report (FY0 & FY1)

The screenshot shows the QSS ControlCenter application window for '39 - UNION ELEMENTARY'. The 'Year' menu item is circled in red. A red arrow points from the 'Year' menu to a text box containing instructions: 'Log in as INQddF', 'Change to FY0 & run Open Payables (PCL300) report', and 'Change to FY1 & run Open Payables (PCL300) report'. Another red arrow points from the 'Finance Job Menu' in the left sidebar to a search window. The search window shows 'Search found 7 lines.' and a table of reports. The 'Open Payables Report (PCL300)' is circled in red in the table.

Log in as INQddF
Change to FY0 & run Open Payables (PCL300) report
Change to FY1 & run Open Payables (PCL300) report

Job Title	JCL Name
Create Estimated Payables/Liabilities (POR520)	POR520.JOBGLD
Estimated Payables Transactions (PCL 100)	PCL 100.JOBGLD
Open Payables Report (PCL300)	PCL300.JOBGLD
Payables Financial Report (PCL500)	PCL500.JOBGLD
Payables History Report (PCL400)	PCL400.JOBGLD
Payables Payment Transactions (PCL200)	PCL200.JOBGLD
Payables Reconciliation Report (PCL510)	PCL510.JOBGLD

Last Run: 05/07/2014 08:30:45

There should be no remaining open payables in FY0 and there should be no open payables in FY1 until you begin the current year payable entries.



Open Payables Report (Logged in FY0)

Open Payables (PCL300) Year FY0 Dist: 39 - UNION ELEMENTARY QSS/OASIS

Main Selection Sorts Accounts

From Payable Number: 000000

To Payable Number: 999999

Report Title: FY0 OPEN PAYABLES

Sort By: 1 - Payable Number

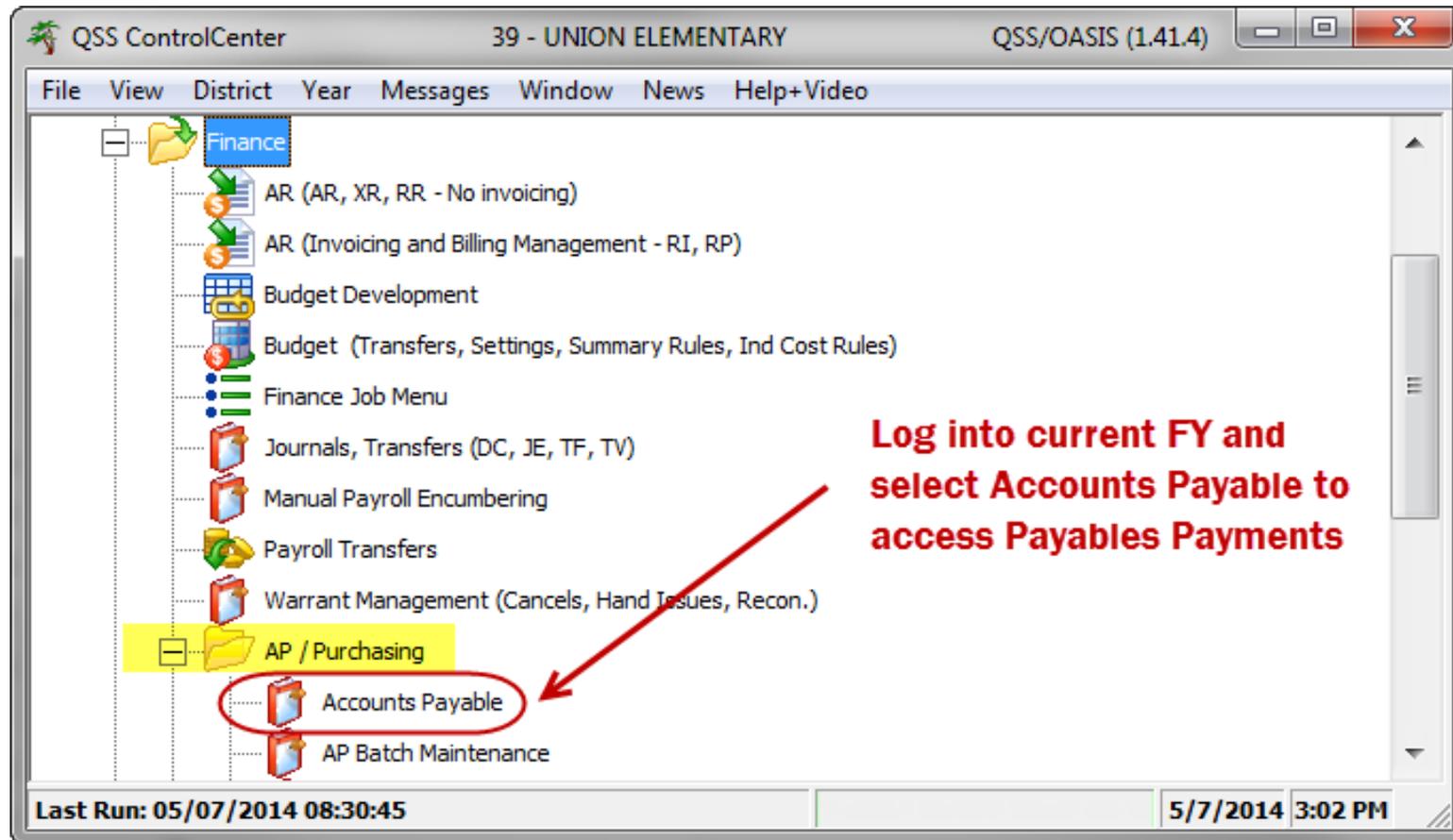
Exclude Open Payables That Have a \$0 Remaining Balance: Y

39 UNION ELEMENTARY J6152 Open Payables PCL300 H.00.05 05/07/14 14:14 PAGE 1
FY0 PAYABLES FROM 000000 TO 999999

Number	Vendor Name	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Setup amount	Liquidated	Balance	PO Num
300020	000674 PACIFIC GAS & ELECTRIC											1,310.13-	0.00	1,310.13-	000000
		010-0000-0-5522-00-0000-8200-0000000-012-0000													
300104	000656 OFFICE DEPOT INC.											64.00-	0.00	64.00-	310155
		010-0000-0-4300-00-1110-2100-0000000-400-0000													
300105	000656 OFFICE DEPOT INC.											63.99-	0.00	63.99-	310155
		080-6500-0-4300-00-5001-2100-0000000-400-0000													
300106	000656 OFFICE DEPOT INC.											17.42-	0.00	17.42-	310155
		010-0000-0-4300-00-1110-2100-0000000-400-0000													
300107	000656 OFFICE DEPOT INC.											17.42-	0.00	17.42-	310155
		080-6500-0-4300-00-5001-2100-0000000-400-0000													
300108	000890 SOUTHWEST SCHOOL & OFFICE SUPP											137.24-	0.00	137.24-	310149
		010-0000-0-4300-00-1110-3140-0000000-011-0000													
300109	000890 SOUTHWEST SCHOOL & OFFICE SUPP											9.46-	0.00	9.46-	310149
		010-0000-0-4300-00-1110-3140-0000000-011-0000													



Enter FY0 Payables Payment (Logged into FY1)



Enter FY0 Payables Payments (Logged into FY1)

Accounts Payable - Payables Payments (CL) 39 - UNION ELEMENTARY QSS/OASIS

File Options Window View Help+Video

2014

Accounts Payable

- PO Payments (PO)
- Pay Vouchers (PV)
- Travel Claims (TC)
- Credit Memos (CM)
- Revolving Cash (RC)
- Set Up Payables (EP)
- Payables Payments (CL)**
- Liabilities (LB)

Transaction Maintenance

- Move / Hold Payments
- 1099 Maintenance (AA)

EDD 542

- District Maintenance
- Independent Contractor M

Import

- Import Pay Vouchers (PV)

Search (F3)

Quick Pay

Payable #: 300020

Add Payment

Search

Payable # Range: to Date Entered Range: to

Vendor # Range: to Date Paid Range: to

Description:

Audit ID:

Search Results (Double-Click a cell or Control-Enter (while in the grid) or Ctrl+O to view details)

	Payable	Description	PO #	Vendor #	Vendor Name	Date Entered	Date Paid	Acct
▶ 1	300020	1001775275-8 3/13-4/26	000000	000674 - 00	PACIFIC GAS & ELECTRIC	05/17/2013		010-0

3:06:13 PM



Add FY0 Payables Payments

(Logged into FY1)

EP Payment

File Options

Next CL#: <Enter CL#>

+ X [Icons] [Navigation]

Add ...

Payables #: 300020 Date: 05/17/2013

Description: 1001775275-8 3/13-4/26

PO #: 000000

Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr

Account: 010-0000-0-5522-00-0000-8200-000000-012-0000 Established: \$-1310.13 Status:

Vendor No./Address No. 000674 / 00

Vendor name/address: PACIFIC GAS & ELECTRIC
10900 NORTH BLANEY AVENUE
CUPERTINO, CA 95014

Remit name/address: PACIFIC GAS & ELECTRIC
P.O. BOX 997300
SACRAMENTO, CA 95899-7300

EP last updated 07/09/2013 at 11:32:56 by 8542

Status	Date	Invoice Desc	\$ Payment	\$ Liq	\$ Balance	Paid	War#	Batch	Hold	Vendor addr #	Use Tax	\$ UT Amount	UT Rate %
--------	------	--------------	------------	--------	------------	------	------	-------	------	---------------	---------	--------------	-----------



FY0 Payables Payments

(Logged into FY1)

Click Save icon

Select Payment Type P - Partial Type F - Full

Enter date, Description, & AP Batch

Payment Amount

Note: As of 11/3/2011, the positions of the Payment and Liquitate fields have been reversed. Don't show this message again

Yr: 2015 Dist: 39 Site: 0 GS: W 5/7/2014 4:34:15 PM



Closing FY0 Year Payables (Logged into FY1)

Add Payable

File Options

Next CL#: <Enter CL#>

Add

Payable number: 300020 - 1001775275-8 3/13-4/26
PO number: 000000
Account: 010-0000-0-5522-00-0000-8200-000000-012-0000

Vendor: 000674 - PACIFIC GAS ELECTRIC

Balance: \$-1,310.13

Payment type: **C - Close**

Invoice date: 05/07/2014

Invoice Description: Close FY0 Payable

Batch number: 0200 - FY01 Payables Batch

Payment Due:

Payment: \$0.00

Liquidate: -\$1,310.13

Use Tax: N Use Tax Amount: \$0.00

1099: N Recon object: 9790

Discount: \$0.00 % Net: Remit Payments

Address No. L 00 PACIFIC GAS & ELECTRIC
P.O. BOX 997300
SACRAMENTO, CA 95899-7300

Note: As of 11/3/2011, the positions of the Payment and Liquidate fields have been reversed. Don't show this message again

5/7/2014 3:18:53 PM

Enter a payment type "C" to close a payable and the remaining encumbered amount will automatically fill in the Liquidate box.



Run Open Payables Report (FY0 & FY1)

The screenshot shows the QSS ControlCenter application window for '39 - UNION ELEMENTARY'. The 'Year' menu item is circled in red. A red arrow points from the 'Year' menu to a text box containing the following instructions:

- Log in as INQddF
- Change to FY0 & run Open Payables (PCL300) report
- Change to FY1 & run Open Payables (PCL300) report

The 'Finance Job Menu' is also circled in red, with a red arrow pointing to the 'Job Menu' window. In the 'Job Menu' window, the 'Grid' view is selected, and the search term 'Payables' is entered. The search results are displayed in a table:

Job Title	JCL Name
Create Estimated Payables/Liabilities (POR520)	POR520.JOBGLD
Estimated Payables Transactions (PCL 100)	PCL 100.JOBGLD
Open Payables Report (PCL300)	PCL 300.JOBGLD
Payables Financial Report (PCL500)	PCL 500.JOBGLD
Payables History Report (PCL 400)	PCL 400.JOBGLD
Payables Payment Transactions (PCL 200)	PCL 200.JOBGLD
Payables Reconciliation Report (PCL510)	PCL 510.JOBGLD

The 'Open Payables Report (PCL300)' row is circled in red. The status bar at the bottom indicates 'Last Run: 05/07/2014 08:30:45'.

There should be no remaining open payables in FY0 and there should be no open payables in FY1 until you begin the current year payable entries.



