

QSS/OASIS Fiscal Year Transition Training Notes

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The samples of reports, windows, and dialog boxes in this document are provided to illustrate the operation of the software at a typical site. All names and addresses are fictitious. The actual windows, dialog boxes, and reports at your site may vary from the samples in this documentation.

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Chapter 1:

Introduction

This chapter covers the following main topics:

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About This Manual	1-1
Vocabulary	1-3
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Significance of Typography	1-7
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About This Manual

Sequencing of Tasks in This Manual

This manual provides instructions for transitional procedures that are carried out before, during, and after the change from one fiscal year to another. The descriptions and explanations of tasks are grouped into chapters according to the various software systems offered by **QSS**. This may or may not be in the same order in which a district will decide to perform those tasks.

Purpose of Examples and Illustrations

While not every example illustrated in this manual may seem realistic to any one district, this manual gives widely varying examples in order to show what is possible. It is up to each district to decide what does and does not work for the district's unique situation.

Audience for This Manual

Most of the manual is for a general audience. The overview of personnel and instructions for using programs are written for personnel staff members. This manual assumes that these readers already understand what kind of information is needed to maintain their personnel records.

These chapters do assume some familiarity with using computers, either through previous experience or training from QSS. Specifically, this manual assumes the following knowledge:

- ◆ How to log on to the HP e3000.

- ◆ How to select menus and programs with the QSS/OASIS Menu System.
- ◆ How to print and retrieve reports according to the internal procedures for your site.
- ◆ How to navigate through a screen with the <TAB> key, arrow keys, space bar and other such keys.
- ◆ How to read and interpret self-evident messages such as this:

No records found for given criteria.

These instructions also assume that your site has a system administrator as a resource person. The screen menus and print procedures are different at every site. The system administrator can customize both according to local operational needs. Therefore, your system administrator is the person to ask about where to find a particular program on your Menu System screens.

Vocabulary

List of Terms

The following defines a number of terms as they are used in this manual.

Choose: To pick from a large, indefinite list that cannot be defined precisely in the documentation. For example, **choose** the detail lines that you want to print. Contrast with **select**.

Delta: A consistent percentage of increase between one salary schedule step and the next step, or between one range and the next range.

Dialog box: A box that pops up in response to some action taken by you, that then requires input from you, the user. The input may be as simple as clicking [OK] to confirm an instruction, as demonstrated in Figure 1-1, or it may involve several selections that you must make before you click the final approval button, as shown in Figure 1-2.

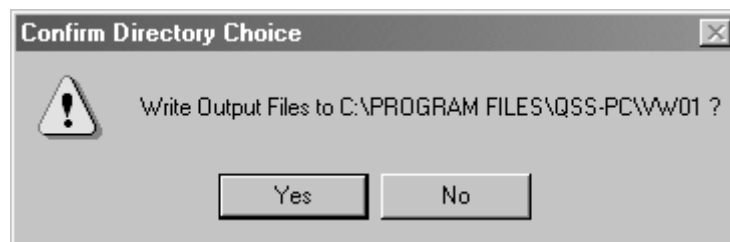


Figure 1-1: Simple Dialog Box

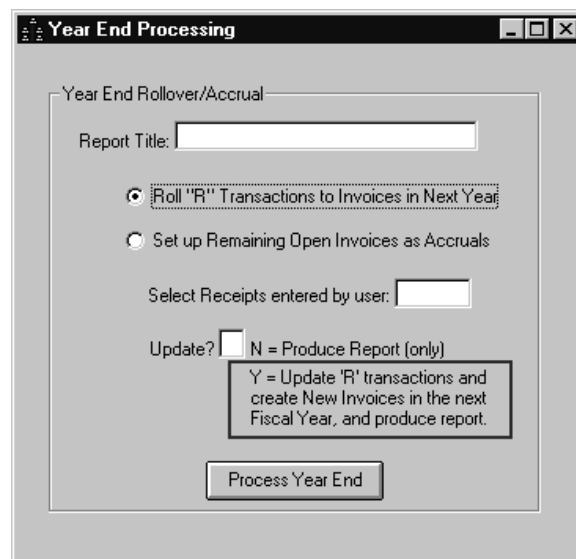


Figure 1-2: Complex Dialog Box

Field: A discrete piece of information, such as a portion of an account string. Most screens for QSS/OASIS software have a series of fields for typing in or displaying information, such as **Description** or **Report class**.

Filter: A set of criteria which restricts the data that can be made available.

Flag: A signal for a particular field that indicates a certain status, frequently a *yes* or *no*, *on* or *off* switch.

Group box: In a GUI environment (such as Invoicing/Billing Management), an outlined box within a larger dialog box, containing related choices.



Figure 1-3: Group Box

GUI: Graphical user interface.

Job number: An identification number assigned by the operating system to a batch job, including reports you launch.

Launch: To submit a *stream file* to the computer's batch job queue.

Launcher, launch screen: A program that displays a fill-in screen and captures your input. It then builds a *stream file*.

List box: A box in which you can select pre-existing items, but in which you cannot type any new entries.

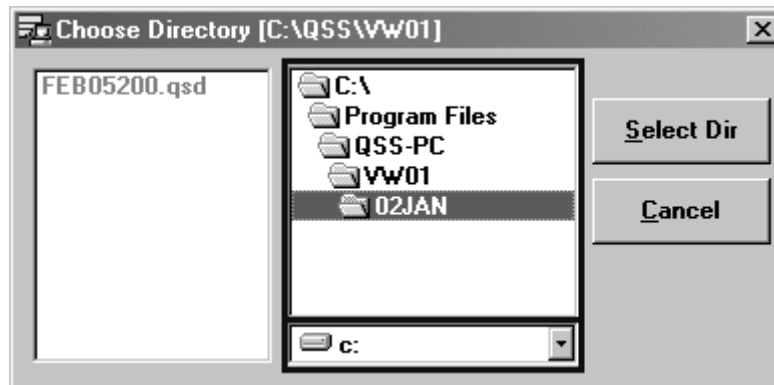


Figure 1-4: List Boxes

Message line: On Reflection screens, a line below the main screen and above the function key names, where instructional messages, confirmation messages, error messages, or warning messages appear when the software is performing a process or responding to your request. Various dialog boxes may also display message lines.

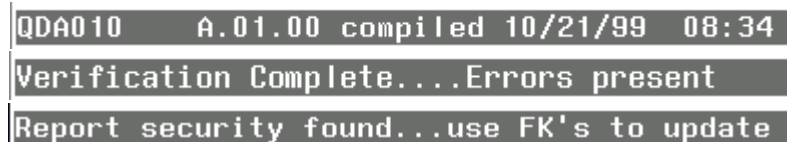


Figure 1-5: Message Lines

P-files: Reports coming from LSPOOL.

Option button: This type of button is distinctive in that you can select only one at a time. Unlike check boxes which may all be checked, an option button indicates an *either/or* selection. You can select only one at a time.



Figure 1-6: Option Buttons

Pseudocode: A name for an account, which is used as a substitute for the corresponding account number on screens that prompt for individual accounts.

Roll: To copy, but with the built-in ability to make changes in the process of copying, so that the copy is not identical to the original.

Select: To pick from an explicitly defined set of choices. For example, some dialog boxes require a user to select fields from a set list of fields. Contrast with **choose**.

Stream File: A script of commands the computer uses to produce output such as a report. It runs in the background so you can continue to do other work on the computer. Also called batch file or job stream.

Text box: A box which may or may not contain text. You can either accept the existing text or replace it with text that you type.

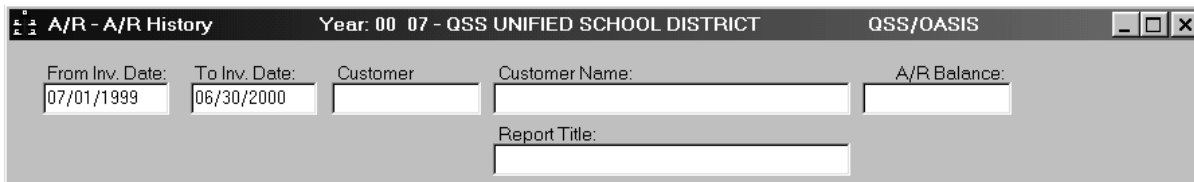
A screenshot of a software window titled "A/R - A/R History". The window has a title bar with "Year: 00 07 - QSS UNIFIED SCHOOL DISTRICT" and "QSS/OASIS". Inside the window, there are several text boxes for data entry. The first row contains "From Inv. Date:" with the value "07/01/1999", "To Inv. Date:" with the value "06/30/2000", "Customer:" with an empty box, "Customer Name:" with an empty box, and "A/R Balance:" with an empty box. Below these, there is a "Report Title:" label followed by an empty text box.

Figure 1-7: Text Boxes

Type: To use the computer keyboard to key in characters or numbers that appear on the computer screen.

Validated account: An open account that can be used for tracking financial activity.

Documentation Conventions



NOTE: This document represents the current fiscal year as Y1 and the next fiscal year as Y2. For this reason, many screen shots display Y1 and Y2, although in reality actual numeric year input is required.

Significance of Typography

This heading identifies the typographic conventions for the following areas:

- ◆ Emphasized Points
- ◆ Page-Width and Two-Column Text
- ◆ Field Names
- ◆ Keys to Press: Function Keys and Key Names
- ◆ Screen Display and Sample Reports
- ◆ Information to Be Typed

Emphasized Points

This manual uses two ways to emphasize points.

- ◆ Emphasized phrases are in bold italic: ***emphasized phrase***.
- ◆ Notes, cautions, and warnings are in small table format, like the following:

NOTE: A ***note*** is a point to notice.

CAUTION: A ***caution*** is stronger, guarding against a small problem.

WARNING: A ***warning*** is strongest, guarding against a large problem.

Page-Width and Two-Column Text

This manual is divided into two kinds of text.

- ◆ **Page-Width Text** for introductions, overviews, explanations, and procedures.
- ◆ **Two-Column Text** for instructions on how to fill in the fields on a screen.

A chapter may consist of alternating sections of page-width and two-column text.

Page-Width Text for Explanations

Introductions, overviews, explanations, and procedures are in text that goes from the right to the left margin. This format of text normally starts chapters, provides overviews, or gives background information. Some entire chapters are in page-width text. For example, overview chapters usually are entirely in page-width text. Chapters that give instructions for filling in fields use two-column text for that purpose, as described in the next heading.

Two-Column Text for Screen Descriptions

Descriptions of how to fill in fields are in two columns.

- **Left Column:** Names of fields to fill in and buttons to click.
- **Right Column:** Explanation of what to do.

Field Names, Buttons, and Boxes

The names of onscreen buttons are capitalized as for titles and enclosed in square brackets, for example: [Select Data File] button. The names of function keys as displayed in Reflection screens are capitalized as for titles and enclosed in angle brackets, for example: <Update Data>.

The names of text boxes, list boxes, combo boxes, check boxes, and fields on QSS/OASIS screens are in bold type, including those found in instructions, like:

If you type a user-defined name in the **Name** field, leave the **Type** field blank.

Menu items and the names of dialog boxes and group boxes are capitalized as for titles but are not in bold type.

Field names listed in the left column of two-column text have one of the following notations: (R), (O), or (D).

CODE	MEANING
(R)	Required. All required fields must be filled in before you can update a screen.
(O)	Optional. You can leave optional fields blank and still apply changes. This would include check boxes such as Summary Only? .
(D)	Display. The field displays information that is already on file. You cannot directly change information in a display field.

Keys to Press: Function Keys and Key Names

Besides listing field names, the left column also lists the keys to press. Key names are in angle brackets, as in the following examples: <ENTER>, <Update Data>, and <Start Over>.

This heading discusses two categories of keys to press. After filling in a screen, these keys tell the computer that you have finished filling in a group of fields:

- ◆ <ENTER> and <RETURN>
- ◆ Labeled Function Keys

<ENTER> and <RETURN> Keys

The <ENTER> and <RETURN> keys serve two distinct purposes.

<ENTER> Key

Press <ENTER> after filling in a formatted screen.

Pressing <ENTER> signifies that you have finished filling in a screen. That key tells the computer to read the screen and process what you have typed in the fields.

The location of the <ENTER> key is different on terminals and personal computers.

- ◆ On Hewlett-Packard 2392A terminals, one <ENTER> key is at the lower left corner of the keyboard and the other is next to the <9> key on the numeric keypad.
- ◆ On personal computer-type keyboards, the <ENTER> key is the <+> key or the <ENTER> key to the right of the numeric keypad. (It is *not* the <ENTER> or ↵ key to the right of the letters <J> <K> <L> <:> <:>.)

<RETURN> Key

Press <RETURN> *only* when logging on and when explicitly told to do so in the instructions.

- ◆ On both Hewlett-Packard 2392A terminals and personal computer-type keyboards, the <RETURN> key is to the right of the alphabetic keys <J> <K> <L> <:> <:>.
- ◆ On personal computer keyboards, it is often labeled the <ENTER> key or just the ↵ key.

Labeled Function Keys

The left column lists labeled function keys. Their names are in angle brackets, such as <Return to Menu> or <Update Data>. These names refer to the labels above function keys 1 through 8, or <F1> through <F8>.

The instructions refer to the function key label, rather than the number, because QSS/OASIS makes extensive use of the ability to display only the function keys that work for a particular screen and to display different names for the same function key number.

Updating most screens requires pressing <ENTER>, then <Update Data> or the <F7> key. After you press <ENTER>, the program verifies what you have typed into the fields. Pressing <Update Data> posts the information on the screen to the computer's database. However, some screens update after you press <ENTER>. See the instructions for each screen for more details.

Screen Display and Sample Reports

Information displayed on the screen is represented in this manual as a typewritten-like monospaced font `Courier New type`.

Information to be Typed

Information that you type is represented in this manual as a typewritten-like monospaced font Courier New underlined type. The following example illustrates this convention:

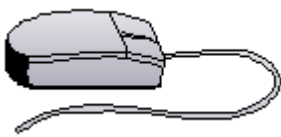
Type a JCW such as DISTNO or SITENO.

User Interface

The QSS/OASIS Financial Companion/PC System uses a graphical user interface, often referred to as GUI (pronounced goo'-we).

Things You Already Know

GUI applications run on Windows operating systems, and employ a simple point-and-click technique to use. You manipulate the software by pointing your mouse cursor at the desired screen location and clicking the left or right button on your mouse. This documentation uses three different terms for the kinds of mouse clicks you can make: **click**, **double-click**, and **right click**.



- **Click** means one click on the left mouse button.
- **Double-click** means two clicks on the left mouse button.
- **Right-click** means one click on the right mouse button.

You can point and click on any input field in any Windows dialog box to move the cursor to that field.



Alternatively, you can press the <Tab> key to move the cursor forward from one input field to the next; and press <Tab> and <Shift> simultaneously to move the cursor backwards.

Chapter 2:

Tasks for the Fiscal Year Transition



NOTE: This document represents the current fiscal year as Y1 and the next fiscal year as Y2. For this reason, many screen shots display Y1 and Y2, although in reality actual numeric year input is required.



WARNING: The system operator must check the capacity of a number of datasets before many of the end-of-year procedures can be carried out. See the Technical Notes chapter for details.

This manual provides instructions for transitional procedures that are carried out before, during, and after the change from one fiscal year to another. The descriptions and explanations of tasks are grouped into chapters according to the various software systems offered by **QSS**. This may or may not be in the same order in which a district will decide to perform those tasks.

Fiscal Year Transition Tasks

Task	Timeline	Status	System
Checking Dataset Capacities (Adager)	continually	R	MPE/iX
Maintaining Security Settings (MEN020)	continually	R	Utilities
Updating District Account Code Structure (GLMT02)	Dec-Feb	R	Core Financial
Rolling Year-Specific Account Field Descriptions (FDUPDT)	Dec-Feb	R	Core Financial
Defining Clearing Rules (GLMT03)	Dec-June	R	Core Financial

Fiscal Year Transition Tasks

Task	Timeline	Status	System
Setting Up Budget Control Record (BOUPDT)	Dec-Feb	R	Core Financial
Updating User Logons for the New Year (MEN020)	Jan-June	R	Utilities
Creating New Payroll Bonus (BC) Codes (PP0010)	June-July	R	Payroll
Creating New Position Control Bonus (PB) Codes (PP0010)	June-July	R	Positn. Ctrl.
Creating New Work Calendars (PP0035)	Jan-May	R	Positn. Ctrl.
Creating New Benefit Definitions (PP0050)	Jan-May	R	Positn. Ctrl.
Creating New Salary Schedules (PP0030)	Jan-May	R	Positn. Ctrl.
Rolling Authorized Positions and Employee Assignments to New Year (PP0800)	Jan-May	R	Positn. Ctrl.
Updating Projection Amounts on Position Screen (PCT900)	Jan-July	R	Positn. Ctrl.
Updating Salary Amounts on Position Screen (PAF300 and PAF305)	Jan-July	R	Positn. Ctrl.
Validating Account Strings	Jan-June	R	Core Financial
Manually Entering Each Account Through Account Maintenance (ACUPDT)	Jan-June	O	Core Financial
Transferring Budgets to Budget Development (BDE005)	Jan-June	R	Budget Devel.
Rolling Development Budget to Working Budget of Financial System (BDE006)	Jan-June	R	Budget Devel.
Manually Entering Each Account Through Working Budget Update (BGUPDT)	Jan-June	O	Core Financial
Creating New Pay Schedules (PP0010)	Feb-June	R	Payroll
Creating New Deduction Schedules (PP0010)	Feb-June	R	Payroll
Linking Pay Schedules and Deduction Schedules to Districts (PXLINK)	Feb-June	R	Payroll
Setting Up Autonumbering for the New Year (GOUPDT)	Apr-May	R	Utilities
Reviewing Program Options Using Query	Apr-June	R	MPE/iX
Maintaining Program Options with Utility Maintenance (GOUPDT)	Apr-June	O	Utilities
Setting Up The Batch Environment (BCUPDT)	Apr-June	R	Accts. Payable
Defining Fiscal Year Control Master File (FCUPDT)	Apr-June	R	Stores
Running Fiscal Year Maintenance Program (STRYRE)	Apr-June	R	Stores
Creating New Budget Thresholds (BWUPDT)	May-June	O	Core Financial
Creating New Payroll Names (PAYNAM)	May-June	R	Payroll
Running Back Issue Resolution (BIUPDT)	May-June	R	Stores
Rolling Selected Pay Lines to New Year (PL0900)	May-June	R	Payroll
Summer Pay Payroll Processing	June	R	Payroll
Summer Pay for Enhanced Payroll Processing	June	R	Payroll
Summer Pay for Enhanced Payroll: Roll Balances Forward (DED900)	June-July	R	Payroll

Fiscal Year Transition Tasks

Task	Timeline	Status	System
Loading Payroll Data from Standard Position Control (PL0400)	May-July	O	Payroll
Loading Payroll Data from Enhanced Position Control (PL0402)	May-July	O	Payroll
Updating Dates in Personnel Text Files	May-July	O	Personnel
Resynchronizing Stores Counters (RC1100)	June-July	O	Stores
Reviewing and Updating California Retirement Setup (TXR010)	June-July	O	Payroll
Reviewing and Updating PERS (TXR010)	June-July	O	Payroll
Reviewing and Updating STRS (TXR010)	June-July	O	Payroll
Rolling Over Year-End Employee Control Data (RCA740)	June-July	R	Retirement
Initialize Employee Accumulators Window	June-July	R	Retirement
Rolling Working Budget to Approved/Revised (BGRQST)	June-July	R	Core Financial
Adjusting Dates in Job Streams	June-July	R	Utilities
Manually Entering Accounts Through Beginning Balance Update (BBUPDT)	June-indef.	O	Core Financial
Beginning Balances via Budget Development	June-Sept	O	Budget Devel.
Running Reset And Balance Forward Process (ABT020, ABT920)	July	R	Abs. Tracking
Running Absence Accrual (ABT000) Using Annual Rollover Code	July	R	Abs. Tracking
Creating Job History Records (JH0900)	July	R	Job History
Manual Deferred Deductions	July-Aug	R	Payroll
Updating Voluntary Deductions (DEDCSB) for Standard Payroll	July-Sept.	O	Payroll
Updating Voluntary Deductions (DEDCSB)	July-Sept.	O	Payroll
Mass Recalculate Pay Position (PAY910)	July	O	Payroll
Updating Employee Experience (PER680)	July	O	Personnel
Closing Out All Outstanding Purchase Orders	May-June	R	Accts. Payable
Entering Estimated Payables (EP)	June	R	Accts. Payable
Roll Forward Accruals Using Invoicing/Billing Management (AR01)	June	R	Accts. Recvbl.
Setting Up Receivables for Next Year (ARS010)	June	R	Accts. Recvbl.
Roll Account Summary Rules (ACS010)	June	R	Core Financial
Roll Indirect Cost Rules (GLIC50)	June	R	Core Financial
Posting Payables Payments (CL)	after July 1	R	Accts. Payable
Copying PO Requisitions from Prior Year	after July 1	R	Accts. Payable
Posting Cash Against Receivables from the Prior Year (ARS020)	after July 1	R	Accts. Recvbl.
Rolling Employee Benefits to New Plan Year (BM0800)	End of plan year	R	Benefits Mgmt.

Fiscal Year Transition Tasks

Task	Timeline	Status	System
Mass Benefit Plan Add/Change/Delete	End of plan year	O	Benefits Mgmt.
Recalculating Employee Benefit Amounts (BM0850)	End of plan year	R	Benefits Mgmt.
Changing Sales Tax Rate Differentials	End of calendar year	O	Accts. Paybl. Accts. Recvbl. Stores Utilities
Copying WEBTools Viewing and Entry Groups to Next Year	June-July	R	WEBTools

Chapter 3:

Tasks Related to Core Financial

Overview

The first part of preparing for a new fiscal year is setting up that year on your system. This involves setting up your account structure (GLMT02) for the new year and moving validated account strings forward. The budget control record should also be set for the new year before work can begin on developing the budget for the new year.

This chapter covers the following procedures involved in the fiscal-year transition with their alternate options (main procedures are in bold type; options are indented):

TASK	PAGE
Updating District Account Code Structure (GLMT02)	3-2
Rolling Year-Specific Account Field Descriptions (FDUPDT)	3-12
Transfer Desc Subtab	3-14
Global Desc Xfer Subtab	3-15
Defining Clearing Rules (GLMT03)	3-20
Setting Up Budget Control Record (BOUPDT)	3-24
Validating Account Strings	3-29
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Transfer Selected Budgets to Budget Development (BDE005)	3-38
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*These are optional tasks for those who use Budget Thresholds, Account Summarization, and/or Indirect Cost Rules.

Updating District Account Code Structure (GLMT02)

Figure 3-1: Account Structure (GLMT02) tab after being selected as the active tab

Annual Maintenance

Each district must have an account structure, or account string definition, for every year during which it uses the QSS/OASIS Financial System or Budget Development System. The Account Structure (GLMT02) tab on the *General Ledger Maintenance* window allows you to define each district's account structure.

Purpose

The Account Structure (GLMT02) tab allows you to define the account string for each district. This definition applies to a specific district and a specific fiscal year. In other words, each district must have a separate financial account string definition for every fiscal year in which it tracks a budget, posts to the general ledger, or does budget development.

- ◆ The Copy Dist. Records subtab allows you to copy the account string for one district to one or more districts. Thus, you can set up the account string for one district, then copy it to all districts that with an identical or similar account string.
- ◆ The Copy All Dist subtab allows you to copy all account string definitions from one fiscal year to the next. This process is useful for setting up the general ledger for a new fiscal year.

*District Masterfile, Account String, and F*ie*ld Spec Subtabs*

The District Masterfile subtab, Account String subtab, and F*ie*ld Spec. subtab allow you to define the account string for a district and year. You must define a new set of account string definitions for each fiscal year.

HINT: The only time you need to add is the first time you define the account structure for a district. To set up the district's account structure for the next year, you can copy it to the new fiscal year, then make any needed changes.

WARNING: Once you start posting transactions for a year, the only things you should change are the **Online Account Balancing** and Override Password on the District Masterfile subtab. Do not change anything on the Account String subtab or the F*ie*ld Spec. subtab.

WARNING: Delete with caution. Do not delete the account string definition for a past year if accounts for that year are still in the general ledger database or in archives you have of that database. The system needs the definition of the account string to format the display on reports and windows properly.

Account Structure (GLMT02)

Fiscal Year: Y2 District: 24 - El Pino Grande USD

Subtabs: District Masterfile | Account String | Field Spec. | Copy Dist. Records | Copy All Dist.

Name: El Pino Grande USD

G/L District: 24

Online Account Balancing: PS - Soft Post

Override Password:

Twin District:

DG Status 1:

DG Status 2:

DG Status 3:

Figure 3-2: District Masterfile subtab in Change mode

District Masterfile Subtab

The District Masterfile subtab allows you to define the name of a district, the posting option, and online account balancing options.

Online Account Balancing

Select an option from the following list to control the processing of online transactions, such as purchase orders, pay vouchers, and travel claims.

Figure 3-3: District Masterfile subtab subtab for the *General Ledger Maintenance* window

Do not leave this field blank. You must choose one of the following options for the software to work correctly.

CODE	RESULTING BALANCE POSTING
PS	Post Soft. When an online transaction goes over budget, the screen issues a warning, but allows the transaction. The message line displays the budget for the account and the amount by which the budget is exceeded.
PH	Post Hard. An override password is required to enter a transaction that exceeds the budget for an account. For example, a clerk is entering a purchase order that goes over budget for an account. The transaction cannot be completed unless you type the Override Password defined on this screen.
P	Post. Online transactions are posted against the online balances for accounts. However, the screens in the Accounts Payable System do not display any errors or warnings when a transaction goes over budget.
N	No Post. This option is rarely used. You cannot post, check, or view online account balances.

Override Password FOR POST HARD ONLY. If you choose the post hard option, this password is required to enter an online transaction that goes over budget.

The password can include any combination of letters and numbers. All letters must be upper case.

Account String Subtab

Account String											
Field	Field ID	Start	Size	Name	Delimiter	Control Level	FY	Sig	Link	Bal	
1	FUND	1	2	Fund	-	County	No	Yes		Yes	
2	RESC	3	4	Resource	-	County	No	Yes		Yes	
3	PRYR	7	1	ProjectYear	-	County	No	Yes		Yes	
4	OBJT	8	4	Object	-	County	No	Yes		No	
5	PROG	12	4	Goal	-	County	Yes	Yes		No	

Account Presets:

Account Title: Fd Resc P Objt Goal Func Sch

Sample Account: xx-xxxx-x-xxxx-xxxx-xxxx-xxx

Account Entry Preset: >

Request Screen Acct Preset: 1

Unformatted account length: 22

Figure 3-4: Account String subtab for the *General Ledger Maintenance* window

Purpose

The Account String subtab allows you to select the account fields to include in a district's account

string.

Field	Field ID	Start	Size	Name	Delimiter	Control Level	FY	Sig	Link	Bal
1	FUND	1	2	Fund	-	County	No	Yes		Yes

Figure 3-5: Columns in the Account String subtab

Account Presets Area

Account Presets

Account Title: Fd Resc P Objt Goal Func Sch

Sample Account: xx-xxxx-x-xxxx-xxxx-xxxx-xxx

Account Entry Preset: >

Request Screen Acct Preset: 1

Unformatted account length: 22

Figure 3-6: **Account Presets** area for the Account String subtab

Field Spec. Subtab

Field Spec.			
Usage	Local Field	Size	Bal
* Fund	1 - Fund	2	Yes
Sub-Fund			
Resource	2 - Resource	4	Yes
Project Year	3 - ProjectYear	1	Yes
Program/Goal	5 - Goal	4	No
Sub-Program			
Function/Activity	6 - Function	4	No
* Object	4 - Object	4	No
Sub-Object			
School	7 - School	3	No
Location/Site			

Figure 3-7: Field Spec. subtab for the *General Ledger Maintenance* window

Purpose

The Field Spec. subtab allows you to define the usage that corresponds to each field in the account string. At the very least, you must define the account fields that correspond to the fund and object usage. You can define additional usages for other account fields.

Columns in the Subtab

Usage	Local Field	Size	Bal
* Fund	1 - Fund	2	Yes

Figure 3-8: Columns for the Field Spec. subtab

Copy Dist. Records Subtab

Fiscal Year	Dist	Name	GL Dist	Acct Bal	Override
08	24	El Pino Grande USD	24	PS - SoftPost	

Figure 3-9: Copy Dist. Records subtab for the Field Master (GLMT01) tab

The Copy Dist. Records subtab allows you to copy the account string from one district to another or from one fiscal year to another. This subtab is useful for a county office that needs to set up account strings for multiple districts. Once you create an account string for one district, you can copy it to other districts with this subtab.

NOTE: When you are setting up a new year, use the Copy All Districts subtab to do a mass copy of all account strings from the year ending June 30 to the new year starting on July 1.

Copy All Dist Subtab

Figure 3-10: Copy All Dist subtab for the Field Master (GLMT01) tab

The Copy All Dist subtab allows you to copy all account string definitions from one fiscal year to another. This subtab is useful for setting up a new fiscal year. It provides a convenient way for a county office to copy all account strings from the year ending June 30 to the new year beginning on July 1.

District Report Window

The instructions for this window focus on the following areas:

- ◆ Launching the Report
- ◆ Sample General Ledger District Report (GLDIST)

Launching the Report

The screenshot shows a software window titled "District Report" with a subtitle "24 - QSS DEMONSTRATION DISTRICT". The window has a menu bar with "File" and "Help". Below the menu bar, there is a tab labeled "GLDIST - 1" with sub-tabs "Presets" and "Submit Job". The main content area displays "District: 24 - Qss Demonstration District" and "Year: 07". There are input fields for "Report title" (containing "Sample for Documentation"), "District" (containing "24"), and "Year" (containing "07").

Figure 3-11: *District Report* window for launching the General Ledger District Report (GLDIST)

Sample General Ledger District Report (GLDIST)

The General Ledger District Report (GLDIST) prints one page for each district and year that you select. Each page lists the account string definition for a district and year.

QSS DEMONSTRATION DISTRICT GENERAL LEDGER DISTRICT REPORT J9923 GLDIST H.00.00 01/02/07 PAGE 51

District: 57 SMARTVILLE UNIFIED SAMPLE DIST FY: 00

G/L District: 57 Online Account Balancing: PS Override password:

Account String Definition:

Field	ID	Start	Size	Name	C/D/M	FY	SIG	Link	Bal
1.	FUND	1	2	Fund	D	N	Y		Y
2.	RESC	3	4	Resource	D	N	Y		Y
3.	YEAR	7	1	Year	D	N	Y		Y
4.	OBJT	8	4	Object	D	N	Y		N
5.	GOAL	12	4	Goal	D	N	Y		N
6.	FUNC	16	4	Function	D	N	Y		N
7.	SCHL	20	3	School	D	N	Y		N
8.	BDGR	23	3	Responsblty	D	N	Y		N

Delimiters: -----

Field Specification Maintenance:

Field Number	Usage	Defined name	Size	Bal
1	Fund	Fund	2	Y
2	Project (Resource)	Resource	4	Y
3	Project Year	Year	1	Y
5	Program/Goal	Goal	4	N
6	Function/Activity	Function	4	N
4	Object	Object	4	N
7	School	School	3	N

Account Title: Fd-Resc-Y-Objt-Goal-Func-Sch-Bdg

Sample Account: xx-xxxx-x-xxxx-xxxx-xxxx-xxx-xxx

Normal Account Preset: >

Request Screen Acct Preset: >

Raw account length: 25

Formatted account length: 32

Traditional Screens

The traditional screens are very similar to those in QCC. This heading illustrates the screens for the following:

- ◆ Defining the District Masterfile
- ◆ Copying District Records

Defining the District Masterfile

The following screens illustrate how to define the account string for a district with the traditional software. For more details, see Chapter 2 of the *QSS/OASIS Core Financial Manual*.

District: 07	Update District Masterfile	QSS/OASIS										
District: 07 FV: Y2												
<table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">Name:</td> <td style="border: 1px solid black; padding: 2px;">QSS UNIFIED SCHOOL DISTRICT</td> </tr> <tr> <td>G/L District:</td> <td style="border: 1px solid black; padding: 2px;">07</td> </tr> <tr> <td>Online Account Balancing:</td> <td style="border: 1px solid black; padding: 2px;">PS</td> </tr> <tr> <td>Override password:</td> <td style="border: 1px solid black; padding: 2px;">OVERRIDE</td> </tr> <tr> <td>Twin:</td> <td style="border: 1px solid black; padding: 2px;">01</td> </tr> </table>			Name:	QSS UNIFIED SCHOOL DISTRICT	G/L District:	07	Online Account Balancing:	PS	Override password:	OVERRIDE	Twin:	01
Name:	QSS UNIFIED SCHOOL DISTRICT											
G/L District:	07											
Online Account Balancing:	PS											
Override password:	OVERRIDE											
Twin:	01											
Maintain Account String Definition: <input checked="" type="checkbox"/> (Y/N)												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; border: 1px solid black; text-align: center;">Start Over</td> <td style="width: 15%; border: 1px solid black;"></td> <td style="width: 15%; border: 1px solid black;"></td> <td style="width: 15%; border: 1px solid black;"></td> <td style="width: 15%; border: 1px solid black;"></td> <td style="width: 15%; border: 1px solid black;"></td> <td style="width: 15%; border: 1px solid black; text-align: center;">Update</td> <td style="width: 15%; border: 1px solid black; text-align: center;">Exit</td> </tr> </table>			Start Over						Update	Exit		
Start Over						Update	Exit					

Figure 3-12: District selection

District: 07 Account String Definition QSS/OASIS

District: 07 QSS UNIFIED SCHOOL DISTRICT FY: Y2

Field	ID	Start	Size	Name	C/D/M	FY	SIG	LINK	Bal
1.	FUND	01	02	Fund	C	N	Y		Y
2.	BDGR	03	03	BdgtRespons	D	N	Y		N
3.	SITE	06	03	Site/School	D	N	Y		N
4.	RESC	09	04	Resource	C	N	Y		Y
5.	PRVR	13	01	Project Year	C	N	Y		Y
6.	PROG	14	04	Program Goal	C	N	Y		N
7.	FUNC	18	04	Function	D	N	Y		N
8.	OBJT	22	04	Object	C	N	Y		N
9.	TYPE	26	04	Type	D	N	Y		N
10.									
11.									
12.									
13.									
14.									
15.									
16.									

Delimiters: -----

Move after

Start Over						Continue	Exit
------------	--	--	--	--	--	----------	------

Figure 3-13: Account String Definition

District: 07 Field Specification Maintenance QSS/OASIS

District: 07 QSS UNIFIED SCHOOL DISTRICT FY: Y2

Field Number	Usage	Defined name	Size	Bal
01	* Fund	Fund	2	Y
	Sub-Fund			
04	Project (Resource)	Resource	4	Y
05	Project Year	Project Year	1	Y
06	Program/Goal	Program Goal	4	N
	Sub-Program			
07	Function/Activity	Function	4	N
08	* Object	Object	4	N
	Sub-Object			
03	School	Site/School	3	N
	Location/Site			
09	User/Type	Type	4	N
	Fiscal Year			

Go To Option				Previous		Continue	Exit
--------------	--	--	--	----------	--	----------	------

Figure 3-14: Field Specifications Maintenance

District: 07		Account Presets		QSS/OASIS	
District: 07 QSS UNIFIED SCHOOL DISTRICT FY: 97					
<div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> </div> <div>1234567890123456789012345678901234567890123456</div>					
Account Title: Ed Bdr Sch Resc Y Goal Func Objt Type					
Sample Account: xx-xxx-xxx-xxxx-x-xxxx-xxxx-xxxx-xxxx					
Normal Account Preset: 0000					
Request Screen Acct Preset: ????					
Raw account length: 29					
Formatted account length: 37					
<div> <div>Go To Option</div> <div></div> <div></div> <div></div> <div>Previous</div> <div></div> <div>Continue</div> <div>Exit</div> </div>					

Figure 3-15: Account Presets

Copying District Records

If there are no changes in the account string, you can copy it from one year to the next. For details, see Chapter 2 of the *QSS/OASIS Core Financial Manual*.

District: 07		Copy District record to other District/FY		QSS/OASIS	
Source District: 07 FY: 97 QSS UNIFIED SCHOOL DISTRICT					
DI	FY	Name	GL Dist	AcctBal	Override
Source: 07	97	QSS UNIFIED SCHOOL DISTRICT	07	PS	OVERRIDE
Target: 07	Y2	District 07	07	PS	VERLAG
<div> <div>Go To Option</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div>Update Dists</div> <div>Exit</div> </div>					

Figure 3-16: Copy District Record to Other District/FY

Rolling Year-Specific Account Field Descriptions (FDUPDT)

Field Maint. (FDUPDT) |

Field Maintenance				Transfer Desc		Global Desc Xfer		Dist Field Mapping	
Field	ID	Size	Type	FY	Sig	Control	Link	Bal	
8	Object	4	Numeric	No	Yes	County		No	
9	Type	4	Numeric	No	Yes	District		No	

Value	Name	Abbr.	Ref	Type	GL Type
3400	HEALTH AND WELFARE BENEFITS	H&W BEN			
3401	HEALTH & WELFARE-CERTIFICATE	H&WCERT			
3402	HEALTH & WELFARE-CLASSIFIED	H&WCLASS			
3500	STATE UNEMPLOYMENT INSURANC	SUI			
3501	STATE UNEMPLOYMENT INS-CERT	SUICERT			
3502	STATE UNEMPLOYMENT INS-CLASS	SUICLASS			
3520	MISC SUI	MISC SUI			

Figure 3-17: Field Maint. (FDUPDT) tab after being selected as the active tab

Overview

You may not need to follow this step.

- ◆ Skip this step for account fields that are not fiscal year controlled. The field values are not tied to a fiscal year, so no action is required. For example, the Fund field is not fiscal year controlled. Fund 01 is the General Fund in every fiscal year.
- ◆ Follow this step for fiscal year controlled account fields. For them, the field definitions are tied to a specific district and fiscal year. This step explains how to roll the field definitions from Y1 into Y2.

The **FY** box in the Account String subtab determines whether an account field is fiscal year controlled.

Each district must have a set of field values for each year. There is a separate set of field values for each account field: a list of valid funds, objects, resources, and all other account fields. Each list of field values can be linked to a particular district and fiscal year. When the district begins a new fiscal year, it must create a new list of field values for every fiscal year dependent field in its account string.

The Field Maintenance (FDUPDT) tab on the *Chart of Accounts* window allows a district to create new field values in the new year and to copy existing field values from one year to the next.

There are two ways to copy field values with the Field Maintenance (FDUPDT) tab: individual field definitions and mass copy.

- ◆ **Individual Field Definitions.** The Transfer Desc subtab allows you to copy an individual field value, such as a specific fund or function code, from one year to the next.
- ◆ **Mass Copy.** The Global Desc Xfr subtab allows you to copy all field definitions for an account field from one year to another. For example, this screen allows a district to copy all values for the responsibility or object field from FY 08 to FY 09. Once the copy is completed, you can add or change individual field values as needed in FY 09 with the Field Maintenance subtab.

Checking Database Capacities

Before entering field descriptions (FDUPDT), check the capacity of the CA-FIELD-DEF dataset in the GLDSYS database. In most cases, doing so requires that you ***get help from data processing or your system administrator.***

Transfer Desc Subtab

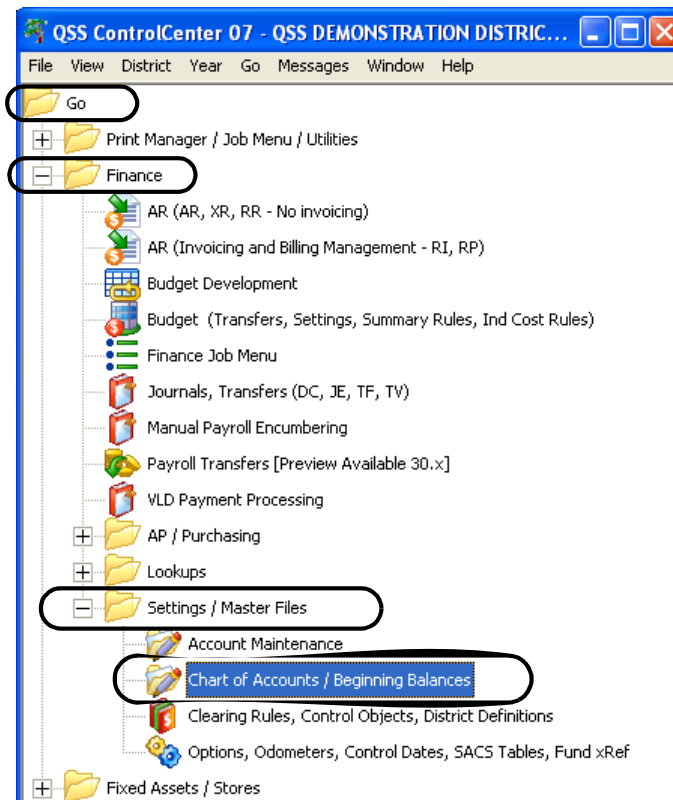


Figure 3-18: Selecting the *Chart of Accounts* window from the tree view

In the top part, select the account, source year, and target year.

Transfer Desc	
Field:	1 - Fund
Enter year of existing description:	07
Enter year to receive description:	08
Value:	11 - ADULT EDUCATION
Name:	ADULT EDUCATION
Name Abbr:	ADULT
Reference:	
Type:	
General Ledger Type:	

The window displays the code you select. You can change any of these boxes for the copy.

Figure 3-19: Transfer Desc subtab for the *Chart of Accounts* window

Transferring Descriptions

The Transfer Desc subtab allows you to copy an account field description for your district from one fiscal year to the next.

In the **Control** field on the Field Maintenance subtab, each account field is either District-controlled, County-controlled, or Mapped.

- ◆ If you are logging in as a district, you can transfer descriptions only for District fields.
- ◆ If you are logged in as the county, you can transfer the description for all account fields: District, County, and Mapped.

Account Description Boxes

The following figure focuses on the part of the Transfer Desc subtab that displays the definition of the source account field. You can change any of this information for the copy of the account field that you are creating.

Name: CERTIFICATED PUPIL SUPP SALARY

Name Abbr: PUP SUPP

Reference:

Type: [dropdown]

General Ledger Type: [dropdown]

Figure 3-20: Account description boxes for the Transfer Desc subtab

Global Desc Xfer Subtab

Global Desc <u>X</u> fer					
Transfer?	Field No.	Field Name	FY Controlled	Source Year	Target Year
Yes	1	Fund	No	07	08
Yes	2	Responsblty	No	07	08
Yes	3	Site	No	07	08
Yes	4	Resource	No	07	08
Yes	5	ProjectYear	No	07	08
Yes	6	Goal	Yes	07	08
Yes	7	Function	No	07	08
Yes	8	Object	No	07	08
► Yes	9	Program	No	07	08

Figure 3-21: Global Desc Xfer subtab for the Field Maintenance (FDUPDT) tab

Columns in the Subtab

Transfer?	Field No.	Field Name	FY Controlled	Source Year	Target Year
Yes	1	Fund	No	07	08

Figure 3-22: Columns in the Global Desc Xfer subtab

Traditional Version

The traditional program is Update Chart of Accounts (FDUPDT). For detailed instructions, see Chapter 5 of the *QSS/OASIS Core Financial Manual*.

This heading illustrates the following:

- ◆ Individual Field Description Transfers
- ◆ Global Field Description Transfer

Individual Field Description Transfers

The following series of screens illustrates the process of maintaining individual field values with Update Chart of Accounts (FDUPDT).

District: 65	Update Chart of Accounts	QSS/OASIS
Field to update (H for help): H		
Select the # to update from this list:		
1 - FUND		
2 - RESOURCE		
3 - PROJECT YEAR		
4 - OBJECT		
5 - LOCAL GRANT		
6 - GOAL		
7 - FUNCTION		
8 - SCHOOL		
9 - RESPONSBLTY		
10 - LOCAL		
<hr/>		
Start Over	Go to Option	Help
Global Transfer	Back Up	Field Mapping
		Exit To Menu

Figure 3-23: Option Screen in Update Chart of Accounts (FDUPDT) with List of Fields

Type a field number and press <ENTER>.

District: 65		Update Chart of Accounts		QSS/OASIS	
		Field: 02		Name: RESOURCE	
		Option (H for help):			
Valid options are:					
A	-	Add a record			
C	-	Change a record			
D	-	Delete a record			
I	-	Inspect a record			
R	-	Request master file report			
S	-	Select another file to update			
T	-	Transfer Descriptions between years			
E	-	Exit program			

Start Over	Go to Option	Help	Global Transfer	Back Up	Field Mapping	Exit To Menu
------------	--------------	------	-----------------	---------	---------------	--------------

Figure 3-24: Update Chart of Accounts Screen with 'T'ransfer Option

To transfer field values, type T and press <ENTER>.

District: 65		Update Chart of Accounts		QSS/OASIS	
		Field: 02		Name: RESOURCE	
		Option (H for help):		T	
		Enter year of existing description:		Y1	
		Enter year to receive description:		Y2	
		RESOURCE		value: 7230	

Start Over	Go to Option	Help	Global Transfer	Back Up	Field Mapping	Exit To Menu
------------	--------------	------	-----------------	---------	---------------	--------------

Figure 3-25: Individual Description Transfer Screen in Update Chart of Accounts (FDUPDT)

Press <ENTER> to display information about the selected field values.

```

District: 65                Update Chart of Accounts                QSS/OASIS

                          Field: 02  Name: RESOURCE

                          Option (H for help): T

Enter year of existing description: Y1

Enter year to receive description: Y2

      RESOURCE      value: 7230
                      Name: TRANSPORTATION HOME TO SCHOOL
                      Abbr: TRANSPOR
                      Reference:
                      Type: RE
General Ledger Type:

```

Start Over	Go to Option	Help	Global Transfer	Back Up	Field Mapping	Exit To Menu
------------	--------------	------	-----------------	---------	---------------	--------------

Figure 3-26: Update Chart of Accounts Screen with All Fields Displayed

Press <ENTER> to save your changes in the target year. The source year is unchanged.

Global Field Description Transfer

District: 65Update Chart of AccountsQSS/OASIS

Field to update (H for help):

Start OverGo to OptionHelpGlobal TransferBack UpField MappingExit To Menu

Figure 3-27: Update Chart of Accounts Screen (FDUPDT)

Press <Global Transfer> to display the Global Description Transfer screen.

District: 65		Global Description Transfer			QSS/OASIS	
Transfer?	Field No.	Field Name	Fiscal Year Controlled?	Source Year	Target Year	
N	01	FUND	N			
N	02	RESOURCE	N			
Y	03	PROJECT YEAR	Y	Y1	Y2	
N	04	OBJECT	N			
Y	05	LOCAL GRANT	N	**	Y2	
Y	06	GOAL	Y	Y1	**	
N	07	FUNCTION	N			
N	08	SCHOOL	N			
N	09	RESPONSBLTY	N			
N	10	LOCAL	N			

Start Over	Go To Option	Explain		Back Up	Field Mapping	Start Transfer	Exit To Menu
------------	--------------	---------	--	---------	---------------	----------------	--------------

Figure 3-28: Global Description Transfer Screen in Update Chart of Accounts (FDUPDT)\

Defining Clearing Rules (GLMT03)

Copying and Reviewing Clearing Rules

Every district has a set of clearing rules for processing liabilities for accounts payable, payroll, and benefit expenses. Each set of rules is linked to a specific district and fiscal year. A district can copy these rules from one year to another, then make any needed adjustments. If you want to make any changes to these rules, do so before you begin to post actual accounts payable, payroll, or benefit transactions to the general ledger.

Before a district can set up clearing rules, it must create a set of “skeleton” accounts that contain only the balance sheet fields. All other field values must be zeros. You can establish these accounts by using the Budget Development System to copy them into the new fiscal year or by creating them with the *Account Maintenance* window.

The Clearing Rules (GLMT03) tab allows a district to define accounting rules for posting liabilities for accounts payable and payroll to the general ledger. These rules allow a variety of ways for processing these expenses: clearing accounts, liability objects, or due to/due from objects. The clearing accounts can be in a variety of places: the same fund as the expense, a different fund in the same district, or a special County Schools Services Fund (CSSF) district—a special clearing district that allows a county to consolidate Accounts Payable and Payroll expenses from all districts into a single set of clearing accounts for payment.

A district must define these clearing rules every year. This requirement exists because the district definition on the Account Structure (GLMT02) tab is for a specific district and year. Likewise, the clearing rules on the Clearing Rules (GLMT03) tab are also for a specific district and year. However, you do not need to rebuild each year’s clearing rules from scratch, as you can copy clearing rules from year to year, then make any modifications needed for the new year.

Prerequisites

Before you can create clearing rules for a district and year, the following items must already be in place:

- ◆ **District Account Definition.** The Account Structure (GLMT02) tab allows you to create the district record for each district and year. This record defines the structure of the financial account that your district uses.
- ◆ **Chart of Accounts.** The Field Maintenance (FDUPDT) tab on the *Chart of Accounts* window allows you to define the field values, or lists of funds, objects, and other account fields from which to choose when creating an account string. The chart of accounts must include the field values for the funds, resources, project year, and objects for the clearing accounts on the Clearing Rules (GLMT03) tab.

- ◆ **Validated Accounts.** Each clearing account must be a valid account created with the *Account Maintenance* window. These clearing accounts are skeleton accounts that include only the fields that post to the general at the balance sheet level. The *Account Structure* (GLMT02) tab specifies which fields post to the general ledger and which are used only for tracking revenues and expenses in the subsidiary ledgers.

Order for Setting Up Clearing Rules

When setting up clearing rules for a year, do so in the following order.

- ◆ Always create the global clearing rules for District 00 first. These rules apply to all districts that do not have a set of district-specific clearing rules.
- ◆ Create district-specific rules for districts that require exceptions. Copy the clearing rules from District 00 to an individual district, then make any needed district-specific exceptions.

For example, District 08 requires special processing for some transactions. First, copy the clearing rules from District 00 to District 08. Second, make any needed modifications for the special needs of District 08.

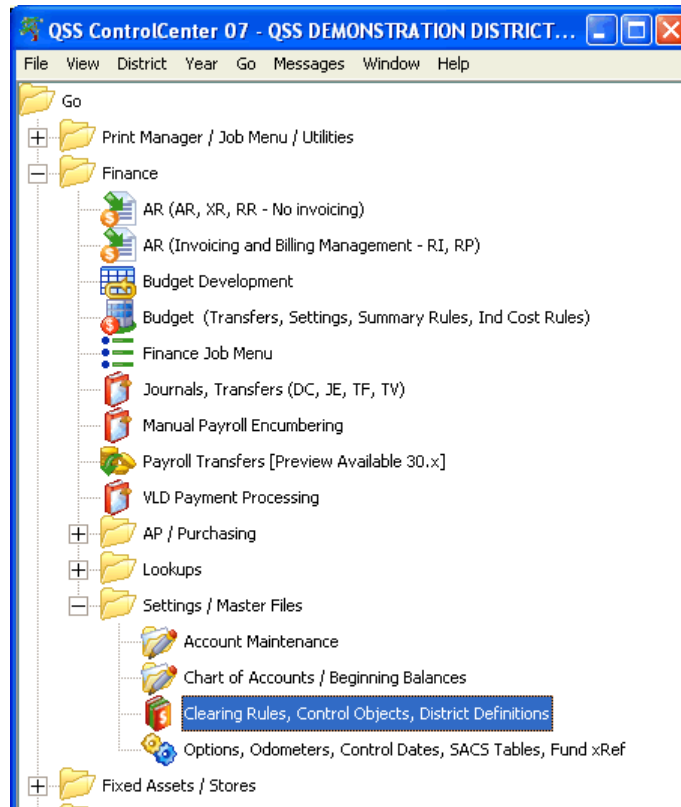
Copy/Del Clearing Rules Subtab

Figure 3-30: Copy/Del Clearing Rules subtab for the Maintain APY/BEN/PAY Clearing Rules (GLMT03)

The Copy/Del Clearing Rules subtab allows you to copy the accounts payable clearing rule from one year to another and to delete the clearing rule for the a year. To copy the clearing rules, run the copy process for all 3 sets of rules.

Traditional Version

Figure 3-31 illustrates the option screen for the traditional software after you select Maintain APY/BEN/PAY Clearing Rules (GLMT03) from the Menu System. The options for year-end processing are highlighted. For more details, see Chapter 5 of the *QSS/OASIS Core Financial Manual*.

Figure 3-29: Selecting the *General Ledger Maintenance* window from the tree view

District: 65 Maintain APY/BEN/PAY Clearing Rules QSS/OASIS

Option (H for Help): XA

Fiscal year: Y2
District: 00 (Use 00 for Global settings)

Copy From	Fiscal year: <u>Y1</u> District: <u>00</u> (Use 00 for Global settings)
-----------	--

Valid options are:

- A - Maintain APY/PAY Clearing Rules
- DA - Delete APY/PAY Clearing Rules
- XA - Copy APY/PAY Clearing Rules
- B - Maintain Benefit Clearing Rules
- DB - Delete Benefit Clearing Rules
- XB - Copy Benefit Clearing Rules
- H - This help message
- E - Exit program

Start Over	Help						Return to Menu
------------	------	--	--	--	--	--	----------------

Figure 3-31: Option Screen (GLMT03)

Figure 3-32 illustrates the screen for copying Accounts Payable and Payroll clearing definitions from one district and fiscal year to another. The screen for copying benefit clearing rules works the same way.

District: 65 Maintain APY/BEN/PAY Clearing Rules QSS/OASIS

Option (H for Help): XA

Fiscal year: Y2
 District: 00 (Use 00 for Global settings)

Copy Fiscal year: Y1
 From District: 00 (Use 00 for Global settings)

Start Over	Help						Return to Menu
------------	------	--	--	--	--	--	----------------

Figure 3-32: Copy APY/PAY Clearing Rules

Setting Up Budget Control Record (BOUPDT)

Budget Control Rec (BOUPDT)

District : 07

Fiscal Year : Y2

Status: 'T' Maintain accounts via transfers.

Approved: / / User ID :

Revised: / / User ID : Revision number: 0

Copied from Budget Dev: / / User ID : Counter: 0

Actuals copied to Budget Dev: / /

Figure 3-33: Budget Control Rec (BOUPDT) subtab for the Settings tab

Introduction

The budget control record keeps track of when the working budget is rolled to approved and revised and which user rolled the budget. It will not allow the working budget to be rolled to approved more than once. It also will not allow you to do budget transfers prior to rolling the budget to approved if the control record is set to transfers. If the control record is set to detail, you cannot maintain the budget with transfers.

Each year, you must decide whether you want to maintain the working budget through Update Working Budget (allows details) or via the Transfer program. ***Make this decision for each district.***

Each district must have a budget control record defined with the Budget Control Rec (BOUPDT) subtab for every fiscal year in which it uses the QSS/OASIS Budgeting System. This record must exist before a district can do any of the following for a fiscal year:

- ◆ Roll a budget model from the QSS/OASIS Budget Development System into the general ledger's working budget with the *Transfer Development Budget to Financial System (BDE006)* window.
- ◆ Maintain the unapproved working budget on the Maintain Budget tab with the *Module, Task, and User Security for QCC* and the Budget Detail Records (GLDDDET) subtab. You cannot use the Budget Transfers (BD02BT) subtab for an unapproved budget.
- ◆ Approve the working budget with the *Transfer Working Budget to Revised/Approved (BGRQST)* window. This window launches a process that rolls the working budget to the revised and approved budgets. The approved budget is a snapshot of the working budget as of the time it was approved.

- ◆ Use the *Financial Activity Report Writer (FARSUB)* window to create a Financial Activity Report (FAR110).

After the working budget is approved, the budget control offers the following choices for how to maintain the working budget:

- ◆ The Budget Transfers (BD02BT) subtab. **QSS** recommends this option, as budget transfers provide an audit trail of changes and show up on financial reports.
 - ◆ The Uppdate Working Budget (BGUPDT) subtab and the Budget Detail Records (GLDDET) subtab. These two subtabs allow you to update budgets without providing any record of what changes were made.
- ◇ Press ALT+S.

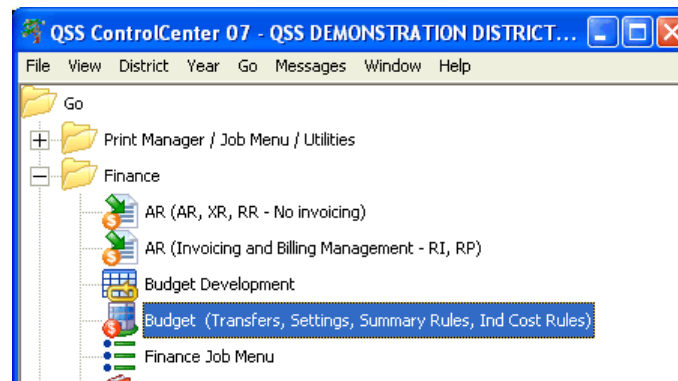



Figure 3-34: Selecting the *Budget Maintenance* window from the tree view

Creating a Budget Control Status Report (BO0100)

NOTE: **QSS** strongly recommends that you select '**T**' - **Maintain accounts via transfers**. Budget transfers provide an audit trail of all changes made to the approved budget. You can create transaction reports of budget transfers, and budget transfers show up on financial reports that list the full details of transactions.

Figure 3-35 illustrates the report launch screen that displays after you click the  (Report [Ctrl+F11]) icon.

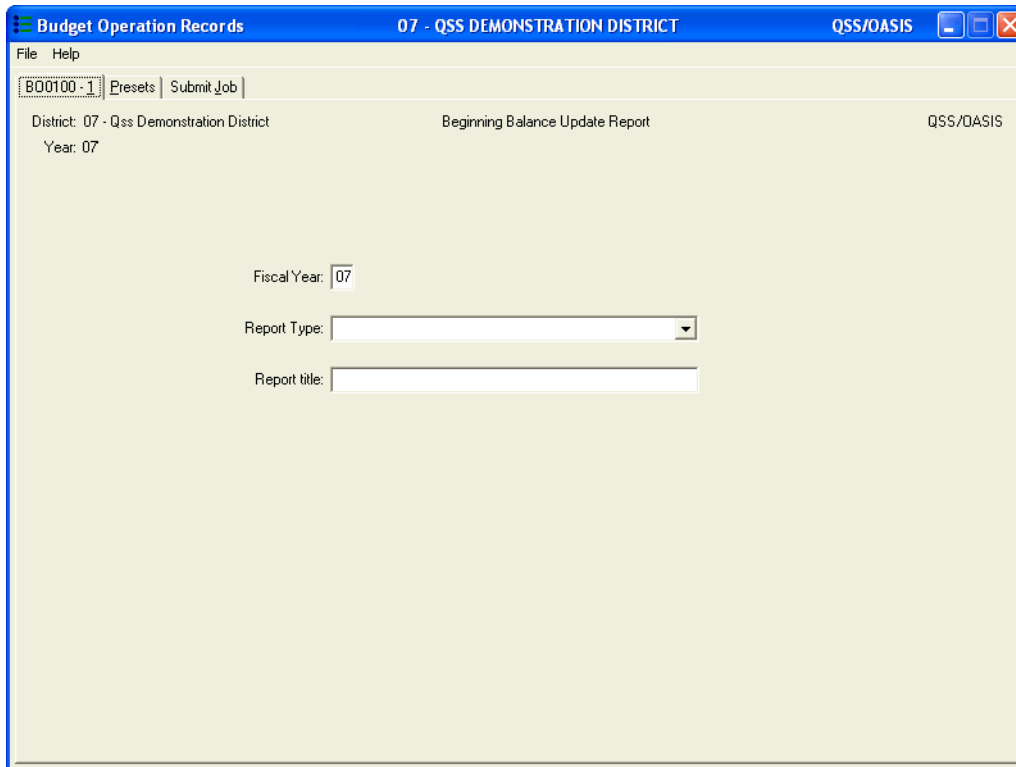


Figure 3-35: Launch screen for the Budget Control Status Report (BO0100)

The resulting report looks like this.

07 QSS DEMONSTRATION DISTRICT			BUDGET CONTROL STATUS REPORT				J4857	BO0100	H.00.01	04/19/Y2	PAGE	1
SAMPLE												
REPORT FOR ALL DISTRICTS FISCAL YEAR: Y2												
District	Control Status	Approval Date	Opr ID	Revision Date	Opr ID	Revision Counter	BDE->GL Working	Opr ID	BDE->GL Counter	Actuals Rolled		
4 PREFECT QUATRE	T	07/01/20Y2	JMzT7	06/30/20Y2	JMT7	6	07/01/20Y2	DY	2	09/19/20Y2		
6 PREFECT SIX	T	07/01/20Y2	JMT7	05/08/20Y2	JMT7	8	07/01/20Y2	KMA6	4	09/18/20Y2		
7 PREFECT SEPT	T	06/30/20Y2	smgr	06/30/20Y2	MGR	8	07/01/20Y2	JD	2	04/01/20Y2		

Traditional Screens

This heading illustrates the screens for adding a budget control record with the traditional software. For more details, see Chapter 6 of the *QSS/OASIS Core Financial Manual*.

Figure 3-36 illustrates the option screen for Maintain Budget Operations Control Record (BOUPDT).

```

District: 07      Maintain Budget Operations Control Record      QSS/OASIS

      Option: A Enter "H" for help.
      Fiscal Year: Y2


```

Figure 3-36: Option Screen for Maintain Budget Operations Control Record (BOUPDT)

Figure 3-37 illustrates the screen for adding a new record after you type an **Option** of A, then press <ENTER>.

```

District: 07      Maintain Budget Operations Control Record      QSS/OASIS
Year: Y2

Status: 1  "D" To maintain accounts via detail and updates.
          "T" To maintain accounts via transfers.

          Approved: ████████ User ID: ____

          Revised: _____ User ID: ____ Revision number: 00

          Copied from Budget Dev: _____ User ID: ____ Counter: 00

          Actuals copied to Budget Dev: _____
  
```

Figure 3-37: Add, Change, or Inspect Screen for Maintain Budget Operations Control Record (BOUPDT)

Validating Account Strings

Overview

Each district must have a separate set of validated accounts for each fiscal year before any transactions can be posted. A valid, or validated, account is an open account that can be used for tracking financial activity. Each account is linked to a fiscal year and is valid only for that year.

All transaction programs check the AC-MASTER dataset to see if the account number exists in the fiscal year before posting the entry.

You can validate accounts through ACUPDT, Budget Development, or via the function keys within either the *GL Application* window or *Budget Transfers (BD02BT)* subtab on the *Budget Maintenance* window. There are five ways to validate accounts in the financial system. The following five methods are not mutually exclusive. You can use one or more of them.

Ways to Validate Account Strings

There are five ways to validate account strings.

- ◆ Manually enter each account through the *Account Maintenance* window. This may be an ongoing process, done at any time of year, but especially after the new year's budget is approved.
- ◆ Transfer the budget from Budget Development to the next year's working budget with BDE006. This is a batch job and is the most commonly selected method.
- ◆ Manually enter each account through Update Working Budget (BGUPDT) subtab on the *Budget Maintenance* window. This is usually done in the spring so a district can produce purchase orders for the next year's supplies that will be charged to the next year's budget. This can also be done at any time until the next year's budget is approved.

The last two methods are reserved for the beginning balances of 9xxx objects, general ledger accounts only.

- ◆ Manually enter accounts through the Beg. Balance Upd (BBUPDT) tab on the *Chart of Accounts* window.
- ◆ Roll Beginning Balances through Budget Development with BDE008. See ["Beginning Balances via Budget Development" on page 3-63](#) for more information.

Creating Validated Accounts

The two most common ways to create validated accounts are by validating individual accounts, or by batch copying from Budget Development.

- ◆ **Validating Individual Accounts.** The *Account Maintenance* window allows you to open, or validate, individual accounts. This online program allows you to validate one account at a time. This option is useful for creating new accounts during the fiscal year.
- ◆ **Batch Copy from Budget Development.** If your district uses the QSS/OASIS Budget Development System, it can use a batch process (BDE006) to create most of the validated accounts in the new fiscal year. Budget Development allows a district to experiment with a variety of budget models, then select one model as the starting point for the new fiscal year. Near the end of the budget development cycle, a district rolls, or copies, a budget model from the Budget Development System into the working budget of the general ledger. This action creates a set of validated accounts in the new fiscal year.

For more information, see the discussion of budgeting in the *QCC Core Financial Manual* and the *QCC Budget Development Manual*.

TIP: Budget Development can be a shortcut for validating accounts in a new year.

Even if your district does not use the QSS/OASIS Budget Development System to prepare the budget, you can use that system to create a set of validated accounts. For example, suppose it is the start of FY 03 (July, 2002 to June, 2003). You can follow these steps to quickly create a set of validated accounts:

- Transfer financial accounts from the general ledger budget for FY 02 into a budget model in the Budget Development System.
- Transfer the budget model into the general ledger working budget for FY 03. This action creates a set of validated accounts.

See the *QCC Budget Development Manual* for more information.

Manually Entering Each Account Through Account Maintenance (ACUPDT)

This method will allow you to validate each account, but no budget amounts are set up. You must be logged into the fiscal year for which you are validating accounts. These instructions focus on the following areas:

Checking Database Capacities

Before performing a manual entry of accounts through Validate Accounts (ACUPDT), make sure that the AC-MASTER and ACCOUNT datasets in the GLDSYS database have adequate room. Check also the PSEUDO-CODE dataset if you will be entering pseudo codes. In most cases, doing so requires that you ***get help from data processing or your system administrator.***

Prerequisites for Using This Program

Before you can use this program, the following preparation is required:

- ◆ Define the account structure for the current fiscal year.
- ◆ Create the chart of accounts.

See "[Rolling Year-Specific Account Field Descriptions \(FDUPDT\)](#)" on page 3-12 for more information about Update Chart of Accounts (FDUPDT).

Overview of the Account Maintenance Window

Figure 3-38 illustrates the *Account Maintenance* window that displays after you open it from QCC or from the *GL Account Lookup* window. This heading provides an overview of how to use the window.

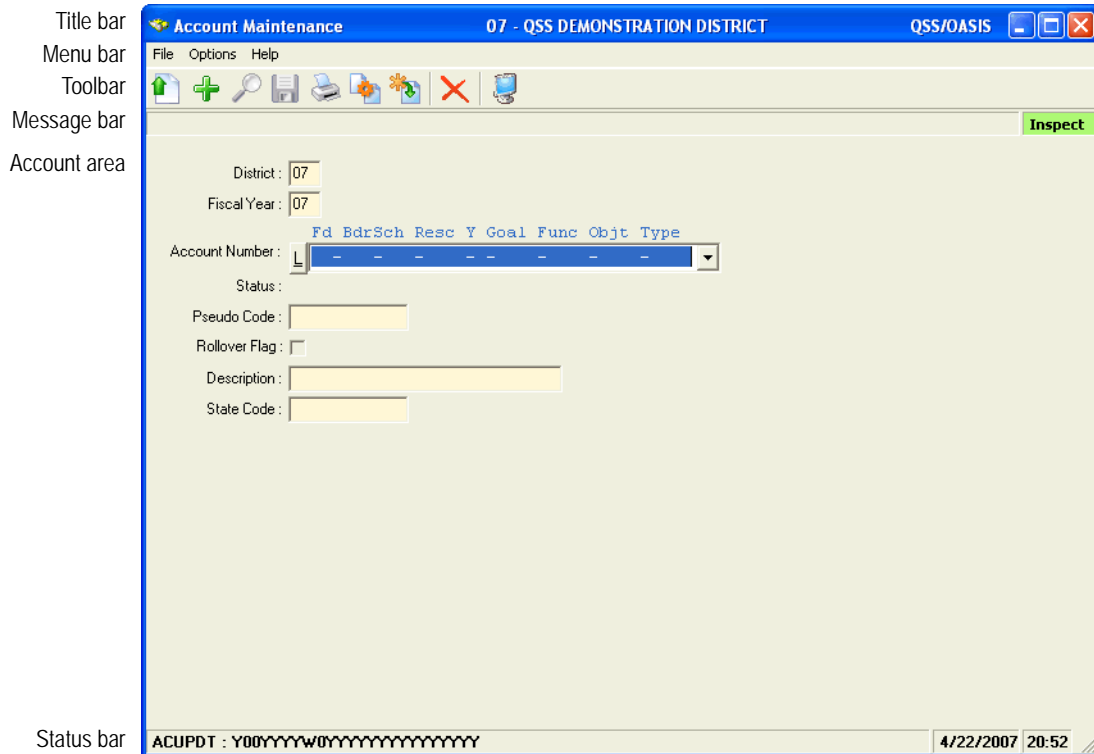


Figure 3-38: Parts of the *Account Maintenance* window

SACS Field Relationship Checking

The California Department of Education (CDE) has published tables that define the valid combinations of the following fields for its Standardized Account Code Structure (SACS):

- ◆ Fund and Function
- ◆ Fund and Goal
- ◆ Fund and Object
- ◆ Fund and Resource
- ◆ Function and Object
- ◆ Resource and Object

For districts that are using the California SACS account structure, the QSS/OASIS Financial System can check each account that you create against these field relationship tables.

Your system administrator has set up one of the following options:

- ◆ **No checking.** By default, there is no account field checking when you add an account. You can enter any combination of account field values without regard for whether they meet the SACS requirements. There is no warning when an account contains an invalid combination of fields.

- ◆ **Soft checking.** With this option, each new account is checked against the field relationship tables. The screen issues a warning when an account contains an invalid combination of field values, such as a combination of fund and object field values that is not in the relationship table. However, you can override the error and update the account.
- ◆ **Hard checking.** With this option, each new account is checked against the field relationship tables. Every account must pass all field relationship tests. You cannot add an account that contains an invalid combination of field values, such as the wrong revenue object for a resource, or an invalid combination of function and object codes.

Before your district can use soft or hard checking, your system administrator must download the field relationship tables for SACS and set up the ACUPDT user security to enable checking against those tables. For details, see the discussion of ACUPDT in Chapter 2 of *Modules, Tasks, and User Security for QCC*.

Traditional Screens

Options Screen

Figure 3-39 illustrates the Account Maintenance Screen. This screen is displayed after you select Account Maintenance (ACUPDT) from the Menu System. This is the option screen, which allows you to change, open, or close financial accounts. For detailed instructions, see Chapter 5 of the *QSS/OASIS Accounts Payable Manual*.

NOTE: Figure 3-39 illustrates the standard function keys for this screen. If a function key is not displayed on your screen, your security profile does not allow access to that function.

```

District: 07
Year: Y2
Account Maintenance
QSS/OASIS

(Choose a function key)

FI02AC H.00.01 compiled 03/26/98 20:05 S=Y00YYYY
OPTIONS  Change Info  Open Account  Close Account  Reports  Return To Menu

```

Figure 3-39: Account Maintenance Screen (ACUPDT)

Open Accounts Option Screen

```

District: 07                                Open Account Option                                QSS/OASIS
Year: Y2

District      Fd Bdr Sch Resc Y Goal Func Objt Type
07            01-500-400-0000-0-0000-0000-5800-0000

```

Figure 3-40: Open Account Option Screen (1 of 2)

```

District: 07                                Open Account Option                                Q88/OASIS
Year: Y2

District      Fd Bdr Sch Resc Y Goal Func Objt Type
07            01-500-400-0000-0-0000-0000-5800-0000
Pseudo-code:
Rollover flag: Y
Description:
State Code:

```

Figure 3-41: Open Account Option Screen (2 of 2)

Change Info Option Screen

```
District: 07          Change Info Option          QSS/OASIS
Year: Y2
```



```
District    Fd Bdr Sch Resc Y Goal Func Objt Type
   07       015004009018771100000580000000=
```


Options				Back Up			Return To Menu
---------	--	--	--	------------	--	--	-------------------

Figure 3-42: Change Info Option Screen (1 of 2)

```

District: 07                                Change Info Option                                QSS/OASIS
Year: Y2

District      Fd Bdr Sch Resc Y Goal Func Objt Type
07            01-500-400-9018-7-7110-0000-5800-0000
Pseudo-code:  [REDACTED]
Rollover flag: Y
Description:   [REDACTED]
State Code:   [REDACTED]

```

Figure 3-43: Change Info Option Screen (2 of 2)

Close Account Option Screen

[illegible]

Figure 3-44: Close Account Option Screen (1 of 2)

```
District: 07          Close Account Option          QSS/OASIS
Year: Y2

District   Fd Bdr Sch Resc Y Goal Func Objt Type
    07      035004000000077110000058000000>

Really Close this account? █
```

Options							Return to menu
---------	--	--	--	--	--	--	-------------------

Figure 3-45: Close Account Option Screen (2 of 2)

Transfer Selected Budgets to Budget Development (BDE005)

Purpose of Process

The *Transfer Selected Budgets to Budget Development (BDE005)* window launches a batch process that allows you to copy any of the following into a budget model:

- ◆ Working, revised, or approved budget in the Financial System.
- ◆ Actual revenues and expenses from the Financial System.
- ◆ Up to 20 budget models.
- ◆ Up to 20 actuals models.

There is one additional source for budget data. The Import Accounts tab allows you to import budget accounts and amounts from an Excel file or delimited text file.

Your site can configure this process to honor or ignore the **Rollover Flag** for an account. When your site creates accounts on the *Account Maintenance* window, each account has a **Rollover Flag** that controls whether to roll the account forward from one fiscal year to the next. The BDE500 user security controls whether the Budget Development System honors this flag.

Launching the Process

There are two operations in launching a process:

- ◆ Opening the process window.
- ◆ Filling in the process window and launching the process.

Table 3-1: Tabs for the *Transfer Selected Budgets to Budget Development (BDE005)* window

TAB	PURPOSE
<u>M</u> ain Selection tab	Select the source from which to copy accounts and amounts into the target budget model. The source can be a budget in the general ledger, up to 20 actuals models, or up to 20 budget models. You can also select whether to clear the target budget model before transferring or merging the transferred accounts and amounts with the target budget model.
<u>A</u> ccounts tab	Select the accounts to include on a report or process by account masks and field ranges. This tab is the same for every report.

Main Selection Tab

Figure 3-46 illustrates the Main Selection tab for the *Transfer Selected Budgets to Budget Development (BDE005)* window.

Transfer Selected Budgets to Budget Development

District: 07 QSS UNIFIED SCHOOL DISTRICT

Source FY: 08 Source: D - Development

Target FY: Target Model:

Move account details: ☐

Transfer accounts if amt is zero: ☒

Set dollars in target model to zero: ☐

If acct exists in target model: N - No erase

FTE: 0 - FTE set to zero in target

Rounding rule: N - No rounding

GLDSYS Accounts: 0 - Open

	Source Model	Options		Source Model	Options
1			2		
3			4		
5			6		
7			8		
9			10		
11			12		
13			14		
15			16		
17			18		

Default Usersec: Y Yr:2008 Dist:07 Site:1 4/9/2008 22:19

Figure 3-46: Main Selection tab for the *Transfer Selected Budgets to Budget Development (BDE005)* window

Sample Copy from Budget dev or Glidsys to Budget dev (BDE520)

```

07 QSS DEMONSTRATION DISTRICT          COPY from Budget dev or Gldsys to Budget dev    J8807    BDE520    H.00.07 05/21/08 PAGE    0
-----
The following are the parameters the copy (BDE520)
was run with.

          Account classifications selected                                Field ranges selected
          Fd Bdr Sch Resc Y Goal Func Objt Type                        FI    RANGE
          -----
1.      -  -  -  -  -  -  -  -
2.      -  -  -  -  -  -  -  -
3.      -  -  -  -  -  -  -  -
4.      -  -  -  -  -  -  -  -
5.      -  -  -  -  -  -  -  -
6.      -  -  -  -  -  -  -  -
7.      -  -  -  -  -  -  -  -
8.      -  -  -  -  -  -  -  -
9.      -  -  -  -  -  -  -  -
10.     -  -  -  -  -  -  -  -

          Budget Source: D
          From fiscal year: 08
          Source model/option: 00/A
          To fiscal year: 08
          Target model number: 04
          Accounts selected: Y
          Move account detail: N
          Zero budget amounts: N
          Erase previous data: N
          Transfer zero accounts: Y
          How to setup FTE: 0
          Special rules for fy field:
          Include which GL Accts: 0

Extract budget from source in Budget Developement
  District: 07
  Fiscal Year: 08
  Source Model/Option: 00/A

Load budget into target budget model
  District: 07
  Fiscal Year: 08
  Fiscal Model: 04

TIME      EVENT
08:30:20  Start Extract

08:30:20  Source budget records read:      11
08:30:20  Source budget records extracted:  11
08:30:20  Target budget records remaining after duplicates removed:  0
08:30:20  Target budget details added:      3
08:30:20  Target masters added:            0

08:30:20  Process complete

```

Traditional Screens

For the traditional softw

are, you can launch Transfer Selected Budgets to Budget Development (BDE005) from Budget Development (BDE000). The process is very similar to that for the QCC version. For details, see Chapter 4 of the QSS/OASIS Budget Development Manual.

District: 65		Budget Development		QSS/OASIS			
Year: Y1							
(Choose a function key)							
Report Screen	Help	Next Keys	Model Control	Budget/Actuals	Budget Actions	Comp Bdg Report	Return to Menu
Percent Adjust	Help	Next Keys	Resynch Models	TFR to Bud Dev	TFR to Gen Ldg	TFR to Dev Actl	Return to Menu

Figure 3-47: Budget Development Main Screen (BDE000)

Press <Next Keys>, then press <TFR to Bud Dev>.

Figure 3-48 illustrates the screen that displays after you press the <TFR to Bud Dev> function key.

District: 07		Transfer Selected Budgets to Development Budget		QSS/OASIS		
(Press F2 for expanded help)						
Source: <input type="checkbox"/> D=Development, W=GL Working, R=GL Revised, A=GL Approved, X=Dev Actuals						
Source FY:		Source Model/Options(A/S):				
Target FY:		Target Model:				
Select accounts?		<input type="checkbox"/> (Y,N)				
Move account details?		<input type="checkbox"/> (Y,N)				
Transfer accounts if amount is zero?		<input type="checkbox"/> (Y,N)				
Set dollars in target model to zero?		<input type="checkbox"/> (Y,N)				
If account exists in target model?		A=Erase, S=Erase selected, N=No erase				
FTE: <input type="checkbox"/> 0 = FTE set to zero in target						
1 = Preserve FTE in target - FTE of new accounts will be zero						
2 = Erase target FTE - Copy FTE values from source to target						
3 = Preserve FTE in target - FTE of new accounts added from source						
Rounding rule?		<input type="checkbox"/> ('N'o rounding, 'D' nearest dollar, 'U'p to next dollar, 'T'runcate)				
GLDSYS Accounts?		<input type="checkbox"/> (Open/closed/both)				
BDE005 H.00.15 compiled 11/03/04 13:41:04 Opt:Y						
Start Over	Help			Start Over	Launch Job	Return to Menu

Figure 3-48: Transfer Selected Budgets to Budget Development (BDE005)

Rolling Development Budget to Working Budget of Financial System (BDE006)

Overview

If a budget was developed in the Budget Development system for the new fiscal year, a transfer of the budget from Budget Development to the working budget of the Financial System can be done. This process automatically validates any account which is transferred.

This option may be performed more than once if needed. It copies the budget model you have developed within Budget Development to the working budget within the general ledger.

Checking Database Capacities

Before you request the transfer from budget development (BDE006), make sure that the GLDSYS database has been expanded. Check the capacity of the AC-MASTER and ACCOUNT datasets. Check also the PSEUDO-CODE dataset if you will be entering pseudo codes. If you will be transferring budget details, check also the AC-BDG-DETAIL dataset. In most cases, doing so requires that you ***get help from data processing or your system administrator***.

Purpose of Process

The *Transfer Development Budget to Financial System (BDE006)* window transfers a budget model from the Budget Development System to the working budget of the Financial System. You can transfer all of a budget model or only selected accounts. You can also select whether to erase the working budget before transferring or overlay the budget model on existing Financial System accounts.

There are a couple of important notes about this process:

- ◆ Before using BDE006, make a back-up copy of the Financial System budget in the Budget Development System. To do so, use the *Transfer Selected Budgets to Budget Development (BDE005)* window to copy the budget from the Financial System to a budget model.

- ◆ You cannot use BDE006 after the working budget has been approved. The process updates the budget approval date in the budget control record. However, you can continue to use a budget model as a basis for updating the working budget. The *Create Budget Transfers / Proof Report (BTXSUB)* window launches a process that compares the working budget against a budget model, then creates the budget transfers needed to synchronize the working budget with the budget model. For instructions, see Chapter 9 of the *QCC Core Financial Manual*.

WARNING: The BDE006 window allows you to erase all revenue and expense accounts in the Financial System. Before using this window, back up the Financial System budget to a budget model. Be sure the window is filled out the way you want before selecting the **Launch Job** command.

Launching the Process

These instructions tell how to transfer a budget model to the general ledger with the *Transfer Development Budget to Financial System (BDE006)* window.

There are two operations in launching a process:

- ◆ Opening the process window.
- ◆ Filling in the process window and launching the process.

Main Selection Tab

Table 3-2: Tabs for the Transfer Selected Budgets to Budget Development (BDE005)

TAB	PURPOSE
<u>M</u> ain Selection tab	Select the budget model to roll into the general ledger and the options for replacing any existing budgets.
<u>A</u> ccounts tab	Select the accounts to include on a report or process by account masks and field ranges. This tab is the same for every report.

Figure 3-49 illustrates the Main Selection tab for the *Transfer Development Budget to Financial System (BDE006)* window.

Figure 3-49: Main Selection tab for the Transfer Development Budget to Financial System (BDE006)

Sample Report

07 QSS DEMONSTRATION DISTRICT COPY from Budget dev TO Gldsys - Results J8806 BDE610 H.00.05 05/21/08 PAGE 0

The following are the parameters for the copy (BDE610)
was run with.

From budget development year: 08
From budget development model: 00
To fiscal year: 09
Action: Zero all budget accounts(working, revised, approved)
Move account detail: N
Transfer zero accounts: Y
Special rules for fy field:

Accounts selected:

07 QSS DEMONSTRATION DISTRICT COPY from Budget dev TO Gldsys - Results J8806 BDE610 H.00.05 05/21/08 PAGE 0
Confirmation

	Account classifications selected							Field ranges selected			
	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	FI	RANGE
1.	-	-	-	-	-	-	-	-	-		
2.	-	-	-	-	-	-	-	-	-		
3.	-	-	-	-	-	-	-	-	-		
4.	-	-	-	-	-	-	-	-	-		
5.	-	-	-	-	-	-	-	-	-		
6.	-	-	-	-	-	-	-	-	-		
7.	-	-	-	-	-	-	-	-	-		
8.	-	-	-	-	-	-	-	-	-		
9.	-	-	-	-	-	-	-	-	-		
10.	-	-	-	-	-	-	-	-	-		

***** Start ZERO Budget/GL accounts and detail section **(BDE600)

Budget records read: 1
GL records read: 0
Budget records zeroed: 1
GL records read: 0
Budget records deleted: 0
GL records deleted: 0
Budget detail records deleted: 0
GL detail records deleted: 0

***** End ZERO Budget/GL accounts and detail section **(BDE600)

***** Start extract section **(BDE600)

Budget records read: 11
Budget records found: 11
Budget records extracted: 3

***** End extract section **(BDE600)

***** Start update section **(BDE610)

GL detail records added: 0
GL records updated: 0
GL records Added: 3
GL records remaining: 3

***** End update section **(BDE610)

***** Process complete *****

Traditional Screens

For the traditional software, you can launch Transfer Development Budget to Financial System (BDE006) from Budget Development (BDE000). The process is very similar to that for the QCC version. For details, see Chapter 4 of the QSS/OASIS Budget Development Manual.

District: 65	Budget Development	QSS/OASIS
Year: Y1		
(Choose a function key)		

Report Screen	Help	Next Keys	Model Control		Budget/ Actuals	Budget Actions	Comp Bdg Report	Return to Menu
---------------	------	------------------	---------------	--	--------------------	----------------	-----------------	----------------

Percent Adjust	Help	Next Keys	Resynch Models		TFR to Bud Dev	TFR to Gen Ledg	TFR to Dev Actl	Return to Menu
----------------	------	------------------	----------------	--	----------------	------------------------	-----------------	----------------

Figure 3-50: Budget Development Main Screen (BDE000)

Press <Next Keys>, then press <TFR to Gen Ledg>.

District: 07 Transfer Development Budget to Financial System QSS/OASIS			
(Press F2 for expanded help)			
Source FY: Y2		Source Model: 01	Target FY: Y2
Action: 1 (1 - 4)			
-- List of actions to be applied to the accounts selected on the next screen --			
1) Zero budget amounts (Working, Revised, Approved) for all accounts in target before adding budget development amounts to target. (Clear all)			
2) Add missing accounts to target and change existing account's amounts (Working) to match budget development amounts. (Merge)			
3) Delete All revenue and expenditure accounts from target before adding budget development amounts to target. (Delete Subsid.)			
4) Delete All revenue, expenditure and general ledger accounts from target before adding budget development amounts to target. (Delete all)			
Move account detail? N Y = Yes, N = No			
Transfer accounts if amount is zero? Y Y = Yes, N = No			
BDE006 H.00.09 compiled 06/23/00 10:15:48 Getsec: YYYYYY			
Start Over	Help		Start Over
			Continue
			Return to Main

Figure 3-51: Transfer Development Budget to Financial System (BDE006)

Press <ENTER> and <Continue> to select accounts.

Transfer Development Budget to Financial System QSS/OASIS			
Field Sort/Selection Items		Fd Resc Y Objt Gr Goal Fnct Sch Rsp Lcl	
FD=FUND	RP=RESPONSBLTY	10-????-?-????-??-????-????-??-??-??	
RS=RESOURCE	LC=LOCAL	??-????-?-????-??-5684-????-??-??-??	
PJ=PROJECT YEAR		10-????-?-4???-??-????-????-??-??-??	
OB=OBJECT		20-????-?-82??-??-????-????-??-??-??	
GR=LOCAL GRANT		??-????-?-????-??-????-????-??-??-??	
GO=GOAL		??-????-?-????-??-????-????-??-??-??	
FN=FUNCTION		??-????-?-????-??-????-????-??-??-??	
SC=SCHOOL		??-????-?-????-??-????-????-??-??-??	
Field	Range	Field	Range
OB	8500 - 8549		
Start Over			Launch Job
			Return to Menu

Figure 3-52: Transfer Development Budget to Financial System Select Accounts Screen (BDE006)

Press <ENTER> and <Launch Job> to display the confirmation screen.

```

District: 65      Transfer Development Budget to Financial System      QSS/OASIS

Source FY: 01   Source Model: 00      Target FY: 02
Action: 1       Move detail: N        Transfer if $0: Y

*****
****  W A R N I N G: This will change the financial system budget  ****
*****
Transfer Development budget to the financial system budget? ☒ ('Y'es,'N'o)


```

Figure 3-53: Transfer Development Budget to Financial System Confirmation Screen (BDE006)

To launch the job, type Y and press <ENTER>.

Manually Entering Each Account Through Working Budget Update (BGUPDT)

Update Working Budget (BGUPDT)

District: 07
Fiscal Year: 07

Account Number: 01-000-000-0000-0-0000-0000-4300-0000

Working: 5,444.00
Approved: 0.00
Revised: 0.00

Pseudo Code: SUPP4300
Rollover Flag: ☒
Description: General Supplies Fund 01
State Code:

Figure 3-54: Update Working Budget (BGUPDT) subtab after being selected as active subtab

Purpose

This program allows you to validate an account and enter the working budget for that account in one step. ***You must be logged into the fiscal year which you are maintaining.***

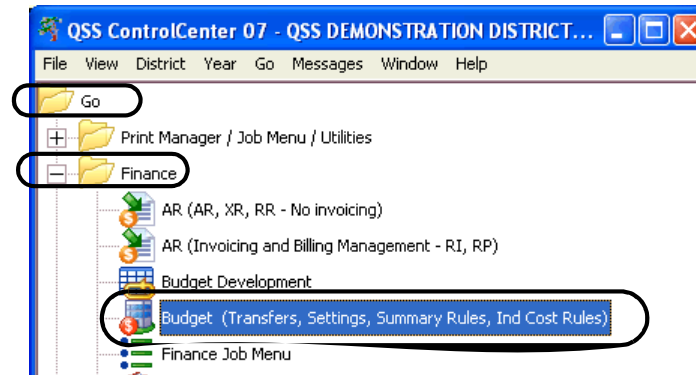
TIP: To make it easier and faster to enter the accounts, organize the source document so that you need change only one field in the account string.

Checking Database Capacities

Before you begin entering accounts with Working Budget Update (BGUPDT), make sure that the AC-MASTER and ACCOUNT datasets in the GLDSYS database have adequate room. Check also the PSEUDO-CODE dataset if you will be entering pseudo codes. In most cases, doing so requires that you ***get help from data processing or your system administrator.***

Selecting a District and Year

The **District** and **Fiscal Year** boxes identify the working budget that you are maintaining. Your user security determines whether you can maintain the budget for your logon district or year or whether you can select another district or year.

Figure 3-55: Selecting the *Budget Maintenance* window from the tree view

Updating the Working Budget

The pattern for using this subtab works like this. First, you select an account. Second, you can replace the working budget and change the descriptive information about an account.