Setting up FY1 Accounts Payables

(Estimated Payables)
(non-PO transactions)

Accounts Payable Year-End

ACTIVITY	FY1	FY2
Set Up Payables (EP) (recognize expense in FY1)	XX	
Run Established Payable Report (PCL500)	XX	
Payables Payments (prior year object 9509)		XX
Request Open Payables Report (PCL300)	XX	



Set Up New Estimated Payables (FY1)

The following illustration shows how the General Ledger is affected:

Payables Setup in F1			
Accounts Payable Setup (9509)			Expenditure/Income Account
DR	CR		DR CR
	X		X
Payables Clearing in F2			
Cash Account (9110)			Accounts Payable Account (9510)
DR	CR		DR CR
	X		X



Create FY1 Estimated Payables (FY1)

- Log into FY1 - Run Open Payables Report (PCL300)
(Initial Report should have NO records)
- Use **Set up Payables** in Accounts Payable to enter FY1 Payables (EP transactions)
- Run **Payables Financial Report** (PCL500) to see ALL paid and unpaid FY1 Established Payables
- Run **Open Payables Report** (PCL300) to see only unpaid FY1 Payables



Set Up FY1 Estimated Payables (EP) (Logged in FY1)

**Select Set Up Payables (EP)
in FY1 to add un-encumbered FY1
payables (non-PO payables) that
will be paid in FY2.**

Accounts Payable - Set Up Payables (EP) 39 - UNION ELEMENTARY QSS/OASIS

File Options View Help+Video

Accounts Payable

- PO Payments (PO)
- Pay Vouchers (PV)
- Travel Claims (TC)
- Credit Memos (CM)
- Revolving Cash (RC)
- Set Up Payables (EP)**
- Payables Payments (CL)
- Liabilities (LB)

Transaction Maintenance

- Move / Hold Payments
- 1099 Maintenance (AA)

EDD 542

- District Maintenance

Search (F3)

Search

Payable # Range: to Date Entered Range:

Vendor # Range: to Date Paid Range:

Description:

Audit ID:

Search Results (Double-Click a cell or Control-Enter (while in the grid) or Ctrl+O to view details)



Set Up FY1 Estimated Payables (EP)

(Logged in FY1)

Estimated Payable

File Options

Click to Save FY1 Payable

Payables #: *AUTO* Date: 05/07/ FY1 Establishing a Payable in year FY1

Description: SAMPLE ESTIMATED PAYABLE

PO #: 063014

Vendor No./Address No. 000674 / 00

Vendor name/address: PACIFIC GAS & ELECTRIC
10900 NORTH BLANEY AVENUE
CUPERTINO, CA 95014

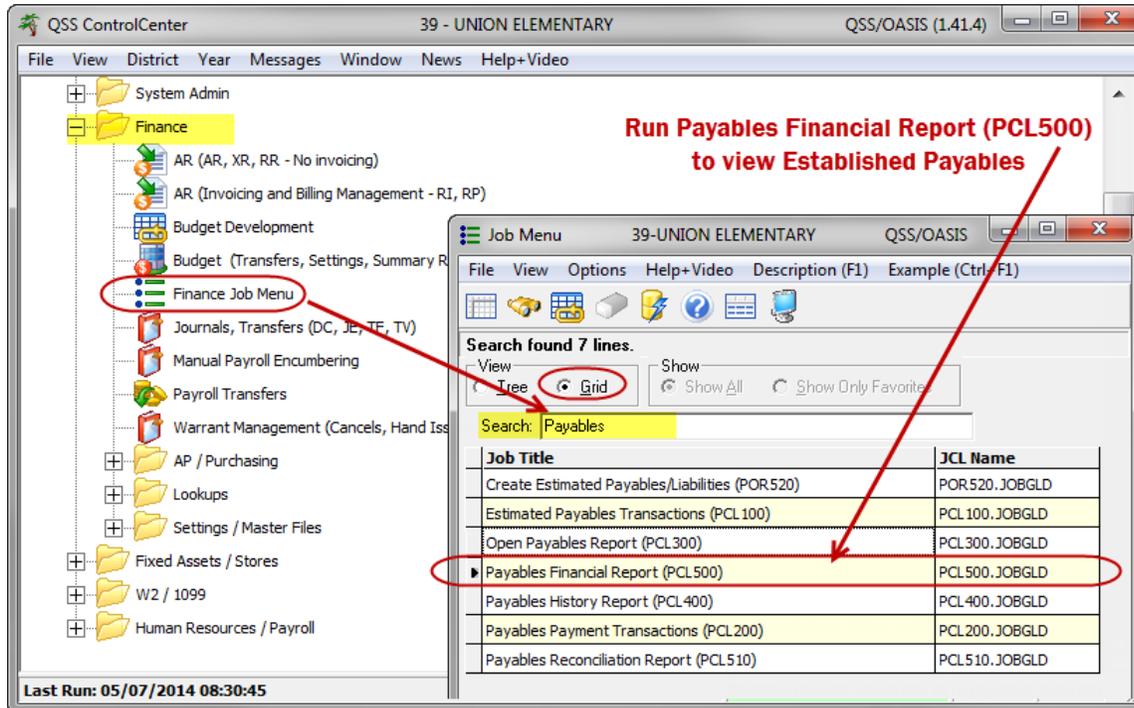
Remit name/address: PACIFIC GAS & ELECTRIC
P.O. BOX 997300
SACRAMENTO, CA 95899-7300

End	Resc	Y	Objt	SO	Goal	Func	CstCtr	St...	\$ Amount	Status
▶									2,500.00	

3:48:07 PM



Payables Financial Report (PCL 500) (Logged in FY1)



Payables Financial Report (PCL500) displays ALL paid and unpaid payables entered for the logged in fiscal year

400002	000656	OFFICE DEPOT INC.	010-0000-0-4300-00-1110-2100-000000-400-0000	3,031.00	123456
400001	000674	PACIFIC GAS & ELECTRIC	010-0000-0-5522-00-0000-8200-000000-012-0000	2,500.00	63014
400003	000890	SOUTHWEST SCHOOL & OFFICE SUPP	080-6500-0-4300-00-5001-2100-000000-400-0000	1,750.00	78910
TOTAL DISTRICT (APY)				7,281.00	*****



Entering Payments For FY1 Payables

(Estimated Payables)

(Logged in FY2)



Post FY1 Payables Payments (Logged in FY2)

Accounts Payable - Payables Payments (CL) 39 - UNION ELEMENTARY QSS/OASIS

File Options Window View Help+Video

2015

Accounts Payable

- PO Payments (PO)
- Pay Vouchers (PV)
- Travel Claims (TC)
- Credit Memos (CM)
- Revolving Cash (RC)
- Set Up Payables (EP)
- Payables Payments (CL)**
- Liabilities (LB)

Transaction Maintenance

- Move / Hold Payments
- 1099 Maintenance (AA)

EDD 542

- District Maintenance
- Independent Contractor Maintenance

Import

- Import Pay Vouchers (PV)

Search (F3)

Quick Pay

Payable #: 400001 Add Payment

Search

Payable # Range: to Date Entered Range: to

Vendor # Range: to Date Paid Range: to

Description:

Audit ID:

Search Results (Double-Click a cell or Control-Enter (while in the grid) or Ctrl+O to view details)

	Payable	Description	PO #	Vendor #	Vendor Name	Date Entered	Date Paid
▶ 1	400001	SAMPLE ESTIMATED PAYABLE	063014	000674 - 00	PACIFIC GAS & ELECTRIC	05/07/2014	

4:20:24 PM



FY1 Payables Payments (Logged in FY2)

The screenshot shows the 'Add Payable' window with the following fields and annotations:

- File Options** menu bar.
- Next CL#:** <Enter CL#>
- Payable number:** 400001 - SAMPLE ESTIMATED PAYABLE
- PO number:** 063014
- Account:** 010-0000-0-5522-00-0000-8200-000000-012-0000
- Vendor:** 000674 - PACIFIC GAS ELECTRIC
- Balance:** \$2,500.00
- Payment type:** P - Partial payment (Annotated: **Select Payment Type P - Partial Type F - Full**)
- Invoice date:** 07/01/2014 (Annotated: **Enter date, Description, & AP Batch**)
- Invoice Description:** SAMPLE PAYABLES PAYMENT
- Batch number:** 0001 - FY1 PAYABLES PAYMENTS
- Payment Due:** (empty)
- Payment:** \$500.00 (Annotated: **Payment Amount**)
- Liquidate:** \$500.00
- Use Tax:** N Use Tax Amount: \$0.00
- 1099:** N Recon object: 9790
- Discount:** \$0.00 % Net:
- Remit Payments** (checkbox)
- Address No.:** L 00
- Address:** PACIFIC GAS & ELECTRIC
P.O. BOX 997300
SACRAMENTO, CA 95899-7300
- Footer:** Yr: 2015 Dist: 39 Site: 0 GS: W 5/7/2014 4:34:15 PM

Annotations in red:

- Click Save icon (points to the save icon in the toolbar)
- Select Payment Type P - Partial Type F - Full (points to the Payment type dropdown)
- Enter date, Description, & AP Batch (points to the Invoice date and Invoice Description fields)
- Payment Amount (points to the Payment field)

Note: As of 11/3/2011, the positions of the Payment and Liquidate fields have been reversed. [Don't show this message again](#)



Payables Payment Transactions Report (Logged in FY2)

**Run Payables Payment Transaction Report (PCL200)
to view Payables Payments**

Job Menu 39-UNION ELEMENTARY QSS/OASIS

Search found 7 lines.

View: Tree Grid Show: Show All Show Only Favorites

Search: Payables

Job Title	JCL Name
Create Estimated Payables/Liabilities (POR 520)	POR 520.JOBGLD
Estimated Payables Transactions (PCL 100)	PCL 100.JOBGLD
Open Payables Report (PCL300)	PCL300.JOBGLD
Payables Financial Report (PCL500)	PCL500.JOBGLD
Payables History Report (PCL400)	PCL400.JOBGLD
Payables Payment Transactions (PCL200)	PCL200.JOBGLD
Payables Reconciliation Report (PCL510)	PCL510.JOBGLD

Last Run: 05/07/2014 08:30:45



Payables Payment Transactions Report

(Logged in FY2)

39 UNION ELEMENTARY		PAYABLES PAYMENT TRANSACTIONS										J6577 PCL200 H.02.02 05/07/14 PAGE 1	
FY1 PAYABLES PAYMENTS IN FY2		Date: 07/01/2014 - 07/31/2014										BATCH NO. 0001 FY1 PAYABLES PAYMENTS	
		PO#: 000000 - 999999											
EP NO	PO NO	REQ NO	VE NO/ADDR	VENDOR NAME	TAX ID NO	EP DATE	DATE PAID	STATUS	RATE	DISC	RT		
INV DATE	INV DESC		1099	ENTERED	PAID	STATUS	PAYMENT	USE TAX AMT	UT	UT	OBJ	DISC AMT	NET PAYMENT
400001	063014		000674/00	PACIFIC GAS & ELECTRIC	940742640	07/01/2014							P
	07/01/2014	SAMPLE PAYABLES PAYMENT			010-0000-0-5522-00-0000-8200-000000-012-0000	N						0.00	500.00
			N	07/01/2014		P	500.00	0.00				0.00	500.00
	TOTAL AMOUNT:						500.00 *	0.00 *				0.00 *	500.00 *
	TOTAL FOR 07/01/2014						500.00 **	0.00 **				0.00 **	500.00 **
	BATCH NO. TOTAL						500.00 ***	0.00 ***				0.00 ***	500.00 ***
	GRAND TOTAL						500.00 ***	0.00 ***				0.00 ****	500.00 ***



Run Open Payables Report (Logged in FY1)

The screenshot displays the QSS ControlCenter application window for '39 - UNION ELEMENTARY'. The main window shows a tree view of the system menu with 'Finance Job Menu' circled in red. A secondary window titled 'Job Menu' is open, showing search results for 'Payables'. The search results table is as follows:

Job Title	JCL Name
Create Estimated Payables/Liabilities (POR520)	POR520.JOBGLD
Estimated Payables Transactions (PCL 100)	PCL 100.JOBGLD
Open Payables Report (PCL300)	PCL300.JOBGLD
Payables Financial Report (PCL500)	PCL500.JOBGLD
Payables History Report (PCL400)	PCL400.JOBGLD
Payables Payment Transactions (PCL200)	PCL200.JOBGLD
Payables Reconciliation Report (PCL510)	PCL510.JOBGLD

The 'Open Payables Report (PCL300)' row is circled in red. The status bar at the bottom of the main window indicates 'Last Run: 05/07/2014 08:30:45'.



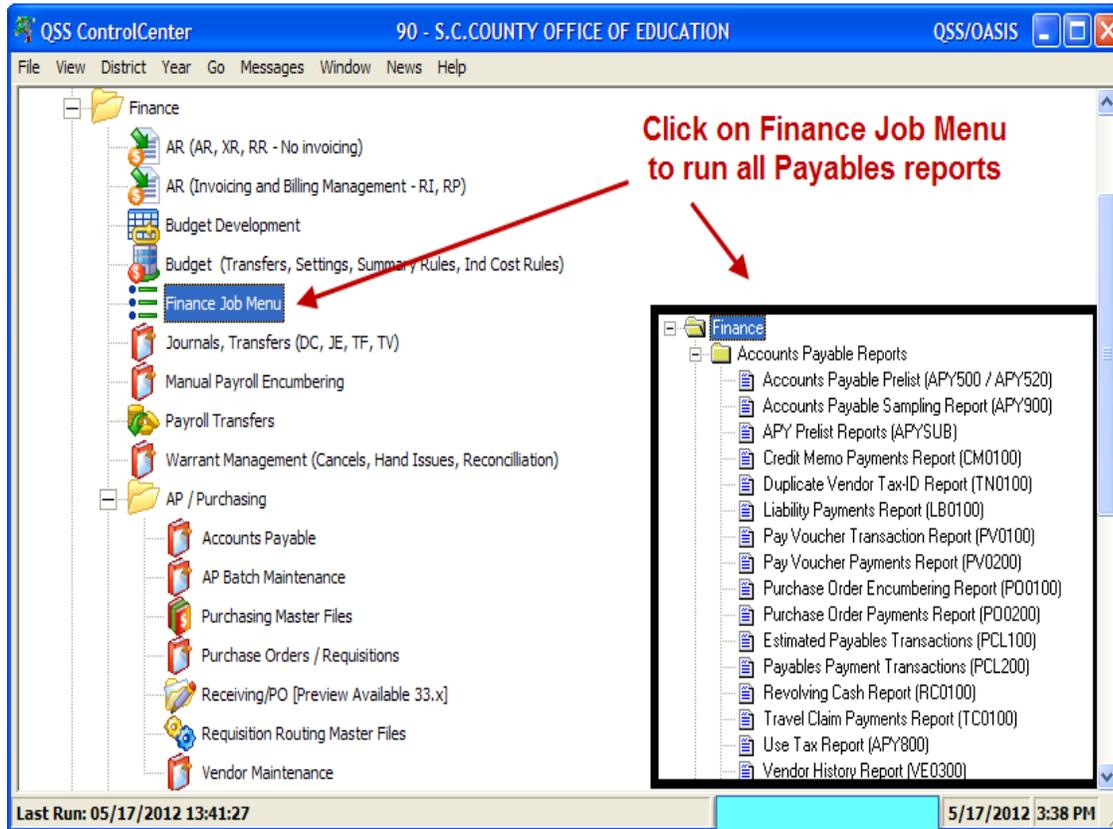
Run Updated Open Payables Report

(Logged in FY1)

39 UNION ELEMENTARY		J6552		Open Payables				PCL300	H.00.05 05/07/14 16:41		PAGE	1				
FY1 UPDATED OPEN PAYABLES		FROM 000000 TO 999999														
Number	Vendor Name	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Setup amount	Liquidated	Balance	PO Num	
400001	000674 PACIFIC GAS & ELECTRIC											2,500.00	P	500.00	2,000.00	063014
400002	000656 OFFICE DEPOT INC.											3,031.00		0.00	3,031.00	123456
400003	000890 SOUTHWEST SCHOOL & OFFICE SUPP											1,750.00		0.00	1,750.00	078910
	***** GRAND TOTALS *****											7,281.00		500.00	6,781.00	



Other Payables Reports



Log into FY1 to run the Open Payables, Estimated Payables Transactions , Payables History, and Payables Financial Report

Log into FY2 to run the Payables Payment Transaction Report for payments made in FY2 posted to FY1 payables.



Year End (FY1) Purchase Orders (Accruals/Rollovers)

Clear out the “Pipeline” of AP Payables

(District Tasks - 1)

- Run Accounts Payable Prelist
- Accept Defaults
- Check for outstanding AP payments
(unprocessed batches)
- Resolve unprocessed AP batches
- Process the batch
- Delete transactions and batch



Year End PO Payments/ Close Purchase Orders

(District Tasks - 2)

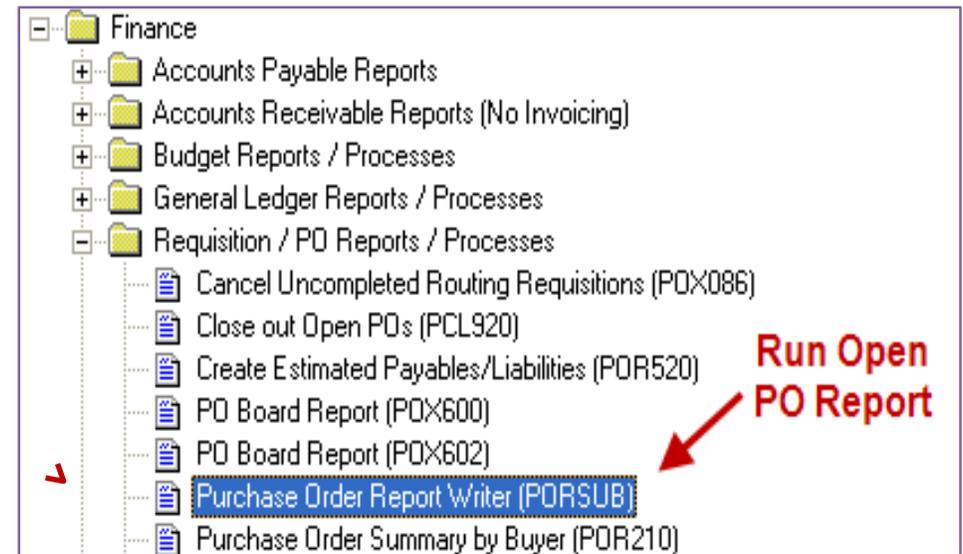
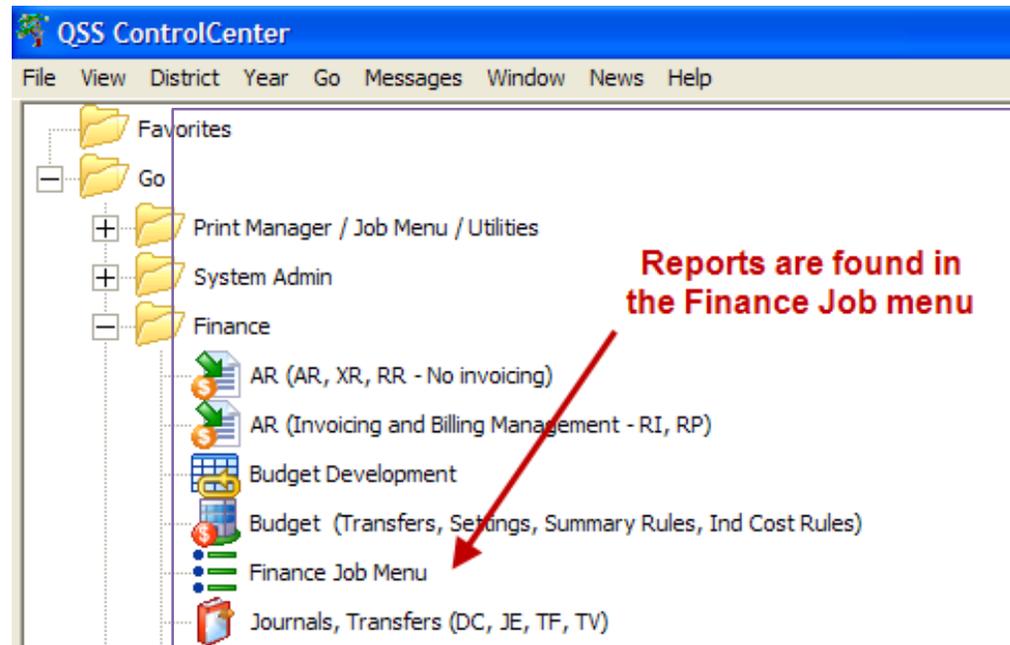
Reconcile open PO's:

- Enter **P**artial or **F**inal Payment
- Create Liability (**L**) - expensed in FY1
- Roll Forward (**R**) PO to FY2 - encumbered in FY2
- Close & Liquidate PO (**Cancel PO's** in POCO)
- Cancel** Uncompleted Routing **Requisitions**
- Submit form for TDSD Mass Close Request (optional)



Year-End PO Procedures

Step 1: Generate an Open Purchase Order Report for all open Purchase Orders. (PORSUB)



Year-End PO Procedures

Step 2: Review this Report to identify how to close all open purchase orders.

90 S.C.COUNTY OFFICE OF EDUCATION		OPEN PURCHASE ORDERS			J14701	POR110	H.00.14	04/20/11	PAGE	12
STEP #1: OPEN PO RPT ALL Y1										
NUMBER	VENDOR	NAME	DESCRIPTION			ENCUMBERED	STAT	LIQUIDATED	BALANCE	ENTERED
	Line	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr				

PB-110185	000865	CALIFORNIA JANITORIAL SUPPLY								
	1.	800-0000-0-4300-00-0000-8100-800820-000-2300				4,000.00	P	2,693.78	1,306.22	07/07/2010
PB-110187	005210	SAN JOSE TOWING SERVICE	WAREHOUSE VEHICLES/TOWING							
	1.	800-0000-0-5617-00-0000-7200-751050-000-2300				300.00			300.00	07/12/2010



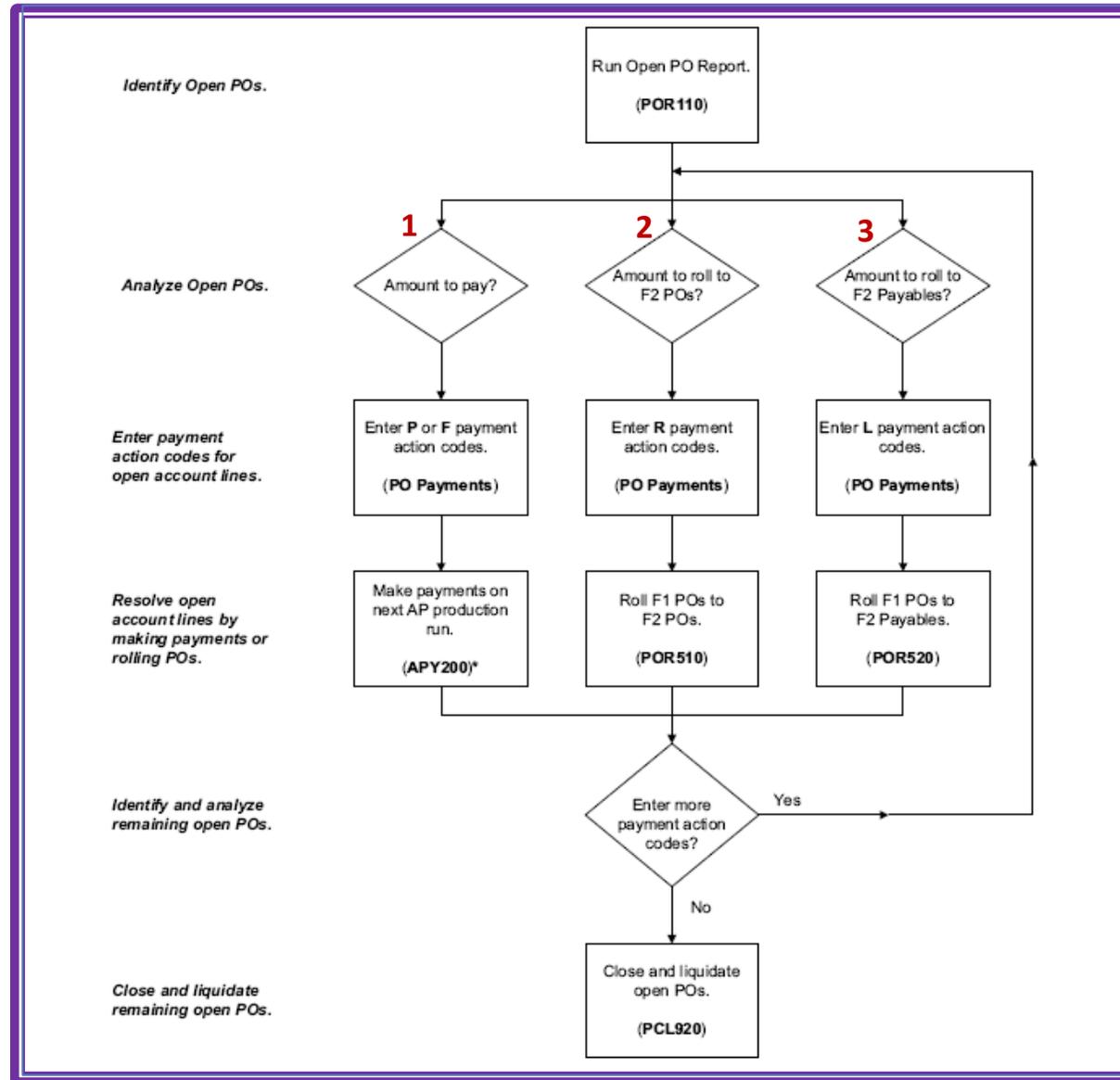
Year-End PO Procedures

Step 3: Analyze the Open PO's (POR110) and determine the course of action:

- ❖ Business as usual – make Partial/ Final PO Payments and close the orders
- ❖ Goods/Services ARE RECEIVED before July 1st, but not paid in current FY **(L)**
- ❖ Goods/Services NOT received before July 1st, but filled *after* July 1st **(R)**
- ❖ Goods/Services NOT received before July 1 and order will NOT be filled **(Cancel)**



Decision Paths to zero out all PO's



➤ Visual Flow of Year-End Closing PO Processes courtesy of QSS



Decision Time

IF....