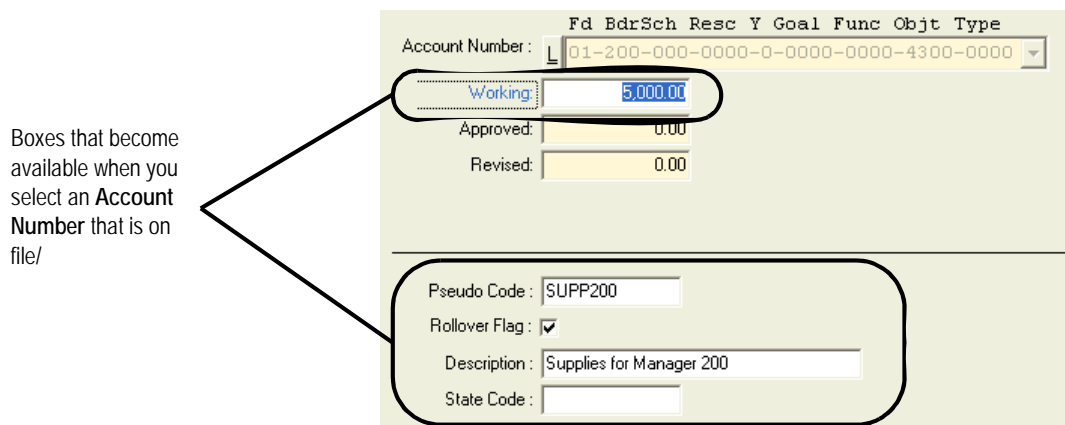


Figure 3-56: Boxes for maintaining budgets and account information

Traditional Screens

Figure 3-57 illustrates the option screen that is displayed after you select Working Budget Update (BGUPDT) from the Menu System. For instructions on using these screens, see Chapter 6 of the *QSS/OASIS Core Financial Manual*.

District: 07	Update Working Budget	QSS/OASIS
Option (H for help): U		
<div style="border: 1px solid black; padding: 5px;"> BGUPDT H.00.00 compiled 02/24/98 18:38 </div>		
Back to Option		Help
Back to Option		Exit Program

Figure 3-57: Option Screen for Working Budget Update (BGUPDT)

Figure 3-58 illustrates the Account Selection Screen for Working Budget Update (BGUPDT) that displays after you type a U and press <ENTER>.

District: 07	Working Budget Update	QSS/OASIS
<div style="border: 1px solid black; padding: 10px; margin: 10px;"> <p style="text-align: center;">District: 07 QSS Unified School District</p> <p style="text-align: center;">Fd Bdr Sch Resc Y Goal Func Objt Type</p> <p style="text-align: center;">01140204635006000100043001762≥</p> <p style="text-align: center;">Working: Approved: Revised:</p> <hr/> <p style="text-align: center;">Pseudo Code: Rollover Flag: Description: State Code:</p> </div>		
Back to Option	Account Lookup	Help
Start Over		Exit

Figure 3-58: Account Selection Screen for Working Budget Update (BGUPDT)

Figure 3-59 illustrates the screen for maintaining working budget with Working Budget Update (BGUPDT) that displays after you type an account and press <ENTER>.

District: 07	Working Budget Update	QSS/OASIS
<div>District: 07 QSS Unified School District</div> <div>Fd Bdr Sch Resc Y Goal Func Objt Type 01-140-204-6350-0-6000-1000-4300-1762</div> <div>Working: 6,267.00 Approved: 6,267.00 Revised: 6,267.00</div> <div>Pseudo Code: Rollover Flag: Description: State Code: </div>		
<div>Back to Option</div> <div>Help</div> <div>Print Screen</div> <div>Start Over</div> <div>Update</div> <div>Exit</div>		

Figure 3-59: Budget Maintenance Screen for Working Budget Update (BGUPDT)

After making any needed changes to the budget or account description, press <ENTER> and <Update>.

General Ledger Control Accounts (9000 Series)

Fiscal year beginning balances need to be set up for many of the General Ledger Control Accounts (9000 series in California). This can be done through one of two programs:

- ◆ Beg. Balance Upd (BBUPDT) tab
- ◆ Budget Development System

All components of the account line must be valid before entering the beginning balances or you will get an error message when you try to enter the data. These amounts are set up in the new fiscal year. It is possible that you will not know what these balances should be until September after the prior year's books have been closed. You should already have the names and abbreviations for these control accounts set up in your chart of accounts so they have meaningful descriptions on the general ledger.

In California, the following basic General Ledger Control Accounts often need beginning balances. Many districts also have other General Ledger Accounts which will require beginning balances, such as Prepaid Expenditures and Deferred Revenue.

General Ledger Control Account	California OBJECT Account Field		Account Type
	Pre-SACS	SACS	
Cash in County Treasury	9110	9110	Asset
Cash in Banks	9120	9120	Asset
Revolving Cash	9130	9130	Asset
Accounts Receivable ^a	9160	9200	Asset
Due From Other Funds	9170	9310	Asset
Stores Inventory	9210	9320	Asset
Accounts Payable ^b	9510	9500	Liability
Due To Other Funds	9520	9610	Liability
Deferred Revenue		9650	Liability
Unappropriated Fund Balance ^c	9790	9790	Fund Balance
Beginning Balance Fund	n/a	9791	Fund Balance

- a. If you use Accounts Receivable (ARS) or Client/Server Accounts Receivable (C/S AR), your ending balance in Accounts Receivable Setup from the prior year is the amount of your beginning balance for Accounts Receivable.
- b. If you use Payables/Current Liabilities (PCL), the ending balance in Accounts Payable Setup in the prior year is your beginning balance for Accounts Payable.
- c. When you roll your budget from working to approved, two records are posted as offsets to Estimated Income/Revenue and Budget Appropriations. The net of these two records is the Unappropriated Fund Balance. You may want to adjust this amount. Each time you roll from working to revised, any change between Budget Appropriations and Estimated Income/Revenue will update Unappropriated Fund Balance.

Manually Entering Accounts Through Beginning Balance Update (BBUPDT)

Introduction

Beginning balances should be set up for each control object, each resource, and each year in each combination of balance sheet accounts you have (fund, resource, project year—sometimes called "skeleton" accounts). All other fields in the account line are zero. Beginning balances are not appropriate for Function, Site, Goal, etc. Although you may have entered values for those fields, the general ledger will not reflect them. You must be logged into the year you are maintaining.

Enter the amount in either the Debit or Credit column, depending upon which is appropriate. Asset accounts usually have debit amounts. Examples are:

- ◆ Cash
- ◆ Revolving Cash
- ◆ Accounts Receivable
- ◆ Due From Other Funds
- ◆ Stores Inventory

Liability accounts normally have credit amounts. Examples are:

- ◆ Accounts Payable
- ◆ Deferred Revenue
- ◆ Due To Other Funds

The Unappropriated Fund Balance may have either a debit or a credit amount, depending upon the district's financial position.

NOTE: If you change amounts in these general ledger control accounts, the new amount immediately replaces the previous amount. There is no audit trail.

Purpose of Program

Beginning Balance Update (BBUPDT) allows you to set up and review the beginning balances for general ledger accounts. Use this program at the start of the year to define the beginning balances for accounts like cash, revolving cash, accounts receivable, stores, accounts payable, due to other funds, deferred revenues, and unappropriated fund balance.

There are two options for Beginning Balance Update (BBUPDT):

- ◆ **Update Beginning Balances.** This option allows you to display general ledger accounts and define their beginning balances.
- ◆ **Request Entry Report.** This option launches the Beginning Balance Entry Report (BB0100). This report lists the beginning balances for a district.

NOTE: If you are using the QSS/OASIS Budget Development System, you can automate the process of setting up the beginning balances for the year. TFR Development Beginning Balances to Financial System (BDD012) allows you to update the beginning balances in the general ledger to match a budget model in the Budget Development System. You can launch this process from the third level of function keys in Budget Development (BDE000).

Checking Database Capacities

Before entering accounts, make sure that the AC-MASTER and ACCOUNT datasets in the GLDSYS database have adequate room. Also, check the PSEUDO-CODE dataset if you will be entering pseudo-codes. In most cases, doing so requires that you *get help from data processing or your system administrator*.

Purpose

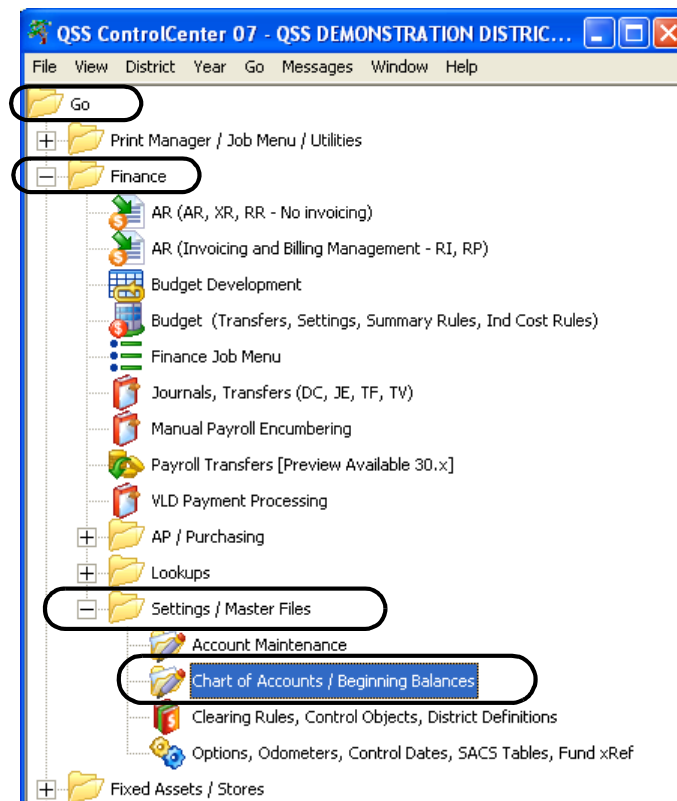
The Beg. Balance Upd (BBUPDT) tab allows you to define and review the beginning balances for general ledger accounts. Use this program at the start of the year to define the beginning balances for accounts like cash, revolving cash, accounts receivable, stores, accounts payable, due to other funds, deferred revenues, and unappropriated fund balance.

You can also get a report of beginning balances from the *Job Menu* window. The Beginning Balances Report (BB0100) can list the beginning balances sorted by any combination of balance sheet fields.

NOTE: If you are using the QSS/OASIS Budget Development System, you can automate the process of setting up the beginning balances for the year. The *Transfer Development Beginning Balances to Financial System (BDE012)* window allows you to make the beginning balances in the General Ledger to match a budget model in the Budget Development System. You can launch this process from the *Finance Job Menu* window.

Activating the Tab

◇ .

Figure 3-60: Selecting the *Chart of Accounts* window from the tree view

Filling in the Tab

● Beg. Balance Upd (BBUPDT)

Fd Bdr Sch Resc Y Goal Func Objt Type

? 01-???-???-????-?-????-????-9???-????

	Fd Bdr Sch Resc Y Goal Func Objt Type	Status	Pseudo	Debit	Credit	Description
1	01-000-000-0000-0-0000-0000-9100-0000	O		1.00		
2	01-000-000-0000-0-0000-0000-9110-0000	O		000,000.00		testtsts
3	01-000-000-0000-0-0000-0000-9130-0000	O	01AAA			
4	01-000-000-0000-0-0000-0000-9135-0000	O				
5	01-000-000-0000-0-0000-0000-9161-0000	O				
6	01-000-000-0000-0-0000-0000-9162-0000	O		1.00		
7	01-000-000-0000-0-0000-0000-9200-0000	O		100.00		
8	01-000-000-0000-0-0000-0000-9209-0000	O				
9	01-000-000-0000-0-0000-0000-9410-0000	O		1.00		
10	01-000-000-0000-0-0000-0000-9420-0000	O			1.00	
11	01-000-000-0000-0-0000-0000-9440-0000	O		1.00		

Recs Qualified: 829 Total Debits: 15,337,973.60 Total Credits: 8,052,156.82 Difference: 7,285,816.78

Figure 3-61: Beg. Balance Upd (BBUPDT) tab for the *Chart of Accounts* window

The Beg. Balance Upd (BBUPDT) tab allows you to display and update the beginning balance for one or more general ledger accounts.

Columns in the Tab

	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Status	Pseudo	Debit	Credit	Description
1	01	-000	-000	-0000	0	-0000	-0000	-9100	-0000	0		1.00		

Figure 3-62: Columns in the account grid for the Beg. Balance Upd (BBUPDT) tab

Chart of Accounts Dialog Box

The *Chart of Accounts* dialog box allow you to add or change accounts while using the Beg. Balance Upd (BBUPDT) tab. Fill in the dialog box as described below. Use the commands in

Figure 3-63: *Chart of Accounts* dialog box for adding or changing accounts

Beginning Balance Entry Report (BB0100)

Launching the Report

These instructions tell how to launch the Beginning Balances Report (BB0100) with the *Beginning Balances* (BBUPDT) window.

There are two operations in launching a process:

- ◆ Opening the process window.
- ◆ Filling in the process window and launching the process.

Table 3-3: Tabs for the *Beginning Balances (BBUPDT)* window

TAB	PURPOSE
<u>M</u> ain Selection tab	Select the district, date range, options for accounts to report, and which of the 6 report formats to use. This tab is different for every report.
<u>S</u> ort tab	Select the account fields for sorting the report, page breaks, and rollups. Also select whether to report restricted, unrestricted, or both kinds of accounts. This tab varies from report to report.

Main Selection Tab

Figure 3-64 illustrates the Main Selection tab for the *Budget Activity Report Writer (BDXSUB)* window.

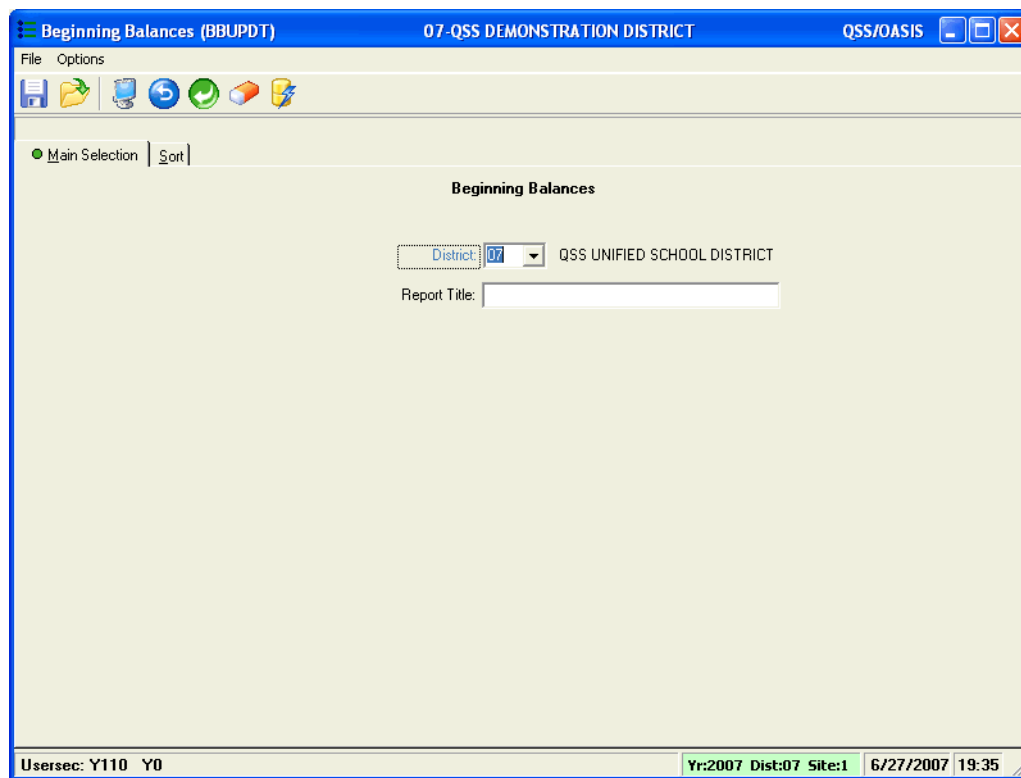


Figure 3-64: Main Selection tab for the *Beginning Balances (BBUPDT)* window

Sort Tab

Figure 3-65 illustrates the Sort tab for the *Beginning Balances (BBUPDT)* window. You can sort the report on any account field.

Sort Sequence and Rollups

Edit Sorts and Rollups Dialog Box

Figure 3-66 illustrates the *Edit Sorts and Rollups* dialog box for defining the sort, rollup, and page break options for a report. For reports, you define a **Sort Sequence** that includes up to 9 account fields. The **Rollup Level** and **Page Break** boxes display for the reports that allow you to select those options.

Traditional Screen

This heading provides samples of the traditional screens for Update Beginning Balances (BBUPDT). For more details, see Chapter 5 of the *QSS/OASIS Core Financial Manual*. Figure 3-67 illustrates the option screen for Beginning Balance Update (BBUPDT).

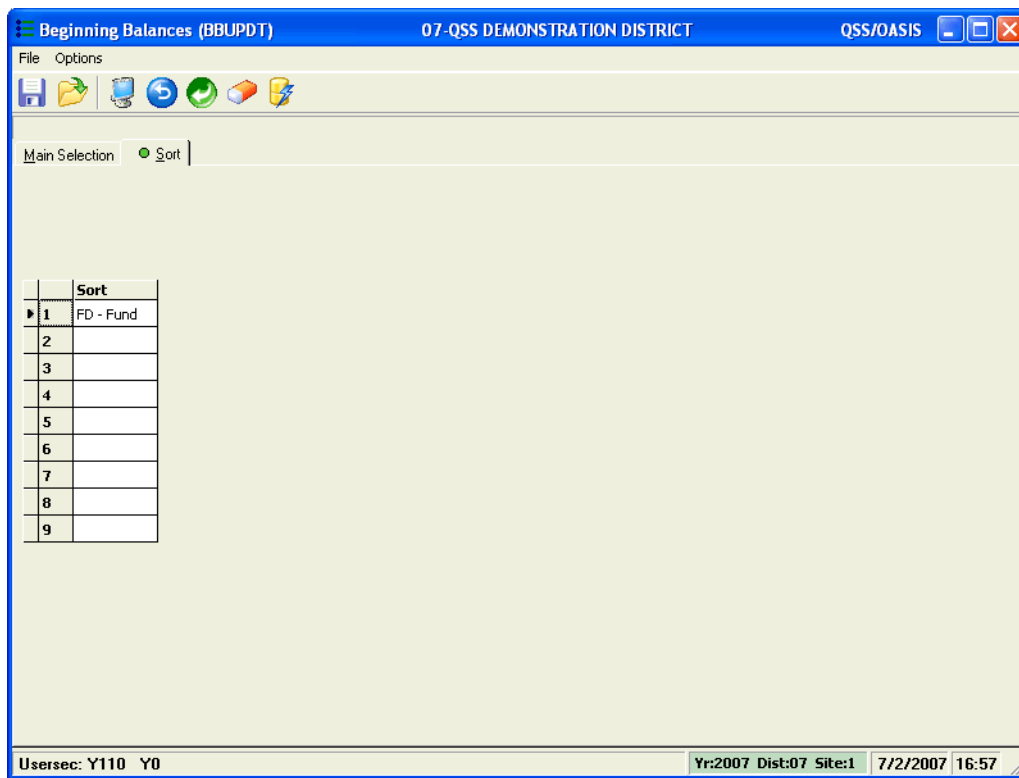
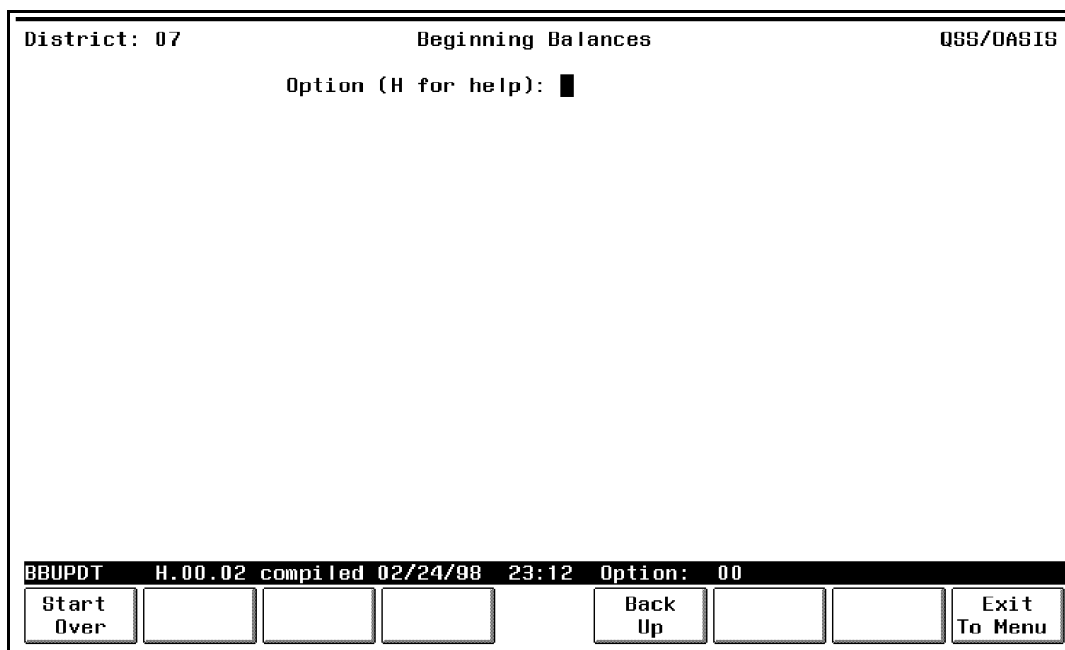
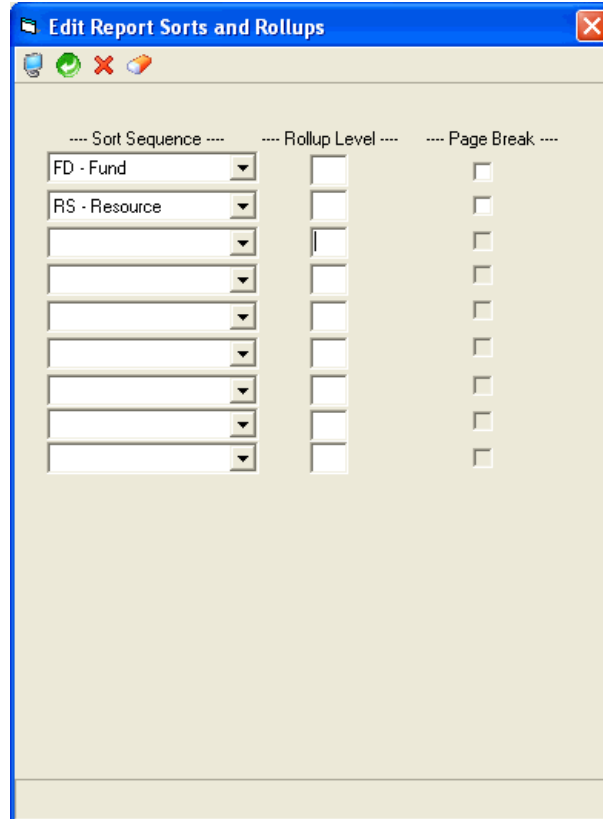
Figure 3-65: Sort for the *Beginning Balances (BBUPDT)* window

Figure 3-67: Option Screen for Update Beginning Balances (BBUPDT)



The dialog box titled "Edit Report Sorts and Rollups" features a standard Windows-style title bar with a close button. Below the title bar is a toolbar with four icons: a document, a green checkmark, a red X, and a printer. The main area of the dialog is divided into three columns by dashed lines, labeled "Sort Sequence", "Rollup Level", and "Page Break". Each column contains a series of controls. The "Sort Sequence" column has a dropdown menu with "FD - Fund" and "RS - Resource" as visible options, followed by seven empty dropdown menus. The "Rollup Level" column contains seven empty checkboxes. The "Page Break" column contains seven empty checkboxes. The dialog has a light beige background and a blue border.

Sort Sequence	Rollup Level	Page Break
FD - Fund	<input type="checkbox"/>	<input type="checkbox"/>
RS - Resource	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Figure 3-66: *Edit Sorts and Rollups* dialog box

Figure 3-68 illustrates the screen that is displayed after you select the U Option (update).

District: 07		Beginning Balance Update		QSS/OASIS	
District: 07 QSS Unified School District					
Fd Bdr Sch Resc Y Goal Func Objt Type					
012205000000000000000093400000>					
Debit			Credit		
Pseudo Code:					
Rollover Flag:					
Description:					
State Code:					
Back to Option Account Lookup Help Start Over Exit					

Figure 3-68: Select Account for Update Beginning Balances (BBUPDT)

Figure 3-69 illustrates the screen for entering the beginning balance after you type an account and press <ENTER>.

District: 07		Beginning Balance Update		QSS/OASIS	
District: 07 QSS Unified School District					
Fd Bdr Sch Resc Y Goal Func Objt Type					
01-000-000-0000-0-0000-0000-9340-0000					
Debit			Credit		
19000					
Pseudo Code:					
Rollover Flag:					
Description:					
State Code:					
Back to Option Help Print Screen Start Over Update Exit					

Figure 3-69: Entering Beginning Balance with Beginning Balance Update (BBUPDT)

After filling in the **Debit** or **Credit** amount, press <ENTER> and <Update> to save the changes.

Beginning Balances via Budget Development

Overview

At the start of each year, a district should specify the beginning balances for accounts associated with general ledger control objects, such as Cash, Accounts Receivable, and Stores. These beginning balances are required for each group of balance sheet accounts. For districts that use California SACS, the balance sheet accounts are each Fund/Resource/Project Year combination associated with the general ledger control objects.

Before a district can define beginning balances, it must create a set of general ledger accounts that contain only the object and the balance sheet fields. All other field values must be zeros.

There are three ways to create these accounts:

- ◆ Define them with Account Maintenance (ACUPDT).
- ◆ Create the accounts with Update Beginning Balances (BBUPDT). This is the traditional way.
- ◆ Copy them from one fiscal year to the next through the QSS/OASIS Budget Development System. This is the preferred way.

Rolling beginning balances through Budget Development to the General Ledger with BDE000 allows you to automate the process of turning ending balances from one year into beginning balances for the next year. This procedure allows you to set up beginning balances for a new fiscal year, and it automatically creates the skeleton accounts of Fund, Resource, Project Year, and Object.

Launched from the main "Budget Development" driver module (BDE000), this includes the ability to:

- ◆ Load ending balances for assets and liabilities for the closing fiscal year into a budget model with "Copy Ending Balances to Budget Development",
- ◆ Automatically adjust that budget model to reclassify balances, for example moving the balance from 9209 into 9210, and calculating the beginning fund balance as the result of assets minus liabilities, and finally
- ◆ Load that budget model into the next fiscal year as beginning balances via "Transfer Development Budget to Financial System".

Here is the step-by-step process:

- 1 Work with your System Administrator to set up the CTBDE800.DATA control file. This control file defines the object ranges to be excluded, the objects to be reasigned, and the objects to be combined.
- 2 When the district's books are closed and all transactions have been approved, roll ending balances from the closed fiscal year into a budget model for the new fiscal year by using the *Copy GL Ending Balances to Budget Development (BDE008)* window.
- 3 Roll the budget model into the new fiscal year by using the *Transfer Beginning Balances from Development to GL (BDE012)* window to establish your beginning balances.
- 4 Use the Beginning Balance Report (BB0100) and the General Ledger Recap Report (GLD115) to check and verify your work. Both reports are documented in the *QCC Core Financial Manual*.
- 5 Use the *Beginning Balances (BBUPDT)* window to make any needed changes to the data in the financial system.

Copy GL Ending Balances to Budget Development (BDE008) Window

Purpose of Process

The *Copy Ending Balances to Budget Development (BDE008)* window allows you to copy the year-end balances for balance sheet accounts in the general ledger to a budget model in the Budget Development System. This action is part of the process of closing out Y1 and opening Y2. After your site has closed the books for Y1, use this process to copy the ending balance for the balance sheet accounts to a budget model. After you have done this, you can create the starting balances for Y2 with the *Transfer Beginning Balances from Development to GL (BDE012)* window.

IMPORTANT: Before launching this process, be sure that your system administrator has set up the CTBDE800 control file. This file filters out accounts that are not needed for the beginning balances. For details, see [page 14-136](#).

Launching the Process

These instructions tell how to transfer ending balances to the general ledger with the *Copy GL Ending Balances to Budget Development (BDE008)* window.

There are two operations in launching a process:

- ◆ Opening the process window.
- ◆ Filling in the process window and launching the process.

Main Selection Tab**Table 3-4: Tabs for the *Copy GL Ending Balances to Budget Development (BDE008)* window**

TAB	PURPOSE
<u>M</u> ain Selection tab	Select the date range in the general ledger to use as the basis for computing ending balances and the budget model that will hold those balances.
<u>A</u> ccounts tab	Select the accounts to include on a report or process by account masks and field ranges. This tab is the same for every report or process. For this process, select the 9xxx objects.

Figure 3-70 illustrates the Main Selection tab for the *Copy GL Ending Balances to Budget Development (BDE008)* window.

The screenshot shows the 'Copy Ending Balances to Budget Development (BDE008)' window with the 'Main Selection' tab active. The window title bar includes '07-QSS DEMONSTRATION DISTRICT' and 'QSS/OASIS'. The interface features a menu bar with 'File' and 'Options', and a toolbar with various icons. The main area contains the following fields and controls:

- District:** A dropdown menu showing '07' and 'QSS UNIFIED SCHOOL DISTRICT'.
- Target Year:** A text input field containing '08'.
- Model:** A dropdown menu showing '00 - Production Model'.
- Source from date:** A date picker showing '07/01/2007'.
- To date:** A date picker showing '06/30/2008'.
- Clear model:** A checked checkbox.
- Include unapproved transactions:** An unchecked checkbox.
- Rounding Rule:** A dropdown menu showing 'N - No round'.

At the bottom of the window, a status bar displays 'Default Usersec: Y' on the left and 'Yr:2008 Dist:07 Site:1 4/9/2008 22:08' on the right.

Figure 3-70: Main Selection tab for the *Copy GL Ending Balances to Budget Development (BDE008)* window

Sample Copy Ending balances. GLDSYS to Budget Development (BDE800)

07 QSS DEMONSTRATION DISTRICT Copy Ending balances. GLDSYS to Budget Development J16092 BDE800 H.00.03 10/12/07 PAGE 0
Confirmation

```

-----
Account classifications selected                                Field ranges selected
Fd Bdr Sch Resc Y Goal Func Objt Type                        FI RANGE
-----
1.  ??-???-???-???-?-???-???-9???-???
2.  - - - - - - - - -
3.  - - - - - - - - -
4.  - - - - - - - - -
5.  - - - - - - - - -
6.  - - - - - - - - -
7.  - - - - - - - - -
8.  - - - - - - - - -
9.  - - - - - - - - -
10. - - - - - - - - -

```

Dataset Selected 07

07 QSS DEMONSTRATION DISTRICT Copy Ending balances. GLDSYS to Budget Development J16092 BDE800 H.00.03 10/12/07 PAGE 1

CONTROL EDIT LISTING

Template: CTBDE800.DAT.QSSUSER updated: MON, OCT 4, 2004, 2:34 PM

XX 9800 -9999
RR 9510 ,9509
XX 9791
SS 9791 ,9110 -9499 ,9500 -9699

Comments contained in the control file:

Cols 1-2: Action

XX Objects to be excluded [object(s)]
RR Objects to be reassigned [target object source object(s)]
SS Objects to be summarized [target object source object(s)]

Cols 7-68: Object code(s)

The first Object is the target object for Reassignment and summarization operations.

Example: RR 9510 ,9509
Reassigns 9509 to 9510

Example: SS 9791 ,9110 -9499 ,9500 -9699
Sums 9110 thru 9499 with 9500 thru 9699 to derive 97

Example: XX 9800 -9999
Excludes 9800 thru 9999

Model being cleared.

Delete Pre-existing District 07 records: 622

Pre-existing Records Deleted: 622

Detail records sorted: 27,860
Records added to D-BUDGET dataset: 910
Records added to D-ACCOUNT dataset: 85

Process now complete...

Transfer Development Beginning Balances to Financial System (BDE012) Window

Purpose

The *Transfer Beginning Balances from Development to GL (BDE012)* window allows you to create the beginning general ledger balances for Y2 from a budget model in Budget Development System. This process uses a special budget model that contains only the ending balances from Y1. BDE012 rolls forward these ending balances to the Financial System as the beginning general ledger balances for Y2. You can transfer all accounts in a budget model or just some accounts and choose whether to overlay the transferred accounts in the general ledger or clear all beginning balances before the transfer.

IMPORTANT: BDE012 is the last step for rolling forward general ledger balances from Y1 to Y2. Make sure you complete all of the preparatory steps before using BDE012 to create beginning balances for Y2.

To use BDE012 to roll forward general ledger balances:

- 1** Create a new budget model to be used solely for holding ending balances from Y1.
- 2** After closing the books for Y1, use the *Copy GL Ending Balances to Budget Development (BDE008)* window to copy the ending balances for Y1 into the budget model created in the previous step. The only accounts that get transferred are balance sheet accounts in the general ledger range.
- 3** Use the *Projection Summary Report (BUDSB3)* window to review the ending balances in the budget model.
- 4** If needed, use the *Budget Development* window to adjust the ending balances in the budget model.
- 5** Once the ending balances for Y1 are correct, use the *Transfer Beginning Balances from Development to GL (BDE012)* window. Transfer the ending balances for Y1 in the budget model to the beginning balances for Y2 in the Financial System.

WARNING: BDE012 allows you to zero out or delete all general ledger accounts for the target year in the Financial System before the transfer begins. Before choosing either of these options, be sure you have selected the correct budget model and target year for the Financial System.

Launching the Process

These instructions tell how to create beginning balances with the *Transfer Beginning Balances from Development to GL (BDE012)* window.

Main Selection Tab**Table 3-5: Tabs for the *Transfer Beginning Balances from Development to GL (BDE012)* window**

TAB	PURPOSE
<u>M</u> ain Selection tab	Select the budget model to roll into the general ledger and the options for replacing any existing budgets.
<u>A</u> ccounts tab	Select the accounts to include on a report or process by account masks and field ranges. This tab is the same for every report.

Figure 3-71 illustrates the Main Selection tab for the *Transfer Beginning Balances from Development to GL (BDE012)* window.

Figure 3-71: Main Selection tab for the *Transfer Beginning Balances from Development to GL (BDE012)* window

Sample Copy from Bud dev Beg Bal to GL - Results (BDE670)

07 QSS DEMONSTRATION DISTRICT COPY from Bud dev Beg Bal TO GL - Results J798 BDE670 H.00.00 10/31/07 PAGE 0

The following are the parameters for the copy (BDE670)
was run with.

From GL development year: 08
From GL development model: 22
To fiscal year: 09
Action: Zero selected GL amounts
Transfer zero accounts: N

Accounts selected:

07 QSS DEMONSTRATION DISTRICT COPY from Bud dev Beg Bal TO GL - Results J798 BDE670 H.00.00 10/31/07 PAGE 0

Confirmation

Account classifications selected										Field ranges selected	
Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type		FI	RANGE
1.	88	---	---	---	---	---	---	---			
2.	-	-	-	-	-	-	-	-			
3.	-	-	-	-	-	-	-	-			
4.	-	-	-	-	-	-	-	-			
5.	-	-	-	-	-	-	-	-			
6.	-	-	-	-	-	-	-	-			
7.	-	-	-	-	-	-	-	-			
8.	-	-	-	-	-	-	-	-			
9.	-	-	-	-	-	-	-	-			
10.	-	-	-	-	-	-	-	-			

***** Start ZERO GL accounts **(BDE660)
GL records read: 856
GL records zeroed: 521
GL records deleted: 0
***** End ZERO GL accounts **(BDE660)

***** Start extract section **(BDE600)
GL records read: 568
GL records found: 541
GL records extracted: 441
***** End extract section **(BDE600)

***** Start update section **(BDE670)
GL records updated: 441
GL records Added: 0
GL records remaining: 52
***** End update section **(BDE670)

***** Process complete *****

Traditional Screens

For the traditional software, use Budget Development (BDE000) to launch TFR Development Beginning Balances to Financial System (BDD012) and Copy Ending Balances to Budget Development (BDE0080. For details, see Chapter 4 of the *QSS/OASIS Budget Development Manual*.

Launching BDE008

The following figure illustrates the screen that displays after you select Budget Development (BDE000) from the Menu System.

District: 65 Year: Y1		Budget Development				QSS/OASIS	
(Choose a function key)							
<div style="border: 1px solid black; padding: 2px;"> BDE000 H.00.13 compiled 07/27/00 14:43:12 Opt:YL4AYYYYYY YYY </div>							
Report Screen	Help	Next Keys	Model Control	Budget/ Actuals	Budget Actions	Comp Bdg Report	Return to Menu
Percent Adjust	Help	Next Keys	Resynch Models	TFR to Bud Dev	TFR to Gen Ldg	TFR to Dev Actl	Return to Menu
Acct Fld MapMaint	Help	Next Keys	Benefit Maps	TFR End Bals2Dev	TFR Beg Bals 2GL		Return to Menu

Figure 3-72: Budget Development Main Screen (BDE000)

To access the launch screen for this new program, press <Next Keys> twice to move to the third level of function keys on the main Budget Development screen. Press <TFR End Bals2Dev>.

District: 07		Copy Ending balances to Budget Development		QSS/OASIS	
Target year:	Y2	Model:	02	Source From date:	0701Y1 To date: 0630Y1
Clear model?	Y	Include unapproved transactions?		N	
Rounding rule?	N	('N'o round, 'D' nearest dollar, 'U'p to next dollar, 'T'runcate)		Select accounts?	N
BDE008 H.00.00 compiled 05/15/00 16:34:09					
Start Over	Help			Launch/Continue	Return to Main

Figure 3-73: Launch Screen for Copy Ending Balances to Budget Development

The account and field range boxes displays after you type Y in **Select Accounts?** and press <ENTER>.

District: 07		Copy Ending balances to Budget Development		QSS/OASIS	
Target year:	01	Model:	00	Source From date:	070100 To date: 063001
Clear model?	N	Include unapproved transactions?		N	
Rounding rule?	N	('N'o round, 'D' nearest dollar, 'U'p to next dollar, 'T'runcate)		Select accounts?	Y
Field Sort/Selection Items		Fd Bdr Sch Resc Y Goal Func Objt Type			
FD=Fund		TY=Type			
BR=Responsblty					
SC=School					
RE=Resource					
PY=ProjectYear					
GO=Goal					
FN=Function					
OB=Object					
Field	Range	Field	Range	Field	Range
Start Over					
				Launch Job	Return to Menu

Figure 3-74: Copy Ending Balances to Budget Development

Launching BDE012

The following figure illustrates the screen that displays after you select Budget Development (BDE000) from the Menu System.

District: 65 Year: Y1		Budget Development				QSS/OASIS	
(Choose a function key)							
BDE000 H.00.13 compiled 07/27/00 14:43:12 Opt:YL4AYYYYYY YYY							
Report Screen	Help	Next Keys	Model Control	Budget/ Actuals	Budget Actions	Comp Bdg Report	Return to Menu
Percent Adjust	Help	Next Keys	Resynch Models	TFR to Bud Dev	TFR to Gen Ledg	TFR to Dev Actl	Return to Menu
Acct Fld MapMaint	Help	Next Keys	Benefit Maps	TFR End Bals2Dev	TFR Beg Bals 2GL		Return to Menu

Figure 3-75: Budget Development Main Screen (BDE000)

To access the launch screen for this new program, press <Next Keys> twice to move to the third level of function keys on the main Budget Development screen. Press <TFR Beg Bals 2 GL>.

District: 57 TFR Development Beginning Balances to Financial System QSS/OASIS							
(Press F2 for expanded help)							
Source FY: Y2		Source Model: █		Target FY: Y2			
Action: 1				(1 - 4)			
-- List of actions to be applied to the accounts selected on the next screen --							
1) Zero selected general ledger account amounts from target before transfer.							
2) Zero All general ledger account amounts from target before transfer.							
3) Delete selected general ledger accounts from target before transfer.							
3) Delete All general ledger accounts from target before transfer.							
Transfer accounts if amount is zero? Y Y = Yes, N = No							
3DE012 H.00.00 compiled 05/16/00 14:42:53 Getsec: Y YYYV							
Start Over	Help			Start Over		Continue	Return to Main

Figure 3-76: Launch Screen for Transfer Development Beginning Balances to General Ledger

Rolling Working Budget to Approved/Revised (BGRQST)

Overview

Once the Board has approved the working budget, it should be moved to approved and revised. Any changes made by the Board prior to rolling to approved/revised should be made in either:

- ◆ Working Budget Update (BGUPDT), *or*
- ◆ Budget Development; then that budget should be rolled to the general ledger again.

Although this is the next step after the procedure of validating account strings for the new year, it may be performed before ["Manually Entering Accounts Through Beginning Balance Update \(BBUPDT\)"](#) on page 3-54.

Checking Database Capacities

Before rolling the budget (BGRQST), make sure that the CONTROL dataset in the GLDSYS database has adequate room for the rollover. In most cases, doing so requires that you ***get help from data processing or your system administrator***. Four entries are created for every balance sheet (Fund/Resource/Project year) combination you have.

Purpose of Report

The *Transfer Working Budget to Revised/Approved (BGRQST)* window allows you to transfer the working budget to the approved and revised budgets. This process updates every account for which the budget has changed since the last roll to the revised budget. You cannot select accounts. The Budget Approval/Revision Report (BG0900) provides a listing of the changes made to the budget since the last time the budget was rolled to revised.

The district's budget control record determines which budget is updated: approved or revised.

- ◆ **Approved Budget:** The working budget is approved the first time a district uses the *Transfer Working Budget to Revised/Approved (BGRQST)* window during a fiscal year. The approved budget is a snapshot of the working budget on the date the budget was adopted at the start of a fiscal year. This approval takes place only once, at which time the working budget updates both the revised and approved budgets. The budget control record records the date the budget was approved and prevents the budget from being approved a second time.

- ◆ **Revised Budget:** The revised budget is a snapshot of the working budget as of the most recent board approval. You can update the revised budget as many times as you want during the year. Every time you update, the budget amounts in the working budget replace the previous revised budget. The budget control record keeps track of the most recent date when the working budget was rolled to the revised budget.

The Budget Approval/Revision Report (BG0900) works in two ways: report only mode and report and update mode.

- ◆ **Report Only Mode:** The page headings read (Prelist). This option allows you to preview the changes to the budget without updating. The report lists each line of the working budget that differs from the revised or approved budget and the amount of change that will take place when you roll the working budget to revised or approved.
- ◆ **Report and Update Mode:** The page headings read (Update). This option rolls the working budget to the revised or approved budget. The report lists each line of the working budget that updates the approved or revised budget.

For both report only mode and report and update mode, the report lists the following information for each account:

- ◆ Financial account
- ◆ Current working budget
- ◆ Current revised budget
- ◆ Change (the dollar amount of budget increase or decrease as a result of the update)

The report groups the financial accounts by balance sheet field. For example, the balance sheet fields for a district are fund, resource, and project year. The report groups the budget accounts by fund/resource/project year combinations. Within this grouping, accounts are sorted in numerical order. The report begins a new page for each fund/resource/project year combination.

The report summarizes the effect of the budget changes on the general ledger for each group of balance sheet fields. The budgetary changes effect three general ledger objects:

- ◆ **Estimated Income.** An increase or decrease in budgeted revenues.
- ◆ **Estimated Expense.** An increase or decrease in budgeted expenses.

- ◆ **Unappropriated Fund Balance.** This object represents the difference between the assets and liabilities at the start of a year. It can also include budgetary elements from the excess of estimated revenue over estimated expenses (appropriations) or vice versa. If Estimated Income and Estimated Expense do not equal each other, the budget update process makes any necessary adjustments to Unappropriated Fund Balance.

Adjustments to the fund balance may be needed if the *Budget Transfer Maintenance (BD0002)* window is set up with the option for entering budget transfers that do not balance. This option allows you to enter budget transfers that increase or decrease estimated expenses without a corresponding adjustment to estimated revenues. Similarly, this option allows you to enter transfers that increase or decrease estimated revenues without a corresponding adjustment to estimated expenses.

When an unbalanced transfer does this:	Result in Unappropriated Fund Balance:
Increases budgeted expenses	Decrease
Decreases budgeted expenses	Increase
Increases budgeted revenue	Increase
Decreases budgeted revenues	Decrease

Launching the Report

These instructions tell how to approve or revise the budget with the *Transfer Working Budget to Revised/Approved (BGRQST)* window.

There are two operations in launching a process:

- ◆ Opening the process window.
- ◆ Filling in the process window and launching the process.

Main Selection Tab

Figure 3-77 illustrates the Main Selection tab for the *Transfer Working Budget to Revised/Approved (BGRQST)* window. Fill in the boxes on this tab as described below. See [page A-5](#) for general instructions on typing in text boxes, selecting options from drop-down lists, selecting dates, checking boxes, and selecting option buttons.

Transfer Working Budget to Revised/Approved (BGRQST) 07-QSS UNIFIED SCHOOL DISTRICT QSS/OASIS

File Options

Main Selection Sort

Transfer Working Budget to Revised/Approved

District: 07 QSS Unified School District

Transfer Type: R - Revision

Date: 08/11/2006

Update?

Budget transfer cutoff date: / /

Date of Approval: 07/19/2006 Latest revision: _____

Default Usersec: YYA00 Yr:2007 Dist:07 Site:0 7/23/2006 21:45

Figure 3-77: Main Selection tab for the *Transfer Working Budget to Revised/Approved (BGRQST)* window

Sample Budget Approval/Revision Report (BG0900)

The samples include the following:

- ◆ Sample Report
- ◆ Columns on the Report

Sample Report

BUDGET REVISION 07/01/1996										(Prelist)			
Fund		:01		GENERAL FUND									
Resource		:7270		STAFF DEV-MENTOR TEACHER PGM									
ProjectYear		:0		N/A									
Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Current Working	TFRS since 02/20/97	Working 02/20/97 (New revised)	Current Revised	Change
01	270	500	7270	0	5001	3600	3802	9040	6.00	3.00	3.00	6.00	3.00-
01	270	500	7270	0	5001	3600	3802	9047	1,144.00	66.00	1,078.00	638.00	440.00
01	270	500	7270	0	5001	3600	3802	9050	1,538.00	539.00	999.00	1,538.00	539.00-
01	270	500	7270	0	5001	3600	3802	9060	382.00	685.00-	1,067.00	382.00	685.00
01	270	500	7270	0	5001	3600	4300	0000	60.00	8,567.00-	8,627.00	40.00-	8,667.00
01	270	500	7270	0	5001	3600	4300	0620	676.00-	161.00	837.00-	676.00-	161.00-
01	270	500	7270	0	5001	3600	4300	1510	4,396.00-	801.00	5,197.00-	4,396.00-	801.00-
01	270	500	7270	0	5001	3600	4300	1890	1,420.00-	39.00	1,459.00-	1,420.00-	39.00-
01	270	500	7270	0	5001	3600	5710	1965	4,664.00-	43.00	4,707.00-	2,526.00-	2,181.00-
01	270	500	7270	0	5001	3600	5710	2120	974.00-	1,413.00	2,387.00-	974.00-	1,413.00-
01	270	500	7270	0	5001	7205	7320	0840	138,788.00	3,301.00	135,487.00	138,788.00	3,301.00-
01	270	500	7270	0	5001	8210	7325	1205	43,506.71	758.15-	44,264.86	20,956.53	23,308.33
01	270	500	7270	0	5001	8220	7325	1205	43,493.66	757.92-	44,251.58	20,950.25	23,301.33
01	270	500	7270	0	5001	8230	7325	1205	43,493.63	757.93-	44,251.56	20,950.22	23,301.34
01	270	500	7270	0	5001	8700	7310	1724	109,188.00	0.00	109,188.00	54,594.00	54,594.00
Adjustments to GL accounts:													
Estimated income 9810									16,576.00				
Estimated expense 9820									142,717.00-				
Fund balance 9790									126,141.00-				

The report groups accounts by balance sheets groups (fund, resource, and project year for California SACS). At the conclusion of each balance sheet group, the report provides a summary of the adjustments to the following budgetary control accounts.

- ◆ Estimated income 9810 summarizes the net change to budgets for revenue accounts. A positive number is a net increase, and negative number is a net decrease.
- ◆ Estimated expense 9820 summarizes the net change to appropriations for expense accounts. A positive number is a net decrease, and a negative number is a net increase.
- ◆ Fund balance 9790 represents the net effect of 9810 and 9820. A negative number represents the amount by which appropriations exceed revenues, and a positive number represents the amount by which revenues exceed appropriations.

Columns on the Report

Each detail line includes a expense or revenue account and 5 columns of data about it. This heading explains each of those columns.

Table 3-6: Report headings for Budget Approval/Revision Report (BG0900)

REPORT HEADING	EXPLANATION
[account]	An expense account or a revenue account.
Current Working	The current working budget.
TFRS since [date]	<p>The total for budget transfers made on or before the Budget Transfer Cutoff Date on the launch window. The transfers change the balance of the budgetary account associated with each revenue or expense account.</p> <p>For expense accounts, a positive number is a reduction in appropriations (debit to the budgetary account), and a negative number is an increase to appropriations (credit to the budgetary account).</p> <p>For revenue accounts, a positive number is an increase in budgeted revenues (debit to the budgetary account), and a negative number is a decrease to budgeted revenues (credit to the budgetary account).</p>
Working [date] (New revised)	<p>The working budget as of the Budget Transfer Cutoff Date on the launch window.</p> <p>This column is the Current Working column minus the TFRS since [date] column. A positive number in the TFRS since [date] column decreases the Current Working budget, and a negative number in the TFRS since [date] column increases the working budget.</p> <p>Subtracting a negative number is the same thing as adding. For example, the following pair of equations have the same result.</p> $9 - (-9) = 18$ $9 + 9 = 18$
Current Revised	The current revised budget.
Change	<p>The difference between the Working [date] (New Revised) and Current Revised budgets. A positive number is a debit to the budgetary account, and a negative number is a credit.</p> <p>For expense accounts, a positive number means an increase in appropriations, and a negative number means a decrease in appropriations.</p> <p>For revenue accounts, a positive number means a decrease in budget, and a negative number means an increase in budget.</p>

Traditional Screen

The following figure illustrates the traditional version of Transfer Working Budget to Revised/Approved (BGRQST). For detailed instructions, see Chapter 6 of the *QSS/OASIS Core Financial Manual*.

District: 65		Transfer Working Budget to Revised/Approved		QSS/OASIS	
<div>District: 65 Transfer type: <u>A</u> Approval Date: <u>070102</u> Update? <u>N</u> (N = Report only / Y = Report and Update) Budget transfer cutoff date: <u> </u> (Leave blank to include all) Date of Approval: <u> </u> Latest revision: <u> </u></div>					
BGRQST H.00.00 compiled 02/21/98 21:14 Option/00					
Start Over		Help		Launch Job	Return to menu

Figure 3-78: Transfer Working Budget to Revised/Approved Screen

Creating New Budget Thresholds (BWUPDT)

	Object From	Object To	Pcnt Lev 1	Pcnt Lev 2	Pcnt Lev 3
1	1000	1000	15	25	50
2	4000	4999	25	35	50
3					
4					
5					

Figure 3-79: Budget Control Rec (BOUPDT) subtab on the Settings tab

Purpose

At the change of the fiscal year is a good time to reconsider the appropriate percentage levels used in Budget Early Warning Thresholds (BWUPDT). While this program can be modified at any time of the year, this may be something you want to review at this time.

The Budget Thresholds (BWUPDT) subtab allows you to define budget thresholds for use with the Budget Report (BDX110) launched from the *Budget Activity Report Writer (BDXSUB)* window. These thresholds can be county-wide or district-specific. If you define budget thresholds, the report flags areas in the budget that exceed the threshold. Thresholds are defined for ranges of objects and accounting periods.

For example, you are running a report for the first quarter of the fiscal year. The threshold for 9/30/fy has three warning levels, such as 25%, 35%, and 50%. The year-to-date percentage column in the Budget Report (BDX110) flags the budget for objects with year-to-date expenditures that exceed the thresholds. The report prints one asterisk (*) for exceeding the first threshold, two asterisks (**) for exceeding the second threshold, and three (***) for exceeding the third. You can even specify that the Budget Report (BDX110) list only accounts that exceed the budget thresholds.

The report automatically selects the closest budget threshold. For example, a district defines end-of-month thresholds for 7/31/fy, 8/30/fy, 9/30/fy, 10/31/fy, 11/30/fy, and so on, until 6/30/fy. The Budget Report (BDX110) uses one of the following thresholds: the threshold for the same date as the report, or the closest threshold after the report date. **EXAMPLE #1:** The district runs a report on 9/30/fy. The report uses the budget thresholds for the 9/30/fy. **EXAMPLE #2:** The district runs a report for 10/15/fy. There are no thresholds for that date. The report uses the nearest available thresholds in the future: those for 10/31/fy.

There are two kinds of thresholds: global and district.

- ◆ District 00 is the global district. The thresholds for the global district apply to every district that does not have its own thresholds.
- ◆ Districts 01 through 99 can define their own thresholds. For example, District 72 defines a complete set of budget thresholds. Whenever it runs the Budget Report (BDX110), the report uses District 72's thresholds. However, District 12 does not define any of its thresholds. District 12's reports always use the global thresholds for District 00.

You can mix global and district thresholds. For example, there are global thresholds for the end of each month of the fiscal year. However, District 19 defines its own thresholds for 9/30/fy. When that district runs a Budget Report (BDX110) for 9/15/fy, the report uses the district-specific thresholds. However, when District 19 runs the report for 2/18/fy, the report uses the global threshold because there is no district threshold defined for that reporting period.

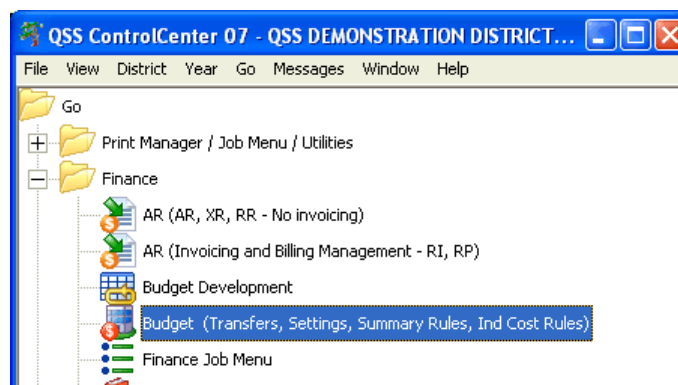


Figure 3-80: Selecting the *Budget Maintenance* window from the tree view

Traditional Screens

Figure 3-81 illustrates the option screen for Budget Early Warning Thresholds (BWUPDT). For detailed information, see Chapter 8 of the *QSS/OASIS Core Financial Manual*.

District: 07	Budget Early Warning Thresholds	SCHOOL/3000
Option: █		
BWUPDT H.00.00 compiled 08/19/97 14:31		
Start Over		Start Over
		Return To Menu

Figure 3-81: Option Screen for Budget Early Warning Thresholds (BWUPDT)

Figure 3-82 illustrates the first of two screens for adding, changing, or inspecting a threshold table with Budget Early Warning Thresholds (BWUPDT). Fill in the screen as described below.

District: 07	Budget Early Warning Thresholds	SCHOOL/3000
Option: C		
District: 07 QSS Unified School District		
Date Effective Through: 0930Y2		
Start Over		
Start Over		
Return To Menu		

Figure 3-82: First Add, Change, or Inspect Screen for Budget Early Warning Thresholds (BWUPDT)

Figure 3-83 illustrates the second of two screens for adding, changing, or inspecting a threshold table with Budget Early Warning Thresholds (BWUPDT).

District: 07		Budget Early Warning Thresholds			SCHOOL/3000				
District: 07 QSS Unified School District Effective Through: 09/30/Y2									
Object Range From To		Percent of Budget Lev1 Lev2 Lev3			Object Range From To		Percent of Budget Lev1 Lev2 Lev3		
0000 8999		25 35 45							

Start Over	Print Screen			Start Over		Update Data	Return To Menu
------------	--------------	--	--	------------	--	-------------	----------------

Figure 3-83: Second Add, Change, or Inspect Screen for Budget Early Warning Thresholds (BWUPDT)

Rolling Account Summary Rules (ACS010)

Pri	Ed Bdr	Sch	Resc	Y	Goal	Func	Obj	Type	Error Type
1	01-###-###-0000-0-????-????-4###-????								S - Soft Error
2	##-###-??-#####-#-????-????-3??-???								H - Hard Error
3	01-000-000-0000-0-0000-0000-4??-1234								S - Soft Error
4	33-3??-??-??-??-??-??-??-??-??-??								S - Soft Error
5	0#-###-??-#####-#-????-????-3??-???								H - Hard Error
6	33-333-333-3333-3-3333-3333-3333								S - Soft Error
7	33-333-333-3333-3-3333-3333-3331								S - Soft Error
8	??-??-??-??-??-??-??-??-4??-???								S - Soft Error
9	33-###-??-#####-#-????-????-3??-???								S - Soft Error
10	22-222-222-2222-2-2222-2222-2111								S - Soft Error
11	33-333-333-3333-3-3333-3333-3333								S - Soft Error
12	12-121-212-1212-1-2123-3333-3333								S - Soft Error

Figure 3-84: Acct Summ./Bdgt Blck (ACS010) tab on the *Budget Maintenance* window

Purpose

If your site is using Account Summarization, copy the rules from Y1 to Y2. Each fiscal year has its set of summarization rules.

The Acct Summ./Bdgt Blck (ACS010) tab allows you to create rules that specify which groups of accounts are summarized for balance checking. ACS010 can also be used to create temporary overrides for the summarization rules, or to create temporary lockouts that can prevent certain accounts from being used for further postings of expenditures or encumbrances.

For more information:

- ◆ See Chapter 3 of the *QSS/OASIS Core Financial Manual* for the QCC version.
- ◆ See *QSS/OASIS Account Summarization Training Notes* for the traditional version.

Copy FY Subtab

Figure 3-86: Copy FY subtab for the Acct Summ./Bdgt Blck (ACS010) tab

The Copy FY subtab copies the account summarization rules on the Acct Summ Rules subtab from one fiscal year to another. It does *not* copy the lockouts and overrides on the Acct Summ Overrides subtab and Maint Account Lockouts subtab.

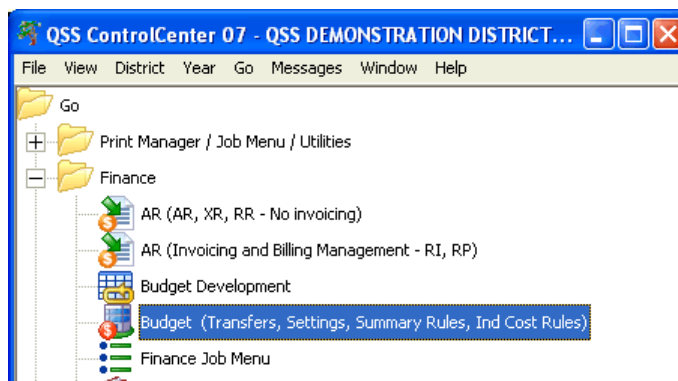


Figure 3-85: Selecting the *Budget Maintenance* window from the tree view

Traditional Screen

For the traditional software, select Account Summary and Lockout Maintenance (ACS010) from the Menu System.

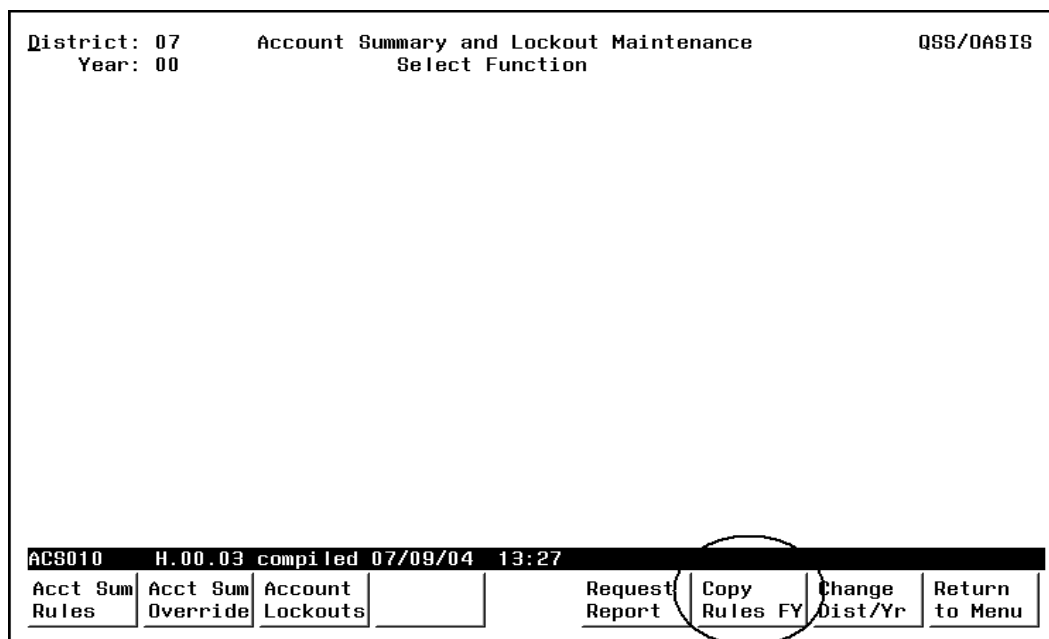


Figure 3-87: Account Summary and Lockout Maintenance (ACS010)

Press <Copy Rules FY> to open the Copy Account Summarization Rules For Fiscal

District: 07	Account Summary and Lockout Maintenance	QSS/DASIS
Year: 00	Copy Account Summarization Rules For Fiscal Year	
Enter fiscal year to copy from: <input type="text"/>		
Enter fiscal year to copy to: <input type="text"/>		
<div>Start Over Print Screen <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Copy Rules Return to Menu</div>		

Figure 3-88: Copy Account Summarization Rules For Fiscal Year

Type the appropriate years for Y1 and Y2, then press <ENTER> followed by <Copy Rules>.

Rolling Indirect Cost Rules (GLIC50)

Overview

Maintain Indirect Cost Rules (GLIC50) is the set-up program for distributing indirect costs with Request Indirect Costs Processing (GLIC00).

- ◆ If you are using traditional screens, see Chapter 5 of the *QSS/OASIS GL4 Release Notes* for details on how to set up Indirect Cost Rules.
- ◆ If you are using QSS ControlCenter, see the *QCC Core Financial Manual* for details.

Since each fiscal year has its own set of indirect cost rules, this program provides a convenient way to roll a set of rules forward to a new fiscal year.

Copy Rules FY to FY Subtab

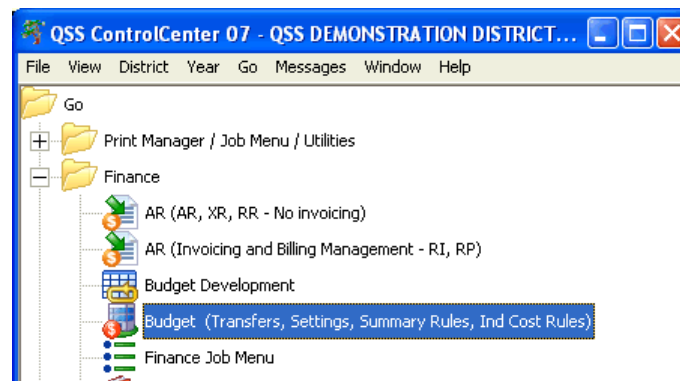


Figure 3-89: Selecting the *Budget Maintenance* window from the tree view

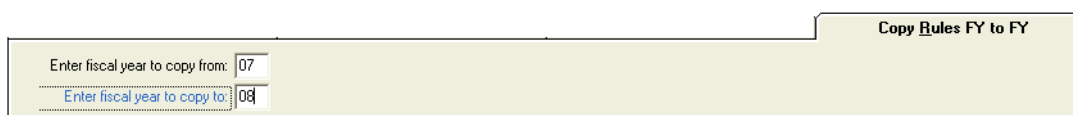


Figure 3-90: Copy Rules FY to FY subtab for the Indirect Cost (GLIC50) tab

The Copy Rules FY to FY subtab allows you to copy all of the indirect cost rules from one fiscal year to another. Each fiscal year has its own set of indirect cost rules, and this subtab provides a convenient way to roll a set of rules forward to a new fiscal year.

Traditional Screens

Select Maintain Indirect Cost Rules (GLIC50) from the Menu System.

District: 07
Year: 00

Maintain Indirect Cost Rules

QSS/OASIS

Enter indirect cost rule-id: XXXXXXXXXX

Rule Define	Rule Sel Criteria	Rule Grp Criteria	Copy Rule		Rules Report	Copy FY Rules	Return to Menu
-------------	-------------------	-------------------	-----------	--	--------------	---------------	----------------

Figure 3-91: Maintain Indirect Cost Rules (GLIC50)

Press <Copy FY Rules> to open the Copy Rules From Fiscal Year to Fiscal Year screen.

District: 07		Maintain Indirect Cost Rules		QSS/OASIS									
Year: 00		Copy Rules from Fiscal Year to Fiscal Year											
<p>Copy from fiscal year: <input type="text"/></p> <p>Copy to fiscal year: <input type="text"/></p>													
<table border="1"> <tr> <td>Start Over</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Copy Rules</td> <td>Return to Menu</td> </tr> </table>						Start Over						Copy Rules	Return to Menu
Start Over						Copy Rules	Return to Menu						

Figure 3-92: Copy Rules from Y1 to Y2 (GLIC50)

Type the appropriate years for Y1 and Y2, then press <ENTER> followed by <Copy Rules>.

Keyboard Shortcuts for QCC

Table 3-7: Command summary for the *Budget Maintenance* window
















MENU COMMAND	ICON	KEYBOARD	DESCRIPTION
<u>O</u> ptions <u>C</u> opy		Ctrl+F7	Create a new transaction by copying from an existing one, then making changes to the copy.
<u>O</u> ptions <u>C</u> hange		Ctrl+F9	When a subtab is in Inspect mode, activate Change mode so that you can change unapproved transactions.
<u>O</u> ptions <u>A</u> dd		Ctrl+F6	Add a new transaction. This command is available only when a subtab is in Inspect mode.
<u>O</u> ptions <u>I</u> nspect		Ctrl+F5	When a subtab is in Change mode, return to Inspect mode so that you can no longer add or change any data.
<u>O</u> ptions <u>S</u> ave		F9	Save the data that you have added or changed on the current subtab. If you attempt to exit a tab without saving, the system prompts you to save or abandon your changes.
<u>O</u> ptions <u>S</u> earch		F3	Search for budget transfers.
<u>O</u> ptions <u>R</u> eport		Shift+F11	Open a report window so that you can create a transaction report for the active subtab.
<u>O</u> ptions <u>I</u> nstPrint		Ctrl+F11	Print the transaction that you are viewing on the default Windows printer for your PC.
<u>O</u> ptions <u>A</u> pproval <u>M</u> aintenance		F4	Open the <i>Approval Maintenance (FI02AT)</i> window so that you can approve selected transactions.
<u>O</u> ptions <u>P</u> rocess		F2	After making a selection, such as a district or fiscal year, select this command to make the subtab display the selected data.
<u>O</u> ptions <u>C</u> lear <u>A</u> pproval <u>D</u> ate		F6	On the <u>B</u> udget Control Rec (BOUPDT) subtab, clear the budget approval date so you can approve the budget a second time. Use this command only in rare circumstances. There are serious consequences from approving the budget more than once during a fiscal year.
<u>O</u> ptions <u>M</u> ove <u>D</u> own		Ctrl+F3	On the Acct Summ <u>R</u> ules subtab, move an account summarization rule up one row in the grid.
<u>O</u> ptions <u>M</u> ove <u>U</u> p		Ctrl+F4	On the Acct Summ <u>R</u> ules subtab, move an account summarization rule down one row in the grid.
<u>O</u> ptions <u>D</u> elete		Ctrl+F8	Delete an unapproved budget transfer, cash transfer, or cash deposit. This command is active only when the window is in Inspect mode.
<u>O</u> ptions <u>P</u> rint <u>S</u> creen		F11	Print a copy of the window on the default Windows printer for your PC.

Table 3-8: Command summary for the *Chart of Accounts* window
























MENU COMMAND	ICON	KEYBOARD	DESCRIPTION
<u>O</u>ptions Change Option		CTRL+F9	When a tab or subtab is in Inspect mode, activate Change mode so that you can add, change, or delete records.
<u>O</u>ptions Add Option		CTRL+F6	Add a new record.
<u>O</u>ptions Inspect		CTRL+F5	When a tab or subtab is in Change mode, return to Inspect mode so that you can no longer add or change any data.
<u>O</u>ptions Save		F9	Save the data that you have added or changed on the current tab or subtab. If you attempt to exit a tab without saving, the system prompts you to save or abandon your changes.
<u>O</u>ptions Grid Output		SHIFT+F11	Copy the contents of the grid in the current tab or subtab to the <i>Grid Output</i> window. From there, you can output the contents of the grid to a delimited text file, a Word document, a PDF file, or an Excel spreadsheet.
<u>O</u>ptions Report		CTRL+F11	Open a <i>Beginning Balances (BBUPDT)</i> window that allows you to launch the Beginning Balance Entry Report (BB0010) for a fiscal year.
<u>O</u>ptions Process		F2	After making a selection, such as a district or fiscal year, select this command to make the tab or subtab display the selected data.
<u>O</u>ptions Search		F3	On the <u>B</u> eg. Balance Upd (BBUPDT) tab, search for all accounts that match the account mask in the account selection box. After the search completes, the tab displays all matching accounts, along with their total debits, total credits, and balance.
<u>O</u>ptions Account Maintenance		F7	Open an <i>Account Maintenance</i> window that allows you to display information about a financial account. If your user security allows, you can also open and close accounts.
<u>O</u>ptions Delete Option		CTRL+F8	Delete the selected record in a grid or the data displayed in the current form. This command is available only when a tab or subtab is in Change mode.
<u>O</u>ptions Print Screen		F11	Print a copy of the window on the default Windows printer for your PC.

Table 3-9: Command summary for the *General Ledger Maintenance* window

MENU COMMAND	ICON	KEYBOARD	DESCRIPTION
<u>O</u>ptions Copy		CTRL+F7	This command is not available for the <i>General Ledger Maintenance</i> window.
<u>O</u>ptions Change		CTRL+F9	When a tab or subtab is in Inspect mode, activate Change mode so that you can add, change, or delete records.
<u>O</u>ptions Add		CTRL+F6	Add a new record. This command is available only when a tab or subtab is in Change mode.
<u>O</u>ptions Inspect		CTRL+F5	When a tab or subtab is in Change mode, return to Inspect mode so that you can no longer add or change any data.
<u>O</u>ptions Save		F9	Save the data that you have added or changed on the current tab or subtab. If you attempt to exit a tab without saving, the system prompts you to save or abandon your changes.
<u>O</u>ptions Report		CTRL+F11	While the Account <u>S</u> tructure (GLMT02) tab is active, you can select this command to launch a General Ledger District Report (GLDIST) that displays the account definition for a district.
<u>O</u>ptions Grid Output		SHIFT+F11	Copy the contents of the grid in the current tab or subtab to the <i>Grid Output</i> window. From there, you can output the contents of the grid to a delimited text file, a Word document, a PDF file, or an Excel spreadsheet.
<u>O</u>ptions Process		F2	After making a selection, such as a district or fiscal year, select this command to make the tab or subtab display the selected data.
<u>O</u>ptions Move Field Down		SHIFT+CTRL+F4	On the Account <u>S</u> tring subtab, move an account field down one row in the list of account fields.
<u>O</u>ptions Move Field Up		SHIFT+CTRL+F5	On the Account <u>S</u> tring subtab, move an account field up one row in the list of account fields.
<u>O</u>ptions Delete		CTRL+F8	Delete the selected record in a grid or the data displayed in the current form. This command is available only when a tab or subtab is in Change mode.
<u>O</u>ptions Print Screen		F11	Print a copy of the window on the default Windows printer for your PC.

Chapter 4:

Tasks Related to Accounts Payable

Overview

This chapter covers the following procedures with their steps and options (main procedures are in bold type):

TASK	PAGE
Setting Up The Batch Environment (BCUPDT)	4-2
Closing Out All Outstanding Purchase Orders	4-6
Step 1: Identifying and Analyzing Open Purchase Orders (POR110)	4-9
Step 2: Assigning Payment Action Codes	4-17
Step 3: Rolling Y1 Purchase Orders to Y2 Purchase Orders (POR510)	4-27
Step 4: Rolling Y1 Purchase Orders to Y2 Payables (POR520)	4-30
Step 5: Closing Out and Liquidating Open Purchase Orders (PCL920)	4-33
Entering Estimated Payables (EP)	4-37
Posting Payables Payments (CL)	4-48
Running Payables Reports	4-58
Open Payables Report (PCL300)	4-58
Payables History Report (PCL400)	4-62
Payables Financial Report (PCL500)	4-65
Payables Reconciliation Report (PCL510)	4-68
Changing Sales Tax Rate Differentials	4-73
Copying PO Requisitions from Prior Year	4-80
Dealing with Cross-Year AP Warrant Cancellation	4-88

Setting Up The Batch Environment (BCUPDT)

Overview

The instructions for QCC and the traditional software are different. Both QCC and traditional software allow you do standard and revolving batches. But there is a third option that is available only in QCC. It allows date controlled batches where you can specify a due date for each payment and use that date as the basis for selecting when to release individual payments for processing.

Each fiscal year, the batch environment must be defined for *each district*. Many times it is set up on a county level. The two choices are standard batching and revolving batching. The environment definition is done through County Batch maintenance. You must be logged into the year you are maintaining.

NOTE: You cannot enter any accounts payable transactions into the system before you set up the batch environment.

Your system manager can set up the batch environment in one of two ways:

- ◆ Allow for revolving batches and standard batches.
- ◆ Allow for only standard batches.

Revolving Batches and Standard Batches

Using standard batches allows better control of AP payments. For a *standard batch* to be paid, it ***must be closed and released for audit***. Once audited, it is released for payment.

If you are using *revolving batches*, batch number 0000 is always the control record for the batching environment, the default revolving batch. Revolving batch number 0000 is available ***in addition*** to standard batches (1-8999). Any unpaid transactions in batch 0000 are ***paid automatically*** on the next accounts payable warrant run. ***No audit or release for payment is required.***

When your system is set up for revolving batches, you can still access any standard batches between 0001 and 8999 that have been set up in the system. Only authorized County Users can access the 9000 to 9999 batches.

Standard Batches Only

In this type of environment, revolving batches are not allowed. Each payment must be associated with a specific standard batch defined in the system. When accounts payable warrants are run, unpaid transactions in standard batches are ***not*** automatically processed for payment.

At the start of each fiscal year, do these procedures again:

- 1** Set up the batch environment.
- 2** Set up odometer control records if you are autonumbering.



Checking Database Capacities

Before setting the environment (BCUPDT), make sure that the BATCH dataset in the GLDSYS database has adequate room. In most cases, doing so requires that you ***get help from data processing or your system administrator.***



Setting Estimated Payables Odometer (GOUPDT)

Before running these programs, set the Estimated Payables odometer. In most cases, doing so requires that you ***get help from data processing or your system administrator.***

These instructions focus on the following areas:

- ◆ Setting Up the Batching Environment
- ◆ Using Date Controlled (X) Batches
- ◆ Selecting an Option
- ◆ Accounts Payable Batch Environment

Setting Up the Batching Environment

These instructions tell how to set up the batching environment for one of the following choices:

- ◆ Allowing only standard batches 1 to 8999.
- ◆ Allowing both revolving batch 0 and the standard batches.

Batching for Traditional Software

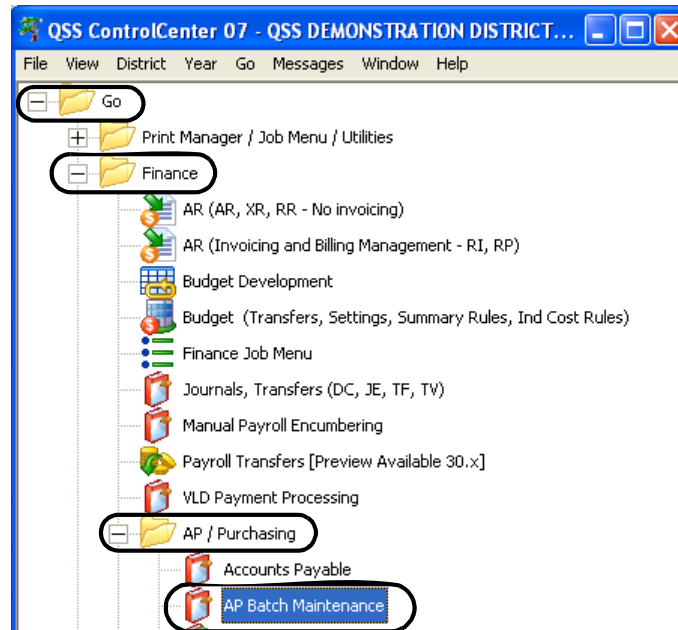


Figure 4-1: Opening the *AP Batch Maintenance* window from QCC

Selecting an Option

At the start of a year, use Update Batch Control to set up the batching environment for each district.

District: 07	Update Batch Control	QSS/OASIS
Option (H for help): █		
Valid options are:		
A - Add/Open a batch in range 1 - 8999 B - Add/Open a correction batch in range 9xxx C - Close a batch D - Release a batch for audit I - Inspect a batch P - Release a batch for payment R - Request batch report S - Set up batch environment U - Re-open a batch held for audit V - Re-hold for audit a batch released for payment W - Void a batch released for audit Z - Re-hold for audit a batch voided Y - Void a batch (Batch without transactions) M - Modify a batch description X - Re-open a closed batch E - Exit program H - This help message		
The BATCH dataset can hold 25 more entries. Have DP enlarge the dataset.		
Start Over	Help	Return to Menu

Figure 4-1: Update Batch Control Screen with All Options

The Set Up Batch Environment Screen of Update Batch Control (Figure 4-2) will be displayed after you type S on the option screen (Figure 4-1) and press <ENTER>.

NOTE: The `s` option is available only to those individuals with the proper security settings.

```
District: 07                                Update Batch Control                                QSS/OASIS
```

Option (H for help): S
District: 07

Set district batch environment: R S - Standard batches
 R - Allow revolving batches

Back to Option

Start Over

Return to Menu

Figure 4-2: Update Batch Control—Set Up Batch Environment Screen

Accounts Payable Batch Environment

If the Accounts Payable batch environment is not set for the new fiscal year, new transactions go to Batch 0000 (zero) by default. To resolve this snafu, either:

- ◆ Enable revolving batching, the process the batch, then enable standard batching, *or*
- ◆ Enable revolving batching, then use APTMNT to move all transactions from Batch 0 to a non-zero batch, then enable standard batching.

Closing Out All Outstanding Purchase Orders

At the end of each fiscal year, you will have purchase orders (POs) that have not been completely filled. You must decide what to do with these open purchase orders before you can close out the year.

Each account line on the purchase order is treated separately. You have four options for resolving an open account line:

Option	Scenario	Action
1	You have received both the goods and the invoice.	Make final payment in Y1.
2	You have received neither the goods nor the invoice, but you do want the order to be filled. You roll the purchase order to the new fiscal year.	Create a PO in Y2 for part or all of the remaining balance with POR510.
3	You have received the goods but not the invoice.	Create a Payable in Y2 for part or all of the remaining balance with POR520.
4	You have received neither the goods nor the invoice, and you do not want the order to be filled. You do not roll the purchase order to the new fiscal year.	Close out and liquidate the remaining balances in Y1 with PCLFXR.

Option 1 is described in the *QCC Accounts Payable Manual*. Options 2 through 4 are described in the following sections of this chapter.

You can apply more than one of these options to a purchase order, because each account line on the purchase order is treated separately. For example, if you had a purchase order with two open account lines, you could create a new Y2 purchase order for one account line, then create a payable for a portion of the second account line, and close out the remainder of the second account line.

Step-by-Step Treatment of Open Purchase Orders

Briefly, these are the steps involved in end-of-year processing of open purchase orders.

STEP	ACTION	PROGRAM USED
1	Identify and analyze open purchase orders. Run the Open PO Report , then analyze each open account line to decide whether you want to pay it, roll it, set it up as a liability, or close it.	POR110

STEP	ACTION	PROGRAM USED
2	<p>Assign payment action codes to open account lines using the PO Payments program.</p> <p>The codes you are most likely to use are:</p> <ul style="list-style-type: none"> F = Final Payment P = Partial Payment R = Roll to Y2 as PO L = Roll to Y2 as Payable <p>For F and P codes, transactions will be processed on the next AP production run. For R and L codes, you must execute steps 3 and 4 below to complete the transactions.</p>	POPYMT
3	<p>Roll Y1 POs to Y2 POs using the PO Rollover program.</p> <p>This rolls the account lines you marked as 'R' in the previous step.</p>	POR510
4	<p>Roll Y1 POs to Y2 Payables using the PO to Liabilities program.</p> <p>This rolls the account lines you marked as 'L' in the previous step and sets them up as payables.</p>	POR520
5	<p>Close out and liquidate all remaining open purchase orders using the Close Open POs program.</p> <p>When you are satisfied that all payments and rollovers are completed, you must execute this step to close all Y1 POs. Any open account lines will be closed and liquidated.</p> <p>WARNING: There is no 'undo' command. The POs cannot be reopened.</p>	PCLXFR

Each step is described in the following sections.

The flowchart on the next page illustrates the same process.

Flowchart for Purchase Order Procedures

The following flowchart offers a visual guide to the steps and choices outlined in the previous section.

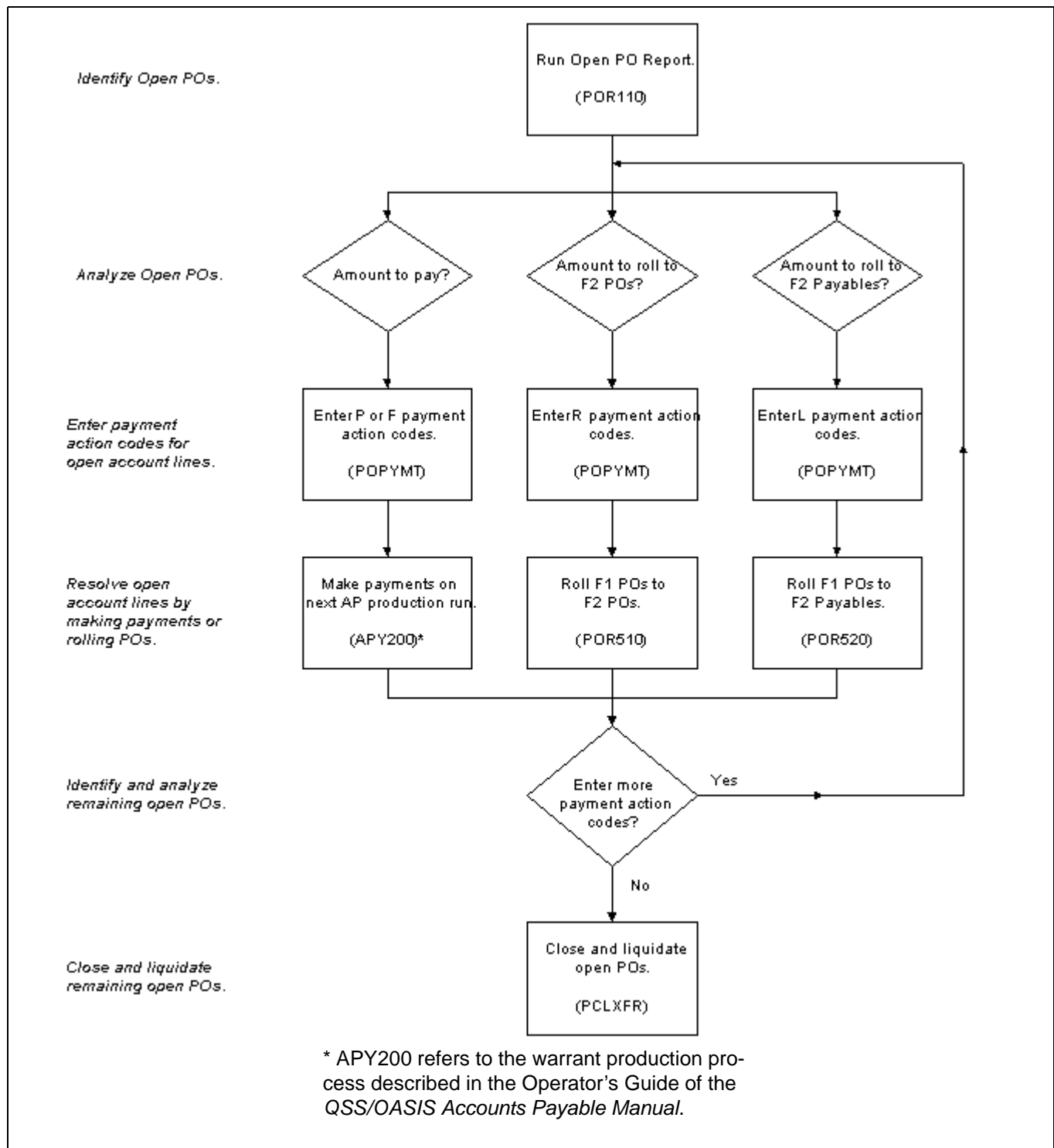


Figure 4-3: Flowchart for Purchase Order Procedures

Step 1: Identifying and Analyzing Open Purchase Orders (POR110)

Purpose of Report

The *Purchase Order Payment Transactions (PORSUB)* window allows you to launch a variety of reports for purchase orders.

- ◆ The Open Purchase Orders (POR110) report is a summary report that lists the encumbrances, payment status, liquidated amount, and outstanding balance for open POs.

Print this report to identify purchase orders that are open at the end of Y1. You can use this information to decide what to do with them in Y1 or Y2.

- ◆ The Purchase Order History (POR120) report is a detailed report that lists the encumbered amount for each account in a PO, payments made against the account, and the balance of the encumbrance.
- ◆ The Purchase Order Encumbering Transactions (POR130) report lists the amount encumbered for each account line in a PO.
- ◆ The Open Purchase Order History (POR140) report lists encumbrances, payments, dates entered, and date paid for open POs.

Launching the Report

These instructions tell how to launch purchase order reports with the *Purchase Order Payment Transactions (PORSUB)* window.

There are two operations in launching a process:

- ◆ Opening the process window.
- ◆ Filling in the process window and launching the process.

Main Selection Tab

Figure 4-4 illustrates the Main Selection tab for the *Purchase Order Payment Transactions (PORSUB)* window.

The screenshot shows the 'Purchase Order Report Writer' window with the 'Main Selection*' tab selected. The window title bar includes 'Purchase Order Payment Transactions (PORSUB)', '07-QSS DEMONSTRATION DISTRICT', and 'QSS/OASIS'. The interface includes a menu bar with 'File' and 'Options', and a toolbar with various icons. The main area contains the following fields and controls:

- Report Title:** A text box containing 'SAMPLE FOR DOCUMENTATION'.
- Report Type:** A dropdown menu set to '1 - Open Purchase Orders'.
- Primary Sort:** A dropdown menu set to '1 - Account Sort Sequence'.
- Detail Order:** A dropdown menu set to '1 - Purchase Order Number'.
- PO Detail Order:** A dropdown menu set to '1 - Purchase Order Number'.
- Include Current Liabilities:** An unchecked checkbox.
- PO Number:** Two text boxes separated by a hyphen.
- PO Date:** Two date pickers separated by a hyphen.
- Vendor Number:** Two text boxes separated by a hyphen.
- Vendor Name:** Two text boxes separated by a hyphen.

At the bottom, there are two sections for code selection:

- Code Range Selection:** Includes fields for 'Category', 'Vendor Type', and 'PO Type', each with a text box and a hyphen.
- Individual Code Selection:** Includes fields for 'Category', 'Vendor Type', and 'PO Type', each with a grid of small input boxes.

The status bar at the bottom right displays 'Yr:1997 Dist:07 Site:1 10/22/2008 22:14'.

Figure 4-4: Main Selection tab for the *Purchase Order Payment Transactions (PORSUB)* window

Sort Tab

Figure 4-5 illustrates the Sort tab for the *Purchase Order Payment Transactions (PORSUB)* window. This tab allows you to select the account fields for sorting the financial accounts within each primary sort group. By default, the report sorts accounts by fund. If you have chosen another sort order, the tab bar reads **Sort*** (with an asterisk) to indicate you have chosen different account fields for sorting.

Edit Sorts and Rollups Dialog Box

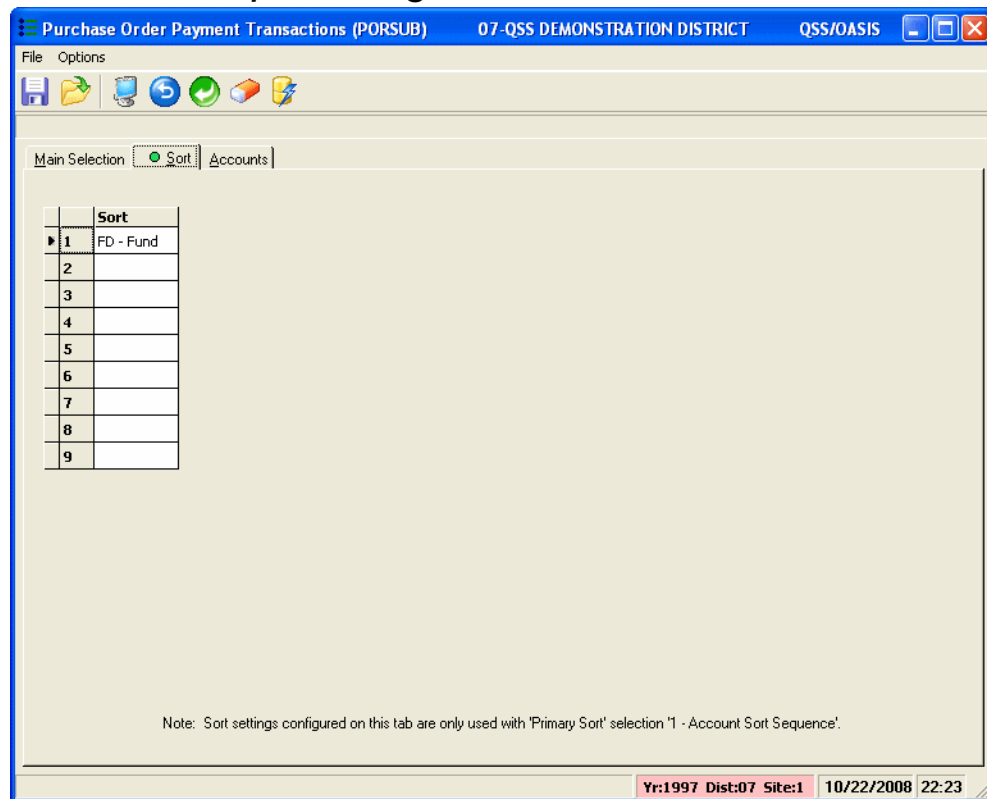






Figure 4-5: Sort tab for the *Purchase Order Payment Transactions (PORSUB)* window

Figure 4-6 illustrates the *Edit Sorts and Rollups* dialog box for defining the sort, rollup, and page break options for a report. For reports, you can define a **Sort Sequence** that includes up to 9 account fields. The **Rollup Level** and **Page Break** boxes display for the reports that allow you to select those options.