THEN ...

	IF....	THEN ...
1	Goods/Services ARE RECEIVED & billed before July 1 st	Close PO with P artial or F inal Pmts 'Business as Usual'
2	Goods/Services NOT RECEIVED before July 1 st , but will be filled after July 1st	Keep Order O pen in Next Fiscal Year 'ROLL PO FORWARD' (R)
3	Goods/Services ARE received before July 1 st , but not paid <i>(no Invoice received before AP Cutoff?)</i>	Create a Liability in PO Payments (FY1) 'ACCRUE LIABILITY' (L) <i>(Include any PO amounts to be expensed in FY1)</i>
4	Goods/Services NOT received and order will NOT be filled	CANCEL the PO using POCO or Request TDSD do a MASS CLOSE



2



(How-to Steps)

Procedure for Rolling PO's (R)

Path #2:

- Goods/Services NOT received before July 1, order will be filled *after* July 1
- Carry Forward PO # and Amount to FY2
(ROLL FORWARD - Include any PO amounts to be *expensed* in FY2)

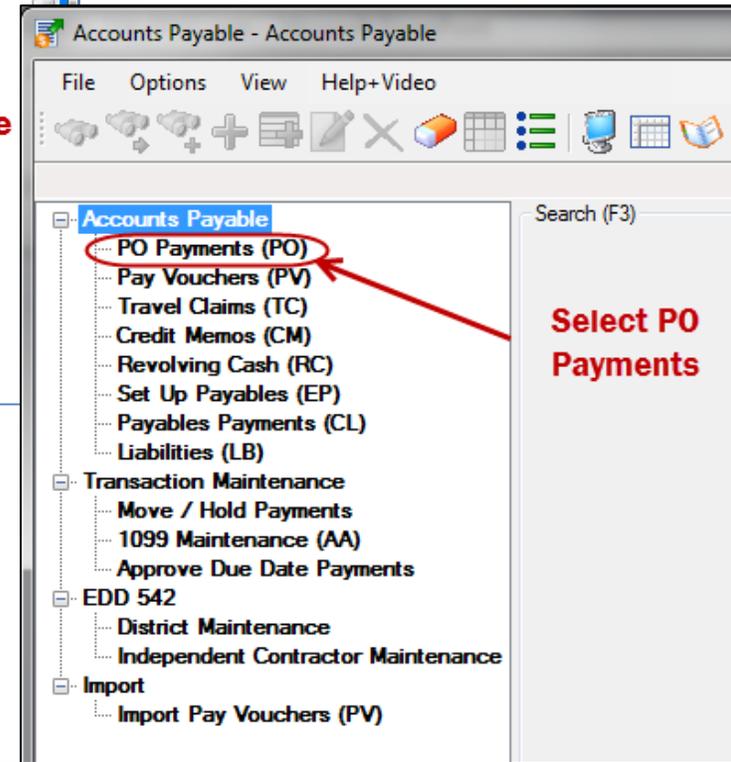
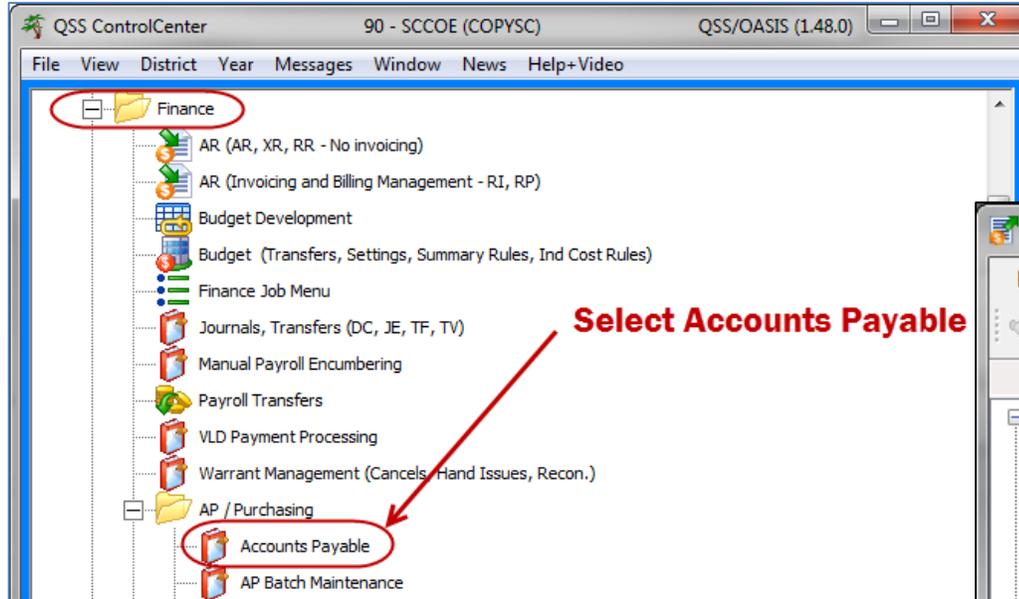
(PO's rolled from FY1 to FY2 cannot be rolled back to FY1)



2



Set Up Roll PO Amount to Next FY



2



Set Up Roll PO Amount to Next FY

The screenshot shows the 'Add PO Payment' window with the following data:

- PO number: 120249 -
- Line: 0001 Account: 800-0000-0-5500-00-0000-8100-754000-000-2300
- Budget balance: -\$11,592.75
- Vendor: 020473 - ALLIED WASTE NORTH AMERICA LLC
- Balance: \$14,165.00
- Payment type: L - Create a Liability
- Invoice date: M - Credit Memo
- Invoice description: L - Create a Liability
- Batch number: X - Close immediately
- Payment due: E - Encumbrance change
- Payment: \$0.00
- Liquidate: [empty]
- Use Tax: N Use Tax Amount: \$0.00
- 1099: N
- Discount: 0.00 % Net: \$0.00
- Remit Payments: ALLIED WASTE NORTH AMERICA LLC, PO BOX 78829, PHOENIX, AZ 85062-8829

Annotations in the screenshot include:

- A red arrow pointing to the 'Add' button in the top right corner.
- A red arrow pointing to the 'R - Carry Forward to Next FY (Rollover)' option in the 'Payment type' dropdown menu.
- A red text box at the top center that says 'After data entry, be sure to save transaction'.
- A green note box at the bottom right that says 'Note: As of 8/22/2011, the positions of the Payment and Liquidate fields have been reversed. Don't show this message again'.

Select the **R** option for Payment Type

Liquidation amount = encumbrance amount you wish to rollover to FY2



2



Process Roll Forward of PO's to Next FY

The screenshot shows the QSS ControlCenter application window for the S.C. COUNTY OFFICE OF EDUCATION. The interface includes a menu bar (File, View, District, Year, Go, Messages, Window, News, Help) and a tree view of the system's structure. The 'Finance' folder is expanded, showing sub-folders like 'AR (AR, XR, RR - No invoicing)', 'Budget Development', and 'Finance Job Menu'. The 'Finance Job Menu' is highlighted with a red box. A red arrow points from the text '1. Select the Finance Job Menu' to this box. Another red arrow points from the text '2. Open Requisition Reports/Processes' to the 'Requisition / PO Reports / Processes' folder, which is also highlighted with a red box. A third red arrow points from the text '3. Select Roll POs to Next Fiscal Year' to the 'Roll POs to Next Fiscal Year (POR510)' report, which is highlighted with a red box. The status bar at the bottom shows 'Last Run: 06/01/2012 13:45:58' and 'Yr:2012 Dist:90 Site:0 GS: W 6/1/2012 2:32 PM'.

1. Select the Finance Job Menu

2. Open Requisition Reports/Processes

3. Select Roll POs to Next Fiscal Year



2



Run Test of Roll Forward using REPORT Mode

PO Rollover Report/Update (POR510) Year: 13 Dist: 90 - S.C.COUNTY OFFICE OF EDUCATION

Run this process in Report ONLY mode first

Main Selection Accounts

Select User ID or leave blank for all users

Report Title: FY1 PO List to Roll to FY2

Select Payments Entered By User: (Leave blank for all users)

Update? N - Produce report (only)

Fiscal Year Update N - Produce report (only)
Y - Update 'R' payments with date paid, create POs in Next FY, and produce report

Increment FY Field During Update: N - Roll accounts as they are

Note: This question is only relevant to sites that have a FY field in the account string.

Important Notice
When this job is launched in 'Update' mode, each 'R' transaction will be "rolled" into a purchase order in the new year and can potentially update volumes of data.

(POs rolled from FY1 to FY2 cannot be rolled back to FY1)



2



Review "PO Roll Forward Report" (POR510)

- Use QCC Print Manager to review report
- Make any corrections & run report again
- Run the PO Roll Forward Report in **Update** mode to roll the POs from FY1 to FY2

repeat

CAUTION: (POs rolled from FY1 to FY2 cannot be rolled back to FY1)



2



Complete the Roll of FY1 PO's to FY2

The screenshot shows a software window titled "PO Rollover Report/Update (POR510)" for "Year: 12 Dist: 90 - S.C.COUNTY OFFICE OF EDUCATIO...". The window has a "Main Selection" tab with "Accounts" selected. A red arrow points from the text "Run in Update mode to roll the listed POs from FY1 to FY2" to the "Update?" dropdown menu. The "Update?" menu is set to "Y - Update 'R' payments with date paid, create POs in Next FY, and produce report". Below this is a "Fiscal Year Update" section with "Increment FY Field During Update" set to "N - Roll accounts as they are". A note states: "Note: This question is only relevant to sites that have a FY field in the account string." An "Important Notice" box at the bottom reads: "When this job is launched in 'Update' mode, each 'R' transaction will be 'rolled' into a purchase order in the new year and can potentially update volumes of data."

*** Use QCC Print Manager to save a PDF copy of the final PO Rollover Report on your PC.



Sync data **after** PO's have been Rolled Forward to FY2

Before making any payments to rolled PO's in FY2, use the PO/Req Xyr **Synchronize** function to attach requisition item data and previous payment information to each rolled PO.

This function can be run by **single** purchase order number **or** by using the PO/Req Xyr **Mass** Synchronization option.



2



(How-to Steps)

Run PO/Req Xyr Mass Synchronize (FY2)



Purchase Orders / Requisitions 90 - SANTA CLARA COUNTY OFF OF EDU

File Options Help+Video

1 record found.