Table 4-10: Toolbar icons for the *Edit Sorts and Rollups* dialog box

ICON	DESCRIPTION	KEYBOARD	ACTION
	Print Screen	F11	Print a graphic image of the dialog box on the default Windows printer for your PC
	Return	F2	Close the dialog box and update the sort and break options on the <u>S</u> orts/Rollups tab
	Cancel	F12	Close the dialog box without updating the sort and break options on the <u>S</u> orts/Rollups tab
	Reset	SHIFT+F1	Blank out all of the options in the dialog box

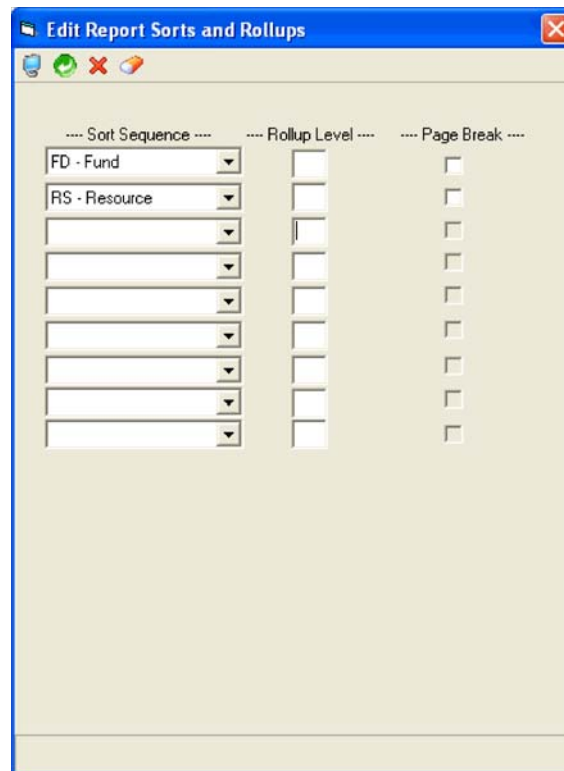


Figure 4-6: *Edit Sorts and Rollups* dialog box

Accounts Tab

Figure 4-7 illustrates the Account tab for the *Purchase Order Payment Transactions (PORSUB)* window. This tab allows you to define up to 10 account masks for selecting the accounts to include on the report. By default, this tab selects all accounts. You can define up to 10 account masks to select accounts.

Sample Open Purchase Orders Report

The first page shows the selection criteria. The last page shows grand totals.

Purchase Order Payment Transactions (PORSUB) 07-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection | Sort | Accounts

	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type
L	??-???	??-???	??-???	??-???	??-???	??-???	??-???	??-???	??-???
L	??-???	??-???	??-???	??-???	??-???	??-???	??-???	??-???	??-???
L	??-???	??-???	??-???	??-???	??-???	??-???	??-???	??-???	??-???
L	??-???	??-???	??-???	??-???	??-???	??-???	??-???	??-???	??-???
L	??-???	??-???	??-???	??-???	??-???	??-???	??-???	??-???	??-???
L	??-???	??-???	??-???	??-???	??-???	??-???	??-???	??-???	??-???
L	??-???	??-???	??-???	??-???	??-???	??-???	??-???	??-???	??-???
L	??-???	??-???	??-???	??-???	??-???	??-???	??-???	??-???	??-???
L	??-???	??-???	??-???	??-???	??-???	??-???	??-???	??-???	??-???
L	??-???	??-???	??-???	??-???	??-???	??-???	??-???	??-???	??-???

Yr:1997 Dist:07 Site:1 10/22/2008 22:27

Figure 4-7: Accounts tab for the *Purchase Order Payment Transactions (PORSUB)* window

65 QSS UNIFIED SCHOOL DISTRICT	OPEN PURCHASE ORDERS	J156	POR110	H.00.13	03/17/10	PAGE	0
--------------------------------	----------------------	------	--------	---------	----------	------	---

Account Strings Selected:

	Fd	Resc	Y	Objt	Gr	Goal	Fncd	Sch	Rsp	Lcl
1.	-	-	-	-	-	-	-	-	-	-
2.	-	-	-	-	-	-	-	-	-	-
3.	-	-	-	-	-	-	-	-	-	-
4.	-	-	-	-	-	-	-	-	-	-
5.	-	-	-	-	-	-	-	-	-	-
6.	-	-	-	-	-	-	-	-	-	-
7.	-	-	-	-	-	-	-	-	-	-
8.	-	-	-	-	-	-	-	-	-	-
9.	-	-	-	-	-	-	-	-	-	-
10.	-	-	-	-	-	-	-	-	-	-

Account Breaks on: * None specified *

Select PO'S from: To

Select PO dates from: To

Select vendors from: To

Select vendor names from: To

Primary sort: Account break values

Detail line order by: Purchase order number

PO detail order by: Purchase order number

Include Current Liabilities: N

65 QSS UNIFIED SCHOOL DISTRICT										OPEN PURCHASE ORDERS				J156	POR110	H.00.13	03/17/10	PAGE	4
NUMBER	VENDOR	NAME	DESCRIPTION							ENCUMBERED	STAT	LIQUIDATED	BALANCE	ENTERED					
	Line	Fd	Resc	Y	Objt	Gr	Goal	Fnc	Sch						Rsp	Lcl			
000301	000007	Utility Company by the Bay										Monthly Payment							
	1.	01-0000-0-4300-00-0000-0000-000-000-000											3,337,333.99				3,337,333.99	07/01/2000	
	2.	01-0000-0-4500-00-0000-0000-000-000-000											3,336,333.00				3,336,333.00		
	3.	02-0000-0-4300-00-0000-0000-000-000-000											3,336,333.00				3,336,333.00		
		TOTAL AMOUNT											10,009,999.99		0.00		10,009,999.99		
040201	000001	Bay Area Food Services										Office Supplies							
	1.	01-0000-0-4300-00-0000-0000-000-000-000											990.00				990.00	07/01/2000	
040204	000001	Bay Area Food Services																	
	1.	01-0000-0-4300-00-0000-0000-000-000-000											990.00				990.00	07/01/2000	
222222	000001	Bay Area Food Services										ANOTHER SAMPLE							
	1.	01-0000-0-4300-00-0000-0000-000-000-000											77,810.00				77,810.00	07/01/2000	
333333	000001	Bay Area Food Services										ANOTHER SAMPLE							
	1.	01-0000-0-4300-00-0000-0000-000-000-000											77,810.00				77,810.00	07/01/2000	
444444	000001	Bay Area Food Services																	
	1.	01-0000-0-4300-00-0000-0000-000-000-000											990.00				990.00	07/01/2000	
555555	000001	Bay Area Food Services																	
	1.	01-0000-0-4300-00-0000-0000-000-000-000											99.00				99.00	07/01/2000	
													20,189,610.82		1,005,865.39		19,183,745.43		
													20,189,610.82		1,005,865.39		19,183,745.43		
GRAND TOTALS													20,189,610.82		1,005,865.39		19,183,745.43		

Traditional Screens

Open the Purchase Order Report Writer (PORSUB) from the Menu System. Type 1 in the **Report type** field to select the Open Purchase Orders (POR110) report. For detailed instructions, see Chapter 7 of the *QSS/OASIS Accounts Payable / Purchasing Manual*.

District: 07		Purchase Order Report Writer		QSS/OASIS	
Report Title: [REDACTED]					
Report Type: 1 1=Open P0s, 2=History, 3=Enc trans, 4=History-open P0s only 5=History-open P0s only including P0s w/zero total					
Primary Sort: 1 1=Acct sort seq, 2=Category, Vnd type, 3=Vnd type, 4=P0 type					
Detail Order: 1 1=P0#, 2=Date, 3=Vendor name, 4=Vendor remit name					
P0 detail Order: 1 1=P0#, 2=P0 type, P0#					
Current Liabs: Y Y=Include, N=Do not include					
P0 Number: [REDACTED]		P0 Date: [REDACTED]			
Vendor Number: [REDACTED]		[REDACTED]			
Vendor Name: [REDACTED]		[REDACTED]			
<div style="display: flex; justify-content: space-between;"> <--Range--> <-----Individual Codes-----> </div>					
Category: [REDACTED]		[REDACTED]			
Vendor Type: [REDACTED]		[REDACTED]			
P0 Type: [REDACTED]		[REDACTED]			
<div style="display: flex; justify-content: space-between;"> PORSUB H.00.07 compiled 10/31/06 14:06 </div>					
Start Over	Help	Retrieve Preset		Continue	Return to menu

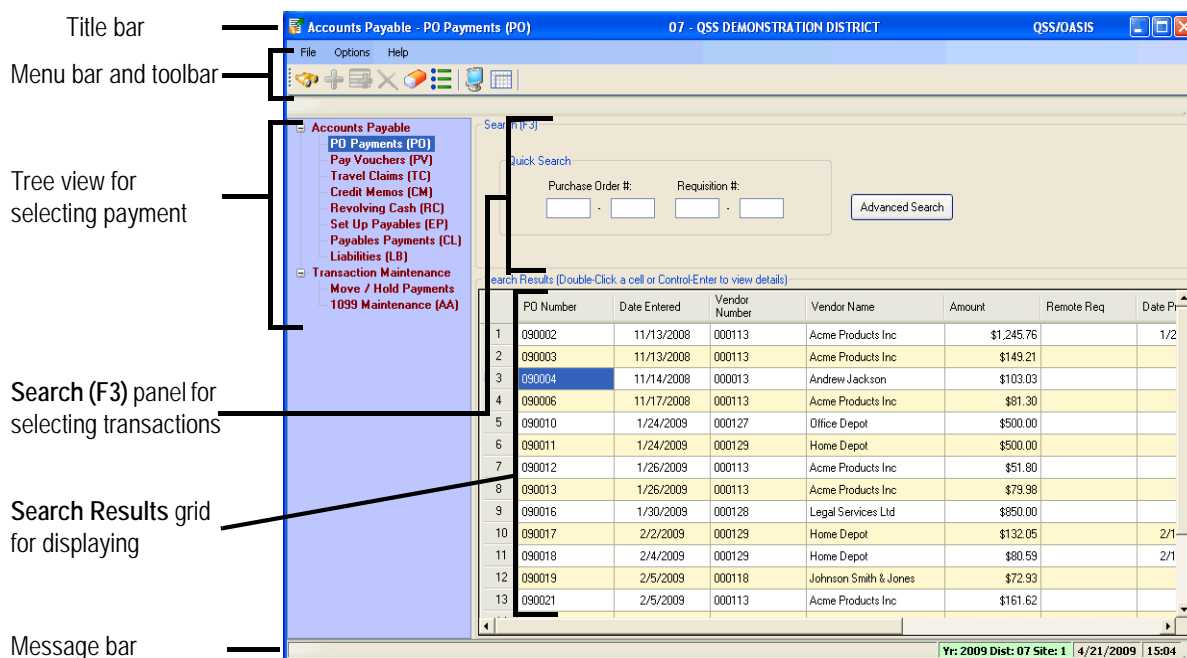
Figure 4-8: Purchase Order Report Writer—Launch Screen One

The Second Report Writer Screen (Figure 4-9) is displayed after you complete the First Report Writer Screen and press <Continue>.

District: 07		Purchase Order Report Writer		QSS/OASIS	
Sort sequence: [REDACTED]					
Choose from these sort items: <div style="display: flex; justify-content: space-between;"> <div>FD = Fund RE = Resource FN = Function</div> <div>BR = Responsblty PY = ProjectYear OB = Object</div> <div>SC = School GO = Goal TY = Type</div> </div>					
<div style="display: flex; justify-content: space-between;"> <div> Fd Bdr Sch Resc V Goal Func Objt Type 1. > 2. > 3. > 4. > 5. > 6. > 7. > 8. > 9. > 10. > </div> <div style="background-color: black; width: 600px; height: 100px;"></div> </div>					
Start Over				Start Over	Launch Report
					Return to menu

Figure 4-9: Report Writer Screen—Launch Screen Two

Step 2: Assigning Payment Action Codes



Purpose

The *Accounts Payable* window allows you to assign payment actions to POs that are open at the end of Y1. You can choose to pay them in Y1 or carry them forward as liabilities in Y2.

Checking Database Capacities

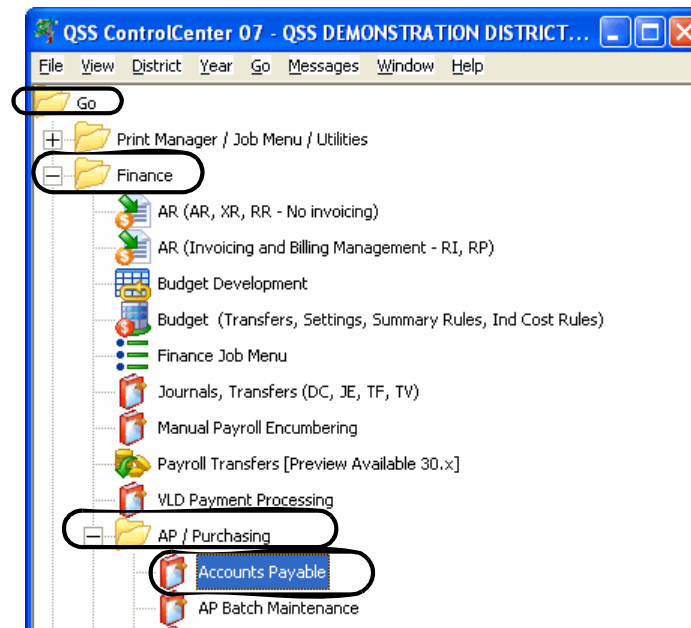
Before entering any rollover transactions (POPYMT), make sure that the PO-PAYMENT dataset in the GLDSYS database has adequate room. In most cases, doing so requires that you *get help from data processing or your system administrator*.

Opening the Accounts Payable Window

PO Payments (PO)

Overview

The PO Payments (PO) transaction allows you to make payments against purchase orders created on the *Purchase Orders / Requisitions* window. The process is the same for POs with no requisition from the Purchase Orders tab and those with requisitions from the Requisitions tab.

Figure 4-11: Selecting the *Accounts Payable* window from the tree view

Search (F3) Panel

The **Search (F3)** panel allows you to select the POs that display in the **Search Results** grid.

Search (F3)

Quick Search

Purchase Order #: - Requisition #: -

Advanced Search











: **Search (F3)** panel for PO Payment (PO) transactions

After the search completes, the **Search Results** grid displays the POs that match the search criteria in the Search Pane.

	PO Number	Date Entered	Vendor Number	Vendor Name	Amount	Remote Req
▶ 1	090002	11/13/2008	000113	Acme Products Inc	\$1,080.70	
2	090003	11/13/2008	000113	Acme Products Inc	\$100.55	
3	090004	11/14/2008	000013	Andrew Jackson	\$54.00	
4	090005	11/17/2008	000113	Acme Products Inc	\$48.85	
5	090006	11/17/2008	000113	Acme Products Inc	\$188.33	

Figure 4-12: Search Results panel for PO Payments (PO) transactions (left side)

Table 4-11: Summary of commands for the *Accounts Payable* window

MENU COMMAND	ICON	KEYBOARD	DESCRIPTION
Options Retrieve Data		F3	After filling in the Search (F3) panel, initiate the search for transactions that match the selection criteria you have supplied. After the search completes, the Search Results grid displays the matching transactions.
Options Add		Ctrl+F6	Open a blank add dialog box for creating a new transaction for the type selected in the tree view.
Options Add From		Ctrl+Shift+F6	Open an add dialog box that contains a copy of the transaction that you have selected in the grid. You can modify the copy as needed before saving it.
Options Increase RC Balance		Shift+F6	For Revolving Cash only, increase the balance in the revolving cash checking account. This icon does not display on the toolbar for other transactions.
Options Delete		Ctrl+F8	Delete the transaction that you have selected in the grid. The only transactions that you can delete are those that are not paid, have no holds, and belong to a batch that you have access to.
Options Clear Selection		Ctrl+F1	Clear the selection criteria in the Search (F3) panel. Thus, you can start with a blank slate and define a new set of search criteria.
Options Report		Ctrl+R	Open a <i>Job Menu</i> window that lists only the reports for the transactions on this window. For a complete list of financial reports, select the Financial Reports/Processes command from the QCC menu.
Options Select Fiscal Year	 Alt+D		For EP and CL transactions, select the fiscal year to use for setting up transactions and posting payments. For all other transactions, this command is disabled because they are always in the current fiscal year.
Options Select Invoice Type	none	Alt+T	Highlight the transaction type in the tree view. You can press the UP ARROW and DOWN ARROW keys to select another transaction type. The Search (F3) panel and Search Results clear whenever you select a new transaction type.
Options Select Search Panel	none	Alt+S	Move the cursor to the first box in the Search (F3) panel. You can fill in new search criteria and search for transactions.
Options Select Search Results	none	Alt+R	Move the cursor to the first row of the grid in the Search Results area.
Options Print Screen		F11	Print a copy of the <i>Accounts Payable</i> window window to the default Windows printer for your PC.
Options Grid Output		Shift+F11	Open a <i>Grid Output</i> window for exporting of the Search Results grid to Excel, Word, PDF, or a delimited text file.

Date Printed	Site No	Site Description	Items
	0002	WASHINGTON SCHOOL	03
	0002	WASHINGTON SCHOOL	00
	0002	WASHINGTON SCHOOL	00
	0002	WASHINGTON SCHOOL	01
	0002	WASHINGTON SCHOOL	01

Figure 4-13: Search Results panel for PO Payments (PO) transactions (right side)

Purchase Orders - Accounts Dialog Box

The *Purchase Orders - Accounts* dialog box displays after you select a PO from the **Search Results** grid on the *Accounts Payable* window. This dialog box displays a summary of the selected PO.

Inspecting Summary Information

The dialog box displays a summary of POs. When you first open the dialog box, it displays the PO selected in the **Search Results** grid.

Purchase Orders - Payments Dialog Box

The screenshot shows the "PO Payment - Payments" dialog box. It has a menu bar with "File" and "Options", and a toolbar with various icons. The main area is divided into two sections. The top section displays PO summary information: Requisition Number: 555557, PO Number: 090002, Description: FRED, Vendor No/Address: 000113 / 02 Acme Products Inc, and Discount: 2.00 %. The bottom section contains two grids. The first grid lists accounts with columns: Fd Bdr Sch Resc Y Goal Func Objt Type, Original, Amount, and Status. It shows four accounts with their respective amounts and statuses. The second grid lists payments with columns: Status, Date, Invoice Description, Liquidate, Payment, Discount Flag, Discount %, Net, and Balance. It shows four payments with their dates, descriptions, and amounts. On the left side of the screenshot, there are three text annotations with arrows pointing to specific parts of the dialog box: "Summary of the current PO." points to the PO summary fields; "Up to 40 accounts encumbered for the PO. Double-click an account to inspect, add, change, or delete payments." points to the accounts grid; and "Payments for the selected account. You can add, change, or delete payments that have not been issued on vendor warrants." points to the payments grid.

Summary of the current PO.

Up to 40 accounts encumbered for the PO. Double-click an account to inspect, add, change, or delete payments.

Payments for the selected account. You can add, change, or delete payments that have not been issued on vendor warrants.

Fd Bdr Sch Resc Y Goal Func Objt Type	Original	Amount	Status
1 01-000-000-0000-0-0000-0000-4300-0000	\$270.17	\$270.17	P
2 01-000-000-0000-0-0000-0000-4310-0000	\$226.94	\$226.94	F
3 01-000-500-0000-0-0000-0000-4300-0000	\$280.00	\$280.00	P
4 01-000-200-0000-0-0000-0000-4300-0000	\$356.65	\$356.65	P

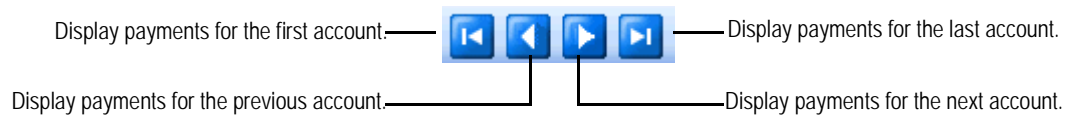
Status	Date	Invoice Description	Liquidate	Payment	Discount Flag	Discount %	Net	Balance
1 P	1/14/2009	Make a partial payment	\$100.00	\$100.00	N	2.00	\$100.00	
2 P	5/1/2009	Payment #2	\$50.19	\$50.19	N	2.00	\$50.19	
3 P	5/1/2009	Payment #3	\$18.98	\$18.98	N	2.00	\$18.98	
4 P	5/1/2009	Payment #4	\$88.00	\$88.00	N	2.00	\$88.00	


Yr: 2009 Dist: 07 Site: 1 5/1/2009 11:56:47

Figure 4-14: Dialog box for adding, changing, deleting, and inspecting PO payments

To inspect payments for an account:

- 1** You can use the VCR icons to display the payments for a different account line.



If you have added or changed payments, press the  (Save and Stay [F9]) icon to save your changes before clicking one of the VCR buttons.

- 2** In the list of accounts for the PO, double-click an account to display all of the payments already made for the account.

	Fd Bdr Sch Resc Y Goal Func Objt Type	Original	Amount	Status
▶ 1	01-000-000-0000-0-0000-0000-4300-0000	\$270.17	\$270.17	

Figure 4-15: List of accounts for a PO

- 3** The list of payments displays any payments already made against the PO.

	Status	Date	Invoice Description	Liquidate	Payment	Discount Flag	Discount %	Net
▶ 1	P	1/13/2009	First payment	\$33.00	\$33.00	N	2.00	\$33.00
2	P	1/22/2008	Second payment	\$33.00	\$44.00	N	2.00	\$44.00

Figure 4-16: List of payments against a PO (left side)

Balance	Use Tax	Utrate	UAmount	1099	Date Paid	Warrant	Batch	Hold Flag	Wr Status
\$193.94	N	0.000	\$0.00	N		00000000	1		
\$160.94	N	0.000	\$0.00	N		00000000	1		

Figure 4-17: List of payments against a PO (right side)

Add PO Payment and Change PO Payment Dialog Boxes

Adding and Changing Payments

These instructions tell how to add or change payments against the account that you have selected for a PO.

Figure 4-18: Dialog box for adding payments or changing an unpaid payment

Example of E and Z Payment Types

The E and Z payment types create two new lines of transactions. The only difference between the two is when they take effect.

	Status	Date	Invoice Description	Liquidate	Payment	Discount Flag	Discount %	Net	Balance
1	P	1/14/2009	Make a partial payment	\$100.00	\$100.00	N	2.00	\$100.00	\$170.17

Figure 4-19: Payment history before applying E transaction

Before applying an E payment transaction, the PO has one partial payment for \$100.00 and an unliquidated balance of \$170.17.

The E payment transaction closes out the existing encumbrance and re-encumbers the account for \$500.

Figure 4-20: E transaction applied to the PO

After adding this E transaction to the PO, the payment history looks like this.

	Status	Date	Invoice Description	Liquidate	Payment	Discount Flag	Discount %	Net	Balance
1	P	1/14/2009	Make a partial payment	\$100.00	\$100.00	N	2.00	\$100.00	\$170.17
2	C	1/14/2009	Add E trans for \$500	\$170.17	\$0.00	N	2.00	\$0.00	\$0.00
3	O	1/14/2009	Add E trans for \$500	\$500.00	\$0.00	N	2.00	\$0.00	\$500.00

Figure 4-21: Payment history after applying E transaction

The E and Z transactions add two lines:

- ◆ Line 2 closes out the account. It liquidates the remaining balance of \$170.71.
- ◆ Line 3 reopens the account with a new encumbrance amount of \$500.00. The **Liquidate** amount is added to the **Balance**, giving the account a new encumbered balance of \$500.00.

The E and Z payment transactions differ in when to apply the new encumbrance:

- ◆ The E transaction takes effect when you do a warrant run that includes the batch to which the transaction is assigned. When you create an E transaction, the **Date Paid** is blank because the transaction has not been processed. After you cut vendor warrants for the batch, the **Date Paid** will be the same date as that on the vendor warrants.
- ◆ The Z transaction takes effect immediately. When you add the transaction, the **Date Paid** is updated with the current date.

Duplicate Invoice Checking

The system can check for duplicate invoices if your site turns on that option. When you save a payment, the system searches for other payments that have an **Invoice Description** identical to the one you just entered for the current vendor. The following message displays when the system finds a duplicate:

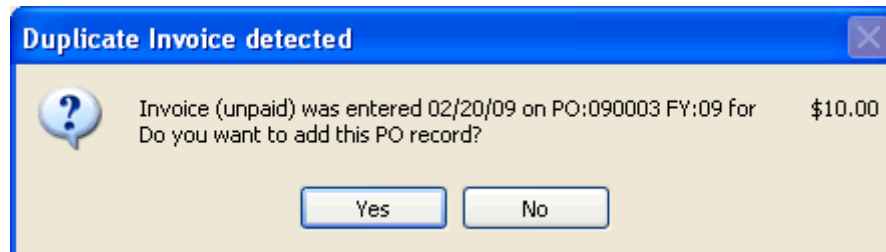


Figure 4-22: Duplicate invoice message

This sample message displayed after saving a payment against PO 090002. It provides a warning that the same **Invoice Description** was already used on PO 090003.

Do either of the following:

- ◆ Click [Yes] to save the payment with the duplicate invoice number.
- ◆ Click [No] to return to the *Add PO Payment* dialog box. At this point, you can modify the payment and save it again or press F12 to close the payment dialog box without saving the payment.

By default, duplicate invoice checking is turned off. For set-up instructions, see the POPYMT program option in Chapter 2 of the *Modules, Tasks, and User Security for QCC*.

Traditional Screens

For the traditional software, use Purchase Order Payments (POPYMT) to set up payment flags at the end of the year. For detailed instructions, see Chapter 6 of the *QSS/OASIS Accounts Payable / Purchasing Manual*.

[illegible]

Figure 4-23: Purchase Order Payments—Option Screen

Type P in the **Option** field and press <ENTER> to display the Purchase Order Selection Screen (Figure 4-24).

District: 07 Purchase Order Payments QSS/0ASIS

Purchase Order number: [REDACTED] Year: Y1
Line: [REDACTED]

Figure 4-24: Purchase Order Payments Option—Purchase Order Selection Screen

Type a PO number, then press <ENTER> to display it.

Figure 4-25: Purchase Order Payments Option—Purchase Order Information Screen

Figure 4-26: Purchase Order Payments Option—Account Line Screen

Step 3: Rolling Y1 Purchase Orders to Y2 Purchase Orders (POR510)

Purpose

Report-Only and Update Modes

The *PO Rollover Report/Update (POR510)* window allows you to launch a batch process for rolling PO account lines flagged as **L - Roll to liability** to CL transactions that show up on the *Accounts Payable* window as **Payables Payments (CL)** transactions for Y2. The process creates a PO Rollover Report (POR510).

- ◆ **QSS** recommends that you run this process in report-only mode first. Review the PO Rollover Report (POR510) to verify the list of accounts that you have flagged for rolling forward as POs. If the list is inaccurate, you can make any needed adjustments and run the process in report-only mode again.
- ◆ Once you have verified the list of accounts to roll forward, run the report in update mode. Save the PO Rollover Report (POR510) as a record of the PO transactions rolled forward to Y2.

Dataset Capacities for HP e3000 Server

If your site is using the HP e3000 as a server, check to make sure that the GLDSYS (general ledger) database has enough room to hold the POs that the process creates. The PURCHASE-ORDER and PO-PAYMENT datasets need to have enough space for the new POs created in Y2.

Duplicate PO Numbers

The *PO Rollover Report/Update (POR510)* window creates POs in Y2 that have the same number as the source POs in Y1. If Y2 contains a PO number that duplicates one that is being rolled from Y1, the report prints the following message:

ERROR: PO number already used

Launching the Report

There are two operations in launching a report:

- ◆ Opening the report window.
- ◆ Filling in the report window and launching the report.

Table 4-12: Tabs for the *PO Rollover Report/Update (POR510)* window

TAB	PURPOSE	SEE PAGE
Main Selection	Select the users for which to roll POs forward and whether to run the process in update or report-only mode.	4-28
Accounts	Type account masks and field ranges for selecting the POs to update.	B-30

Main Selection Tab

Figure 4-27 illustrates the *PO Rollover Report/Update (POR510)* window. See [page A-5](#) for general instructions on typing in text boxes, selecting options from drop-down lists, selecting dates, checking boxes, and selecting option buttons.

The screenshot shows the 'PO Rollover Report/Update (POR510)' window with the 'Main Selection' tab active. The window title bar includes 'Year: 09 Dist: 07 - QSS DEMONSTRATION DISTRICT' and 'QSS/OASIS'. The interface features a menu bar with 'File' and 'Options', and a toolbar with standard icons. The main content area has two tabs: 'Main Selection' (selected) and 'Accounts'. The 'Main Selection' tab contains the following fields and controls:

- Report Title :** A text box containing 'SAMPLE FOR DOCUMENTATION'.
- Select Payments Entered By User :** A text box with '(Leave blank for all users)' as a hint.
- Update?** A dropdown menu set to 'N - Produce report (only)'.
- Fiscal Year Update** section:
 - Increment FY Field During Update :** A dropdown menu set to '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** box: '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.'

The status bar at the bottom right displays 'Yr: 2009 Dist: 07 Site: 1 | 6/16/2009 15:01'.

Figure 4-27: Main Selection tab for the *PO Rollover Report/Update (POR510)* window

Report Sample

04 QUINTESSENTIAL SCH DIST SAMPLE REPORT FOR EOY MANUAL		PO Rollover Report										J74	POR510	G.00.02 04/07/--	PAGE 1
** Prelist **															
Vendor Name		PO Num Line num FN SF SI PROG SPRG OBJT SO TYPE										Amount	Message		
9 AMERICAN GUIDANCE SERVICE		10	1	=>	1	01-00-00-4000-1000-4500.00-0000						35.00			
8 CA STATE DEPARTMENT OF ED		9	3	=>	1	01-01-00-1000-0000-4310.00-0000						23.07			
2 OFFICE CLUB		11	1	=>	1	01-01-00-1000-0000-4310.00-0000						30.00			
Report total:											88.07				

Traditional Screen

For the traditional software, the launch screen for the PO Rollover Report (POR510) is Request PO Rollover Report/Opiate. For details, see Chapter 10 of the *QSS/OASIS Accounts Payable / Purchasing Manual*.

District: 07 Year: Y1	Request PO Rollover Report/Update	QSS/OASIS								
<p>Report title: <input type="text"/></p> <p>Select payments entered by user: <input type="text"/> (Leave blank for all users)</p> <p>Update? <input checked="" type="checkbox"/> N = Produce report (only) Y = Update 'R' payments with date paid, create PURCHASE ORDERS in next FY and produce report.</p> <p>Increment FY field during update? <input checked="" type="checkbox"/> N = Roll accounts as they are Y = Change FY field values 97 to 98</p> <p>NOTE: This question is only relevant to sites that have a FY field in the account string.</p>										
<p>PFYSUB H.00.00 compiled 09/11/97 Option/01 User: Y097</p> <table border="1"> <tr> <td>Start Over</td> <td><input type="text"/></td> <td>Help</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>Launch Report</td> <td>Return to menu</td> </tr> </table>			Start Over	<input type="text"/>	Help	<input type="text"/>	<input type="text"/>	<input type="text"/>	Launch Report	Return to menu
Start Over	<input type="text"/>	Help	<input type="text"/>	<input type="text"/>	<input type="text"/>	Launch Report	Return to menu			

Figure 4-28: Request PO Rollover Report/Update Screen

Step 4: Rolling Y1 Purchase Orders to Y2 Payables (POR520)

Purpose

Report-Only and Update Modes

The *PO to Liabilities Report/Update (POR520)* window allows you to launch a batch process for rolling PO account lines flagged as **L - Roll to liability** to CL transactions that show up on the *Accounts Payable* window as **Payables Payments (CL)** transactions for Y2. The process creates a PO to Liabilities Report (POR520).

- ◆ **QSS** recommends that you run this process in report-only mode first. Review the PO to Liabilities Report (POR520) to verify the list of accounts that you have flagged for rolling forward as liabilities. If the list is inaccurate, you can make any needed adjustments and run the process in report-only mode again.
- ◆ Once you have verified the list of accounts to roll forward, run the report in update mode. Save the PO to Liabilities Report (POR520) as a record of the PO transactions rolled forward to Y2.

Dataset Capacities for HP e3000 Server

If your site is using the HP e3000 as a server, check to make sure that the GLDSYS (general ledger) database has enough room to hold the estimated payables that the process creates. The EST-PAYABLES dataset needs to have enough free space to create one record for each payable that is rolled forward to Y2.

Accounts Payable Odometer

If you have not done so already, set up the estimated payables (EP) odometer for Y1. This odometer must be present for the batch update to assign reference numbers to the transactions that you are rolling forward.

For detailed instructions, see the description of the Program Options tab in Chapter 7 of the *QCC Core Financial Manual*.

If the odometer is not defined, the report displays the following message:

```
ERROR getting odometer
```

Launching the Report

These instructions focus on the specific instructions for launching the PO to Liabilities Report (POR520) from the *PO to Liabilities Report/Update (POR520)* window.

Table 4-13: Tabs for the *PO to Liabilities Report/Update (POR520)* window

TAB	PURPOSE
Main Selection	Select an optional user for whom to roll POs to liabilities and whether to tun the process in update mode.
Accounts	Type account masks and field ranges for selecting the accounts to report and update.

Main Selection Tab

Figure 4-29 illustrates the *PO to Liabilities Report/Update (POR520)* window.

Figure 4-29: Main Selection tab for the *PO to Liabilities Report/Update (POR520)* window

Report Sample

07 QSS DEMONSTRATION DISTRICT Sample for Documentation		PO to Liabilities Report					J7237	POR520	H.01.00 06/11/09 PAGE 1				
** Prelist **													
Vendor Name	PO Num	Line	EP Num	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt Type	Amount	Message

113 Acme Products Inc	90012	2 =>										15.88	
113 Acme Products Inc	90027	1 =>										57.30	
129 Home Depot	90017	1 =>										51.83	
Report total:												125.01	

In this report sample, the EP Num is blank because the report is run in Prelist mode. Numbers are assigned when you run the report in Update mode.

Traditional Screen

In the traditional software, the launch screen for the PO to Liabilities Report (POR520) is Request PO to Liabilities Report/Update. For details, see Chapter 10 of the *QSS/OASIS Accounts Payable / Purchasing Manual*.

District: 07 Year: Y1	Request PO to Liabilities Report/Update	QSS/OASIS
<div style="border: 1px solid black; padding: 10px; margin: 10px;"><p>Report title: <input type="text"/></p><p>Select payments entered by user: <input type="text"/> (Leave blank for all users)</p><p>Update? <input checked="" type="checkbox"/> N = Produce report (only) Y = Update 'L' payments with date paid, create Liabilities, and produce report.</p></div>		
PFV SUB H.00.00 compiled 09/11/97 Option/02 User: V097		
Start Over	<input type="text"/>	Help <input type="text"/>
<input type="text"/>	<input type="text"/>	Launch Report <input type="text"/>
<input type="text"/>	<input type="text"/>	Return to menu <input type="text"/>

Figure 4-30: Request PO to Liabilities Report/Update Screen

Step 5: Closing Out and Liquidating Open Purchase Orders (PCL920)

Purpose

The *Close Out Open Purchase Orders (PCL920)* window closes out all POs for Y1 with a remaining balance. This process creates a PO Disencumbrance Report (PCL920) that list the encumbrances remaining for each individual account line for open POs.

- ◆ In prelist mode, the report allows you to get a listing of open POs and review them before running the process in update mode.
- ◆ In update mode, the report is a listing of the POs that have been closed and liquidated.

WARNING: Before running the process in update mode, be sure that you really are ready to close out all POs for Y1. Once this process is done, all open POs are closed and liquidated. There is no undo.

Launching the Report

These instructions focus on the specific instructions for launching the PO Disencumbrance Report (PCL920) from the *Close Out Open Purchase Orders (PCL920)* window.

There are two operations in launching a report:

- ◆ Opening the report window.
- ◆ Filling in the report window and launching the report.

Table 4-14: Tabs for the *Close Out Open Purchase Orders (PCL920)* window

TAB	PURPOSE
Main Selection	Select the posting date and description for closing out POs.
Accounts	Select the accounts for which to close POs for the fiscal year.

Figure 4-31 illustrates the *Close Out Open Purchase Orders (PCL920)* window. See [page A-5](#) for general instructions on typing in text boxes, selecting options from drop-down lists, selecting dates, checking boxes, and selecting option buttons.



Figure 4-31: Main Selection tab for the *Close Out Open Purchase Orders (PCL920)* window

Report Sample

07 QSS DEMONSTRATION DISTRICT										PO Disencumbrance Report		J3382	PCL920	H.01.00	03/27/09	PAGE	2
EOY MASS CLOSE																** Prelist **	
Vendor Name	PO Num	Ln	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Amount		PO Date			
113 Acme Products Inc	10056	2	01	000	000	0000	0	0000	0000	4300	6666	45.00		11/11/2007			
12 Aggressive Accounting	10064	1	01	800	500	4230	0	4760	2490	5710	0256	43.60		03/09/2008			
12 Aggressive Accounting	10064	2	01	600	110	6500	0	5110	1000	4300	1892	26.73		03/09/2008			
1 John Dough Enterprises	46	3	01	000	000	0000	0	0000	0000	4310	1234	134.91		06/30/2008			
1 John Dough Enterprises	46	4	01	000	000	0000	0	0000	0000	4300	6666	134.91		06/30/2008			
1 John Dough Enterprises	1746	1	01	010	500	0000	0	8600	7150	5300	0215	425.75		07/01/2007			
1 John Dough Enterprises	1746	2	01	010	500	0000	0	0000	7150	5300	0215	87.80		07/01/2007			
1 John Dough Enterprises	1746	3	01	010	500	0000	0	0000	7150	5800	1140	442.00		07/01/2007			
1 John Dough Enterprises	1746	4	01	010	500	0000	0	8600	7150	5800	1140	441.00		07/01/2007			
1 John Dough Enterprises	1746	5	01	010	500	0000	0	0000	7150	5800	1140	459.00		07/01/2007			
Total												7,916,623.45					

Traditional Screens

For the traditional software, the launch screen for the PO Discencumbrance Report (POR920) is Close Open Purchase Orders (PXCXFR). For details, see Chapter 10 of the *QSS/OASIS Accounts Payable / Purchasing Manual*.

District: 07		Close Open Purchase Orders		QSS/OASIS	
Posting date:		0630F1			
Invoice date:		0630F1			
Invoice desc:		EOY MASS CLOSE			
Select Purchase	Orders dated:	0701F1 - 0630F1			
	Update mode?	N (Y/N)			
I					
PCLXFR H.01.01 compiled 07/10/06 13:54:08					
Start Over	Help	Get Preset		Start Over	Continue Return to menu

Figure 4-32: Close Open Purchase Orders Screen (1 of 2)

The fields for selecting accounts and ranges display after you fill in the screen, then press <ENTER> and <Continue>.

District: 07		Close Open Purchase Orders		QSS/OASIS			
Date paid: 0630F1							
Invoice date: 0630F1							
Invoice desc: EOY MASS CLOSE							
Purchase Orders dated: 0701F1 - 0630F1							
Update mode? N (Y/N)							
Field Sort/Selection Items		Fd Bdr Sch Resc Y Goal Func Objt Type					
FD=Fund		??-??-??-??-??-??-??-??-??-??					
TY=Type		??-??-??-??-??-??-??-??-??-??					
BR=BdgtRespons		??-??-??-??-??-??-??-??-??-??					
SI=Site/School		??-??-??-??-??-??-??-??-??-??					
RS=Resource		??-??-??-??-??-??-??-??-??-??					
YY=Project Year		??-??-??-??-??-??-??-??-??-??					
PG=Program Goal		??-??-??-??-??-??-??-??-??-??					
FN=Function		??-??-??-??-??-??-??-??-??-??					
OB=Object		??-??-??-??-??-??-??-??-??-??					
Field		Range		Field		Range	
Start Over		Save Preset		Previous Screen		Launch Report	
						Return To Menu	

Figure 4-33: Close Open Purchase Orders Screen (2 of 2)

Entering Estimated Payables (EP)

Overview

This section discusses how to process end-of-year payables that are **not** associated with open purchase orders and that will not be paid in the current fiscal year. For example, at the end of the year you may have expense obligations such as utilities, accrued vacation, or employee benefits that will not be paid until the next fiscal year. These payables need to be set up as liabilities at the end of the current fiscal year, so the expenditures are posted to the current year, but you do not make payments against them until the following fiscal year. This process is referred to in accounting as the *accrual of liabilities*.

The three main tasks described in this section are shown below. ***It is imperative that you are logged onto the proper fiscal year for the task you are performing*** as shown in the table below:

TASK	Y1	Y2
Add/Delete/Inspect Payables	X	
Make Payments on Payables		X
Request Payables Reports	X	

General Ledger Control Accounts

The Payables/Current Liabilities System is used to reflect expenditures that were incurred and recorded in Y1, but will not be paid until Y2. Liabilities are set up in Y1 and posted in Y2 when they are paid. Two general ledger control accounts are used:

- Accounts Payable Setup (9509 in California) (in Y1)
- Accounts Payable Payment (9510 in California) (in Y2)

The following illustration shows how the general ledger is affected:

Payables Set Up in Y1				
Accounts Payable Setup (9509)			Expenditure/Income Account	
DR	CR		DR	CR
	X		X	
Payables Posting in Y2				
Cash Account (9110)			Accounts Payable Payment (9510)	
DR	CR		DR	CR

Payables Set Up in Y1				
	X		X	

Posting Difference Amounts

When the amount paid in Y2 is different from the amount set up in Y1, the way the difference is posted depends on whether you are operating under California FMAC guidelines or the guidelines from another state.

FMAC Sites

For sites operating under the California FMAC guidelines, the difference amount will be posted **at the time of final payment** to the originating account, but in the new year (Y2). If the original account has not been created for Y2, it will be created by the system at the time the difference amount is posted. Use tax will be posted to the original account as it is paid on **both partial and final payments**.

If you want to post the difference amount to an account other than the original account, you will need to make a journal entry to move the difference to the proper account. (The *QSS/OASIS Core Financial Manual* describes journal entries.)



See the Technical Notes in the *QSS/OASIS Accounts Payable Manual* for instructions on setting up FMAC options.

Non-FMAC Clients

If you are not operating under California FMAC guidelines, any difference between what was set up and what was paid will be posted to Unappropriated Fund Balance (9710). This will be a credit if more is paid than anticipated, or a debit if less is paid than anticipated. If you want to post the difference amount to a different account, you will need to make a journal entry to move the difference to the proper account. (The *QSS/OASIS Core Financial Manual* describes journal entries.)

Step-by-Step Treatment of Payables

Briefly, these are the steps involved in the setting up and posting of payables.

STEP	ACTION	PROGRAM USED
1	<p>Set up control accounts if they have not already been set up.</p> <p>This is usually done in GLINIT when a client is first installed. Note, for example, that the Accounts Payable Setup Control Object (9509) is different from the Accounts Payable Control Object (9510/9500).</p> <p>The <i>QCC Core Financial Manual</i> describes this process in detail.</p>	GLINIT

STEP	ACTION	PROGRAM USED
2	<p>Add Y1 payables (not associated with POs) that will be paid in the next fiscal year (Y2).</p> <p>The previous section discusses how to process payables associated with purchase orders.</p>	Estimated Payables (EP)
3	<p>Set up beginning balance for Y2 Accounts Payable Control Account (9510/9500).^a</p> <p>This is normally the ending balance from the Y1 Accounts Payable Setup Account (9509).</p> <p>See the previous section of this chapter for a list of accounts you need to set up. See the Update Beginning Balance chapter of the Core Financial Manual for instructions on setting beginning balances.</p>	BBUPDT or BDE008
4	<p>Make payables payments.</p> <p>You must be logged onto Y2 in order to make payable payments.</p>	Payables Payments (CL)

a. This will not be finalized until after the year-end audit.

Estimated Payables

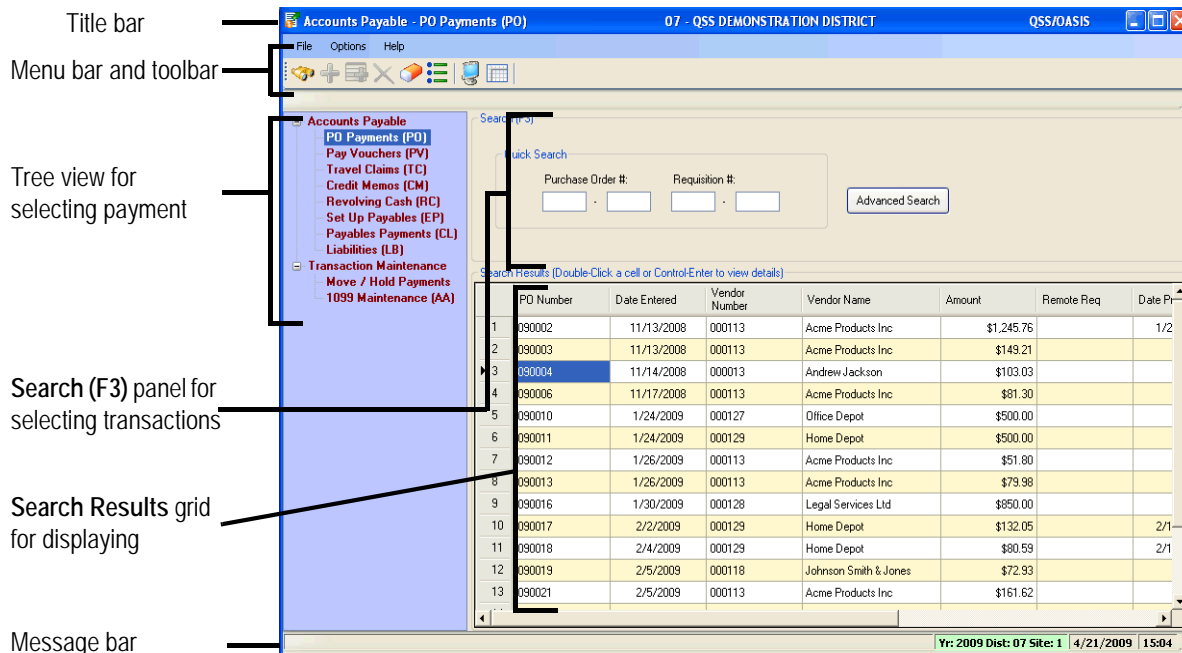


Figure 4-34: Parts of the *Accounts Payable* window

Purpose

REMINDER: Select the proper fiscal year in the year selection list on the title bar. For example, you are setting up payables for pay vouchers created in FY 09 that will not be paid until FY 10. Select FY 2009 for setting up the estimated payables (EP transactions).

Use the **Set Up Payables (EP)** command on the *Accounts Payable* window to set up current liabilities for unpaid Y1 payables that are not associated with purchase orders. The records you create with this program are for payables that have not been previously encumbered.

Estimated payables allow you to set up liabilities for pay vouchers and travel claims created in Y1 (the current fiscal year) that will not be paid until the next fiscal year (Y2). In Y2, you use the *Accounts Payable - Current Liabilities (CL)* window to make payments against the estimated payables created on the *Accounts Payable - Setup Up Payables (EP)* window during Y1.

Checking Database Capacities

Before entering any liability transactions (PCL010), make sure that the EST-PAYABLES dataset in the GLDSYS database has adequate room. In most cases, doing so requires that you *get help from data processing or your system administrator*.

Creating and Maintaining Estimated Payables

The security profile for your QCC user ID may not allow you to do all of these tasks. For example, you may be able to inspect and change estimated payables, but not add or delete them. The menu commands and icons for tasks that you cannot do appear dimmed.

Selecting the Correct Fiscal Year











Estimated payables are liabilities for pay vouchers and travel claims incurred in the current fiscal year (Y1) that will not be paid until the next fiscal year (Y2). For example, it is the end of FY 2009, and you have some pay vouchers for that year that will not be paid until FY 2010. Select FY 2009 from the list of fiscal years to create liabilities for FY 2009. In FY 2010, you will be using payables payment (CL) transactions to pay these liabilities



When setting up payables, select the fiscal year in which pay vouchers and travel claims were created.

Figure 4-35: Year selection for EP and CL transactions

Table 4-15: Summary of commands for the *Accounts Payable* window

MENU COMMAND	ICON	KEYBOARD	DESCRIPTION
Options Retrieve Data		F3	After filling in the Search (F3) panel, initiate the search for transactions that match the selection criteria you have supplied. After the search completes, the Search Results grid displays the matching transactions.
Options Add		Ctrl+F6	Open a blank add dialog box for creating a new transaction for the type selected in the tree view.
Options Add From		Ctrl+Shift+F6	Open an add dialog box that contains a copy of the transaction that you have selected in the grid. You can modify the copy as needed before saving it.
Options Increase RC Balance		Shift+F6	For Revolving Cash only, increase the balance in the revolving cash checking account. This icon does not display on the toolbar for other transactions.
Options Delete		Ctrl+F8	Delete the transaction that you have selected in the grid. The only transactions that you can delete are those that are not paid, have no holds, and belong to a batch that you have access to.
Options Clear Selection		Ctrl+F1	Clear the selection criteria in the Search (F3) panel. Thus, you can start with a blank slate and define a new set of search criteria.
Options Report		Ctrl+R	Open a <i>Job Menu</i> window that lists only the reports for the transactions on this window. For a complete list of financial reports, select the Financial Reports/Processes command from the QCC menu.
Options Select Fiscal Year	 Alt+D		For EP and CL transactions, select the fiscal year to use for setting up transactions and posting payments. For all other transactions, this command is disabled because they are always in the current fiscal year.
Options Select Invoice Type	none	Alt+T	Highlight the transaction type in the tree view. You can press the UP ARROW and DOWN ARROW keys to select another transaction type. The Search (F3) panel and Search Results clear whenever you select a new transaction type.
Options Select Search Panel	none	Alt+S	Move the cursor to the first box in the Search (F3) panel. You can fill in new search criteria and search for transactions.
Options Select Search Results	none	Alt+R	Move the cursor to the first row of the grid in the Search Results area.
Options Print Screen		F11	Print a copy of the <i>Accounts Payable</i> window window to the default Windows printer for your PC.
Options Grid Output		Shift+F11	Open a <i>Grid Output</i> window for exporting of the Search Results grid to Excel, Word, PDF, or a delimited text file.


Accounts Payable - Set Up Payables (EP) Window

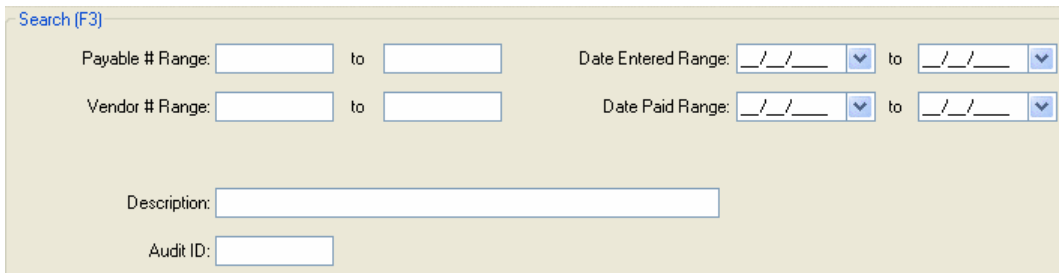
These instructions tell how to use the *Accounts Payable* window to select and display estimated payables. They focus on the following areas:

- ◆ The **Search (F3)** panel that allows you to fill in selection criteria
- ◆ The **Search Results** grid that displays the matching transactions

Search (F3) Panel

The **Search (F3)** panel allows you to select the estimated payables that display in the **Search Results** grid.

After you have filled in the selection criteria, click the  (Search [F3]) icon to start the search.



Search (F3)

Payable # Range: to Date Entered Range: to

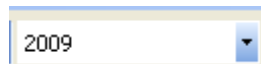
Vendor # Range: to Date Paid Range: to

Description:

Audit ID:

Figure 4-36: **Search (F3)** panel for Estimated Payable (EP) transactions

[year selection] In the toolbar, select the set-up year from the year selector



2009

For example, you are setting up pay vouchers and travel claims for FY 2009 that will not be paid until FY 2010. Select FY 2009 when setting up the estimated payables.

Search Results

After the search completes, the **Search Results** grid displays the estimated payables that match the search criteria in the **Search (F3)** panel. You can sort the grid on any column. Click once to sort in ascending order. Click again to sort in descending order.

HINT: Right-click a row to get a shortcut menu for the transaction. **Default Column Order** returns the columns to their normal order. **Default Column Width** resizes the columns to fit their data.

Search Results (Double-Click a cell or Control-Enter to view details)							
	Payable #	Description	PO #	Vendor #	Vendor Name	Date Entered	Date Paid
1	000001	Books ordered by not received	001934	000113 - 00	Acme Products Inc	06/30/2008	
2	000002	Hours used but not paid for	000934	000128 - 00	Legal Services Ltd	06/30/2008	
3	000003	Supplies received at EOY	000432	000129 - 00	Home Depot	06/30/2008	

Figure 4-37: Search Results panel for Estimated Payable (EP) transactions (left side)

Acct Class	Amount	Status	Paid Amount	Audit ID	Audit Date	Audit Time
01-000-000-0000-0-0000-0000-4310-0000	45.55		0.00	DEAM	01/09/2009	18:42:46
01-000-000-0000-0-0000-0000-4310-0000	250.00		0.00	DEAM	01/09/2009	18:44:24
01-000-000-0000-0-0000-0000-4310-0000	54.66		0.00	DEAM	01/09/2009	18:45:54

Figure 4-38: Search Results panel for Estimated Payable (EP) transactions (right side)

Setup Payables Dialog Box

The screenshot shows the 'Setup Payables' dialog box. Annotations on the left point to specific sections:

- Header information for the transaction.** Points to the top section containing fields for Payables #, Date, Description, PO #, Vendor No/Address, and Remit name/address.
- Status summary (Change mode and InspectMode only)** Points to the status bar area showing 'EP last updated 1/9/2009 at 18:44:24 by DEAM'.
- Set-up account for liability for Y2** Points to the table below the status bar.

Pd	Bdr	Sch	Resc	Y	Goal	Punc	Objt	Type	Amount	Status
L									250.00	

Figure 4-39: Setup Payables dialog box

Header Information

Figure 4-40 illustrates the header information for a estimated payable. Fill in the boxes with a white background. You cannot change any boxes with a shaded background.

The screenshot shows the 'Header Information' section of the 'Setup Payables' dialog box. It includes fields for Payables #, Date, Description, PO #, Vendor No/Address, and Remit name/address. The Vendor and Remit information is displayed in shaded boxes.

Payables #: 000001 Date: 06/30/2008

Description: Book received but not paid.

PO #: 001934

Vendor No/Address: 000113 / 00

Vendor name/address: Acme Products Inc
100 Main St
Unit 100
Your City, CA 12345

Remit name/address: Acme Products Inc
Accounting Department
500 Main Street
Your City, CA 12345

Figure 4-40: Header information for payment transactions

Account Line

Each estimated payable has one account string for setting up a payable that carries forward from Y1 to Y2.

	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Amount	Status
▶	L									45.55	

Figure 4-41: Account detail lines and totals for estimated payables

Launching the Payables Transactions Report (PCL100)

Purpose

The Payables Transactions (PCL100) report lists the **Set Up Payables (EP)** transactions for Y1 that are defined on the *Accounts Payable* window. You can created EP transactions in either of the following ways:

- ◆ Adding them directly on the *AP Batch Maintenance* window with the **Set Up Payables (EP)** transactions.
- ◆ Rolling unpaid POs to liabilities at the end of Y1 with the *PO to Liabilities Report/Update (POR520)* window.

Run this report in Y1. For example, the objective is to get a report of **Set UP Payables (EP)** transactions that were set up in FY 09 (Y1) and will be paid with the **Current Liabilities (CL)** transaction in FY 10 (Y2) on the *Accounts Payable* window.

You can run the report in Y1 in either of the following ways:

- 1 Log in to QCC with a user name that is set up for Y1.
- 2 If your user security allows, change the fiscal year to Y1 on the *QSSControlCenter* window before opening the *Job Menu* window.

To open the *Settings* dialog box, select **File** and **Settings** from the menu bar. If the **Year** box has a white background, you can select the fiscal year for which to run the report. Click the [OK] button to close the dialog box.

Launching the Report

These instructions focus on the specific instructions for launching the Payables Transactions (PCL100) report from the *Estimated Payables Transactions (PCL100)* window.

There are two operations in launching a report:

- ◆ Opening the report window.

- ◆ Filling in the report window and launching the report.

Main Selection Tab

Figure 4-42 illustrates the *Estimated Payables Transactions (PCL100)* window.

Figure 4-42: Main Selection tab for the *Estimated Payables Transactions (PCL100)* window

Report Sample

04 QUINTESSENTIAL SCH DIST				PAYABLES TRANSACTIONS				#J114	PCL100	G.00.00	04/08/Y1	PAGE	1	
SAMPLE REPORT FOR EOY MANUAL				FROM 000000 - 999999										
				PO#: 000000 - 999999										
EP NO	PO NO	REQ NO	VE NO	VENDOR NAME				TAX ID NO	EP DATE	DATE PAID	STATUS			
	FN	SF	SI	PROG	SPRG	OBJT	SO	TYPE	AMOUNT					

000001	F19999		000030	GENERAL OFFICE SUPPLY				186787187	06/30/Y1					
	01-01-00-1000-0000-4500-00-0000							76.22						
000002	F19998		000013	QUINTESSENTIAL SCHOOL SYSTEMS					06/30/Y1					
	01-00-00-5000-2000-5800-00-0000							5,000.00						
000003	F19997		000019	PACIFIC BELL					06/30/Y1					
	01-00-00-4001-1000-5504-00-0000							1,250.00						
000004	F19996		000010	AMES COMPANY				52001	06/30/Y1					
	01-00-00-1000-1000-4510-00-0000							60.00						
000006	F19995		000030	GENERAL OFFICE SUPPLY				186787187	06/30/Y1					
	01-00-00-1000-0000-4310-00-0000							25.00						
GRAND TOTAL								6,411.22*****						

Traditional Screens

In the traditional software, Update Payables (PCL010) allows you to set up estimated payables. The R (report) option allows you to create a Payables Transactions Report (PCL100). For details, see Chapter 11 of the *QSS/OASIS Accounts Payable / Purchasing Manual*.

Type an H in the **Option** field and press <ENTER> to display the available options (Figure 4-43).

District: 07	Update Payables	QSS/OASIS H.00.00
Option (H for help): H		
Valid options are:		
A - Add payables		
D - Delete an unpaid payable		
I - Inspect a payable		
R - Request transaction report		
X - Change account and/or amount		
E - Exit program		
PCL010 H.00.04 compiled 07/30/98 Option= 01		
Back to Option	Vendor Lookup	Help
		Exit

Figure 4-43: Update Payables—Available Options Displayed

The following sample illustrates the screen for adding, changing, and inspecting transactions.

District: 07		Update Payables		QSS/OASIS							
Payable number: 970313 Date: 0630 Y1 PO number: 000001 Vendor number: 007702											
Vendor name/address			Remit Name/Address								
ACME NOVELTY CO. 9999 52ND AVENUE			ACME NOVELTY CO. P O BOX 700								
SO. SAN FRANCISCO CA 95222											
Ln	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Amount	Status
1.									01-220-500-0000-0-0000-0000-4300-0000	\$ 100.00	
[]											
WARNING account will be overdrawn. Data will be accepted.											
Back to Option		Open Account		Help		Next Keys		Back to Option		Update Exit Program	

Figure 4-44: Update Payables—Add, Change, or Inspect Screen

The following sample illustrates the screen for launching the Payables Transactions (PCL100) report.

District: 07		Update Payables		QSS/OASIS	
				H.00.00	
Option (H for help): 3					
Report title: [REDACTED]					
Reference (PO) number range: [REDACTED] - [REDACTED]					
Payable number range: [REDACTED] - [REDACTED]					
Sort by: 1					
1 = Ref (PO) number, Pay. # 2 = Ref (PO) number, Ven. name 3 = Payable number 4 = Vendor name					
Back to Option		Help		Launch Report	
				Exit	

Figure 4-45: Update Payables Report Request Screen

Posting Payables Payments (CL)

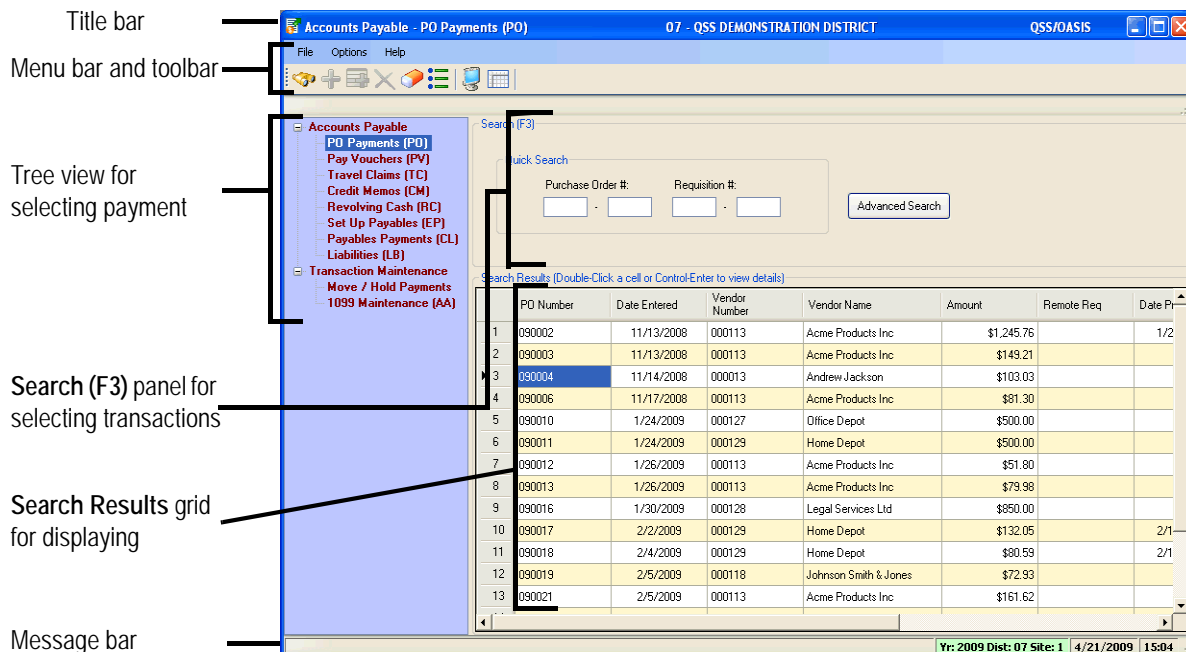


Figure 4-46: Parts of the *Accounts Payable* window

Overview

The *Accounts Payable - Payables Payments (CL)* window allows you to make payments against estimated payments (EP) transactions from the previous year. For example, you are logged in to FY 2010. When you use the *Accounts Payable - Payables Payments (CL)* window, you are making payments against estimated payables created during FY 2009 with the *Accounts Payable - Estimated Payables (EP)* window.



YOU MUST BE LOGGED ON TO Y2 IN ORDER TO MAKE PAYMENTS ON Y1 PAYABLES.



Check with your system manager before you perform any new fiscal year functions to make sure the new fiscal year has been defined in the database.



Checking Database Capacities

Before entering any payables payments (PCL020), make sure that the EP-PAYMENT dataset in the GLDSYS database has adequate room. In most cases, doing so requires that you *get help from data processing or your system administrator*.

Posting Payables Payments

These instructions tell how to post payables payments (CL) transactions against estimated payables (EP) transactions from the previous year.

On the toolbar, make sure that the correct fiscal year is selected. CL transactions are payments against EP liabilities from the previous fiscal year. For example, you select fiscal year 2010. The grid displays EP transactions (liabilities for pay vouchers and travel claims) from FY 2009.



Select the fiscal year after the set-up year. For example, payments made in FY 2010 are posted


Figure 4-47: Year selection for EP and CL transactions

Accounts Payable - Payables Payments (CL) Window

Search (F3) Panel

The **Search (F3)** panel allows you to select the payables payments that display in the **Search Results** grid.

- ◆ Leave the **Search (F3)** panel blank to select all payables payments for the district and year in the lower right corner of the window.
- ◆ Fill in one or more boxes to select the payables payments to display. If you fill in more than one selection, a payables payment must match all of the selections to display in the grid.

After you have filled in the selection criteria, click the  (Search [F3]) icon to start the search.

Search [F3]

Payable # Range: to Date Entered Range: to

Vendor # Range: to Date Paid Range: to

Description:

Audit ID:











Figure 4-48: **Search (F3)** panel for Estimated Payable (CL) transactions

Search Results (Double-Click a cell or Control-Enter to view details)

	Payable #	Description	PO #	Vendor #	Vendor Name	Date Entered	Date Paid
▶ 1	000001	Books ordered by not received	001934	000113 - 00	Acme Products Inc	06/30/2008	
2	000002	Hours used but not paid for	000934	000128 - 00	Legal Services Ltd	06/30/2008	
3	000003	Supplies received at EDY	000432	000129 - 00	Home Depot	06/30/2008	

Figure 4-49: Search Results panel for Payables Payments (CL) transactions (left side)

Table 4-16: Summary of commands for the *Accounts Payable* window

MENU COMMAND	ICON	KEYBOARD	DESCRIPTION
Options Retrieve Data		F3	After filling in the Search (F3) panel, initiate the search for transactions that match the selection criteria you have supplied. After the search completes, the Search Results grid displays the matching transactions.
Options Add		Ctrl+F6	Open a blank add dialog box for creating a new transaction for the type selected in the tree view.
Options Add From		Ctrl+Shift+F6	Open an add dialog box that contains a copy of the transaction that you have selected in the grid. You can modify the copy as needed before saving it.
Options Increase RC Balance		Shift+F6	For Revolving Cash only, increase the balance in the revolving cash checking account. This icon does not display on the toolbar for other transactions.
Options Delete		Ctrl+F8	Delete the transaction that you have selected in the grid. The only transactions that you can delete are those that are not paid, have no holds, and belong to a batch that you have access to.
Options Clear Selection		Ctrl+F1	Clear the selection criteria in the Search (F3) panel. Thus, you can start with a blank slate and define a new set of search criteria.
Options Report		Ctrl+R	Open a <i>Job Menu</i> window that lists only the reports for the transactions on this window. For a complete list of financial reports, select the Financial Reports/Processes command from the QCC menu.
Options Select Fiscal Year	 Alt+D		For EP and CL transactions, select the fiscal year to use for setting up transactions and posting payments. For all other transactions, this command is disabled because they are always in the current fiscal year.
Options Select Invoice Type	none	Alt+T	Highlight the transaction type in the tree view. You can press the UP ARROW and DOWN ARROW keys to select another transaction type. The Search (F3) panel and Search Results clear whenever you select a new transaction type.
Options Select Search Panel	none	Alt+S	Move the cursor to the first box in the Search (F3) panel. You can fill in new search criteria and search for transactions.
Options Select Search Results	none	Alt+R	Move the cursor to the first row of the grid in the Search Results area.
Options Print Screen		F11	Print a copy of the <i>Accounts Payable</i> window window to the default Windows printer for your PC.
Options Grid Output		Shift+F11	Open a <i>Grid Output</i> window for exporting of the Search Results grid to Excel, Word, PDF, or a delimited text file.

Acct Class	Amount	Status	Paid Amount	Audit ID	Audit Date	Audit Time
01-000-000-0000-0-0000-0000-4310-0000	45.55		0.00	DEAM	01/09/2009	18:42:46
01-000-000-0000-0-0000-0000-4310-0000	250.00		0.00	DEAM	01/09/2009	18:44:24
01-000-000-0000-0-0000-0000-4310-0000	54.66		0.00	DEAM	01/09/2009	18:45:54

Figure 4-50: Search Results panel for Payables Payments (CL) transactions (right side)

EP Payment Dialog Box

The *EP Payment* dialog box opens after you select a payable from the grid on the **Search Results** grid for payables payments (CL) transactions.

Header information from the set up of the transaction from Set Up Payables

Status summary

List of payments already posted against the estimated payable in the current fiscal

Figure 4-51: *EP Payment* dialog box

How to Use

The *EP Payment* dialog box allows you to inspect payments, add payments, and delete the last unpaid line.

Inspecting Payments

The *EP Payment* dialog box displays the header information and any payments already posted against estimated payables for pay vouchers and travel claims from the previous fiscal year.

Adding Payments

You can add payment lines to an EP transaction that has a status of blank (no payments) or P (partial payments). As you add each payment line, it is added to the bottom of the grid.

Deleting the Last Unpaid Payment

NOTE: Your site may use duplicate invoice checking. If it does, the system checks whether there is another payment to the same vendor with an **Invoice Description** identical to the one you are adding. A message box warns of the duplicate invoice number and allows you to decide whether to add the duplicate invoice.

These instructions tell how to delete the last payment line on the grid in the *EP Payment* dialog box. The ability to delete is subject to the following limitations:

- ◆ The only line you can delete is the one at the bottom of the grid.
- ◆ You cannot delete payment lines that have a payment date in the **Paid** column.

Header Information

The top of the dialog box displays the set-up information from the set up payable (EP) transaction from the previous fiscal year. When making payments with the payables payment (CL) transaction, you cannot change any of this information.

Figure 4-52: Header information for payables payments (CL) transactions

List of Payments

	Status	Date	Invoice Desc	Liq	Payment	Balance	Paid	Wtr#	Batch	Hold
▶ 1	F	7/8/2009	Pay in full		\$52.79	\$54.66	\$0.00		0001	

Figure 4-53: List of payments in *EP Payment* dialog box (left side)

Vendor addr #	Ut	u-amount	u-rate %	1099	Disc flag	Discount %	Discount amt	Net	Wtr status
00	N				N	0	\$0.00	\$52.79	

Figure 4-54: List of payments in *EP Payment* dialog box (right side)

Dialog Box for Payments


Figure 4-55 illustrates the dialog box that opens after you click the  (Add [Ctrl+F6]) icon.

Figure 4-55: Dialog box for posting payments against receivables

Launching the Payables Payments Transactions (PCL200)

Purpose

The Payables Payments Transactions (PCL200) report lists the **Set Up Payables (EP)** transactions for Y1 that are defined on the *Accounts Payable* window. This report lists transactions that are still open as **Current Liabilities (CL)** transactions for Y2. This report is a transaction report for payments posted against liabilities during Y2 on the *Accounts Payable* window.

You can create EP transactions in either of the following ways:

- ◆ Adding them directly on the *AP Batch Maintenance* window with the **Set Up Payables (EP)** transaction.
- ◆ Rolling unpaid POs to liabilities at the end of Y1 with the *PO to Liabilities Report/Update (POR520)* window

Run this report in Y2. For example, the objective is to get a report of **Set Up Payables (EP)** transactions that were set up in FY 09 (Y1) and will be paid with the **Current Liabilities (CL)** transaction in FY 10 (Y2) on the *Accounts Payable* window.

You can run the report in Y2 in either of the following ways:

- 1 Log in to QCC with a user name that is set up for Y2.
- 2 If your user security allows, change the fiscal year to Y2 on the *QSSControlCenter* window before opening the *Job Menu* window.

To open the *Settings* dialog box, select **File** and **Settings** from the menu bar. If the **Year** box has a white background, you can select the fiscal year for which to run the report. Click the [OK] button to close the dialog box.

Launching the Report

These instructions focus on the specific instructions for launching the Payables Payments Transactions (PCL200) report from the *Payables Payments (PCL200)* window.

There are two operations in launching a report:

- ◆ Opening the report window.
- ◆ Filling in the report window and launching the report.

Main Selection Tab

Figure 4-56 illustrates the *Payables Payments (PCL200)* window.

The screenshot shows the 'Payables Payments (PCL200)' window with the title bar 'Year: 09 Dist: 07 - QSS DEMONSTRATION DISTRICT' and 'QSS/OASIS'. The window has a menu bar with 'File' and 'Options'. Below the menu bar is a toolbar with icons for file operations. The main area contains the 'Main Selection' tab with the following fields:

- Report Title: SAMPLE FOR DOCUMENTATION
- Date Entered Range: ___/___/___ - ___/___/___
- Payable Number Range: ___ - ___
- Sort By: 1 - Date Entered, EP Number
- Batch Status: A - All batches
- From Batch: ___
- To Batch: ___

The status bar at the bottom shows 'Yr: 2009 Dist: 07 Site: 1 6/16/2009 14:54'.

Figure 4-56: Main Selection tab for the *Payables Payments (PCL200)* window

Report Sample

65 QSS UNIFIED SCHOOL DISTRICT				PAYABLES PAYMENT TRANSACTIONS										J132	PCL200	H.02.01	01/31/03	PAGE	1
SAMPLE REPORT				Date: 00/00/0000 - 99/99/9999 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				Fd Resc Y Objt Gr Goal Fnct Sch Rsp Lcl	USE TAX AMT	* UT UT OBJ	DISC AMT	NET PAYMENT										
			1099	ENTERED	PAID	STATUS	PAYMENT												

000001	000001		000007/00	Utility Company by the Bay		06/30/2009		F											
06/30/2001	Final Payment		N	06/30/2009	01-0000-0-4300-00-0000-0000-000-000-000	951.45	N	0.00	0.00	951.45									
TOTAL AMOUNT:						951.45*	0.00*	0.00*	951.45*										
000002	000002		000008/00	XYZ Waste Disposal		06/30/2009	06/30/0002	R											
06/30/2001	Relieved		N	06/30/2009	01-0000-0-4500-00-0000-0000-000-000-000	300.00	N	0.00	0.00	300.00									
06/30/2001	Final Payment		N	06/30/2009	01-0000-0-4500-00-0000-0000-000-000-000	2,000.00	N	0.00	0.00	2,000.00									
TOTAL AMOUNT:						2,300.00*	0.00*	0.00*	2,300.00*										
000004	000004		000002/00	Acme Office Supply		06/30/2009		P											
06/30/2001	Partial Payment		N	06/30/2009	01-0000-0-4300-00-0000-0000-000-000-000	500.00	N	0.00	6.25	493.75	1.25%								
06/30/2001	Relieved		N	06/30/2009	01-0000-0-4300-00-0000-0000-000-000-000	100.00	N	0.00	0.00	100.00									
TOTAL AMOUNT:						600.00*	0.00*	6.25*	593.75*										
000005	000005		000007/00	Utility Company by the Bay		06/30/2009		F											
06/30/2001	Final Payment		N	06/30/2009	01-0000-0-4500-00-0000-0000-000-000-000	3,456.00	N	0.00	0.00	3,456.00									
TOTAL AMOUNT:						3,456.00*	0.00*	0.00*	3,456.00*										
TOTAL FOR 06/30/2009						7,307.45**	0.00**	6.25**	7,301.20**										
GRAND TOTAL						7,307.45****	0.00****	6.25****	7,301.20****										

Traditional Screens

In the traditional software, Payables Payments (PCL020) allows you to post payables and launch the PCL200 report. For details, see Chapter 11 of the *QSS/OASIS Core Financial Manual*.

The opening screen of the program displays the available options after you type an H in the **Options** field and press <ENTER>.

District: 07	Payable Payments	QSS/OASIS H.00.00
Option (H for help): 1		
Valid options are:		
I - Inspect payments P - Payable payments R - Request transaction report E - Exit program		
The EP-PAYMENT dataset can hold 39 more entries. Have DP enlarge the dataset.		
Back to Option	Vendor Lookup	Help
Back to Option		Exit to Menu

Figure 4-57: Payables Payments—Available Options Displayed

The following screen illustrates the P (Payables payments) option.

District: 07	Payable Payments	QSS/OASIS						
Payable: Y20110 PO: 100389 Ven #/Addr: 000276/00 EMPORIA OF KANSAS CITY								
Desc: Discount: 0.00%								
Fd Bdr Sch Resc Y Goal Func Objt Type Established Status 01-120-500-9010-0-8100-5000-4300-0000 \$ 103.56 F								
Ln	S	Date	Invoice Desc	Liq/Balance	Payment/U-Tax	Paid	Warr#	Batch H
1	F	0625Y2	REIMB (PV100389)	103.56	103.56	072696	03503480	0009
				0.00				
Action: Invoice date/desc: Batch number: Liquidate: \$ Payment: \$ Recon-object: 9790 Addr No: 00 Use tax: N 1099: N Disc: N								
Back to Option	Toggle Use/Disc	Help	UT-1099/ War Stat	Page Backward	Page Forward	Update	Exit Program	

Header information

Payments already posted

Place for posting new payments

Figure 4-58: Payable Payments—Payment Data Screen

The following screen illustrates the I (Inspect payments) option. This screen lists payments already posted.

District: 07

Payable Payments

QSS/OASIS

Payable:

960125

PO: 000000 Ven #/Addr: 009883/00

Desc:

Discount:

0.00

Fd Bdr Sch Resc Y Goal Func Objt Type

Established Status

01-210-500-0000-0-8600-7710-5200-0363

\$ 33.32 F

Ln	S	Date	Invoice Desc	Liq/Balance	Payment/U-Tax	Paid	Warr#	Batch H
1	F	063096	TC REIMB	33.32 0.00	33.32	072696	03503485	0009
	I							
	I							
	I							
	I							
	I							
	I							

UT:N 1099:N D:N

Back to Option

Toggle Use/Disc

Help

UT-1099/
War Stat

Page Backward

Page Forward

Exit Program

Figure 4-59: Payables Payments—Inspect Payments screen

The following screen illustrates the R (Request transaction report) option for launching the PCL200 report.

```

District: 07                               Payable Payments          QSS/OASIS
                                           H.00.00

Option (H for help): 3

Report title: _____

Date entered range: _____ - _____

Payable number range: _____ - _____

Sort by: 1      1 = Date entered, EP number
              2 = Date entered, vendor name
              3 = Payable number
              4 = Vendor name

Batch status: 4      A = All batches

From batch: _____
To batch:   _____
  
```

Figure 4-60: Payments Transaction Report Screen

Running Payables Reports

Payables Reports Included

Several reports are useful in the fiscal year transition. They are:

- ◆ Open Payables Report (PCL300)
- ◆ Payables History Report (PCL400)
- ◆ Payables Financial Report (PCL500)
- ◆ Payables Reconciliation Report (PCL510)

NOTE: You must be logged into Y1 to run each of these reports, even if the payments were made in Y2.

Open Payables Report (PCL300)



YOU MUST BE LOGGED ON TO Y1 TO RUN THIS REPORT, EVEN THOUGH THE PAYMENTS WERE MADE IN Y2.

Purpose

The Open Payables (PCL300) report lists the **Set Up Payables (EP)** transactions for Y1 that are defined on the *Accounts Payable* window. This report lists transactions that are still open as **Current Liabilities (CL)** transactions for Y2. Open payables are those that have not had a final payment posted or have been closed.

Run this report in Y1. For example, the objective is to get a report of **Set UP Payables (EP)** transactions that were set up in FY 09 (Y1) and will be paid with the **Current Liabilities (CL)** transaction in FY 10 (Y2) on the *Accounts Payable* window.

Table 4-17: Tabs for the *Open Payables (PCL300)* window

TAB	PURPOSE
Main Selection	Select the payables to include in the report.
Sort/Break	Select the account fields for sorting the report. If you do not specify a sort order, the report sorts by reference number.
Accounts	Type account masks and field ranges for selecting the accounts to report.

The screenshot shows the 'Open Payables (PCL300)' window with the title bar 'Year: 09 Dist: 07 - QSS DEMONSTRATION DISTRICT' and 'QSS/OASIS'. The window has a menu bar with 'File' and 'Options', and a toolbar with icons for file operations. The 'Main Selection' tab is active, showing a form with the following fields:

- From Payable Number :
- To Payable Number :
- Report Title :
- Select Accounts :
- Sort By :
- Exclude Open Payables That Have a \$0 Remaining Balance :

The status bar at the bottom right displays 'Yr: 2009 Dist: 07 Site: 1', '6/16/2009', and '14:43'.

Figure 4-61: Main Selection tab for the *Open Payables (PCL300)* window

Sample Open Payables Report

The following is a sample Open Payables Report. The **Setup amount** column shows the original amount of the payable.

07 QSS DEMONSTRATION DISTRICT				Open Payables				J1696	PCL300	H.00.00	09/23/98	PAGE	1	
FROM 000000 TO 999999														
Number	Vendor Name	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Setup amount	Liquidated	Balance	PO Num

970006	008128 CPUG													
		01	220	500	0000	0	0000	0000	9514	0000	123.57	100.00	23.57	000000
970007	008154 WHOPPING CRANE FOUNDATION													
		01	220	500	0000	0	0000	0000	9514	0000	5,176.32	0.00	5,176.32	000000
970008	002436 KINSEY FOUNDATION													
		01	220	500	0000	0	0000	0000	9514	0000	1,616.92	500.00	1,116.92	000000
970009	002082 VISION SERVICE INC													
		01	220	500	0000	0	0000	0000	9514	0000	740.07	0.00	740.07	000000
970010	008888 SPCA													
		01	220	500	0000	0	0000	0000	9514	0000	116.37	0.00	116.37	000000
970011	008154 SF FOUNDATION													
		01	220	500	0000	0	0000	0000	9514	0000	4,945.33	0.00	4,945.33	000000
970012	002436 FILMORE MILLARD													
		01	220	500	0000	0	0000	0000	9514	0000	1,318.64	0.00	1,318.64	000000
970013	002082 ADAMS SAMUEL													
		01	220	500	0000	0	0000	0000	9514	0000	712.66	0.00	712.66	000000
970014	008128 GENERAL OFFICE SUPPLY													
		01	220	500	0000	0	0000	0000	9514	0000	220.68	0.00	220.68	000000
Totals											14,970.56	600.00	14,370.56	

Traditional Screens

This heading provides illustrations of the traditional launch screens for the Open Payables (PCL300) report.


```

District: 07
Request Open Payables Report
QSS/OASIS

From payables number: 001003
To payables number: 002003

Report title: SAMPLE FOR DOCUMENTATION
Select Accounts: V (V/N)
Sort by: 1 1 = Payables number
        2 = Vendor name

Exclude open Payables that
have a $0 remaining balance?

Sort/Break Sequence:

Choose from these FD = Fund BR = BdggtRespons SI = Site/School
sort items: RS = Resource YV = Project Year PG = Program Goal
FN = Function OB = Object TV = Type

```

Figure 4-62: First launch screen for Open Payables Report (PCL300)

Fill in the first screen, then press <ENTER> and <Launch Report> to display the second screen if you are selecting accounts.

District: 07 Request Open Payables Report QSS/OASIS

Payables number-From: 001003 To: 002003

Report title: SAMPLE FOR DOCUMENTATION Sort by: 1 1 = Number, 2 = Name

Exclude open Payables that have a \$0 remaining balance? ☐

Sort/Break Sequence: ☐

Field Sort/Selection Items

FD=Fund TV=Type

BR=Bdg/Respons

SI=Site/School

RS=Resource

YY=Project Year

PG=Program Goal

FN=Function

OB=Object

Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type
??-???	???	???	???	??-???	???	???	???	???
??-???	???	???	???	??-???	???	???	???	???
??-???	???	???	???	??-???	???	???	???	???
??-???	???	???	???	??-???	???	???	???	???
??-???	???	???	???	??-???	???	???	???	???
??-???	???	???	???	??-???	???	???	???	???
??-???	???	???	???	??-???	???	???	???	???
??-???	???	???	???	??-???	???	???	???	???
??-???	???	???	???	??-???	???	???	???	???
??-???	???	???	???	??-???	???	???	???	???
??-???	???	???	???	??-???	???	???	???	???
??-???	???	???	???	??-???	???	???	???	???
??-???	???	???	???	??-???	???	???	???	???
??-???	???	???	???	??-???	???	???	???	???

Field Range

Field Range

Field Range

Start Over
Previous Screen
Launch Report
Return To Menu

Figure 4-63: Second launch screen for Open Payable Report (PCL300)

Select account masks and ranges, then press <ENTER> and <Launch Report> to crete the report.

Payables History Report (PCL400)



**YOU MUST BE LOGGED ON TO Y1 TO RUN THIS REPORT, EVEN
THOUGH THE PAYMENTS WERE MADE IN Y2.**

Purpose

The Payables History (PCL400) report lists the **Set Up Payables (EP)** transactions for Y1 that are defined on the *Accounts Payable* window. This report lists transactions that are still open as **Current Liabilities (CL)** transactions for Y2. This report lists the details of transactions posted against the payables during Y2.

Launching the Report

Table 4-18: Tabs for the *Payables History (PCL400)* window

TAB	PURPOSE
Main Selection	Select the range of payable numbers and order for sorting transaction details.
Sort/Break	Select the account fields for sorting the report. If you do not specify a sort order, the report is sorted by reference number for the liabilities.
Accounts	Type account masks and field ranges for selecting the accounts to report.

Main Selection Tab

Figure 4-64 illustrates the *Payables History (PCL400)* window.

The screenshot displays the 'Payables History (PCL400)' application window. The title bar includes the application name, the current year and district ('Year: 09 Dist: 07 - QSS DEMONSTRATION DISTRICT'), and the user ('QSS/OASIS'). The menu bar shows 'File' and 'Options'. The toolbar contains icons for file operations. The 'Main Selection' tab is active, showing a form with the following fields:

- From Payable Number:
- To Payable Number:
- Report Title:
- Select Accounts:
- Detail Sort By:

The status bar at the bottom right shows 'Yr: 2009 Dist: 07 Site: 1 6/16/2009 14:49'.

Figure 4-64: Main Selection tab for the *Payables History (PCL400)* window

Report Sample

The following is a sample Payables History Report.

04 QUINTESSENTIAL SCH DIST			PAYABLES HISTORY								#J707	PCL400	G.00.00	05/05/--	PAGE	1
SAMPLE REPORT			FROM 000000 TO 999999													
NUMBER	DATE	VENDOR NAME	FN	SF	SI	PROG	SPRG	OBJT	SO	TYPE	ESTIMATED	PAYMENT	PO/ENT	PAID		

000001	06/30/--	000030 GENERAL OFFICE SUPPLY	01-01-00-1000-0000-4500.00-0000								76.22		F19999			
			1. R 07/05/-- 908-A								76.22-	76.22	05/05/00	05/05/00		
			BALANCE								0.00*					
000002	06/30/--	000013 QUINTESSENTIAL SCHOOL SYSTEM	01-00-00-5000-2000-5800.00-0000								5,000.00		F19998			
			1. P 07/01/-- 87541								3,250.00-	3,250.00	04/08/00			
			BALANCE								1,750.00*					
000003	06/30/--	000019 PACIFIC BELL	01-00-00-4001-1000-5504.00-0000								1,250.00		F19997			
			1. R 07/05/-- 867								125.00-	125.00	04/18/00	04/18/00		
			BALANCE								1,125.00*					
000004	06/30/--	000010 AMES COMPANY	01-00-00-1000-1000-4510.00-0000								60.00		F19996			
			1. F 07/01/-- 18697								60.00-	60.00	04/08/00			
			BALANCE								0.00*					
000006	06/30/--	000030 GENERAL OFFICE SUPPLY	01-00-00-1000-0000-4310.00-0000								25.00		F19995			
			BALANCE								25.00*					
000007	04/08/--	000009 AMERICAN GUIDANCE SERVICE	01-00-00-4000-1000-4500.00-0000								25.00		000010			
			BALANCE								25.00*					
000008	04/08/--	000008 CA STATE DEPARTMENT OF ED	01-00-00-1000-0000-4310.00-0000								54.98		000009			
			BALANCE								54.98*					
TOTAL BALANCE											2,979.98**					

Traditional Screens

This heading provides illustrations of the traditional launch screens for the Payables History (PCL400) report.

District: 07		Request Payables History Report		QSS/OASIS									
From payables number:		000100											
To payables number:		000334											
Report title:		SAMPLE FOR DOCUMENTATION											
Select Accounts:		Y (Y/N)											
Detail Sort by:		1 1 = Payables number 2 = Vendor name											
Sort/Break Sequence:		■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■											
Choose from these sort items:		FD = Fund	BR = BdgtRespons	SI = Site/School									
	RS = Resource	YV = Project Year	PG = Program Goal										
	FN = Function	OB = Object	TY = Type										
<table border="1"> <tr> <td>Start Over</td> <td></td> <td>Help</td> <td></td> <td>Start Over</td> <td></td> <td>Launch Report</td> <td>Return to menu</td> </tr> </table>						Start Over		Help		Start Over		Launch Report	Return to menu
Start Over		Help		Start Over		Launch Report	Return to menu						

Figure 4-65: First launch screen for Payables History (PCL400) report

Fill in the first screen, then press <ENTER> and <Launch Report> to display the second screen if you are selecting accounts.