Purchase Orders

Fiscal Year: 17 Purchase Order #: 160008 Requisition #: - Advanced Search

Search Results

PO#	Req#	Date	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site
▶ 160008	000000	07/01/2016	07/01/2016	021062	CHEFS CHOICE PRODUCE CO	10,193.83		0000-

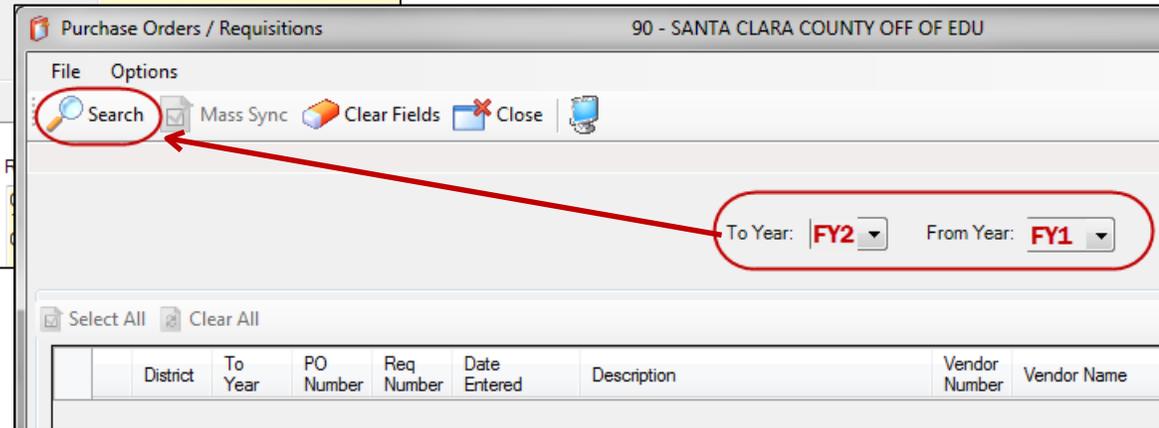
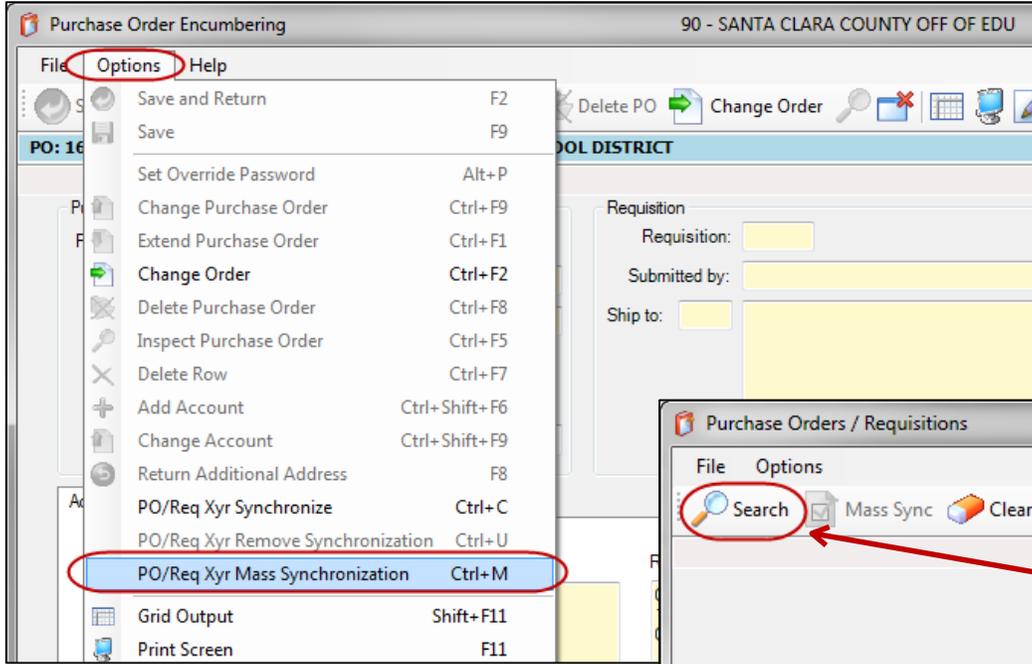
1. Select Purchase Order Tab
2. Enter rolled PO number
3. Select Search icon



2



Run PO/Req Xyr Mass Synchronize (FY2)



2



Run Mass Sync (FY2)

Purchase Orders / Requisitions 90 - SANTA CLARA COUNTY OFF OF EDU QSS/OASIS

File Options

Search Mass Sync Clear Fields Close

To Year: 2017 From Year: 2016

Select All Clear All

	District	To Year	PO Number	Req Number	Date Entered	Description	Vendor Number	Vendor Name	Site	Site Name
<input checked="" type="checkbox"/>	090	2017	160008	970689	07/17/2015	KITCHEN FOOD-PRODUCE	021062	CHEFS CHOICE PRODUCE CO	0000	.
<input checked="" type="checkbox"/>	090	2017	162065	972049	11/18/2015	PARKWAY SHARE OF PG& E	000905	CAMPBELL UNION SCHOOL DISTRICT	0000	.
<input checked="" type="checkbox"/>	090	2017	163011	970048	07/01/2015	WATER SOFTNER	004882	RANAZZO'S WATER CONDITIONING	0000	.
<input checked="" type="checkbox"/>	090	2017	163190	970040	07/01/2015	PARTS FOR CLEVELAND KETTLE	010241	INDUSTRIAL ELECTRIC SERVICE	0000	.

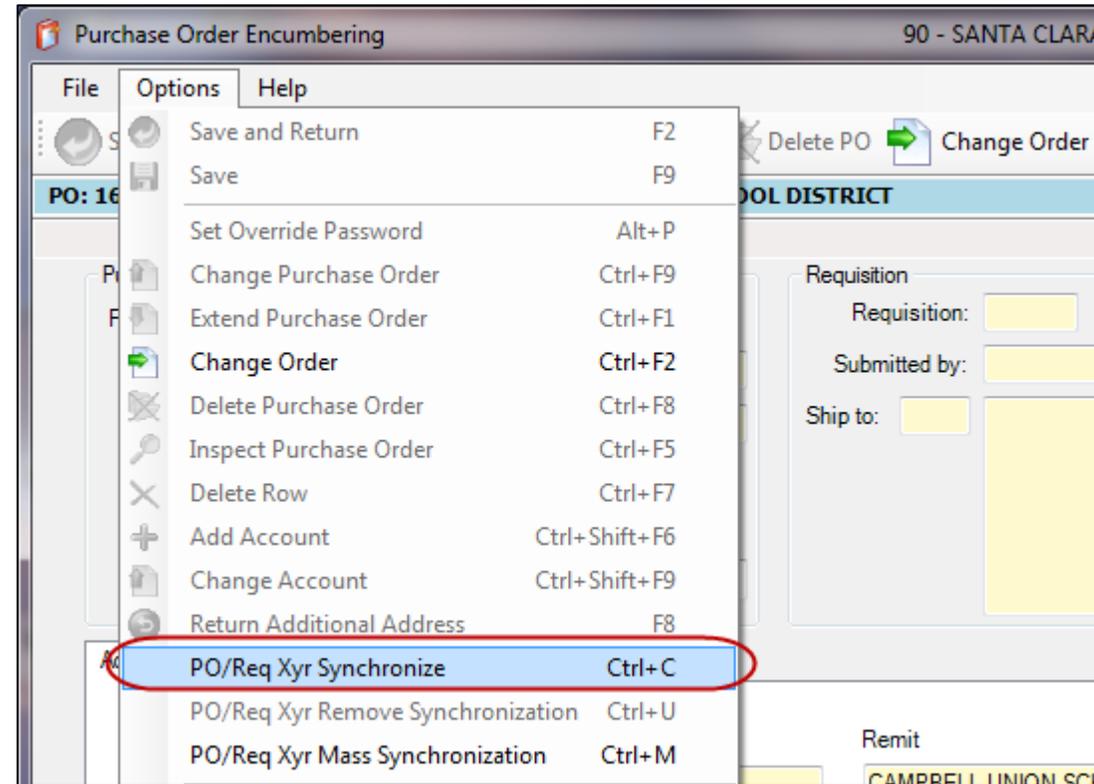
Select All or individual rolled POs to synchronize



2



Run PO/Req Xyr Synchronize (FY2) (Single PO/Req)



2



Run PO/Req Xyr Synchronize (FY2) (Single PO/Req)

PO/Req Xyr Synchronize 90 - SANTA CLARA COUNTY OFF OF EDU QSS/OASIS

File Options Synchronize Close **Confirm Requisition # and then click the Synchronize icon**

FY: 16 RQ: 972049 PO: 162065 VE: 000905/00 CAMPBELL UNION SCHOOL DISTRICT InspectMode

Change Order: N/A Date Paid: 04/05/2016 Date Printed: 11/24/2015 8217-11/23/2015-08:17:52

New Requisition Number To Assign: 972049

Requisition

Requisition: 972049 Purchase Order: 162065 Control #: Warehouse: Stores Order:

Vendor/Addr#: 000905 / 00-155 N. THIRD STREE Date: 11/18/2015 Released: Yes

PO Type: PB - BLANKET PURCHASE ORDERS Delivery By: 06/30/2016 Confirming: 0 - No confirmation message

Description: PARKWAY SHARE OF PG& E Tax %: 8.750 % Ship To: 0001 SANTA CLARA COE (0001)

Submitted by: L. RELOBA X-1862 Terms: NET 30 Commodity: 3UTP - UTILITIES-POWER

Site: 0000 FOB: DESTINATION

Buyer: B3 Program: Misc Date: Misc:

Room: Discount: .000 % Shipping %: 00

Accounts

Ln	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Prior Encumbrance	Remaining Balance
1.	120	6105	0	5600	00	0001	8700	872504	000	5400	22,000.00	0.00

Address (00) Additional Shipping Beg Message* End Message

Vendor
CAMPBELL UNION SCHOOL DISTRICT
155 N. THIRD STREET
CAMPBELL, CA 95008

Remit
CAMPBELL UNION SCHOOL DISTRICT
155 N. THIRD STREET
CAMPBELL, CA 95008

Yr: 2017 Dist: 90 Site: 0 GS: W 5/9/2016 2:56:13 PM



3

Procedure to Set Up PO Liabilities

(L)

Path #3

- Goods/ Services received before July 1 – but no payments were made
- Create a Liability in PO Payments (FY1)

L – ACCRUE LIABILITY

(Include any PO amounts to be **expensed** in FY1)



3



Set up Liability PO Payment

(Logged in FY1)

Use the PO Payment option in Accounts Payable to create PO Liabilities

After data entry, be sure to save the transaction

Enter Date & Description

- Enter correct amounts to close PO:
 - payment
 - liquidation
- Payment and liquidation **do not** have to be equal.
- Liquidation = remaining balance on the PO



3



Create Estimated PO Liabilities Report Only (POR520)

(Logged in FY1)

The screenshot shows the QSS ControlCenter application window for the S.C. COUNTY OFFICE OF EDUCATION. The interface includes a menu bar (File, View, District, Year, Go, Messages, Window, News, Help) and a tree view on the left. The 'Finance' folder is expanded, showing sub-items like AR, Budget Development, Finance Job Menu, Journals, AP/Purchasing, Lookups, Settings, and Fixed Assets. The 'Finance Job Menu' is highlighted with a red box. A red arrow points from this box to a secondary window titled 'Finance' which is also expanded. In this secondary window, the 'Requisition / PO Reports / Processes' folder is highlighted with a red box. A red arrow points from this box to the 'Create Estimated Payables/Liabilities (POR520)' report, which is also highlighted with a red box. Three red text annotations with arrows provide instructions: '1. Select the Finance Job Menu', '2. Open Requisition Reports/Processes', and '3. Select Create Estimated Payables /Liabilities'. The status bar at the bottom shows 'Last Run: 06/01/2012 13:45:58' and 'Yr:2012 Dist:90 Site:0 GS: W 6/1/2012 2:32 PM'.



3



Create Estimated PO Liabilities

Report Only (POR520)

(Logged in FY1)

PO to Liabilities Report/Update (POR520) Year: 13 Dist: 90 - S.C.COUNTY OFFICE OF EDUCATION

Run this process in Report ONLY mode first

Main Selection Accounts

Select User ID or leave blank for all users

Report Title : FY1 PO Liability Report

Select Payments Entered By User : (Leave blank for all users)

Update? **N - Produce report (only)**

Fiscal Year Update Y - Update 'L' payments with date paid, create Liabilities, and produce report.

Increment FY Field During Update : N - Roll accounts as they are

NOTE: This question is only relevant to sites that have a FY field in the account string.

Important Notice

When this job is launched in 'Update' mode, each 'L' transaction will be "rolled" into a payable in the new year and can potentially update volumes of data.



3



Review PO Estimated Liability Report for FY1 (POR520)

- Use QCC Print Manager to review report
- Make any corrections & run report again until the liability amounts are correct
- Run the PO Liability Report (POR520) in Update mode to create PO Liabilities for FY1 which will be paid in FY2

repeat

CAUTION: (POs rolled from FY1 to FY2 cannot be rolled back to FY1)



3



Create Estimated PO Liabilities

(POR520) FY1

PO to Liabilities Report/Update (POR520) Year: 13 Dist: 90 - S.C.COUNTY OFFICE OF EDUCATION

Run in Update mode to create FY1 liabilities & report

Main Selection Accounts

Select User ID or leave blank for all users

Report Title : FY1 PO Liability Report

Select Payments Entered By User: (Leave blank for all users)

Update? **Y - Update 'L' payments with date paid, create Liabilities, and produce report.**

Fiscal Year Update

Increment FY Field During Update : N - Roll accounts as they are

NOTE: This question is only relevant to sites that have a FY field in the account string.