District: 07		Request Payables History Report		QSS/OASIS	
Payables number - From: 000100 To: 000334					
Report title: SAMPLE FOR DOCUMENTATION Sort by: 1 1 = Number, 2 = Name					
Sort/Break Sequence:					
Field Sort/Selection Items			Fd Bdr Sch Resc Y Goal Func Objt Type		
FD=Fund TV=Type			??-??-??-??-??-??-??-??-??-??		
BR=BdgtRespons			??-??-??-??-??-??-??-??-??-??		
SI=Site/School			??-??-??-??-??-??-??-??-??-??		
RS=Resource			??-??-??-??-??-??-??-??-??-??		
YV=Project Year			??-??-??-??-??-??-??-??-??-??		
PG=Program Goal			??-??-??-??-??-??-??-??-??-??		
FN=Function			??-??-??-??-??-??-??-??-??-??		
OB=Object			??-??-??-??-??-??-??-??-??-??		
Field	Range	Field	Range	Field	Range
<div> <div>Start Over</div> <div>Previous Screen</div> <div>Launch Report</div> <div>Return To Menu</div> </div>					

Figure 4-66: Second launch screen for Payables History (PCL400) report

Select account masks and ranges, then press <ENTER> and <Launch Report> to create the report.

Payables Financial Report (PCL500)



YOU MUST BE LOGGED ON TO Y1 TO RUN THIS REPORT, EVEN THOUGH THE PAYMENTS WERE MADE IN Y2.

Purpose

The Established Liabilities Financial Report (PCL500) lists the **Set Up Payables (EP)** transactions for Y1 that are defined on the *Accounts Payable* window. This report summarizes each liability in a single line that includes the following information: number, vendor, account, amount, and PO number (if applicable).

Table 4-19: Tabs for the *Payables Financial Report (PCL500)* window

TAB	PURPOSE
Main Selection	Select whether to select accounts and include liability payrolls on the report.
Sort/Break	Select the account fields for sorting the report. If you do not specify a sort order, the report sorts by reference number for the CL transactions.
Accounts	Type account masks and field ranges for selecting the accounts to report.

Main Selection Tab

Figure 4-67 illustrates the *Payables Financial Report (PCL500)* window.

Figure 4-67: Main Selection tab for the *Payables Financial Report (PCL500)* window

Report Sample

07 QSS DEMONSTRATION DISTRICT										ESTABLISHED LIABILITY FINANCIAL REPORT										J3825 PCL500 H.00.07 04/08/10 PAGE 0									
SAMPLE FOR DOCUMENTATION																													
Account classifications selected Fd Bdr Sch Resc Y Goal Func Objt Type										Field ranges selected FI RANGE																			
1.	-	-	-	-	-	-	-	-	-																				
2.	-	-	-	-	-	-	-	-	-																				
3.	-	-	-	-	-	-	-	-	-																				
4.	-	-	-	-	-	-	-	-	-																				
5.	-	-	-	-	-	-	-	-	-																				
6.	-	-	-	-	-	-	-	-	-																				
7.	-	-	-	-	-	-	-	-	-																				
8.	-	-	-	-	-	-	-	-	-																				
9.	-	-	-	-	-	-	-	-	-																				
10.	-	-	-	-	-	-	-	-	-																				
Report Type: Print Liab/Bene Payr: N																													
Report prepared : THU, APR 8, 2010, 6:32 PM																													

07 QSS DEMONSTRATION DISTRICT SAMPLE FOR DOCUMENTATION			ESTABLISHED LIABILITY FINANCIAL REPORT					J3825	PCL500	H.00.07 04/08/10	PAGE	3	
Fund :			GENERAL FUND					:					
NUMBER	VENDOR	NAME	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	AMOUNT	PO NUMBER
970090	000175	Acme Vendor Dance Fashions	01	825	442	2420	0	3510	1000	4300	0000	123.06	1558
970091	000175	Acme Vendor Dance Fashions	12	700	700	6147	0	8500	0000	4300	0854	56.31	1492
970091	000175	Acme Vendor Dance Fashions	12	700	704	6147	0	5001	0000	4300	0854	56.31	1492
970091	000175	Acme Vendor Dance Fashions	12	700	707	6147	0	8500	0000	4300	0854	56.31	1492
970091	000175	Acme Vendor Dance Fashions	12	700	710	6147	0	8500	0000	4300	0854	56.30	1492
970092	000175	Acme Vendor Dance Fashions	01	650	140	6500	0	5250	3150	4300	1894	83.44	1286
970093	000175	Acme Vendor Dance Fashions	01	220	500	0000	0	0000	7300	4300	0000	446.43	1565
970094	000175	Acme Vendor Dance Fashions	01	800	500	4230	0	4760	2490	4300	0000	300.00	1577
970095	000175	Acme Vendor Dance Fashions	01	280	500	0000	0	0000	7450	5800	0401	95.00	390
970373	000271	Acme Vendor Fashions	01	000	000	0000	0	0000	0000	4310	0000	123.00	1
970380	000271	Acme Vendor Fashions	01	000	000	0000	0	0000	0000	4310	0000	123.00	1
970096	005885	Acme Vendor Records	12	700	700	6055	0	8500	1000	4300	0000	6.49	405
970096	005885	Acme Vendor Records	12	700	704	6055	0	5001	1000	4300	0000	6.49	405
970096	005885	Acme Vendor Records	12	700	707	6055	0	8500	1000	4300	0000	6.49	405
970096	005885	Acme Vendor Records	12	700	710	6055	0	8500	1000	4300	0000	6.50	405
970097	005885	Acme Vendor Records	01	600	110	6500	0	5110	1000	4300	0000	18.84	427
970098	005885	Acme Vendor Records	01	840	500	2500	0	3110	1000	4300	0000	10.60	591
970099	005885	Acme Vendor Records	01	600	110	6500	0	5160	1000	4300	2784	33.62	791
970100	005885	Acme Vendor Records	01	650	120	6500	0	5160	1000	4300	2642	33.68	825
970101	005885	Acme Vendor Records	01	600	110	6500	0	5110	1000	4300	1892	44.52	943
970102	005885	Acme Vendor Records	01	650	120	6500	0	5160	2110	4300	3770	11.65	1333
970103	005885	Acme Vendor Records	01	600	110	6500	0	5130	1000	4300	4761	125.00	1377
970104	005885	Acme Vendor Records	01	600	110	6500	0	5110	1000	4300	3760	114.00	1380
970105	005885	Acme Vendor Records	01	600	110	6500	0	5110	1000	4300	0000	188.34	1430
970106	005885	Acme Vendor Records	01	800	500	4230	0	4760	2490	4300	0000	180.21	1491

Traditional Screens

This heading illustrates the traditional screens for launching the Established Liability Financial Report (PCL500). For details, see Chapter 11 of the *QSS/OASIS Accounts Payable / Purchasing Manual*.

District: 07	Request Payables Financial Report	QSS/OASIS
Report title: <input type="text"/>		
Select Accounts: <input checked="" type="checkbox"/> (Y/N)		
Print liability payroll and benefits?: <input type="checkbox"/> (Y/N)		
If 'Y'es, enter payroll dates to extract:		
1. <input type="text"/>	2. <input type="text"/>	3. <input type="text"/>
4. <input type="text"/>	5. <input type="text"/>	6. <input type="text"/>
Sort Sequence: <input type="text"/>		
Choose from:		
FD = Fund	BR = BdgtRespons	SI = Site/School
YY = Project Year	PG = Program Goal	FN = Function
TY = Type	RS = Resource	OB = Object
I		
PCLSUB H.00.09 compiled 05/20/09 08:55:24 /0004 Stream file: PCL500ST		
Start Over	Help	Start Over
		Launch Report
		Return to menu

Figure 4-68: Request Payables Financial Report Screen (Screen 1 of 2)

Fill in this screen, then press <ENTER> and <Launch Report> to go to the second screen.

District: 07		Request Payables Financial Report		QSS/OASIS									
Report title: SAMPLE FOR DOCUMENTATION													
Include liability payrolls? N													
If yes, then 1. 1. 2. 2. 3. 3. 4. 4. 5. 5. 6. 6.													
Sort/Break Sequence: F													
Field Sort/Selection Items			Fd Bdr Sch Resc Y Goal Func Objt Type										
FD=Fund			??-??-??-??-??-??-??-??-??-??										
BR=BdgtRespons			??-??-??-??-??-??-??-??-??-??										
SI=Site/School			??-??-??-??-??-??-??-??-??-??										
RS=Resource			??-??-??-??-??-??-??-??-??-??										
YY=Project Year			??-??-??-??-??-??-??-??-??-??										
PG=Program Goal			??-??-??-??-??-??-??-??-??-??										
FN=Function			??-??-??-??-??-??-??-??-??-??										
OB=Object			??-??-??-??-??-??-??-??-??-??										
TV=Type			??-??-??-??-??-??-??-??-??-??										
-			??-??-??-??-??-??-??-??-??-??										
Field	Range	Field	Range	Field	Range								
<table border="1"> <tr> <td>Start Over</td> <td></td> <td></td> <td></td> <td>Previous Screen</td> <td></td> <td>Launch Report</td> <td>Return To Menu</td> </tr> </table>						Start Over				Previous Screen		Launch Report	Return To Menu
Start Over				Previous Screen		Launch Report	Return To Menu						

Figure 4-69: Request Payables Financial Report Screen (Screen 2 of 2)

To launch the report, select account masks and field ranges, then press <ENTER> and <Launch Report>.

Payables Reconciliation Report (PCL510)



YOU MUST BE LOGGED ON TO Y1 TO RUN THIS REPORT, EVEN THOUGH THE PAYMENTS WERE MADE IN Y2.

Purpose

The Payables Payments Transactions (PCL200) report lists the **Set Up Payables (EP)** transactions for Y1 that are defined on the *Accounts Payable* window. This report lists the following amounts for each liability: the set-up amount, paid amount, liquidated amount, balance, and amount by which the payments is over or under the set-up amount.

Table 4-20: Tabs for the *Payables Reconciliation Report (PCL510)* window

TAB	PURPOSE
Main Selection	Select the range of payable numbers to report and report type.
Sort/Break	Select the account fields for sorting the report. If you do not specify a sort order, the report sorts by reference number.
Accounts	Type account masks and field ranges for selecting the accounts to report.

Main Selection Tab

Figure 4-70 illustrates the *Payables Reconciliation Report (PCL510)* window.

The screenshot shows the 'Payables Reconciliation Report (PCL510)' window. The title bar includes 'Year: 97 Dist: 07 - QSS DEMONSTRATION DISTRICT' and 'QSS/OASIS'. The window has three tabs: 'Main Selection' (active), 'Sorts', and 'Accounts'. The 'Main Selection' tab contains the following fields:

- From Payable Number: 1001
- To Payable Number: 1000
- Report Title: SAMPLE FOR DOCUMENTATION
- Date Paid From: / / To: / /

The status bar at the bottom displays: 'Yr: 1997 Dist: 07 Site: 1 GS: W 3/25/2011 20:24:59'.

Figure 4-70: Main Selection tab for the *Payables Reconciliation Report (PCL510)* window

Sample Payables Reconciliation Report

The following is a sample is sorted by account FUND, GOAL and OBJECT.

07 QSS UNIFIED SCHOOL DISTRICT SAMPLE REPORT - TYPE 1			ECONCILIATION REPORT					J7303	ict	01	07P 04/17/--	PAGE 28		
			Payables number from: 000000 to: 999999					Date from:	/	/	to:	/	/	
Fund : 01			GENERAL FUND					Goal	:	7110	*** NOT ON FILE ***			
Number	Vendor	Name	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Ref.	Balance	Over/Under

970053	001051	MCI	01	500	400	9018	8	7110	8220	5500	1920			
								199.27		0.00		0.00	199.27	0.00
970185	001453	PACIFIC BELL	01	500	400	9018	8	7110	8220	5500	1920			
								265.75		0.00		0.00	265.75	0.00
		* TOTAL Object						465.02		0.00		0.00	465.02	0.00
		** TOTAL Goal						465.02		0.00		0.00	465.02	0.00

07 QSS UNIFIED SCHOOL DISTRICT SAMPLE REPORT - TYPE 1			ECONCILIATION REPORT				J7303	ict	01	07P 04/17/--	PAGE 33			
			Payables number from: 000000 to: 999999				Date from:	/	/	to: / /				
Fund : 12		CHILD DEVELOPMENT				Goal	:	0000	GOAL 0000					
Number	Vendor	Name	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Ref.	Balance	Over/Under

970261	001286	CALIFORNIA DEPARTMENT OF	12	700	700	6055	0	0000	0000	8590	0000			
								4,284.00		0.00			4,284.00	0.00
		* TOTAL Object						4,284.00		0.00			4,284.00	0.00
970027	005558	STATE OF CALIFORNIA/E.D.D.	12	700	700	0000	0	0000	0000	9515	0000			
								14.64		0.00			14.64	0.00
		* TOTAL Object						14.64		0.00			14.64	0.00
		** TOTAL Goal						4,298.64		0.00			4,298.64	0.00

07 QSS UNIFIED SCHOOL DISTRICT			ECONCILIATION REPORT					J7303	ict	01	07P 04/17/--	PAGE 37			
SAMPLE REPORT - TYPE 1			Payables number from: 000000 to: 999999					Date from:	/	/	to:	/	/		
Fund : 63			CPUG					Goal	:	0000	GOAL 0000				
Number	Vendor	Name	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Ref.	Balance	Over/Under	

970129	007541	QUINTESSENTIAL SCHOOL SYSTEM	63	250	500	0000	0	0000	6040	5800	0237				
								5,980.00			0.00		0.00	5,980.00	0.00
970249	007541	QUINTESSENTIAL SCHOOL SYSTEM	63	250	500	0000	0	0000	6020	5800	0000				
								640.00			0.00		0.00	640.00	0.00
970251	007541	QUINTESSENTIAL SCHOOL SYSTEM	63	250	500	0000	0	0000	6040	5800	0000				
								149.00			0.00		0.00	149.00	0.00
970252	004126	MAIN COUNTY OFFICE	63	250	500	0000	0	0000	6010	5800	0000				
								3.40			0.00		0.00	3.40	0.00
		* TOTAL Object						6,772.40			0.00		0.00	6,772.40	0.00
970253	008687	THEIRTOWN UNIFIED	63	250	500	0000	0	0000	6050	8699	0257				
								195.00			0.00		0.00	195.00	0.00
		* TOTAL Object						195.00			0.00		0.00	195.00	0.00
		** TOTAL Goal						6,967.40			0.00		0.00	6,967.40	0.00
		*** TOTAL Fund						6,967.40			0.00		0.00	6,967.40	0.00
		**** TOTAL DISTRICT						885,627.41			25.00		50.00	885,577.41	25.00-

Traditional Screens

This heading illustrates the traditional screens for the Payables Reconciliation Report (PCL510). For details, see Chapter 11 of the *QSS/OASIS Core Financial Manual*. The version below differs slightly from that in Chapter 11.

```

District: 07              Request Payables Reconciliation Report              QSS/OASIS

      From payables number: 001000
      To payables number:  001299

      Report title: SAMPLE FOR DOCUMENTATION
      Select Accounts: Y (Y/N)

      Date paid from:      to:

Sort/Break Sequence: ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■

Choose from these  FD = Fund           BR = BdggtRespons  SI = Site/School
sort items:        RS = Resource        YY = Project Year  PG = Program Goal
                   FN = Function         OB = Object       TY = Type

```

Figure 4-71: First launch screen for the Payables Reconciliation Report (PCL510)

Fill out the first screen, then press <ENTER> and <Launch Report> to select accounts with account masks and field ranges.

District: 07		Request Payables Reconciliation Report		QSS/OASIS	
Payables number 001000 To: 001299 Paid from:				to:	
Report title: SAMPLE FOR DOCUMENTATION					
Sort/Break Sequence:					
Field Sort/Selection Items		Fd	Bdr	Sch	Resc Y Goal Func Objt Type
FD=Fund	TV=Type	??-???	??-???	??-???	??-???
BR=BdgTRespons		??-???	??-???	??-???	??-???
SI=Site/School		??-???	??-???	??-???	??-???
RS=Resource		??-???	??-???	??-???	??-???
VY=Project Year		??-???	??-???	??-???	??-???
PG=Program Goal		??-???	??-???	??-???	??-???
FN=Function		??-???	??-???	??-???	??-???
OB=Object		??-???	??-???	??-???	??-???

Field	Range	Field	Range	Field	Range
<div style="background-color: black; width: 100px; height: 40px;"></div>	<div style="background-color: black; width: 100px; height: 40px;"></div>	<div style="background-color: black; width: 100px; height: 40px;"></div>	<div style="background-color: black; width: 100px; height: 40px;"></div>	<div style="background-color: black; width: 100px; height: 40px;"></div>	<div style="background-color: black; width: 100px; height: 40px;"></div>

Start Over				Previous Screen		Launch Report	Return To Menu
------------	--	--	--	-----------------	--	---------------	----------------

Figure 4-72: Second launch screen for the Payables Reconciliation Report (PCL510)

After selecting accounts, press <ENTER> and <Launch Report> to create the report.

Changing Sales Tax Rate Differentials

If the sales tax rate for your tax jurisdiction changes, **only then** do you need to change the use tax rate differentials in the *Vendor Maintenance* window.

In some states, school districts are required to pay the full amount of local sales tax even if the vendor does not collect this tax at the time of the sale. The difference between the tax due and the tax collected by the vendor is referred to as “use tax.” When use tax must be added to an invoice, the tax accrues in a liability account until payment is due to the local taxing agency.

For example, a school buys from an out-of-state vendor. The vendor does not collect any sales tax. However, the local sales tax for the school is 7%. Therefore, the school owes the state 7% use tax.

In another case, the same school buys goods from a vendor in a county with 6.5% sales tax. For this purchase, the use tax is 0.5%, which is the difference between the 7% local sales tax and the 6.5% sales tax that the vendor collects.

Therefore, although the PXENCM program option record sets the default tax rate for what the district pays, you must calculate the use tax rate differential, which is ***the difference between what each vendor charges and what you owe in your county.*** Since this is set by each individual vendor, you need to check the use tax on each individual vendor.

Vendor Use-Tax Rate Information Report

Launching from QCC

There are two ways to launch this report:

- ◆ Launching from the QCC Vendor Maintenance Window
- ◆ Launching from the QCC Job Menu Window

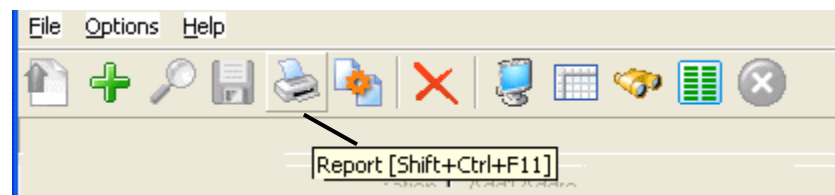
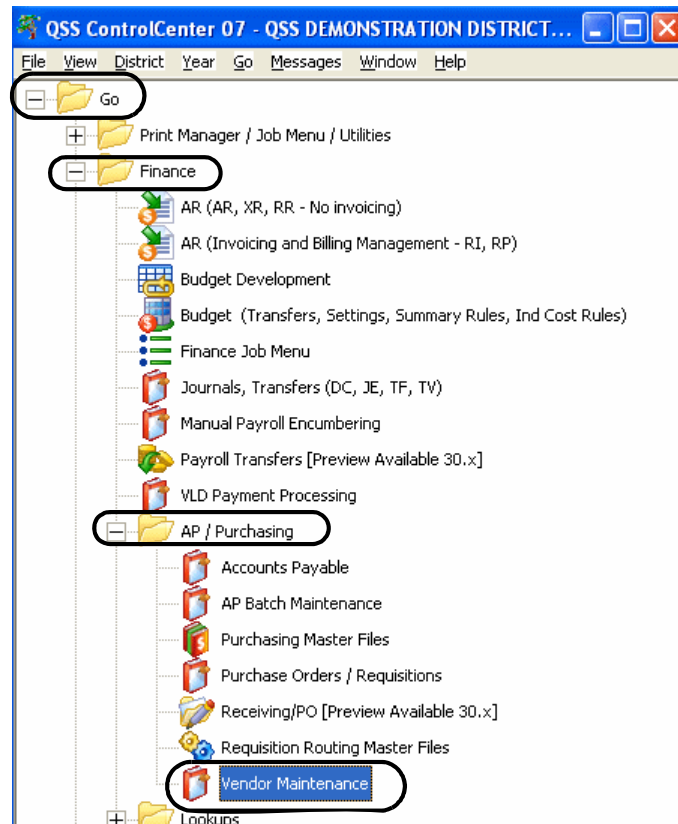


Figure 4-74: Command for launching vendor reports

Launching from the QCC Job Menu Window

Request Vendor Listing (VENDOR) Window

Figure 4-76 illustrates the Main Selection tab for the *Request Vendor Listing (VENDOR)* window.

Figure 4-73: Selecting the *Vendor Maintenance* window from the tree viewFigure 4-75: Selecting the *Job Menu* window from the tree view

Request Vendor Listing (VENDOR) 07-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

● Main Selection*

Request Vendor Listing

District: 07 QSS UNIFIED SCHOOL DISTRICT

Report Title: Sample for Documentation

Report Format: 1 - Active Vendors

Vendor #: to Vendor Name: to

Category: to Type: to

Category: Type:

Direct Deposit:

eCommerce ID:

Comm Range: to to

Commodity Codes:

Address Type:

Report Sort: 1 - Vendor Vendor Sort: 1 - Vendor Number

Print:

☐ Add'l Addresses ☐ Add'l Contacts ☐ Add'l Comments ☐ Commodity Codes ☐ Direct Deposit Settings ☐ eCommerce Settings

Select Zip:

Default Usersec: Y00000000 Yr:2008 Dist:07 Site:1 8/1/2008 17:39

Figure 4-76: Main Selection tab for the *Request Vendor Listing (VENDOR)* window

District: 07 QSS UNIFIED SCHOOL DISTRICT

Report Title: Sample for Documentation

Report Format: 1 - Active Vendors

Figure 4-77: Report type boxes

Vendor #: to Vendor Name: to

Category: to Type: to

Category: Type:

Direct Deposit:

eCommerce ID:

Comm Range: to to

Commodity Codes:

Address Type:

Figure 4-78: Vendor selection boxes

Report Sort: 1 - Vendor Vendor Sort: 1 - Vendor Number

Print:

☐ Add'l Addresses ☐ Add'l Contacts ☐ Add'l Comments ☐ Commodity Codes ☐ Direct Deposit Settings ☐ eCommerce Settings

Select Zip:

Figure 4-79: Vendor selection boxes for detail reports and cross-reference reports

Report Sample

The following is the resulting vendor report showing vendors having use tax, as reflected in the **Use tax 1** and **Use tax 2** fields on the Change Vendor Master File screen (VEUPDT), as shown in Figure 4-83.

07 QSS DEMONSTRATION DISTRICT				J3478	VE0210	H.02.02	08/04/08	PAGE	1
Sample Format 7									
VENDOR USE-TAX RATE INFORMATION									
NUMBER	NAME	1-RATE/OBJECT		2-RATE/OBJECT		UT DFT			
000030	Aaron's Art Mart	6.650	9512	6.650	9512	N			
000028	Aaron's Music Store	5.900	9512	6.900	9512	N			
000029	Aaron's Nursery	7.800	9512	9.800	9512	N			
123123	Aaron's Stationery	7.400	9512	6.650	9512	N			
000293	Acme Art Supplies	1.234	9599	.000	9512				
000012	Acme Beauty Supplies	6.650	9512	6.650	9512	N			
000260	Acme Cooking Utensils	8.753	9512	9.852	9512	Y			
000269	Acme Drawing Supplies	6.650	9512	6.650	9512	Y			
000283	Acme Furniture	8.753	9514	9.852	9515	Y			
000013	Acme Garden Supplies	6.650	9512	6.650	9512	N			
000007	Acme Home Restoration	6.650	9512	6.650	9512	Y			
000032	Acme Industrial Equipment	6.650	9512	6.650	9512	N			
000311	Acme Janitorial	6.650	9512	6.650	9512	N			
000309	Acme Landscaping	6.650	9512	6.650	9512	N			
000019	Acme Moving Supplies	6.650	9512	6.650	9512	N			
000278	Acme Pool Supplies	1.234	9512	9.876	9512	Y			

Traditional Screens

For the traditional software, open Update Vendor Master File (VEUPDT) from the Menu System. For details, see Chapter 4 of the *QSS/OASIS Accounts Payable / Purchasing Manual*.


```
District: 07                                Update Vendor Master File                                QSS/OASIS

Option (H for help): R
```

VEUPDT	H.01.05 compiled 11/15/00	Option= 00	1099:(1234 67	DE)
Start Over		Help		Exit To Menu

Figure 4-80: Update Vendor Master File (VEUPDT) with R Option

For the **Option**, type R and press <ENTER> to launch the report.

```

District: 65                Request Vendor File Listing                QSS/OASIS

Report title: SAMPLE FOR DOCUMENTATION

Report format: 7 Choose from the following...

1 = Active Vendors          (VE0100)  5 = Active Vendors, short numeric (VE0200)
2 = Deleted Vendors         "          6 = Active Vendors, short alpha    "
3 = Active/Deleted Vendors  "          7 = Vendors with use tax rates   (VE0210)
4 = Changed on/after       "          8 = Vendor/Supplier cross-ref   (VE0220)

```

Figure 4-81: Select the VE0210 Format

By specifying **Report format 7**, you can get a list of all vendors with use tax rules.

District: 65		Request Vendor File Listing		QSS/OASIS									
Additional Selections													
Report format: 7 Vendors with use tax rates													
Vendor #:		to											
Vendor name:		to											
Category:		to		(enter a range and/or specific category/type codes)									
Type:		to											
Category:													
Type:													
Direct Dep:		(blank=all, Y=direct deposit vendors only, N=no direct dep)											
eCommerceID:													
Comm range:		to		to									
Commodity:													
Addr type:													
<table border="1"> <tr> <td>Start Over</td> <td></td> <td>Help</td> <td></td> <td>Previous Screen</td> <td>Save Preset</td> <td>Launch Report</td> <td>Return To Menu</td> </tr> </table>						Start Over		Help		Previous Screen	Save Preset	Launch Report	Return To Menu
Start Over		Help		Previous Screen	Save Preset	Launch Report	Return To Menu						

Figure 4-82: Additional Choices for VE0210 Format

Use Tax Rates for Vendors

In the following illustrations, the place for vendor-specific use tax rates is circled.

District: 65		Change Vendor Master File		QSS/OASIS							
Vendor: 020038											
Name: ACME VIRTUAL COMPANY											
Address: 100 MAIN ST											
City, St Zip: YOUR CITY, CA 12345											
Remit name: ACME VIRTUAL COMPANY											
Remit address: RECEIVABLES DIVISION											
200 MAIN ST											
City, St Zip: YOUR CITY, CA 12345											
Contact: JOHN SMITH Phone: (555) 555-5555 Fax: (555) 555-5551											
1099?	N	Preset:		Tax ID:	xxxxxxxxxx						
UT?				SSN(opt.):	- -						
Comment:				Name:	JOHN SMITH						
Category:				Msg flg:							
Type:				Rating:							
Acct#:				Terms:	- 0.00%						
		RC Ob:		Shipping Pct:	10%						
<table border="1"> <tr> <td>Use tax 1:</td> <td>1.250%</td> <td>9508</td> </tr> <tr> <td>Use tax 2:</td> <td>1.750%</td> <td>9508</td> </tr> </table>						Use tax 1:	1.250%	9508	Use tax 2:	1.750%	9508
Use tax 1:	1.250%	9508									
Use tax 2:	1.750%	9508									
Start Over	Add'l Address	Vendor Commodity	Comments Screen	eCommerc Screen	Optional Info						
				Update Data	Return To Menu						

Figure 4-83: Change Vendor Master File (VEUPDT) for Traditional Software

Vendor Maintenance

File Options Help

Change

Contact Information | Optional Information | Add'l Addresses (1) | Commodities | Comments

District: 65
Number: 020028

Name: OFFICE DEPOT
Address: PO BOX 1234
City: YOUR CITY State: CA Zip: 12345
Phone: () Fax: ()
Contact:

Remit Name: OFFICE DEPOT
Remit Address: INVOICING DEPOT
Remit City: YOUR CITY State: CA Zip: 12345

1099: Y - Yes Name: Preset: Tax ID: 950033330 SSN:

Use Tax Preset: N - No Use Tax 1: 01.2500 % 9508 Use Tax 2: 01.7500 % 9508

Acct Number: Rating: Msg Flag:

Type: Category: Terms: Shipping %:

Comments:

VEUPT: WWW WXX00E Yr:2002 Dist:65 Site:75 4/7/2010 18:07

Figure 4-84: Vendor Maintenance Window for QCC

For more details on this program, see Chapter 4 of the *QSS/OASIS Accounts Payable / Purchasing Manual* or Chapter 3 of the *QCC Accounts Payable / Purchasing Manual*.

Copying PO Requisitions from Prior Year

Introduction



When you run Roll Y1 POs to Y2 POs (POR510) to roll POs entered with PXENCD, only the basic PO information is rolled from Y1 to Y2. It creates new Y2 POs with accounts, amounts, vendor ID, etcetera, that can be paid in Y2. However, the requisition line item details from Y1 are not brought forward to Y2. The new Y2 POs do not contain line item description, quantity, unit of issue, unit cost, or tax status. This, of course, means you cannot change the requisition line item information for the Y2 POs. If you want the flexibility to change the requisition information, copy the line items from one year to the next.

- ◆ For the traditional software, use Copy PO Requisitions from Prior Year (POCOPY).
- ◆ For QCC, use the **Copy Requisition** command on the Requisitions tab of the *Purchase Orders / Requisitions* window.

Copying requisitions is an optional step. Use it for the following cases:

- 1** You are using change orders to make changes to purchase orders after POs have been sent to vendors. These POs are created with the Purchase Order tab of the *Purchase Orders / Requisitions* window or with Requisition Entry for P.O.'s (PXENCD).
- 2** You have a PO that will be on-going in Y2 and you want to continue to use POC010 in Y2. You should roll the PO with POR510, and then copy the requisition information from Y1 to Y2.
- 3** You do not use change orders, but you want the line-item details of various PO's to be available in the new year. You should roll the PO with POR510, and then use copy the requisition detail to set up the selected POs in Y2.

There are several things to remember:

- ◆ Copy requisition information after all other end-of-year processing for Purchase Orders has been completed.
- ◆ The PO to be copied must exist in both Y1 and Y2. Therefore, it must have been flagged for rolling forward to next year as a PO when you ran Roll Y1 POs to Y2 POs (POR510).
- ◆ The requisition information must exist in Y1 *only*. If the Y2 PO contains any requisition information, the copy will not be allowed.
- ◆ You can copy only one PO at a time. After you have copied the requisition information from the prior year to the Y2 PO, you can use change orders or requisitions to change the requisition information in Y2.

Copy Requisition Dialog Box

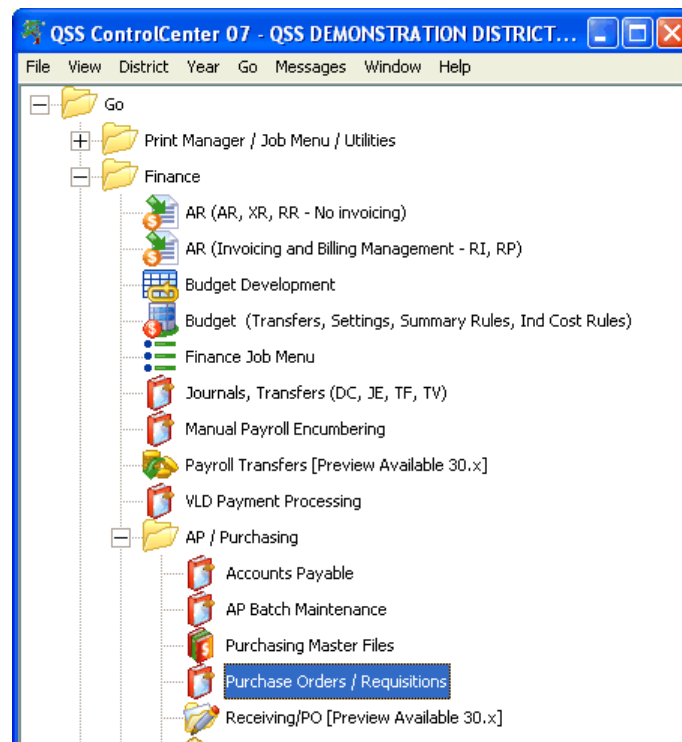


Figure 4-85: Selecting the *Purchase Orders / Requisitions* window from the tree view

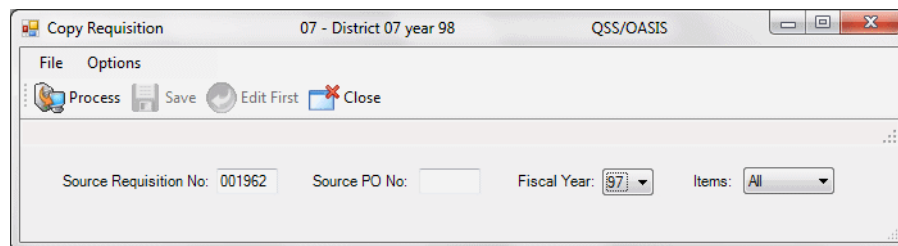


Figure 4-86: *Copy Requisition* dialog box

File Options

Save and Return Save Close Items Notes Options

AddMode

Requisition

Requisition: **New** Purchase Order: Control #: Warehouse: Stores Order:

Vendor/Addr#: 000113 / 00-100 Main St Date: 07/01/1997

PO Type: Delivery By: Confirming: 0 - No confirmation message

Description: Sample for Rollover Tax %: 10.250 % Ship To: 0000 District Receiving (0000)

Submitted by: Ludwig Beethoven Terms: Net 30 Commodity: LinkLabel1

Site: 0001 LINCOLN SCHOOL (0001) FOB: Misc Date: Misc: Shipping %: 1

Buyer: ADD Program: Room:

Delete Selected Row

Ln	Fd Bdr Sch Rsc Y Goal Func Obj Typ	Percent	Budget Balance
1.	01-000-000-0000-0-0000-0000-4310-0000	40.00	-6,173.68
2.	01-000-000-0000-0-0000-0000-4310-0001	60.00	0.00
2.	01-000-000-0000-0-0000-0000-4310-0001	.00	.00

Address (00) Additional Shipping Beg Message End Message

Vendor

Acme Products Inc
100 Main St
Unit 100
Your City Here, CA 12345

Remit

Acme Products, Inc
Accounting Department
500 Main StreetX
Your City, CA 12345

Yr: 1998 Dist: 07 Site: 1 GS: W 4/12/2011 7:26:52 PM

Figure 4-87: Dialog box for editing requisition information

This dialog box is the same as the one used for creating requisitions.

Traditional Screens

Opening from the Menu System

Logon to Y2, and run POCOPY to display the PO Selection Screen (Figure 4-88).

District: 07		Copy PO Requisition from Prior Year		QSS/OASIS	
Year: 98		Purchase Order Number: <input type="text"/>			
POCOPY H.00.01 compiled 08/17/04 08:01					
<input type="text"/>	Search POs	<input type="text"/>	<input type="text"/>	<input type="text"/>	Return to Menu

Figure 4-88: PO Selection Screen (POCOPY)

PO Copy Screen

District: 07		Copy PO Requisition from Prior Year		QSS/OASIS								
Requisition: 001783		PO#: 001752	Stores Ord:	Year: 98	Warehouse:							
Date: 063097		Confirming order: 0		Date paid: Unpaid								
Description: <input type="text"/>		Vnd/Add: 000300/00		Shp loc: 0000								
Submitted by: <input type="text"/>		Tax%: 7.000%										
Site: 0000		Buyer: <input type="text"/>	Deliver by: 063097	Printed: N/A								
Terms: <input type="text"/>		Type: <input type="text"/>	FOB: <input type="text"/>									
Beg message: <input type="text"/>												
End message: <input type="text"/>												
Commodity: <input type="text"/>												
Requisition: 001783												
Ln	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Pri	Encumber	Remaining Bal
1.	01	-600	-110	-3385	-0	-5130	-1000	-6400	-0000		74.90	.10
2.	01	-600	-110	-3385	-0	-5130	-1000	-4300	-0000		74.90	.10
3.												
4.												
5.												
6.												
7.												
8.												
Start Over												
										Previous Page	Next Page	Copy PO
												Return To Menu

Figure 4-89: PO Copy Screen (POCOPY)

PO Search Screens

District: 07		Find Purchase Orders		QSS/OASIS	
		Find for year: 98			
Ranges: PO#:		Req#:		StoresStock#:	
Dates: Ent:		Prntd:			
Paid:					
Amounts:					
Total:		UP:			
LnItm\$:		Qty:			
Flags: POStatus:		POType:		RelForProc:	
Purchasing:		Asset:		Budget:	
				Board:	
Buyer Codes:					
Vendor Numbers:					
Ordering Sites:					
Unit Of Issue:					
Description Text:		Can use these chars:			
Submitter:		? - Single Wildcard			
Line Item Desc:		* - Multiple Wildcards			
Start Over	Select Vendor	f3	f4	Select Accounts	f6
				Display Results	Return

Figure 4-90: PO Search Screen (POCOPY)

All fields are optional, and may be blank.

Search Results Screen

Figure 4-91 illustrates the screen that displays when you press <Display Results> on the PO Search Screen (Figure 4-90).

Type X next to the PO you want to select, then press <ENTER> followed by <Return Choice>. The PO you selected will be displayed on the PO Copy Screen (Figure 4-89).

District: 07		Purchase Order Search Results		QSS/OASIS	
		Matches Found: 0028			
S	PO#	Req#	Date/Prt	Vendor/Site/Description	Amount
X	001750	001750	06/30/97	000014 HADLEY AUTO TRANSPORT	0.01
	001751	001782	06/30/97	000300 R HENNIG SALES	#I:01 5.00
	001752	001783	06/30/97	000300 R HENNIG SALES	#I:03 149.80
	001805	001836	06/30/97	000014 HADLEY AUTO TRANSPORT	#I:03 1,944.00
	001845	001876	06/30/97	000300 R HENNIG SALES	#I:03 151.20
	001848	001888	06/30/97	000014 HADLEY AUTO TRANSPORT	#I:03 250.75
	001852	001900	06/30/97	000014 HADLEY AUTO TRANSPORT	#I:03 158.00
	001858	001891	06/30/97	000014 HADLEY AUTO TRANSPORT	#I:02 216.00
	001862	001895	06/30/97	000002 RODRIGUEZ, JEANNE	#I:02 2.00
					#I:01
Cannot select more than 1 item(s)					
Start Over	f2	f3	f4	Previous Page	Next Page
				Return Choice	Return

Figure 4-91: Search Results Screen (POCOPY)

Vendor Lookup Screens for PO Search

Search Text	Allow Deletes?	Category	Type	Date
	<input checked="" type="checkbox"/> (Y/N)			
? - Single wildcard character * - Multiple wildcard character				
Preface your search text with one of the following special characters to apply your search against the listed field:				
@ - Address line 1 # - Phone number & - Comment line ^ - TIN				
GETVND H.00.17 compiled 12/12/03				
Start Over		Select By Comm	Start Over	Return

Figure 4-92: Vendor Lookup Screen (GETVND)

Selection by Commodity Codes - Range From: <input type="text"/> To: <input type="text"/>							
or							
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
OFFICE SUP		CATERING		LANDSCAPING		CONSULTING	
GETVND H.00.16 compiled 05/12/02							
Start Over	f2	f3	Select By Name	Start Over	f6	f7	Return

Figure 4-93: Vendor Commodity Code Lookup Screen

Vendor Selection Screen. The Vendor Selection Screen (Figure 4-94) lists the vendors that match your search criteria.

Ln	Vendor Name	Number	Address
1	Acme Office Supply	000002	876 Laurel Avenue San Carlos CA 94402
	Acme Specialties		
	Wiley Coyote (650) 345-6890		
2	Bay Area Food Services	000001	693 Mission Street San Francisco CA 94101
	Joe Smith (408) 123-4567		
	Pay before 10th of month		
3	FUSCHIA FROG GARDENING	000057	1009 POPPY STREET CHICO CA 95928
	Tax ID: 555667777		
	ANJANELLE (530) 892-1111		
	SUMMERS ONLY		
4	John Doe Consulting Services	000006	100 Market Street San Francisco CA 94105
	Tax ID: 111447777		
	John Doe		
	John Doe (415) 752-4477		
	Financial consultant		
5	Utility Company by the Bay	000007	100 Embarcadero Center Suite 201
	Utility Company by the Bay		
	Jerry Brown (415) 345-7890		San Francisco CA 94100-1122
6	VENDOR TO BE DETERMINED	999999	

Select a vendor by line # or use <F1>, <F5>, or <F6>: Page: 1 of 2

Start Over	Vendor Select	Show Addr		Page Backward	Page Forward		Return
------------	---------------	-----------	--	---------------	--------------	--	--------

Figure 4-94: Vendor Selection Screen

Ln	Vendor Name	Number	Address
1	Acme Office Supply Acme Specialties Wiley Coyote (650) 345-6890	000002	876 Laurel Avenue San Carlos CA 94402
2	Acme Specialties	000002/00	PO Box 1287 San Francisco CA 94105
3	Acme Office Supply Acme Specialties	000002/02	100 El Camino Belmont CA 94401
4	Bay Area Food Services Joe Smith (408) 123-4567 Pay before 10th of month	000001	693 Mission Street San Francisco CA 94101
5		000001/00	PO Box 999 Oakland CA 97222
6	Bay Area Food Services Joe's Sandwich Shop #1 PO address for San Mateo location.	000001/01	2002 El Camino Real San Mateo CA 94403
7	Bay Area Food Services Joe's Sandwich Shop #2 PO address for Redwood City location.	000001/02	1100 Marshall Avenue Redwood City CA 94402

Select a vendor by line # or use <F1>, <F5>, or <F6>: Page: 1 of 3

Start Over	Vendor Select	Hide Addr		Page Backward	Page Forward		Return
------------	---------------	-----------	--	---------------	--------------	--	--------

Figure 4-95: Additional Addresses on Vendor Selection Screen

District: 07 Find Purchase Orders QSS/OASIS
Find for year: 98

Select Accounts:

Field Sort/Selection Items

FD=Fund TY=Type

BR=Responsbity

SC=School

RS=Resource

PY=ProjectYear

GO=Goal

FN=Function

OB=Object

Field	Sort	Selection Items
FD		
BR		
SC		
RS		
PY		
GO		
FN		
OB		

Field	Range	Field	Range	Field	Range
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Start Over	f2	f3	f4	f5	f6	Save and Return	Return
------------	----	----	----	----	----	-----------------	--------

Figure 4-96: Accounts Selection Screen (POCOPY)

Dealing with Cross-Year AP Warrant Cancellation

When you cancel an AP warrant, the system may or may not reverse the financial postings depending on how your system is set up. AP warrants are cancelled with the WARAPC (Cancel AP Warrants) program in the Accounts Payable/Purchasing System. There are menu options and security parameters that control how the WARAPC handles cross-year cancellations. Your system administrator can set up the system in the following ways:

- ◆ Do not allow cross-year AP warrant cancellations.
- ◆ Allow cross-year AP warrant cancellations, but do not reverse financial postings. You must manually post a cash deposit or cash transfer to bring the money back into the current-year.
- ◆ Allow cross-year AP warrant cancellations, and automatically transfer amounts from the previous year to the current year using the previous year's expenditure accounts.

Chapter 5:

Tasks Related to Accounts Receivable

Overview

There are two separate and distinct methods of end-of-year processing for Accounts Receivable: one with invoicing and the other without invoicing. These are separate applications on the QCC tree as shown below.

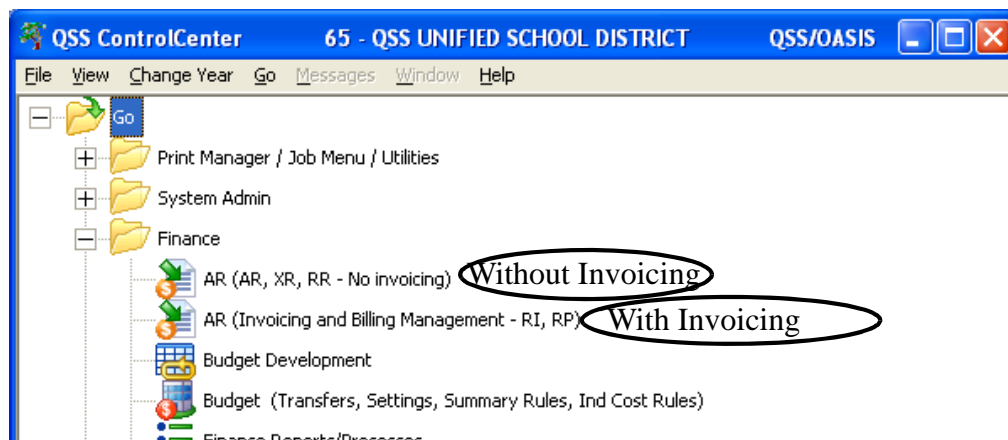


Figure 5-1: Two Separate Accounts Receivable

Your district may use only one method or may use both.

TASK	PAGE
Using Accounts Receivable Without Invoicing (GLAR)	5-2
Setting Up Receivables for Next Year (ARS010)	5-9
Running the Established Receivables Financial Report (ARS500)	5-23
Posting Cash Against Receivables from the Prior Year (ARS020)	5-11
Running the Open Receivables Report (ARS300)	5-27
Running the Receivables History Report (ARS400)	5-30
Running the Receivables Reconciliation Report (ARS510)	5-33
Roll Forward Accruals Using Invoicing/Billing Management (AR01)	5-37
Changing Sales Tax Rate Differentials	5-53
Additional Information	5-54

Using Accounts Receivable Without Invoicing (GLAR)

Checking Database Capacities

Before setting up receivables (ARS010), make sure that the AR-EXPECTED dataset in the GLDSYS database has adequate room. In most cases, doing so requires that you *get help from data processing or your system administrator*.

Setting the Accounts Receivable Odometer (GOUPDT)

Before running these programs, set the Accounts Receivable odometer. In most cases, doing so requires that you *get help from data processing or your system administrator*.

Accounts Receivable (ARS010)

The Accounts Receivable System is used to reflect revenue which is generated in one fiscal year but will not be received until the next. Two general ledger control accounts are used: Accounts Receivable Setup (9209 in California) and Accounts Receivable (9210 in California). Receivables are set up in the originating fiscal year (Y1) and posted in the new fiscal year (Y2) after the monies are received. The following shows how the general ledger is affected.

Receivables Set-Up (Fiscal Year 1)

Accounts Receivable Set Up Account (9209)		Income/Expenditure Account	
DR	CR	DR	CR
X			X

Receivables Posting (Fiscal Year 2)

Cash Account (9110)		Accounts Receivable Account (9210)	
DR	CR	DR	CR
X			X

Step-by-Step Treatment of Receivables

Briefly, these are the steps involved in the setting up and posting of receivables.

STEP	ACTION	PROGRAM USED
1	Set up estimated receivables. <i>You must be logged onto Y1.</i>	ARS010
2	Identify what income is due but will not be received until after the close of the fiscal year. Amounts may be known or may be estimates only. <i>You must be logged onto Y1.</i>	ARS500
3	Post receivable receipts. <i>You must be logged onto Y2.</i>	ARS020
4	Run reports. <i>For these reports, you must be logged onto Y2.</i>	ARS300 ARS400 ARS510

The following is a chart of steps 2-4, the program used to accomplish the task, and the necessary fiscal-year logon.

Fiscal-Year Logon for Treatment of Receivables

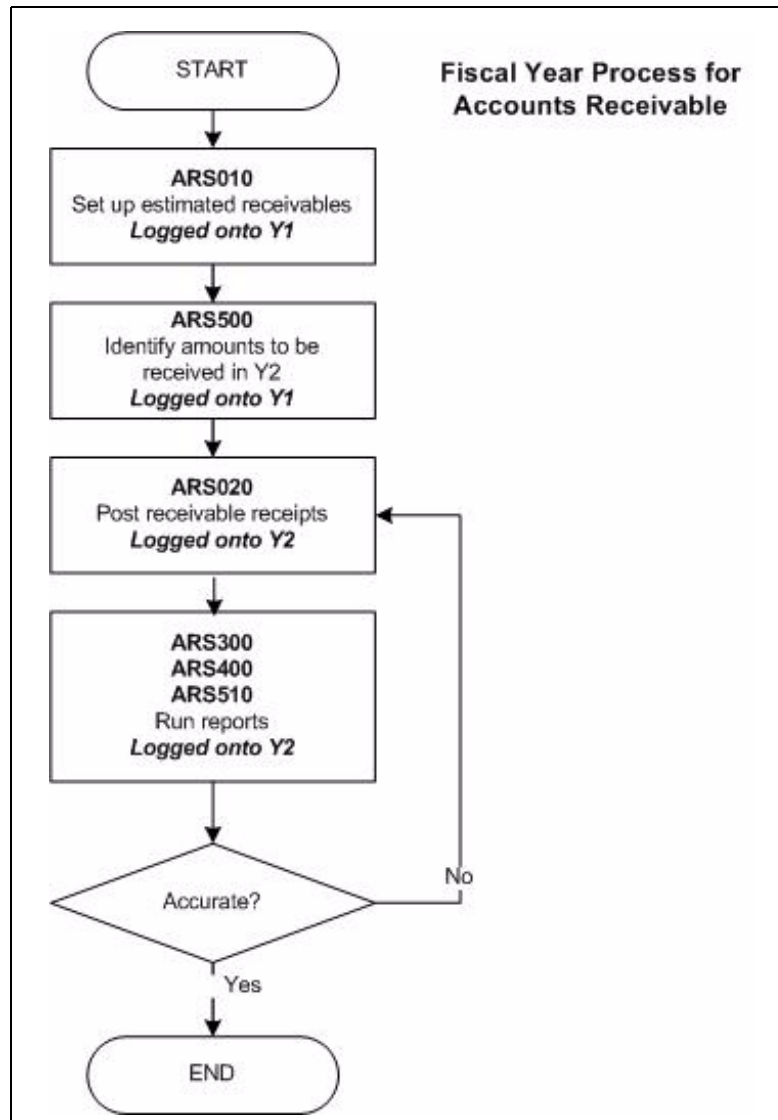
TASK	PROGRAM	Y1	Y2
Add/delete/inspect receivables	ARS010	X	
Request established receivables report	ARS500	X	
Post cash to receivables	ARS020		X
Request all other receivables reports	ARS300 ARS400 ARS510		X

Receivables may be autonumbered. Refer to "Setting Up Autonumbering for the New Year (GOUPDT)" in the Technical Notes for instructions on setting up autonumbering. The odometer used will be for Y1.

For those districts operating under the California FMAC guidelines, where the difference amount is posted depends upon whether or not the FMAC option record has been set up in the database. If so, any difference will be posted at the time of final receipt to the originating account line (but in Y2). If the option record has not been set up, the difference will post to Unappropriated Fund Balance. If you want the amount to post to an account different than the original account, make a journal entry to the proper account. If the original account is not valid for Y2, you will have to validate it before you can do the journal. See the Technical Notes in the *QSS/OASIS Core Financial Manual* for instructions on setting up the FMAC options.

Flowchart for Accounts Receivable Procedures

The following flowchart offers a visual guide to the steps outlined in the previous section.



Flowchart for Accounts Receivable Procedures

Prior-Year Receivables

Overview

The *GLAR - Accounts Receivable (No Invoicing)* window allows you to set up and post to two different kinds of receivables:

- ◆ Current year receivables (type XR) are those for which you expect to collect cash receipts in the same fiscal year as the one in which the receivable was created.
- ◆ Accrual receivables (type AR) cross fiscal year boundaries. The cash receipts are posted in the fiscal year after the receivables are set up.

This document deals exclusively with the prior-year receivables. For a discussion of current-year receivables, see Chapter 8 of the *QCC Core Financial Manual*.

Procedure for Prior Year Receivables

F1 and F2

Prior year receivables allows a district to set up estimated receivables at the end of F1 (fiscal year 1), then record the monies collected in F2 (fiscal year 2). For example, it is the end of 2001-2002 fiscal year (F1). A district has receivables at the end of the 2001-2002 year that will not be collected until the 2002-2003 fiscal year (F2). Prior year receivables allow you to create estimated receivables at the end of F1, then record cash receipts when they are collected in F2.

Setting Up and Collecting Receivables

To set up and collect prior year receivables:

- 1** Set up receivable (F1). The Setup Receivables - AR/XR (ARS010/11) tab allows you to set up accrual type receivables for income earned during F1 that will not be collected until the next year (F2).
- 2** Record cash receipts (F2). The Post Receipts - AR/RR (ARS020/21) tab allows you to record cash receipts in F2 for receivables created during F1. Each receivable can have an unlimited number of partial payments and one final payment. When you post the final payment, the receivable is closed.
- 3** Produce reports (F1 and F2). There are four reports for prior year receivables:
 - ◆ Open Receivables Report (ARS300)
 - ◆ Receivables History Report (ARS400)
 - ◆ Established Receivables Financial Report (ARS500)
 - ◆ Receivables Reconciliation Report (ARS510)

GLAR - Accounts Receivable (No Invoicing) Window

Overview of Window

GLAR Dialog Box

Title bar
 Menu bar
 Toolbar
 Message bar
 Tab bar

336 of 336 qualified
 Setup Receivables - AR/XR (ARS010/11) Post Receipts - AR/RR (ARS020/21)

Filter
 Receivable Type: ☒ Accrual (AR to be Received in FY 2008)
☒ Current Year (XR) Via: ☒ Reserve ☒ Revenue
 Receivable Number: Account:
 Date: Rcv Object:
 Reference:
 Description:
 Amount:
 Audit Date:
 Audit ID:

Established Receivables (FY 2007): 336 Total: 12,596,274.86

	Type	Number	Date	Reference	Fd Bdr Sch Resc Y Goal Func Objt Type	Description
41	AR	970011	4/21/2007		01-210-500-0000-0-8600-0000-8689-1917	#97061708343
42	AR	970012	4/21/2007		01-240-500-0000-0-0000-7570-8650-0256	#96761-121
43	AR	970013	4/21/2007		01-240-500-0000-0-0000-7570-8650-0256	#96761-130
44	AR	970014	4/21/2007		01-240-500-0000-0-0000-7570-8650-0256	#96761-138
45	AR	970015	4/21/2007		01-240-500-0000-0-0000-7550-8689-0269	#14-97060
46	AR	970016	4/21/2007		01-240-500-0000-0-0000-7550-8689-0269	#06711-100

Yr: 97 Dist: 07 Site: 0001 8/14/2007 7:19 PM

Figure 5-2: GLAR - Accounts Receivable (No Invoicing) window

The GLAR dialog box allows you to define the tab that displays when you open the window and set defaults for the tabs.

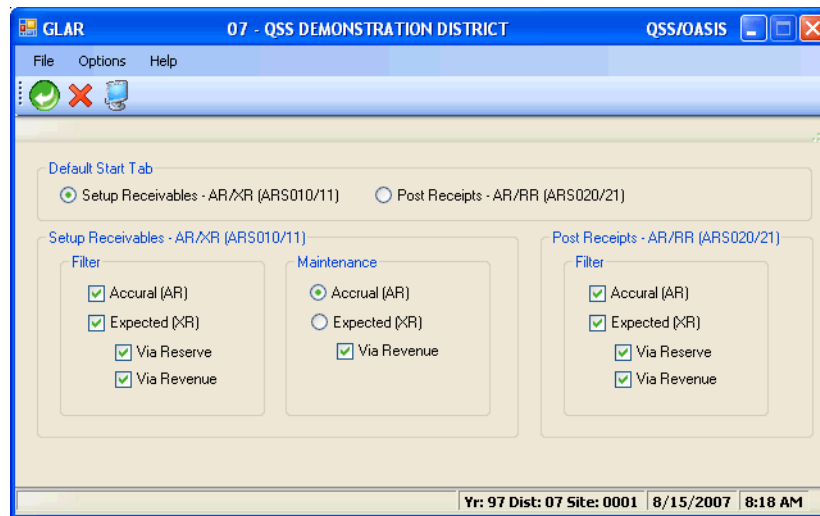


Figure 5-3: GLAR dialog box for the *GLAR - Accounts Receivable (No Invoicing)* window

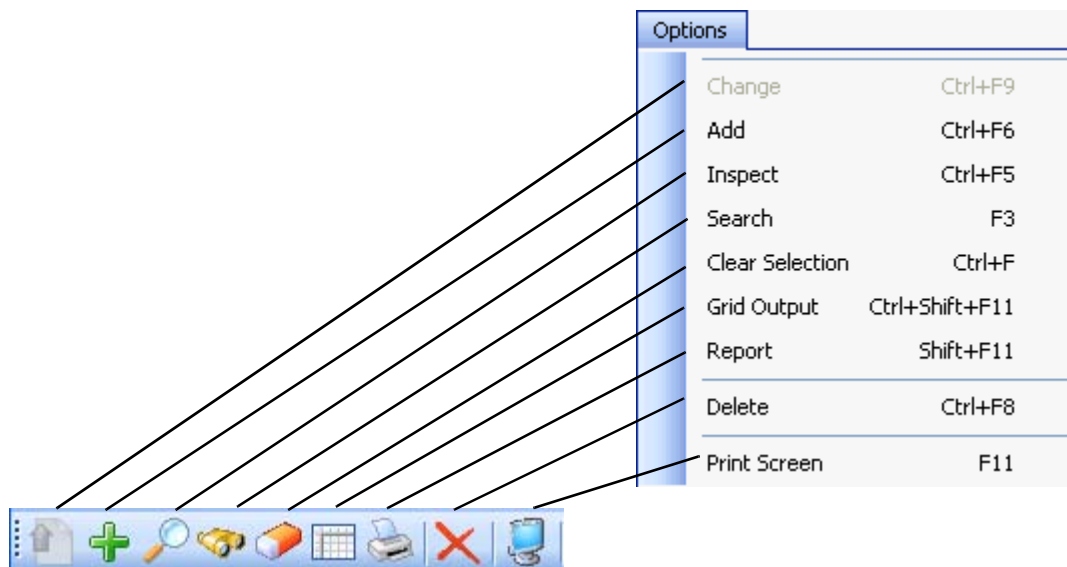











Figure 5-4: **Options** menu and toolbar commands for the *GLAR - Accounts Receivable (No Invoicing)* window

**Table 5-21: Menu bar and toolbar commands
for the *GLAR - Accounts Receivable (No Invoicing)* window**

MENU COMMAND	ICON	KEYBOARD	DESCRIPTION
<u>O</u>ptions Change		Ctrl+F9	When a subtab is in Inspect mode, activate Change mode so that you can change unapproved transactions.
<u>O</u>ptions Add		Ctrl+F6	Add a new transaction. This command is available only when a subtab is in Inspect mode.
<u>O</u>ptions Inspect		Ctrl+F5	When a subtab is in Change mode, return to Inspect mode so that you can no longer add or change any data.
<u>O</u>ptions Search		F3	Search for receivables that match the criteria in the Filter area.
<u>O</u>ptions Clear Selection		Ctrl+F	Clear the selections in the Filter area and reset the Receivable Type selection to the default defined with the Settings command on the File menu.
<u>O</u>ptions Grid Output		Ctrl+Shift+F11	Open a <i>Grid Output</i> window that allows you to export the detail lines to Word, Excel, a delimited file, or a PDF file.
<u>O</u>ptions Report		Shift+F11	As of August 2007, this command is not implemented.
<u>O</u>ptions Delete		Ctrl+F8	Delete an unapproved budget transfer, cash transfer, or cash deposit. This command is active only when the window is in Inspect mode.
<u>O</u>ptions Print Screen		F11	Print a copy of the window on the default Windows printer for your PC.

Setup Receivables - AR/XR (ARS010/11) Tab (Y1)

The **Filters** area allows you to select receivables to display.

The grid displays the receivables that match the filter. From this grid, you can select a receivable to change, inspect, or delete.

Filter

Receivable Type: ☒ Accrual (AR to be Received in FY 2008)

☒ Current Year (XR) Via: ☒ Reserve ☒ Revenue

Receivable Number: Account: Fd Bdr Sch Resc Y Goal Func Objt Type

Date: Rcv Object:

Reference:

Description:

Amount:

Audit Date:

Audit ID:

Established Receivables (FY 2007): 336 Total: 12,596,274.86

	Type	Number	Date	Reference	Fd Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Description
41	AR	970011	4/21/2007		01-210-500-0000-0-8600-0000-8689-1917								#97061708343
42	AR	970012	4/21/2007		01-240-500-0000-0-0000-7570-8650-0256								#96761-121
43	AR	970013	4/21/2007		01-240-500-0000-0-0000-7570-8650-0256								#96761-130
44	AR	970014	4/21/2007		01-240-500-0000-0-0000-7570-8650-0256								#96761-138
45	AR	970015	4/21/2007		01-240-500-0000-0-0000-7550-8689-0269								#14-97060

Figure 5-5: Setup Receivables - AR/XR (ARS010/11) tab

Accrual and Current Year Receivables

The Setup Receivables - AR/XR (ARS010/11) tab allows you to set up the following types of receivables.

- ◆ Accrual receivables cross fiscal year boundaries. The receivables are set up at the end of one fiscal year, and the cash receipts are posted during the following fiscal year. This chapter focuses on how to set up such receivables as part of the fiscal year transition.
- ◆ Current year (expected) receivables are those for which you expect to receive cash during the same fiscal year in which the receivable is set up.

When cash receipts come in, post them with the Post Receipts - AR/RR (ARS020/21) tab.

Filter

Receivable Type: ☒ Accrual (AR to be Received in FY 2008)

☒ Current Year (XR) Via: ☒ Reserve ☒ Revenue

Receivable Number: Account: Fd Bdr Sch Resc Y Goal Func Objt Type

Date: Rcv Object:

Reference:

Description:

Amount:

Audit Date:

Audit ID:

Figure 5-6: Selection criteria for receivables to display in the grid

Date: 07/01/2007 07/15/2007

Receivable Number:

Amount:

Established Receivables (FY 2007):		Total:	
	336		12,596,274.86

	Type	Number	Date	Reference	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Description
41	AR	970011	4/21/2007		01	210	500	0000	0	8600	0000	8689	1917	#97061708343
42	AR	970012	4/21/2007		01	240	500	0000	0	0000	7570	8650	0256	#96761-121
43	AR	970013	4/21/2007		01	240	500	0000	0	0000	7570	8650	0256	#96761-130
44	AR	970014	4/21/2007		01	240	500	0000	0	0000	7570	8650	0256	#96761-138
45	AR	970015	4/21/2007		01	240	500	0000	0	0000	7550	8689	0269	#14-97060
46	AR	970016	4/21/2007		01	240	500	0000	0	0000	7550	8689	0269	#06711-100

Figure 5-7: Columns in the receivables grid

GLAR - Accounts Receivable (No Invoicing) Box

GLAR - Accounts Receivable (No Invoicing) 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Receivable Type: ☒ Accrual ☐ Current Year (XR) ☐ Via Revenue

Receivable Number:

Date: 06/30/2007

Reference:

Description:

Fd BdrSch Resc Y Goal Func Objt Type

Account:

Amount:

Rev Object: 9210 ACCOUNTS RECEIVABLE

Vendor:







PO Number:

Audit Date : 0:00 Audit Time : 00:00 Audit ID :

ARS010 : Y1 YYNYX Yr: 07 Dist: 07 Site: 0001 8/29/2007 5:47 PM

Figure 5-8: GLAR - Accounts Receivable (No Invoicing) dialog box for adding, changing, and deleting receivables

Table 5-22: Commands for adding, changing, and inspecting receivables in the *GLAR - Accounts Receivable (No Invoicing)* dialog box

MENU COMMAND	ICON	KEYBOARD	DESCRIPTION
<u>O</u>ptions <u>S</u>ave and <u>C</u>lose <u>W</u>indow		F2	When adding or changing, save the changes to the receivable, then close the dialog box.
<u>O</u>ptions <u>S</u>ave and <u>S</u>tay		F9	When adding or changing, save the changes to the receivable and keep the dialog box open so you can add or change additional receivables.
<u>F</u>ile <u>E</u>xit		F12	Close the dialog box without updating the current detail line.
<u>O</u>ptions <u>P</u>rint <u>S</u>creen		F11	Print a graphic image of the dialog box on the default Windows printer for your PC.
<u>O</u>ptions <u>P</u>rev <u>R</u>ecord		F5	When changing or inspecting, display the previous detail line in the dialog box.
<u>O</u>ptions <u>N</u>ext <u>R</u>ecord		F6	When changing or inspecting, display the next detail line in the dialog box.

Post Receipts - AR/RR (ARS020/21) Tab (Y2)

Accrual and Current Year Receivables

The Post Receipts - AR/RR (ARS020/21) tab allows you to post receipts to the following types of receivables that were set up on the Setup Receivables - AR/XR (ARS010/11) tab.

.Searching for and Displaying Receivables

Filter

Receivable Type: ☒ Accrual (AR - Set up in FY 2007) Years back to include: 1 Years

☒ Current Year (XR) Via: ☒ Reserve ☒ Revenue Fd Bdr Sch Resc Y Goal Func Objt Type

Receivable Number: Account: Rcv Object:

Date: Reference: Description: Audit Date: Audit ID:

Amount:

Figure 5-14: Selection criteria for receivables to display in the grid

Date: 07/01/2007 07/15/2007

Receivable Number: 000550

The **Filters** area allows you to select the receivables for which to post or look up receipts.

After you press F3 to search, the grid displays the receivables that match the selections in the **Filters** area.

Post Receipts - AR/RR (ARS020/21)

Filter

Receivable Type: ☒ Accrual (AR - Set up in FY 2007) Years back to include: 1 Years

☒ Current Year (XR) Via: ☒ Reserve ☒ Revenue

Receivable Number: Account: Fd Bdr Sch Resc Y Goal Func Objt Type

Date: Rcv Object:

Reference:

Description:

Amount: Audit Date: Audit ID:

Established Receivables (FY 2007): 494 Total: 2,616,594.44

	Type	Number	FY	Date	Reference	Fd Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Description
1	AR	070001	07	6/30/2007		01-210-500-0012-0-0000-0000-8689-1917								Tech Center Classes,
2	AR	070002	07	6/30/2007		01-210-500-0012-0-0000-0000-8689-1917								Tech Center Classes,
3	AR	070003	07	6/30/2007		01-210-500-0012-0-0000-0000-8689-1917								Tech Center Classes,
4	AR	070004	07	6/30/2007		01-210-500-0012-0-0000-0000-8689-1917								Tech Center Classes,
5	AR	070005	07	6/30/2007		01-210-500-0012-0-0000-0000-8689-1917								Tech Center Classes,
6	AR	070006	07	6/30/2007		01-210-500-0012-0-0000-0000-8689-1917								Tech Center Classes,
7	AR	070007	07	6/30/2007		01-210-500-0012-0-0000-0000-8689-1917								Tech Center Classes,

Figure 5-9: Searching for receivables on the Post Receipts - AR/RR (ARS020/21) tab

The top of the dialog box displays a summary of the receivable.

The grid displays receipts that are already posted and allows you to select one to add or inspect in detail.

GLAR - Receivable Summary and History 07 - QSS DEMONSTRATION DISTRICT

File Options Help

Receivable Type: ☒ Accrual ☐ Current Year (XR) ☐ Via Revenue

Receivable Number: 960409 Date: 06/30/1996

Reference: Description: Revised 95/96 State Prsch

Account: 12-700-700-6055-0-0000-0000-8590-0000 Vendor:

Rcv Object: 9209 PO Number:

Audit Date: 10/1/1996 Audit Time: 00:00 Audit ID:

Amount: 5,764.00 Receipts to date: 4,662.49 Remaining: 1,081.51

	Date	P/F	Description	Amount Recvd	O/U Amount	O/U Objt	Deposit No.	Audit Date	Audit ID
1	5/5/1997	P	CK#06-848837 ST OF CALIF	4,655.00	0.00	0000		5/2/1997	ns07
2	6/30/1997	P	1	1.00	0.00	0000	1	2/27/2007	DA02
3	6/30/1997	P	2	2.00	0.00	0000	2	2/27/2007	DA02
4	6/30/1997	P	4	3.49	0.00	0000	4	8/22/2007	MS
5	6/30/1997	P	6	6.00	0.00	0000	6	2/27/2007	DA02
6	6/30/1997	P	5	5.00	0.00	0000	5	2/27/2007	DA02

Yr: 97 Dist: 07 Site: 0001 8/24/2007 3:58 PM

Figure 5-10: Selecting a receipt to maintain or delete

Amount: 100.00

Summary information for the receivable that is identical to that in the *GLAR - Receivables Summary and History* dialog box.

Post Receipt area for adding a new cash receipt.

Figure 5-11: *GLAR - Receipt Detail* dialog box for posting a new receipt

Summary information for the receivable that is identical to that in the *GLAR - Receivables Summary and History* dialog box.

Post Receipt area for changing partial receipts.

Figure 5-12: *GLAR - Receipt Detail* dialog box for changing partial receipts

Summary information for the receivable that is identical to that in the *GLAR - Receivables Summary and History* dialog box.

Post Receipt area for changing partial receipts.

Figure 5-13: *GLAR - Receipt Detail* dialog box for changing partial receipts

GLAR - Receivables Summary and History Dialog Box

	Date	P/F	Description	Amount Recvd	O/U Amount	O/U Objt	Deposit No.	Audit Date	Audit ID
1	5/5/1997	P	CK#06-848837 ST OF CALIF	4,655.00	0.00	0000		5/2/1997	ns07
2	6/30/1997	P	1	1.00	0.00	0000	1	2/27/2007	DA02
3	6/30/1997	P	2	2.00	0.00	0000	2	2/27/2007	DA02
4	6/30/1997	P	4	3.49	0.00	0000	4	8/22/2007	MS
5	6/30/1997	P	6	6.00	0.00	0000	6	2/27/2007	DA02
6	6/30/1997	P	5	5.00	0.00	0000	5	2/27/2007	DA02
7	6/30/1997	P		10.00	0.00	0000		6/1/2007	DA02

Figure 5-15: *GLAR - Receivables Summary and History* dialog box

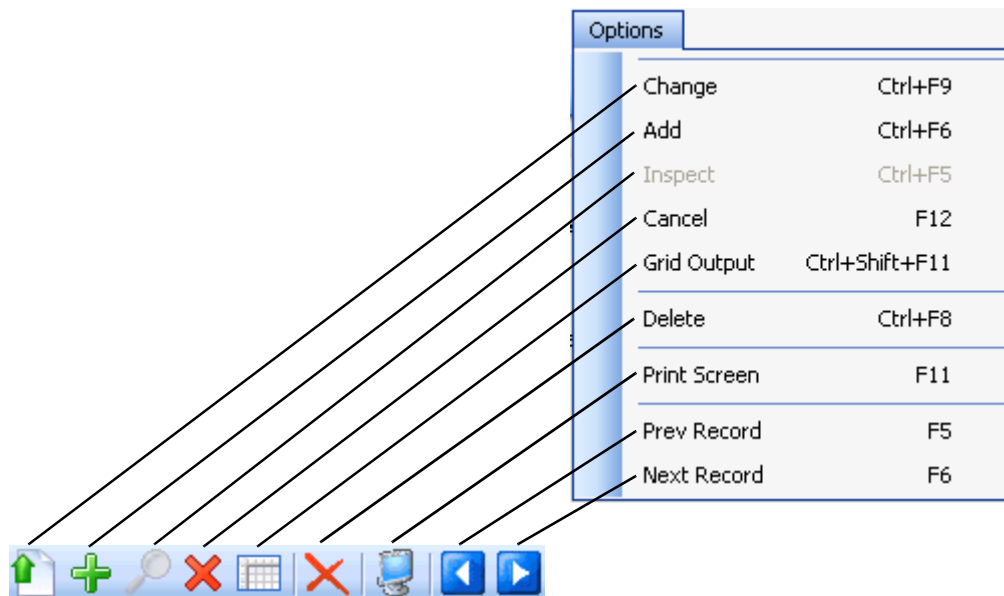


Figure 5-16: **Options** menu and toolbar commands for the GLAR - Receivables Summary and History dialog box

Receivables Summary

A summary of the receivable that you selected appears below the toolbar.

Receivable Type: <input checked="" type="radio"/> Accrual <input type="radio"/> Current Year (XR) <input type="checkbox"/> Via Revenue		Date: 06/30/1996
Receivable Number: 960409	Description: Revised 95/6 State Prsch	
Reference:	Vendor:	
Fd Bdr Sch Resc Y Goal Func Objt Type Account: L 12-700-700-6055-0-0000-0000-8590-0000		
Rcv Object: 9209	PD Number:	Amount: 5,764.00
Receipts to date: 4,682.49		Remaining: 1,081.51
Audit Date : 10/1/1996 Audit Time : 00:00 Audit ID :		

Figure 5-17: Summary of receivables on the GLAR - Receivables Summary and History dialog box

Traditional Screens

For more information, see Chapter 9 of the *QSS/OASIS Core Financial Manual*.

Set Up Receivables for Next Year (ARS010)

Option Screen

Figure 5-4 illustrates the screen that displays after you select Setup Receivables for Next Year (ARS010) from the Menu System.

```

District: 07              Setup Receivables for next year              QSS/OASIS
Option (H for help): █

```

ARS010	H.00.08 compiled 12/14/99	Option/0000	Y00YYYY
Start Over	Help		Start Over
			Exit to Main

Figure 5-18: Option Screen for Set Up Receivables for Next Year (ARS010)

Add or Change Screens

Figure 5-19 illustrates the first screen for adding or changing a prior year receivable. This screen allows you to assign the date, reference number, and description.

```
District: 07          Setup Receivables for next year          QSS/OASIS
```



```
Receivable number: 040223  
                  Date: 0630Y1  
                  Reference: 012235  
                  Description: FACILITIES RENTAL
```


Start Over				Previous Screen		Update	Exit to Main
------------	--	--	--	-----------------	--	--------	--------------

Figure 5-19: Add or Change Option for Set Up Receivables for Next Year (ARS010) - 1 of 2

Figure 5-20 illustrates the second screen for adding or changing a prior year receivable. This screen allows you to specify the financial account and the amount of the receivable. The change option allows you to change the account, amount, and General Ledger object.

District: 07		Setup Receivables for next year		QSS/OASIS							
Receivable number:		040223									
Date:		0630Y1									
Reference:		012345									
Description:		FACILITIES RENTAL									
	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Amount	GL-OB
1.	01	000	456	0000	0	4565	1556	4310	0000	\$ 489.88	9160
Vendor:		PO:									
Date Used: 10/27/2004						Operator ID: PGMR					
I											
Start Over						Previous Screen				Update	
										Exit to Main	

Figure 5-20: Add or Change Option for Set Up Receivables for Next Year (ARS010) - 2 of 2

Delete Screen

Figure 5-21 illustrates a completed screen for deleting a prior year receivable with no payments posted against it. You cannot delete a receivable after payments have been posted against it.

```

District: 07              Setup Receivables for next year              QSS/OASIS

Option (H for help): D

Receivable number: 010226
Date: 0630Y1
Reference: 001256
Description: AGUU FACILITIES RENTAL

Is this the correct receivable? Y

```

Figure 5-21: Delete Option for Set Up Receivables for Next Year (ARS010)

Inspect Screen

Figure 5-22 illustrates the completed screen for the inspect option. The screen allows you to look at any prior year receivable, regardless of whether it has receipts posted against it. The inspect screen is the only option that allows you to look at a receivable after receipts have been posted against it.

```

District: 07              Setup Receivables for next year              QSS/OASIS

Option (H for help): I

Receivable number: 000143
Date: 0630Y1
Reference: 000123
Description: ROOM RENTAL

Fd Bdr Sch Resc Y Goal Func Objt Type              Amount              GL-OB
1. 01-000-000-0000-0-0000-0000-5100-0000          $ 453.00          9209
Vendor: 000056 PO: ABC0

Date Used: 04/09/2010              Operator ID: DEAM

Press the <ENTER> key to continue: _

```

Start Over				Previous Screen		Update	Exit to Main
------------	--	--	--	-----------------	--	--------	--------------

Figure 5-22: Inspect Option for Set Up Receivables for Next Year (ARS010)

Report Screen

Figure 5-23 illustrates the screen that is displayed after you select the report option. This screen allows you to produce a Receivables Transaction Report (ARS100). This report is a proof list of estimated receivables that you have created with Set Up Receivables for Next Year (ARS010).

District: 65		Setup Receivables for next year		QSS/OASIS	
Option (H for help): 3					
Report title: SAMPLE FOR DOCUMENTATION					
Date From:		To:			
Receivable From:		To:			
Reference From:		To:			
Vendor From:		To:			
PO From:		To:			
Sort by: 1		1 = Date, receivable number 2 = Receivable number 3 = Reference number 4 = Vendor number 5 = PO number			
I					
Start Over			Previous Screen		Exit to Main

Figure 5-23: Report Option for Set Up Receivables for Next Year (ARS010)

Post Cash Against Receivables from the Prior Year (ARS020)

Option Screen

Figure 5-24 illustrates the screen that is displayed after you select Post Cash Against Receivables from the Prior Year (ARS020) from the Menu System. Select an option as described below.

```

District: 07      Post Cash against Receivables from the prior year      QSS/0ASIS
Option (H for help): █

```

ARS020	H.00.09	compiled	12/14/99	10:30	Option:	00	(FMAC)
Start Over	Help				Start Over		Exit to Main

Figure 5-24: Option Screen for Post Cash Against Receivables from the Prior Year (ARS020)

Add Screen

Figure 5-25 illustrates the completed screen for posting cash in Y2 against receivables created during Y1.

District: 07 Post Cash against Receivables from the prior year QSS/OASIS

Receivable number: 000143
 Date: 0630Y1
 Reference: 000123
 Vendor Number: 000056
 PO Number: ABC0
 Description: ROOM RENTAL

Fd Bdr Sch Rsc Y Goal Func Obj Typ	Amount	Recv-OB
01-000-000-0000-0-0000-0000-5100-0000	453.00	9210
Receipts to date:	259.33	
Remaining:	193.67	

Description Date Type Receipt Recon Amt Recon-OB

PAYMENT #2 0724Y2 P 110.33 5100

Deposit number:

Figure 5-25: Add Option for Post Cash Against Receivables from the Prior Year (ARS020)

Inspect Screen

Figure 5-26 illustrates the completed screen for inspecting a prior year receivable. This option allows you to look up both open and closed receivables. The screen displays a summary of all receipts posted against the receivable. However, it does not tell you whether there are multiple payments, nor does it tell you whether a final payment has been posted. For more detailed information, produce a Receivables History Report (ARS400).

District: 07										Post Cash against Receivables from the prior year										QSS/OASIS									
Option (H for help): I																													
Receivable number:										000143																			
Date:										0630Y1																			
Reference:										000123																			
Vendor Number:										000056																			
PO Number:										ABC0																			
Description:										ROOM RENTAL																			
Fd Bdr Sch Rsc Y Goal Func Obj Typ										Amount										Recv-OB									
01-000-000-0000-0-0000-0000-5100-0000										453.00										9210									
Receipts to date:										369.66																			
Remaining:										83.34																			
-																													
Press the <ENTER> key to continue:																													
Start Over										Previous SScreen										Exit to Main									

Figure 5-26: Inspect Option for Post Cash Against Receivables from the Prior Year (ARS020)

Report Screen

Figure 5-23 illustrates the report option screen. It allows you to launch a Receivables Receipts Report (ARS200). This report is a proof list of receipts recorded with Set Up Receivables for Next Year (ARS010). See [page 5-44](#) for a sample report.

District: 07		Post Cash against Receivables from the prior year		QSS/OASIS	
Option (H for help): R					
Report title: SAMPLE FOR DOCUMENTATION					
Date From:	[REDACTED]	To:	[REDACTED]		
Receivable From:	[REDACTED]	To:	[REDACTED]		
Reference From:	[REDACTED]	To:	[REDACTED]		
Deposit From:	[REDACTED]	To:	[REDACTED]		
Vendor From:	[REDACTED]	To:	[REDACTED]		
PO From:	[REDACTED]	To:	[REDACTED]		
Sort by: 1		1 = Date, receivable number 2 = Receivable number 3 = Reference number 4 = Fund, Object, Receivable number 5 = Deposit number 6 = Vendor number 7 = PO number			
[REDACTED]					
Start Over			Previous Screen		Exit to Main

Figure 5-27: Report Option for Post Cash Against Receivables from the Prior Year (ARS020)

Running the Established Receivables Financial Report (ARS500)

Purpose

The Established Receivables Financial Report (ARS500) is a listing of receivables set up with Set Up Receivables for Next Year (ARS010) for the traditional software and the *GLAR - Accounts Receivable (No Invoicing)* window for QCC. By default, the report lists all receivables by receivable number order. However, you can select the range of receivable numbers to report and the account fields by which to sort the report.



NOTE: Log into Y1 to produce this report. For example, suppose prior year receivables were created at the end of the 2002-2003 fiscal year (Y1). The actual cash receipts will not come in until the 2003-2004 fiscal year (Y2). To produce this report, log into the fiscal year during which the receivables were created with Setup Receivables for Next Year (ARS010).

Launching the Report

These instructions tell how to launch the Established Receivables Financial Report.

Table 5-23: Tabs for the *Receivables Financial Report (ARSSUB04)* window

TAB	PURPOSE
<u>M</u> ain Selection tab	Select the receivables to report by number or date.
<u>S</u> orts/Rollups	Select the account fields for sorting the report and the account fields for rolling up, or summarizing.

Main Selection Tab

Receiveables Financial Report (ARSSUB04) 65-CPI 1099 DEMO DISTRICT QSS/OASIS

File Options

Main Selection | Sorts/Rollups

Receiveables Financial Report

District: 65 QSS UNIFIED SCHOOL DISTRICT

Report Title:

Receivables From: to:

Receivables Date: / / to: / /

Used Mapped Accounts: ☐

Usersec: Yr:2011 Dist:65 Site:1 3/31/2011 15:12

Figure 5-28: Main Selection tab for the *Receiveables Financial Report (ARSSUB04)* window

Sample Established Receivables Financial Report

07 QSS UNIFIED SCHOOL DISTRICT SAMPLE FOR DOCUMENTATION		ESTABLISHED RECEIVABLES FINANCIAL REPORT FROM 000000 TO 999999									J1054	ARS500	H.00.07	10/23/01	PAGE	7
Number	Description	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Amount	Reference				
010149	FRED ASTAIRE (UPS) #14-01089	01	240	500	0000	0	0000	0000	4300	1560	4.65					
010150	ANDREW JOHNSON #43433	01	240	500	0000	0	0000	0000	4300	1560	3.40					
010151	ABE LINCOLN (UPS) #14-01091	01	240	500	0000	0	0000	0000	4300	1560	4.20					
010152	ANDREW JOHNSON (UPS) 1401092	01	240	500	0000	0	0000	0000	4300	1560	3.88					
010153	BETH MIDLER (UPS) 14-0043	01	240	500	0000	0	0000	0000	4300	1560	4.45					
010154	ZACHERY TAYLOR #44-9934	01	240	500	0000	0	0000	0000	4300	1560	3.39					
010155	INSTA-TOUCH PAGE (REFUND)	01	270	110	0000	0	0000	8220	5500	1920	3.46					
010156	APR-JUN INTEREST APPORT	01	220	500	0000	0	0000	0000	8660	0000	32,820.99					
010157	APR-JUN INTEREST APPORT	67	280	500	0000	0	0000	0000	8660	0000	1,375.04					
010158	APR-JUN INTEREST APPORT	12	700	700	6055	0	0000	0000	8660	0000	730.27					
010159	APR-JUN INTEREST APPORT	14	270	500	0000	0	0000	0000	8660	0000	3,141.97					
010160	APR-JUN INTEREST APPORT	63	250	500	0000	0	0000	0000	8660	0000	2,675.14					
010161	APR-JUN INTEREST APPORT	75	220	500	0000	0	0000	0000	8660	0000	1.97					
010162	APR-JUN INTEREST APPORT	24	270	500	9010	0	0000	0000	8660	0000	1,740.01					
010163	TIRE SALE (TRANSPORTATION)	01	270	500	0000	0	5001	3600	8676	1275	98.00					
010164	SAN DEVO CONTRACT #3434	01	500	400	9018	8	7110	0000	8677	1845	10,659.58					
010165	SAN SIMEON USD	01	140	500	3515	0	3800	0000	8290	2151	35,679.00					
010166	SXPSD #7-960003 (RESET)	01	210	500	0000	0	8600	0000	8689	1515	100.00	960191				
010167	ONCSD #7-960015 (RESET)	01	210	500	0000	0	8600	0000	8689	1515	1,230.83	960197				
010168	MPUSD #9-96019 (RESET)	01	210	500	0000	0	8600	0000	8689	1515	300.00	960269				
010169	YPUSD #8-960016 (RESET)	01	210	500	0000	0	8600	0000	8689	1515	300.00	960234				
010170	OAKWOOD CO (DESKS) #40-102	01	240	500	0000	0	0000	0000	8631	1805	150.00					

Traditional Screen

The following figure illustrates the traditional screen for launching the ARS500 report.

District: 07		Request Receivables Financial Report		QSS/OASIS	
Report title: <input type="text"/>					
Receivable From: <input type="text"/> to: <input type="text"/>					
Sort Sequence: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
Page Break by: <input type="text"/>					
Choose from:					
FD = Fund	BR = BdgtRespons	SI = Site/School	RS = Resource		
YY = Project Year	PG = Program Goal	FN = Function	OB = Object		
TY = Type					
ARSSUB H.00.04 compiled 07/22/05 /0004 Stream=ARS500ST					
Start Over	<input type="text"/>	Help	<input type="text"/>	Start Over	<input type="text"/>
				Launch Report	Exit

Figure 5-29: Traditional launch screen for the Established Receivables Financial Report (ARS500)

Running the Open Receivables Report (ARS300)

Purpose

The Open Receivables Report (ARS300) lists prior year receivables that are still open.

Main Selection Tab



NOTE: Log into Y2 to produce this report. For example, suppose prior year receivables were created at the end of the 2002-2003 fiscal year (Y1). When you run this report, log into the 2003-2004 fiscal year (Y2). The report summarizes payments made during Y2 against receivables created during Y1.

The screenshot shows the 'Open Receivables Report (ARSSUB01)' window. The title bar includes '65-CPI 1099 DEMO DISTRICT' and 'QSS/OASIS'. The window has a menu bar with 'File' and 'Options', and a toolbar with various icons. The 'Main Selection' tab is active, displaying the 'Open Receivables Report' form. The form includes a 'District' dropdown set to '65' (QSS UNIFIED SCHOOL DISTRICT), a 'Report Title' text box, 'Receivables From' and 'to' date fields, a 'Sort By' section with radio buttons for 'Receivable Number' (selected) and 'Reference Number', and a 'Used Mapped Accounts' checkbox. The status bar at the bottom shows 'Usersec:', 'Yr:2001 Dist:65 Site:1', and the date/time '3/31/2011 15:40'.

Figure 5-30: Main Selection tab for the *Open Receivables Report (ARSSUB01)* window

Sample Open Receivables Report

07 QSS UNIFIED SCHOOL DISTRICT SAMPLE FOR DOCUMENTATION										OPEN RECEIVABLES FROM 000000 TO 999999		J1966	ARS300	H.00.05	07/15/01	PAGE	1
NUMBER	DESC	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	ESTIMATED	RECEIVED	BALANCE	GL-OB	REFERENCE		
010003	CONFERENCE EXPENSES																
	01-240-500-0000-0-0000-7570-5800-1878										8.00	0.00	8.00	9209			
010004	MIDTOWN USD#2-01031																
	01-100-500-0001-0-8600-2150-8699-1870										40.00	20.00	20.00	9209			
010006	CREEKSIDE SD#202																
	01-140-500-0002-0-8600-0000-8699-0023										500.00	250.00	250.00	9209			
010008	CREEKSIDE SD#3-01021																
	01-270-500-0000-0-5001-3600-8676-0480										316.20	0.00	316.20	9209			
010009	SAN SIMEON SD #11981																
	01-240-500-0000-0-8600-7560-8689-0094										219.34	225.00	5.66-	9209			
010011	EL NORTE SD#01061708343																
	01-210-500-0000-0-8600-0000-8689-1917										75.00	0.00	75.00	9209			
010013	JDF ED PROG #96761-130																
	01-240-500-0000-0-0000-7570-8650-0256										115.00	55.00	60.00	9209			
010014	JDF ED PROG #96761-138																
	01-240-500-0000-0-0000-7570-8650-0256										115.00	0.00	115.00	9209			
010015	SAN ANTONIO #14-01060																
	01-240-500-0000-0-0000-7550-8689-0269										33.00	0.00	33.00	9209			
010016	NORTH S.D. #96711-102																
	01-240-500-0000-0-0000-7530-4300-0563										315.32	100.00	215.32	9209			
010017	WHARTON SCH INS #14-01067																
	01-280-500-0000-0-0000-7340-5800-1275										2,516.00	0.00	2,516.00	9209			
010018	EL SUD COE #14-01070																
	01-240-500-0000-0-0000-7570-5800-1878										11.40	0.00	11.40	9209			
010019	LOS ALIMOS SD#01052009402																
	01-210-500-0000-0-8600-0000-8689-1917										45.00	0.00	45.00	9209			
010020	EL GRANADA DEL SUD SD																
	63-250-500-0000-0-0000-6040-8699-1770										187.50	0.00	187.50	9209			
010021	PINE VALLEY HIGH SCHOOL																
	01-240-500-0000-0-0000-7570-5800-1878										11.40	0.00	11.40	9209			
010022	NORTH VALLEY USD																
	01-012-500-9018-0-5050-2160-5800-0263										3,265.85	0.00	3,265.85	9209			

Traditional Screen

The following figure illustrates the traditional screen for launching the Open Receivables Report (ARS300).

District: 07	Request Open Receivables Report	QSS/OASIS
Report title: SAMPLE FOR DOCUMENTATION		
Receivable From: 000000 to: 999999		
Sort by: 1 1 = Receivable number 2 = Reference number		
ARSSUB H.00.03 compiled 06/06/00 /0001 Stream=ARS300ST		
Start Over		Help
Start Over		Launch Report
		Exit

Figure 5-31: Launch Screen for Open Receivables Report (ARS300)

Running the Receivables History Report (ARS400)

Purpose

The Receivables History Report (ARS400) provides a complete history of activity against receivables.

Main Selection Tab



NOTE: Log into Y2 to produce this report. For example, suppose prior year receivables were created at the end of the 2002-2003 fiscal year (Y1). When you run this report, log into the 2003-2004 fiscal year (Y2). The report lists receivables created during Y1 and itemizes all year-to-date receipts during Y2.

The screenshot shows a software window titled "Receivables History Report (ARSSUB02)" with a blue header bar. The header bar also displays "65-CPI 1099 DEMO DISTRICT" and "QSS/OASIS" with standard window controls. Below the header is a menu bar with "File" and "Options". A toolbar with various icons is located below the menu bar. The main content area has a tab labeled "Main Selection*". The title "Receivables History Report" is centered in the main area. Below the title, there are input fields: "District:" with a dropdown menu showing "65" and the text "QSS UNIFIED SCHOOL DISTRICT"; "Report Title:" with a text box containing "Sample for Documentation"; and "Receivables From:" and "to:" with empty text boxes. At the bottom of the main area, there is a checkbox labeled "Used Mapped Accounts:" which is currently unchecked. The status bar at the bottom of the window displays "Usersec:" on the left and "Yr:2001 Dist:65 Site:1 3/31/2011 16:57" on the right.

Figure 5-32: Main Selection tab for the *Receivables History Report (ARSSUB02)* window

Report Sample

07 QSS UNIFIED SCHOOL DISTRICT SAMPLE FOR DOCUMENTATION										Receivables History FROM 000000 TO 999999		J2079	ACCOU 10/02/01	PAGE	11		
Number	Date	Desc	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Estimated	Received	Recon amt	Object	Ref.	Yr

010101	06/30/2001	COPIES (EL GRANADA)															
		01-240-500-0000-0-0000-7550-8689-0269										59.99					97
1.	07/15/2001	PAYMENT IN FULL											59.99				98
		TOTALS										59.99		59.99			
		BALANCE										0.00	*				
010102	06/30/2001	MOZART (REIMBURSE DUE)															
		01-210-500-0000-0-8600-0000-8689-0861										125.00					97
1.	07/15/2001	PAYMENT IN FULL												125.00			98
		TOTALS										125.00		125.00			
		BALANCE										0.00	*				
010103	06/30/2001	CONSULTING EXPENSES REIMB															
		01-240-500-0000-0-0000-7570-5800-1878										8.00					97
		TOTALS										8.00					
		BALANCE										8.00	*				
010104	06/30/2001	EL FARO SD #2-97031															
		01-100-500-0001-0-8600-2150-8699-1870										40.00					97
1.	07/15/2001	PARTIAL PAYMENT												20.00			98
2.	07/30/2001	REVISED FINAL PAYMENT												15.00	5.00	8699	98
		TOTALS										40.00		35.00	5.00		
		BALANCE										0.00	*				
010105	06/30/2001	EL FARO SD #2-97010															
		01-210-500-0000-0-8600-0000-8689-1515										137.50					97
1.	07/15/2001	PAYMENT IN FULL												137.50			98
		TOTALS										137.50		137.50			
		BALANCE										0.00	*				
010106	06/30/2001	EL NINO USD #202															
		01-140-500-0002-0-8600-0000-8699-0023										500.00					97
1.	07/15/2001	PARTIAL PAYMENT												250.00			98
2.	08/15/2001	REVISED FINAL PAYMENT												300.00	50.00-	8699	98
		TOTALS										500.00		550.00	50.00-		
		BALANCE										0.00	*				
010107	06/30/2001	EL NINO USD #3-97018															
		01-270-500-0000-0-5001-3600-8676-0480										210.80					97
1.	07/15/2001	PAYMENT IN FULL												210.80			98
		TOTALS										210.80		210.80			
		BALANCE										0.00	*				
010108	06/30/2001	EL NINO USD #3-97021															
		01-270-500-0000-0-5001-3600-8676-0480										316.20					97
1.	07/15/2001	PAYMENT #1												100.00			98
2.	08/15/2001	FINAL PAYMENT												216.15	0.05	8676	98
		TOTALS										316.20		316.15	0.05		
		BALANCE										0.00	*				

Traditional Screen

Figure 5-33 illustrates the launch screen for the Receivables History Report (ARS400) for the traditional version.

District: 07		Request Receivables History Report		QSS/OASIS	
Report title: SAMPLE FOR DOCUMENTATION					
Receivable From: 000000 to: 999999					
ARSSUB H.00.03 compiled 06/06/00 /0002 Stream=ARS400ST					
Start Over		Help		Start Over	
				Launch Report	Exit

Figure 5-33: Launch Screen for Receivables History Report (ARS400)

Running the Receivables Reconciliation Report (ARS510)

Purpose

The Receivables Reconciliation Report (ARS510) summarizes year-to-date receipts for prior year receivables. By default, the report lists all receivables in receivable number order. However, you can select the range of receivable numbers to report and the account fields by which to sort the report.

Launching the Report



NOTE: Log into Y2 to produce this report. For example, suppose prior year receivables were created at the end of the 2002-2003 fiscal year (Y1). When you run this report, log into the 2003-2004 fiscal year (Y2). The report lists the setup amounts for Y1 and summarizes year-to-date receipts during Y2.

Table 5-24: Tabs for the *Receivables Reconciliation Report (ARSSUB03)* window

TAB	PURPOSE
<u>M</u> ain Selection tab	Select the range of receivables to report by date and receivable number.
<u>S</u> orts/Rollups tab	Select the account fields for sorting the report and for rolling up (summarizing) financial activity.

Main Selection Tab

The screenshot shows a software window titled "Open Receivables Report (ARSSUB01)" with a menu bar containing "File" and "Options". Below the menu bar is a toolbar with icons for file operations. The main area is titled "Open Receivables Report" and contains the following controls:

- A "Main Selection" tab is selected, indicated by a green dot and a vertical line.
- A "District" dropdown menu is set to "65", with the text "QSS UNIFIED SCHOOL DISTRICT" displayed to its right.
- A "Report Title:" label is positioned above a text input field.
- "Receivables From:" and "to:" labels are positioned above two text input fields.
- A "Sort By:" label is positioned above two radio button options: "Receivable Number" (selected) and "Reference Number".
- A "Used Mapped Accounts:" label is positioned above a checkbox.

The status bar at the bottom displays "Usersec:" on the left and "Yr:2001 Dist:65 Site:1 3/31/2011 15:40" on the right.

Figure 5-34: Main Selection tab for the *Receivables Reconciliation Report (ARSSUB03)* window

Report Sample

07 QSS UNIFIED SCHOOL DISTRICT SAMPLE FOR DOCUMENTATION		RECEIVABLES RECONCILIATION REPORT FROM 000000 TO 999999									J1057 ARS510 H.00.04 10/23/01 Date from: 00/00/0000 to: 99/99/9999		PAGE 19		
NUMBER	DATE	Fd	Rsp	Sch	Resc	Y	Goal	Func	Objt	Type	ESTABLISHED	RECEIVED	OVER/UNDER	BALANCE	REF
010310	6/30/2001	Inv#2-010024	00/1	Excess	C						57,486.00	57,486.00			
		01-220-500-0050-0-5001-0000-8710-0493													
010311	6/30/2001	Inv#2-010024	00/1	Excess	C						51,037.00	51,037.00			
		01-220-500-0050-0-5200-0000-8710-0350													
010312	6/30/2001	Inv#2-010024	00/1	Excess	C						62,412.00	62,412.00			
		01-220-500-0050-0-5100-0000-8710-1835													
010313	6/30/2001	Inv#3-010017	00/1	Excess	C						32,609.00	32,115.00	494.00		
		01-220-500-0050-0-5001-0000-8710-0493													
010314	6/30/2001	Inv#3-01007	00/1	Excess	C						2,472.00	79.00	2,393.00		
		01-220-500-0050-0-5200-0000-8710-0350													
010315	6/30/2001	Inv#3-010017	00/1	Excess	C						9,456.00	13,463.00	4,007.00-		
		01-220-500-0050-0-5100-0000-8710-1835													
010316	6/30/2001	Inv#4-010023	00/1	Excess	C						46,495.00	45,359.00	1,136.00		
		01-220-500-0050-0-5001-0000-8710-0493													
010317	6/30/2001	Inv#4-010023	00/1	Excess	C						13,377.00	350.00	13,027.00		
		01-220-500-0050-0-5200-0000-8710-0350													
010318	6/30/2001	Inv#4-010023	00/1	Excess	C						70,924.00	90,205.00	19,281.00-		
		01-220-500-0050-0-5100-0000-8710-1835													
010319	6/30/2001	Inv#5-010022	00/1	Excess	C						28,490.00	27,797.00	693.00		
		01-220-500-0050-0-5001-0000-8710-0493													
010320	6/30/2001	Inv#5-010022	00/1	Excess	C						2,181.00	59.00	2,122.00		
		01-220-500-0050-0-5200-0000-8710-0350													
010321	6/30/2001	Inv#5-010022	00/1	Excess	C						10,402.00	16,156.00	5,754.00-		
		01-220-500-0050-0-5100-0000-8710-1835													
010322	6/30/2001	Inv#6-010020	00/1	Excess	C						187,769.00	187,769.00			
		01-220-500-0050-0-5001-0000-8710-0493													
010323	6/30/2001	Inv#6-010020	00/1	Excess	C						51,182.00	51,182.00			
		01-220-500-0050-0-5200-0000-8710-0350													
010324	6/30/2001	Inv#6-010020	00/1	Excess	C						156,032.00	156,032.00			
		01-220-500-0050-0-5100-0000-8710-1835													
010325	6/30/2001	Insurance Pymnt									1,282.27	1,282.27			
		01-860-302-2500-0-3110-1000-5600-0000													
010326	6/30/2001	Refund on Overpymnt									10.19	10.19			
		01-270-110-0000-0-0000-8220-5500-1920													

The OVER/UNDER column is the difference between the estimated and actual receipts for a closed receivable (one which has had a final payment posted).

The BALANCE column indicates the amount still to be collected on an open receivables (one which has not had a final payment posted).

Traditional Screen

Figure 5-35 illustrates the traditional version of the launch screen for Receivables Reconciliation Report (ARS510) for the traditional software. For details, see Chapter 9 of the *QSS/OASIS Core Financial Manual*.

District: 07		Request Receivables Reconciliation Report		QSS/OASIS	
Report title: SAMPLE FOR DOCUMENTATION					
Receivable From: 000000 to: 999999					
Receivable Date: to: 					
Sort/Break Sequence: ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■					
Choose from these		FD = Fund	BR = Responsblty	SC = School	
sort items:		RE = Resource	PY = ProjectYear	G0 = Goal	
		FN = Function	OB = Object	TY = Type	
—					
ARSSUB H.00.03 compiled 06/06/00 /0003 Stream=ARS510ST					
Start		Help		Start	
Over				Over	
				Launch	Exit
				Report	

Figure 5-35: Launch Screen for Receivables Reconciliation Report (ARS510)

Roll Forward Accruals Using Invoicing/Billing Management (AR01)

This Invoicing/Billing Management is separate and distinct from the previously-discussed Accounts Receivable Without Invoicing (ARS010). However, you may use both methods.

Checking Database Capacities

Before using Invoicing/Billing Management (AR0000), make sure that a number of datasets in the ACTRCV database have adequate room. In most cases, doing so requires that you *get help from data processing or your system administrator*.

Accounts Receivable History Dialog Box

The first thing you need in making the fiscal year transition is the Accounts Receivable History Report.

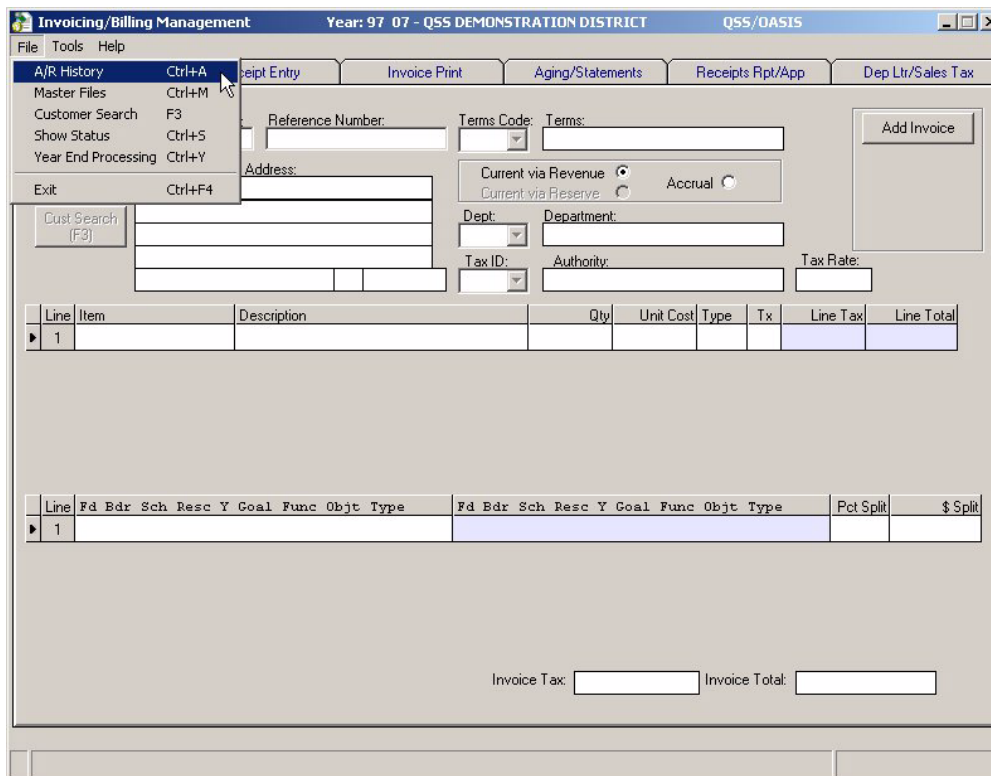


Figure 5-36: A/R - AR History Dialog Box

Use this dialog box to view a listing of invoices and payments for a selected customer or customers.

Inv/Blg Mgmt - A/R History Year: 04 07 - QSS DEMONSTRATION DISTRICT ...

File Help

From Inv. Date: 07/01/2003 To Inv. Date: 06/30/2004 Customer Number: 000109 Customer Name: Acme Novelties, Inc A/R Balance: \$3,503.97

Report Title:

Invoice Select

☐ Open
☐ Received
☒ All

Sort By

Department: ☐
Customer: ☐
Inv. Date: 1
Invoice #: 2

Cust Search (F3)
Display History
Display Inv/Rcv
Print History

Figure 5-37: A/R - AR History Window

Inv/Blg Mgmt - A/R History Year: 04 07 - QSS DEMONSTRATION DISTRICT ...

From Inv. Date: 07/01/2003 To Inv. Date: 06/30/2004 Customer Number: 000109 Customer Name: Acme Novelties, Inc A/R Balance: \$3,503.97

Report Title:

Figure 5-38: Top Portion of Inv/Blg Mgmt - A/R History Window

Sample Accounts Receivable History Report

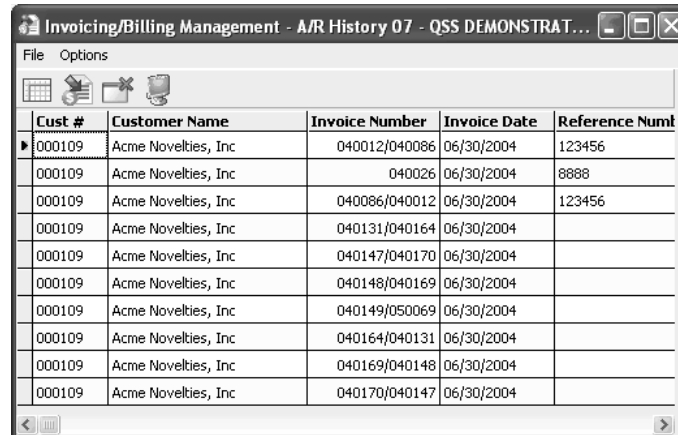
The is a sample of the hardcopy listing that is created when you select [Print History].

07 QSS DEMONSTRATION DISTRICT Sample for Documentation		AR History Report			J6910	AR0150	L.00.00	07/06/04	PAGE	1
Invoice No	Inv Date	Invoice Amt	Received Amt	Recon Amt	Invoice Bal	Final Rcv Date	# of Rcpts	Days Open		
Customer: 000106 Joe's Construction Co.										
040008	11/10/2003	\$1,500.00	\$1,500.00	\$0.00	0.00	12/03/2003	1	23		
Invoice Date Total		\$1,500.00	\$1,500.00	\$0.00	0.00					
040007	12/10/2003	\$1,500.00	\$1,500.00	\$0.00	0.00	02/01/2003	1	63		
Invoice Date Total		\$1,500.00	\$1,500.00	\$0.00	0.00					
040006	01/10/2004	\$812.04	\$812.04	\$0.00	0.00	04/04/2004	3	85		
Invoice Date Total		\$812.04	\$803.04	\$0.00	0.00					
040005	02/10/2004	\$3,276.00	\$3,276.00	\$0.00	0.00	03/15/2004	1	34		
Invoice Date Total		\$3,276.00	\$3,276.00	\$0.00	0.00					
040004	03/10/2004	\$1,330.00	\$1,330.00	\$0.00	0.00	04/22/2004	1	43		
Invoice Date Total		\$1,330.00	\$1,330.00	\$0.00	0.00					
040003	04/10/2004	\$212.50	\$212.50	\$0.00	0.00	05/09/2004	1	29		
Invoice Date Total		\$212.50	\$212.50	\$0.00	0.00					
040002	05/10/2004	\$328.13	\$100.00	\$0.00	\$228.13		1	51		
Invoice Date Total		\$328.13	\$100.00	\$0.00	\$228.13					
040001	06/10/2004	\$6,000.00	\$0.00	\$0.00	\$6,000.00		1	20		
Invoice Date Total		\$6,000.00	\$0.00	\$0.00	\$6,000.00					

07 QSS DEMONSTRATION DISTRICT		AR History Report				J6910	AR0150	L.00.00	07/06/04	PAGE	2
Sample for Documentation											
Invoice No	Inv Date	Invoice Amt	Received Amt	Recon Amt	Invoice Bal	Final Rcv Date	# of Rcpts	Days Open			
District Total		\$14,958.67	\$8,721.54	\$0.00	\$6,237.13						

Sample A/R History Grid

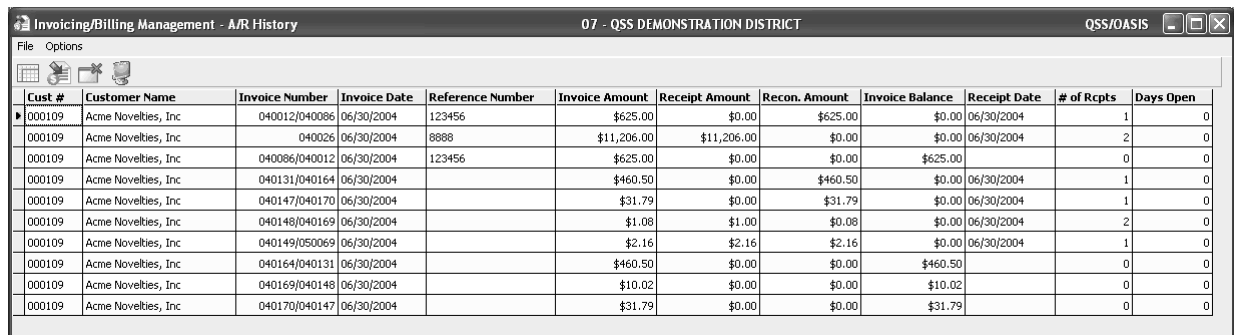
Displaying the Grid



Cust #	Customer Name	Invoice Number	Invoice Date	Reference Num
000109	Acme Novelty, Inc	040012/040086	06/30/2004	123456
000109	Acme Novelty, Inc	040026	06/30/2004	8888
000109	Acme Novelty, Inc	040086/040012	06/30/2004	123456
000109	Acme Novelty, Inc	040131/040164	06/30/2004	
000109	Acme Novelty, Inc	040147/040170	06/30/2004	
000109	Acme Novelty, Inc	040148/040169	06/30/2004	
000109	Acme Novelty, Inc	040149/050069	06/30/2004	
000109	Acme Novelty, Inc	040164/040131	06/30/2004	
000109	Acme Novelty, Inc	040169/040148	06/30/2004	
000109	Acme Novelty, Inc	040170/040147	06/30/2004	

Figure 5-39: A/R History grid as it first displays

Figure 5-39 illustrates the grid that displays after you select the [Display History] button. The grid displays only the first 5 columns. There are 7 additional columns that you can view them by using the horizontal scroll bar or making the window wider.



Cust #	Customer Name	Invoice Number	Invoice Date	Reference Number	Invoice Amount	Receipt Amount	Recon. Amount	Invoice Balance	Receipt Date	# of Rcpts	Days Open
000109	Acme Novelty, Inc	040012/040086	06/30/2004	123456	\$625.00	\$0.00	\$625.00	\$0.00	06/30/2004	1	0
000109	Acme Novelty, Inc	040026	06/30/2004	8888	\$11,206.00	\$11,206.00	\$0.00	\$0.00	06/30/2004	2	0
000109	Acme Novelty, Inc	040086/040012	06/30/2004	123456	\$625.00	\$0.00	\$0.00	\$625.00		0	0
000109	Acme Novelty, Inc	040131/040164	06/30/2004		\$460.50	\$0.00	\$460.50	\$0.00	06/30/2004	1	0
000109	Acme Novelty, Inc	040147/040170	06/30/2004		\$31.79	\$0.00	\$31.79	\$0.00	06/30/2004	1	0
000109	Acme Novelty, Inc	040148/040169	06/30/2004		\$1.08	\$1.00	\$0.08	\$0.00	06/30/2004	2	0
000109	Acme Novelty, Inc	040149/050069	06/30/2004		\$2.16	\$2.16	\$2.16	\$0.00	06/30/2004	1	0
000109	Acme Novelty, Inc	040164/040131	06/30/2004		\$460.50	\$0.00	\$0.00	\$460.50		0	0
000109	Acme Novelty, Inc	040169/040148	06/30/2004		\$10.02	\$0.00	\$0.00	\$10.02		0	0
000109	Acme Novelty, Inc	040170/040147	06/30/2004		\$31.79	\$0.00	\$0.00	\$31.79		0	0

Figure 5-40: A/R History grid with all columns revealed

Sample Invoice/Receipt Results Grid

Displaying the Grid

Customer#	Customer Name	Invoice Number	Invoice Date	Refr
000109	Acme Novelty, Inc	040012/040086	06/30/2004	1234
000109	Acme Novelty, Inc	040012/040086	06/30/2004	1234
000109	Acme Novelty, Inc	040026	06/30/2004	888E
000109	Acme Novelty, Inc	040026	06/30/2004	888E
000109	Acme Novelty, Inc	040026	06/30/2004	888E
000109	Acme Novelty, Inc	040086/040012	06/30/2004	1234
000109	Acme Novelty, Inc	040131/040164	06/30/2004	
000109	Acme Novelty, Inc	040131/040164	06/30/2004	
000109	Acme Novelty, Inc	040147/040170	06/30/2004	

Figure 5-41: Invoice/Receipt Results grid as it first displays

Columns in the Grid

Figure 5-42 illustrates the Invoice/Receipt Results grid expanded to a horizontal width that displays all of the columns.

Customer#	Customer Name	Invoice Number	Invoice Date	Reference Number	Invoice Amount	Receipt Number	Receipt Date	Receipt Amount	Recon. Amount	Check Number	Deposit#	Invoice Balance
000109	Acme Novelty, Inc	040012/040086	06/30/2004	123456	\$625.00							\$625.00
000109	Acme Novelty, Inc	040012/040086	06/30/2004	123456	\$625.00	040171	06/30/2004	\$0.00	\$625.00			\$0.00
000109	Acme Novelty, Inc	040026	06/30/2004	8888	\$11,206.00							\$11,206.00
000109	Acme Novelty, Inc	040026	06/30/2004	8888	\$11,206.00	040126	06/30/2004	\$1,000.00	\$0.00			\$10,206.00
000109	Acme Novelty, Inc	040026	06/30/2004	8888	\$11,206.00	040127	06/30/2004	\$10,206.00	\$0.00	767676		\$0.00
000109	Acme Novelty, Inc	040086/040012	06/30/2004	123456	\$625.00							\$625.00
000109	Acme Novelty, Inc	040131/040164	06/30/2004		\$460.50							\$460.50
000109	Acme Novelty, Inc	040131/040164	06/30/2004		\$460.50	040220	06/30/2004	\$0.00	\$460.50			\$0.00
000109	Acme Novelty, Inc	040147/040170	06/30/2004		\$31.79							\$31.79
000109	Acme Novelty, Inc	040147/040170	06/30/2004		\$31.79	040220	06/30/2004	\$0.00	\$31.79			\$0.00

Figure 5-42: Invoice/Receipt Results grid with all columns revealed

Treatment of Accounts Receivable at Change of Fiscal Year

In the Accounts Receivable window, under the Invoice Entry tab, are three choices for disposition of ARs at the end of the old fiscal year (Figure 5-43):

- ◆ Current via Revenue
- ◆ Current via Reserve
- ◆ Accrual

The screenshot shows the 'Invoicing/Billing Management' window. The 'Invoice Entry' tab is active. The 'Current via Revenue' radio button is selected. The 'Add Invoice' button is visible. The tables below the form are empty.

Figure 5-43: Disposition Choices in Accounts Receivable Window

These fields determine how invoices and receipts are posted to your Financial System as shown in the following examples.

Current via Revenue

Invoice Entry		Receipt Entry	
(Income) 8xxx	(AR Post) 9210	(AR Post) 9210	(Cash) 9110
Cr	Dr	Cr	Dr

Note: The object codes shown in these illustrations are *examples* only. Your site may use different object codes.

Current via Reserve			
Invoice Entry		Receipt Entry	
(AR Post) 9210	(AR Reserve) 9220	(AR Post) 9210	(Cash) 9110
Dr	Cr	Cr	Dr
		(AR Reserve) 9220	(Income) 8xxx
		Dr	Cr

Accrual			
Current Year Invoice Entry		Next Year Receipt Entry	
(Income) 8xxx	(AR Setup) 9209	(AR Post) 9210	(Cash) 9110
Cr	Dr	Cr	Dr

Year-End Processing

Overview

Use the Year End Processing dialog box (Figure 5-45 and Figure 5-46) to roll year-end balances from one year to the next, and to set up as accruals any open invoices that remain at the end of the fiscal year.

The choices for year-end treatment of receivables are:

- ◆ Closing out the AR.
 - > This might be done when future payment is really not expected. The receivable is written off as a loss. This is done on the "Receipts" screen and it completely reverses the initial invoice entry.
- ◆ Rolling the AR to a receivable.
 - ◇ Select the **Set up Remaining Open Invoices as Accruals** radio button (Figure 5-46).
 - > This is a common course of action. It closes the invoice in the current fiscal year and sets up a new "Accrual" invoice in the current fiscal year. That means the subsidiary account is earned and the offset is to the receivable object. The ending balance of the receivable object becomes the beginning balance of AR in the next fiscal year.
- ◆ Rolling the AR to next year.
 - ◇ Select the **Roll "R" Transactions to Invoices in Next Year** radio button (Figure 5-45).
 - > This special action might be taken in response to a situation where a district needed an invoice for their records initially, but the revenue and the cause for it were not to take place until the next fiscal year (e.g., a reservation for property rental which would occur in the next year). At the end of the year, after accounts and structure for the next fiscal year have been set, they then set this invoice to 'R'oll to the next year. That completely reverses the entries in the current fiscal year and sets up the new entries in the next fiscal year, recognizing the revenue in the correct fiscal year.

NOTE: Make sure the odometer is set up before beginning this process.

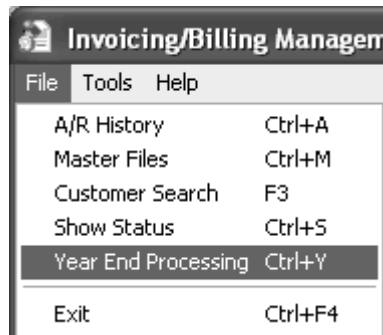


Figure 5-44: Select Year End Processing from the File Pull-down Menu

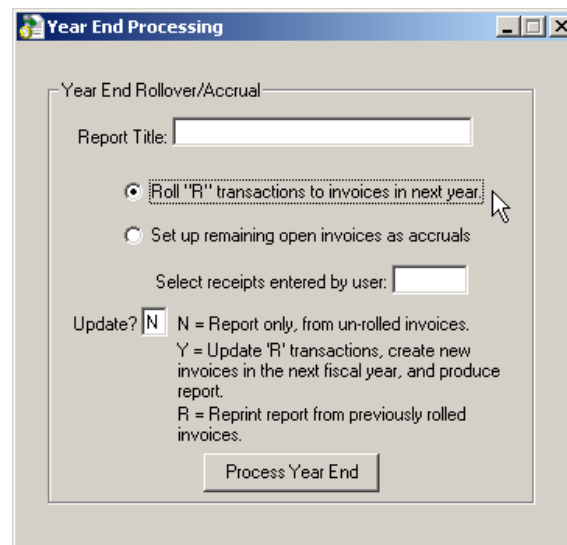


Figure 5-45: Year End Processing Dialog Box with Roll Option

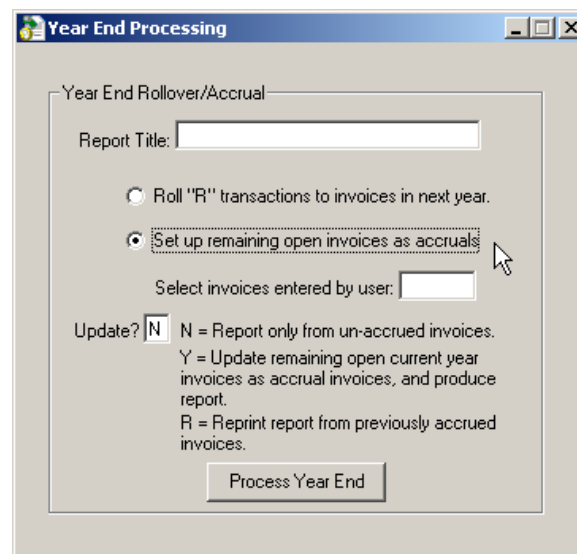


Figure 5-46: Year End Processing Dialog Box with Accrual Option

Receipt Types

This is the Receipt Entry tab of the *Invoicing/Billing Management* window where you enter receipts for each account class on the invoice. If you are rolling transactions to invoices in the next year, you must mark them R in the **Receipt Type** field.

Figure 5-47: Receipt Types in Accounts Receivable Window

The first heading refers to the account class line.

Line	Fd Bdr Sch Resc Y Goal Func Objt Type	Fd Bdr Sch Resc Y Goal Func Objt	% Split	\$ Split
RT	Check # Description	Receipt Amount Recon. Amount	Fd Bdr Sch Resc	Balance
1	01-000-000-0000-0-1000-2700-6100-0030	01-000-000-0000-0-0000-0000-91 62-	75.000	\$81.19
P	2233 44556677	\$37.50 \$0.00		\$43.69

The second heading refers to the receipt entry line.

Line	Fd Bdr Sch Resc Y Goal Func Objt Type	Fd Bdr Sch Resc Y Goal Func Objt	% Split	\$ Split
RT	Check # Description	Receipt Amount Recon. Amount	Fd Bdr Sch Resc	Balance
1	01-000-000-0000-0-1000-2700-6100-0030	01-000-000-0000-0-0000-0000-91 62-	75.000	\$81.19
P	2233 44556677	\$37.50 \$0.00		\$43.69

Figure 5-48: Account Line & Receipt Entry Line

Valid Receipt Type codes are:

Code	Meaning	Explanation
F	Final Receipt *	Close this account line. No more receipts can be applied to this line. Use this when the account line has been paid in full.

Code	Meaning	Explanation
C	Close *	<p>Close this account line. No more receipts can be applied to this line.</p> <p>This is similar to F, but is used when an account line has NOT been completely paid, but no more payments are expected.</p> <p>For example, you can use this code to cancel an invoice that will not be paid.</p>
P	Partial Receipt	This is a partial payment. More payments will be received.
R	Roll to New Year**	<p>Roll the balance of this account line to the new fiscal year.</p> <p>Normally, this is used for a 'pre-invoice' situation. For example, a customer wants to rent space from you during the next fiscal year, but they want to be invoiced this fiscal year. In this case, the current-year invoice will not be paid until the next year.</p>
B	Balance Adjustment	<p>Change the Balance Due on an invoice after it has been printed.</p> <p>This is used to correct the Balance Due when it is incorrect. When B is used and you enter a positive amount in the Receipt Amount field, the amount is deducted from the Invoice Balance and added to the Reconciliation Amount. If you enter a negative amount using the minus sign (-), the amount is added to the Invoice Balance and deducted from the Reconciliation Amount.</p>

Sample Year End Processing Reports

Reports will vary depending on which action you perform and whether you update records.

Report Sample 1: Invoice Rollover Report Without Updated Records

07 QSS UNIFIED SCHOOL DISTRICT Sample Roll Report		Current Year Invoice Rollover Report		ACTRCV H.01.11 04/05/2001		Page 1	
Department: 0056 Information Services							
Inv No	Inv Date	NY Inv Receipt Number	Rcpt Date	Customer			
000244	06/30/2000	000104	06/30/2000	000106	Joe's Construction Co.		
		<u>Fd Bdr Sch Resc Y Goal Func Objt Type</u>			<u>Invoice Amount</u>	<u>Rollover Amount</u>	
		01-000-000-0000-0-0000-0000-8699-0000			\$1,010.00	\$1,010.00	
			Invoice Total:		\$1,010.00	\$1,010.00	
			Customer Total:		\$1,010.00	\$1,010.00	
000245	06/30/2000	000105	06/30/2000	000129	Tester Unified School District		
		<u>Fd Bdr Sch Resc Y Goal Func Objt Type</u>			<u>Invoice Amount</u>	<u>Rollover Amount</u>	
		01-000-000-0000-0-0000-0000-8699-0000			\$718.00	\$718.00	
			Invoice Total:		\$718.00	\$718.00	
			Customer Total:		\$718.00	\$718.00	
			Department Total:		\$1,728.00	\$1,728.00	

07 QSS UNIFIED SCHOOL DISTRICT Sample Roll Report	Current Year Invoice Rollover Report	ACTRCV H.01.11 04/05/2001	Page 2
		<u>Invoice Amount</u>	<u>Rollover Amount</u>
District Total:		\$1,728.00	\$1,728.00

Report Sample 2: Invoice Rollover Report With Updated Records

07 QSS UNIFIED SCHOOL DISTRICT		Current Year Invoice Rollover Report		ACTRCV H.01.11 04/05/2001		Page 1	
Sample Roll Report							
Department: 0056 Information Services							
Inv No	Inv Date	NY Inv Receipt Number	Rcpt Date	Customer			
000244	06/30/2000	010004 000104	06/30/2000	000106	Joe's Construction Co.		
		<u>Fd Bdr Sch Resc Y Goal Func Objt Type</u>			<u>Invoice Amount</u>	<u>Rollover Amount</u>	
		01-000-000-0000-0-0000-0000-8699-0000			\$1,010.00	\$1,010.00	
			Invoice Total:		\$1,010.00	\$1,010.00	
			Customer Total:		\$1,010.00	\$1,010.00	
000245	06/30/2000	010005 000105	06/30/2000	000129	Tester Unified School District		
		<u>Fd Bdr Sch Resc Y Goal Func Objt Type</u>			<u>Invoice Amount</u>	<u>Rollover Amount</u>	
		01-000-000-0000-0-0000-0000-8699-0000			\$718.00	\$718.00	
			Invoice Total:		\$718.00	\$718.00	
			Customer Total:		\$718.00	\$718.00	
			Department Total:		\$1,728.00	\$1,728.00	

07 QSS UNIFIED SCHOOL DISTRICT Sample Roll Report	Current Year Invoice Rollover Report	ACTRCV H.01.11 04/05/2001	Page 2
		<u>Invoice Amount</u>	<u>Rollover Amount</u>
District Total:		\$1,728.00	\$1,728.00

Report Sample 3: Open Invoice Accrual Report Without Updated Records

07 QSS UNIFIED SCHOOL DISTRICT Sample Accrual Report		Open Invoice Accrual Report		ACTRCV H.01.11 04/05/2001		Page 1
		Department: 0001 Administration Department				
Inv No	Inv Date	E R No	Rcv No	Receipt Number	Rcpt Date	Customer
000239	06/30/2000					000104 San Mateo Construction, Inc.
				<u>Fd Bdr Sch Resc Y Goal Func Objt Type</u>		<u>Invoice Amount Received Amount Accrual Balance</u>
				01-000-000-0000-0-0000-0000-8681-0000		\$250.00 \$0.00 \$250.00
				01-000-000-0000-0-0000-0000-8681-0000		\$250.00 \$0.00 \$250.00
				Invoice Total:		\$500.00 \$0.00 \$500.00
000241	06/30/2000		000102		06/30/2000	000104 San Mateo Construction, Inc.
				<u>Fd Bdr Sch Resc Y Goal Func Objt Type</u>		<u>Invoice Amount Received Amount Accrual Balance</u>
				01-000-000-0000-0-0000-0000-8681-0000		\$250.00 \$0.00 \$250.00
				01-000-000-0000-0-0000-0000-8681-0000		\$250.00 \$0.00 \$250.00
				Invoice Total:		\$500.00 \$0.00 \$500.00
				Customer Total:		\$1,000.00 \$0.00 \$1,000.00
				Department Total:		\$1,000.00 \$0.00 \$1,000.00

07 QSS UNIFIED SCHOOL DISTRICT
Sample Accrual Report

Open Invoice Accrual Report

ACTRCV H.01.11 04/05/2001

Page 2

Department: 0056 Information Services

Inv No	Inv Date	E R No	Rcv No	Receipt Number	Rcpt Date	Customer
000233	06/25/2000					000106 Joe's Construction Co.
		<u>Fd Bdr Sch Resc Y Goal Func Objt Type</u>				<u>Invoice Amount Received Amount Accrual Balance</u>
		01-000-000-0000-0-1000-2700-6100-0030				\$1,920.90 \$0.00 \$1,920.90
		01-000-000-0000-0-1000-2700-6100-0030				\$2,112.99 \$0.00 \$2,112.99
		01-000-000-0000-0-1000-2700-6100-0030				\$2,305.08 \$0.00 \$2,305.08
		01-000-000-0000-0-1000-2700-6100-0030				\$2,497.17 \$0.00 \$2,497.17
		01-000-000-0000-0-1000-2700-6100-0030				\$2,689.26 \$0.00 \$2,689.26
		01-000-000-0000-0-1000-2700-6100-0030				\$2,881.35 \$0.00 \$2,881.35
		01-000-000-0000-0-1000-2700-6100-0030				\$4,802.25 \$0.00 \$4,802.25
		Invoice Total:				\$19,209.00 \$0.00 \$19,209.00
000236	06/30/2000					000106 Joe's Construction Co.
		<u>Fd Bdr Sch Resc Y Goal Func Objt Type</u>				<u>Invoice Amount Received Amount Accrual Balance</u>
		01-000-000-0000-0-1000-2700-6100-0030				\$275.00 \$0.00 \$275.00
		Invoice Total:				\$275.00 \$0.00 \$275.00
000237	06/30/2000					000106 Joe's Construction Co.
		<u>Fd Bdr Sch Resc Y Goal Func Objt Type</u>				<u>Invoice Amount Received Amount Accrual Balance</u>
		01-000-000-0000-0-1000-2700-6100-0030				\$300.00 \$0.00 \$300.00
		Invoice Total:				\$300.00 \$0.00 \$300.00
000238	06/30/2000					000106 Joe's Construction Co.
		<u>Fd Bdr Sch Resc Y Goal Func Objt Type</u>				<u>Invoice Amount Received Amount Accrual Balance</u>
		01-000-000-0000-0-1000-2700-6100-0030				\$305.00 \$0.00 \$305.00
		Invoice Total:				\$305.00 \$0.00 \$305.00
000242	06/30/2000					000106 Joe's Construction Co.
		<u>Fd Bdr Sch Resc Y Goal Func Objt Type</u>				<u>Invoice Amount Received Amount Accrual Balance</u>
		01-000-000-0000-0-0000-0000-8681-0000				\$500.00 \$0.00 \$500.00
		01-000-000-0000-0-0000-0000-8681-0000				\$500.00 \$0.00 \$500.00
		Invoice Total:				\$1,000.00 \$0.00 \$1,000.00
		Customer Total:				\$21,089.00 \$0.00 \$21,089.00
		Department Total:				\$21,089.00 \$0.00 \$21,089.00

07 QSS UNIFIED SCHOOL DISTRICT
Sample Accrual Report

Open Invoice Accrual Report

ACTRCV H.01.11 04/05/2001

Page 3

	<u>Invoice Amount</u>	<u>Received Amount</u>	<u>Accrual Balance</u>
District Total:	\$22,089.00	\$0.00	\$22,089.00

Report Sample 4: Open Invoice Accrual Report With Updated Records

07 QSS UNIFIED SCHOOL DISTRICT				Open Invoice Accrual Report				ACTRCV H.01.11 04/05/2001				Page 1				
Sample Accrual Report																
Department: 0001 Administration Department																
Inv No	Inv Date	E R No	Rcv No	Receipt Number				Rcpt Date	Customer							
000239	06/30/2000	000246	000106						000104 San Mateo Construction, Inc.							
				<u>Fd</u>	<u>Bdr</u>	<u>Sch</u>	<u>Resc</u>	<u>Y</u>	<u>Goal</u>	<u>Func</u>	<u>Objt</u>	<u>Type</u>	<u>Invoice Amount</u>	<u>Received Amount</u>	<u>Accrual Balance</u>	
				01	000	000	0000	0	0000	0000	8681	0000	\$250.00	\$0.00	\$250.00	
				01	000	000	0000	0	0000	0000	8681	0000	\$250.00	\$0.00	\$250.00	
Invoice Total:													\$500.00	\$0.00	\$500.00	
000241	06/30/2000	000247	000107	000102					06/30/2000	000104 San Mateo Construction, Inc.						
				<u>Fd</u>	<u>Bdr</u>	<u>Sch</u>	<u>Resc</u>	<u>Y</u>	<u>Goal</u>	<u>Func</u>	<u>Objt</u>	<u>Type</u>	<u>Invoice Amount</u>	<u>Received Amount</u>	<u>Accrual Balance</u>	
				01	000	000	0000	0	0000	0000	8681	0000	\$250.00	\$0.00	\$250.00	
				01	000	000	0000	0	0000	0000	8681	0000	\$250.00	\$0.00	\$250.00	
Invoice Total:													\$500.00	\$0.00	\$500.00	
Customer Total:													\$1,000.00	\$0.00	\$1,000.00	
Department Total:													\$1,000.00	\$0.00	\$1,000.00	

07 QSS UNIFIED SCHOOL DISTRICT
Sample Accrual Report

Open Invoice Accrual Report

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Department: 0056 Information Services

Inv No	Inv Date	E R No	Rcv No	Receipt Number	Rcpt Date	Customer			
000233	06/25/2000	000248	000108			000106 Joe's Construction Co.			
				<u>Fd Bdr Sch Resc Y Goal Func Objt Type</u>		<u>Invoice Amount</u>	<u>Received Amount</u>	<u>Accrual Balance</u>	
				01-000-000-0000-0-1000-2700-6100-0030		\$1,920.90	\$0.00	\$1,920.90	
				01-000-000-0000-0-1000-2700-6100-0030		\$2,112.99	\$0.00	\$2,112.99	
				01-000-000-0000-0-1000-2700-6100-0030		\$2,305.08	\$0.00	\$2,305.08	
				01-000-000-0000-0-1000-2700-6100-0030		\$2,497.17	\$0.00	\$2,497.17	
				01-000-000-0000-0-1000-2700-6100-0030		\$2,689.26	\$0.00	\$2,689.26	
				01-000-000-0000-0-1000-2700-6100-0030		\$2,881.35	\$0.00	\$2,881.35	
				01-000-000-0000-0-1000-2700-6100-0030		\$4,802.25	\$0.00	\$4,802.25	
				Invoice Total:		\$19,209.00	\$0.00	\$19,209.00	
000236	06/30/2000	000249	000109			000106 Joe's Construction Co.			
				<u>Fd Bdr Sch Resc Y Goal Func Objt Type</u>		<u>Invoice Amount</u>	<u>Received Amount</u>	<u>Accrual Balance</u>	
				01-000-000-0000-0-1000-2700-6100-0030		\$275.00	\$0.00	\$275.00	
				Invoice Total:		\$275.00	\$0.00	\$275.00	
000237	06/30/2000	000250	000110			000106 Joe's Construction Co.			
				<u>Fd Bdr Sch Resc Y Goal Func Objt Type</u>		<u>Invoice Amount</u>	<u>Received Amount</u>	<u>Accrual Balance</u>	
				01-000-000-0000-0-1000-2700-6100-0030		\$300.00	\$0.00	\$300.00	
				Invoice Total:		\$300.00	\$0.00	\$300.00	
000238	06/30/2000	000251	000111			000106 Joe's Construction Co.			
				<u>Fd Bdr Sch Resc Y Goal Func Objt Type</u>		<u>Invoice Amount</u>	<u>Received Amount</u>	<u>Accrual Balance</u>	
				01-000-000-0000-0-1000-2700-6100-0030		\$305.00	\$0.00	\$305.00	
				Invoice Total:		\$305.00	\$0.00	\$305.00	
000242	06/30/2000	000252	000112			000106 Joe's Construction Co.			
				<u>Fd Bdr Sch Resc Y Goal Func Objt Type</u>		<u>Invoice Amount</u>	<u>Received Amount</u>	<u>Accrual Balance</u>	
				01-000-000-0000-0-0000-0000-8681-0000		\$500.00	\$0.00	\$500.00	
				01-000-000-0000-0-0000-0000-8681-0000		\$500.00	\$0.00	\$500.00	
				Invoice Total:		\$1,000.00	\$0.00	\$1,000.00	
				Customer Total:		\$21,089.00	\$0.00	\$21,089.00	
				Department Total:		\$21,089.00	\$0.00	\$21,089.00	

07 QSS UNIFIED SCHOOL DISTRICT
Sample Accrual Report

Open Invoice Accrual Report

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	<u>Invoice Amount</u>	<u>Received Amount</u>	<u>Accrual Balance</u>
District Total:	\$22,089.00	\$0.00	\$22,089.00

Changing Sales Tax Rate Differentials

If the sales tax rate for your tax jurisdiction changes, there are four areas in the QSS software that will reflect that change:

- ◆ Warehouse Parameter Master File (SSUPDT) in the Stores System.
- ◆ Use tax rate differentials in the Vendor Master File (VEUPDT) in the Accounts Payable System.
- ◆ Purchase Order (PXENCM) program option record.
- ◆ Tax Jurisdiction Master File in the Invoicing/Billing Management (IBM) System, as described in the following subheading.

Note that the timing of any sales tax changes likely will not be at the change of the fiscal year, but usually at the change of the calendar year.

Tax Jurisdiction Master File

The Tax Jurisdiction Master File information area appears when you click on the Tax Jurisdiction tab in the *Inv/Blg Mgmt - Master Files Maintenance* window.

The screenshot shows a software window titled "Inv/Blg Mgmt - Master File Maintenance" with a subtitle "Year: 97 07 - QSS DEMONSTRATION DISTRICT" and "QSS/OASIS". The window has a menu bar with "File", "Tools", and "Help". Below the menu bar are several tabs: "Customer", "Department", "Terms", "Tax Jurisdiction" (which is selected and circled), "Customer Type", and "Reports". The main area of the window displays the "Tax Jurisdiction" form. It includes a "Tax Jurisdiction Code" dropdown menu set to "SM", a "Tax Jurisdiction Name" text box containing "San Mateo County", and a "Tax Rate %" text box containing "9.2500". At the bottom of the form are two buttons: "Update Tax Jurisdiction" and "Delete Tax Jurisdiction".

Figure 5-49: Tax Jurisdiction Master File

Additional Information

Synchronizing the Customer Master File

Whenever you start to print the Customer List or Customer Labels, the Accounts Receivable System prompts you with the question: “Do you wish to synchronize the Customer Master File?” However, you can synchronize the Customer Master File at any time by following the instructions below.

Why Synchronize?

When you first log on to the Accounts Receivable System, all Customer Master File records in the HP e3000 database are downloaded to the database on your PC hard drive. Then when you add or change a Customer Master File record and click [Update], that record is added to both the HP e3000 database and the database on your PC hard drive. However, when another user working on another PC adds or changes a Customer Master File record, the database on your PC is not updated. (The system is designed this way to speed up processing.) Therefore, you may want to synchronize the Customer Master File during a session in order to download any new or changed Customer records from the HP e3000. This is called synchronizing the Customer Master File.

Synchronizing from the Tools Pull-down Menu

From any Accounts Receivable Screen, click on the Tools pull-down menu, then click Synchronize as shown in Figure 5-50.

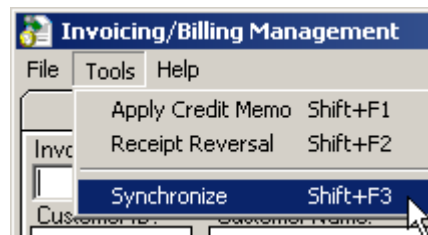


Figure 5-50: Select Synchronize from the Tools Pull-down Menu

A message similar to the one below will be displayed.

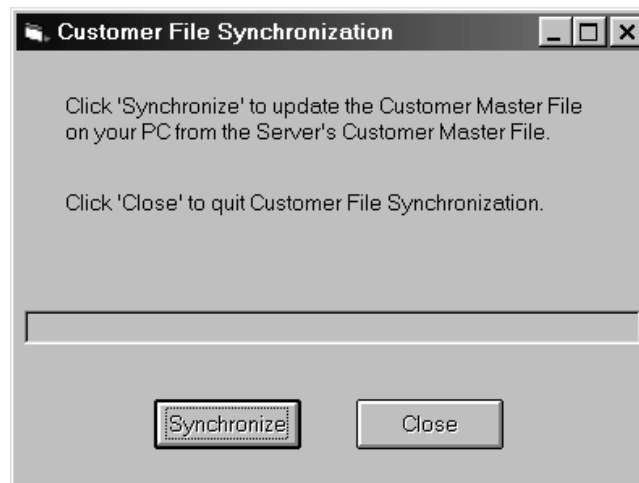


Figure 5-51: Customer File Synchronization Dialog Box

Click [Synchronize] to download any new Customer Master File records from the server to your PC. Click [Close] to continue without synchronizing.

Changing Logon Fiscal Year

People working at a county office may need to inspect or maintain transactions for different districts or years. If your user security allows, you can change districts and years from the *QSS ControlCenter* window.

To change a district and year:

1. Close the *Invoicing/Billing Management* window.
2. Make the *QSS ControlCenter* window the active window.
3. On the menu bar, point to **File**, then click **Settings**.
4. In the *Settings* dialog box, select the district, year, and site to use from the appropriate lists.

If a list has a white background, you can select any of the items in the list. You cannot change the selection in a list with a shaded background.

For more information about the *Settings* dialog box, see the *QSS ControlCenter Guide*.

5. Click the [OK] button to close the *Settings* dialog box.
6. From the *QSS ControlCenter* window, open the *Invoicing/Billing Management* window. It uses the district, site, and year that you selected in the *Settings* dialog box.

Odometer Maintenance

If your system is set up to automatically number Customer IDs, Invoice Numbers, and/or Receipt Numbers, use this window to set the starting number. Normally, this option is only available to System Administrators.

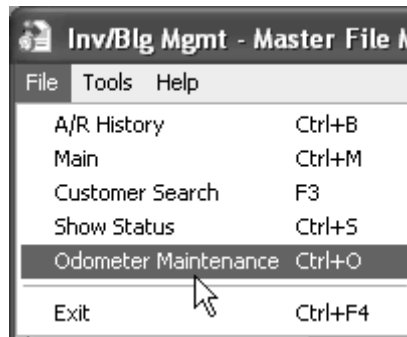


Figure 5-52: Odometer Maintenance on the File Pull-down Menu

The Odometer Maintenance Window will be displayed (Figure 5-53).

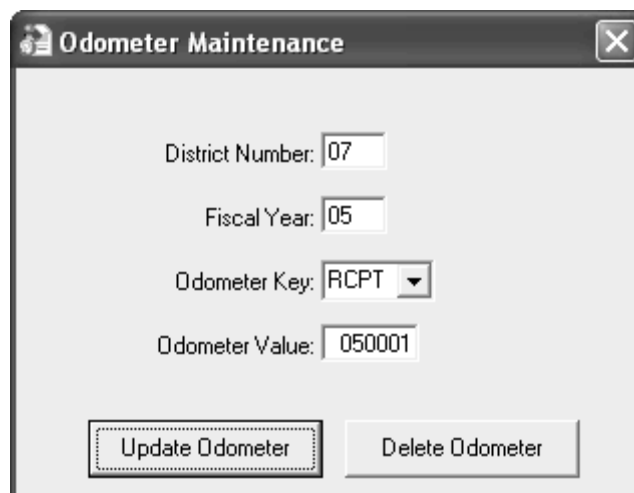


Figure 5-53: Odometer Maintenance Window

Chapter 6:

Tasks Related to Stores System

Overview

This chapter covers the following procedures with their options (main procedures are in bold type; options are indented):

TASK	PAGE
Defining Fiscal Year Control Master File (FCUPDT)	6-5
Running Fiscal Year Maintenance Program (STRYRE)	6-11
Running Back Issue Resolution (BIUPDT)	6-13
Canceling Outstanding Back Issues	6-14
Resynchronizing Stores Counters (RC1100)	6-17
Setting Stores Odometers	6-20
Changing Sales Tax Rate Differentials	6-21

Step-by-Step Treatment of Stores

The goal of this procedure is to roll the ending balances to the new fiscal year. Two requirements must be met for this to happen:

- ◆ The new fiscal year must be opened.
- ◆ The old fiscal year must be closed.

However, other things must happen before and after each of these events. The following checklist includes both software-related and non-software-related steps. Follow these steps in order.

1. Define a new fiscal year in the Fiscal Year Control Master File (FCUPDT). This makes it possible to have two fiscal years open at the same time and the Stores transactions to be posted to the appropriate fiscal year.
2. Run Fiscal Year Maintenance (STRYRE) to roll the Warehouse Parameters (SSUPDT), Stock (SKUPDT), Stock Site (KSUPDT), and Warehouse Site (WSUPDT) master file records to the new fiscal year. To do this for all of them:
 - ◆ Type Y in the **Generate new FY records?** field.
 - ◆ Type 1 in the **Process Stock Balances** field.
 - > Both Y1 and Y2 are open at this point, and transactions will be posted to the year to which issues are made. (When filling an issue, the system looks at the balances for stock items from any open fiscal year.)

NOTE: Be sure to save the \$STDLIST produced by this step. The information it contains would be helpful in troubleshooting any problems occurring with the rollover.

3. Identify outstanding *orders* placed by the warehouse in Y1. Run the Order Status Report (SO1200) to find them.
4. Resolve all outstanding orders. You must manually delete them and re-enter them individually in Y2, by using the D option on the Stores Order Maintenance Screen (SOUPDT).

NOTE: Orders and issues in Y1 cannot be rolled to Y2.

5. Be sure that all issues and back issues are on a pick list, and all pick lists are filled. Use the Pick List Processing (PLUPDT) program to do this, as described in the *QSS/OASIS Stores Manual*.
6. Resolve all back *issues* placed by districts that cannot be filled by running Back

Issues Resolution (BIUPDT). Do this by selecting option 3, "Cancel Outstanding Back Issues," on the Stores Back Issue Resolution Screen.

NOTE: Orders and issues in Y1 cannot be rolled to Y2.

7. Perform a physical inventory of the warehouse and make any necessary adjustments to stock items. Use the Stores Adjustment Update (SAUPDT) program and the Stock Physical Inventory Report (SK1205) as described in the *QSS/OASIS Stores Manual*.

WARNING: Do not do the following steps until after you have resolved all transactions for Y1.

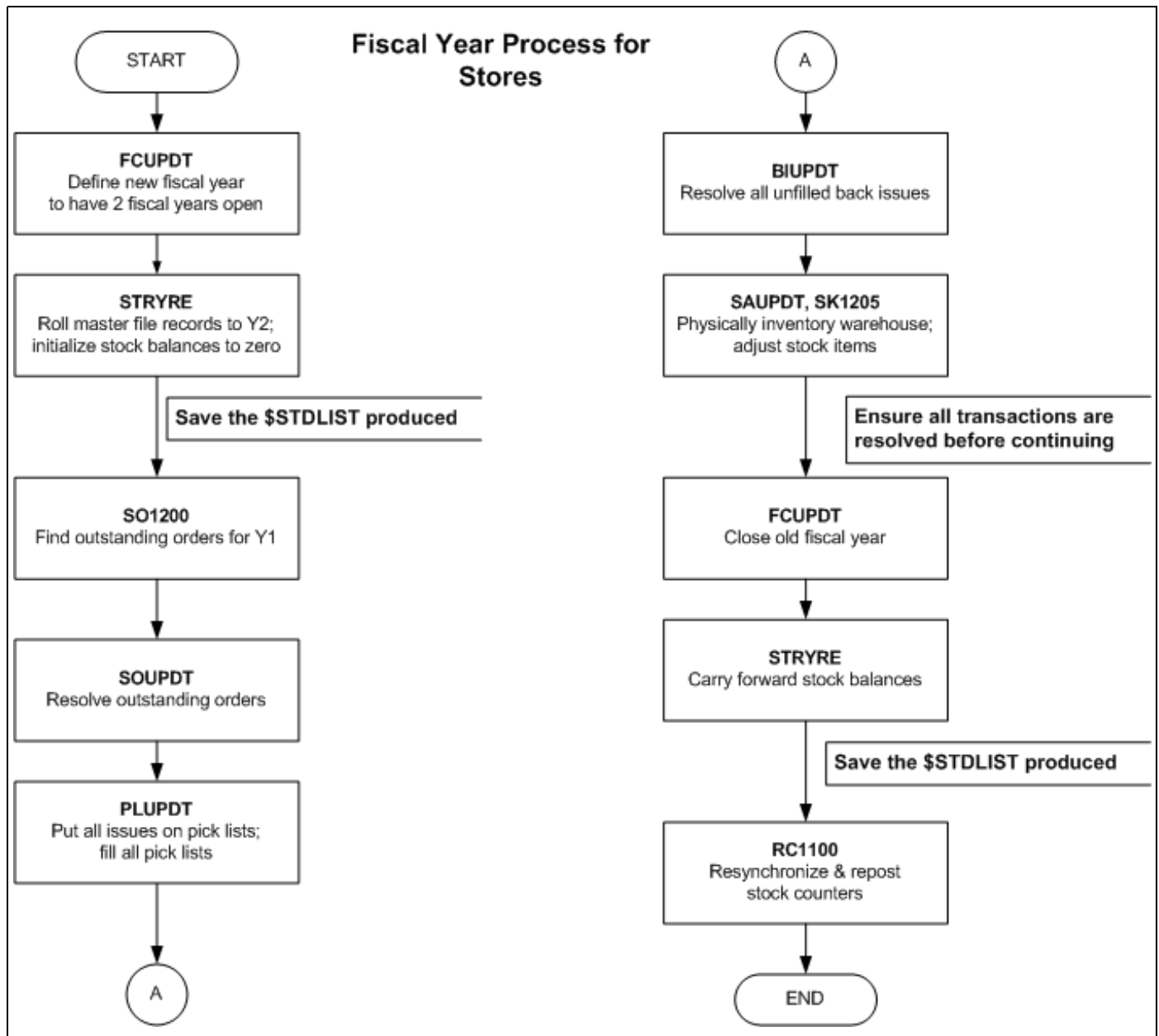
8. Return to the Fiscal Year Control Master File (FCUPDT) and type C in the **Fiscal year status** field to close Y1.
9. Return to Fiscal Year Maintenance (STRYRE) and roll ending balances to the new year. To do this:
 - ◇ Type N in the **Generate new FY records?** field.
 - ◇ Type 2 in the **Process Stock Balances** field.

NOTE: Be sure to save the \$STDLIST produced by this step. The information it contains would be helpful in troubleshooting any problems occurring with the rollover.

10. Run the Resynchronize Stores Counter Report (RC1100). This report will repost all stock counters. The **From Date** field should contain the initial date in Y2, that is, the date you ran Fiscal Year Maintenance the first time to create new master file records (step 3 above) so that all transactions for Y2 will be included.

Flowchart for Stores Procedures

The following flowchart offers a visual guide to the steps outlined in the previous section.



Flowchart for Stores Procedures

Defining Fiscal Year Control Master File (FCUPDT)

The Fiscal Year Control Master File defines whether the warehouse is open or closed for Stores business, and the date ranges for which various Stores transactions are allowed.

You manage this file twice during the fiscal-year-transition process:

- ◆ Your first step in the fiscal-year-transition process is to add a new fiscal year.
- ◆ After you have performed other tasks, you return to this file to close the old fiscal year (Y1).

```

District: 65      Maintain Fiscal Year Control Master      QSS/OASIS
Warehouse: 00      Fiscal Year: Y1
Option (H for help): █

Valid options are:

A - Add a fiscal year control record
C - Change a fiscal year control record
D - Delete a fiscal year control record
I - Inspect a fiscal year control record
R - Request fiscal year control report
E - Exit program
  
```

Figure 6-1: Fiscal Year Control Master File (FCUPDT)—Option Screen

Adding, Changing or Inspecting a Record

Figure 6-2 illustrates the first screen that is displayed when you select the **Add**, **Change**, or **Inspect** option from the Fiscal Year Control Master File Option Screen (Figure 6-1).

```

District: 65      Maintain Fiscal Year Control Master      QSS/OASIS
Warehouse: 00                                           Fiscal Year: Y1
Option (H for help): C
                    Warehouse: 00
                    Fiscal Year: Y2

```

Select Program				Select Option			Return To Menu
-------------------	--	--	--	------------------	--	--	-------------------

Figure 6-2: Fiscal Year Control Master File (FCUPDT)—1st Add, Change, or Inspect Screen

District: 65	Fiscal Year Control	QSS/OASIS
Warehouse: 00		Fiscal Year: Y1

Warehouse: 00	Fiscal year: Y2	Fiscal year status: 0
Date open: 7/01/Y2	Date closed: 12/30/Y2	

Transaction type	Start date	End date
AD Adjustments	7/01/03	6/30/04
BI Back Issues	7/01/03	6/30/04
BO Back Orders	7/01/03	6/30/04
CA Cancel Issues	7/01/03	6/30/04
CR Credits	7/01/03	6/15/04
IS Issues	7/01/03	6/30/04
SO Stores Orders	7/01/03	6/15/04
SR Stores Receipts	7/01/03	6/30/04
SK New Stock Item	7/01/03	6/30/04

Select Program		Select Option		Update Data	Return To Menu
----------------	--	---------------	--	-------------	----------------

Figure 6-3: Fiscal Year Control Master File (FCUPDT)—2nd Add, Change, or Inspect Screen

When adding a new fiscal year, the screen will display pre-set start and end dates for the fiscal year. If you want to change these dates, type the new date over the existing one.

Requesting Fiscal Year Control Master File Report

Figure 6-4 illustrates the screen that is displayed when you select the **Report** option from the Fiscal Year Control Master File Option Screen (Figure 6-1).

District: 07	Fiscal Year Master File Report	QSS/OASIS
Warehouse: 01		Fiscal Year: Y1
Warehouse: 01		
Fiscal year: Y2		
Report title: [REDACTED]		
STRQST H.00.00 compiled 10/09/97		
Select Report	Select Preset	Help
Return To Prog	Start Over	Save Preset
	Launch Job	Return To Menu

Figure 6-4: Fiscal Year Control Master File Report Launch Screen

Sample Fiscal Year Control Master File Report (FC1100)

07 QSS UNIFIED SCHOOL DISTRICT J337 FC1100 H.00.00 07/05/-- PAGE 1
Sample Report

STORES FISCAL YEAR CONTROL FILE

WAREHOUSE NUMBER: 01

FISCAL YEAR: Y2

FISCAL YEAR DATE OPEN 06/01/2000 FISCAL YEAR STATUS: *OPEN*

DATE CLOSED 06/30/2001

TRANSACTION TYPE	START DATE	END DATE
AD Adjustments	06/01/2000	06/30/2001
BI Back Issues	07/01/2000	06/30/2001
BO Back Orders	07/01/2000	06/30/2001
CA Cancel Issues	07/01/2000	06/30/2001
CR Credits	07/01/2000	06/30/2001
IS Issues	07/01/2000	06/30/2001
SO Stores Orders	07/01/2000	06/30/2001
SR Stores Receipts	07/01/2000	06/30/2001
SK New Stock Items	07/01/2000	06/30/2001

Troubleshooting—Overriding Dates

Occasionally a district may want to post an issue to Y1 after the new fiscal year (Y2) has arrived, *and the old year has not yet been closed out*.

WARNING! The solution proposed here will not work if stock balances have already been rolled to Y2!

1. On the Warehouse Parameter Master File Specifications screen, select option 2, 'Use date control,' in the **Date control for issues** field.
2. Type an ending date for each month in the monthly fields to the right.
3. Log into the fiscal year for which you want to enter the issue.
4. On the Stores Issues screen (ISUPDT), add the issue.

District: 65		Warehouse Parameter Specifications		QSS/OASIS	
Warehouse: 00				Fiscal Year: Y2	
Warehouse: 00		Fiscal Year: Y2			
Default purchase tax%: 8.2500					
Add warehouse surcharge to AUP?: Y		Warehouse surcharge %: 7.0000			
Warehouse restocking fee: 10.0000 P (D for Dollar/P for Percentage)					
Issue approval flags					
Level 1 approval required: N					
Level 2 approval required: N					
Level 3 approval required: N		Restricted level: 1			
Edit stock classifications: Y		Is Stores integrated with the G/L?: Y			
Edit warehouse locations: N		Days allowed to extend issues: 1			
Date control for issues					
2 1 = Use current date		J A S O N D J F M A M J			
2 = Use date control		26 26 26 26 26 26 26 24 26 26 26 26			
Select Program		Account Screen	Select Option	Update Data	Return To Menu

Figure 6-5: Warehouse Parameter Master File (SSUPDT)—Using Date Control for Issues

The date examples used in Figure 6-5 and Figure 6-6 are for the 26th of the month. Any date near the end of the month could be used. Some sites prefer to set earlier cut-off dates; some prefer the last day of each month.

District: 65 Add Stores Issues QSS/OASIS
Warehouse: 00 Fiscal Year: Y1

WH:	Issue#	Site	Date	Issue Description	Approval	Status	
FY: Y1	011002	0001	0626Y1	John Doe Bldg 2 Room 102	1. P		
Fd Resc Y	Objt Gr	Goal Fnc	Sch Rsp Lcl	Site	2. P		
01-0000-0-4300-00-0000-0000-000-000				DIST OFF	3. N		
Ln#	Stock#	Qty	Price	Cost	Unit/Iss	Stk OnHnd	After
1.	400475	91	3.8688	352.06	BOX	91	0
01-0000-0-4300-00-0000-0000-000-000					CARD INDEX 3X5 RULED WHT		
Back Issue?:	Y	BI Qty:	8	BI Desc:			
2.	400375	2	0.8836	1.77	EA	200	198
01-0000-0-4300-00-0000-0000-000-000					BRUSH STENCIL ROUND #6		
Back Issue?:	N	BI Qty:	0	BI Desc:			
3.	800590	5	1.7802	8.90	PKG	292	287
01-0000-0-4300-00-0000-0000-000-000					PAPR CONST 12X18 HOL GRN		
Back Issue?:	N	BI Qty:	0	BI Desc:			
4.	900018	4	28.2622	113.05	EA	30	26
01-0000-0-4300-00-0000-0000-000-000					ETHERNET/NETWORK CARD PC		
Back Issue?:	N	BI Qty:	0	BI Desc:			

Go To Line: Account control: Collapse by account
Warning Msg:

Select Program	Select Option	Next Keys	Next Line	Page Backward	Page Forward	Update	Return To Menu
----------------	---------------	-----------	-----------	---------------	--------------	--------	----------------

Figure 6-6: Stores Issues Screen (ISUPDT)

Running Fiscal Year Maintenance Program (STRYRE)

Introduction

The Fiscal Year Maintenance program (STRYRE) is opened from the Stores Warehouse Menu Screen (Figure 6-7). This program is security-based. Not all users might have this option.

District: 65	Stores Warehouse Menu	QSS/OASIS
Warehouse: 00		Fiscal Year: Y1
Use the function keys to select your option...		
<div> <div>STD002</div> <div>H.00.00 compiled 06/19/98</div> </div>		
Stores Orders	Stores Receipts	Stores Adjusts
Stock Transfer	FiscYear Maint	Reports
		Return To Menu

Figure 6-7: Stores Warehouse Menu Screen

Fiscal Year Maintenance (STRYRE) is used to roll over fiscal-year-based master files and set up stock balances for a new fiscal year. Maintenance is performed on a warehouse-by-warehouse basis.

For each warehouse, you *manage STRYRE twice* during the fiscal-year-transition process:

- Initially, use STRYRE to create new Y2 master files for the warehouse. Type Y in the **Generate new FY records?** field and 1 in the **Process Stock Balances** field, so that master file records will be copied from Y1 to Y2, and stock balances will be set to zero in Y2.

NOTE: Be sure to save the \$STDLIST produced by this step. The information it contains would be helpful in troubleshooting any problems occurring with the rollover.

- ◆ Later, after you have resolved all outstanding orders and issues for the warehouse in Y1 and closed the warehouse for Y1, you use STRYRE again to post the beginning stock balances forward from Y1 to Y2. In this case, type N in the **Generate new FY records?** field and 2 in the **Process Stock Balances** field.

NOTE: Be sure to save the \$STDLIST produced by this step. The information it contains would be helpful in troubleshooting any problems occurring with the rollover.

Checking Database Capacities

Before running this program (STRYRE), make sure that the following datasets in the STRSYS database have adequate room. In most cases, doing so requires that you *get help from data processing or your system administrator*.

- ◆ SI-MASTER1
- ◆ SK-MASTER1
- ◆ SK-SITE-MASTER
- ◆ STOCK
- ◆ STOCK-SITE
- ◆ STORES-SYSTEM
- ◆ WHOUSE-SITE

Fiscal Year Maintenance Screen

Figure 6-8 illustrates the Fiscal Year Maintenance Screen.

District: 65	Fiscal Year Processing	QSS/OASIS
Warehouse: 00		Fiscal Year: Y1

Warehouse: 00	
Generate new FY records?: Y (Parameter, Whouse-site, Stock, and Stock-site records)	
Process records From FY: Y1	To FY: Y2

Process Stock Balances: 1	1 = Initialize balances to Zero in 'To' FY (From year and To year should be open)
2	2 = Carry forward 'From' FY balances into 'To' FY (From year should be closed, To year open)

Initialize Last Ordered/Received Vendor Information: Y (Y/N)
--

Select Program	Help	Start Over	Launch Job	Return To Menu
----------------	------	------------	------------	----------------

Figure 6-8: Fiscal Year Maintenance Screen

Running Back Issue Resolution (BIUPDT)

Overview

Back issues are an optional feature of the Stores System. When you do not have enough of a stock item to fill an issue/requisition, the shortfall can be posted to the issue by the system when additional items are received.

This section discusses issues/requisitions and approvals from the viewpoint of warehouse personnel. The term *issues* is used in this section to refer to the request for stock items.

Figure 8-1 illustrates the Stores Issues Menu Screen.

District: 65	Stores Issue Menu	QSS/OASIS
Warehouse: 00		Fiscal Year: Y1
Use the function keys to select your option...		
STDR03 H.00.00 compiled 12/13/01		
Stores Issues	Back Issues	Approve Issues
PickList Process	Stores Credits	Reports
		Return To Menu

Figure 8-1: Stores Issues Menu

This menu is function-key driven.

District: 65 Warehouse: 00	Stores Back Issue Resolution	QSS/OASIS Fiscal Year: Y1
Option: █		
1. Auto Post Back Issues		
2. On-line Select Back Issues		
3. Cancel Outstanding Back Issues		
BIUPDT H.00.03 comp 02/09/99 Opt: YN1212232		
Select Program	Select Option	Help
		Return To Menu

Figure 6-9: Option Screen for Stores Back Issue Resolution

Canceling Outstanding Back Issues

Use this option to cancel all or part of a back issue line item. Figure 6-10 illustrates the screen for selecting back issues.

District: 65 Warehouse: 00	Back Issue Resolution	QSS/OASIS Fiscal Year: Y1
WH: 00 From issue date: █ To issue date: █ FY: Y1 From issue: █ To issue: █ Issue line #: █		
Stock selection (blank for all) █ █ █ █ █		
Site Selection I = Include █ => █ █ █ █ █ E = Exclude A = All		
Sort Selection █ 1 = Date order 3 = Site, date order 2 = Issue number order 4 = Site, issue number order		
Select Program	Select Option	Continue
		Return To Menu

Figure 6-10: Cancel Back Issue Selection Screen

Figure 6-11 shows the screen used to cancel a back issue line item. The back issues selected on the previous screen are displayed one line item at a time.

- Use the <Page Backward> and <Page Forward> keys to scroll through the line items.
- Enter the **Cancel Quantity** for the amount you want to cancel for each line item and press <ENTER>.
- Then press <Update> to save the cancellation *before* scrolling to the next line item.

WARNING: You must press <Update> *before* scrolling to the next line item, or your entries will not be posted.

District: 65		Cancel Outstanding Back Issues		QSS/OASIS		
Warehouse: 00				Fiscal Year: Y1		
WH: 00	Issue Description			Approval Status		
FY: 01	Issue number: 010027 SUPPLIES FOR FALL 2000			1. N		
	Date: 070100 Site Description			2. N		
	Site: 0042 PLEASANT VALLEY			3. N		
Line	Stock#	IssQty	IssuePrice	Cost	Unit/Iss	Status
4.	400210	1	4.5821	4.58	EA	EXP
Fd Resc Y Objt Gr Goal Fnct Sch Rsp Lcl			Stock Description			
01-0000-0-4300-00-1110-1000-061-042-000			BOOK CLASS RECORD 6-7 WK			
Back Issue:		15 BI Rcv:	3 Canc:	0 Cred:	0	Net Issue: 4
Cancel:		Qty	Price	Cost	Remaining Back Issues: 12	
			4.5821		Stock on hand: 17	
BI Status:		Back Issue Pending				
					Page:	1
					Total Pages:	1
Select Program	Select Option	Inspect Stock	On-line Tracking	Page Backward	Page Forward	Update
						Return To Menu

Figure 6-11: Cancel Outstanding Back Issues Screen

Sample Back Issue Resolution Status Report (BI1200)

Below is a sample Back Issue Resolution Status Report using **Report mode only** with **Print all outstanding back issues** set to N (No).

65 QSS UNIFIED SCHOOL DISTRICT WAREHOUSE NUMBER: 00	BACK ISSUE RESOLUTION STATUS REPORT SAMPLE REPORT	J253	BI1200	H.00.01	11/13/01	PAGE 0	FISCAL YEAR: 01

Issues From date:	00/00/0000 To date: 00/00/0000						
Issues From no:	To no:	Line no:					
Stock items (blank for all):							
Sites:	All sites						
Sort by:	Issue number order						
Report option:	Report only						
Report type:	Process only back issues that have stock on hand						

65 QSS UNIFIED SCHOOL DISTRICT		BACK ISSUE RESOLUTION STATUS REPORT										J253	BI1200	H.00.01	11/13/01	PAGE	1
WAREHOUSE NUMBER: 00		SAMPLE REPORT										FISCAL YEAR: 01					
** PRELIST **																	
ISSUE#	LN#	BI DATE	SITE	STOCK#/DESC		REM	QTY	FILL	QTY	UNIT PRICE	COST	DESCRIPTION	STATUS				
		Fd	Resc	Y	Objt	Gr	Goal	Funct	Sch	Rsp	Lcl						

010005	7	06/30/2001	0036	402310			28		20	3.1672	63.34	PEN EX-FINE HARD PT BLK	FP				
		01-0000-0-4300-00-1110-1000-060-036-000															
010027	4	06/30/2001	0042	400210			15		15	4.5821	68.73	BOOK CLASS RECORD 6-7 WK	F				
		01-0000-0-4300-00-1110-1000-061-042-000															
010035	12	06/30/2001	0023	402193			6		6	0.3993	2.40	PEN HIGHLIGHTER FL ORANG	F				
		01-0000-0-4300-00-1110-1000-062-023-000															
010036	2	06/30/2001	0066	400210			10		10	4.5821	45.82	BOOK CLASS RECORD 6-7 WK	F				
		01-0000-0-4300-00-1110-1000-323-066-000															
010056	11	06/30/2001	0028	402193			2		2	0.3993	0.80	PEN HIGHLIGHTER FL ORANG	F				
		01-7260-0-4300-00-1110-1000-058-028-000															
010058	6	06/30/2001	0026	400210			3		3	4.5821	13.75	BOOK CLASS RECORD 6-7 WK	F				
		01-0000-0-4300-00-1110-1000-057-026-000															
010062	11	06/30/2001	0022	800380			4		4	0.9990	4.00	PAPER CONST 9X12 ASSORT	F				
		01-0000-0-4300-00-1110-1000-055-022-000															

65 QSS UNIFIED SCHOOL DISTRICT WAREHOUSE NUMBER: 00	BACK ISSUE RESOLUTION STATUS REPORT SAMPLE	J253	BI1200	H.00.01	11/13/01	PAGE 2 FISCAL YEAR: 01
** PRELIST **						
ISSUE# LN#	BI DATE	SITE STOCK#/DESC	REM QTY	FILL QTY	UNIT PRICE	COST DESCRIPTION STATUS

STATUS = 'F' - Back Issue has been posted successfully.						
STATUS = 'FP' - Back Issue partially filled - not enough stock.						
STATUS = 'SH' - ERROR: Not enough stock on hand - no update.						
STATUS = 'SS' - WARNING: Negative stock on hand.						
STATUS = 'MH' - ERROR: Not enough funds available - no update.						
STATUS = 'MS' - WARNING: Not enough funds available.						
STATUS = 'DB' - ERROR: Not enough room in database - no update.						

Resynchronizing Stores Counters (RC1100)

Use this program to resynchronize stock counters after you have rolled stock balances from Y1 to Y2 for year-end processing. The **From Date** field should contain the date you ran Fiscal Year Maintenance (STRYRE) the first time to create new master file records so that all transactions for Y2 will be included.

Resynchronize Stores Counter Screen

Figure 6-12 illustrates the Resynchronize Stores Counter Screen.

District: 65	Resynchronize Stores Counters		QSS/OASIS
Warehouse: 00			Fiscal Year: Y1
	Warehouse: 00		
	Fiscal Year: Y2		
	Report Title:		
	Stock number:		
	From Date:		
	To Date:		
Resynchronize counters for:			
1. Adjustments	<input checked="" type="checkbox"/>		
2. Cancelled Issues	<input checked="" type="checkbox"/>		
3. Credits	<input checked="" type="checkbox"/>		
4. Issues	<input checked="" type="checkbox"/>		
5. Back Issues	<input checked="" type="checkbox"/>		
6. Orders	<input checked="" type="checkbox"/>		
7. Back Orders	<input checked="" type="checkbox"/>		
8. Receipts	<input checked="" type="checkbox"/>		
Report Option:	<input type="checkbox"/>	1 = Report Only	
		2 = Update and Report	
Report type:	<input type="checkbox"/>	1 = Detail and Totals	
		2 = Totals only	
Select Report	Select Preset	Help	Return To Prog
Start Over	Save Preset	Launch Job	Return To Menu

Figure 6-12: Resynchronize Stores Counters Launch Screen

Sample Resynchronize Stores Counters Report (RC1100)

This is the cover page of the Resynchronize Counters Report.

65 QSS UNIFIED SCHOOL DISTRICT	J161	RC1100	H.00.00	01/14/02	PAGE 0
RESYNCHRONIZE COUNTERS REPORT					
WAREHOUSE NUMBER: 00	07/01/2001 TO 07/14/2001			FISCAL YEAR: 02	

Stock Number:	All				
From date:	07/01/2000				
To date:	07/14/2000				
Process Adjustments?	Y				
Process Cancelled Issues?	Y				
Process Credits?	Y				
Process Issues?	Y				
Process Back Issues?	Y				
Process Orders?	Y				
Process Back Orders?	Y				
Process Receipts?	Y				
Report option:	Report only				
Report type:	Details and totals				

This page shows the *details* for a stock item.

65 QSS UNIFIED SCHOOL DISTRICT		J161	RC1100	H.00.00	01/14/02	PAGE 1
		RESYNCHRONIZE COUNTERS REPORT				
WAREHOUSE NUMBER: 00		07/01/2001 TO 07/14/2001			FISCAL YEAR: 02	
STOCK: 000002 GRAPHITE PENCILS WITH ERASER						

DATE	REF-NO	QTY	CANCEL	CREDIT		
07/01/2000	IS-000001-0001	6				
07/01/2000	IS-000002-0001	6				
07/01/2000	IS-000005-0001	6				
TOTAL		18				
07/01/2000 RI-000005-0001		20				
TOTAL		20				
07/01/2000 RO-000005-0001		2				
TOTAL		2				
07/01/2000 SO-000005-0001		5				
TOTAL		5				

This page shows the *totals* for the stock item above.

65 QSS UNIFIED SCHOOL DISTRICT		J161	RC1100	H.00.00	01/14/02	PAGE 2
		RESYNCHRONIZE COUNTERS REPORT				
WAREHOUSE NUMBER: 00		07/01/2001 TO 07/14/2001			FISCAL YEAR: 02	

Current Adjustments		0				
New Adjustments		0				

Current Cancelled Issues		0				
New Cancelled Issues		0				

Current Credits		0				
New Credits		0				

Current Issues		18				
New Issues		18				

Current Enc Issues		0				
New Enc Issues		0				

Current Back Issues		0				
New Back Issues		0				

Current Enc Back Issues		0				
New Enc Back Issues		0				

Current Orders		5				
New Orders		5				

Current Back Orders		0				
New Back Orders		0				

Current Receipts (UOO)		2				
New Receipts (UOO)		2				

Current Receipts (UOI)		20				
New Receipts (UOI)		20				

Current Damaged Receipts		0				
New Damaged Receipts		0				

Setting Stores Odometers

Stores odometers need to be reset for the new fiscal year *only if you have autonumbering turned on for these processes*.

Changing Sales Tax Rate Differentials

If the sales tax rate for your tax jurisdiction changes, there are four areas in the QSS software that will reflect that change:

- ◆ Use tax rate differentials in the Vendor Master File (VEUPDT) in the Accounts Payable System.
- ◆ Tax Jurisdiction Master File in the Invoicing/Billing Management (IBM) System.
- ◆ Purchase Order (PXENCM) program option record.
- ◆ Warehouse Parameter Master File (SSUPDT) in the Stores System, as described in the following subheading. This master file defines the parameters used for conducting Stores business for each warehouse/fiscal year in the system.

Note that the timing of any sales tax changes likely will not be at the change of the fiscal year, but usually at the change of the calendar year.

Warehouse Parameter Master File Screen

Figure 6-13 illustrates the second screen for adding, changing or inspecting a parameter record.

District: 65		Warehouse Parameter Specifications		QSS/OASIS	
Warehouse: 00				Fiscal Year: Y2	

Warehouse: 00		Fiscal Year: Y2	
Default purchase tax%: 8.2500			
Add warehouse surcharge to AUP?: Y			
Warehouse surcharge %: 7.0000			
Warehouse restocking fee: 10.0000 P (D for Dollar/P for Percentage)			
Issue approval flags			
Level 1 approval required: N			
Level 2 approval required: N			
Level 3 approval required: N		Restricted level: █	
Edit stock classifications: Y		Is Stores integrated with the G/L?: Y	
Edit warehouse locations: N		Days allowed to extend issues: 1	
Date control for issues			
2 1 = Use current date		J A S O N D J F M A M J	
2 = Use date control		26 26 26 26 26 26 26 24 26 26 26 26	

Select Program		Account Screen	Select Option		Update Data	Return To Menu
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Figure 6-13: Warehouse Parameter Master File (SSUPDT)—Specifications Screen



When adding new parameters, do not press <Update Data> on this screen. You should:

1. Complete this screen, press <ENTER>, then press <Account Screen>.
2. Complete the Account Screen, press <ENTER>, then press <Update Data>.

Default purchase tax% (R) Adjust when necessary the district's sales tax rate, using up to 4 decimal places.

For more details on this program, see Chapter 5 of the *QSS/OASIS Stores Manual*.

Chapter 7:

Tasks Related to Payroll System

Overview

This chapter covers the following procedures:

TASK	PAGE
Creating New Pay Schedules (PP0010)	7-2
Creating New Deduction Schedules (PP0010)	7-11
Creating New Payroll Bonus (BC) Codes (PP0010)	7-19
Creating New Position Control Bonus (PB) Codes (PP0010)	7-29
Linking Pay Schedules and Deduction Schedules to Districts (PXLINK)	7-39
Reviewing and Updating California Retirement Setup (TXR010)	7-45
Reviewing and Updating PERS (TXR010)	7-50
Reviewing and Updating STRS (TXR010)	7-55
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Creating New Pay Schedules (PP0010)

When to Use Pay Schedules

The Pay Schedule Master File controls when employees are paid throughout a fiscal year. A pay schedule defines the number of pay periods in a year, the beginning and ending dates for each period, and the pay date for each period. Every fiscal year has its own set of pay schedules. Every district must have at least one pay schedule linked to it before any of its employees can be paid.

Before a district can use a pay schedule, the schedule must be linked to the district. Each district has its own set of links. Thus, a county or service bureau can control which pay schedules each district can use. Link Personnel/Payroll Master Files (PXLINK) maintains these links.

This master file is **county-controlled**; in other words, every district uses the same codes. Therefore, only one set of codes need be defined, regardless of how many districts exist.

NOTE: Only those with county access to master files can add, change, or delete codes. However, those with district access can inspect codes or request a report.

Pay schedules are used throughout the Payroll System. Define the Pay Schedule Master File before defining the following records for payroll processing:

- ◆ **PAY NAME** Pay names must be defined before printing a payroll pre-list or running a payroll. A pay name lists the pay codes and pay schedules to be processed on a payroll.
- ◆ **DEDUCTION SCHEDULES** (if the district is using these)

Checking Database Capacities

Before adding pay schedules (PP0010), make sure that the M-PAY-SCHEDULE dataset in the PERPAY database has adequate room. In most cases, doing so requires that you *get help from data processing or your system administrator*.

Getting to the Pay Schedules Master File

This master file is accessed within Update Per/Pay Master Files (PP0010), from a menu item reading something like "Update Personnel/Payroll Master Files."

District: 65	Update Per/Pay Chart of Codes	QSS/OASIS
File to update (H for help): PS		
PP0010	H.00.04 compiled 10/18/01	
Start Over	Help	Return to Menu

Figure 7-1: Update Per/Pay Chart of Codes Screen

Option Screen for Master File PS: Pay Schedules

Figure 7-2 illustrates the screen for choosing an option for the Pay Schedules Master File.

District: 07		Update Per/Pay Master Files		QSS/OASIS			
Master file: PS Pay schedule							
Option (H for help): <input type="text"/>							
Valid options are:							
A - add a record							
C - change a record							
D - delete a record							
I - inspect a record							
R - request master file report							
S - select another file to update							
E - exit program							
<hr/>							
Select File	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select File	<input type="text"/>	<input type="text"/>	Return to Menu

Figure 7-2: Option Screen for Master File PC: Pay Codes

Adding, Changing, or Inspecting Pay Schedules

Add, Change, or Inspect Option (Screen One)

Figure 7-3 illustrates the first screen for adding, changing, or inspecting a pay code. Select the pay code to maintain as described below.

District: 65		Update Per/Pay Master Files		QSS/OASIS	
Master file: PS Pay schedule					
Option (H for help): A					
Fiscal year: Y2		Pay schedule: EOM END OF MONTH			
From fiscal year: Y1		-> Fill in if you want to use -> an existing pay schedule -> as a starting point for -> your new pay schedule.			
Pay schedule: EOM					
Select File				Previous Screen	Return to Menu

Figure 7-3: Add Change, or Inspect Option for Pay Schedules (1 of 2)

Add, Change, or Inspect Option (Screen Two)

Figure 7-4 illustrates the second screen for adding, changing, or inspecting a pay schedule. This screen allows you to define the pay periods for a fiscal year.