Important Notice

When this job is launched in 'Update' mode, each 'L' transaction will be "rolled" into a payable in the new year and can potentially update volumes of data.



Create Estimated PO Liabilities (FY1)

Compare Pre-List & Update

3



90 S.C.COUNTY OFFICE OF EDUCATION
FY1 PO LIABILITIES

PO to Liabilities Report J7054 POR520 H.01.02 05/08/14 PAGE 1
**** Prelist ****

Vendor Name	PO Num	Line	EP Num	Fnd Resc Y	Objt SO	Goal	Func	CstCtr	Ste Mngr	Amount	Message
2096 FRYS ELECTRONICS	740057	1 =>		820-6500-0-4368-00-5001-2700-400800-000-5700						3,000.00	
18010 ICS - INTEGRATED COMMUNICATION	740177	1 =>		820-6500-0-5500-00-5750-8100-754325-000-5713						500.00	
4819 QSS QUINTESSENTIAL SCHOOL SYS.	740664	1 =>		890-0000-0-5800-01-7110-7700-760320-000-6200						3,500.00	
5845 TADCO SUPPLY	741139	1 =>		800-0000-0-9325-00-0000-0000-751060-000-2200						3,399.53	
Report total:										10,399.53	

90 S.C.COUNTY OFFICE OF EDUCATION
FY1 PO LIABILITIES

PO to Liabilities Report J7056 POR520 H.01.02 05/08/14 PAGE 1
**** Update ****

Vendor Name	PO Num	Line	EP Num	Fnd Resc Y	Objt SO	Goal	Func	CstCtr	Ste Mngr	Amount	Message
2096 FRYS ELECTRONICS	740057	1 =>	400007	820-6500-0-4368-00-5001-2700-400800-000-5700						3,000.00	
18010 ICS - INTEGRATED COMMUNICATION	740177	1 =>	400008	820-6500-0-5500-00-5750-8100-754325-000-5713						500.00	
4819 QSS QUINTESSENTIAL SCHOOL SYS.	740664	1 =>	400009	890-0000-0-5800-01-7110-7700-760320-000-6200						3,500.00	
5845 TADCO SUPPLY	741139	1 =>	400010	800-0000-0-9325-00-0000-0000-751060-000-2200						3,399.53	
Report total:										10,399.53	



4

Close Remaining Open POs (FY1)

Path #4

If Goods/Services NOT received before July 1st , and order will NOT be filled: **No PO Payment entry is needed.**

- TDSO can process **Mass Close** of all remaining PO's for you (encumbrances liquidated from FY1)

--- or ---

- District can **manually** close each PO using **POCO** (cancel PO option) which liquidates any remaining balances on the PO.
(PO amount will not be not expensed in FY1 or FY2)



4



(How-to Steps)

To Do Before Requesting TDSD to run PO Mass Close

- Run Financial Activity Report (FAR110) in FY1
 - Ref Type = PO
 - Verify no negative encumbrances

- Run a final Open Purchase Order Report (POR110) in FY1
 - Verify all remaining PO encumbrances to be mass closed by TDSD
 - Create PDF copy for your records





End of Year Mass L/R Transactions



The End of Year Mass L/R Transactions feature provides a new way of closing out POs at the end of a fiscal year. It presents a grid of PO account lines with **L** (liability) and **R** (roll-forward amount) transactions from which you can select the ones to move forward to the next year.

This will allow quick entry of L/R transactions without having to navigate to individual PO screens.



Accounts Payable - End of Year Mass L/R Transactions 36 - SARATOGA UNION (SC-QA)

File Options View Help+Video

2019

Accounts Payable

- PO Payments (PO)
- Pay Vouchers (PV)
- Travel Claims (TC)
- Credit Memos (CM)
- Revolving Cash (RC)
- Set Up Payables (EP)
- Payables Payments (CL)
- Liabilities (LB)
- RQ/PO/CL Cross Reference (PR)
- Transaction Maintenance
 - Move / Hold Payments
 - 1099 Maintenance (AA)
 - End of Year Mass L/R Transaction**
- EDD 542
 - District Maintenance
 - Independent Contractor Maintenance
- Import
 - Import Pay Vouchers (PV)

Search (F3)

Balance/Vendor/PO# Accounts

District: 36 - SARATOGA UNION SD

Balance Range: 0.01 - 999999999999.00

Vendor Numbers

PO Number Ranges

Search Results (192 records)

scroll to view ->

PO#	LN	Description	PO Date	Req#	Vendor	Vendor Name	End Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	± Balance	'L' Post
910119	05	2018-2019 RENTAL	07/09/2018	000220	003182	QUENCH USA INC	010-0000-0-5558-00-0000-8200-008201-009-0000					418.08	
910120	01	COPIERS	07/09/2018	000221	001175	CALTRONICS BUSINESS SYSTEMS	010-0000-0-5622-00-0000-7300-007300-004-0000					10,922.56	
910121	01	OFFICE COPIER	07/09/2018	000222	001175	CALTRONICS BUSINESS SYSTEMS	010-0000-0-4310-00-1110-1000-001810-007-0000					82.18	
910136	01	INTERNET ALL SITES	07/13/2018	000240	001894	COMCAST	010-0000-0-5930-00-0000-8200-008201-009-0000					9,271.50	
910137	01	INTERNET AT RMS	07/13/2018	000241	001894	COMCAST	010-0000-0-5930-00-0000-8200-008201-009-0000					2,099.70	
910145	01	MAINTENANCE SUPPLIES AND PARTS	07/16/2018	000246	003069	EDGES ELECTRICAL GROUP LLC	050-8150-0-4380-00-0000-8110-081500-009-0000					8,840.29	
910146	01	CUSTODIAN SUPPLIES	07/16/2018	000248	000366	JC PAPER	010-0000-0-4380-00-0000-8200-008200-009-0000					9,637.14	
910147	01	HVAC SERVICE AND PARTS	07/16/2018	000249	003245	KHAI HEATING AND AIR CONDITION	050-8150-0-5830-00-0000-8110-081500-009-0000					12,575.00	
910148	01	CUSTODIAN SUPPLIES	07/16/2018	000250	002598	STAPLES BUSINESS ADVANTAGE	010-0000-0-4380-00-0000-8200-008200-009-0000					1,186.09	
910149	01	CUSTODIAN SUPPLIES	07/16/2018	000251	000739	UNISOURCE WORLDWIDE INC	010-0000-0-4380-00-0000-8200-008200-009-0000					18,655.88	
910150	01	MAINTENANCE SUPPLIES AND PARTS	07/16/2018	000252	000301	GRAINGER INC	050-8150-0-4380-00-0000-8110-081500-009-0000					11,659.68	

Yr: 2019 Dist: 36 Site: 00 GS: W 5/21/2019 3:33:07 PM

2 use any or all of the combinations to pull up groups of PO's by:

- Amount (ie >= \$0.00)
- Vendor
- PO Number ranges
- Account

1

3



NEW method to Liquidate PO's before Year End Mass Close

Accounts Payable - End of Year Mass L/R Transactions 36 - SARATOGA UNION (SC-QA) QSS/OASIS

File Options View Help+Video

2019

Accounts Payable

- PO Payments (PO)
- Pay Vouchers (PV)
- Travel Claims (TC)
- Credit Memos (CM)
- Revolving Cash (RC)
- Set Up Payables (EP)
- Payables Payments (CL)
- Liabilities (LB)
- RQ/PO/CL Cross Reference (PR)

Transaction Maintenance

- Move / Hold Payments
- 1099 Maintenance (AA)
- End of Year Mass L/R Transaction

EDD 542

- District Maintenance
- Independent Contractor Maintenance

Import

- Import Pay Vouchers (PV)

Search (F3)

Balance/Vendor/PO# Accounts

District: 36 - SARATOGA UNION SD

Balance Range: 0.01 - 999999999999.00

Vendor Numbers

PO Number Ranges

Search Results (192 records)

+ Add L/R Transactions

PO#	LN	Description	PO Date	CstCtr Ste Mngr	Balance	'L' Posted	'L' Pending	'R' On File
910148	01	CUSTODIAN SUPPLIES	07/16/2018	0-008200-009-0000	1,186.09	0.00	0.00	0.00
910149	01	CUSTODIAN SUPPLIES	07/16/2018	0-008200-009-0000	18,655.88	0.00	0.00	0.00
910150	01	MAINTENANCE SUPPLIES AND PARTS	07/16/2018	0-081500-009-0000	11,659.68	0.00	0.00	0.00
910160	01	ACA TRACKING	07/16/2018	0-007300-004-0000	1,122.90	0.00	0.00	0.00
910161	01	GOPHER TRAPPING SERVICE	07/16/2018	0-081504-009-0000	3,025.00	0.00	0.00	0.00
910162	01	GOPHER TRAPPING SERVICE	07/16/2018	0-095007-001-0000	1,175.00	0.00	0.00	0.00
910163	01	GOPHER TRAPPING SERVICE	07/16/2018	0-095007-001-0000	1,775.00	0.00	0.00	0.00
910164	01	VERIZON WIRELESS SERVICE	07/16/2018	0-008201-009-0000	1,605.21	0.00	0.00	0.00
910164	02	VERIZON WIRELESS SERVICE	07/16/2018	0-065005-003-0000	314.52	0.00	0.00	0.00
910165	01	POSTAGE METER	07/17/2018	0-007300-004-0000	125.07	0.00	0.00	0.00

Yr: 2019 Dist: 36 Site: 00 GS: W 5/21/2019 4:18:23 PM

to zero out the remaining Balance on the PO

for amounts already rolled to the next FY as LB Transactions

for amounts flagged as 'L' Transactions to be rolled to the NEXT year as a Liability

for amounts flagged as 'R' to be rolled to next FY as PO's



PO Payment - Details

File Options

Example PO - BEFORE Closing

Quick View Next PO PO Quick View Notes

Requisition Number: **900252** PO Number: **910150** FY: **19** Description: **MAINTENANCE SUPPLIES AND PARTS**

PO Status: Y Discount: **0.00** %

Vendor No./Address No: **000301 / 00 - DEPT 810124198** [Attach REQ: N](#)

Vendor name/address: **GRAINGER INC**

Remit name/address: **GRAINGER INC
DEPT 810124198
PALATINE, IL 60038-0001**

PO # 910150 - FY 2019

Balance = \$11,659.68

	End	Resc	Y	Objt	SO	Goal	Func	Cat	Ctr	Ste	Mngr	\$ Original	\$ Amount	Status	Balance
▶ 1	050	8150	0	4380	00	0000	8110	081500	009	0000		18,000.00	18,000.00	P	11,659.68

	Payment Type	Date	Invoice Description	\$ Payment	\$ Liquidate	Discoun	Discount %	\$ Net	\$ Balance	Use Tax	UT Rate %	\$ UT Amount	UT Obj	1099	Vendor Address	Date Paid	Warrant	Batch	Hold Flag	Wr Status	Audit ID	Audit Date	Aud
1	P - Partial	07/20/2018	9853086487	1,489.90	1,489.90	N	0	1,489.90	16,510.10	N	0	0	N	00	08/07/2018	36018959	108			OUTSTANDING	B211	08/03/2018	16:0
2	P - Partial	08/07/2018	9869453168	384.54	384.54	N	0	384.54	16,125.56	N	0	0	N	00	08/30/2018	36019031	116			OUTSTANDING	B211	08/27/2018	18:1
3	P - Partial	08/17/2018	9880001251	651.56	651.56	N	0	651.56	15,474.00	N	0	0	N	00	08/31/2018	36019070	117			OUTSTANDING	B211	08/30/2018	13:0
4	M - Credit	06/26/2018	9830186590	-2.02	0.00	N	0	-2.02	15,474.00	N	0	0	N	00	10/11/2018	36019327	131			OUTSTANDING	B211	10/09/2018	11:5
5	P - Partial	09/28/2018	9918979114	327.00	327.00	N	0	327.00	15,147.00	N	0	0	N	00	10/11/2018	36019327	131			OUTSTANDING	B211	10/09/2018	11:5
6	P - Partial	10/03/2018	9924227557	650.73	650.73	N	0	650.73	14,496.27	N	0	0	N	00	10/17/2018	36019361	132			OUTSTANDING	B211	10/12/2018	10:1
7	P - Partial	10/03/2018	9924180848	424.92	424.92	N	0	424.92	14,071.35	N	0	0	N	00	10/17/2018	36019361	132			OUTSTANDING	B211	10/12/2018	10:1
8	P - Partial	09/07/2018	9898915948	79.60	79.60	N	0	79.60	13,991.75	N	0	0	N	00	10/30/2018	36019469	136			OUTSTANDING	B211	10/26/2018	10:1
9	P - Partial	10/16/2018	9936673020	1,371.53	1,371.53	N	0	1,371.53	12,620.22	N	0	0	N	00	10/30/2018	36019469	136			OUTSTANDING	B211	10/26/2018	10:2
10	P - Partial	11/07/2018	9958960917	141.04	141.04	N	0	141.04	12,479.18	N	0	0	N	00	11/27/2018	36019618	143			OUTSTANDING	B211	11/20/2018	14:3
11	P - Partial	11/20/2018	9011344463	60.00	60.00	N	0	60.00	12,419.18	N	0	0	N	00	12/06/2018	36019687	149			OUTSTANDING	B211	12/04/2018	12:2
12	P - Partial	11/27/2018	9015453401	380.72	380.72	N	0	380.72	12,038.46	N	0	0	N	00	12/20/2018	36019809	155			OUTSTANDING	B211	12/18/2018	16:2
13	P - Partial	11/27/2018	9015367932	176.18	176.18	N	0	176.18	11,862.28	N	0	0	N	00	12/20/2018	36019809	155			OUTSTANDING	B211	12/18/2018	16:2
▶ 14	P - Partial	11/29/2018	9018222258	202.60	202.60	N	0	202.60	11,659.68	N	0	0	N	00	12/20/2018	36019809	155			OUTSTANDING	B211	12/18/2018	16:2
			Totals:	6,338.30	6,340.32			6,338.30				0.00											