District: 65		Maintain Pay Schedule		QSS/OASIS			
FY: Y2		Pay Schedule: EOM		END OF MONTH			
Cycle: M0		Use cycle for tax: Y		Class: R 'R'egular, 'S'upp.			
Pr Def	Start	End	Paid	Days	Hours	Weeks	Local Use
01.	07/01/20Y2	07/31/20Y2	07/31/20Y2				
02.	08/01/20Y2	08/31/20Y2	08/31/20Y2				
03.	09/01/20Y2	09/30/20Y2	09/28/20Y2				
04.	10/01/20Y2	10/31/20Y2	10/31/20Y2				
05.	11/01/20Y2	11/30/20Y2	11/30/20Y2				
06.	12/01/20Y2	12/31/20Y2	12/31/20Y2				
07.	01/01/20Y2	01/31/20Y2	01/31/20Y2				
08.	02/01/20Y2	02/28/20Y2	02/28/20Y2				
09.	03/01/20Y2	03/31/20Y2	03/29/20Y2				
10.	04/01/20Y2	04/30/20Y2	04/30/20Y2				
11.	05/01/20Y2	05/31/20Y2	05/31/20Y2				
12.	06/01/20Y2	06/30/20Y2	06/28/20Y2				
.							
Page 1 of 1		Number of Payrolls: 12					
Select Option	Print Screen		Next Window	Page Backward	Page Forward	Update Data	Return to Menu

Figure 7-4: Add, Change, or Inspect Option for Pay Schedules (2 of 2)

Report Request Screen for Pay Schedules

Fill in the fields as explained below.

```

District: 07                                Update Per/Pay Master Files                                QSS/OASIS
                                           Master file: PS Pay schedule
Option (H for help): R
Report title: SAMPLE FOR DOCUMENTATION
Fiscal year:                               Leave blank for all years

```

Figure 7-5: Report Request Screen for Pay Schedules

Sample Pay Schedules Report

The example below illustrates the report format. At the top are regular pay schedules; the middle section shows summer benefits schedules; and the bottom shows summer pay schedules.

65 QSS UNIFIED SCHOOL DISTRICT SAMPLE FOR DOCUMENTATION					Pay schedule		J176	PP0135	H.00.00	07/21/--	PAGE	1
YEAR	PAY SCHEDULE / NAME				PAY CYCLE	USE CYCLE	FOR TAX	CLASSIFICATION	DATE CHGD	OPER ID		
Y2	EOM10 10 MONTH REGULAR				MO	NO		'R'EGULAR	04/30/----	JKKA		
PAYROLL	DEFER	DATE START	DATE END	DATE PAID	PAYROLL	DEFER	DATE START	DATE END	DATE PAID			
03	N	09/01/1999	09/30/1999	09/30/1999	04	N	10/01/1999	10/31/1999	10/29/1999			
05	N	11/01/1999	11/30/1999	11/30/1999	06	N	12/01/1999	12/31/1999	12/30/1999			
07	N	01/01/2000	01/31/2000	01/31/2000	08	N	02/01/2000	02/29/2000	02/29/2000			
09	N	03/01/2000	03/31/2000	03/31/2000	10	N	04/01/2000	04/30/2000	04/28/2000			
11	N	05/01/2000	05/31/2000	05/31/2000	12	N	06/01/2000	06/30/2000	06/30/2000			
=====												
YEAR	PAY SCHEDULE / NAME				PAY CYCLE	USE CYCLE	FOR TAX	CLASSIFICATION	DATE CHGD	OPER ID		
Y2	EOM10B 10 MONTH SUMMER BENEFITS				MO	NO		'R'EGULAR	10/01/----	PAYS		
PAYROLL	DEFER	DATE START	DATE END	DATE PAID	PAYROLL	DEFER	DATE START	DATE END	DATE PAID			
01	B	07/01/1999	07/31/1999	07/30/1999	02	B	08/01/1999	08/31/1999	08/31/1999			
03	N	09/01/1999	09/30/1999	10/04/1999	04	N	10/01/1999	10/31/1999	10/29/1999			
05	N	11/01/1999	11/30/1999	11/30/1999	06	N	12/01/1999	12/31/1999	12/30/1999			
07	N	01/01/2000	01/31/2000	01/31/2000	08	N	02/01/2000	02/29/2000	02/29/2000			
09	N	03/01/2000	03/31/2000	03/31/2000	10	N	04/01/2000	04/30/2000	04/28/2000			
11	N	05/01/2000	05/31/2000	05/31/2000	12	N	06/01/2000	06/30/2000	06/30/2000			
=====												
YEAR	PAY SCHEDULE / NAME				PAY CYCLE	USE CYCLE	FOR TAX	CLASSIFICATION	DATE CHGD	OPER ID		
Y2	EOM10S 3 CHECKS IN JUNE				MO	NO		'R'EGULAR	05/05/1999	PRPA		
PAYROLL	DEFER	DATE START	DATE END	DATE PAID	PAYROLL	DEFER	DATE START	DATE END	DATE PAID			
03	N	09/01/1999	09/30/1999	09/30/1999	04	N	10/01/1999	10/31/1999	10/29/1999			
05	N	11/01/1999	11/30/1999	11/30/1999	06	N	12/01/1999	12/31/1999	12/30/1999			
07	N	01/01/2000	01/31/2000	01/31/2000	08	N	02/01/2000	02/29/2000	02/29/2000			
09	N	03/01/2000	03/31/2000	03/31/2000	10	N	04/01/2000	04/30/2000	04/28/2000			
11	N	05/01/2000	05/31/2000	05/31/2000	12	N	06/01/2000	06/30/2000	06/30/2000			
13	Y	06/01/2000	06/30/2000	06/26/2000	14	Y	06/01/2000	06/30/2000	06/28/2000			
=====												

QCC Version of Pay Schedules

There is also a QCC version of Pay Schedules. See the *QSS ControlCenter Guide* for details about using QCC.

To open the QCC version in *QSS ControlCenter*, select **HR Code Maintenance** from the Menu Bar or Human Resources Tree as shown below.

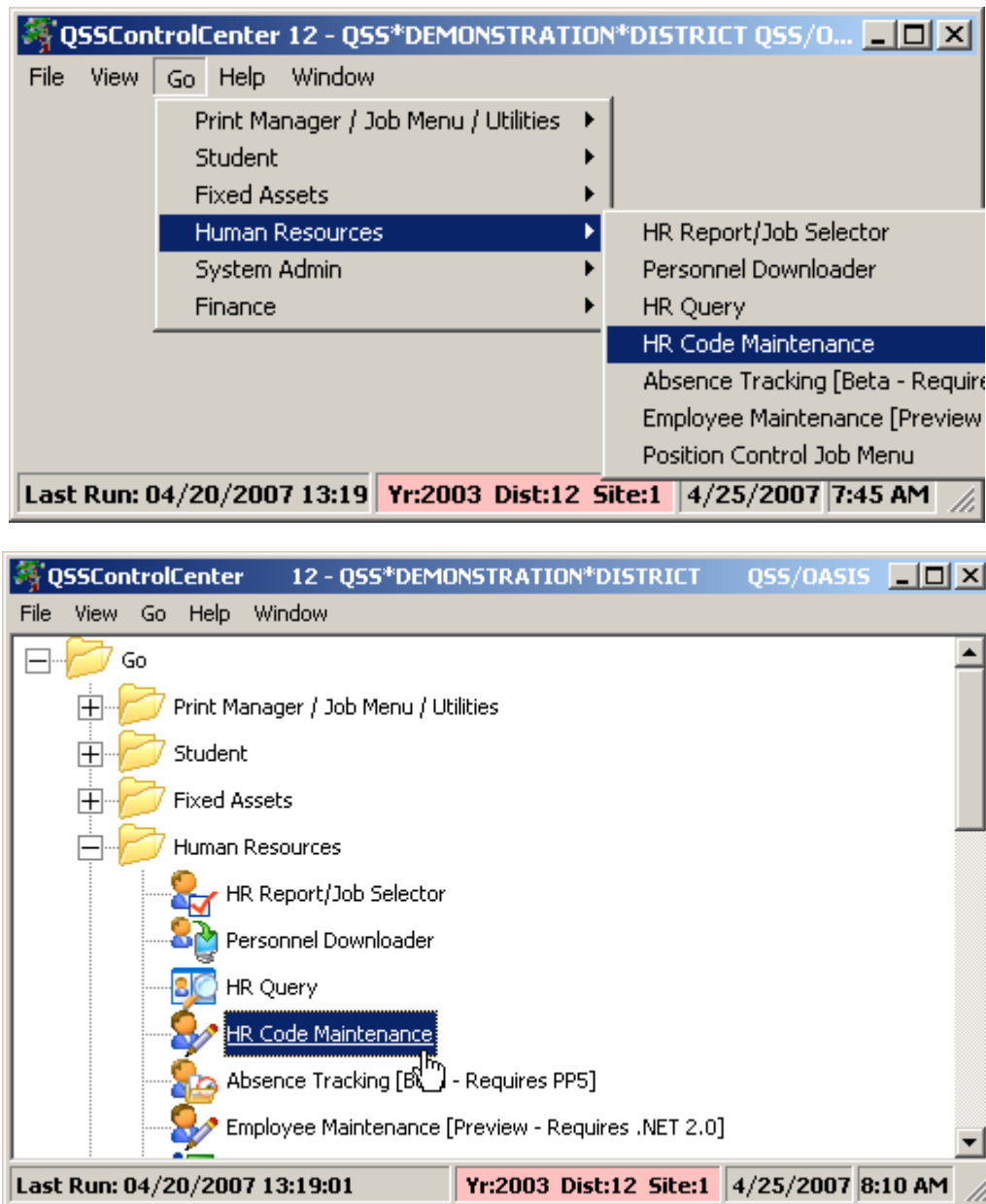


Figure 7-6: Select HR Code Maintenance

Then select **Pay Schedules** under the **Payroll** folder as shown in the *HR Code Maintenance* window below.

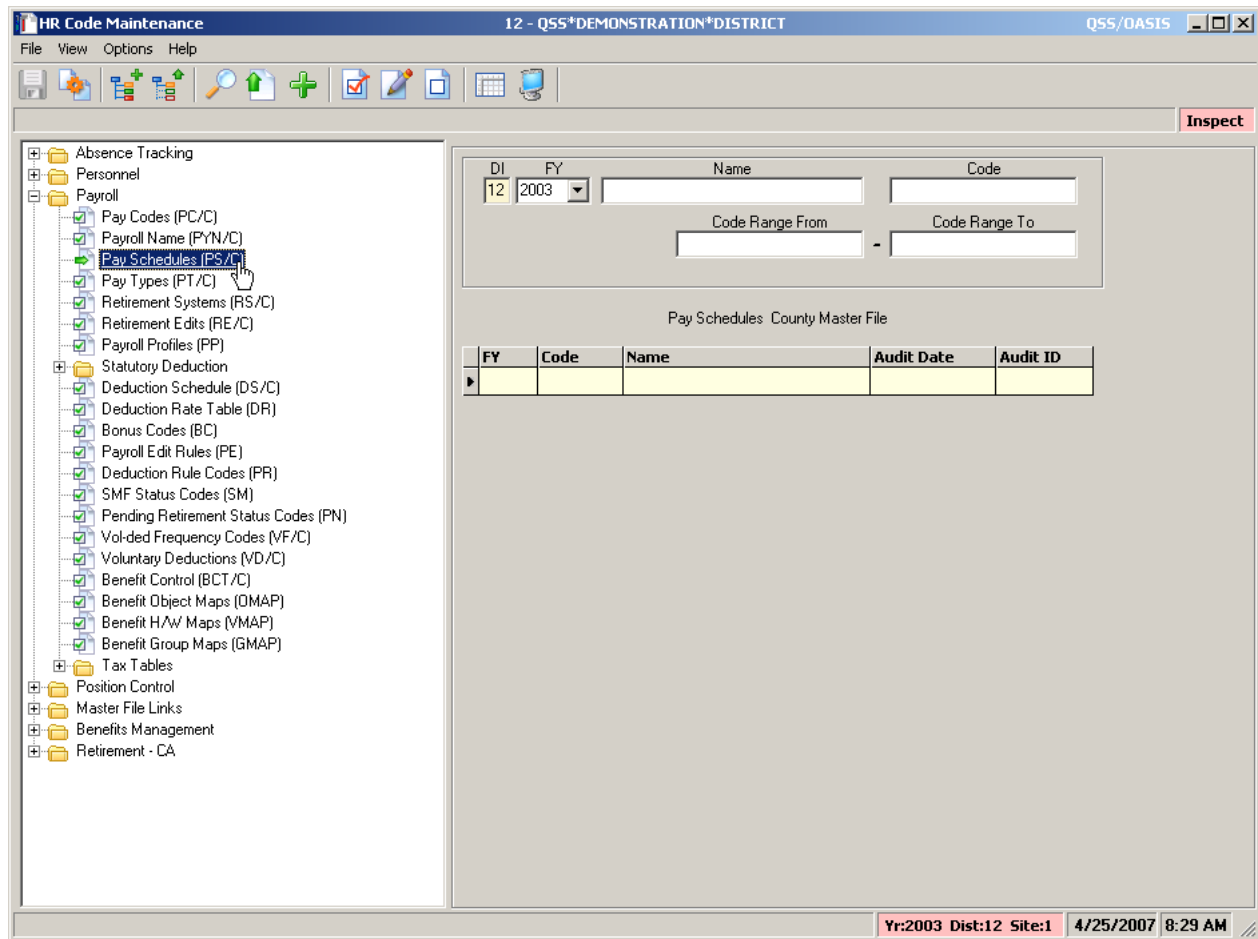


Figure 7-7: Pay Schedules Master File

Then select ADD, CHANGE, or INSPECT to open the *Pay Schedule* window shown below. Since the traditional version and QCC version both use the same database, the field definitions are the same.

Change Pay schedule 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

Pay Schedules Codes : 97 : M11XV

Fiscal Year : 97

Pay Schedules Code : M11XV

Pay Schedules Name : MID 11 PAY/NO SUMMER W/ V-D

Cycle : Monthly

☐ Use Cycle for Tax

Class : ☒ Regular ☐ Supplemental

Edit Entry

Payroll 04 Deferred No Start 10/01/1996 End 10/31/1996 Paid 11/15/1996

Days 23.00 Hours 184.00 Weeks Local Use

Payroll	Deferred	Start	End	Paid	Days	Hours	Weeks
02	No	8/1/1996	8/31/1996	9/13/1996	22.00	176.00	
03	No	9/1/1996	9/30/1996	10/15/1996	21.00	168.00	
04	No	10/1/1996	10/31/1996	11/15/1996	23.00	184.00	
05	No	11/1/1996	11/30/1996	12/13/1996	21.00	168.00	
06	No	12/1/1996	12/31/1996	1/15/1997	22.00	176.00	
07	No	1/1/1997	1/31/1997	2/14/1997	23.00	184.00	
08	No	2/1/1997	2/28/1997	3/14/1997	20.00	160.00	
09	No	3/1/1997	3/31/1997	4/15/1997	21.00	168.00	
10	No	4/1/1997	4/30/1997	5/15/1997	22.00	176.00	

Payrolls : 11

Audit Information

ID: DA06 Date: 04/07/2006 Time: 10:35:49 AM

Yr:1997 Dist:07 Site:1 4/2/2009 8:40 AM

Figure 7-8: Pay Schedules Window

The CHANGE selection is shown in this example. To change a record, select it in the **Payroll** column and enter changes in the **Edit Entry** fields.

Creating New Deduction Schedules (PP0010)

Voluntary Deduction Frequencies and Deduction Schedules

Overview

There are two ways to control the payroll numbers on which voluntary deductions are taken: Vol-Ded Frequencies and Deduction Schedules. Each district uses one or the other, but not both. The instructions for this master file describes both methods so you can decide which one is best for you. Once a method is chosen, your system administrator sets up the district options for payroll computation to specify which one your district is using.

Both Vol-Ded Frequencies and Deduction Schedules are county-controlled; in other words, every district uses the same codes. Therefore, only one set of codes need be defined, regardless of how many districts there are. However, each district can use only the codes that are linked to it.

Only those with county access can add, change, or delete codes. However, those with district access can inspect codes or request a report.

Voluntary Deduction Frequencies

Voluntary deduction frequencies are used by the Payroll System to determine when vol-deds (voluntary deductions) are taken. This is the simpler of the two methods. It allows you to specify that a deduction be taken on every payroll (both regular and supplemental) or on specified regular payrolls. Since voluntary deduction frequencies are not tied to a specific fiscal year, you can define them once and use the same codes for many years.

Deduction Schedules

Deduction schedules allow you more control than voluntary deduction frequencies, but they are more difficult to set up. As with voluntary deduction frequencies, deduction schedules allow you to specify the payroll periods on which to take deductions. However, you can define deduction schedules that apply to regular payrolls only, supplemental payrolls only, or both kinds of payrolls.

The major difference between the two methods is that deduction schedules require annual maintenance.

Deductions schedules are tied to a particular fiscal year. Therefore, you must create a separate set of deduction schedules for each fiscal year. In contrast, voluntary deduction frequencies are not linked to a year, so you can define them once, then use the same frequencies year after year.

Getting to the Deduction Schedules Master File

This master file is accessed within Update Per/Pay Master Files (PP0010), from a menu item reading something like "Update Personnel/Payroll Master Files."

District: 65		Update Per/Pay Chart of Codes		QSS/OASIS	
File to update (H for help): DS					
PP0010 H.00.04 compiled 10/18/01					
Start Over	Help			Start Over	Return to Menu

Figure 7-9: Update Per/Pay Chart of Codes Screen

Option Screen for Master File DS: Deduction Schedules

Figure 7-10 illustrates the screen for choosing an option for the Deduction Schedule Master File. This master file is accessed within Update Per/Pay Master Files (PP0010), from a menu item reading something like "Update Personnel/Payroll Master Files."

District: 07				Update Per/Pay Master Files				QSS/OASIS									
Master file: DS Deduction Schedule																	
Option (H for help): █																	
Valid options are:																	
A - add a record																	
C - change a record																	
D - delete a record																	
I - inspect a record																	
R - request master file report																	
S - select another file to update																	
E - exit program																	
Select File								Select File								Return to Menu	

Figure 7-10: Option Screen for Master File DS: Deduction Schedules

Adding, Changing, or Inspecting Deduction Schedules

Selecting a Schedule

Figure 7-11 illustrates the screen that is displayed after you select the add, change, or inspect option.

District: 07				Update Per/Pay Master Files				QSS/OASIS									
Master file: DS Deduction Schedule																	
Option (H for help): A																	
Fiscal Year: Y2																	
Deduction Schedule: 12 12-MONTH EMPLOYEES																	
Select File								Previous Screen								Return to Menu	

Figure 7-11: Selecting a Deduction Schedule

Maintaining a Schedule

Figure 7-12 illustrates the screen for maintaining a deduction schedule. This screen allows you to select the pay periods on which to take deductions throughout a fiscal year.

District: 07		Maintain Deduction Schedule				QSS/OASIS	
Fiscal Year: Y2		Deduction Schedule: 12 12-MONTH EMPLOYEES					
		Classification: <input type="checkbox"/> 'R'egular, 'S'upplemental, 'B'oth					
Pr	Flag	Employee	Factor	Employer	Factor	Local Use	
01.							
02.							
03.							
04.							
05.							
06.							
07.							
08.							
09.							
10.							
11.							
12.							
Page 1 of 1		Number of Payrolls: 12					
Select File	Print Screen	Select Option	Validate Payrolls	Page Backward	Page Forward	Update Data	Return to Menu

Figure 7-12: Maintaining a Deduction Schedule

Report Request Screen for Deduction Schedules

Fill in the fields as explained below.

Figure 7-13: Report Request Screen for Deduction Schedules

Sample Deduction Schedules Report

7-15

QCC Version of Deduction Schedules

There is also a QCC version of Deduction Schedules. See the *QSS ControlCenter Guide* for details about using QCC.

To open the QCC version in *QSS ControlCenter*, select **HR Code Maintenance** from the Menu Bar or Human Resources Tree as shown below.

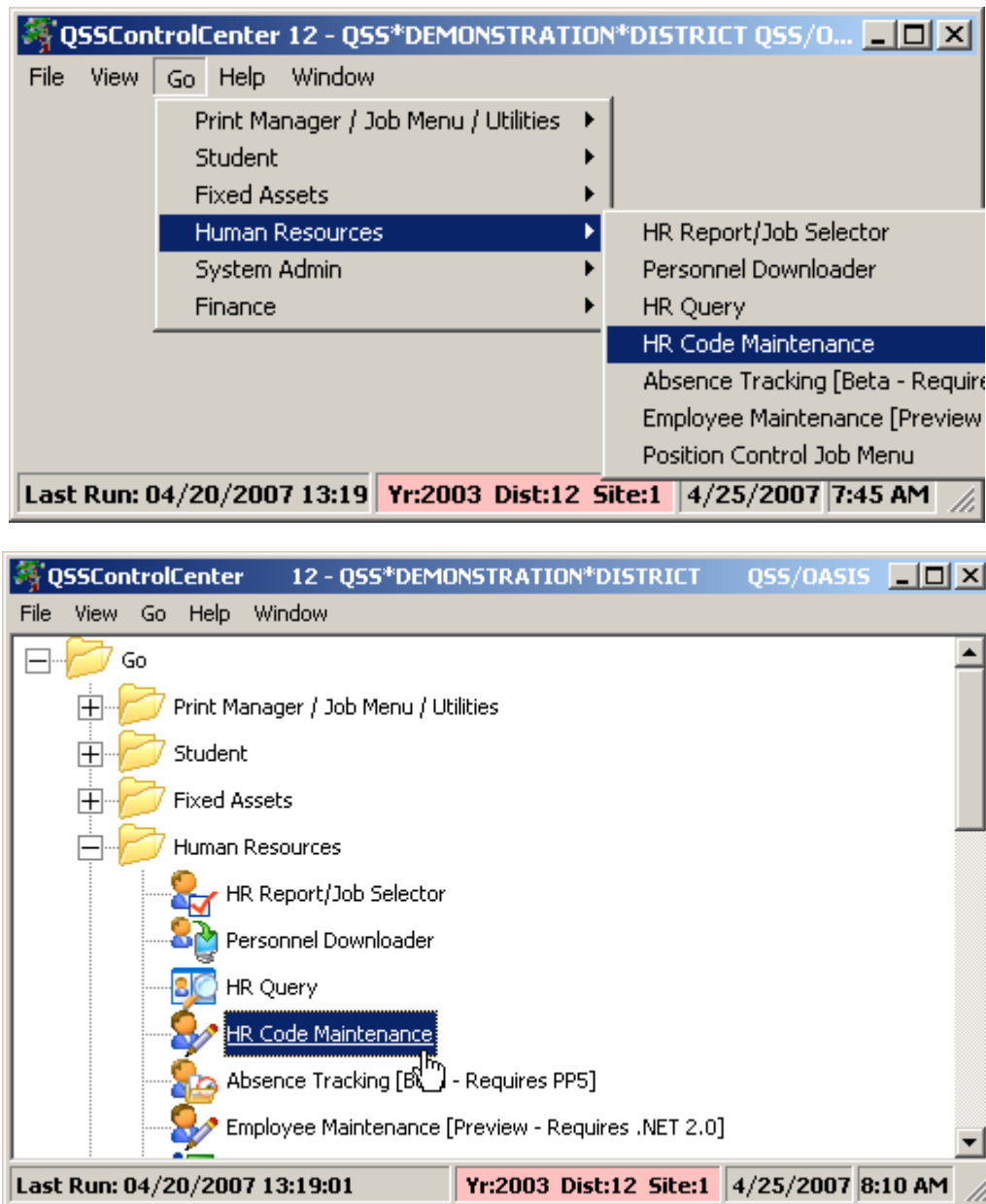


Figure 7-14: Select HR Code Maintenance

Then select **Deduction Schedules** under the **Payroll** folder as shown in the *HR Code Maintenance* window below.

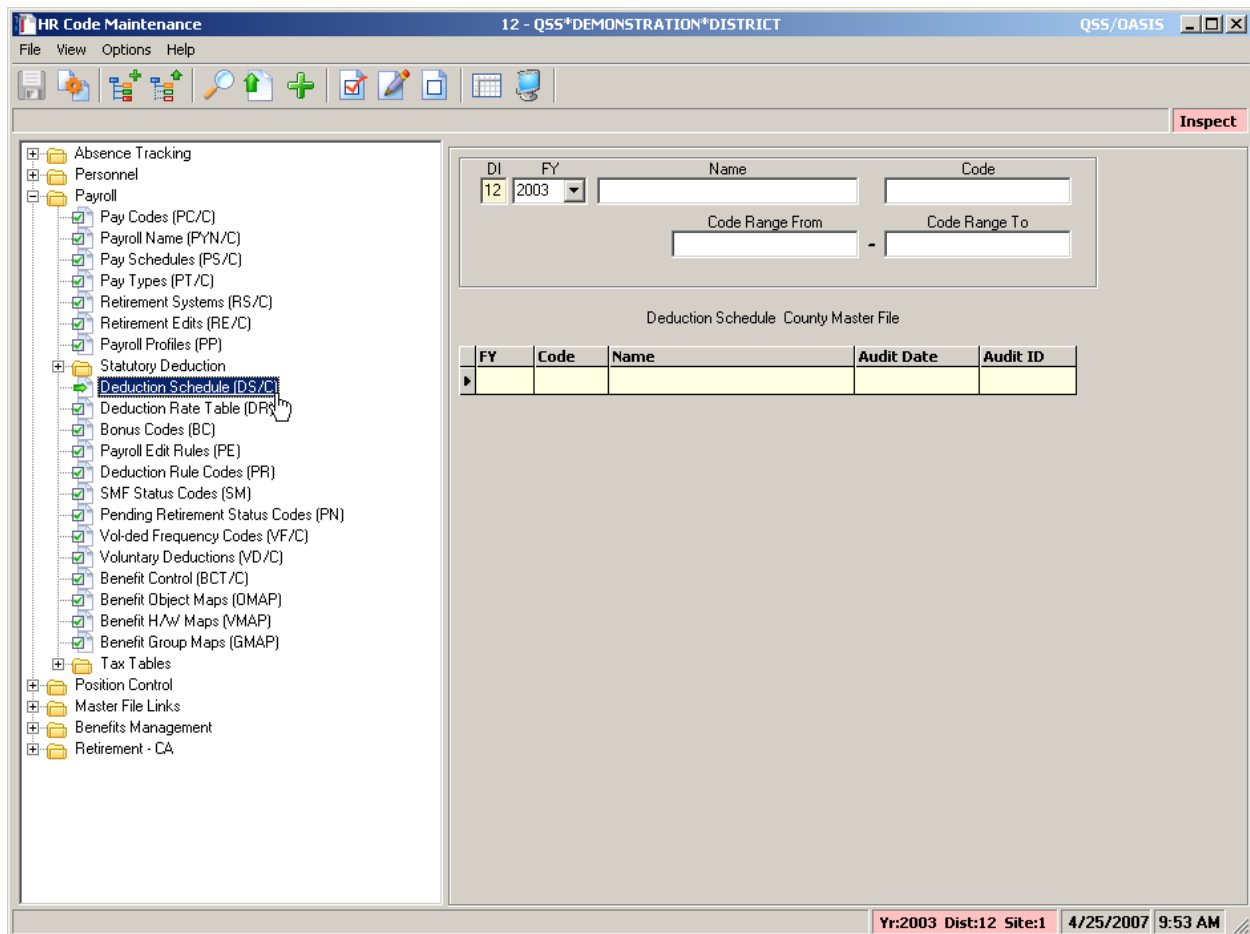

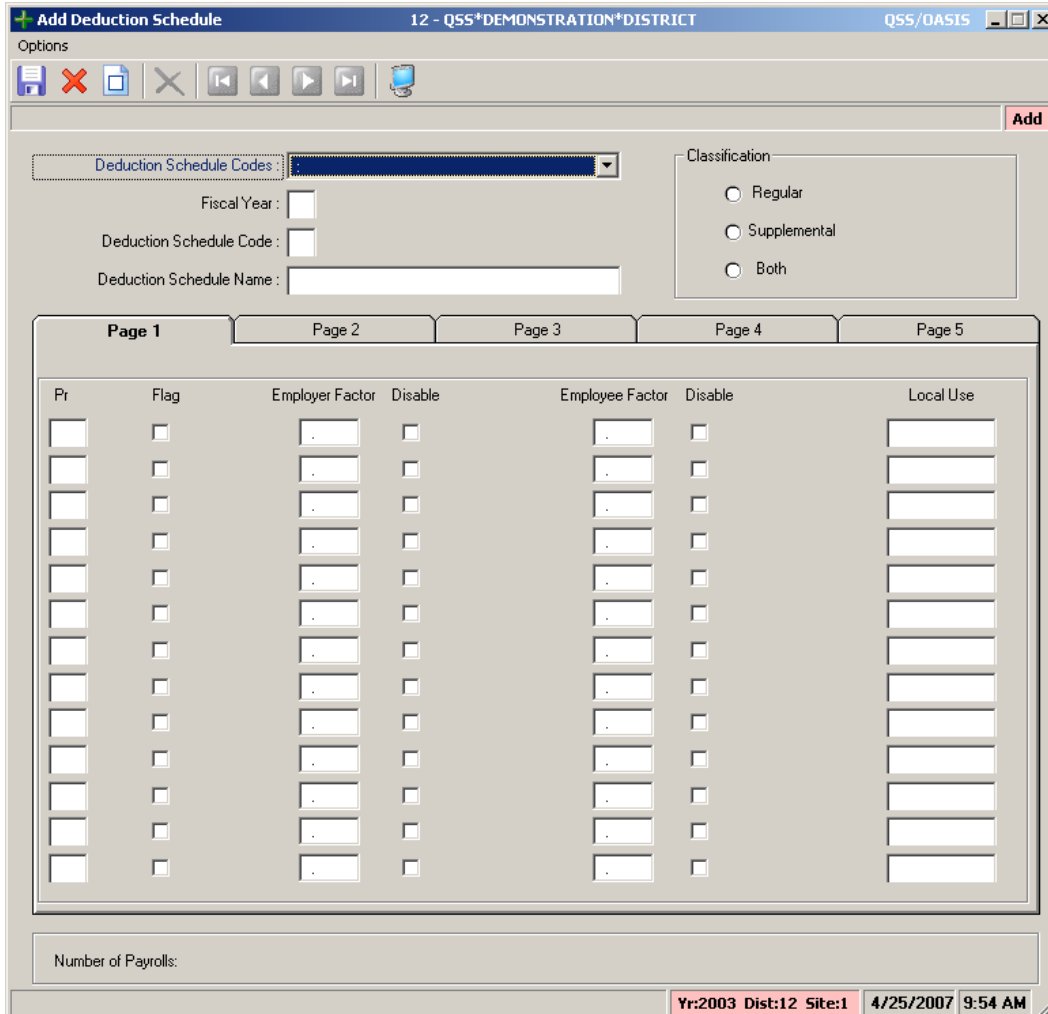


Figure 7-15: Pay Deductions Master File

Then select the ADD icon  to open the *Add Pay Deduction* window shown below. Since the traditional version and QCC version both use the same database, the field definitions are the same.



Add Deduction Schedule 12 - QSS*DEMONSTRATION*DISTRICT QSS/OASIS

Options

Deduction Schedule Codes :

Fiscal Year :

Deduction Schedule Code :

Deduction Schedule Name :

Classification

☐ Regular

☐ Supplemental

☐ Both

Page 1 Page 2 Page 3 Page 4 Page 5

Pr	Flag	Employer Factor	Disable	Employee Factor	Disable	Local Use
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Number of Payrolls:

Yr:2003 Dist:12 Site:1 4/25/2007 9:54 AM

Figure 7-16: Add Deduction Schedules

Creating New Payroll Bonus (BC) Codes (PP0010)



Payroll Bonus Codes are only used for the *Enhanced Payroll System*. If you use the standard *Payroll System*, skip this step.

Define BC codes for bonus pay, such as annual bonuses for an advanced degree or differential pay for working the night shift. The *Payroll System* uses the rules in this master file to compute the bonus amount to be paid during each pay period. A district must define a new set of bonuses for each fiscal year.

If you are using the *Enhanced Position Control System* and you use PL0402 to load paylines to the Payline (PR) Screen of PP0002, Position Control Bonus (PB) Codes will be mapped to BC codes on the PR Screen. When you define a PB code, as explained in the next section, you need to name the BC code(s) to which it will be mapped. Therefore, you should define BC codes before defining PB codes.

Overview

The Bonus Codes Master File allows you to define a variety of bonuses for employees and the rules for calculating the bonus amount to be paid during each pay period during a fiscal year. Here are some examples of the kinds of bonuses you can define:

- ◆ Masters's degree.
- ◆ Shift differentials (hourly, daily, or percentage bonus).
- ◆ Longevity.
- ◆ Mentor teachers.

You can make the bonus amount any of the following:

- ◆ Annual dollar amount.
- ◆ Fixed dollar amount per pay period.
- ◆ Hourly or daily bonus amount.
- ◆ Percentage of base pay.

After you assign a Bonus Code to an employee, the *Payroll System* automatically calculates the amount of the bonus for each pay period throughout a fiscal year. Each Bonus Code is tied to a specific fiscal year, so you must create a new set of Bonus Codes for each year.

There is a batch update process for Bonus Codes. Mass Recalculate Pay Position (PAY910) allows you to update the dollar amounts for all Pay Lines with a specific Bonus Code. For example, MA is the Bonus Code for a master's degree. The amount

of the bonus increases from \$1,000 per year in FY 06 to \$1,100 in FY 07. You can use the batch update process to locate all Pay Lines with that Bonus code, then recalculate and update the bonus amount for each employee with that Bonus Code.



PAY910 should only be used if you do not drive *Payroll* from *Position Control*.



If you drive *Payroll* from *Position Control*, when you run PL0402 (Load Payroll Data From Position Control) you create or update Pay Lines on the PR Screen from position assignments on the EA Screen. The PB Bonus Code amounts on the EA Screen are loaded to BC Bonus Codes on the Pay Line (PR) Screen in *Payroll*.

Relationship Between PB Codes and BC Codes

This topic could be the subject of a full-day training session, so it is not possible to explain it thoroughly here. A brief explanation follows:

- PB Codes are used for bonuses on the EA Screen. (Enhanced Position Control)
- BC Codes are used for bonuses on the PR Screen. (Enhanced Payroll)
- When you run PL0402 to load Position Control bonuses to Payroll, PB Code *values* are mapped to BC Codes.

Also:

- PB Codes may involve complex calculations and/or have multiple values. The EA Screen can complete these complex computations before PB Code values are moved to the PR Screen.
- BC Codes are always simple one-to-one codes. One code has one value or one amount entered manually. The PR Screen cannot make computations as complex as those made by the EA Screen. Therefore, some BC Codes cannot be changed on the PR Screen. They must be 'locked' into the PB Code values calculated on the EA Screen.

A BC Code is 'locked' by setting its **Locked to Position Control** flag to Y (Yes). The only way to change a 'locked' BC Code value on the PR Screen is to run PL0402 again.

Getting to the Payroll Bonus Codes (BC) Master File

This master file is accessed within Update Per/Pay Master Files (PP0010), from a menu item reading something like "Update Personnel/Payroll Master Files."

District: 07 Update Per/Pay Chart of Codes QSS/OASIS

File to update (H for help): BC

Figure 7-17: Update Per/Pay Chart of Codes Screen

Option Screen for Master File BC: Bonus Code Value

Figure 7-18 illustrates the screen for choosing an option for the Bonus Code Value Master File. This is one of many master files that you can maintain with Update Per/Pay Master Files (PP0010).

District: 07		Update Per/Pay Master Files		QSS/OASIS	
Master file: BC Bonus Code Values					
Option (H for help): A					
Valid options are:					
A - add a record					
C - change a record					
D - delete a record					
I - inspect a record					
R - request master file report					
S - select another file to update					
E - exit program					
<div></div>					
Select File				Select File	
					Return to Menu

Figure 7-18: Option Screen for Master File BC: Bonus Codes

Add, Change, or Inspect Bonus Code Values

```
District: 07                Update Per/Pay Master Files                QSS/OASIS
```

```
Master file: BC Bonus Code Values
```

```
Option (H for help): A
```

```
Year: 07      Code value: MASTER
```

Select File				Previous Screen			Return to Menu
----------------	--	--	--	--------------------	--	--	-------------------

Figure 7-19: First Payroll Bonus Code Screen

Payroll Bonus Code Value Second Screen

Figure 7-20 illustrates the second screen for Payroll Bonus Codes.

District: 07		Update Per/Pay Master Files		QSS/OASIS								
Master file: BC Bonus Code Values												
Option (H for help): A												
Year: 07	Code value:	MASTER										
	Name:	MASTER'S DEGREE BONUS										
	Abbr:	MASTER										
	Stub Name:	MASTER										
	D / P Flag:	D	Bonus Amount:	2000.00								
Use FTE in Bonus Calculation?:	N	S = separate, X = separate same base										
Retirement Load Flag:		Annual, Lump, Hourly, Daily, Units										
Bonus Rate Type:	A											
Manually Enter Amount:												
Locked from Position Control:												
Retirement PC:												
Retirement CC:												
RFU Flag-09:												
RFU Flag-10:												
<table border="1"> <tr> <td>Select File</td> <td></td> <td></td> <td></td> <td>Previous Screen</td> <td>Update</td> <td>Return to Menu</td> </tr> </table>						Select File				Previous Screen	Update	Return to Menu
Select File				Previous Screen	Update	Return to Menu						

Figure 7-20: Second Payroll Bonus Code Screen

Sample Bonus Code Values Report

65 QSS UNIFIED SCHOOL DISTRICT		Update Per/Pay Master Files		J355	PP1BCF	H.00.02	02/02/04	PAGE	0			
SAMPLE FOR DOCUMENTATION												
YEAR: 03												
Code	Name	NameAbbr	Stub Name	D/P	FTE	P/R	RT	MAN	PC	RFU	Flags	Amt/Pct

Report title: SAMPLE FOR DOCUMENTATION												
Sort option: Sorted by Code												

65 QSS UNIFIED SCHOOL DISTRICT Update Per/Pay Master Files J355 PP1BCF H.00.02 02/02/04 PAGE 1
 SAMPLE FOR DOCUMENTATION

YEAR: 03

Code	Name	NameAbbr	Stub Name	D/P	FTE	P/R	RT	MAN	PC	RFU	Flags	Amt/Pct
ADO	BONUS OVERRIDE	ADO	BONUS OVERRIDE	D	N		L	Y				.00
ASL	AMERICAN SIGN LANGUAGE	ASL	ASL	P	Y		A					.0250
BI/BIL	BILINGUAL/BILITERATE	BI/BIL	BI/BIL	P	Y		A					.0500
BIL	BILINGUAL	BIL	BIL	P	Y		A					.0250
CCP220	CC PERMIT 9+HRS/220DYS	CCP220	CCP220	D	N		A					1,000.00
CLT/10	CNTR LD TEACHER (ENDS 6/30/03)	CLT/10	CLT/10	D	N		L					520.00
COUNS	COUNSELOR	COUNS	COUNS	D	N		A					800.00
CTA/MA	CTA MASTERS DEGREE	CTA/MA	CTA/MA	D	N		A					1,500.00
CTAPHD	CTA MASTERS & PHD	CTA/PHD	CTA/PHD	D	N		A					2,000.00
EX/MA	EXECUTIVE MASTERS DEGREE	EX/MA	EX/MA	D	N		A					2,000.00
EX/PHD	EXECUTIVE MASTERS & PHD	EX/PHD	EX/PHD	D	N		A					3,500.00
FLEXWK	FLEX WORK HRS DIFF/ED SVC SPEC	FLEXWK	FLEXWK	P	Y		A					.0100
HAD	HEALTH AIDE DIFFERENTIAL	HAD	HAD	P	Y		A					.1000
IEP	IEP NON-ADJUSTED SCHEDULE	IEP	IEP	D	Y		A					1,000.00
LDPSY	LEAD PSYCHOLOGIST	LD/PSY	LD/PSY	D	Y		A					3,000.00
LDPSY2	LEAD PSYCHOLOGIST-SPLIT 2-100%	LDPSY/2	LDPSY/2	D	Y		A					1,500.00
LNURSE	LEAD NURSE	LNURSE	LNURSE	D	N		A					3,000.00
LONG10	LONGEVITY-10YR OTBS/AIDES/OSS	LONG10	LONG10	D	N		L					85.00
LONG15	LONGEVITY-15YR OTBS/AIDES/OSS	LONG15	LONG15	D	N		L					110.00
LONG19	LONGEVITY-19YR OTBS/AIDES/OSS	LONG19	LONG19	D	N		L					130.00
MT/MA	MT MASTERS DEGREE	MT/MA	MT/MA	D	N		A					2,000.00
MT/PHD	MT MASTERS & PHD	MT/PHD	MT/PHD	D	N		A					3,500.00
MTSC14	MT SVC COMP AFTER 14 YEARS COE	MTSC/14	MTSC/14	P	Y		A					.0375
MTSC18	MT SVC COMP AFTER 18 YEARS COE	MTSC/18	MTSC/18	P	Y		A					.0500
MTSC8	MT SVC COMP AFTER 8 YEARS COE	MTSC8	MTSC8	P	Y		A					.0250
NASP	NASP CERT-HIRED BEFORE 7/1/94	NASP	NASP	D	N		A					1,000.00
ND/10%	NIGHT DIFFERENTIAL-10%	ND/10%	ND/10%	P	Y		A					.1000
ND/9%	NIGHT DIFFERENTIAL-9%	ND/9%	ND/9%	P	Y		A					.0900
OPMA10	OT/PT MASTERS DEGREE-10MO	OPMA/10	OPMA/10	D	N		L					120.00
OPMA12	OT/PT MASTERS DEGREE-12MO	OPMA/12	OPMA/12	D	N		L					100.00

QCC Version of BC Codes

There is also a QCC version of BC Codes. See the *QSS ControlCenter Guide* for details about using QCC programs.

To open the QCC version in *QSS ControlCenter*, select **HR Code Maintenance** from the Menu Bar or Human Resources Tree as shown below.

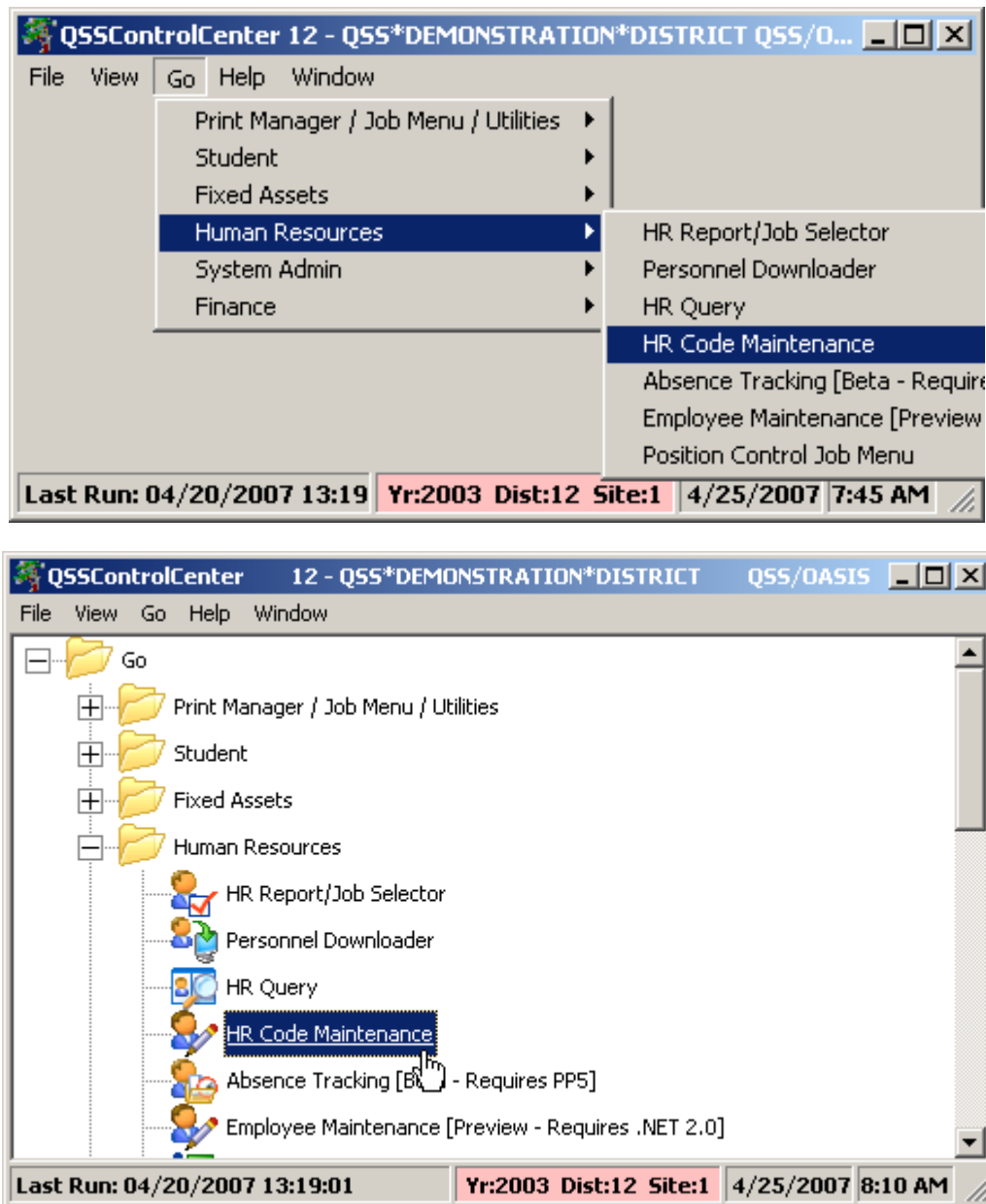


Figure 7-21: Select HR Code Maintenance


Then select **Bonus Codes (BC)** under the **Payroll** folder as shown in the *HR Code Maintenance* window below.

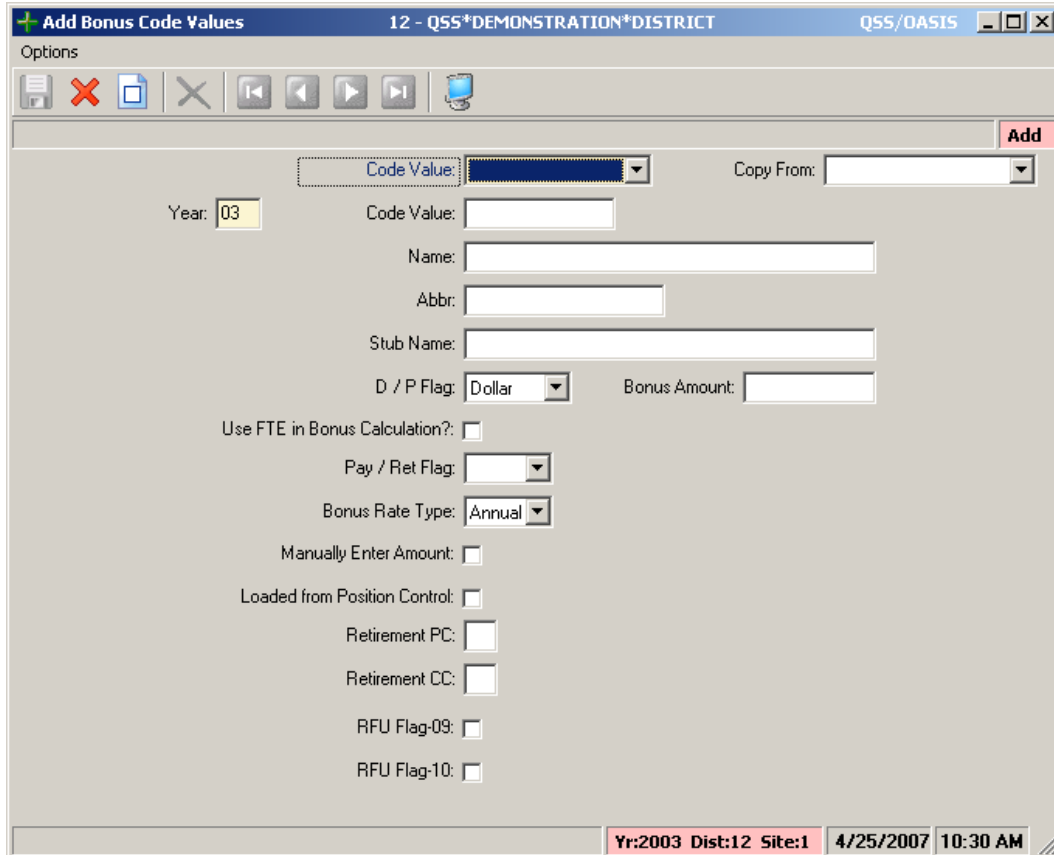
The screenshot shows the 'HR Code Maintenance' window with the title bar '12 - QSS*DEMONSTRATION*DISTRICT' and 'QSS/OASIS'. The left sidebar shows a tree view with 'Payroll' expanded, and 'Bonus Codes (BC)' selected. The main area displays a form for 'Bonus Codes District Master File' with fields for 'DI' (12), 'FY' (2003), 'Name', 'Code', 'Code Range From', and 'Code Range To'. Below the form is a table with columns: FY, Code, Name, Abbr, Audit Date, and Audit ID. The table is currently empty.

FY	Code	Name	Abbr	Audit Date	Audit ID

At the bottom right of the window, the status bar shows: 'Yr:2003 Dist:12 Site:1 4/25/2007 10:11 AM'.

Figure 7-22: Payroll Bonus Codes Master File

Then select the ADD icon  to open the *Add Bonus Code Values* window shown below. Since the traditional version and QCC version both use the same database, the field definitions are the same.



The screenshot shows the 'Add Bonus Code Values' window. The title bar indicates the window is titled '12 - QSS*DEMONSTRATION*DISTRICT' and 'QSS/OASIS'. The window contains the following fields and options:

- Options: A toolbar with icons for file operations and navigation.
- Code Value: A dropdown menu.
- Copy From: A dropdown menu.
- Year: A text box containing '03'.
- Code Value: A text box.
- Name: A text box.
- Abbr: A text box.
- Stub Name: A text box.
- D / P Flag: A dropdown menu set to 'Dollar'.
- Bonus Amount: A text box.
- Use FTE in Bonus Calculation?: A checkbox.
- Pay / Ret Flag: A dropdown menu.
- Bonus Rate Type: A dropdown menu set to 'Annual'.
- Manually Enter Amount: A checkbox.
- Loaded from Position Control: A checkbox.
- Retirement PC: A text box.
- Retirement CC: A text box.
- RFU Flag-09: A checkbox.
- RFU Flag-10: A checkbox.

The status bar at the bottom displays 'Yr:2003 Dist:12 Site:1' and a timestamp of '4/25/2007 10:30 AM'.

Figure 7-23: Add Bonus Code Values

Creating New Position Control Bonus (PB) Codes (PP0010)

Introduction

Position Control Bonus Codes are used to assign bonuses to employees on the Employee Assignment (EA) Screen of Employee Maintenance (PP0002). You can create customized bonus codes suited for your district and assign up to 20 of them to each employee position assignment on the EA Screen.

Position Control Bonuses can be defined for a:

- Fixed dollar amount or percentage of Base Pay specified on the PB Bonus Codes Screen.
- Dollar amount or percentage that can be manually entered on the EA Screen.
- Longevity bonus based on a Salary Schedule.
- Longevity bonus based on a table defined on the PB Bonus Codes Screen.
- Degree type bonus based on a Salary Schedule.
- Degree type bonus based on a table defined on the PB Bonus Codes Screen.
- Per diem days specified on the PB Bonus Codes Screen.
- Per diem days manually entered on the EA Screen.



The EA Screen is a major feature of the Enhanced Position Control System which replaces the standard Version H Position Assignment (PO) Screen. The main advantage of the EA Screen is the increased capacity and flexibility for entering bonuses.



If you drive Payroll from Position Control, when you run PL0402 (Load Payroll Data From Position Control) you create or update Pay Lines on the PR Screen from position assignments on the EA Screen. The bonus amounts calculated for the PB Bonus Codes on the EA Screen are mapped to the Pay Line (PR) Screen in Payroll where they are shown as pay lines for Payroll Bonus Codes.

Note: PL0402 is only used if you are using both *Enhanced Position Control* and *Enhanced Payroll* (which supports bonus codes on the PR/PX screen).

Relationship Between PB Codes and BC Codes

This topic could be the subject of a full-day training session, so it is not possible to explain it thoroughly here. A brief explanation follows:

- PB Codes are used for bonuses on the Employee Assignment (EA) Screen in the *Enhanced Position Control System*. PB Codes may involve complex calculations and/or have multiple values.
- BC Codes are used for bonuses on the PR Screen in the *Enhanced Payroll System*. BC Codes are always simple one-to-one codes. One code has one value or one amount entered manually.

- When you run PL0402 to load Position Control bonuses to Payroll, PB Code *values* are mapped to BC Codes on the Payline (PR) Screen of PP0002.
- Every PB Code must have at least one corresponding BC code to receive the amounts mapped by PL0402. In some cases, a PB Code may have many values (such as a longevity table or degree-type table). These multiple PB Code values can all be mapped to one default BC Code or to many different BC Codes specified on the PB Code Screen.
- You must define BC Codes, as described in the previous section, before you define PB Codes.

When to Use the Position Control Bonus Codes Master File

Use PB Codes when you assign bonuses to employees' on the EA Screen of Employee Maintenance (PP0002).

This master file is district-controlled. Therefore, each district maintains its own set of codes for this master file. Codes are year-based and must be re-defined every year.

Getting to the Position Control Bonus Codes (PB) Master File

This master file is accessed within Update Per/Pay Master Files (PP0010), from a menu item reading something like "Update Personnel/Payroll Master Files."

District: 07Update Per/Pay Chart of CodesQSS/OASIS

File to update (H for help): PB

Start Over

Help

Start Over

Return to Menu

Figure 7-24: Update Per/Pay Chart of Codes Screen

Option Screen for PB: Position Control Bonus Codes

Figure 7-25 illustrates the screen for choosing an option for the Position Control Bonus Codes Master File. This is one of many master files that you can maintain with Update Per/Pay Master Files (PP0010).

District: 07	Update Per/Pay Master Files	QSS/OASIS
Master file: PB Position Cntl Bonus Codes		
Option (H for help): A		
Valid options are:		
A - add a record		
C - change a record		
D - delete a record		
I - inspect a record		
R - request master file report		
S - select another file to update		
E - exit program		
PP1058 H.00.02 compiled 03/09/05		
Select File		Select File
		Return to Menu

Figure 7-25: Option Screen for Master File PB: Bonus Codes

Add, Change, or Inspect Position Control Bonus Codes

Position Control Bonus Code Value Screen One

Figure 7-26 illustrates the screen that displays after you select the Add, Change, or Inspect option for the Position Control Bonus Codes Master File.

```

District: 07
Update Per/Pay Master Files
QSS/0ASIS

Master file: PB Position Cntl Bonus Codes

Option (H for help): A

Year: 07 Code value: $500NN

```

Figure 7-26: First Position Control Bonus Code Screen

Position Control Bonus Code Value Second Screen

Figure 7-27 illustrates the second screen for Payroll Bonus Codes.

District: 07		Update Per/Pay Master Files		QSS/OASIS	
Master file: PB Position Cntl Bonus Codes					
Option (H for help): A					
Year: 07 Code value: \$500NN					
Name: 500 DOLLARS PRO=N FTE=N Abbr: 4500 NN					
Type: F D-P Flag: 0 Rule:					
Prorate: N Use FTE: N Payroll Load: S Load Pay Type:					
Default Payroll Bonus Code: \$500NN					
Level	Amt/Pct	Bonus Code	Level	Amt/Pct	Bonus Code
1.	500.00		2.		
3.			4.		
5.			6.		
7.			8.		
9.			10.		
11.			12.		
13.			14.		
15.			16.		
17.			18.		
19.			20.		
Select File	Print Screen		Previous Screen	Update	Return to Menu

Figure 7-27: Second Position Control Bonus Code Screen

Position Control Bonus Codes Master File: Sample Report (PP1MPB)

65 QSS DEMONSTRATION DISTRICT Position Control Bonus Codes Report J7035 PP1MPB H.00.01 03/01/05 PAGE 1

Sample for Documentation

Yr	Code	Name	Abbr	Type	D/P	Rule	Pro rate	FTE	Payroll Load	Load Pay Ty	Default Bonus
05	PBDEG	PBDEG DEGREE FROM SAL SCHED	DEG SS	DG					B		BCDEG BCDEG DEGREE FROM SS PBDEG
05	PBF	PBF FIXED AMOUNT	FIXED	F	P		Y	Y	S		BCF BCF FIXED AMOUNT
		Level Percent Bonus code		Level		Percent Bonus code				Level	Percent Bonus code
		1.0000 BCF FIXED									
05	PBLONG	PBLONG LONGEVITY SS	LONG SS	LG					S		BCLONG LONGEVITY FROM THE SAL SCH
05	PBM	PBM MANUAL AMOUNT	MANUAL	M	P		Y	Y	B		BCM BCM MANUAL AMOUNT
05	PBPD	PBPD PER DIEM	PERDIEM	PD					S		BCPD BCPD PER DIEM
		Level Amount Bonus code		Level		Amount Bonus code				Level	Amount Bonus code
		1.00									
05	PBPDM	PBPDM PER DIEM MANUAL	MAN PD	PDM					S		BCPDM PER DIEM MANUAL FROM PC
05	PBTDG	PBTDG TABLE DRIVEN DEGREE	TBL DEG	TDG	D	H	Y	Y	S		BCTDG TABLE DEGREE BASED
		Level Amount Bonus code		Level		Amount Bonus code				Level	Amount Bonus code
		1,000.00 4,000.00				2,000.00 5,000.00					3,000.00
05	PBTGY	PBTGY TABLE DEGREE BASED	TBL DEG	TDG	D	A	N	N	S		BCTDG TABLE DEGREE BASED
		Level Amount Bonus code		Level		Amount Bonus code				Level	Amount Bonus code
		100.00 400.00				200.00 500.00					300.00
05	PBTM	PBTM MONTH BASED TABLE	PBTM	TM	P		N	N	S		BCTM BCTM MONTH BASED TABLE
		Month Percent Bonus code		Month		Percent Bonus code				Month	Percent Bonus code
		12 1.0000 48 4.0000		24 2.0000 60 5.0000					36 3.0000		
05	PBTY	PBTY TABLE YEARS	TBL YRS	TY	P		Y	Y	S		BCTY BCTY TABLE YEARS FROM PC
		Year Percent Bonus code		Year		Percent Bonus code				Year	Percent Bonus code
		1 1.0000 1 2.0000 1 3.0000		1 5.0000 1 6.0000 1 9.0000						1 12.0000 1 15.0000 1 18.0000	
		1 4.0000 1 7.0000 1 10.0000 1 13.0000 1 16.0000		1 8.0000 1 11.0000 1 14.0000 1 17.0000							

QCC Version of PB Codes

There is also a QCC version of PB Codes. See the *QSS ControlCenter Guide* for details about using QCC.

To open the QCC version in *QSS ControlCenter*, select **HR Code Maintenance** from the Menu Bar or Human Resources Tree as shown below.

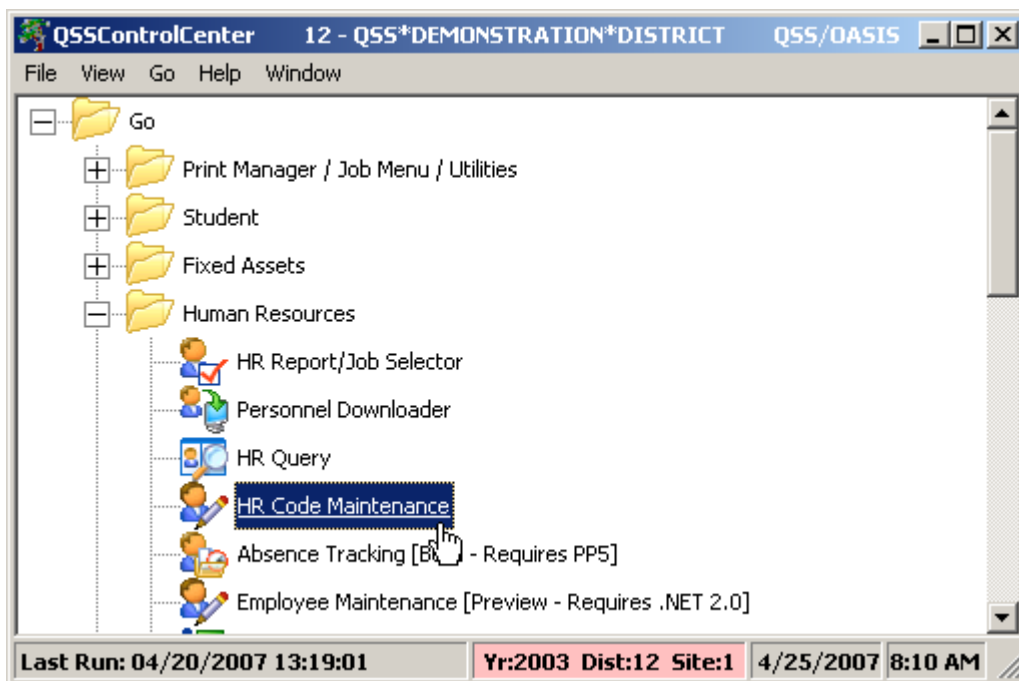
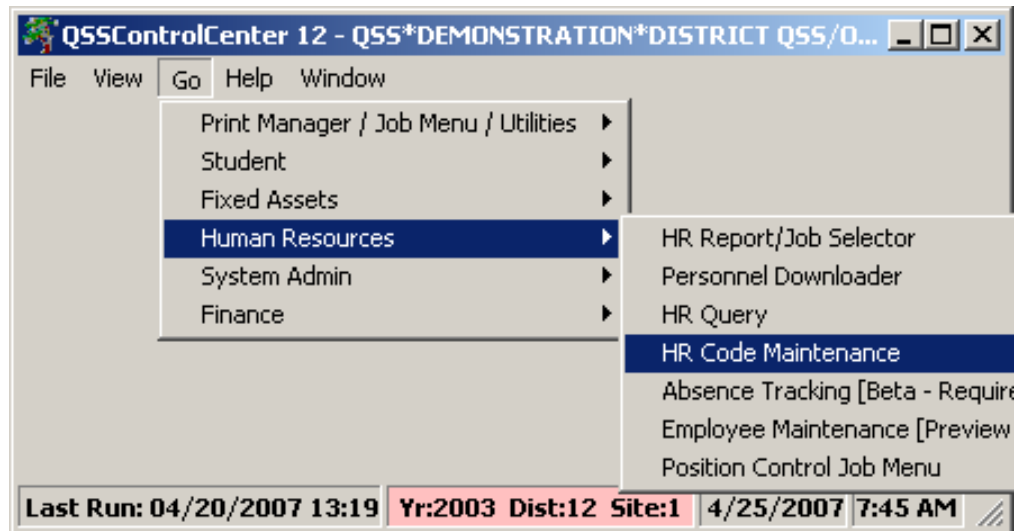


Figure 7-28: Select HR Code Maintenance

Then select **Position Control Bonus Codes (PB)** under the **Payroll** folder as shown in the *HR Code Maintenance* window below.

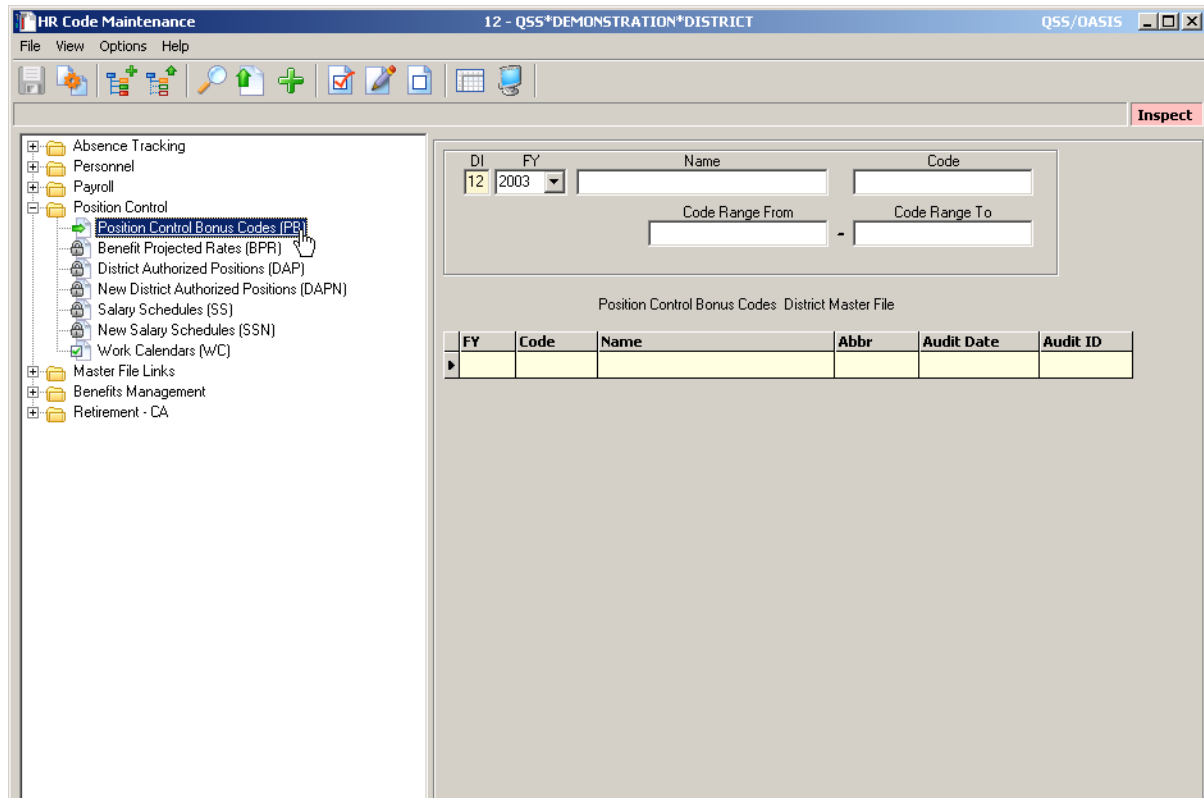

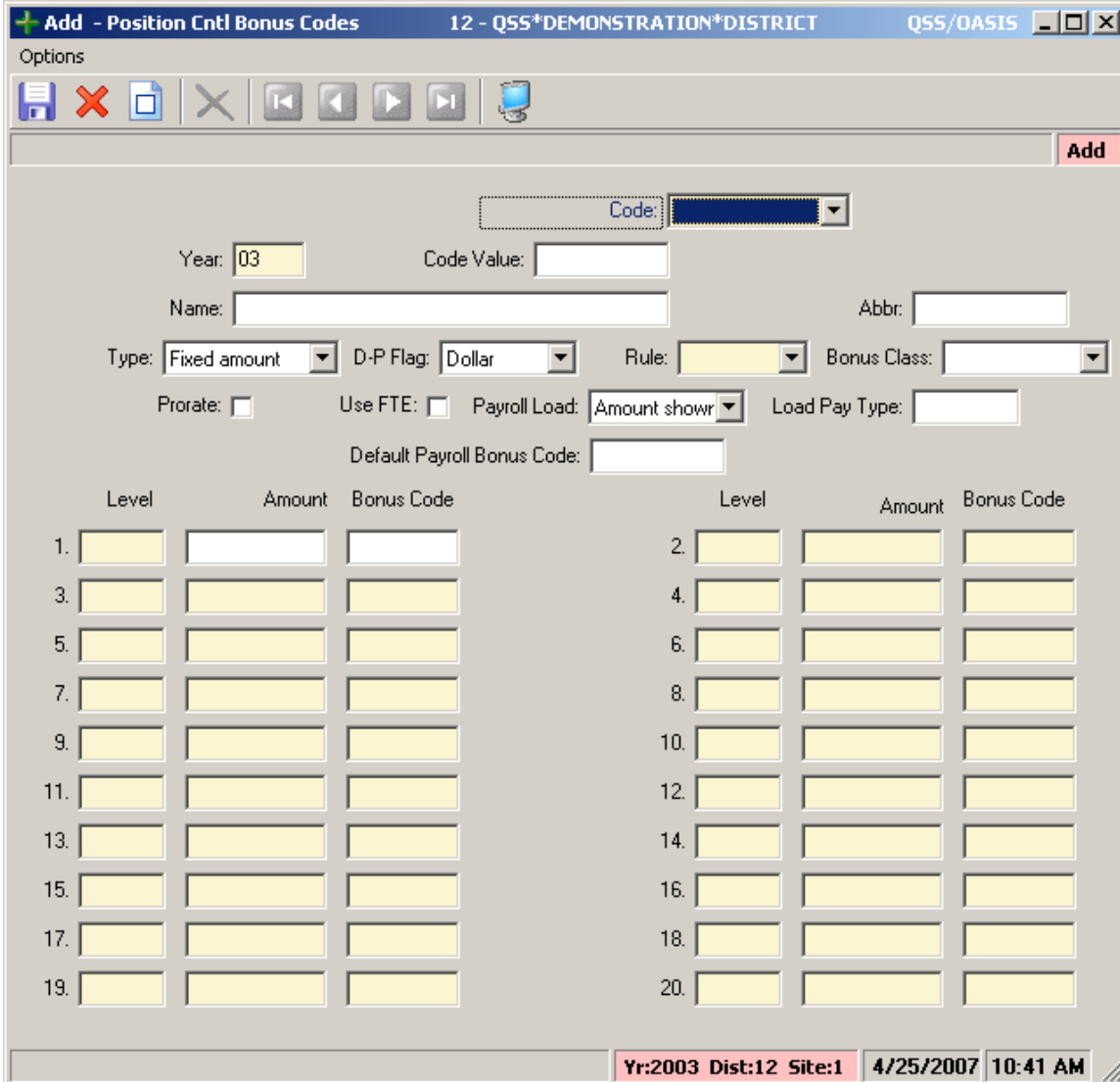


Figure 7-29: Position Control Bonus Codes Master File

Then select the ADD icon  to open the *Add - Position Cntl Bonus Codes* window shown below. Since the traditional version and QCC version both use the same database, the field definitions are the same.



Add - Position Cntl Bonus Codes 12 - QSS*DEMONSTRATION*DISTRICT QSS/OASIS

Options

Code: [dropdown]

Year: 03 Code Value: [text]

Name: [text] Abbr: [text]

Type: Fixed amount D-P Flag: Dollar Rule: [dropdown] Bonus Class: [dropdown]

Prorate: ☐ Use FTE: ☐ Payroll Load: Amount shown Load Pay Type: [text]

Default Payroll Bonus Code: [text]

Level	Amount	Bonus Code	Level	Amount	Bonus Code
1.	[text]	[text]	2.	[text]	[text]
3.	[text]	[text]	4.	[text]	[text]
5.	[text]	[text]	6.	[text]	[text]
7.	[text]	[text]	8.	[text]	[text]
9.	[text]	[text]	10.	[text]	[text]
11.	[text]	[text]	12.	[text]	[text]
13.	[text]	[text]	14.	[text]	[text]
15.	[text]	[text]	16.	[text]	[text]
17.	[text]	[text]	18.	[text]	[text]
19.	[text]	[text]	20.	[text]	[text]

Yr:2003 Dist:12 Site:1 4/25/2007 10:41 AM

Figure 7-30: Add Position Control Bonus Codes

Linking Pay Schedules and Deduction Schedules to Districts (PXLINK)

Purpose

Link Payroll Master Code Values (PXLINK) enables individual districts to use codes from the following master files:

Before any district can use these codes, the codes must be linked to the district. Both single- and multiple-district organizations must link these codes. Single districts need only one set of links. Multiple-district organizations must create a separate set of links for each district.

Each district has its own set of links. For example, a county has 32 districts. That county must create 32 sets of links—one for each district. Link only the codes that each district uses.

Linking these codes is a two-step process:

- ◆ First, create the master files with Update Voluntary Deduction Master File (VDUPDT) and Update Per/Pay Master Files (PP0010).
- ◆ Second, link codes in these master files to individual districts with Link Payroll Master Code Values (PXLINK).

NOTE: Pay schedules and deduction schedules are year-specific. You must link new sets of pay schedules and deduction schedules for every fiscal year. The date paid for each pay period, which is crucial for payroll processing, changes from year to year. All other master files need to be linked only once when you implement the Payroll System.

Checking Database Capacities

Before linking pay schedules (PXLINK), make sure that the M-COUNTY-LINK dataset in the PERPAY database has adequate room. In most cases, doing so requires that you *get help from data processing or your system administrator*.

Main Screen for Linking

Figure 7-31 illustrates the Main Screen of Link Payroll Master Code Values (PXLINK). This screen selects the payroll master file to link. The list of files to link is displayed after you type H and press <ENTER>.

Linking Pay Schedules and Deduction Schedules to a District

If your district uses deduction schedules, follow these instructions twice: once for pay schedules, and once for deduction schedules.

```

District: 07                               Link Payroll Master Code Values       QSS/OASIS
                                           File to link: 4
These files may be linked (choose by # or name):
1. M-PAY-CODE
2. VOL-DEDS
3. VOL-DED-FREQ
4. M-PAY-SCHEDULE
5. M-STA-DED-PROFLE
6. M-DED-SCHEDULE

```

Figure 7-31: Link Payroll Master Code Values (PXLINK) Screen with Options

Adding or Deleting a Link

Figure 7-32 illustrates the screen for adding or deleting a link. Link Payroll Master Code Values (PXLINK) adds or deletes the *links* between codes and a district. The program does not add or delete codes from their master files.

```

District: 07                               Link Payroll Master Code Values       QSS/OASIS
                                           File: M-PAY-SCHEDULE
                                           Option (H for help): A
                                           For district: 07      Year: Y2
M-PAY-SCHEDULE Number: 

```

Figure 7-32: Linking Pay Schedules with Link Payroll Master Code Values (PXLINK)

Requesting Link Report

Figure 7-34 illustrates the Report Screen of Link Payroll Master Code Values (PXLINK). The report prints for the master file selected on the Main Screen. Fill in the screen as described below.

Sample Link Report

This sample report lists the Voluntary Deductions linked to District 07. The reports for the other linked master files use a similar format.

The sample report shows the number, name, and abbreviation of each voluntary deduction that is linked to the district specified in the title.

07 QSS DEMONSTRATION DISTRICT S1754 PX0100 H.00.00 10/29/-- PAGE 1
 SAMPLE FOR DOCUMENTATION

Payroll: Voluntary Deductions

Numeric Sort

Number	Name	Abbreviation
2004	FOUNDATION HELATH PLAN	FNDATION
2009	REGAL	REGAL
2011	DELTA DENTAL PLAN	DENTAL
2045	CALIFORNIA VISION PLAN	VISION
3101	NATIONAL BANKERS LIFE ASSUR.	NAT/LIF
3103	RELIABLE LIFE INSURANCE	REL/LIFE
3106	COLONIAL LIFE & ACCI. INS	CL/LF/AC
3112	PROVIDENCE LIFE INS CO	PROV/LIF
3431	NATIONAL LIFE OF KANSAS	NAT/KAN
3432	NATIONAL TRUST AND LIFE	NAT/TRU
3433	FARMERS DISABILITY	FARM/DIS
3434	CONTINENTAL CASUALTY ACC/LIFE	CONT/CAS
3441	WASHINGTON NATIONAL LIFE INSUR	WASH/NAT
3452	PROVIDENCE INCOME PROTECTION	PROV/IP
4203	AMERICAN FIDELITY ASSURANCE CO	AM/FIDEL
4402	CALIFORNIA CASUALTY	CAL/CAS
4501	KAISER FOUNDATION HEALTH PLAN	KAISER
4501	STATE AND FEDERAL CREDIT UNION	CREDUN
4502	FSP HEALTH PLAN	FSP
4502	TAKE CARE	TAKECARE
4508	CHILDRENS HOSPITAL	CHILD
4601	CHARITY FUND	CHARITY
6803	MEDICAL MANAGEMENT CORP	MEDMAN
9115	UNITED OF OMAHOA LIFE INC	UNITED
9120	UNITED ATLANTIC LIFE	UNATL
9200	USAA LIFE INSURANCE CO	USAA LIF
9303	TWENTIETH CENTURY INVESTORS	TWEN/CEN
9311	UNITED OLYMPIC LIFE INSURANCE	UNI OLYM
9430	WESTERN NATIONAL LIFE INS CO	W NATL
9435	WESTERN LIFE INSURANCE CO	WEST LIF
9535	VARIABLE ANNUITY LIFE INS CO	VAR A L
9763	PACIFIC COAST LIFE AND CASUALTY	PC LIFE
9820	VANGUARD FIDUCIARY TRUST CO	VANG FID
9956	WASHINGTON NATIONAL INS. CO.	WN NATL

QCC Version for Linking Master Files

There are also QCC versions for linking master files. See the *QSS ControlCenter Guide* for details about using QCC.

To open the QCC version in *QSS ControlCenter*, select **HR Code Maintenance** from the Menu Bar or Human Resources Tree as shown below.

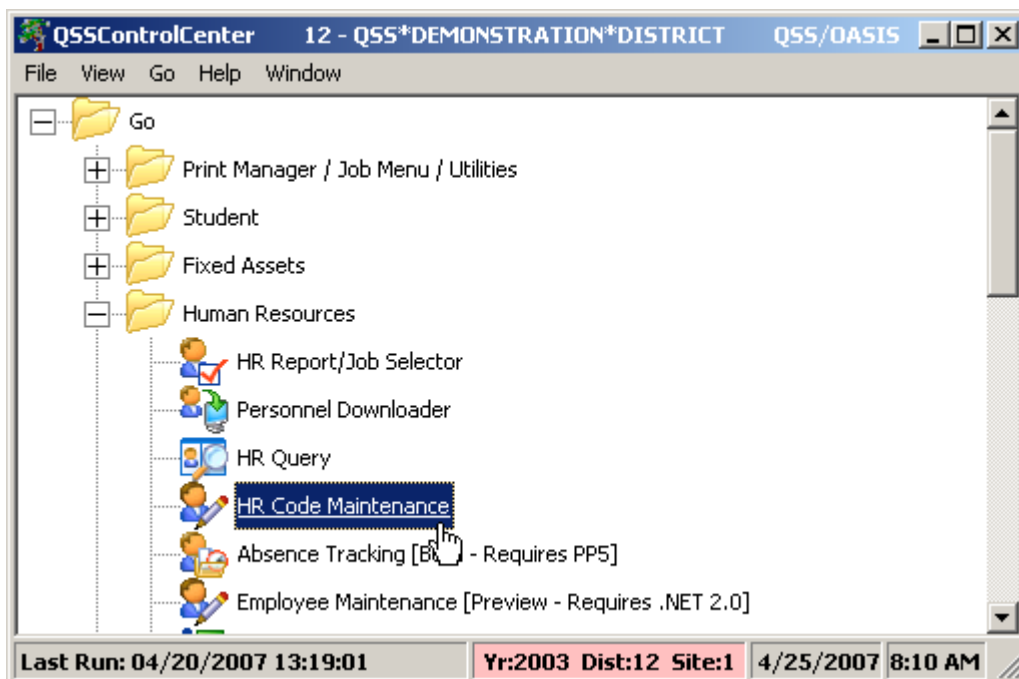
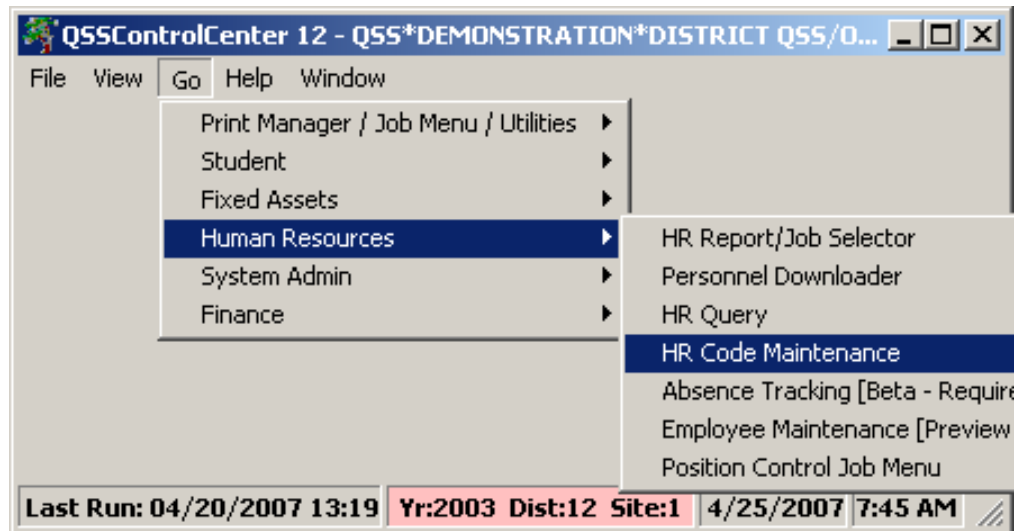


Figure 7-33: Select HR Code Maintenance

Select **Pay Schedule Code Links (FL04)** or **Deduction Schedule Code Links (FL06)** from the **Master File Links** folder as shown in the *HR Code Maintenance* window below.

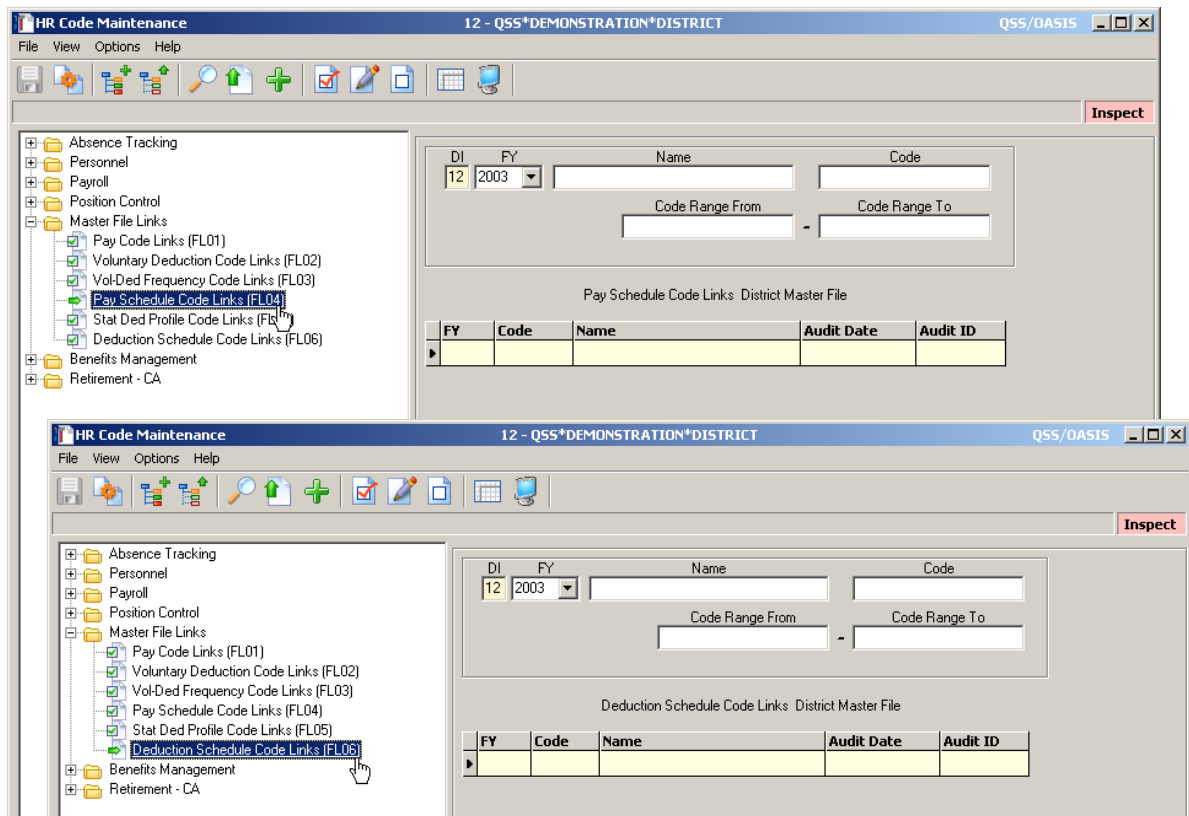



Figure 7-34: Select Schedule Code Links

Then select the ADD icon  to open the *Add Code Links* windows shown below.

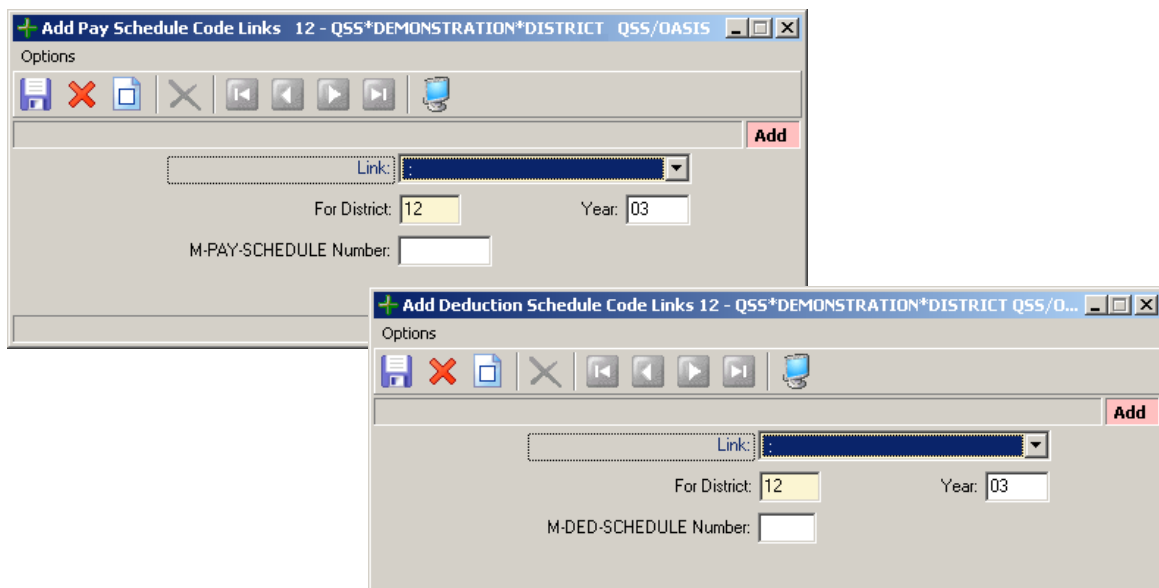


Figure 7-35: Add Pay Schedule or Deduction Schedule Code Links

Reviewing and Updating California Retirement Setup (TXR010)

Traditional Software

Function Keys for Selecting Retirement Setup

Figure 7-36 illustrates the California Retirement Setup Screen of Payroll Tax Rate Maintenance (TXR010). There is only one active setup screen. It controls the retirement rate tables used for payroll processing and retirement reporting.

NOTE: The effective date controls which rate table is used for payroll and retirement reporting. You might, for example, have a new rate in effect for processing payroll while using another rate for reporting a retirement period subject to the prior or older rate. Such rate differences between payroll and retirement reporting seldom last more than one month.

District: 07		Payroll Tax Rate Maintenance Retirement Setup				QSS/OASIS	
Use the function keys to select your option...							
Start Over	Add New Rate	Change Rate	Delete Rate	Previous Screen	Inspect Rate	List Rates	Return to Menu

Figure 7-36: California Retirement Setup Screen of Payroll Tax Rate Maintenance (TXR010)

Adding, Changing, or Inspecting California Retirement Setup

District: 07	Payroll Tax Rate Maintenance Retirement Setup Add table	QSS/0ASIS
Description: Setup rates to use for CA-RET		
PERS Rate Setup		
Effective date of rates for payroll/benefits: 07/01/1999		
Effective date of rates for final PERS report: 07/01/1999		
STRS Rate Setup		
Effective date of rates for payroll/benefits: 07/01/1999		
Effective date of rates for final STRS report: 07/01/1999		
Start Over	Previous Screen	Update Data

Figure 7-37: Add, Change, or Delete Retirement Setup with Payroll Tax Rate Maintenance (TXR010)

QCC Version of Retirement Setup

There is also a QCC version of Retirement Setup. See the *QSS ControlCenter Guide* for details about using QCC.

To open the QCC version, select **Human Resources, Master Files/Utilities, HR Code Maintenance #2** from the Tree or Menu Bar as shown below.

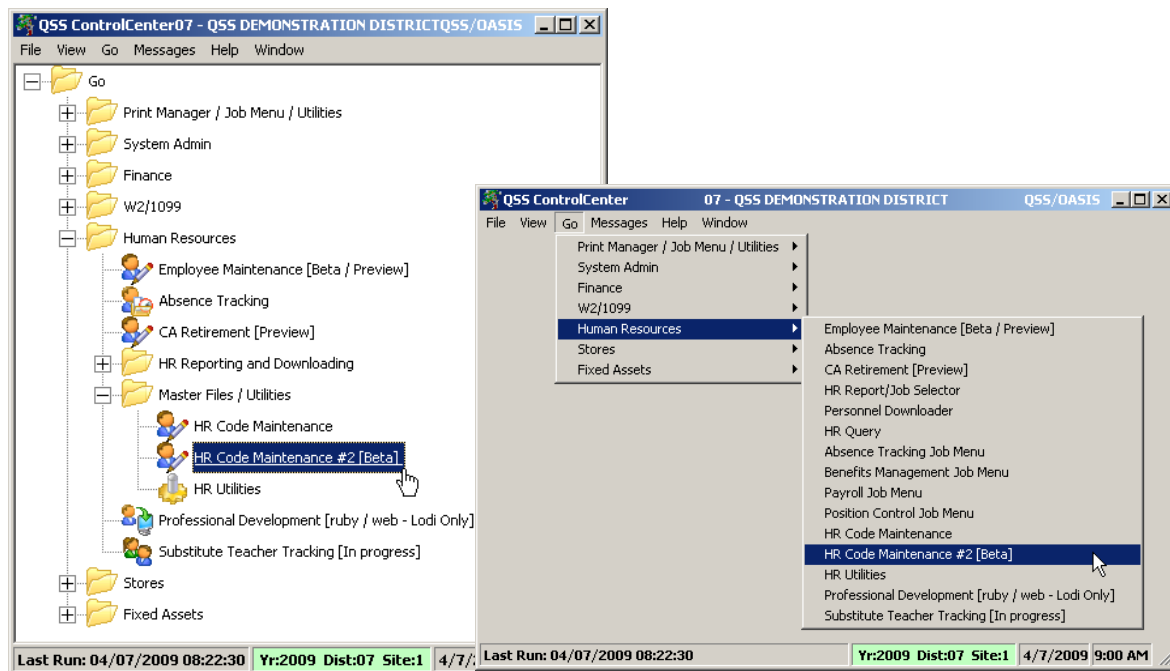


Figure 7-38: Select Human Resources/HR Code Maintenance #2

Select **California Retirement Setup (TT10/C)** from the **Tax Tables** subfolder in the **Payroll** folder as shown in the *HR Code Maintenance* window below.