Yr: 2019 Dist: 36 Site: 00 GS: W 5/21/2019 5:34:17 PM



Transactions 36 - SARATOGA UNION (SC GA)

2019

Search (F3) --- Search Selection ---

Balance/Vendor/PO# Accounts

District: 36 - SARATOGA UNION SD

Balance Range: 0.01 - 999999999999.00

Vendor Numbers

PO Number Ranges

Search Results (1 records)

+ Add L/R Transactions

----- Search Results -----

PO#	LN	Description	PO Date	Req#	Vendor	Vendor Name	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	\$ Balance	'L' Posted	'L' Pending	'R' On File
910150	01	MAINTENANCE SUPPLIES AND PARTS	07/16/2018	000252	000301	GRAINGER INC	050-8150-0	4380-00-0000-8110-081500-009-0000				11,659.68	0.00	0.00	0.00

Click this button to open new window to CHANGE MODE

After finding the PO's to liquidate, just hit **+ Add L/R Transactions**



EM Maintenance

File Options

Save and Return Close

Displaying 1 of 1 records.

Filters

Date Range Type
Date Range to

PO # Req # Vendor

Account Class Account Field Field Value

ChangeMode

L R

Invoice Date Enable L
 Hide L Columns in Grid

Invoice Date Grid Settings

Invoice Description

Invoice Description Grid Settings

Scroll to the right and enter the Amount(s)
Date & Description in appropriate columns

PO#	LN	Description	PO Date	al Func CstCtr Ste Mngr	\$ Balance	'L' Posted	'L' Pending	'R' On File	Add \$ 'L'	Add \$ 'R'	L Invoice Date	L Invoice Desc	R Invoice Date	R Invoice Desc
910150	01	MAINTENANCE SUPPLIES AND PARTS	07/16/2018	00-8110-081500-009-0000	11,659.68	0.00	0.00	0.00						

Yr: 2019 Dist: 36 Site: 00 GS: W 5/21/2019 8:52:59 PM

This CHANGE window will open for you to enter the desired transactions to Liquidate the PO's



EM Maintenance

File Options

Save and Return Close

Displaying 1 of 1 records.

Filters

Date Range Type
Date Range to

PO # Req # Vendor

Account Class Account Field Field Value

Invoice Date Enable L Hide L Columns in Grid

Invoice Date Grid Settings

Invoice Description

Invoice Description Grid Settings

PO#	LN	Description	PO Date	al Func CstCtr Ste Mngr	\$ Balance	'L' Posted	'L' Pending	'R' On File	Add \$ 'L'	Add \$ 'R'	L Invoice Date	L Invoice Desc	R Invoice Date	R Invoice Desc
910150	01	MAINTENANCE SUPPLIES AND PARTS	07/16/2018	00-8110-081500-009-0000	11,659.68	0.00	0.00	0.00	0.00	11659.68			05/21/2019	ROLL Balance to Next FY

Yr: 2019 Dist: 36 Site: 00 GS: W 5/21/2019 9:13:15 PM

Hit Save & Return when done

Once Liquidation amounts are entered, hit the Save and Return icon on the top menu bar



The screenshot shows the EM Maintenance application interface. A red arrow points to the 'Save and Return' button in the 'File' menu, which is circled in red. Below it, a message box says 'Changes saved successfully'. A blue-bordered text box contains the following text: 'Once you hit "Save and Return, the transaction is processed and you will get this confirmation. If you choose to make a Grid Output at this time, you can save it for future reference.' Below this, the 'EM Update Status' dialog box is open, displaying a table with one row of data. A red arrow points to the 'Grid Output [Shift+F11]' button at the bottom of the dialog box.

EM Maintenance

File Options

Save and Return Close

Changes saved successfully

EM Update Status

PONo	LineNo	TransactionType	AmountPosted	InvoiceDate	InvoiceDescription	PaymentRecordSeqNo	StatusMessage	OK
910150	0001	R	11659.68	05/21/2019	ROLL Balance to Next FY	0015	R Transaction Posted OK	<input checked="" type="checkbox"/>

Grid Output [Shift+F11] OK



Go to PO Payment screen to verify

Example PO# 910150

Verify that the transaction went through. It will appear as a PO Payment. Should see \$0.00 Balance

PO Payment - Details

File Options

Quick View Next PO PO Quick View Notes

Requisition Number: 900252 PO Number: 910150 FY: 19 Description: MAINTENANCE SUPPLIES AND PARTS

PO Status: Y Discount: 0.00 %

Vendor No./Address No. 000301 / 00 - DEPT 810124198

Vendor name/address: GRAINGER INC

Remit name/address: GRAINGER INC DEPT 810124198 PALATINE, IL 60038-0001

End	Resc	Y	Objt	SO	Goal	Func	Cst	Ctr	Ste	Mngr	\$ Original	\$ Amount	Status	Balance
1	050	8150	0	4380	00	0000	8110	081500	009	0000	18,000.00	18,000.00	R	0.00

	Payment Type	Date	Invoice Description	\$ Payment	\$ Liquidate	Discoun	Discount %	\$ Net	\$ Balance	Use Tax	UT Rate %	\$ UT Amount	UT Obj	1099	Vendor Address	Date Paid	Warrant	Batch	Hold Flag	Wr Status	Audit ID	Audit D	
1	P - Partial	07/20/2018	9853086487	1,489.90	1,489.90	N	0	1,489.90	16,510.10	N	0	0	N	00	08/07/2018	36018959	108			OUTSTANDING	B211	08/03/	
2	P - Partial	08/07/2018	9869453168	384.54	384.54	N	0	384.54	16,125.56	N	0	0	N	00	08/30/2018	36019031	116			OUTSTANDING	B211	08/27/	
3	P - Partial	08/17/2018	9880001251	651.56	651.56	N	0	651.56	15,474.00	N	0	0	N	00	08/31/2018	36019070	117			OUTSTANDING	B211	08/30/	
4	M - Credit Memo	06/26/2018	9830186590	-2.02	0.00	N	0	-2.02	15,474.00	N	0	0	N	00	10/11/2018	36019327	131			OUTSTANDING	B211	10/09/	
5	P - Partial	09/28/2018	9918979114	327.00	327.00	N	0	327.00	15,147.00	N	0	0	N	00	10/11/2018	36019327	131			OUTSTANDING	B211	10/09/	
6	P - Partial	10/03/2018	9924227557	650.73	650.73	N	0	650.73	14,496.27	N	0	0	N	00	10/17/2018	36019361	132			OUTSTANDING	B211	10/12/	
7	P - Partial	10/03/2018	9924180848	424.92	424.92	N	0	424.92	14,071.35	N	0	0	N	00	10/17/2018	36019361	132			OUTSTANDING	B211	10/12/	
8	P - Partial	09/07/2018	9898915948	79.60	79.60	N	0	79.60	13,991.75	N	0	0	N	00	10/30/2018	36019469	136			OUTSTANDING	B211	10/26/	
9	P - Partial	10/16/2018	9936673020	1,371.53	1,371.53	N	0	1,371.53	12,620.22	N	0	0	N	00	10/30/2018	36019469	136			OUTSTANDING	B211	10/26/	
10	P - Partial	11/07/2018	9958960917	141.04	141.04	N	0	141.04	12,479.18	N	0	0	N	00	11/27/2018	36019618	143			OUTSTANDING	B211	11/20/	
11	P - Partial	11/20/2018	9011344463	60.00	60.00	N	0	60.00	12,419.18	N	0	0	N	00	12/06/2018	36019687	149			OUTSTANDING	B211	12/04/	
12	P - Partial	11/27/2018	9015453401	380.72	380.72	N	0	380.72	12,038.46	N	0	0	N	00	12/20/2018	36019809	155			OUTSTANDING	B211	12/18/	
13	P - Partial	11/27/2018	9015367932	176.18	176.18	N	0	176.18	11,862.28	N	0	0	N	00	12/20/2018	36019809	155			OUTSTANDING	B211	12/18/	
14	P - Partial	11/29/2018	9018222258	202.60	202.60	N	0	202.60	11,659.68	N	0	0	N	00	12/20/2018	36019809	155			OUTSTANDING	B211	12/18/	
15	R - Carry Forward	05/21/2019	ROLL Balance to Next FY	0.00	11,659.68	N	0	0.00	0.00	N	0	0	N	00								7809	05/21/
Totals:				6,338.30	18,000.00			6,338.30				0.00											

Yr: 2019 Dist: 36 Site: 00 GS: W 5/21/2019 9:30:13 PM



Final District Tasks

After all PO Rollovers/Liabilities are completed:

Deadline: Fri July 26, 2019

- Print Total Page of Final (FY1) **Open Purchase Order Report (POR110)** (PO list to be mass closed)
- Fill out **Authorization to Close Purchase Orders Form**
(Be sure to sign and date)
- Attach **Open Purchase Order Report** and **Authorization Form** to an Accesspoint ticket to the Help Desk

(408) 453-4357

HelpDesk@sccoe.org





Appendix A : Authorization to Close Purchase Orders

We have completed the coding of purchase orders and have executed the rollover of 2018-19 purchase orders and setup liabilities.

Please disencumber (mass close) the balance of purchase orders in fiscal year 2018-19.

Print Name _____ CBO Signature _____

District # _____ District Name _____

Report Total (to be mass closed) \$ _____

Please attach the “Zero Page” and last page showing the totals from your final Financial Activity Report.

(The encumbrance total on the report should be \$0.00)

**Please complete and return no later
than July 26, 2019**



What Happens Next?

Final TDSD Actions:

After all Open POs are processed by District and the completed Authorization Form with the final Open PO Report Total Page is submitted to TDSD:

- TDSD will run the Open PO Report to match total amounts, then close/liquidate remaining Open Purchase Orders on the report.
- Districts will receive a resolution notice from Access Point when the PO Mass Close service request is complete.



Accounts Receivable Invoice, Billing, and Management (IBM)

What's Covered

- Show districts how to reconcile QCC Invoice and Billing data to close the current fiscal year
- Run Reports to verify current invoice status
- Review processes for entering final receipts, adjusting balances, closing invoices, identifying and flagging remaining invoices for accrual or rollover
- Submit to the Technology Services Division the signed Authorization to Roll/Close QCC IBM Invoices for current FY Form including total amount to accrue, total to roll, and total amount of combined invoices



Important Information

- Districts may not enter any invoices or receipts after 5:00pm, June 27, 2019, and until the FY19 QCC IBM closing processing is complete
- All payments (QCC IBM receipts) that hit cash must be entered and submitted with the Affidavit of Deposits and be made by the last day DBAS will accept cash deposits
- After the last deposit, no receipts may be entered for any FY 2019 invoices until the QCC IBM year-end process is complete and invoices are accrued or rolled into FY 2020.