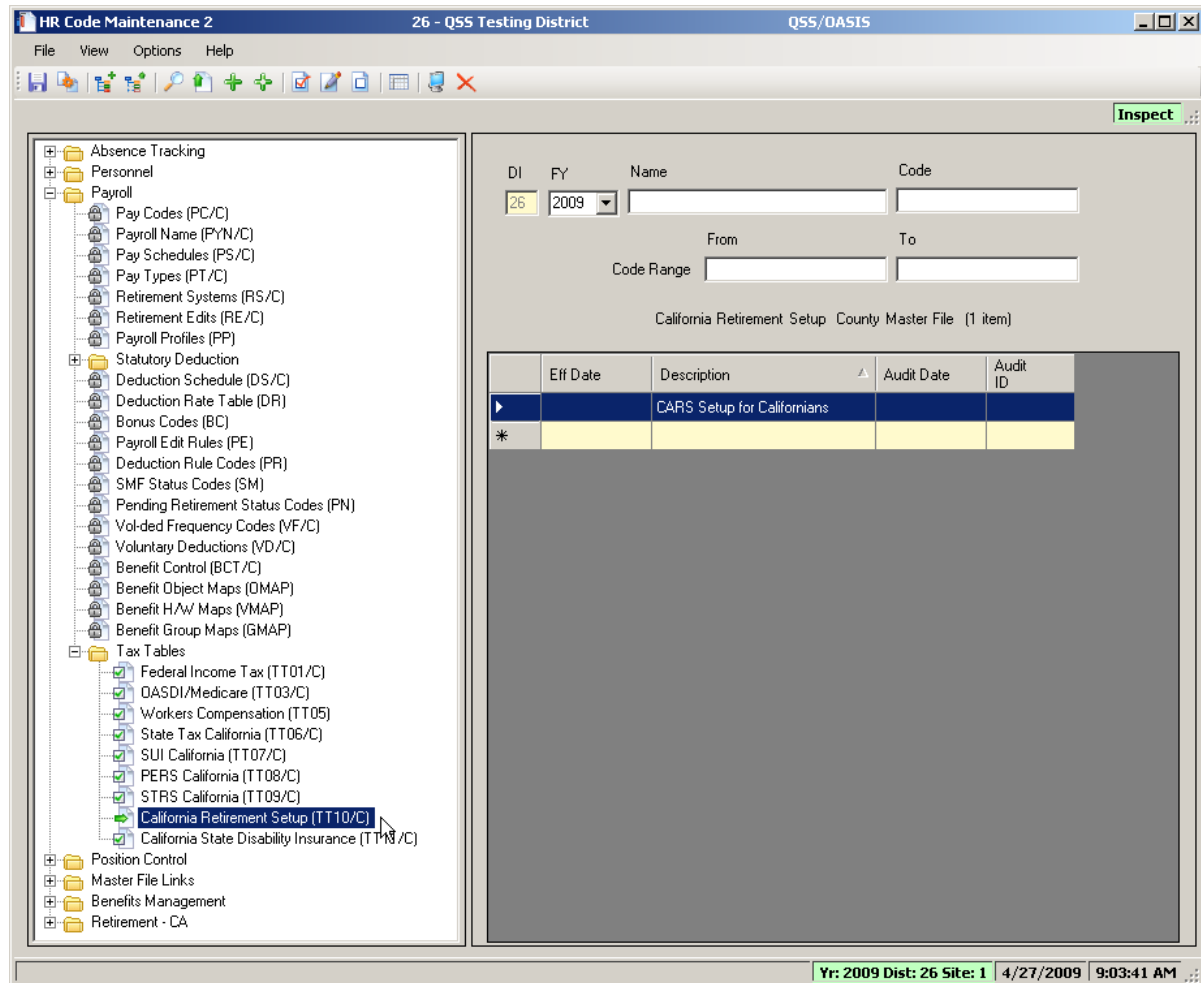


Figure 7-39: Select California Retirement Setup (TT10/C)

This will open the **California Retirement Setup** window shown in the following illustration.

Since the traditional version and QCC version both use the same database, the field definitions are the same.

California Retirement Setup (TT10) 26 - QSS Testing District QSS/OASIS

File Options

Change

Payroll Tax Rate Maintenance
California Retirement Setup

Description
CARS Setup for Californians

PERS Rate Setup

Effective date of rates for payroll/benefits: 01/01/2001 <<

Effective date of rates for final PERS report: 01/01/2001 <<

Refresh PERS List

- 1/15/1996 : 95-96 PERS RATE
- 7/1/1996 : 96-97 PERS RATE
- 1/1/1997 : 96-97 PERS RATE CHANGE
- 7/1/1997 : 97-98 PERS RATE
- 7/1/1998 : Rate for Fiscal 98/99
- 7/1/1999 : PERS RATES FOR 1999-2000
- 1/1/2001 : PERS RATES FOR 2001-2002

STRS Rate Setup

Effective date of rates for payroll/benefits: 07/01/2000 <<

Effective date of rates for final STRS report: 07/01/2000 <<

Refresh STRS List

- 1/1/1993 : STRS rates for 93
- 7/1/1994 : STRS rate chng 94-95
- 7/1/1998 : TEST for Fiscal Year 1998/99
- 7/1/1999 : STRS RATES FOR 1999-2000
- 7/1/2000 : testing B 07012000
- 7/2/1994 : test add for craigg

Yr: 2009 Dist: 26 Site: 1 4/27/2009 8:31:21 AM

Figure 7-40: California Retirement Setup Window

Reviewing and Updating PERS (TXR010)

Traditional Software

Figure 7-41 illustrates the California PERS Screen of Payroll Tax Rate Maintenance (TXR010). This screen maintains the PERS rates. The California Retirement Setup Screen, described in "Reviewing and Updating California Retirement Setup (TXR010)" on page 7-45, controls which rates to use for payroll and retirement processing.

NOTE: In addition to this screen, there are two other places where you must fill in retirement rate information.

- ◆ After setting up a new rate, be sure to also use the California Retirement Setup function to change the effective rate date for payroll processing and retirement reporting.
- ◆ Be sure to also set rates within the QSS/OASIS California Retirement System maintenance programs. Refer to the *QSS/OASIS Retirement System* for instructions.

District: 07	Payroll Tax Rate Maintenance California PERS	QSS/OASIS								
Use the function keys to select your option...										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Start Over</td> <td style="padding: 2px;">Add New Rate</td> <td style="padding: 2px;">Change Rate</td> <td style="padding: 2px;">Delete Rate</td> <td style="padding: 2px;">Previous Screen</td> <td style="padding: 2px;">Inspect Rate</td> <td style="padding: 2px;">List Rates</td> <td style="padding: 2px;">Return to Menu</td> </tr> </table>			Start Over	Add New Rate	Change Rate	Delete Rate	Previous Screen	Inspect Rate	List Rates	Return to Menu
Start Over	Add New Rate	Change Rate	Delete Rate	Previous Screen	Inspect Rate	List Rates	Return to Menu			

Figure 7-41: California PERS Screen of Payroll Tax Rate Maintenance (TXR010)

District: 65	Payroll Tax Rate Maintenance California PERS	QSS/OASIS
<div style="display: flex; justify-content: space-around;"> Y2 Add New Rate Y1 </div>		
New effective date: 010101 From existing effective date: 010100		

Figure 7-42: Select PERS Rates to Add

District: 65	Payroll Tax Rate Maintenance California PERS Change Rate	QSS/OASIS
Effective date: 010101_		

Figure 7-43: Select PERS Rates to Change or Inspect

District: 65	Payroll Tax Rate Maintenance California PERS Change Rate	QSS/OASIS
Effective date: 01/01/2001		
Description: PERS RATES JANUARY 2001		
PERS Rates and Control Values (Monthly Reporting Cycle)		
PERS employee rate:	7.0000%	
PERS employer rate:	0.0000%	
Survivor benefit payment:	2.00	
OASDI Modification Chart (See the PERS Manual for this Chart)		
Earnings less than	0.01 ==>	Earnings X 66.6700% X Rate
Earnings equal or more than	0.01 ==>	Earnings Minus 0.00 X Rate
Revenue Limit Calculations		
Revenue limit rate:	13.0200%	
Revenue limit reduction rate:	13.0200%	
Start Over		Previous Screen
		Update Data
		Return to Menu

Figure 7-44: California PERS Rates for Payroll Tax Rate Maintenance (TXR010)

QCC Version of Maintain California PERS Rates

There is also a QCC version of Maintain California PERS Rates. See the *QSS ControlCenter Guide* for details about using QCC.

To open the QCC version, select **Human Resources, Master Files/Utilities, HR Code Maintenance #2** from the Tree or Menu Bar as shown below.

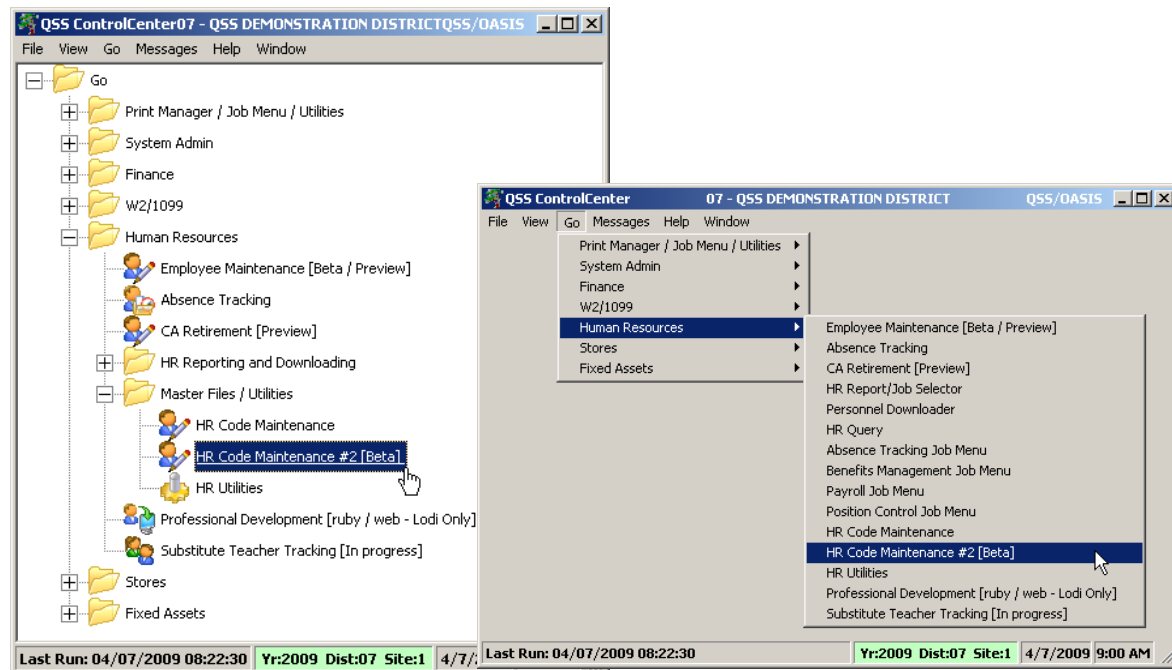


Figure 7-45: Select Human Resources/HR Code Maintenance #2

Select **PERS California (TT08/C)** from the **Tax Tables** subfolder in the **Payroll** folder as shown in the *HR Code Maintenance* window below.

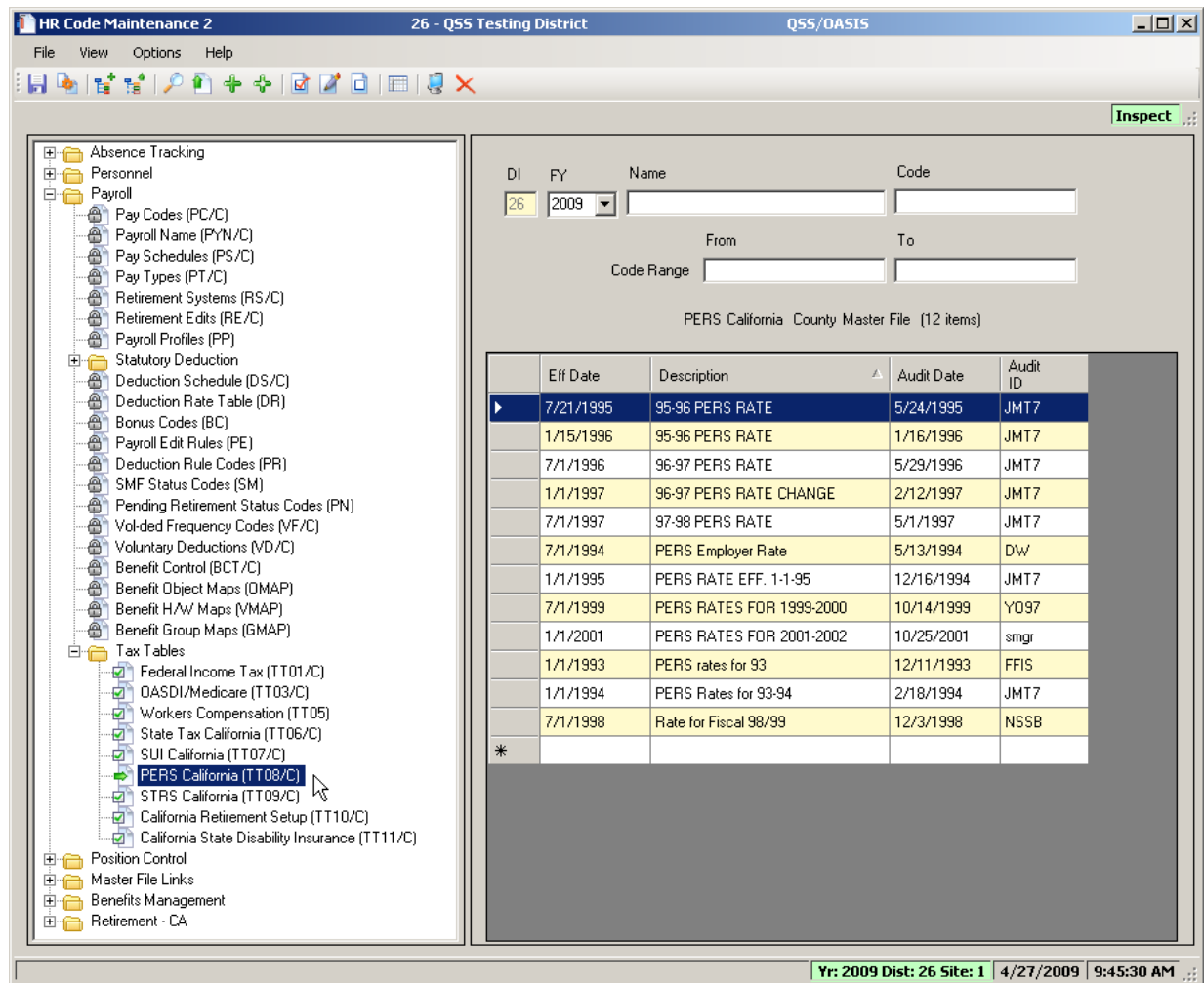


Figure 7-46: Select PERS California (TT08/C)

This will open the **PERS California (TT08)** window shown in the following illustration.

Since the traditional version and QCC version both use the same database, the field definitions are the same.

The screenshot displays the 'PERS California (TT08)' window with the title bar '26 - QSS Testing District' and 'QSS/OASIS'. The menu bar includes 'File' and 'Options'. A toolbar with various icons is located below the menu bar. An 'Inspect' button is in the top right corner. The main area is titled 'Payroll Tax Rate Maintenance' and 'PERS California'. It shows '12 records' and a dropdown menu with '7/21/1995 : 95-96 PERS RATE'. Below this, the 'Effective Date' is '7/21/1995' and the 'Description' is '95-96 PERS RATE'. The 'PERS Rates and Control Values (Monthly Reporting Cycle)' section contains: 'PERS employee rate: 7.0000 %', 'PERS employer rate: 6.9790 %', and 'Survivor benefit payment: 2.00'. The 'OASDI Modification Chart (See the PERS Manual for this Chart)' section contains: 'Earnings less than 400.00 ==> Earnings X 66.6667 % X Rate' and 'Earnings equal or more than 400.00 ==> Earnings Minus 133.33 X Rate'. The 'Revenue Limit Calculations' section contains: 'Revenue limit rate: 13.0200 %' and 'Revenue limit reduction rate: 6.0410 %'. The status bar at the bottom shows 'Yr: 2009 Dist: 26 Site: 1 4/27/2009 8:34:06 AM'.

Effective Date	Description
7/21/1995	95-96 PERS RATE

PERS Rates and Control Values (Monthly Reporting Cycle)

Rate Type	Value
PERS employee rate	7.0000 %
PERS employer rate	6.9790 %
Survivor benefit payment	2.00

OASDI Modification Chart (See the PERS Manual for this Chart)

Earnings Condition	Value	Operation	Rate
Earnings less than	400.00	X	66.6667 %
Earnings equal or more than	400.00	Minus	133.33

Revenue Limit Calculations

Calculation	Value
Revenue limit rate	13.0200 %
Revenue limit reduction rate	6.0410 %

Yr: 2009 Dist: 26 Site: 1 4/27/2009 8:34:06 AM

Figure 7-47: PERS California (TT08) Window

Reviewing and Updating STRS (TXR010)

Traditional Software

Figure 7-48 illustrates the California STRS Screen of Payroll Tax Rate Maintenance (TXR010). Refer to the current edition of the *STRS County Procedures Manual* for the rates to use on this screen. The California Retirement Setup Screen described in "Reviewing and Updating California Retirement Setup (TXR010)" on page 7-45 controls which rates to use for payroll and retirement processing.

NOTE: There are two other places for setting up retirement rates.

- ◆ Use the California Retirement Setup Function to change the effective rate date for payroll processing and retirement reporting.
- ◆ Set rates within the QSS/OASIS California Retirement System maintenance programs. Refer to the *QSS/OASIS Retirement System Manual* for instructions.

District: 07	Payroll Tax Rate Maintenance California STRS	QSS/OASIS								
Use the function keys to select your option...										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">Start Over</td> <td style="padding: 2px 5px;">Add New Rate</td> <td style="padding: 2px 5px;">Change Rate</td> <td style="padding: 2px 5px;">Delete Rate</td> <td style="padding: 2px 5px;">Previous Screen</td> <td style="padding: 2px 5px;">Inspect Rate</td> <td style="padding: 2px 5px;">List Rates</td> <td style="padding: 2px 5px;">Return to Menu</td> </tr> </table>			Start Over	Add New Rate	Change Rate	Delete Rate	Previous Screen	Inspect Rate	List Rates	Return to Menu
Start Over	Add New Rate	Change Rate	Delete Rate	Previous Screen	Inspect Rate	List Rates	Return to Menu			

Figure 7-48: California STRS Screen of Payroll Tax Rate Maintenance (TXR010)

District: 07	Payroll Tax Rate Maintenance California STRS	QSS/OASIS
Add New Rate		
New effective date: 070199 From existing effective date: 070198		

Figure 7-49: Select STRS Rate to Add

District: 07	Payroll Tax Rate Maintenance	QSS/OASIS
	California STRS	
	Change Rate	
Effective date: 010199_		

Figure 7-50: Select STRS Rates to Change or Inspect

District: 07	Payroll Tax Rate Maintenance	QSS/OASIS														
	California STRS															
	Add New Rate															
Effective date: 07/01/1999		From date: 07/01/1998														
Description: STRS RATES FOR 1999-2000																
STRS Employee/Employer Rates (Current)																
STRS employee rate: 8.0000%																
STRS employer rate: 8.2500%																
STRS reduced workload employer rate: 12.4300%																
STRS Employer Rates (Historical)																
Fiscal Year	Employer Rate%	Employer RW Rate%	Fiscal Year	Employer Rate%	Employer RW Rate%	Fiscal Year	Employer Rate%	Employer RW Rate%								
1)			2)			3)										
4)			5)			6)										
7)			8)			9)										
10)			11)			12)										
<table border="1"> <tr> <td>Start Over</td> <td></td> <td></td> <td></td> <td>Previous Screen</td> <td></td> <td>Update Data</td> <td>Return to Menu</td> </tr> </table>									Start Over				Previous Screen		Update Data	Return to Menu
Start Over				Previous Screen		Update Data	Return to Menu									

Figure 7-51: California STRS Rates for Payroll Tax Rate Maintenance (TXR010)

QCC Version of Maintain California STRS Rates

There is also a QCC version of Maintain California STRS Rates. See the *QSS ControlCenter Guide* for details about using QCC.

To open the QCC version, select **Human Resources, Master Files/Utilities, HR Code Maintenance #2** from the Tree or Menu Bar as shown below.

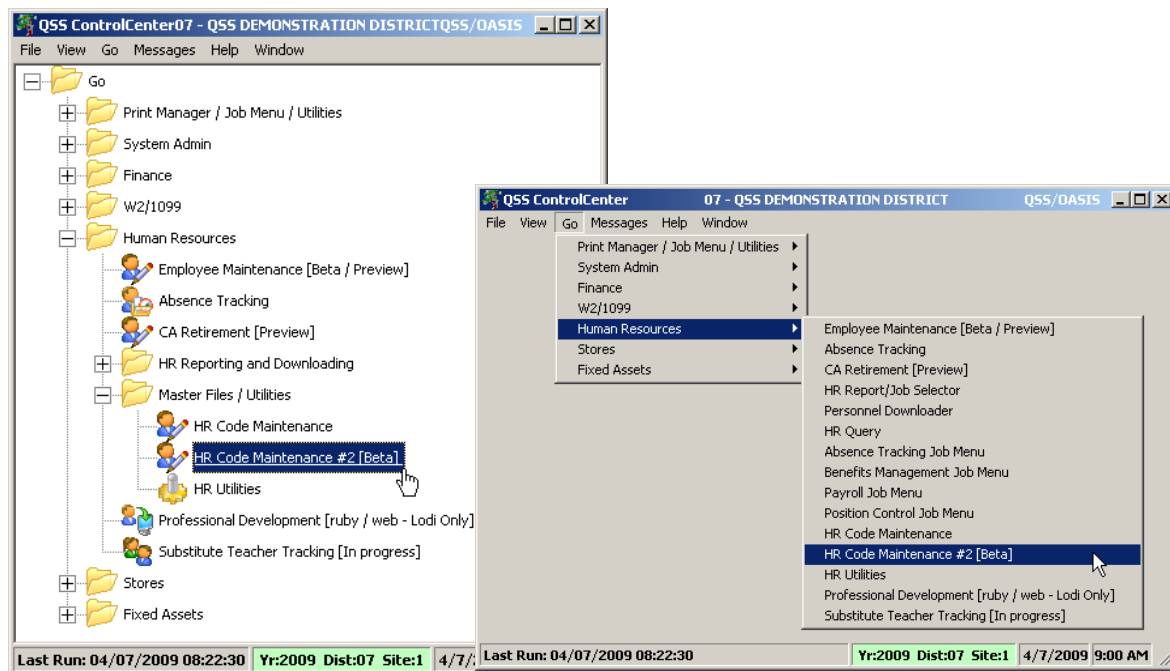


Figure 7-52: Select Human Resources/HR Code Maintenance #2

Select **STRS California (TT08/C)** from the **Tax Tables** subfolder in the **Payroll** folder as shown in the *HR Code Maintenance* window below.

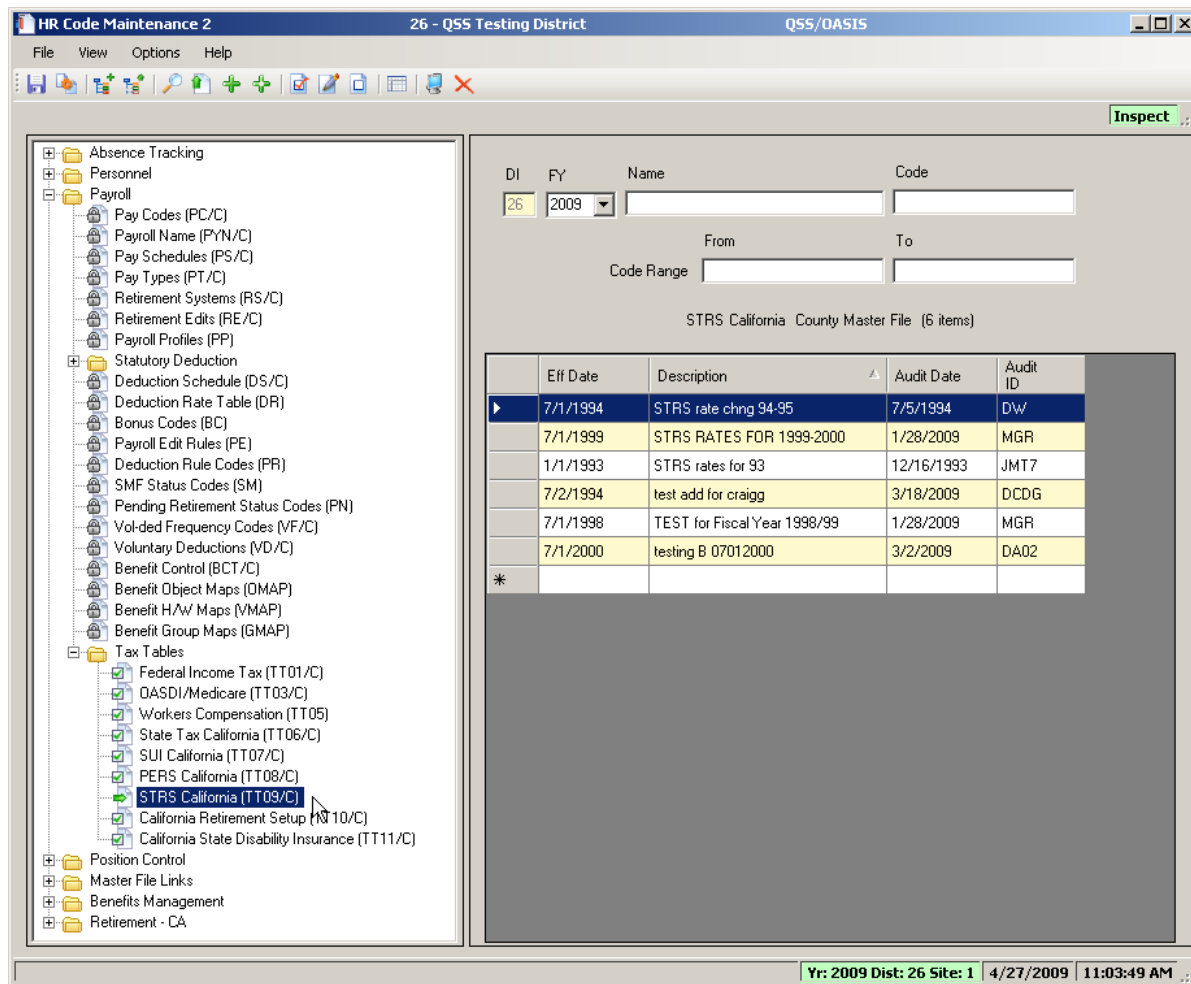


Figure 7-53: Select STRS California (TT09)

This will open the **STRS California (TT09)** window shown in the following illustration.

Since the traditional version and QCC version both use the same database, the field definitions are the same.

STRS California (TT09) 26 - QSS Testing District QSS/OASIS

File Options

Payroll Tax Rate Maintenance
STRS California

6 records

7/1/1994 : STRS rate chng 94-95

Effective Date: 7/1/1994 Description: STRS rate chng 94-95

STRS Employee/Employer Rates (Current)

STRS employee rate: 8.0000 %

STRS employer rate: 8.2500 %

STRS reduced workload employer rate: 12.4300 %

STRS Employer Rates (Historical)

Fiscal Year	Employer Rate%	Employer R/W Rate%	Fiscal Year	Employer Rate%	Employer R/W Rate%	Fiscal Year	Employer Rate%	Employer R/W Rate%
1)			2)			3)		
4)			5)			6)		
7)			8)			9)		
10)			11)			12)		

Yr: 2009 Dist: 26 Site: 1 4/27/2009 8:35:23 AM

Figure 7-54: STRS California (TT09) Window

Creating New Payroll Names (PAYNAM)

When to Use Define Payroll Name (PAYNAM)

Payroll Names are required for payroll processing. The launch screen for Request Payroll Pre-list Reports (PAYSUB) requires a Payroll Name to print a payroll pre-list. Also, the payroll production job requires a Payroll Name.

A Payroll Name links two master files defined with Update Per/Pay Master Files (PP0010):

- ◆ **Pay Schedules:** Schedules of starting dates, ending dates, and pay dates for each pay period in a fiscal year.
- ◆ **Pay Codes:** Codes that group employees into categories like certificated staff, classified staff, and substitute teachers.

A Payroll Name identifies which pay codes and pay schedules are to be processed on a payroll. Each fiscal year has its own set of Payroll Names and pay schedules.

NOTE: A Pay Name may include a maximum of 20 pay schedules. Each pay schedule listed in a Pay Name may include a maximum of 10 pay codes.

Selecting an Option

```

District: 07                               Define Payroll Name                               QSS/OASIS

Option (H for help): H

Valid options are:

A - Add a payroll name definition
C - Change a payroll name definition
D - Delete a payroll name definition
I - Inspect a payroll name definition
R - Request report of payroll name definitions
E - Exit program

```

Start Over	Help			Start Over			Return to Menu
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Figure 7-55: Option Screen for Define Payroll Name (PAYNAM)

Adding, Changing, or Inspecting a Payroll Name

Choosing Payroll Name to Add, Change, or Inspect

Figure 7-56 illustrates the screen to choose a Payroll Name to add, change, or inspect. Fill in the screen as described below.

```

District: 07                                Define Payroll Name                                QSS/OASIS

Option (H for help): A
Fiscal year: Y2
Payroll name: CLUP

```

Figure 7-56: Choose Payroll Name to Add, Change, or Inspect

Adding, Changing, or Inspecting a Payroll Name

District: 90 Define Payroll Name QSS/OASIS

Option (H for help): C
 Fiscal year: Y2
 Payroll name: EOM
 Cancel direct deposit (APD)? N
 Ignore W4 special tax rules? N
 User-defined field:
 Print leave? N
 Database capacity checking rule-set:

Py-Sch	Description	Pay codes
E0MREG	EOM 12MOS DS-REG	01 02 11 12
E0MSUP	EOM 12MOS DS-SUP	01 02 11 12 99
E10B06	EOM 10MOS OFF-JUN,JUL DS-REG	01 02 11 12
E10B07	EOM 10MOS OFF-JUL,AUG DS-REG	01 02 11 12
E11B06	EOM 11MOS OFF-JUN DS-REG	01 02 11 12
E11B07	EOM 11MOS OFF-JUL DS-REG	01 02 11 12
E11B08	EOM 11MOS OFF-AUG DS-REG	01 02 11 12
E10R06	EOM 10MOS REPAY-JUN DS-REG	01 02 11 12
E10R07	EOM 10MOS REPAY-JUL DS-REG	01 02 11 12
E11R06	EOM 11MOS REPAY-JUN DS-REG	01 02 11 12

Page 1 of 2

Start Over	Set Def Py-Sch	Previous Page	Next Page	Update Data	Return to Menu
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Figure 7-57: Add, Change, or Inspect a Payroll Name with Define Payroll Name (PAYNAM)*Define Pay Schedules for Automatic Deferred Deductions*

Figure 7-58 illustrates the screen that displays after you press the <Set Def Py-Sch> key. This screen allows you to define the Pay Schedules for refunding net pay with automatic deferred deductions.

District: 90 Define Payroll Name QSS/OASIS

Option (H for help): C
 Fiscal year: 03
 Payroll name: EOM

Year	Py-Sch	Description	Pay Codes
03	E11R07	EOM 11MOS REPAY-JUL DS-REG	01 02 11 12
03	E11R08	EOM 11MOS REPAY-AUG DS-REG	01 02 11 12

Page 1 of 4

Start Over	Prev Screen	Previous Page	Next Page	Update Data	Return to Menu
------------	-------------	---------------	-----------	-------------	----------------

Figure 7-58: Select Pay Schedules for Automatic Deferred Deductions

Requesting a Payroll Name Report

```

District: 07                                Define Payroll Name                                QSS/OASIS

Option (H for help): R

Report title? SAMPLE FOR DOCUMENTATION

Fiscal Year? Y2


```

Figure 7-59: Launch Screen for PAYNAM Report (PN0100)

Sample PAYNAM Report (PN0100)

07 QSS DEMONSTRATION DISTRICT PAYNAM Listing J1474 PN0100 H.00.00 12/07/-- PAGE 1

Fiscal Year: Y2

Pay Name: AUGDEF

	Cancel	Spc Tax	User1	User2	User3	User4
	N	N				

Schedule	Description	Pay Codes
Z10S	JANDEF 10 PAY/SUM	01 02
E10SX	EOM 10 PAY/SUMMER DEFS	01 02
M10SX	MID 10 PAY/SUMMER	01 02

Pay Name: CLUP

	Cancel	Spc Tax	User1	User2	User3	User4
	Y	N				

Schedule	Description	Pay Codes
C12	CLUP 12 PAY	01 02
C11X	CLUP 11 PAY/NO SUMMER	01 02
C10X	CLUP 10 PAY/NO SUMMER	01 02
C10SX	CLUP 10 PAY/SUMMER	01 02
C11SX	CLUP AUG PREPAID/JULDEF ONLY	01 02
C11YRA	CLUP 11 WORK/12 PAY YR TRACK A	01 02
C11YRB	CLUP 11 WORK/12 PAY YR TRACK B	01 02
C11YRD	CLUP 11 WORK/12 PAY YR TRACK D	01 02
C11SX2	CLUP 11 PAY/JULDEF ONLY	01 02

Pay Name: EOM

	Cancel	Spc Tax	User1	User2	User3	User4

Schedule	Description	Pay Codes
E11YRD	EOM 11 WORK/12 PAY YR TRACK D	01 02
Z12	JANDEF 12 PAY	01 02
Z11	JANDEF 11 PAY	01 02
Z11S	JANDEF 11 PAY/SUMMER	01 02
Z10	JANDEF 10 PAY/NO SUMMER	01 02
Z10S	JANDEF 10 PAY/SUM	01 02
Z11S2	JANDEF 11 PAY/SUM JUL ONLY	01 02
Z11YRB	JANDEF 11 WORK/12 PAY TRACK B	01 02
Z11YRD	JANDEF 11 WORK/12 PAY TRACK D	01 02
E11SX2	EOM 11 PAY/JULDEF ONLY	01 02

QCC Version of PAYNAM

There is also a QCC version of Creating New Payroll Paynames. See the *QSS ControlCenter Guide* for details about using QCC.

To open the QCC version in *QSS ControlCenter*, select **HR Code Maintenance** from the Menu Bar or Human Resources Tree as shown below.

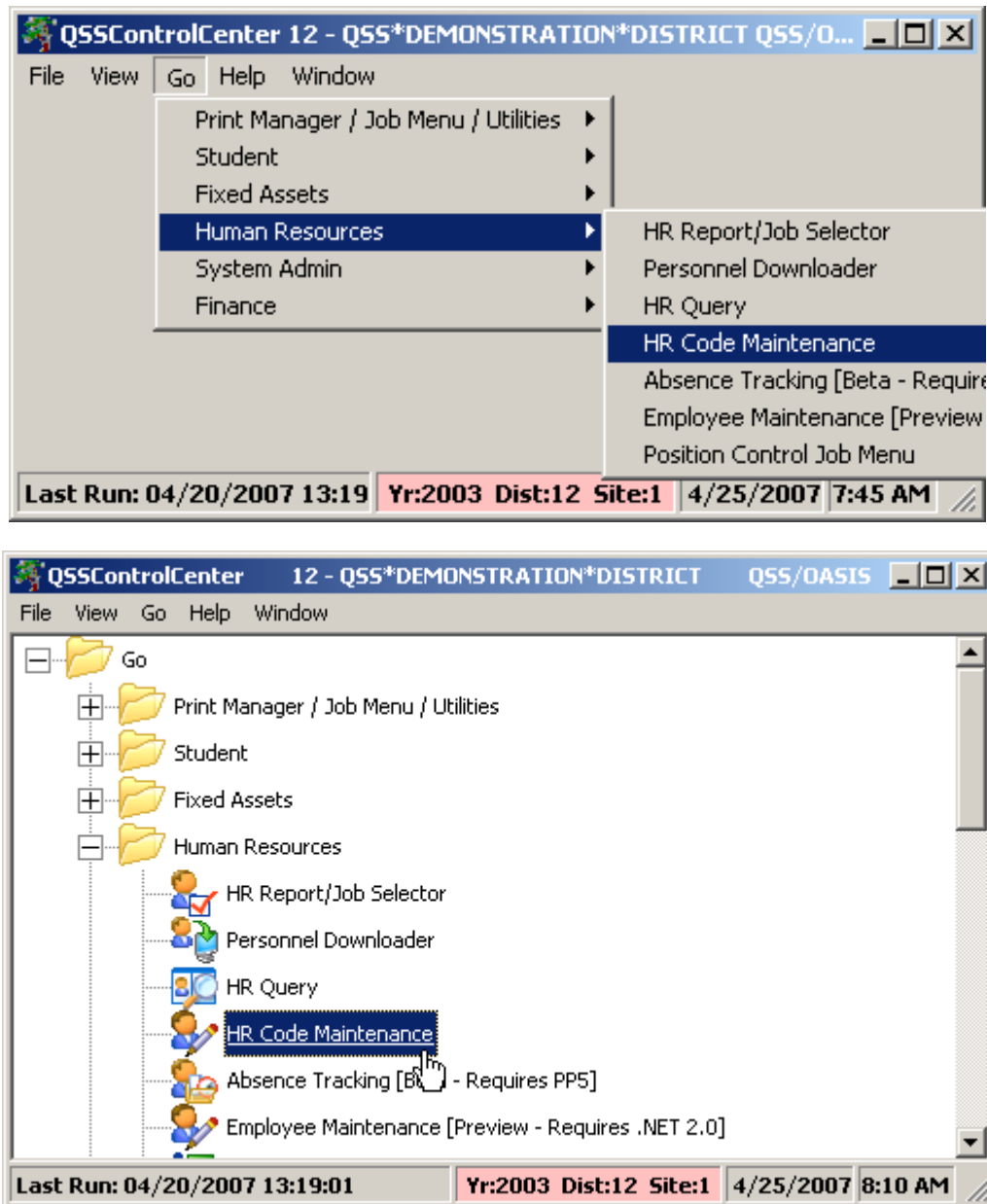


Figure 3-60: Select HR Code Maintenance

Then select **Payroll Name (PYN/C)** under the **Payroll** folder as shown in the *HR Code Maintenance* window below.

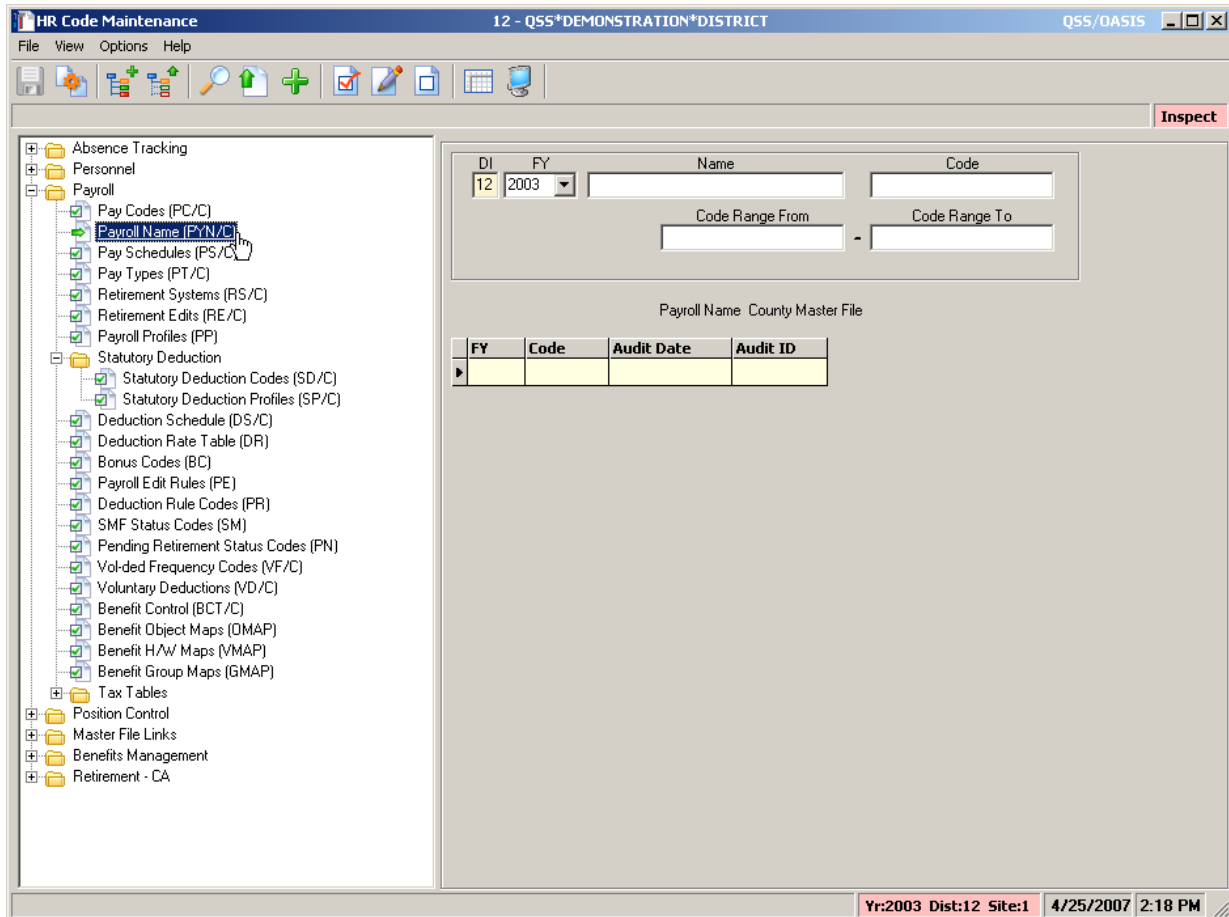

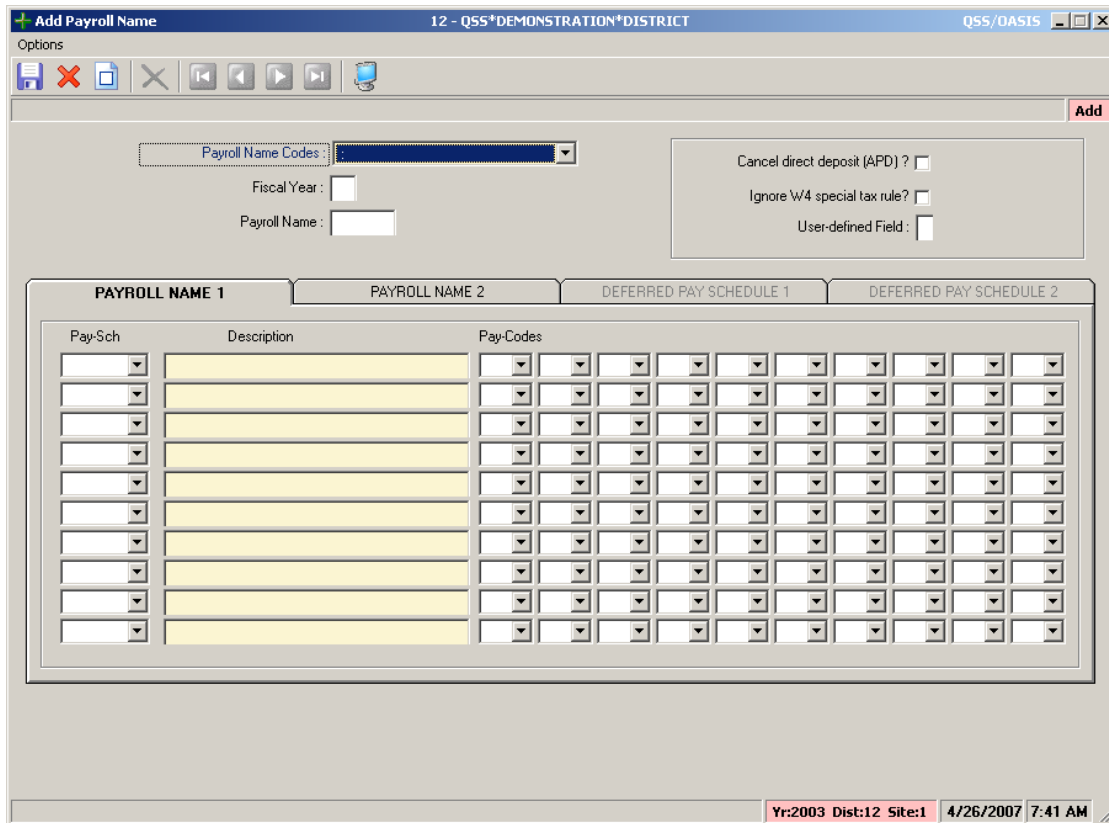


Figure 7-61: Select Payroll Name

Then select the ADD icon  to open the *Add Payroll Name* window shown below.



Add Payroll Name 12 - QSS*DEMONSTRATION*DISTRICT QSS/OASIS

Options

Payroll Name Codes :

Fiscal Year :

Payroll Name :

Cancel direct deposit (APD) ? ☐

Ignore W4 special tax rule? ☐

User-defined Field :

PAYROLL NAME 1 PAYROLL NAME 2 DEFERRED PAY SCHEDULE 1 DEFERRED PAY SCHEDULE 2

Pay-Sch	Description	Pay-Codes
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>

Yr:2003 Dist:12 Site:1 4/26/2007 7:41 AM

Figure 7-62: Add Payroll Name Window

Rolling Selected Pay Lines to New Year (PL0900)

When to Use

This program can be used in two scenarios:

- ◆ To create **all** pay lines if you are **not** loading Payroll from Position Control, *or*
- ◆ To create any miscellaneous pay lines if you **have** already loaded Payroll from Position Control.

Purpose of Program

Roll Selected Pay Lines to New Year (PL0900) carries pay lines forward into a new fiscal year. Pay lines are linked to a fiscal year. The roll process reads existing pay lines in the source year, or **From Year**. Then it creates new pay lines in the target year, or **To Year**.

The launch screen for Roll Selected Pay Lines to New Year (PL0900) has many options for selecting which pay lines to roll. A district can select by characteristics of pay lines, such as limiting the rollover to hourly pay lines or to those created through Position Control. Also, a district can include or exclude employees by various codes, such as bargaining units, pay locations, or control groups.

NOTE: If you are using the QSS/OASIS Position Control System, you should use Load Payline Data from Position Control (PL0400/PL0402) to create pay lines for position assignments. This process uses the data in the Position Control System to build the pay lines.

However, you can also use Roll Selected Pay Lines to New Year (PL0900) to roll forward pay lines that are not created through PL0400/PL0402, such as those for substitute teachers who do not have a position assignment and for special-purpose pay lines, such as those for overtime, supplemental pay, or retroactive payrolls.

PL0400 is used for Standard Payroll and Standard Position Control as described .

PL0402 is used for Enhanced Payroll and Enhanced Position Control as described.

The rollover has two modes: Report Only or Update/Report.

- ◆ **Report Only:** This option allows you to determine the effect of a run without actually creating new pay lines. The program creates a Payroll Load/Copy Report (PL0990) that lists the pay lines that would be created if the process were done in Update/Report mode.

Before rolling pay lines, run the program in Report Only mode. Review the Payroll Load/Copy Report (PL0990) to verify that the rollover includes only the desired pay lines. If needed, refine the selections on the launch screen and print another report. Repeat this process until the report includes only the desired pay lines.

- ◆ **Update/Report:** The rollover allows you to create new pay lines in the To Year. The Payroll Load/Copy Report (PL0990) lists the new pay lines created in the rollover.

Each pay line can be rolled only once. After a rollover in Update/Report mode, the source pay lines in the **From Year** are flagged as rolled. These pay lines cannot be rolled a second time. If you need to re-roll pay lines, contact **QSS** for help.

Roll Selected Pay Lines to New Year (PL0900) always produces a Payroll Load/Copy Report (PL0990), regardless of whether you do the rollover in Report Only or Update/Report mode.

The report comes in one of two formats: Source/Target or Target Only.

- ◆ **Source/Target:** For each pay line in the rollover, the report lists both the source, or “OLD” pay line from the From Year and target, or “NEW” pay line for the To Year.
- ◆ **Target Only:** The report lists only the “NEW” pay lines for the To Year.

Both report formats begin with a cover page, or Page 0, that lists the selection criteria on the launch screen. The listing of pay lines begins on Page 1. Employees are listed in alphabetical order. For each employee, the report lists all pay lines included in the rollover.

NOTE: Rolling pay lines from a source (old) to target (new) year does *not* automatically validate all accounts in the target year. To check for invalid accounts in the target year, you can run Request Payroll Pre-List Reports (PAYSUB) and select the Payroll Labor Distribution (PAY270) report. This report prints an asterisk (*) next to accounts that are not validated and lists all invalid accounts at the end of the report.

WARNING: Once you have copied pay lines to another year, the source pay lines are stamped as rolled and cannot be rolled again. If you must re-roll pay lines, contact your **QSS** account manager.

Checking Database Capacities

Before rolling pay lines to the new year (PL0900), make sure that the D-PAY-PAYMENT and D-PAY-ACCOUNT datasets in the PERPAY database have adequate room. In most cases, doing so requires that you *get help from data processing or your system administrator*.

Avoiding the Use of Mapping (MAP003)

During the rollover process described in this section, ensure that no other users are concurrently using the mapping maintenance program (MAP003).

Launch Screen

District: 65		Roll Selected Pay Lines to New Year		QSS/OASIS	
Report title: SAMPLE					
Run Mode: 2 (1=Update/Rpt;2=Rpt Only)		Report Type: 1 (1=Source/Target;2=Target)			
From Year: Y1 To Year: Y2		Non-Terminated Empl Only: (Y/N)			
Active/Inactive Paylines: (A/I/B)		Make Inactive Active: (Y/N)			
Position Number Selection: (P/N/B)		Zero the Pos Number: (Y/N)			
Exclude All Pay Lines with SP-EP: (Y/N)		Blank the SP-EP: (Y/N)			
Bal. of Cont. Pay Line Selection: (C/N/B)					
Bargaining Unit: 1.	2.	3.	4.	5.	
Pay Code: 1.	2.	3.	4.	5.	
Retirement System: 1.	2.	3.	4.	5.	
Pay Location: 1.	2.	3.	4.	5.	
Control Group: 1.	2.	3.	4.	5.	
Pay Type: 1.	2.	3.	4.	5.	
Pay Schedule: 1.	2.	3.	4.	5.	
Sta. Ded. Profile: 1.	2.	3.	4.	5.	
SP-EP: 1.	2.	3.	4.	5.	
Rate type: (H/Z/F)		Rates From: To			
Units Treatment: (H/Z/F)		Units From: To			
PPRQST H.00.12 compiled 02/22/00 Page 1 of 1 [**] Option: 15 Stream: PL0900ST					
Start Over	Help	Retrieve Preset	Save Preset	Start Over	Launch Job
					Return to Menu

Figure 7-63: Launch Screen for Roll Selected Pay Lines to New Year (PL0900)

Selecting Year and Pay Lines

District: 65		Roll Selected Pay Lines to New Year		QSS/OASIS	
Report title: SAMPLE					
Run Mode: 2 (1=Update/Rpt;2=Rpt Only)		Report Type: 1 (1=Source/Target;2=Target)			
From Year: Y1 To Year: Y2		Non-Terminated Empl Only: (Y/N)			
Active/Inactive Paylines: (A/I/B)		Make Inactive Active: (Y/N)			
Position Number Selection: (P/N/B)		Zero the Pos Number: (Y/N)			
Exclude All Pay Lines with SP-EP: (Y/N)		Blank the SP-EP: (Y/N)			
Bal. of Cont. Pay Line Selection: (C/N/B)					

Figure 7-64: Select Year and Pay Lines

Including and Excluding Employees

Bargaining Unit: 1.	2.	3.	4.	5.
Pay Code: 1.	2.	3.	4.	5.
Retirement System: 1.	2.	3.	4.	5.
Pay Location: 1.	2.	3.	4.	5.
Control Group: 1.	2.	3.	4.	5.
Pay Type: 1.	2.	3.	4.	5.
Pay Schedule: 1.	2.	3.	4.	5.
Sta. Ded. Profile: 1.	2.	3.	4.	5.

Figure 7-65: Include and Exclude Employees

All of these selections are optional. The same rules apply to all selections in Figure 7-65.

- ◆ Leave blank to select all.
- ◆ To select employees, type a code, followed by I for Include or X for Exclude.
 - o The following example illustrates how to select by including employees.

Bargaining Unit: 1.	2.	3.	4.	5.
Pay Code: 1.	2.	3.	4.	5.
Retirement System: 1.	2.	3.	4.	5.
Pay Location: 1.	2.	3.	4.	5.

For an employee to be selected, **both** statements must be true.

- The employee is a member of Bargaining Unit 1 or 2, *and*
- The employee is assigned to Pay Location 12 or 15.
- o The following example illustrates how to select by excluding employees.

Bargaining Unit: 1.	2.	3.	4.	5.
Pay Code: 1.	2.	3.	4.	5.

This screen selects employees who are not members of Bargaining Units 1 and 2.

- o The following example illustrates how to mix Include and Exclude.

Bargaining Unit: 1.	2.	3.	4.	5.
Pay Code: 1.	2.	3.	4.	5.

This example illustrates how to select employees assigned to Pay Code 1 who are **not** members of Bargaining Unit 2.

Do not include and exclude in the same field line. In other words, do not type both I and X on the **Bargaining Unit** line or on the **Pay Code** line.

Including and Excluding SP and EP

Figure 7-66 illustrates the optional selections for starting and ending pay periods.

SP-EP:	1.	04-10	I	2.	-	-	3.	-	-	4.	-	-	5.	-	-
--------	----	-------	---	----	---	---	----	---	---	----	---	---	----	---	---

Figure 7-66: Include and Exclude for SP and EP

SP-EP (O)

Leave blank, or type payroll numbers in the first two boxes to select pay lines with specific start and end pay periods.

- ◆ Leave blank to include pay lines with any Starting Period (**SP**) or Ending Period (**EP**) on the Payroll Pay Line (PR) Screen of Employee Maintenance.
- ◆ To select pay lines by **SP** and **EP**, type up to 5 selections.

Rate type:		Rates From:		To	
Units Treatment:	(H/Z/F)	Units From:		To	

Figure 7-67: Select Units and Rate Types

Function Keys for Roll Selected Pay Lines to New Year (PL0900)

Start Over	Help	Retrieve Preset	Save Preset	Start Over	Launch Job	Return to Menu
------------	------	-----------------	-------------	------------	------------	----------------

Figure 7-68: Function Keys for Roll Selected Pay Lines to New Year (PL0900)

Sample Payroll Load/Copy Report (PL0990)

Sample Report for Source and Target Year



07 QSS DEMONSTRATION DISTRICT SAMPLE FOR DOCUMENTATION	PAYROLL LOAD/COPY REPORT	J2533	PL0990	H.00.03	01/19/--	PAGE	0
Report Source: PL0900							
Mode: Report							
Report Type: Source/Target							
Report Selection Criteria							

From FY: Y1	To FY: Y2						
Active/Inactive paylines:	B	Make inactive active	N				
Position/Number selection:	N	Zero the position number:	N				
Exclude all SP-EP paylines:	N	Blank the SP-EP:	N				
Balance of contract payline selection:	N	Non-terminated employees only:	N				
Bargaining Unit (Include/Exclude):		Pay Code (Include/Exclude):					
Retirement System (Include/Exclude):		Pay Location (Include/Exclude):					
Control Group (Include/Exclude):		Pay Type (Include/Exclude):					
Pay Schedule (Include/Exclude):							
Sta. Ded. Profile (Include/Exclude):							
SP-EP (Include/Exclude) (Blank SP-EP):							
Rate Type:	Rate Begin:	Rate End:					
Unit Treatment:	From Units:	To Units:					
CHANGE FIELDS LEGEND							

AF = Active Flag							
BP = Blank SP-EP							
ZP = Zero Position							
ZU = Zero Units							

07 QSS DEMONSTRATION DISTRICT SAMPLE FOR DOCUMENTATION		PAYROLL LOAD/COPY REPORT						J2533	PL0990	H.00.03	01/19/--	PAGE	2		
Report Source: PL0900 Mode: Report															
=====															
ANDERSON SHERWOOD		000-00-0000													

OLD	(01)	FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP	EP	RET-BASE	AC-P-C	WSC
		Y1	000000		8.82	0.00	H U	0.00	SUB	TF	***	***	8.82	00-4-9	
		PY-SCH	S B F	START	END	USER	ANN.	CONTRACT					SRC COPY	AUDIT INFO	
		E12	1 0		-			0.00/					C	06/27/96	CB07
		UNITS		Fd Bdr Sch Resc Y Goal Func Objt Type							SBFAT		EX-GROSS	FTD PAID	
		1.	0.00		03-200-500-0000-0-0000-0000-8000-0325								0.00	0.00	
		-----											-----		
		0.00			** TOTALS **								0.00	0.00	

NEW		FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP	EP	RET-BASE	AC-P-C	WSC
ADD		Y2	000000		8.82	0.00	H U	0.00	SUB	TF	***	***	8.82	00-4-9	
		PY-SCH	S B F	START	END	USER	ANN.	CONTRACT					SRC COPY	AUDIT INFO	
		E12	1 0		-			0.00/					C	01/19/00	YO97
		UNITS		Fd Bdr Sch Resc Y Goal Func Objt Type							SBFAT		EX-GROSS	FTD PAID	
		1.	0.00		03-200-500-0000-0-0000-0000-8000-0325								0.00	0.00	
		-----											-----		
		0.00			** TOTALS **								0.00	0.00	
=====															
ANDREWS JULIE		000-00-0000													

OLD	(01)	FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP	EP	RET-BASE	AC-P-C	WSC
		Y1	000000		45.00	0.00	D U	0.00	SUB	TFR	***	***	45.00	54-8-0	
		PY-SCH	S B F	START	END	USER	ANN.	CONTRACT					SRC COPY	AUDIT INFO	
		E12	1		-			0.00/00					C	11/15/96	CB07

07 QSS DEMONSTRATION DISTRICT SAMPLE FOR DOCUMENTATION			PAYROLL LOAD/COPY REPORT					J2533	PL0990	H.00.03	01/19/--	PAGE	3
Report Source: PL0900 Mode: Report													

Sample Report for Target Year

07 QSS DEMONSTRATION DISTRICT		PAYROLL LOAD/COPY REPORT		J2534	PL0990	H.00.03	01/19/--	PAGE	0
SAMPLE FOR DOCUMENTATION									
		Report Source: PL0900							
		Mode: Report							
		Report Type: Target Only							
		Report Selection Criteria							

From FY: Y1	To FY: Y2								
Active/Inactive paylines:	B	Make inactive active	N						
Position/Number selection:	N	Zero the position number:	N						
Exclude all SP-EP paylines:	N	Blank the SP-EP:	N						
Balance of contract payline selection:	N	Non-terminated employees only:	N						
Bargaining Unit (Include/Exclude):		Pay Code (Include/Exclude):							
Retirement System (Include/Exclude):		Pay Location (Include/Exclude):							
Control Group (Include/Exclude):		Pay Type (Include/Exclude):							
Pay Schedule (Include/Exclude):									
Sta. Ded. Profile (Include/Exclude):									
SP-EP (Include/Exclude) (Blank SP-EP):									
Rate Type:	Rate Begin:	Rate End:							
Unit Treatment:	From Units:	To Units:							
		CHANGE FIELDS LEGEND							

		AF = Active Flag							
		BP = Blank SP-EP							
		ZP = Zero Position							
		ZU = Zero Units							

07 QSS DEMONSTRATION DISTRICT SAMPLE FOR DOCUMENTATION				PAYROLL LOAD/COPY REPORT				J2534	PL0990	H.00.03	01/19/00	PAGE	2		
Report Source: PL0900 Mode: Report															
ANDERSON SHERWOOD				000-00-0000											
NEW		FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP	EP	RET-BASE	AC-P-C	WSC
ADD	(01)	Y2	000000		45.00	0.00	D U	0.00	SUB	TFR	***		45.00	54-8-0	
		PY-SCH	S B F	START	END	USER	ANN.	CONTRACT					SRC COPY	AUDIT INFO	
		E12	1		-			0.00/00					C	01/19/00	YO97
		UNITS	Fd Bdr	Sch Resc	Y Goal	Func	Objt	Type				SBFAT	EX-GROSS	FTD PAID	
		1.	0.00	12-700-700-6055-0-8500-1000-1100-9050									0.00	0.00	
		0.00											0.00	0.00	
		** TOTALS **											0.00	0.00	
NEW		FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP	EP	RET-BASE	AC-P-C	WSC
ADD	(02)	Y2	000000		80.00	0.00	D U	0.00	SUB	TFR	***		80.00	54-8-0	
		PY-SCH	S B F	START	END	USER	ANN.	CONTRACT					SRC COPY	AUDIT INFO	
		E12	1		-			0.00/00					C	01/19/00	YO97
		UNITS	Fd Bdr	Sch Resc	Y Goal	Func	Objt	Type				SBFAT	EX-GROSS	FTD PAID	
		1.	0.00	06-650-120-6500-0-5160-1000-1100-9050									0.00	0.00	
		2.	0.00	06-600-110-6500-0-5110-1000-1100-9050									0.00	0.00	
		3.	0.00	06-840-500-2500-0-3110-1000-1100-9050									0.00	0.00	
		4.	0.00	06-810-445-2420-0-3500-1000-1100-9050									0.00	0.00	
		0.00											0.00	0.00	
		** TOTALS **											0.00	0.00	
NEW		FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP	EP	RET-BASE	AC-P-C	WSC
ADD	(03)	Y2	000000		8.61	0.00	H U	0.00	SUB	TF	***		8.61	00-4-9	
		PY-SCH	S B F	START	END	USER	ANN.	CONTRACT					SRC COPY	AUDIT INFO	
		E12	1 0		-			0.00/					C	01/19/00	YO97
		UNITS	Fd Bdr	Sch Resc	Y Goal	Func	Objt	Type				SBFAT	EX-GROSS	FTD PAID	
		1.	0.00	06-600-110-6500-0-5020-1000-2100-9050									0.00	0.00	
		0.00											0.00	0.00	
		** TOTALS **											0.00	0.00	
=====															
BENNETT TONY				000-00-0000											
NEW		FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP	EP	RET-BASE	AC-P-C	WSC
ADD	(02)	Y2	000000		36.26	1.00	L	36.26	RET	TPUYF	***		11.50	05-4-5	
		PY-SCH	S B F	START	END	USER	ANN.	CONTRACT					SRC COPY	AUDIT INFO	
		M12	1 0		-			0.00/					C	01/19/00	YO97
		PERCENT	Fd Bdr	Sch Resc	Y Goal	Func	Objt	Type				SBFAT	EX-GROSS	FTD PAID	
		1.	50.00%	03-210-500-0000-0-8600-7710-2400-2806									308.07	0.00	
		2.	50.00%	03-240-500-0000-0-0000-7570-2400-2806									308.07	0.00	
		100.00%											616.14	0.00	
		** TOTALS **											616.14	0.00	

First Detail Line

The first detail line on the Payroll Load/Copy Report (PL0990) looks like this:

NEW		FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP	EP	RET-BASE	AC-P-C	WSC
ADD	(01)	Y2	000000		616.14	1.00	L	616.14	RET	TPUYF	***		2,255.00	05-1-5	

Second Detail Line

The second detail line for Payroll Load/Copy Report (PL0990) looks like this:

PY-SCH	S	B	F	START	END	USER	ANN.	CONTRACT	SRC	COPY	AUDIT	INFO
M12	1	0		-				0.00/	C		01/19/00	YO97

Financial Accounts

The display of financial accounts looks like this in Payroll Load/Copy Report (PL0990):

	PERCENT	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	SBFAT	EX-GROSS	FTD	PAID
1.	50.00%	03-210-500-0000-0-8600-7710-2400-2806										308.07		0.00
2.	50.00%	03-240-500-0000-0-0000-7570-2400-2806										308.07		0.00
	-----											-----		
	100.00%											616.14		0.00
		** TOTALS **												

QCC Version of PL0900

The QCC version of PL0900 is available from the *HR Report/Job Selector* window. The brief view of the QCC version focuses on the following areas:

- ◆ Opening the HR Report/Job Selector Window
- ◆ Selecting the PL0900 Process

Opening the HR Report/Job Selector Window

These instructions tell how to open the *HR Report/Job Selector* window from QCC.

- ◆ From the **Go** menu, select **Go, Human Resources/Payroll**, and **HR Report/Job Selector**.
- ◆ From the Tree view, **Go, Human Resources/Payroll, HR Reporting and Downloading**, and **HR Report/Job Selector**.

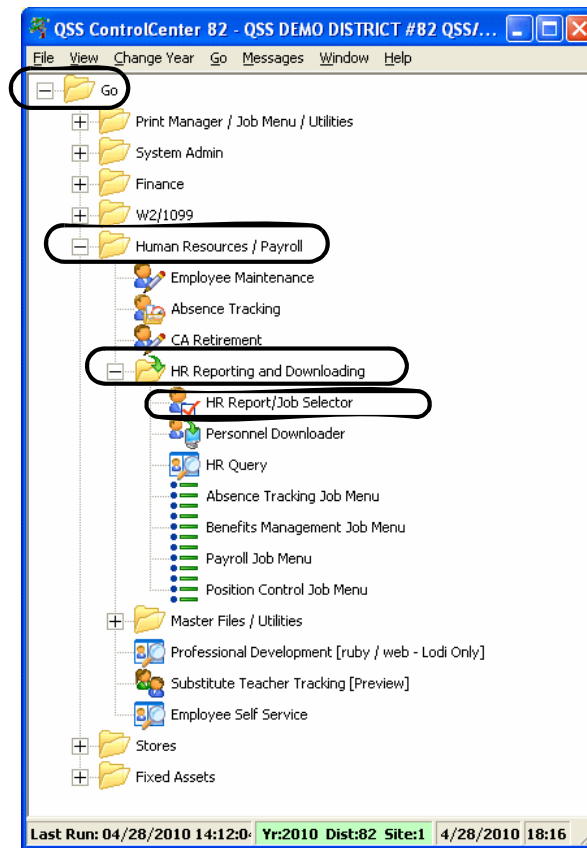


Figure 8-69: Selecting the *HR Report/Job Window* from the Tree view

Selecting the PL0900 Process

These instructions tell how to launch the PL0900 process from the *HR Report/Job Selector* window.

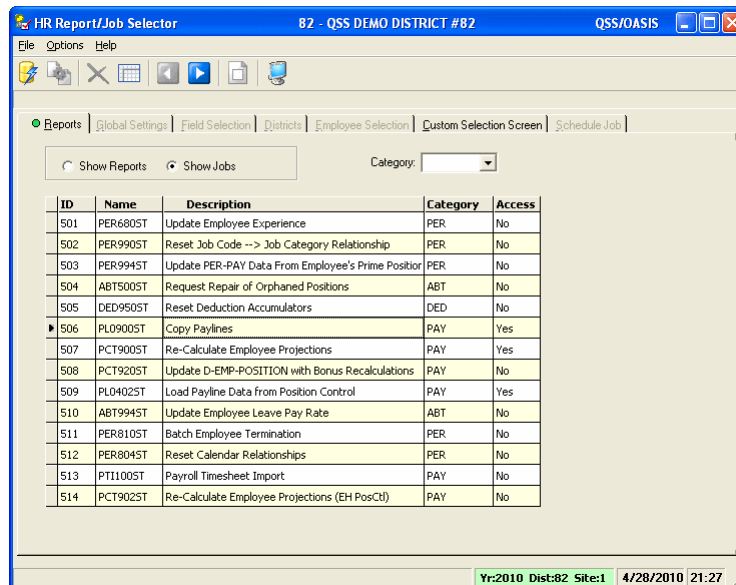


Figure 8-70: HR Report/Job Selector window

To launch PL0900:

1. Click the **Show Jobs** check box.

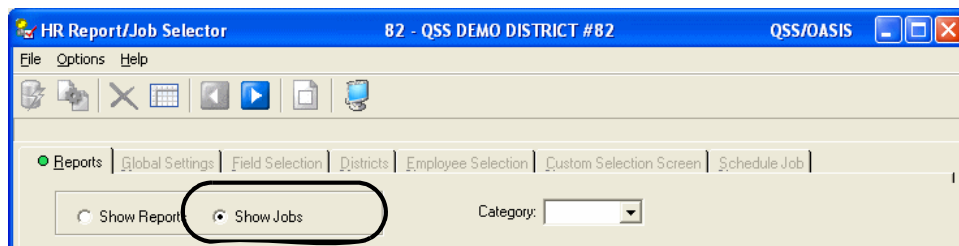


Figure 8-71: Selecting jobs

2. In the Reports tab, click the row for PL0900ST (Process 506).

ID	Name	Description	Category	Access
501	PER680ST	Update Employee Experience	PER	No
502	PER990ST	Reset Job Code --> Job Category Relationship	PER	No
503	PER994ST	Update PER-PAY Data From Employee's Prime Position	PER	No
504	ABT500ST	Request Repair of Orphaned Positions	ABT	No
505	DED950ST	Reset Deduction Accumulators	DED	No
506	PL0900ST	Copy Paylines	PAY	Yes
507	PCT900ST	Re-Calculate Employee Projections	PAY	Yes

Figure 8-72: Selecting a job

The **Access** column reads "Yes" or "No" to indicate whether your security profile allows launching a process.

3. Click the Custom Selection Screen tab and fill in the boxes. They are the same as

for the traditional version.

The screenshot shows the 'Roll Selected Pay Lines to New Year' form. At the top, there is a navigation bar with tabs: Global Settings, Field Selection, Districts, Employee Selection, Custom Selection Screen (selected), and Schedule Job. Below the navigation bar, the job title 'Job: PL0900ST - Copy Paylines' is displayed. The main form is divided into two sections: 'Required Data' and 'Optional Data'. The 'Required Data' section includes fields for 'Report Title', 'Run Mode' (set to 'Update/Report'), 'From Year', 'To Year', 'Report Type' (set to 'Source/Target'), 'Active/Inactive Paylines' (set to 'Active'), 'Position Number Selection' (set to 'Position'), 'Exclude All Pay Lines with SP-EP' (checkbox), and 'Balance of Contract Pay Line Selection' (set to 'Contract'). The 'Optional Data' section includes checkboxes for 'Non-Terminated Empl Only', 'Make Inactive Active', 'Zero the Pos Number', and 'Blank the SP-EP'.

Figure 8-73: Required data boxes for launching PL0900 from QCC

The screenshot shows the 'Roll Selected Pay Lines to New Year' form, focusing on the 'Optional Data' section. The navigation bar and job title are the same as in Figure 8-73. The 'Optional Data' section includes a grid of dropdown menus for 'Bargaining Unit', 'Pay Code', 'Retirement System', 'Pay Location', 'Control Group', 'Pay Type', 'Pay Schedule', 'Sta. Ded. Profile', and 'SP-EP'. Below the grid, there are fields for 'Rate Type', 'Units Treatment' (set to 'Honor Flag'), 'Rates From', 'To', 'Units From', and 'To'.

Figure 7-74: Optional data boxes for launching PL0900 from QCC

4. Press CTRL+S to launch the process.

Mass Recalculate Pay Position (PAY910)

Note: PAY0910 is for updating Payroll Bonus (BC) code amounts on the PR Screen in the Enhanced Payroll System.

Note: If you are using Enhanced Payroll and you use PL0402 to drive the Payroll System from the Position Control System, you probably would not ever need PAY910 to update BC codes. Instead, your Position Control Bonus (PB) codes would be calculated in Position Control and loaded into Payroll as BC codes when you ran PL0402.

Purpose

Mass Recalculate Pay Position (PAY910) is a batch update to Bonus Codes on the PR Screen. Each Pay Line has 20 **Bonus** fields in which you can type a Bonus Code from the Bonus Codes Master File. For automatic bonuses, the PR Screen calculates each employee's bonus amount based on the rules for a Bonus Code. The amount of the bonus can be a lump-sum amount per pay period, an annual amount, an hourly bonus, or a daily bonus.

You can use Mass Recalculate Pay Position (PAY910) to update Pay Lines after you make changes to the Bonus Codes. For example, a district uses the code MA for the Master's bonus for teachers. At the start of a new fiscal year the amount goes up from \$1,000 to \$1,100. You can use PAY910 to locate all Pay Lines with the Bonus Code of MA, then update them with a batch update.

Mass Recalculate Pay Position (PAY910) works in two ways: report and update mode.

- ◆ In report mode, the report lists the Pay Lines that match your selection criteria and the bonus codes and amounts. This mode allows you to preview the results of the mass update before actually updating the Pay Lines on the PR Screen.
- ◆ In update mode, the mass update changes the Pay Lines. The report is a list of the changes that were made to the Pay Lines.

Each time you run the Mass Recalculate Pay Position (PAY910), there is a second report called the Mass Recalculate Pay Position -- Errors Report (PAY912). This report lists all of the Pay Lines with a variety of errors, such as an hourly Pay Line that has a daily or monthly Salary Schedule. You can use this report to correct errors before you run PAY910 in update mode. The error report accompanies every PAY910, even if there are no errors. When the PAY912 report reads **** NO ERRORS ****, all of your Pay Lines have passed the edit checks for PAY910. See [7-85](#) for a list of all the error messages.

Launch Screen

District 90	Mass Recalculate Pay Position	QSS/OASIS
Fiscal Year: 05		
Report Title: SAMPLE FOR DOCUMENTATION		
Sort Option: 1 = Employee 2 = Schedule/Employee		
Report/Update: Y (R/U)		
Update Terminated Employees: Y (Y/N)		
Salary Schedules: [] [] [] [] []		
Bonus Codes: [] [] [] [] []		
-		
JOBBER H.00.04 compiled 11/26/02 Page 1 of 1 Option: 46 Stream: PAY910ST		
Start Over	Help	Read Preset
		Return to Menu

Figure 7-75: Launch screen for Mass Recalculate Pay Position (PAY910)

Sample Mass Recalculate Pay Position (PAY910) Report

Sample Page Zero (Header Page)

67 OAK VALLEY USD SAMPLE FOR DOCUMENTATION	MASS RECALCULATE PAY POSITION	J6171	PAY910	H.00.00	08/19/04	PAGE	0

*** Selection Parameters ***							
Fiscal Year: 03							
Sort Option: Schedule/employee							
Report/Update (R/U): R							
Update terminated employees: No							
Salary Schedule:							
Bonus Codes:							

Sample Report Page

67 OAK VALLEY USD SAMPLE FOR DOCUMENTATION				MASS RECALCULATE PAY POSITION			J6171	PAY910	H.00.00	08/19/04	PAGE	2
EMPLOYEE		PLACEMENT	PAY SCHED	HOURLY RATE		RATE TYPE	UNITS	EXT GROSS	RET BASE	FTE		

000-00-0000 ANTHONY ANDY A		14-0005-02	E10R07	56.02	8,116.50	L	1.00	8,116.50	8,116.50	1.0000		
Base Pay: 7,176.50 Base Ret: 7,176.50												
Bonus Codes: T1/185 SCH/6+ CTA/MA TST/10												
Bonus Pay: 65.00 100.00 150.00 625.00												
Bonus Ret: 65.00 100.00 150.00 625.00												
000-00-0000 ANTHONY SUSAN B		12-0005-05	E10B07	19.96	2,337.78	L	1.00	2,337.78	2,337.78	1.0000		
Base Pay: 2,173.44 Base Ret: 2,173.44												
Bonus Codes: LONG15 BIL												
Bonus Pay: 110.00 54.34												
Bonus Ret: 110.00 54.34												
000-00-0000 ARTHUR CHESTER A		- -00	EOMREG	0.00	4,245.91	L	1.00	4,245.91	4,245.91	1.0000		
Base Pay: 4,162.58 Base Ret: 4,162.58												
Bonus Codes: CCP220												
Bonus Pay: 83.33												
Bonus Ret: 83.33												
000-00-0000 ARTHUR CHESTER B		12-0006-01	EOMREG	19.82	2,687.64	L	1.00	2,687.64	2,687.64	1.0000		
Base Pay: 2,539.16 Base Ret: 2,539.16												
000-00-0000 ARTHUR RITUS		18-4501-05	EOMREG	22.40	3,156.81	L	1.00	3,156.81	3,156.81	1.0000		
Base Pay: 2,869.83 Base Ret: 2,869.83												
Bonus Codes: ND/10%												
Bonus Pay: 286.98												
Bonus Ret: 286.98												
000-00-0000 ASIMOV ISAAC		- -00	EOMREG	14.82	1,941.60	L	1.00	1,941.60	2,588.81	0.7500		
Base Pay: 1,840.38 Base Ret: 2,453.84 Class: Linkage: Bonus %: 3.00 Bonus Pay %: 55.21 Bonus Ret %: 73.62												
Bonus Codes: ASL												
Bonus Pay: 46.01												
Bonus Ret: 61.35												

Sample Mass Recalculate Pay Position -- Errors Report (PAY912)

Every time you create a Mass Recalculate Pay Position (PAY910), there is also an error report. The report identifies Pay Lines with inconsistencies and missing codes.

About Summer Pay

90 S.C.COUNTY OFFICE OF EDUCATION SAMPLE FOR DOCUMENTATION		MASS RECALCULATE PAY POSITION -- ERRORS REPORT		J6171	PAY912	H.00.00 08/19/04	PAGE	1
EMPLOYEE	SEQ	POSITION	ERROR MESSAGE					
000-00-0000 ANDERSON ANDY	03	343943	Invalid Bonus Code					
000-00-0000 JOHNSON JOHN	02	944343	Invalid Work Calendar					
000-00-0000 PETERS PETER P	01	788492	Invalid Salary Schedule					
000-00-0000 HARRISON HARRY	01	889343	Salary Schedule is not a Daily Scheule					

There are three options for dealing with summer pay:

1. Classic Deferred Pay

In classic deferred pay, 10-month teachers are assigned to a Pay Schedule with 12 pay periods. They receive one-twelfth of their annual contract pay during each pay period.

In June, the district runs three payrolls for teachers on classic deferred pay:

- ◆ The non-deferred payroll for June (for the current pay period).
- ◆ The deferred payroll for July.
- ◆ The deferred payroll for August.

These three payrolls have a date paid that falls within June so that all payroll transactions post to General Ledger in the same fiscal year as the teachers' contracts. The district keeps the payroll warrants and APD stubs for July and August in a safe place, then distributes those payrolls to teachers according to the schedule for summer pay.

2. Manual Deferred Deductions

Manual deferred deductions uses Voluntary Deductions to withhold summer pay during the 10-month contract year, then refund those withholdings during the summer. This method uses a special Voluntary Deduction in the 85xx range to serve as a bank for holding the summer pay. During the 10-month contract period, one-sixth of the net pay is deducted and put in the bank. During July and August, the district runs a special payroll to refund the banked net pay.

This method requires that you define a special Pay Schedule. Teachers receive one-tenth of their contract pay during each month in September through June (with one-sixth of net pay deducted for summer pay). Payrolls 15 and 16 are special-purpose pay periods for the summer payrolls. Update Payroll with Summer-Deferred Vol-Ded Amounts (PAY9SB) allows you to create the Pay Lines for summer pay.

This method requires you to make manual calculations, and may not be practical for large districts.

3. Automatic Deferred Deductions

This method accomplishes the same thing as Manual Deferred Deductions, but with much more automation.

Summer Pay Payroll

Overview

Three types of payrolls fall under the category of summer payrolls: deferred payrolls, liability payrolls, and summer-deferred voluntary deductions.

- ◆ Deferred payrolls are processed for employees who work ten or eleven months but elect to receive their pay over twelve months.
- ◆ Liability payrolls cover labor and/or employer-paid benefits which are charged to a different year than cash. These are set up as liabilities.
- ◆ Summer-deferred voluntary deductions use the 85xx objects as a savings account to issue summer-deferred payments to vendors from voluntary deductions.

Classic Deferred Pay

First Step

To set up deferred payrolls, you must first define a pay schedule for the deferred payrolls.

The second screen is to define the deferred pay schedules. The example shows an end-of-month 10-month deferred schedule (EOM10D).

District: 65		Maintain Pay Schedule		QSS/OASIS					
FY: Y2		Pay Schedule: <u>EOM10D</u>		=> EOM 10-MONTH DEFERRED					
Cycle: <u>MO</u> MONTHLY		Use cycle for tax: <u>Y</u>		Class: <u>R</u> 'R'egular, 'S'upp.					
Pr	Def	Start	End	Paid	Days	Hours	Weeks	Local	Use
03.		09/01/2002	09/30/2002	09/28/2002					
04.		10/01/2002	10/31/2002	10/31/2002					
05.		11/01/2002	11/30/2002	11/30/2002					
06.		12/01/2002	12/31/2002	12/31/2002					
07.		01/01/2003	01/31/2003	01/31/2003					
08.		02/01/2003	02/28/2003	02/28/2003					
09.		03/01/2003	03/31/2003	03/29/2003					
10.		04/01/2003	04/30/2003	04/30/2003					
11.		05/01/2003	05/31/2003	05/31/2003					
12.		06/01/2003	06/30/2003	06/28/2003					
13.	Y	06/01/2003	06/30/2003	06/27/2003					
14.	Y	06/01/2003	06/30/2003	06/26/2003					
.									
Page 1 of 1		Number of Payrolls: 12							
Select Option	Print Screen		Next Window	Page Backward	Page Forward	Update Data	Return to Menu		

Figure 7-76: Maintain Pay Schedule Screen

Fill in the second screen similarly to the example in Figure 7-76. Three things must be true:

- ◇ The deferred payrolls are numbered 13 and 14 and have Y in the **Def** field column.
- ◇ The first payroll for the sample deferred pay schedule is September, and its payroll number is 03 rather than 01.
- ◇ The dates paid for June, July, and August ***must be different*** from one another.

Second Step

The next step is to specify this pay schedule on the appropriate pay lines for all affected employees. Do this on the Payroll Pay Line (PR) Screen of Employee Maintenance (PP0002).

In the following example, notice that the pay schedule is EOM10D, which is the sample pay schedule shown in Figure 7-76 and which has been defined with the last two payrolls as deferred.

District: 82	TESTING DISTRICT	QSS/OASIS
	Employee Maintenance	Mode: Change
SSN: 000-00-0000 Betsy ROSS	Sc: PR Payroll pay line	
NS: Yr: 05 O: L: A:	Pay Line# 1 / 0 (1)	

Posit#	D	Rate	Units	RTS	Ex-Gross	Type	St-Ded	SP	EP	Ret.	Base	AC-P-C	WSC
adj >													
Name		Py-Sch	SBF	Start	End	User	Ann Contract	FTD Paid					
		EOM100					/	0.00					
Ln	Prcnt	Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	SBT	Ex-Gross	FTD Paid
									>				
									>				
									>				
									>				
									>				
									>				
0.00%							** Totals **				0.00		0.00

Figure 7-77: Payroll Pay Line (PR) Screen with EOM10D Pay Schedule

Third Step

Produce the deferred payrolls the same as you would produce any ordinary payroll. With a deferred payroll produced in this manner, both the posting of the various expense accounts and the dispersal of the cash occur in Y1.

Tables of Various Summer Payroll Setups

The following seven tables present various possible scenarios for setting up summer payrolls. At the end is a blank worksheet on which you can plan your setup.

Example 1—Regular Summer-Deferred

Item	Account Charged	Year Charged	
		Y1	Y2
Period end date		X	
Date paid		X	
Labor	DR	X	
Cash (labor)	CR	X	
Employer-paid non-health-and-welfare benefits	DR	X	
Employer-paid health-and-welfare benefits	DR	X	
Cash (all benefits)	CR	X	

Requirements for using Example 1:

- ◆ Define pay schedule(s) indicating which months are deferred.
- ◆ Log into Y1.
- ◆ See example on preceding pages.

Example 2—Summer-Deferred Payroll Treated as a Liability^a

Item	Account Charged	Year Charged	
		Y1	Y2
Period end date		X	
Date paid			X
Labor	DR	X	
Current liability (setup) (labor), e.g., 9509	CR	X	
Cash (labor)	CR		X
Current liability (payment) (labor), e.g., 9510	DR		X
Employer-paid non-health-and-welfare benefits	DR	X	
Employer-paid health-and-welfare benefits	DR	X	
Current liability (setup) (all accrued benefits), e.g., 9509	CR	X	
Cash (benefits)	CR		X
Current liability (benefits)	DR		X

a. This scenario may apply to cases like payment of substitute teachers, which is irregular and unforeseen.

Requirements for using Example 2:

- ◆ Define pay schedule(s) indicating which months are deferred.
- ◆ Log into Y1.
- ◆ Date paid must be in Y2.

**Example 3—Summer-Deferred Payroll Treated as a Liability
EXCEPT Employer-Paid Health and Welfare Paid in Y2**

Item	Account Charged	Year Charged	
		Y1	Y2
Period end date		X	
Date paid			X
Labor	DR	X	
Current liability (setup) (labor), e.g., 9509	CR	X	
Employer-paid non-health-and-welfare benefits	DR	X	
Current liability (employer-paid non-health-and-welfare benefits), e.g., 9509	CR	X	
Cash	CR		X
Current liability (payment), e.g., 9510	DR		X
Employer-paid health-and-welfare benefits	DR		X
Cash (health-and-welfare benefits)	CR		X

Requirements for using Example 3:

- ◆ Define pay schedule(s) indicating which months are deferred.
- ◆ Log into Y1.
- ◆ Change the run mask on the line following the RUN PAY310 line in the payroll update job stream to eliminate the posting of health and welfare benefits. Use the HP Editor to change the Y in the fourth position of the mask to N.
- ◆ After running payroll, post the employer-paid health and welfare benefits to Y2:
 - ◇ Log into Y2.
 - ◇ Edit the PAYUPDST JCL file as follows:
 1. Change the file equation of the payroll history file from the deferred payroll to TOPAY310A and TOPAY310B:

- > !FILE TOPY310A=PAmddyy.HISTORY where mddyy = month, day, year of the payroll save file, and
- > !FILE TOPY310B=PBmddyy.HISTORY where mddyy = month, day, year of the payroll save file.
- 2. Change the run mask on the line following the RUN PAY310 line in the payroll update job stream to post only health and welfare benefits. Change all positions except the fourth to N; change the fourth to Y, thus:
 - > !RUN PAY310.!PPSCH.!PACT
NNNYNNNNNNNN
- 3. Change SETJCW commands to run only the PAY3xx series by setting all other PAYxxx programs to No, or zero; for example:
 - > !SETJCW PAY004 = 0
 - !SETJCW PAY347 = 1
 - !SETJCW PAY370 = 1
 - !SETJCW PAY440 = 0
- 4. Save this file as PAYUPDHW.JCL.
 - ◇ Run PAY310, PAY320, PAY330, and PAY340 to post health and welfare benefits. PAY320 may not be part of the standard update job stream, but it should be part of the report job stream named PAYRPTST.JCL. You can copy it from there to the standard update job stream.

NOTE: Talk to your QSS account manager if you intend to do this type of liability posting.

Example 4—Summer-Deferred Payroll with Labor Charges Charged to Y1 and All Employer-Paid Benefits Paid in Y2^a

Item	Account Charged	Year Charged	
		Y1	Y2
Period end date		X	
Date paid		X	
Labor	DR	X	
Cash (labor)	CR	X	
Employer-paid non-health-and-welfare benefits	DR		X
Employer-paid health-and-welfare benefits	DR		X
Cash (all benefits)	CR		X

a. If this example applies to your site, contact your account manager for detailed instructions.

Example 5—Summer-Deferred Payroll with Labor Charges and Non-Health and Welfare Benefits Paid in Y1 & Employer-Paid Health and Welfare Paid in Y2^a

Item	Account Charged	Year Charged	
		Y1	Y2
Period end date		X	
Date paid		X	
Labor	DR	X	
Cash (labor)	CR	X	
Employer-paid non-health-and-welfare benefits	DR	X	
Current liability (employer-paid non-health-and-welfare benefits), e.g., 95xx	CR	X	
Employer-paid health-and-welfare benefits	DR		X
Cash (health-and-welfare accrued benefits)	CR		X

a. If this example applies to your site, contact your account manager for detailed instructions.

Example 6—Straight Liability Payroll—Option 1^a

Item	Account Charged	Year Charged	
		Y1	Y2
Period end date		X	
Date paid			X
Labor	DR	X	
Current liability (setup) (labor), e.g., 9509	CR	X	
Cash (labor)	CR		X
Current liability (payment) (labor), e.g., 9510	DR		X
Employer-paid non-health-and-welfare benefits	DR	X	
Employer-paid health-and-welfare benefits	DR	X	
Current liability (setup) (all accrued benefits), e.g., 9509	CR	X	

a. This scenario may apply to cases like payment of hourly employees.

Requirements for using Example 6:

- ◆ Log into Y1.
- ◆ Set up pay schedule as non-deferred.
- ◆ Period end date must be in Y1 and pay date must be in Y2.

Example 7—Straight Payroll with Account Lines Coded with Liability Object(s)—Option 2

Item	Account Charged	Year Charged	
		Y1	Y2
Period end date		X	
Date paid			X
Labor, e.g., 95xx	DR		X
Cash (labor)	CR		X
Employer-paid non-health-and-welfare benefits, e.g., 95xx	DR		X
Employer-paid health-and-welfare benefits, e.g., 95xx	DR		X
Cash (all accrued benefits)	CR		X

Requirements for using Example 7:

- ◆ Log into Y2.
- ◆ Set up pay schedule as non-deferred.
- ◆ Set up labor distribution lines charging the object established for current liability.