District Roles for Year-End Close

- Lock your district users from QCC IBM
- Resolve unapproved receipts
- Evaluate open QCC invoices
- Make Necessary balance adjustments
- Enter final receipts
- Print final QCC IBM aging report with totals to accrue
- Submit Authorization to Close to TDSD



Resolve Unapproved Receipts

- Run the QCC Receipts Report for entire fiscal year date range (July 1, 20xx – June 30, 20xx)
- Delete or approve receipts on this report as needed to ensure the final open invoice balances are accurate



Resolve Unapproved Receipts

Invoicing/Billing Management Year: 19 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

Report Title:

From Receipt Date: ← **Fiscal Year Complete Date Range**

To Receipt Date:

Dept: Department:

Select by User ID:

<input type="text"/>				
----------------------	----------------------	----------------------	----------------------	----------------------

Select by Invoice Number:

<input type="text"/>				
----------------------	----------------------	----------------------	----------------------	----------------------

Sort: Department: Customer:
Invoice: Receipt:

Approved **Unapproved** ← **Select Unapproved Receipts**

1:YCRYYYFFFFFFF7YYYYY7YYYF8Y00009115010000YNY0000921000009209-2:NY12312341234YNYYYY Yr:2019 Dist:90 Site:0 GS: W 5/22/2019 8:56 AM



Evaluate Open QCC Invoice

- Run the QCC Invoice Aging Report for all customers
- Evaluate current open QCC invoices on the QCC Aging Report to see if the balances are accurate



Evaluate Open QCC Invoice

Invoice Entry Receipt Entry Invoice Print **Aging/Statements** Receipts Rpt/App Dep Ltr/Sales Tax

Report Title: OPEN INVOICES FYxx

Customer Type Selection:

▼	▼
▼	▼
▼	▼

Customer Selection:

Cust Search (F3) Aging Date: 06/30/2011

Dept: ▼ Department:

Select by User ID:

Detail Aging Report

Exclude Future Dated Invoices

Include Unapproved Receipts

Exclude Zero Balance Invoices

Print Aging Report Print Statements

Last date of fiscal year



Close Duplicate/Uncollectible Invoices

- Clean up duplicate invoices by using the “C” receipt option to close open lines in the invoice and recon the balance
- Enter a “C” receipt for any zero (\$0.00) balance invoices that appear on the QCC IBM aging report (Caused when a “P” receipt type was entered instead of “F” for the final payment)



Adjust Invoice Balances

- Adjust the balance on any invoice that is incorrect by entering a “B” type receipt to raise or lower the balance
- “B” receipts should be treated like money received:
 - B transactions with a positive amount (+) will reduce the invoice balance
 - B transactions with a negative amount (-) will increase the invoice balance



Enter Final QCC IBM Receipts

- Verify the cash deposit deadline with DBAS
(June 28, 2019) – [See DBAS Fiscal Year-End Closing Guide](#)
- Enter final QCC IBM Receipts and submit Affidavit of Deposit to DBAS
- Do not enter any more QCC IBM receipts in FY 2019 (hold payments to receive in FY 2020)
- QCC Invoice & Billing will not be available until after the QCC IBM fiscal year-end processing is complete.
- TDSD will notify the districts immediately after the rollover/accrual process



Stop District QCC IBM Processing

- Notify District QCC IBM users that the QCC IBM system will be unavailable until the accrual/rollover/closing process from FY2019 to FY2020 is complete
- No entry of invoices, receipts, credit memos or receipt reversals can take place until TDSD has completed the FY2019 year-end process and the district is notified



Roll or Accrue Invoices?

- Reprint the QCC Aging Report to verify the balances
- Invoices whose income was earned in FY2019 should be accrued. The total of these invoices should be included in the beginning balance of FY2020 Object 9209 (AR – QCC IBM Invoices from Prior Year)
- There may be a few instances in which a “preliminary billing” invoice was created in FY2019 for income that will actually be earned in FY2020. For example, if invoices were sent out in June for July retiree benefit billings, these invoices may be “rolled”. A “rolled” invoice retains the original invoice number when rolled to FY2020 and its income is not credited to FY2019 (therefore is not included in the FY2020 beginning balance of Object 9209)

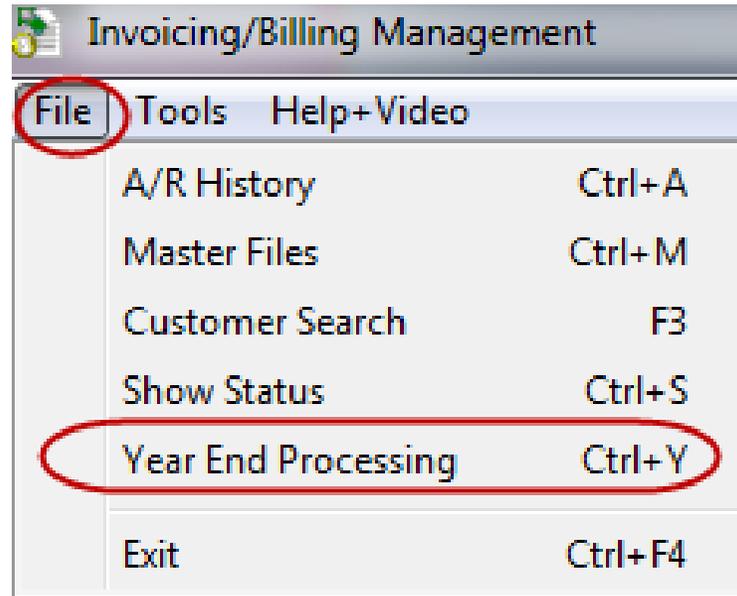


Setting up Accruals

- The default year-end process will create accrual invoices with cross-referencing to original invoice numbers for any open invoice that does not have an “R” type receipt entry.
- If an invoice is a pre-billing and you wish to roll that invoice into FY 2020 without recognizing income in FY 2019, enter an “R” type receipt with the amount of the invoice. Income will be recognized in FY2020 when the invoice is paid.



Year-End Processing



- Select **Year End Processing** from the **File** option on the **Invoice/Billing Management Screen**.



Verify Rollover Invoices

Year End Processing

Year End Rollover/Accrual

Report Title: ROLLOVER INVOICES TO NEW FY

Roll "R" transactions to invoices in next year.

Set up remaining open invoices as accruals

Select Receipts entered by user:

Update? N = Report only, from un-rolled invoices.
Y = Update "R" transactions, create new invoices in the next fiscal year, and produce report.
R = Reprint report from previously rolled invoices.

Process Year End

- Check **Roll** and enter **N (Report Only)** from the Year End Processing screen to run a report of the **rollover** invoices



Year-End Rollover Report

```
09 CAMPBELL UNION                Current Year Invoice Rollover Report      J9979  AR0160  L.00.02 06/10/10 PAGE    0
2010 DIST 09 ROLLOVER INV

                                User ID: ALL

                                Update: No

*** No Records Found ***
```

Most districts will have no rollover invoices, but if an “R” type receipt was entered for any invoice, the invoice will appear on this report.



Verify Accrual Invoices

Year End Processing

Year End Rollover/Accrual

Report Title: ACCRUAL INVOICES TO NEW FY

Roll "R" transactions to invoices in next year.

Set up remaining open invoices as accruals

Select invoices entered by user:

Update? N N = Report only from un-accrued invoices.
Y = Update remaining open current year invoices as accrual invoices, and produce report.
R = Reprint report from previously accrued invoices.

Process Year End

- Check the **Set up remaining open invoices as accruals** and enter **N (Report Only)** from the Year End Processing screen to run a report of the **accrual** invoices (Rollover invoices may display, since they have not been rolled.)



Year End Accrual Report

09 CAMPBELL ELEMENTARY
Dist 09 - FY06 CSAR Accruals

Open Invoice Accrual Report

ACTRCV H.02.502 07/05/2006

Page 1

Department: None

Inv No	Inv Date	E R No	Rcv No	Receipt Number	Rcpt Date	Customer					
600342	06/15/2006					000197 ACTION DAY NURSERIES/PRIMARY PLUS					
		<u>Fnd Resc</u>	<u>Y</u>	<u>Objt</u>	<u>SO Goal</u>	<u>Func CstCtr</u>	<u>Ste Mngr</u>	<u>Invoice Amount</u>	<u>Received Amount</u>	<u>Accrual</u>	<u>Balance</u>
		070-7230-0-8699-00-0000-0000-000000-000-0000						\$351.00	\$0.00		\$351.00
						Invoice Total:		\$351.00	\$0.00		\$351.00
600353	06/16/2006					000197 ACTION DAY NURSERIES/PRIMARY PLUS					
		<u>Fnd Resc</u>	<u>Y</u>	<u>Objt</u>	<u>SO Goal</u>	<u>Func CstCtr</u>	<u>Ste Mngr</u>	<u>Invoice Amount</u>	<u>Received Amount</u>	<u>Accrual</u>	<u>Balance</u>
		070-7230-0-8699-00-0000-0000-000000-000-0000						\$185.40	\$0.00		\$185.40
						Invoice Total:		\$185.40	\$0.00		\$185.40
						Customer Total:		\$536.40	\$0.00		\$536.40
600370	06/22/2006					000097 BALLARD MONTESSORI					
		<u>Fnd Resc</u>	<u>Y</u>	<u>Objt</u>	<u>SO Goal</u>	<u>Func CstCtr</u>	<u>Ste Mngr</u>	<u>Invoice Amount</u>	<u>Received Amount</u>	<u>Accrual</u>	<u>Balance</u>
		070-7230-0-8699-00-0000-0000-000000-000-0000						\$438.00	\$0.00		\$438.00
						Invoice Total:		\$438.00	\$0.00		\$438.00
						Customer Total:		\$438.00	\$0.00		\$438.00
600218	03/16/2006					000318 BASKETBALL					
		<u>Fnd Resc</u>	<u>Y</u>	<u>Objt</u>	<u>SO Goal</u>	<u>Func CstCtr</u>	<u>Ste Mngr</u>	<u>Invoice Amount</u>	<u>Received Amount</u>	<u>Accrual</u>	<u>Balance</u>
		010-0000-0-8650-00-0000-0000-000000-035-0000						\$630.00	\$0.00		\$630.00
						Invoice Total:		\$630.00	\$0.00		\$630.00
						Customer Total:		\$630.00	\$0.00		\$630.00
600337	06/15/2006					000103 BERRYESSA UNION					
		<u>Fnd Resc</u>	<u>Y</u>	<u>Objt</u>	<u>SO Goal</u>	<u>Func CstCtr</u>	<u>Ste Mngr</u>	<u>Invoice Amount</u>	<u>Received Amount</u>	<u>Accrual</u>	<u>Balance</u>
		010-0000-0-8699-00-0000-0000-001860-078-0000						\$6,626.04	\$0.00		\$6,626.04



Authorization to Close

Authorization to Close QCC IBM Invoices and Roll and Accrue Invoices for Fiscal Year 2019

We have completed the entering of QCC Invoice & Billing Management invoices and are ready for you to execute the rollover of the designated FY 2018 invoices and set up the remaining balances of the rest of the FY 2019 invoices into 2020 accrual invoices.

Rollover Balance:	<input type="text"/>	Number of Rollover Invoices:	<input type="text"/>
Accrual Balance:	<input type="text"/>	Number of Accrual Invoices:	<input type="text"/>
Total Balance of All Invoices:	<input type="text"/>	Total Number of Invoices to Process:	<input type="text"/>
<input type="text"/>		<input type="text"/>	
District #		District Name	
<input type="text"/>		<input type="text"/>	<input type="text"/>
Print Authorized Signer's Name		Signature of Authorized Signer	Date

Please attach copy of first and last pages of the Rollover and Accrual reports for your district and attach them with this form to a new Accesspoint Service request at <http://accesspoint.sccoe.org>. If you need assistance in creating service requests or uploading the attachments, please contact the SCCOE Technology Services Branch Help Desk at 408-453-4357 (helpdesk@sccoe.org)

- Enter a new service request and submit the completed **Authorization to Close QCC IBM Invoices Form** and the first and last pages of your Rollover and Accrual Reports.

The form can be found on Accesspoint, under Bulletins



TDSD Process to Year-End Close

- End of work day, June 27, 2019, block all districts from entering QCC IBM user entries
- Run verifying Rollover and Year-End Accrual Reports to match district reports
- Perform ROLL operation if necessary (same invoice #
- Set up Invoice Odometer for Accruals (189001)
- Perform Accrual operations
- Print final Year-End Accrual Reprot with invoice cross-reference
- Set up Invoice Odometer for FY 2019 (190001)
- Set up Receipt Odometer for FY 2019 (190001)
- Once ALL Districts have been processed, TDSD will notify Districts that year-end close processes are complete and Districts can now enter new FY2019 invoices and receipts



Thank You!

Questions?