NOTE: You must manually set up current liability in Y1.

Summer Payroll Worksheet

Item	Account Charged	Year Charged	
		Y1	Y2
Period end date			
Date paid			
Labor	DR		
Cash (labor)	CR		
Current liability (payment)	DR		
Employer-paid non-health-and-welfare benefits	DR		
Employer-paid health-and-welfare benefits	DR		
Current liability (setup) (labor)	CR		
Current liability (setup) (non-health-and-welfare benefits)	CR		
Current liability (setup) (health-and-welfare benefits)	CR		

Use the preceding worksheet for your site's needs.

Manual Deferred Deductions

Purpose

Update Payroll with Summer-Deferred Vol-Ded Amounts (PAY9SB) allows you to create the pay lines for disbursing the accumulated deductions for summer pay. This program calculates the total amount of money set aside for each employee in up to 5 voluntary deductions in the 85xx range, then creates a pay line for disbursing the money to employees. The Summer Deferred Payroll Load Audit Report (PAY904) is a listing of these pay lines. The warrants for these pay lines are created on a special summer-deferred pay run for monies accumulated with the 85xx voluntary deductions.

Implementing Summer Pay from Voluntary Deductions

Setting Up Master Files

NOTE: Consult with your **QSS** account manager before implementing summer pay from voluntary deductions. This process requires modifying the payroll production process and running special payrolls to create the summer-deferred warrants.

Implementing summer pay from voluntary deductions requires the following:

- ◆ One or more Vol-Deds (voluntary deductions) for setting aside summer-deferred pay. These deductions must be numbered 8500 through 8599.
- ◆ A Pay Schedule to be used only for creating pay lines from voluntary deductions for summer deferred pay. The pay schedule should contain only payroll numbers 15 and 16.

On a typical monthly schedule, payroll numbers 1 through 12 are the regular end-of-month payrolls for July through June. Payroll numbers 13 and 14 are for summer-deferred payrolls in which the salary for a 10- or 11-month employee is paid out over 12 monthly payrolls. Payroll numbers 15 and 16 are for summer-deferred payrolls created from 85xx voluntary deductions via Update Payroll with Summer-Deferred Vol-Ded Amounts (PAY9SB).

The number of payrolls on this schedule determines how many pay lines are produced. If the pay schedule includes payroll numbers 15 and 16, Update Payroll with Summer-Deferred Vol-Ded Amounts (PAY9SB) creates two pay lines for each employee, each of which is used to disburse one-half of the money set aside for summer pay. If there is only one payroll number, there is only one pay line per employee that includes all accumulated summer pay.

Each district has a separate set of pay schedules for each year. Therefore, a site must set up this schedule for every year for each district that processes summer-deferred pay from voluntary deductions.

- ◆ A Pay Name that is used only for running summer-deferred pay from voluntary deductions. When setting up this Pay Name, type a V in the **User-defined** field to indicate that this Pay Name is for summer-deferred pay originating from 85xx voluntary deductions.
- ◆ A Statutory Deduction Profile that contains only the two following statutory deductions: NRF (non-reportable FIT) and NRS (non-reportable SIT). This profile is required to build the pay lines for the payrolls during July and August.
- ◆ A Vol-Ded Frequency Code or a Deduction Schedule for Vol-Deds taken on the special payrolls run during payroll numbers 15 and 16.
- ◆ A Pay Type code that is used only for producing summer-deferred pay from voluntary deductions when you run Update Payroll with Summer-Deferred Vol-Ded Amounts (PAY9SB). This Pay Type is not used for regular payrolls throughout the year.
- ◆ Links to all districts that are producing summer-deferred pay from voluntary deductions. The following codes must be linked to each district: voluntary deductions, Pay Schedules, Statutory Deduction Profiles, Vol-Ded Frequencies, and Deduction Schedules.

Setting Aside Money for Summer Pay

There are two steps in deducting money for summer pay with 85xx voluntary deductions:

- ◆ Assign employees to the 85xx voluntary deductions. Use a Vol-Ded Frequency Code or a Deduction Schedule for taking this deduction during the 10- or 11-month contract period. You can specify either a fixed dollar amount or percentage of pay to deduct.

There are two reports that can help with this task.

- > Pay-Deduction Listing (DED600) is a listing of all employees with a specified voluntary deduction. You can use this report to get a roster of employees with specified 85xx deductions.
 - > Employee Voluntary Deduction Listing (DED610) is a listing by employee of the voluntary deductions assigned to each employee on the Payroll Pay Line (PR) Screen.
- ◆ Run the regular payrolls during the 10 or 11 months of the contract year. Thus, the amount or percentage specified in the 85xx voluntary deduction is added to the money set aside for the employee's summer pay.

Disbursing Summer Pay

When it is time to issue summer pay, use Update Payroll with Summer-Deferred Vol-Ded Amounts (PAY9SB) to create the pay lines needed for the special payroll run to disburse the deductions for the 85xx voluntary deductions.

- ◇ Run Update Payroll with Summer-Deferred Vol-Ded Amounts (PAY9SB) in Report Only mode. The Summer Deferred Payroll Load Audit Report (PAY904) allows you to verify the pay lines for summer-deferred pay before updating.
- ◇ When you are ready to create pay lines, Run Update Payroll with Summer-Deferred Vol-Ded Amounts (PAY9SB) in Update mode. This process creates the pay lines for summer pay.
- ◇ Make any needed changes to the pay lines on the Payroll Pay Line (PR) Screen.
- ◇ Set up any voluntary deductions to be taken from summer-deferred pay using the Vol-Ded Frequency code or Deduction Schedule for taking deductions on payroll numbers 15 and 16.
- ◇ Run a special payroll to disburse summer-deferred pay. Use the Pay Name that was defined exclusively for summer-deferred pay from voluntary deductions. The only pay schedule on this payroll run should be the special pay schedule for summer pay from voluntary deductions. If you are issuing two warrants for summer pay, you must do two special payroll runs.

Launch Screen

District: 65		Update Payroll with Summer Deferred Vol-Ded Amounts				QSS/OASIS																	
Report Title: SAMPLE FOR DOCUMENTATION																							
Update Option: 2		1 = Update payroll 2 = Report only																					
Vol-Ded History Dates From: 09/01/20Y1 To: 06/30/20Y1																							
Include Vol-Deds:		8500 8520 8550																					
Include Terminated:		Y (Y/N)																					
*** Payline Default Values ***																							
Fiscal Year:		Y1																					
Pay Type:		VOLS																					
Stat Ded Profile:		VOLPAY																					
Pay Schedule:		SPVD																					
Expense Acctclass:		01-0000-0-1110-00-3300-1000-700-000-000																					
<table border="1"> <tr> <td colspan="2">PAY9SB</td> <td colspan="2">H.00.00</td> <td colspan="2">compiled 06/08/99 15:21</td> <td colspan="2">Stream: PAY9SBST</td> </tr> <tr> <td>Start Over</td> <td>Help</td> <td>Retrieve Preset</td> <td>Save Preset</td> <td>Refresh Screen</td> <td></td> <td>Launch Job</td> <td>Return to Menu</td> </tr> </table>								PAY9SB		H.00.00		compiled 06/08/99 15:21		Stream: PAY9SBST		Start Over	Help	Retrieve Preset	Save Preset	Refresh Screen		Launch Job	Return to Menu
PAY9SB		H.00.00		compiled 06/08/99 15:21		Stream: PAY9SBST																	
Start Over	Help	Retrieve Preset	Save Preset	Refresh Screen		Launch Job	Return to Menu																

Figure 7-78: Launch Screen for Update Payroll with Summer-Deferred Vol-Ded Amounts (PAY9SB)

Report Sample

Page Zero is a header page that summarizes the selections on the launch screen.

65 QSS Unified School District SAMPLE FOR DOCUMENTATION	SUMMER DEFERRED PAYROLL LOAD AUDIT REPORT	J604	PAY904	H.00.00	11/15/--	PAGE	0
Update Option: Report Only Vol-Ded History Dates From: 09/01/20Y1 To: 06/30/20Y1 Include Vol-Deds: 8500 8520 8550 Include Terminated: Y Fiscal Year: 01 Pay Type: VOLS Stat Ded Profile: VOLPAY Pay Schedule: SPVD Fd Resc Y Objt Gr Goal Fnct Sch Rsp Lcl 01-0000-0-1110-00-3300-1000-700-000-000							

65 QSS Unified School District				SUMMER DEFERRED PAYROLL LOAD AUDIT REPORT										J604		PAY904		H.00.00 11/15/--		PAGE		1
SAMPLE FOR DOCUMENTATION																						
UNITS		RATE	RT	PT	SDP	PY-SCH	SP	EP	PCT	Fd	Resc	Y	Objt	Gr	Goal	Fnct	Sch	Rsp	Lcl			

000-00-0000		ALI MOHAMMED				Total Deduction:				800.00												
1.00		400.00	L	VOLS	VOLPAY	SPVD	15	15	100%	01-0000-0-1110-00-3300-1000-700-000-000												
1.00		400.00	L	VOLS	VOLPAY	SPVD	16	16	100%	01-0000-0-1110-00-3300-1000-700-000-000												
000-00-0000		ANTHONY MARK				Total Deduction:				1,208.64												
1.00		604.32	L	VOLS	VOLPAY	SPVD	15	15	100%	01-0000-0-1110-00-3300-1000-700-000-000												
1.00		604.32	L	VOLS	VOLPAY	SPVD	16	16	100%	01-0000-0-1110-00-3300-1000-700-000-000												
000-00-0000		ANTOINETTE MARIE				Total Deduction:				1,200.00												
1.00		600.00	L	VOLS	VOLPAY	SPVD	15	15	100%	01-0000-0-1110-00-3300-1000-700-000-000												
1.00		600.00	L	VOLS	VOLPAY	SPVD	16	16	100%	01-0000-0-1110-00-3300-1000-700-000-000												

In this sample report, there are two pay lines for each employee: one for each of the two Payroll Numbers on the SPVD Pay Schedule used to produce the pay lines. Each pay line is used to disburse one-half of the total deductions for the 85xx voluntary deductions.

Automatic Deferred Deductions

Automatic deferred deductions uses Voluntary Deductions as a bank for deducting and refunding net pay. A Pay Schedule for this method uses the following Voluntary Deductions:

- ◆ A deferred pay deduction for deducting net pay during the contract period when teachers earn their pay.
- ◆ A payback deduction for refunding the net pay during the summer.

Unlike with classic deferred pay, there is no need to adjust the base pay or retirement base on the PR Screen. For teachers who work from September through June, their normal monthly Pay Line is one-tenth of the annual contract. The system uses the Pay Schedule to calculate how much net pay to deduct for each pay period. For 10-month teachers, it deducts one-sixth. For 11-month teachers, it deducts one-twelfth.

Automatic deferred deductions uses a Pay Schedule that crosses fiscal year boundaries. For example, ten-month teachers earn their salaries during September through June of FY1, but the pay periods for summer pay are in July and August of FY2. To refund net pay, you must set up a Pay Name for FY2 that uses the automatic deferred deductions Pay Schedule from FY1.

The W4 Screen is the means for enrolling employees in automatic deferred deductions. Once an employee is enrolled, the system automatically calculates how much net pay to deduct and refund each month based on the employee's Pay Schedule. However, you can force the system to make an early refund of summer pay at any time during the year.

Maintain Deferred Pay (DEDUPD) is an on-line program that allows you to look up and maintain summer pay. The standard security option allows you to look up the balance of net pay withheld and display an itemized list of transactions for a fiscal year. With special security settings, you can also adjust the amounts of net pay deducted and refunded.

Automatic deferred deductions have a year-end process. DED900 allows you to roll the balance of banked net pay forward from one fiscal year to the next. Run this process after the last payroll for June of one fiscal year, but before the first payroll of July for the next fiscal year.

Automatic Deferred Deductions

Overview

Automatic deferred deductions is one of the options for summer pay. This process evens out the cash flow for employees who earn their annual contract pay during a 10- or 11-month contract period. The Enhanced Payroll System deducts a portion of the net pay during each month of the contract period, then refunds the net pay during the summer.

For example, teachers earn their annual pay during a 10-month contract from September through June. They are on a monthly Pay Schedule on which the date paid is the last work day of each month. They receive summer pay during July and August.

- ◆ During each month of the contract period, teachers earn one-tenth of their total annual pay. The system deducts a percentage of the teacher's net pay and puts it in a "bank" for summer pay. The system computes the percentage to deduct based on the Pay Schedule for the employee's normal salary.

For 10-month employees, the system deducts one-sixth of the net pay.

For 11-month, employees, the system deducts one-twelfth of the net pay.

- ◆ During the summer, the system refunds the net pay. The amount to refund depends on the number of months for teachers receive summer pay. For example, teachers with two months of summer pay get half their net pay refunded in July and the other half in August.

REMINDER: For a county office, the decision to use automatic deferred deductions applies to all districts for whom you process payroll. It is either available at all districts or it is not available to anyone.

Setting Up Automatic Deferred Deductions

This heading describes the steps in implementing automatic deferred deductions:

- ◆ Step 1: Set Up Voluntary Deductions
- ◆ Step 2: Enable Automatic Deferred Payrolls
- ◆ Step 3: Set Up Pay Schedules
- ◆ Step 4: Set Up Pay Names
- ◆ Step 5: Set Up W4 Screen
- ◆ Step 6: Assign Pay Lines to Pay Schedule for Automatic Deferred Deductions
- ◆ Step 7: Set Up Voluntary Deductions for Health Benefits

Step 1: Set Up Voluntary Deductions

Purpose

This step describes how to define the Voluntary Deductions for deducting net pay and refunding net pay. Create one Voluntary Deduction that is used only for deducting net pay and another that is used only for refunding net pay.

Setting Up Voluntary Deductions

1. Define the Voluntary Deduction for deducting net pay during the year. This is the **Def Pay** deduction for the Pay Schedule in the next step.
2. Define the Voluntary Deduction for refunding net pay during the summer. This is the **Payback** deduction for the Pay Schedule in the next step.

Use Update Voluntary Deduction Master File (VDUPDT) to create these Voluntary Deductions. You can give them any number from 1 through 7999. See the *QSS/OASIS Payroll Manual* for detailed instructions.

Step 2: Enable Automatic Deferred Payrolls

Purpose

By default, the Enhanced Payroll System has the option for automatic deferred deductions turned off, or disabled. To use this method of summer pay, your system administrator must turn on, or enable, this feature.

Enabling Automatic Deferred Payrolls

The security matrix PAYCTL determines whether your district uses automatic deferred deductions. To enable this option, set the third flag of PAYCTL to R (reimburse).

REMINDER: Define PAYCTL as a global security setting. The decision to use automatic deferred deductions is an all or nothing decision. This option is either available to all districts, or it is not available to any district.

Step 3: Set Up Pay Schedules

Purpose

This step describes how to set up one or more Pay Schedules for employees who participate in automatic deferred deductions. These schedules must be set up correctly so that the system is able to calculate the amount of net pay to deduct during the 10- or 11-month contract when employees earn their pay and the amount to refund during the one or two months of summer pay.

Sample Pay Schedule

The following discussion focuses on the parts of Pay Schedules that are essential for summer pay through automatic deferred deductions. (See the *QSS/OASIS Payroll Manual* for more information about Pay Schedules and instructions for defining them.)

District: 90 Maintain Pay Schedule QSS/OASIS
FY: 05 Pay Schedule: E10REM => SUMMER PAY REIMBURSEMENT

Cycle: **MO** MONTHLY Use cycle for tax: **N** Class: **R** 'R'egular, 'S'upp.

Pr	Def	Start	End	Paid	Days	Hours	Weeks	Local	Use
01.	B	07/01/2004	07/31/2004	07/31/2004					
02.	B	08/01/2004	08/31/2004	08/30/2004					
03.	N	09/01/2004	09/30/2004	09/30/2004					
04.	N	10/01/2004	10/31/2004	10/31/2004					
05.	N	11/01/2004	11/30/2004	11/27/2004					
06.	N	12/01/2004	12/31/2004	12/20/2004					
07.	N	01/01/2005	01/31/2005	01/31/2005					
08.	N	02/01/2005	02/28/2005	02/28/2005					
09.	N	03/01/2005	03/31/2005	03/31/2005					
10.	N	04/01/2005	04/30/2005	04/30/2005					
11.	N	05/01/2005	05/31/2005	05/30/2005					
12.	N	06/01/2005	06/30/2005	06/30/2005					
13.	R	07/01/2005	07/31/2005	07/31/2005					

Page 1 of 2 Payrolls: 10 Def Pay: 7901 DEFP WH Payback: 7951 DEFP REF

Select Option Print Screen Set Def Pay Deds Next Window Page Backward Page Forward Update Data Return to Menu

District: 90 Maintain Pay Schedule QSS/OASIS
FY: 05 Pay Schedule: E10REM SUMMER PAY REIMBURSEMENT

Cycle: **MO** MONTHLY Use cycle for tax: **N** Class: **R** 'R'egular, 'S'upp.

Pr	Def	Start	End	Paid	Days	Hours	Weeks	Local	Use
14.	R	08/01/2005	08/31/2005	08/29/2005					
.
.
.
.
.
.
.
.
.

Page 2 of 2 Payrolls: 10 Def Pay: 7901 DEFP WH Payback: 7951 DEFP REF

Select Option Print Screen Set Def Pay Deds Next Window Page Backward Page Forward Update Data Return to Menu

The dates for pay periods 1 - 12 are in the current fiscal year. The dates for pay periods 13 and 14 are in the next fiscal year.

Figure 7-79: Pay Schedule for automatic deferred deductions

Here are a few important points about this sample Pay Schedule.

- ◆ Payrolls 1 and 2 have a **Def** (deferred) flag of B (benefits). This flag causes 10-month teachers to be included on benefit-only payrolls, which are special payrolls for people who have no earnings, but do receive employer-paid benefits. This special payroll calculates the cost of employer-paid benefits and posts those expenses to the General Ledger.

In this example, the benefit-only payrolls are for July and August of FY 05. Teachers who earned their pay during September through June of FY 04 have no earnings during August and September of FY 05. However, the B payrolls allow you to provide those teachers with employer-paid benefits during the summer of FY 05.

Benefit-only payrolls are run independently of normal payrolls. There is a separate prelist report and update process. (See the *QSS/OASIS Payroll Manual* for details.)

- ◆ Payrolls 3 through 12 have a deferred flag of N (non-deferred). These are the pay periods for the 10-month contract during which teachers earn their pay. During these months, the Enhanced Payroll System deducts part of the earned net pay with the Voluntary Deduction for **Def Pay**.
- ◆ Payrolls 13 and 14 have a deferred flag of R (refund). During these summer months, the Enhanced Payroll System uses the Voluntary Deduction for **Payback** to refund the net pay that was deducted during the N pay periods.
- ◆ Payrolls 13 and 14 have dates that are after the end of FY 05. This is the correct way to set up the Pay Schedule. Money that is deducted during FY 05 will be refunded during FY 06. The next step describes how to set up a Pay Name that uses this Pay Schedule for summer pay during July and August of FY 06.
- ◆ The Enhanced Payroll System uses the number of N (non-deferred) and R (refund) pay periods to compute how much net pay to deduct during the 10- or 11-month contract year. The N or R flag is in the **Def** (deferred) column of the Pay Schedule.

The amount to deduct on the N payrolls comes from the following formula:

$$\text{monthly deduction} = \text{net pay} \times \frac{\text{number of R payrolls}}{\text{number of R payrolls} + \text{number of N payrolls}}$$

In this example, a teacher earns the total annual salary during a 10-month contract period. The total net pay is \$48,000 for the year, which is earned at a rate of \$4,800 per month. If this annual amount is distributed over 12 months, the net pay is \$4,000 per month.

To even out the cash flow over 12 months, the Enhanced Payroll System computes an adjustment factor for how much net pay to deduct from each N payroll. In this example, the formula works out like this:

$$\text{adjustment factor} = \frac{\text{number of R payrolls}}{\text{number of R payrolls} + \text{number of N payrolls}} = \frac{2}{2 + 10} = \frac{2}{12} = 0.166667$$

Thus, the amount to deduct from each month's net pay is \$800.

$$\text{monthly deduction} = 4800 \times 0.166667 = 800$$

As a result, the teacher receives \$4,000 in net pay during each month in the 10-month contract period (\$4,800 in earned net pay less the \$800 deduction for summer pay). At the end of the 10-month contract, the teacher's bank contains \$8,000 for summer pay.

- ◆ The Enhanced Payroll System uses the number of R payrolls to determine how much net pay to disburse for each summer payroll.

The net pay disbursed during each R payroll is the total net pay in the bank divided by the number of R payrolls in the Pay Schedule. In this example, there are two R payrolls; therefore, teachers gets half of the banked summer pay in July and the other half in August. Since the teacher's bank contains \$8,000, the net pay for July and August is \$4,000 per month.

- ◆ If a county runs a separate payroll to reimburse banked deductions, set up a dummy Pay Schedule for doing so. Give it dates paid the same as the deferred payroll dates. The pay schedule should have a N in the **Def** column and should NOT be linked to districts running other payrolls. Thus, districts cannot accidentally use the dummy Pay Schedule. The Pay Schedule on the Pay Name for the refund payrolls should have at least one Pay Code that isn't used and might not even be in the master file.

Step 4: Set Up Pay Names

Purpose

Pay Names allow you to select which employees are paid when you run a payroll. This step illustrates how to deduct summer pay and reimburse it.

How Pay Names Work

Each Pay Name includes the following information: Pay Schedules and Pay Codes.

- ◆ The Pay Schedules specify which Pay Lines are processed on a payroll. Each Pay Line is assigned to a Pay Schedule. The payroll includes only the Pay Lines that are attached to the Pay Schedules that you specify.

- ◆ For each Pay Schedule, you can specify up to 10 Pay Codes. Each employee is assigned to a Pay Code that identifies groups of employees, such as certificated, classified, or substitutes. For example, the line for Pay Schedule EOM10 can specify that the only employees to be paid are those who belong to Pay Codes 01, 03, 07, or 12.

When you produce a payroll, you must specify a date paid and a Pay Name. The Enhanced Payroll System uses the date paid and the Pay Name to select Pay Lines. To be included in a payroll, a Pay Line must pass all of the following tests.

1. The Pay Line must be attached to one of the Pay Schedules in the Pay Name.
2. For each Pay Line, the date paid that you specify must match the Pay Schedule. Each Pay Line is attached to a Pay Schedule. Your selection date must match one of the dates paid for that Pay Schedule.

NOTE: Specifying an incorrect date paid is one of the most common causes for having no employees selected to be paid. If no employees are selected, double check the date paid.

3. The employee's Pay Code must match those in the Pay Name. For each Pay Schedule, the Pay Name has a list of up to 10 Pay Codes. To be eligible for payroll processing, a Pay Line must belong to an employee who is assigned to one of those Pay Codes.

Pay Name for Earning Year

Teachers earn their pay during the N payrolls during the contract year (FY 05 in this example). Set up a Pay Name for FY 05 that uses the Pay Schedule for automatic deferred pay. At each end-of-month payroll, teachers earn one-tenth of their annual contract amount. One-sixth of that net pay is deducted for summer pay via the **Def Pay** Voluntary Deduction attached to the Pay Schedule.

Pay Name for Refund Year

During the refund year (FY 06 in this example), teachers receive a refund of net pay that was earned the previous year (FY 05 in this example). To make the refund work properly, you must set up the second screen of the Pay Name for the refund year so that it uses the same Pay Schedule that was used to deduct the summer pay during the earnings year.

- ◆ The first screen is for paying money earned during payrolls during FY 06 (non-deferred payrolls).
- ◆ The second screen is for refunding net pay that was deducted during FY 05.

First Screen: Pay Schedules for Non-Deferred Payrolls. The following figure illustrates the first screen for Pay Names.

District: 90		Define Payroll Name		QSS/OASIS	
Option (H for help): I					
Fiscal year: 06					
Payroll name: EOM					
Cancel direct deposit (APD)? N					
Ignore W4 special tax rules? N					
User-defined field: L					
Database capacity checking rule-set: L					
Py-Sch	Description	Pay codes			
EOMREG	EOM 12MOS DS-REG	01	02	11	12
EOMSUP	EOM 12MOS DS-SUP	01	02	11	12
E10B06	EOM 10MOS OFF-JUN,JUL DS-REG	01	02	11	12
E10B07	EOM 10MOS OFF-JUL,AUG DS-REG	01	02	11	12
E11B06	EOM 11MOS OFF-JUN DS-REG	01	02	11	12
E11B07	EOM 11MOS OFF-JUL DS-REG	01	02	11	12
E11B08	EOM 11MOS OFF-AUG DS-REG	01	02	11	12
E10R06	EOM 10MOS REPAY-JUN DS-REG	01	02	11	12
E10R07	EOM 10MOS REPAY-JUL DS-REG	01	02	11	12
E11R06	EOM 11MOS REPAY-JUN DS-REG	01	02	11	12
Page 1 of 2					
Start Over	Set Def Py-Sch	Previous Page	Next Page	Update Data	Return to Menu

Figure 7-80: Pay Name for automatic deferred deductions - 1 of 2

This first screen lists the Pay Schedules to use for the current year (FY 06). These schedules are for standard, non-deferred payrolls. All of the Pay Schedules in the **Py-Sch** field are attached to the year in the **Fiscal year** field on the top of the screen.

For refunding net pay from the previous year, there is a second screen to fill in. Press <Set Def Py-Sch> field to complete this second screen.

NOTE: Define this second screen only for Pay Schedules used for summer pay via automatic deferred deductions. Leave this screen blank for all other Pay Names.

Second Screen: Summer Pay for Previous Year. The following figure illustrates the screen that displays after you press <Set Def Py-Sch>. It allows you to select the Pay Schedules for summer pay via automatic deferred deductions.

District: 90 Define Payroll Name QSS/DASIS

Option (H for help): 1
 Fiscal year: 06
 Payroll name: EOM

You can specify the fiscal year for each Pay Schedule, which allows you to use a schedule from the prior FY.

Year	Py-Sch	Description	Pay Codes
<u>05</u>	E10REM		01 02 11 12

Page 1 of 4

Start Over		Prev Screen		Previous Page	Next Page	Update Data	Return to Menu
------------	--	-------------	--	---------------	-----------	-------------	----------------

Figure 7-81: Pay Name for automatic deferred deductions - 2 of 2

For each deferred Pay Schedule, the screen requires that you specify a fiscal year in the **Year** field. Thus, you can use Pay Schedules from a prior fiscal year for reimbursing net pay.

In this example, the EOM Pay Name is for FY 06. However, the E10REM Pay Schedule for summer pay is attached to FY 05. If you type 05 in the **FY** field, you can use this Pay Schedule from FY 05 during FY 06. In the E10REM Pay Schedule, the dates paid for the R (refund) payrolls are July 31, 2005 (pay period 13) and August 29, 2005 (pay period 14), both of which fall within FY 06.

Thus, you can use the E10REM Pay Schedule from FY 05 for refunding net pay during FY 06. If you run a payroll with a date paid of July 31, 2005, the Enhanced Payroll System uses payroll number 13 to refund half of the net pay in each teacher's bank via the **Payback** Voluntary Deduction for the Pay Schedule. If you specify a date paid of August 29, 2005, the Enhanced Payroll System refunds the remaining half of the banked net pay.

Step 5: Set Up W4 Screen

Purpose

The W4 Screen allows you to enroll employees in summer pay via automatic deferred deductions. It also allows you to select the Pay Schedule used for withholding and refunding net pay. To enroll employees, modify their W4 Screens as described in this step.

NOTE: If the PAYCTL security matrix is not set up properly, the W4 Screen will not allow you to enroll employees in summer pay via automatic deferred deductions.

Setting Up the W4 Screen

Use the W4 Screen to enroll employees in summer pay via automatic deferred deductions.

District: 21 EL PINO SOLO UNIFIED DISTRICT QSS/OASIS
Employee Maintenance Mode: Change
SSN: 000 00-0000 BETSY ROSS Sc: W4 W4/Control data
Next screen: 00

Status	Exemptions	Tax-CC	EX	Special Tax Rules	Additional	DS
Federal: \$	02	00	N			
State: \$	02	05	N			
County:						
City:						
Local:						

W-4 Information

Pay check sort: 4560 CLARKMS
Alt check sort: 0000
Pay code: 01 CERTIF Ret: 01 STRS Ret code: 57-3-1 Def Pay Bal: 0.00
Pay schedule: E10REM SUMMER PAY REIMBURSEMENT Cy: MONTHLY
Statutory ded: FSMS FIT SIT MEDI STRS SUI: 1 EIC: 1
Control group: Sub: 0
Ret rate: Member ID:
Pending ret:
SMF status: SMF date:
Vol ded sched: (1) (2) (3) (4) (5)
User def (1): (2): (3): (4): (5):

The default Pay schedule for a participant must be set up properly for automatic deferred deductions.

The DPO flag determines whether an employee participates in automatic deferred deductions.

Select Employee Print Screen Next Window Select Employee Update Data Return to Menu

Figure 7-82: W4 Screen - enrolling employees in automatic deferred deductions

To enroll an employee in automatic deferred deductions, fill in the **DPO** and **Pay schedule** fields as described below.

- ◆ The **DPO** field controls whether the employee participates in automatic deferred deductions.
 - Set this flag to D for employees who are participating in automatic deferred deductions. The Enhanced Payroll System automatically calculates how much net pay to withhold during each month of the 10- or 11-month contract year and how much to refund on each summer payroll.
 - Set the flag to N for employees who are not participating. If you leave the **DPO** field blank, the screen assigns a flag of N after you press <ENTER>.
- ◆ There are additional flags for forcing an early refund of net pay. The **Pay schedule** field is the employee's default Pay Schedule.
 - For employees who participate in automatic deferred deductions, this schedule must be set up for reimbursing net pay
 - For employees who do not participate, this schedule cannot have any pay periods set up for reimbursing net pay.

Step 6: Assign Pay Lines to Pay Schedule for Automatic Deferred Deductions

The PR Screen allows you to set up the Pay Lines for each employee. Make sure that the Pay Lines for the employee's annual contract pay is attached to the correct Pay Schedule for automatic deferred deductions. The Enhanced Payroll System uses this Pay Schedule to calculate how much net pay to withhold during the 10- or 11-month contract period and how much to refund on each summer payroll.

Step 7: Set Up Voluntary Deductions for Health Benefits

Purpose

If a Voluntary Deduction has both an employee- and employer-paid amount, you may need to set up two deduction records on the PD Screen.

- ◆ For the employee-paid amount, the annual cost must be taken over the 10- or 11-month contract period during which the employee earns the pay.
- ◆ For the employer-paid amount, the annual cost is taken over 12 months.

Example of Health Deduction

Here is an example of how this idea works. The cost of health insurance is \$500 per month, or \$6,000 per year. The employer pays \$350 a month, or \$4,200 per year. The employee pays the balance of \$150 per month, or \$1,800 per year. The health insurance provider bills the district monthly.

To collect the full cost of the deduction, the PD Screen has two separate deduction records for the same Voluntary Deduction for health insurance.

- ◆ For the employer-paid amount, the district sets up a Voluntary Deduction for \$350 a month. This deduction has a Vol-Ded Frequency Code or Deduction Schedule so that the deduction is taken on 12 months from July through June (pay periods 1 through 12).

The Pay Schedule is set up so that employer-paid benefits are taken in July through August (pay periods 1 and 2). For those months, the deferred flag is B for benefit-only payrolls. For September through June (pay periods 3 through 12) the deferred flag is N (normal), which means that both employee- and employer-paid deductions are taken.

- ◆ For the employee-paid amount, the district sets up a Voluntary Deduction with an employee-paid amount of \$180 a month, or one-tenth of the annual employee-paid cost. The district must deduct this cost over 10 months because teachers earn their pay over 10 months. This deduction has a Vol-Ded Frequency or Deduction Schedule that takes the employee-paid part over September through June (pay periods 3 through 12).

The Pay Schedule is set up so that employee-paid deductions are taken only during September through June (pay periods 3 through 12). Employees do not have any earnings during pay periods 1 through 2 and 13 through 14; therefore, there is no gross pay from which to take deductions.

Both deductions use the same Voluntary Deduction number. However, there must be two different lines on the PD Screen because each line uses a different Vol-Ded Frequency or Deduction Schedule.

DPO Flags for Early Refunds

Purpose

The **DPO** flag on the W4 Screen allows you to select which employees are participants in summer pay through automatic deferred deductions. The two most common flags are N (not participating) and D (participating). When the flag is D, the system automatically calculates how much net pay to deduct or reimburse on each payroll. However, you can force the system to reimburse net pay on the next regular or supplemental payroll with the following flags: XP, XR, XS, XA, RP, RR, RS and RX.

Explanation of DPO Flags for Early Refunds

The DPO flags for early reimbursement have two characters.

- ◆ The first character indicates whether an employee is participating in summer pay through automatic deferred deductions.
- ◆ The second character identifies the payroll on which to refund the net pay that has been deducted.

First Character: Employee Participation (X or D)

The first character of the **DPO** flag for reimbursement is an X or a D.

CODE	MEANING FOR FIRST CHARACTER OF DPO FLAG
X	<p>For employees who are not participating in automatic deferred deductions (a DPO flag of N), the first character of the DPO flag is X.</p> <p>The DPO flag changes back to an N after the Enhanced Payroll System has refunded the employee's net pay.</p>
R	<p>For employees who are participating in automatic deferred deductions (a DPO flag of D), the first character of the refund flag is R.</p> <p>The DPO flag changes back to a D after the Enhanced Payroll System has refunded the employee's net pay.</p>

Second Character: Payroll for Refunding (P, R, S, or A)

The second character of the **DPO** flag identifies the payroll on which to refund the net pay.

CODE	MEANING FOR SECOND CHARACTER OF DPO FLAG
R	<p>Regular payroll. Refund the total amount of net pay on the next regular payroll on which the employee is scheduled to be paid. In other words, the employee must have a Pay Line that is used on the regular payroll.</p> <p>The refund does <i>not</i> include any deductions for the current regular payroll. For example, you set up a DPO of RR for the February regular payroll. The refund <i>does not</i> include any net pay deducted for February. It includes only the net pay deducted through January.</p> <p>To make the refund include net pay deducted for February do the following:</p> <ul style="list-style-type: none"> ◆ Leave the DPO flag as D for the regular payroll for February. ◆ After the February payroll, change the DPO flag to RS. ◆ The next supplemental payroll includes all net pay deducted through the regular payroll for February.
S	<p>Supplemental payroll. Refund the total amount of net pay on the next supplemental payroll on which the employee is scheduled to be paid. In other words, the employee must have a Pay Line that is used on the supplemental payroll.</p>
P	<p>Pay on next scheduled payroll. Refund the total amount of net pay on the next regular or supplemental payroll on which the employee is scheduled to be paid. In other words, the employee must have a Pay Line that is used on the regular or supplemental payroll.</p>
A	<p>Always pay. Refund the total amount of net pay on the next regular or supplemental payroll that you run, regardless of whether the has a Pay Line that is scheduled for the payroll. The employee always receives a full refund of net pay on the next payroll.</p> <p>For terminated employees, change the DPO to XA. This flag ensures that the final warrant includes a full refund of any net pay.</p>

Summer Pay on the Payroll Audit Prelist (PAY510)

Payroll Audit Prelist (PAY510) is one of the reports that you launch with Request Payroll Pre-List Reports (PAYSUB). This report is a proof list that allows you to identify the employees who will be paid on the next payroll. You can use this report to identify and correct inaccuracies before cutting the warrants and APD stubs. The report has unique characteristics for refunding net pay.

- ◆ There is no Pay Line for the refund. For summer pay, the teacher has no earnings. Instead, the summer pay is a refund of money that was deducted from earnings during the teacher's contract year.
- ◆ The net pay and gross pay are the same amount. For refunding net pay, there are no deductions for income taxes, retirement, OASDI, or other statutory deductions. Also, there are no Voluntary Deductions.
- ◆ The Voluntary Deduction for refunding net pay has a negative dollar amount equal to the net pay. A positive deduction amount means that money being deducted from the employee's pay. A negative amount means that money deducted during the contract year is being refunded to the employee.

Maintain Deferred Pay (DEDUPD)

Overview

Maintain Deferred Pay (DEDUPD) helps you to administer summer pay through automatic deferred deductions. After you select an employee, this program allows you to display the itemized deductions and refunds for automatic deferred deductions.

By default, you can look up transactions for your districts during the current fiscal year. If your security profile allows, you can also do the following:

- ◆ Make adjustments to the amount of net pay withheld or refunded. This action has no effect on the general ledger. You need to make any needed adjustments to expenses or liabilities.
- ◆ Change the district and year for which to look up or maintain automatic deferred deductions.

Main Screen

Figure 7-83 illustrates the main screen for Maintain Deferred Pay (DEDUPD). This screen allows you to select the employee for whom to look up or maintain deduction records.

District: 90		Maintain Deferred Pay		QSS/OASIS	
Year: 04					
Employee SSN: 000 00-0000 BETSY ROSS					
Deferred Pay Balance: 3374.10					
DEDUPD H.00.03 compiled 05/09/03 15:00					
Select Employee	Find Employee	Show Detail		Add Adjustmt	Change Dist/Yr
					Return to Menu

Figure 7-83: Maintain Deferred Pay (DEDUPD) - main screen

Show Detail Screen

District: 90		Maintain Deferred Pay		QSS/OASIS				
Year: 04								
Employee SSN: 000 00-0000 BETSY ROSS								
Deferred Pay Balance: 3374.10								
Warrant Number	Date Paid	Postng Ctl	Pay Sched	Pr No	Num Pays	Tot Pays Amount	Voluntary Deduction	Type
96021134	02/28/2004	EOM	E10B37	08	02	10	841.57	1951 DEP NP DM
96024937	03/31/2004	EOM	E10B37	09	02	10	843.67	1951 DEP NP DM
96035667	03/31/2004	EOM	E10B37	09	00	10	843.67	1951 DEP NP DM
96047251	04/30/2004	EOM	E10B37	10	02	10	845.19	1951 DEP NP DM
Page: 1 of 1								
Select Employee				Prev Page	Next Page		Return to Menu	

Figure 7-84: Maintain Deferred Pay (DEDUPD) - deferred pay details

Add Adjustment Screen

Figure 7-85 illustrates the screen for adjusting the amount of net pay that is set aside in the summer pay bank. By default, this screen is not available. Your security profile must give you permission to use this screen.

District: 90		Maintain Deferred Pay		QSS/OASIS	
Year: 04					
Employee SSN: 000 00-0000 BETSY ROSS					
Deferred Pay Balance:		3374.10			
Warrant No: 00000000					
Date Paid: 03/04/2003					
Pay Schedule: E10B37 EDM 10 MONTH - SUMMER 2 MO					
Amount: 4.96					
Deduction Code: 1951 DEDUCT NET PAY 10 MO					
Select Employee					
				Update Data	Return to Menu

Figure 7-85: Maintain Deferred Pay (DEDUPD) - adding adjustments

Change Dist/Yr Screen

Figure 7-86 illustrates the screen for changing the fiscal year or district number for which to look up or maintain deferred pay. By default, this screen is not available. Your security profile must allow access to this screen.

District: 90		Maintain Deferred Pay		QSS/OASIS	
Year: 04					
Employee SSN: 000 00-0000 BETSY ROSS					
Deferred Pay Balance:		3374.10			
District:		58 CENTRAL CITY USD			
Year:		05			
Select SSN					
				Change DI/YR	Return to Menu

Figure 7-86: Maintain Deferred Pay (DEDUPD) - changing district and year

Rolling Forward Balances

Purpose

DED900 allows you to carry the balance of banked net pay forward from one year to the next. The Enhanced Payroll System keeps track of the banked net pay by fiscal year. This annual update closes out the ending balances for June 30 of FY1 and carries them forward to July 1 of FY2.

The process creates a pair of transactions for each employee:

- ◆ A negative amount for June 30 of FY1. This transaction is equal to the ending balance of net pay deducted as of the end of the year. Thus, the ending balance for FY1 is zero.
- ◆ A positive amount for July 1 of FY2. Thus, the opening balance for FY2 is the same as the balance at the end of FY1.

The timing of this process is critical. The timing must be the following:

- ◆ After the last payroll for FY1. If teachers work from September through June, it is essential to wait until after the last payroll in June. If roll balances forward before the end of June, the balance carried forward will not include net pay deducted during June.
- ◆ Before the first payroll for FY2. If you run a summer deferred pay *before* rolling balances forward, teachers will receive zero refunds. This situation exists because balances are kept by fiscal year. The rollover process creates the beginning balances for FY2.

WARNING: This process rolls forward balances for all districts. Make sure that all districts have done their last payroll for FY1 before rolling balances forward.

Checking Dataset Capacities

Before rolling forward, verify that the Personnel/Payroll database (PERPAY) has enough room for the rollover transactions that will be added in the coming year. The name of the dataset is D-EMP-DEF-PAY. You can use Query, DBXUSE, Adager, or your favorite database utility to check the current capacity. If needed enlarge the dataset capacity.

The formula for the space requirement is this:

$$\text{space required} = (\text{number of participants} \times 14) + \text{number of adjustment records}$$

A typical participant in automatic deferred deductions will have 14 records for the year:

- ◆ Two records for the rollover process.
- ◆ One record for each month (the deduction or refund during each end-of-month payroll).

You should also allow extra space for manual adjustment records created with Maintain Deferred Pay (DEDUPD).

How to Run DED900

This example illustrates how to close out FY 06 and roll forward to FY 07. To run this program, you must have a logon ID that allow you to gain access to the MPE prompt, such as MGR.QSSUSER. When following these instructions, type the commands in underlined Courier New type.

WARNING: Be sure you are ready to roll when you run this program. The roll process starts when you type a Y at the Correct Y/N prompt.

:RUN DED900.!PPSCH.!PACT [Press <RETURN> to continue.]

DED900 H.00.00 compiled 03/19/03 10:46

Fiscal year to roll:

06

[Type the fiscal year that is ending,
such as 06 for the 2005-2006 year.]

06

Will roll deferred pay records
from Fiscal Year: 06
to Fiscal Year: 07

Correct Y/N

[Type N to cancel or Y to roll the
records. The terminal is locked up
while the roll is in process.]

Y

Y

Deferred pay records written:
:

1,094

[MPE displays the operating system
prompt after the process is done.]

Dealing with Cross-Year Warrant Cancellation

If in the new fiscal year, a payroll warrant must be cancelled that was issued in the prior fiscal year, the Payroll System will not reverse the financial postings. Instead, you should create journal entries and/or transfers to reflect the reversals you desire.

As a result of canceling a payroll warrant, the amounts associated with that warrant will be backed out of the calendar-to-date totals for the affected employee if you are in the same calendar year. The warrant cancellation process will also automatically adjust the data used for W2 reporting and quarterly DE-6 reporting. Canceling a payroll warrant from the prior year, while not reversing the accounting, should be able to flag the warrant status as canceled, thus resulting in correct W2 reporting.

There are no security options to prevent your reversing the payroll postings.

Examples of Replacing Amounts with Mass Changes

Two examples illustrate how to use the Replace option of Submit Deduction Mass Change (DEDCSB). In the first example, all employees have the same deduction amount. In the second example, employees have two different deduction amounts and therefore require two different updates.

Example 1: One Deduction Amount

Dental Insurance, Inc. (voluntary deduction 2220) raises its monthly premium from \$15 to \$20. A district can use Submit Deduction Mass Change (DEDCSB) to update this amount for all employees. On the launch screen, type an **Old** (or current) amount of \$15 for deduction 2220. Then type a **New** amount of \$20.

This batch update job finds all employees with a \$15 Pay Deduction for deduction 2220. Then it changes that amount to \$20 for all of those employees.

Example 2: Two Different Deduction Amounts

This example is more complicated. Health Insurance, Inc. is voluntary deduction 1130. The premium goes up by \$10 a month. A total of 600 employees have this deduction: 300 pay \$30 per month, and another 300 pay \$40. To cover the cost increase, the district increases the employee amount by \$10.

The district runs Submit Deduction Mass Change (DEDCSB) twice to update all 600 employees. In this case, the district does not use two selection screens in one update. Instead, it runs the update program twice.

- ◆ First, increase the \$40 deductions to \$50. The **Old** (or current) amount is \$40, and the New amount is \$50. The 300 employees who were paying \$40 now pay \$50.

Wait for this batch update job to finish before launching the second job.

- ◆ Second, increase the \$30 deductions to \$40. The **Old** amount is \$30, and the **New** amount is \$40. The 300 employees who were paying \$30 now pay \$40.

This order is important. If the mass changes were reversed, *everyone* would end up paying \$50. To change the example, the first mass change increases \$30 premiums to \$40. Now all 600 employees have \$40 deductions. The second mass change increases \$40 deductions to \$50. Since all 600 employees have \$40 deductions, the second update increases all of their premiums to \$50. When in doubt, change the higher (old or current) amounts first.

Updating Voluntary Deductions (DEDCSB)

NOTE: This chapter includes another method for mass updates to Voluntary Deductions for sites using Enhanced Payroll. It is called PDR100 (Re-compute Deduction Amounts from the New Rate Table). PDR100 offers several advantages over DEDCSB. The PDR100 process uses the Deduction Tables Master File to have the system compute employee- and employer-paid deduction amounts on the PD Screen, then update those amounts when you change the Deduction Tables.

Purpose

Submit Deduction Mass Change (DEDCSB) launches a batch update of Voluntary Deductions.

The Voluntary Deductions - Mass Change (DEDCHG) report prints each time you fill in this screen and launch it. The report sorts employees by SSN. For each SSN, the Voluntary Deductions are sorted by their deduction number. The report lists the old and new amounts for each employee's deduction.

There are two kinds of mass updates: Replace and Set.

- ◆ The Replace option replaces one dollar amount with another. For example, you can use this option to increase the employee-deducted amount for a health care deduction from \$40 to \$50. This batch update applies only to employees whose deduction for health care is \$40 at the time you launch the batch update. After the update completes, that deduction amount is increased to \$50.
- ◆ The Set option updates all employees to a specified amount. For example, you can use the set option to make the employee-paid share of Voluntary Deduction 3301 to be \$78.93 for everyone. The Set option locates all employees with that Voluntary Deduction number, then changes the employee-paid share to that amount.

Examples of Replacing Amounts with Mass Changes

Two examples illustrate how to use the Replace option of Submit Deduction Mass Change (DEDCSB). In the first example, all employees have the same deduction amount. In the second example, employees have two different deduction amounts and therefore require two different updates.

Example 1: One Deduction Amount

Dental Insurance, Inc. (Voluntary Deduction 2220) raises its monthly premium from \$15 to \$20. A district can use Submit Deduction Mass Change (DEDCSB) to update this amount for all employees. On the launch screen, type an **Old** (or current) amount of \$15 for deduction 2220. Then type a **New** amount of \$20.

This batch update job finds all employees with a \$15 Pay Deduction for deduction 2220. Then it changes that amount to \$20 for all of those employees.

Example 2: Two Different Deduction Amounts

This example is more complicated. Health Insurance, Inc. is Voluntary Deduction 1130. The premium goes up by \$10 a month. A total of 600 employees have this deduction:

- ◆ 300 employees have an employee-paid amount of \$30 per month.
- ◆ 300 employees have an employee-paid amount of \$40 per month.

To cover the cost increase, the district decides to increase everyone's employee-paid amount by \$10.

The district runs Submit Deduction Mass Change (DEDCSB) twice to update all 600 employees. In this case, you need to run the program twice to make sure that the employee-paid share is updated correctly.

- ◆ First, increase the \$40 deductions to \$50. The **Old** (or current) amount is \$40, and the **New** amount is \$50. The 300 employees who were paying \$40 now pay \$50. Wait for this batch update job to finish before launching the second job.
- ◆ Second, increase the \$30 deductions to \$40. The **Old** amount is \$30, and the **New** amount is \$40. The 300 employees who were paying \$30 now pay \$40.

This order is important. If the mass changes were reversed, everyone would end up paying \$50. To change the example, the first mass change increases \$30 premiums to \$40. Now all 600 employees have \$40 deductions. The second mass change increases \$40 deductions to \$50. Since all 600 employees have \$40 deductions, the second update increases all of their premiums to \$50. Thus, the employees who were paying \$30 are now paying \$50. When in doubt, change the higher (old or current) amounts first.

Launch Screen for Submit Deduction Mass Change (DEDCSB)

District: 78		Submit Deduction Mass Change		QSS/OASIS			
District: 78 OCEAN CITY USD							
Report Name: SAMPLE FOR DOCUMENTATION							
Run Option: 1 1 = Report Only; 2 = Update and Report							
Voluntary deduction: 4912 UNION DUES LOCAL 342 _							
Plan: [REDACTED]							
Select Only Employees In Pay-Codes: [REDACTED]							
Skip I/H: N Y = Yes, N = No							
Skip 1-9 Frequency: N Y = Yes, N = No							
Opt Old New							
Employee: [REDACTED]							
Employer: [REDACTED]							
Minimum: R 12.00 15.00							
Maximum: R 65.00 75.00							
Balance: [REDACTED]							
Limit: [REDACTED]							
Subjectivity: [REDACTED]							
Deduction Schedule: [REDACTED] Selection no: 01							
[REDACTED]							
Start Over	Help			Previous Entry	Next Entry	Launch Job	Return to Menu

Figure 7-87: Submit Deduction Mass Change (DEDCSB)

Sample Vol-Ded Mass Change Report

Sample Page Zero

The header page, or page zero, summarizes the selections made on the Submit Deduction Mass Change (DEDCSB) screen. In this example, there are three selections.

78 OCEAN CITY USD				VOLUNTARY DEDUCTIONS - MASS CHANGE						J13054 DEDCHG		H.00.04 02/12/04		PAGE		0
SAMPLE FOR DOCUMENTATION				Report Only - No Update will be done												
VDED																
PLAN	OP	EMPL AMT	OP	EMPR AMT	OP	MIN AMT	OP	MAX AMT	OP	BAL AMT	OP	LIM AMT	OP	SUB	OP	FR

Selection #: 1																
4912	OLD	.00	OLD	.00	R OLD	12.00	R OLD	65.00	OLD	.00	OLD	.00	OLD	0	OLD	
	NEW	.00	NEW	.00	NEW	15.00	NEW	75.00	NEW	.00	NEW	.00	NEW	0	NEW	
Select only those with pay-codes:								Skip I/H: N Skip Freq. 1-9: N								
Selection #: 2																
5503	OLD	.00	R OLD	.95	OLD	.00	OLD	.00	OLD	.00	OLD	.00	OLD	0	OLD	
	NEW	.00	NEW	1.15	NEW	.00	NEW	.00	NEW	.00	NEW	.00	NEW	0	NEW	
Select only those with pay-codes:								Skip I/H: N Skip Freq. 1-9: N								
Selection #: 3																
7005	R OLD	50.00	OLD	.00	OLD	.00	OLD	.00	OLD	.00	OLD	.00	OLD	0	OLD	
	NEW	59.00	NEW	.00	NEW	.00	NEW	.00	NEW	.00	NEW	.00	NEW	0	NEW	
Select only those with pay-codes:								Skip I/H: N Skip Freq. 1-9: N								

Sample Report Page

78 OCEAN CITY USD				VOLUNTARY DEDUCTIONS - MASS CHANGE						J13054 DEDCHG		H.00.04 02/12/04 PAGE				2		
SAMPLE FOR QSS				Report Only - No Update will be done														
VDED	OLD	NEW	OLD	NEW	OLD	NEW	OLD	NEW	OLD	NEW	OLD	NEW	OLD	NEW	O	N	O	N
CODE	FQ	EMPL AMT	EMPL AMT	EMPR AMT	EMPR AMT	MIN AMT	MIN AMT	MAX AMT	MAX AMT	BAL AMT	BAL AMT	LIM AMT	LIM AMT	S	S	FR	FR	

SSN:000000000																		
5503	12			.95	1.15													
SSN:000000000																		
4912	12					12.00	15.00	65.00	75.00									
SSN:000000000																		
4912	27					12.00	15.00	65.00	75.00									
SSN:000000000																		
4912	12					12.00	15.00	65.00	75.00									
SSN:000000000																		
4912	12					12.00	15.00	65.00	75.00									
SSN:000000000																		
4912	27					12.00	15.00	65.00	75.00									

Update or Report Options

The page headings indicate whether Submit Deduction Mass Change (DEDCSB) was run in Report Only or Report and Update mode.

- ◆ For Report Only mode, the top of each page includes the following message:
Report only - no update will be done.
- ◆ For Update and Report mode, the top of each page includes the following message:
CAUTION! - Your database WILL be updated!!

Explanation of Report Headings

The report headings look like this:

VDED	OLD	NEW	OLD	NEW	OLD	NEW	OLD	NEW	OLD	NEW	OLD	NEW	OLD	NEW	O	N	O	N	
CODE	FQ	EMPL	AMT	EMPL	AMT	EMPL	AMT	MIN	AMT	MAX	AMT	MAX	AMT	BAL	AMT	S	S	FR	FR

SSN:000000000																			
5503	12				.95				1.15										

The report includes the following information for each deduction that is changed.

- ◆ SSN : The employee's SSN. The report sorts employees by SSN. For each employee, the report lists all changed Voluntary Deductions. Each update can include up to 10f deductions.
- ◆ VDED CODE : The 4-digit Voluntary Deduction number.
- ◆ FQ : The frequency code for the deduction, which can be either a Vol-Ded Frequency Code or a Deduction Schedule. Each district uses one, but not both, of these options for controlling the payroll numbers on which the deduction is taken.

The remainder of the columns are filled in only for items that you filled in on the Submit Deduction Mass Change (DEDCSB) screen. A blank column indicates that no updates were made.

- ◆ OLD EMPL AMT : The employee-paid amount before the mass update.
- ◆ NEW EMPL AMT : The employee-paid amount after the mass update.
- ◆ OLD EMPR AMT : The employer-paid amount before the mass update.
- ◆ NEW EMPR AMT : The employer-paid amount after the mass update.
- ◆ OLD MIN AMT : The minimum dollar amount for a percentage deduction before the mass update.
- ◆ NEW MIN AMT : The minimum dollar amount for a percentage deduction after the mass update.

- ◆ OLD MAX AMT : The maximum dollar amount for a percentage deduction before the mass update.
- ◆ NEW MAX AMT : The maximum dollar amount for a percentage deduction after the mass update.

- ◆ OLD BAL AMT : The declining balance amount before the mass update.
- ◆ NEW BAL AMT : The declining balance amount after the mass update.

- ◆ OLD LIM AMT : The limit amount before the mass update.
- ◆ NEW LIM AMT : The limit amount after the mass update.

- ◆ O S : The subjectivity flag before the mass update.
- ◆ N S : The subjectivity flag after the mass update.

- ◆ O FR : The Vol-Ded Frequency Code or Deduction Schedule before the mass update.
- ◆ N FR : The Vol-Ded Frequency Code or Deduction Schedule after the mass update.

QCC Version of DEDCSB

The QCC version of DEDCSB has two different launch windows:

- ◆ *Submit Deduction Mass Change - Logon District (DEDCSB)*
- ◆ *Submit Deduction Mass Change - Select District (DEDCSB)*

The *Job Menu* window for payroll allows you to launch this process. You can open it from either the **Go** menu or the tree view.

- ◆ For the **Go** menu, point to the **Go** menu and **Human Resources / Payroll**, then select **Payroll Job Menu**.

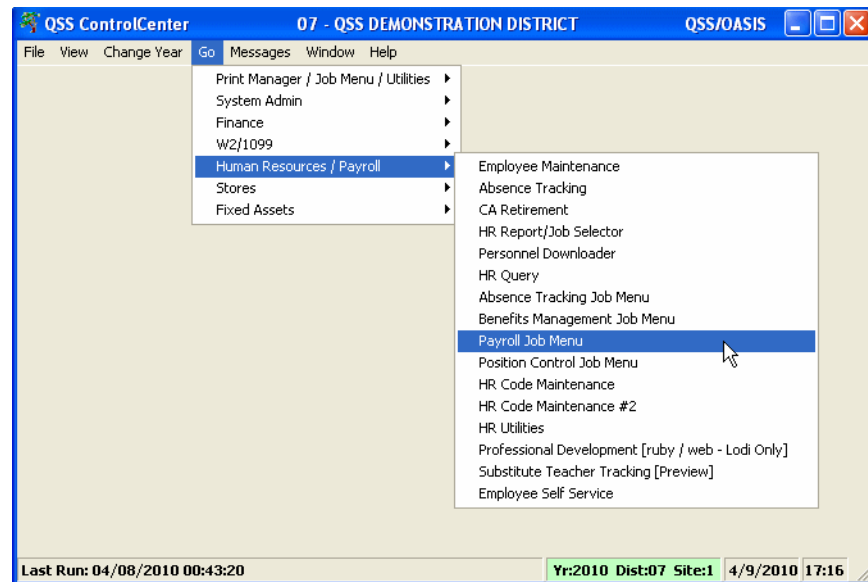


Figure 7-88: Select DEDCSB from the Go Menu

- ◆ For the tree view, select **Go**, **Human Resources/Payroll**, and **Payroll Job Menu**.

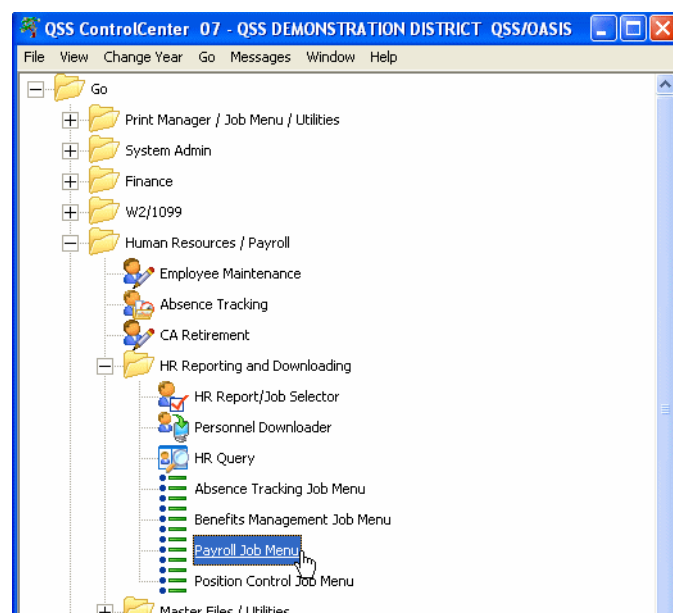


Figure 7-89: Select DEDCSB from the Tree View

To select DEDCSB from the *Payroll Job Menu* window, click **Miscellaneous Payroll Jobs / Reports**, then either **Mass Change Deduction / Logon DI (DEDCSB)** or **Mass Change Deduction / Select DI (DEDCSB)**.

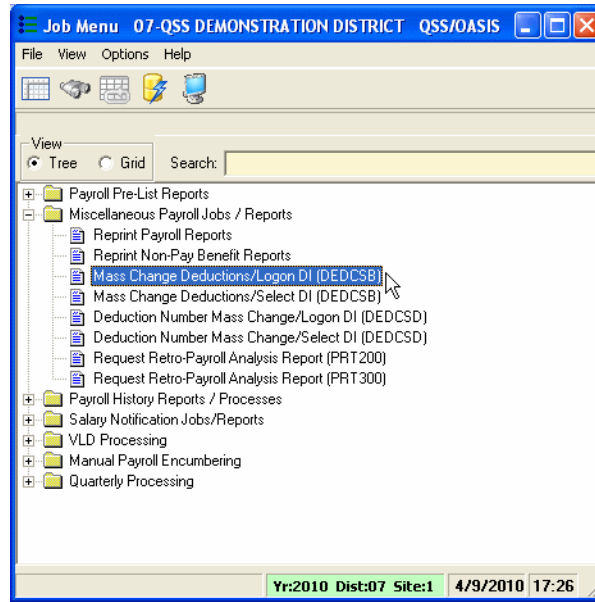


Figure 7-90: Payroll Job Menu Window for Selecting DEDCSB

The screenshot shows the 'Submit Deduction Mass Change - Logon District (DEDCSB)' window. The form displays fields for District, Report Title, Run Option, and Selection Number 1. The Selection Number 1 section includes fields for Voluntary Deduction, Plan Code, Employees in Pay-Codes, Skip I/H, and various deduction parameters like Employee, Employer, Minimum, Maximum, Balance, Limit, Subjectivity, and Deduction Schedule. The status bar at the bottom shows 'Yr: 2010 Dist: 07 Site: 1 4/9/2010 16:52:04'.

Figure 7-91: Submit Deduction Mass Change - Logon District (DEDCSB) Window

Re-compute Deduction Amounts from the New Rate Table (PDR100)

NOTE: This section is for sites using the Enhanced Payroll System. PDR100 is an alternative method for making mass updates to Voluntary Deductions that can be used instead of Submit Deduction Mass Change (DEDCSB).

NOTE: To follow these instructions, you need to understand how Deduction Tables work. This Fiscal Year Transition Manual does not attempt to explain the topic of Deduction Tables. See the section titled "Master File DR: Deduction Tables" under "Update Per/Pay Master Files" in the *QSS/OASIS Enhanced Payroll Manual* for a detailed discussion of Deduction Tables.

Purpose

The instructions for updating rate tables with Re-compute Deduction Amounts from the New Rate Table (PDR100) focus on the following areas:

- ◆ Deduction Tables and Re-compute Deduction Amounts from the New Rate Table (PDR100)
- ◆ Steps in Procedure
- ◆ Example of Update Process

Deduction Tables and Re-compute Deduction Amounts from the New Rate Table (PDR100)

Re-compute Deduction Amounts from the New Rate Table (PDR100) allows you to make mass updates to the Voluntary Deduction amounts based on changes to Deduction Tables. These tables are an optional master file that allow you to define the maximum employer-paid amount for plan codes (in plan mode) or for Bargaining Units (in bargaining unit mode). You can also define rules for pro-rating the employer paid amount by the employee's FTE.

The PD Screen uses Deduction Tables to calculate deduction amounts on the PD Screen in a couple of ways.

- ◆ When you are adding the PD Screen for a new employee, all you need do is type the Voluntary Deduction code and a plan code (if you are using plan mode). The PD Screen calculates the employee- and employer-paid deduction based on the Deduction Table.
- ◆ After rates for insurance and other deductions change, you can create Deduction Tables for the changed rate. Re-compute Deduction Amounts from the New Rate Table (PDR100) locates all Voluntary Deductions with the old rate, then updates the PD Screens to reflect the new costs.

Deduction Tables offer several advantages over using Submit Deduction Mass Change (DEDCSB) to do mass updates to Voluntary Deductions.

Benefits of mass updates with Deduction Tables

DEDCSB (FREE-FORM UPDATES)	PDR100 (DEDUCTION TABLES)
When entering deductions on the PR Screen, you must manually calculate and fill in employee- and employer-paid amounts.	When you enter deductions on the PD Screen, the system uses Deduction Tables to calculate the employee- and employer paid deduction amounts.
You must manually pro-rate benefits for employees who work less than full time.	Deduction Tables allow the system to pro-rate employer-paid benefit amounts for part-time employees based on their FTE.
No automation.	You can set up benefit plans to calculate the employee- and employer-paid cost of various levels of coverages, such as medical premiums for employee only; employee and spouse; and employee, spouse, and dependents.
No automation.	You can set up Deduction Tables for each Bargaining Unit that reflect the employer- and employee-paid portions of health insurance and other benefits.
The update allows you to process a maximum of 10 Voluntary Deductions at time.	The update includes all changed Deduction Tables in the Deduction Tables Master File.

Steps in Procedure

These instructions tell how to use Re-compute Deduction Amounts from the New Rate Table (PDR100) to do a mass update of Voluntary Deductions on all of the PD Screens for a district.

1. Create new Deduction Tables with the changed rates.

For each plan or Bargaining Unit that you want to update, there is a pair of Deduction Tables. The current table contains the present rates and rules. The changed table contains the new rates and rules.

2. Run Re-compute Deduction Amounts from the New Rate Table (PDR100) in report-only mode.

For each plan or Bargaining Unit that you are updating, the report lists employee- and employer-paid deduction amounts before and after the update. The “before” columns list the current deductions on the PD Screen. The “after” columns are what will be on the PD Screen after you run PDR100 in update mode.

Review this report to verify that the before and after amounts are correct. If they are not, you can make any needed changes to the Deduction Tables with changed rates, then run PDR100 in report-only mode again. You can run PDR100 in report-only mode as many times as you want without making any changes to the live employee records.

3. Run PDR100 in update mode to update the PD Screen.

Once you are certain that all of the changes to deductions are correct, run PDR100 in update mode. This time, the report is a list of all of the changes to the PD Screen made during the mass update.

4. When you run PDR100 in update mode, it updates the Deduction Table Master File.

For each pair of Deduction Tables used in the update, the following happens:

- o The current Deduction Table (blank **Usage Type** or **Usage Code**) is deleted from the Deduction Table Master File.
- o The changed Deduction Table (C **Usage Type** or **Usage Code**) becomes the current Deduction Table. Its **Usage Type** or **Usage Code** status is changed from C to blank.

WARNING: Be sure you are ready to update. When you run PDR100 in update mode, it changes the PD Screens and Deduction Table Master File for an entire district. Once these changes are done, they are very difficult to undo.

Example of Update Process

This example illustrates how to use Deduction Tables in plan mode to update the premium for dental insurance from \$108.64 to \$125.68 for Voluntary Deduction 2518, plan 009. (If you were doing this in Bargaining Unit mode, it would be for something like this: Voluntary Deduction 2518, Bargaining Unit 24.)

1. Leave the current Deduction Table alone for the plan or the Bargaining Unit.

The current table is the baseline for identifying employees who have dental insurance at the current rate. If you change the current table, the update process will not work. (At many sites, screen security is set up so that you cannot change a table with a blank usage code.)

District: 90		Update Per/Pay Master Files		QSS/OASIS								
Master file: DR Deduction Table												
Option (H for help): C												
Deduction: 2518		DEN SCHOOL DISTRICTS DENTAL		Ben Plan: 009	Usage Type: █							
Copy From: █				Ben Plan: █	Usage Type: █							
<table border="1"> <tr> <td>Total Amt: 108.64</td> <td>EMPR Amt: 108.64</td> <td>Prorate?: █</td> </tr> <tr> <td>Billing Basis: 00</td> <td colspan="2">Use EMPE/EMPR Amts?: █</td> </tr> </table>						Total Amt: 108.64	EMPR Amt: 108.64	Prorate?: █	Billing Basis: 00	Use EMPE/EMPR Amts?: █		
Total Amt: 108.64	EMPR Amt: 108.64	Prorate?: █										
Billing Basis: 00	Use EMPE/EMPR Amts?: █											
Deduction Rate Table Data												
Low	High	Use Actual?	FTE									
_____	██████	█	██████									

<table border="1"> <tr> <td>Select Option</td> <td>Print Screen</td> <td></td> <td></td> <td>Previous Screen</td> <td>Update</td> <td>Return To Menu</td> </tr> </table>						Select Option	Print Screen			Previous Screen	Update	Return To Menu
Select Option	Print Screen			Previous Screen	Update	Return To Menu						

Figure 7-92: Deduction Table with current rate

In the Deduction Table Master File, the current table has a blank **Usage Type** (for plan mode) or **Usage Code** (for Bargaining Unit mode). This table contains the current rate of \$108.64.

2. Create a Deduction Table with the new rate for the plan or Bargaining Unit.

In the Deduction Table Master File, use the *add* option to create a *new* table with a **Usage Type** of C (for change). This new table identifies the new rate for dental insurance.

District: 90		Update Per/Pay Master Files		QSS/OASIS													
Master file: DR Deduction Table																	
Option (H for help): C																	
Deduction: 2518 DEN SCHOOL DISTRICTS DENTAL		Ben Plan: 009		Usage Type: C													
Copy From: [REDACTED]		Ben Plan: [REDACTED]		Usage Type: [REDACTED]													
<table border="1"> <tr> <td>Total Amt:</td> <td>125.68</td> <td>EMPR Amt:</td> <td>125.68</td> <td>Prorate?:</td> <td>N</td> </tr> <tr> <td>Billing Basis:</td> <td>[REDACTED]</td> <td>Use EMPE/EMPR Amts?:</td> <td>[REDACTED]</td> <td></td> <td></td> </tr> </table>						Total Amt:	125.68	EMPR Amt:	125.68	Prorate?:	N	Billing Basis:	[REDACTED]	Use EMPE/EMPR Amts?:	[REDACTED]		
Total Amt:	125.68	EMPR Amt:	125.68	Prorate?:	N												
Billing Basis:	[REDACTED]	Use EMPE/EMPR Amts?:	[REDACTED]														
Deduction Rate Table Data																	
Low	High	Use Actual?	FTE														
.0000	1.0000	N	.0000														
<table border="1"> <tr> <td>Select Option</td> <td>Print Screen</td> <td></td> <td></td> <td>Previous Screen</td> <td>Update</td> <td>Return To Menu</td> </tr> </table>						Select Option	Print Screen			Previous Screen	Update	Return To Menu					
Select Option	Print Screen			Previous Screen	Update	Return To Menu											

Figure 7-93: Deduction Table for changed rate

The Deduction Table for the new rate has a C (for change) in the **Usage Type** (for plan mode) or **Usage Code** (for Bargaining Unit mode). This table has the new rate of \$125.68.

- When you run the PDR100, it compares the deduction amount from the current Deduction Table against actual deductions on the PD Screen.

Each employee has a PD Screen that contains the employee's Voluntary Deductions. For these sample Deduction Tables, PDR100 does the following:

- Locate every PD Screen that has Voluntary Deduction 2518 with plan 009.
- Compute the deduction amount based on the Deduction Table for the current rate (\$108.64).
- Compare the employee's PD Screen against the amount from the current Deduction Table.
- If the PD Screen matches the current Deduction Table, the update process uses the changed (C) Deduction Table to update the PD Screen.

When you add a deduction to the PD Screen, the screen computes the deduction amounts for you. If the PD Screen contains the same deduction amount as that from the current Deduction Table, the system assumes that the PD Screen has a system-computed deduction that you want to be updated. It replaces the amounts from the current Deduction Table with those from the changed (C) Deduction Table.

- o If the deduction amount on the PD Screen differs from the system-calculated amount, the update skips the employee's PD Screen.

If the PD Screen differs from the system-computed amount, the system assumes that you have deliberately made a manual override and do not want the employee's PD Screen to be updated automatically.

4. After you run PDR100 in update mode, the current rate table is deleted and replaced with the changed table.
 - o The Deduction Table with a rate of \$108.64 is deleted from the Deduction Table Master File.
 - o The table with a rate of \$125.68 becomes the current rate table. Its **Usage Type** is changed from C to blank.
 - o Because the PD Screens have been updated, \$125.68 has become the current amount. The table in Figure 7-93 will show up the next time you go to the Deduction Table Master File and look up Voluntary Deduction 2518, plan 009.

Launch Screen

Figure 7-94 illustrates the launch screen for from Re-compute Deduction Amounts from the New Rate Table (PDR100). Fill in the screen as described below.

District: 90 Re-compute Deduction Amounts From The New Rate Table QSS/OASIS							
Report title: SAMPLE FOR DOCUMENTATION							
District number to use: 32							
Update the records: Y							
"Y" = Update the records and print the report "N" = Print the report only							
JOBBER H.00.04 compiled 11/26/02 Page 1 of 1 Option: 47 Stream: PDR100ST							
Start Over	Help	Retrieve Preset	Save Preset			Launch Job	Return to Menu

Figure 7-94: Launch screen for
Re-compute Deduction Amounts from the New Rate Table (PDR100)

Sample Report

Sample Header Page

The header page, or page zero, lists the district selected and whether the process was run in report-only or update mode.

32 LOS OLIVOS USD	Re-compute & Update Employee Deduction Amts Report	J13187	PDR100	H.00.02	08/25/04	PAGE	0
SAMPLE FOR DOCUMENTATION							

District number to use: 32							
Update the records: N = Print the report only							

Sample Report Page

32 LOS OLIVOS USD		Re-compute & Update Employee Deduction Amts Report										J13187	PDR100	H.00.02 08/25/04		PAGE	13
SAMPLE FOR DOCUMENTATION																	
Di	Employee	Ded Code	FTE	Use Actual	Low	High	Empe Amt Before	Empe Amt After	Empr Amt Before	Empr Amt After							

32	000-00-0000 ADAMS ABIGAIL	6556	0.000				0.00	0.00	4.17	4.65							
32	000-00-0000 ADAMS LOUISA	2518	0.000				0.00	0.00	108.64	125.68							
32	000-00-0000 BUSH BARBARA	6556	0.000				0.00	0.00	4.17	4.65							
32	000-00-0000 CARTER ROSALYNN	2518	0.000				0.00	0.00	108.64	125.68							
32	000-00-0000 CLEVELAND FRANCES F	6556	0.000				0.00	0.00	4.17	4.65							
32	000-00-0000 CLINTON HILLARY R	2518	0.000				0.00	0.00	108.64	125.68							
32	000-00-0000 COOLIDGE GRACE G	6556	0.000				0.00	0.00	4.17	4.65							
32	000-00-0000 EISENHOWER MAMIE D	6556	0.000				0.00	0.00	4.17	4.65							
32	000-00-0000 FILLMORE ABIGAIL	2518	0.000				0.00	0.00	108.64	125.68							
32	000-00-0000 FORD BETTY	2518	0.000				0.00	0.00	108.64	125.68							
32	000-00-0000 GARFIELD LUCRETIA R	6556	0.000				0.00	0.00	4.17	4.65							
32	000-00-0000 GRANT JULIA D	2518	0.000				0.00	0.00	108.64	125.68							
32	000-00-0000 HARDING FLORENCE K	6556	0.000				0.00	0.00	4.17	4.65							
32	000-00-0000 HARRISON ANNA	2518	0.000				0.00	0.00	108.64	125.68							
32	000-00-0000 HARRISON CAROLINE L	6556	0.000				0.00	0.00	4.17	4.65							
32	000-00-0000 HARRISON MARY L	2518	0.000				0.00	0.00	108.64	125.68							
32	000-00-0000 HAYES LUCY W	6556	0.000				0.00	0.00	4.17	4.65							
32	000-00-0000 HOOVER LOUISE H	2518	0.000				0.00	0.00	108.64	125.68							
32	000-00-0000 JACKSON RACHEL	6556	0.000				0.00	0.00	4.17	4.65							
32	000-00-0000 JOHNSON ELIZA M	2518	0.000				0.00	0.00	108.64	125.68							
32	000-00-0000 JOHNSON LADY BIRD	6556	0.000				0.00	0.00	4.17	4.65							
32	000-00-0000 LINCOLN MARY T	2518	0.000				0.00	0.00	108.64	125.68							
32	000-00-0000 MADISON DOLLY	6556	0.000				0.00	0.00	4.17	4.65							
32	000-00-0000 NIXON PAT	2518	0.000				0.00	0.00	108.64	125.68							
32	000-00-0000 ONASSIS JACQUELINE K	6556	0.000				0.00	0.00	4.17	4.65							
32	000-00-0000 ROOSEVELT EDITH K	2518	0.000				0.00	0.00	108.64	125.68							
32	000-00-0000 ROOSEVELT ELEANOR	6556	0.000				0.00	0.00	4.17	4.65							
32	000-00-0000 TRUMAN BESS W	2518	0.000				0.00	0.00	108.64	125.68							
32	000-00-0000 VAN BUREN HANNAH	6556	0.000				0.00	0.00	4.17	4.65							
32	000-00-0000 WASHINGTON MARTHA	2518	0.000				0.00	0.00	108.64	125.68							
32	000-00-0000 WILSON EDITH B	6556	0.000				0.00	0.00	4.17	4.65							

PAY-DEDUCTION records read:		5996.00															
PAY-DEDUCTION records qualified:		607.00															
PAY-DEDUCTION records update:		0.00															

How To Read the Detail Lines

The report includes one detail line for each Voluntary Deduction updated from the Deduction Tables. The line looks like this:

Di Empolyee	Ded Code	FTE	Use Actual	Low	High	Empe Amt Before	Empe Amt After	Empr Amt Before	Empr Amt After
32 000-00-0000 JOHNSON LADY BIRD	6556	0.000				0.00	0.00	4.17	4.65

**Report headings for
Re-compute Deduction Amounts from the New Rate Table (PDR100)**

REPORT HEADING	EXPLANATION
DI	The district number for the employee.
EMPLOYEE	Employee SSN and name. Employees are listed in alphabetical order by last name.
DED CODE	The Voluntary Deduction number from the employee's PD Screen.
FTE	The employee's FTE from the PR Screen. The FTE is used when the Pay Line is based on the salary amount from a salary schedule placement. An FTE of 0.000 means that the employee's pay is typed directly into a Pay Line, instead of being computed based on a salary schedule placement.
USE ACTUAL	<p>This column is blank for Deduction Tables that are not pro-rated for FTE.</p> <p>A Y means that the employee's benefits are pro-rated by FTE. The Deduction Table identifies the employer-paid amount for an employee who works 1.000 FTE. For employee's who work less than 1.000 FTE, the full-time benefit amount is multiplied by the FTE.</p>
LOW HIGH	<p>These columns are blank for benefits that are not pro-rated by FTE.</p> <p>For employees who work less than 1.000 FTE, some Deduction Tables use ranges that determine benefits for employees who work less than full-time. For example, employees who work 0.750 through 0.999 FTE may receive 0.7500 FTE of the employer-paid benefit for full-time employees.</p>
EMPE AMT BEFORE	Employee-paid Voluntary Deduction amount before the update.
EMPE AMT AFTER	Employee-paid Voluntary Deduction amount after the update.
EMPR AMT BEFORE	Employer-paid Voluntary Deduction amount before the update.
EMPR AMT AFTER	Employer-paid Voluntary Deduction amount after the update.

How to Read the Report Totals

The last page of the report concludes with totals for the number of Voluntary Deductions read, matched, and updated.

PAY-DEDUCTION records read:	5996.00
PAY-DEDUCTION records qualified:	607.00
PAY-DEDUCTION records update:	0.00

**Totals for the
Re-compute Deduction Amounts from the New Rate Table (PDR100) report**

TOTAL LINE	EXPLANATION
PAY-DEDUCTION records read	For the district that you have selected, the total number of Voluntary Deductions on the PR Screens for all employees. Each Voluntary Deduction takes up one record in the Pay-Deduction dataset of the Personnel/Payroll database. PDR100 reads through all Voluntary Deductions for the entire district to identify the ones that match the Deduction Tables that you have changed.
PAY-DEDUCTION records qualified	The number of Voluntary Deductions that match the current amounts for the Deduction Tables that you are changing.
PAY-DEDUCTION records update	The number of Voluntary Deductions updated to the new amounts based on the changed Deduction Tables. For report-only mode, this counter is always zero. For update mode, the counter indicates the number of Voluntary Deductions updated for the selected district.

Resetting Transaction Type 'C' Vol-deds on the PR Screen

If an employee uses type C (Percentage of NML Gross) in the **Transaction** field on the PR Screen of Employee Maintenance (PP0002), the **Balance** field must be reset at the start of each year.

Payline (PR) Screen of Employee Maintenance (PP0002)

For the traditional software, the relevant **Transaction** and **Balance** fields are located in the Pay Deduction Window on the PR Screen.

District: 05 QSS UNIFIED SCHOOL DISTRICT QSS/OASIS
 Employee Maintenance Mode: Change
 SSN: 000-00-0000 BETTY FORD Sc: PR Payroll pay line
 H8: Yr: D: L: A: Pay Line# 2/ 4 (2)

Posit#	D	Rate	Units	RTS	Ex-Gross	Type	St-Ded	SP	EP	Rat. Base	AC-P-C	HSC		
00003		1,422.85	1.00	1	1,422.85	NM	F-SHUN			10.80	08-4-1			
adj>														
Name		Py-Sch	SBF	Start	End	User	Ann Contract	FTD Paid						
000118							15,649.20/00	15,849.15						
Ln	Prct	Fd	Resc	Y	Objt	Gr	Goal	Funct	Bch	Resp	Lcl	SBT	Ex-Gross	FTD Paid
1	100.00	01	0000-0	2420	00	1110	1000	2000	000	000			1,422.85	15,849.15
2														
3														
_ 100.00% ** Totals **													1,422.85	15,849.15

DS	Code	Deduction Name	Employee	Employer	TF8vb	Balance	Limit
12	0018	LOCAL 185 DUES	1.50			750.00	
12	0026	MSIA/DENTAL FUND		101.82	1		
12	0002	KAISER FOUNDATION HEALTH		386.46	1		
12	0032	MSIA/VISION FUND		17.72	1		
Page 1 of 6			Total:	4.49	506.00		

Start Over Next Keys Account Window Deduct Maint Special Options Pg-Forward Pay Line Update Payroll Return to Menu

Figure 7-95: Payline (PR) Screen of Employee Maintenance (PP0002) for Traditional Software

Pay Deduction Window on PR Screen

The **Transaction** and **Balance** fields are circled in the example below.

DS	Code	Deduction Name	Employee	Employer	TF8vb	Balance	Limit
12	0018	LOCAL 185 DUES	1.50		C	750.00	
12	0026	MSIA/DENTAL FUND		101.82	1		
12	0002	KAISER FOUNDATION HEALTH		386.46	1		
12	0032	MSIA/VISION FUND		17.72	1		
Page 1 of 6			Total:	4.49	506.00		

Figure 7-96: Pay Deduction Window

The first line in the example above indicates that for Local 185 Dues, 1.5% of the employees gross pay will be deducted each normal payroll. The amount in the **Balance** field will decrease with each deduction. When the amount in the **Balance** field is zero, no more deductions will be taken. To use the same deduction in another year, you must enter a new amount in the **Balance** field at the start of each year.

See the *QSS/OASIS Payroll Manual* for details about the PR Screen of Employee Maintenance (PP0002).

Pay Deduction Form for QCC

In QCC, **Pay Deduction** form is the QCC equivalent of the Pay Deduction Window on the PR Screen.

Ln	DS	Code	Plan	Employee	Employer	T	RL	B	F	S	vb	Minimum	Maximum	Balance	Limit	Date
1		1000 - DUES/CONTRIBUTIONS/MEMBERSHIPS		1.50	0.00	C						0.00	0.00	750.00	750.00	
2	12	5396 - KAISER FOUNDATION HEALTH PLAN		175.00	582.00						1	0.00	0.00	0.00	0.00	
3	12	5135 - DELTA DENTAL		0.00	68.00						1	0.00	0.00	0.00	0.00	

Total Employee Deductions: 175.00 Total Employer Deductions: 650.00

Yr: 2010 Dist: 07 Site: 1 4/13/2010 17:21

Figure 7-97: Pay Deduction form for QCC

Chapter 8:

Tasks Related to Position Control and Personnel

Overview

This chapter covers the following procedures:

TASK	PAGE
Work Calendars	8-3
Benefit Definitions	8-13
Salary Schedules	8-18
Authorized Position/Employee Assignment Rollover Window	8-30
Recalculate Employee Position Projection Values (PCT900)	8-40
Calculate Salary/Update Employee Positions (PAF300, PAF302, and PAF305)	8-45
Load Payline Data from Position Control (STD) (PL0400)	8-48
Load Payline Data from Position Control (ENH) (PL0402)	8-56
Update Employee Experience (PER680)	8-63
Updating Dates in Personnel Text Files	8-67

You may be using the standard version of Position Control, or you may be using the enhanced version. The following chart presents a comparison of the standard and the enhanced systems.

Table 8-1: Standard versus Enhanced Position Control

Standard Position Control System	Enhanced Position Control System
Used with Standard Payroll System (See <i>QSS/OASIS Payroll Manual.</i>)	Used with Enhanced Payroll System (See <i>QSS/OASIS Enhanced Payroll Manual.</i>)
DOES NOT use Position Control Bonus Codes (PB) Master File	Uses Position Control Bonus Codes (PB) Master File
DOES NOT use Payroll Bonus Codes (BC) Master File	Uses Payroll Bonus Codes (BC) Master File
Uses PO Screen for Employee Position Assignments	Uses EA Screen for Employee Position Assignments.
Uses standard Salary Schedule Maintenance (PP0030)	Uses enhanced Salary Schedule Maintenance (PP0032)
Uses standard Authorized Positions Maintenance (PP0020)	Uses enhanced Authorized Positions Maintenance (PP0022)
Uses standard Load Payroll Data From Position Control (PL0400)	Uses enhanced Load Payroll Data From Position Control (PL0402)
Uses standard Pay Line (PR) Screen	Uses enhanced Pay Line (PR) Screen (See <i>Enhanced Payroll Manual.</i>)
DOES NOT use PAF300 to update Salary Schedule information on the Pay Line (PR) screen	Uses PAF300 to update Salary Schedule information on the Pay Line (PR) screen
Uses PAF300 to update salary amounts on the Employee Position (PO) screen	Uses PAF305 to update salary amounts on the Employee Assignment (EA) screen
Uses PCT900 to update salary projection amounts on the Employee Position (PO) screen	Uses PCT902 to update salary projection amounts on the Employee Assignment (EA) screen

Work Calendars

Purpose

The Work Calendar Maintenance (PP0035) program defines the work schedule for different groups and classes of employees. The Work Calendars created in this program are used when calculating and projecting salaries.

Accurate calendars are especially important for hourly and daily workers, as well as for salaried employees whose assignments do not span an entire fiscal year.

Work Calendars must be established for each fiscal year. You must create calendars in Work Calendar Maintenance (PP0035) before doing any of the following:

- ◆ Creating Salary Schedules
- ◆ Rolling positions and assignments to the next year
- ◆ Running projection reports for the next year

TIP: Create the default "0000" work calendar as a template for the new fiscal year before creating other work calendars.

Work Calendar "0000"

Each fiscal year, you must create Work Calendar "0000." This Work Calendar covers a twelve-month span, and should contain all paid holidays in your organization. Once you have created Work Calendar "0000," you can use it as a template for creating other Work Calendars. Even if you do not use it for a template, you can still import the holidays from the "0000" calendar by using the <Merge Holidays> function key.

NOTE: This "0000" calendar should not be linked directly to a position. It is the default calendar for any position that has not been linked to any other work calendar. This could cause inaccurate projections for a position that is less than 12 months or for a 12-month position with work and holiday dates other than those on Calendar "0000".



Checking Database Capacities

Before creating new work calendars (PP0035), make sure that the M-CALENDAR-MST and D-CALENDAR datasets in the PERPAY database have adequate room. In most cases, doing so requires that you *get help from data processing or your system administrator*.

Work Calendars (WC) Master File

The *Employee Maintenance* window allows you to maintain the Work Calendars (WC) master file. These instructions provide a quick reference.

*Overview***Table 8-2: Work Calendars (WC) master file**

Box Label	R/O/D	Contents
Calendar Codes	Display	Selection from List
Fiscal Year	Key	Fiscal Year
Code Value	Key	Numeric Code (4 digits)
Using Calendar	Optional	Selection from List
Name	Required	Text (30 characters)
Hrs/Day	Required	Numerals (0.00 to 24.00)
Mo/Yr	Required	Numerals (0.00 to 12.00)
Payroll Days	Optional	Numerals (0.00 to 365.00)
July - December yy January - June yy	Display	Graphic display of calendar
Contract Days	Required	Selection from List
Calendar Days	Display	Start and end of fiscal year

Change Work Calendars 82 - QSS DEMO DISTRICT #82 QSS/OASIS

Options

Calendar Codes: 07 : 0221 Fiscal Year: 07 Code value: 0221 Using Calendar: Name: 221 Day Schedule 06-07 Bgt Pre Hrs/Day: 8.00 Mo/Yr: 11.75 Payroll Days: Work: 221.00 Holiday: 0.00 Total: 221.00 Contract Dates: 07/03/2006 to 06/29/2007 Calendar Dates: 07/03/2006 to 06/29/2007 Merge Holidays

Legend

- Regular Work Day (RW) [221]
- Non-work Day (NW) [144]
- Special Non-work Day (SN) [0]
- Half Day (HW) [0]
- Paid Holiday (PH) [0]

Change

July - October '06 November - February '07 March - June '07

July '06 #Paid: 14.00

S	M	T	W	T	F	S
						1 NW
2	3	4	5	6	7	8
NW	RW	NW	RW	RW	RW	NW
9	10	11	12	13	14	15
NW	RW	RW	RW	RW	RW	NW
16	17	18	19	20	21	22
NW	RW	RW	RW	RW	RW	NW
23	24	25	26	27	28	29
NW	NW	NW	NW	NW	NW	NW
30	31					
NW	NW					

August '06 #Paid: 14.00

S	M	T	W	T	F	S
		1	2	3	4	5
		NW	NW	NW	NW	NW
6	7	8	9	10	11	12
NW	NW	RW	RW	RW	RW	NW
13	14	15	16	17	18	19
NW	RW	RW	RW	RW	RW	NW
20	21	22	23	24	25	26
NW	RW	RW	RW	RW	RW	NW
27	28	29	30	31		
NW	RW	RW	RW	RW		

September '06 #Paid: 20.00

S	M	T	W	T	F	S
						1 2
						NW NW
3	4	5	6	7	8	9
NW	NW	RW	RW	RW	RW	NW
10	11	12	13	14	15	16
NW	RW	RW	RW	RW	RW	NW
17	18	19	20	21	22	23
NW	RW	RW	RW	RW	RW	NW
24	25	26	27	28	29	30
NW	RW	RW	RW	RW	RW	NW

October '06 #Paid: 22.00

S	M	T	W	T	F	S
						1 2
						NW NW
3	4	5	6	7	8	9
NW	RW	RW	RW	RW	RW	NW
10	11	12	13	14	15	16
NW	RW	RW	RW	RW	RW	NW
17	18	19	20	21	22	23
NW	RW	RW	RW	RW	RW	NW
24	25	26	27	28	29	30
NW	RW	RW	RW	RW	RW	NW
31						
NW						

Audit Information

ID: RDAV Date: 01/09/2007 Time: 01:56:31 PM

Yr:2007 Dist:82 Site:1 7/10/2009 19:25

Figure 8-1: Change Work Calendars dialog box

Changing Days on the Calendar

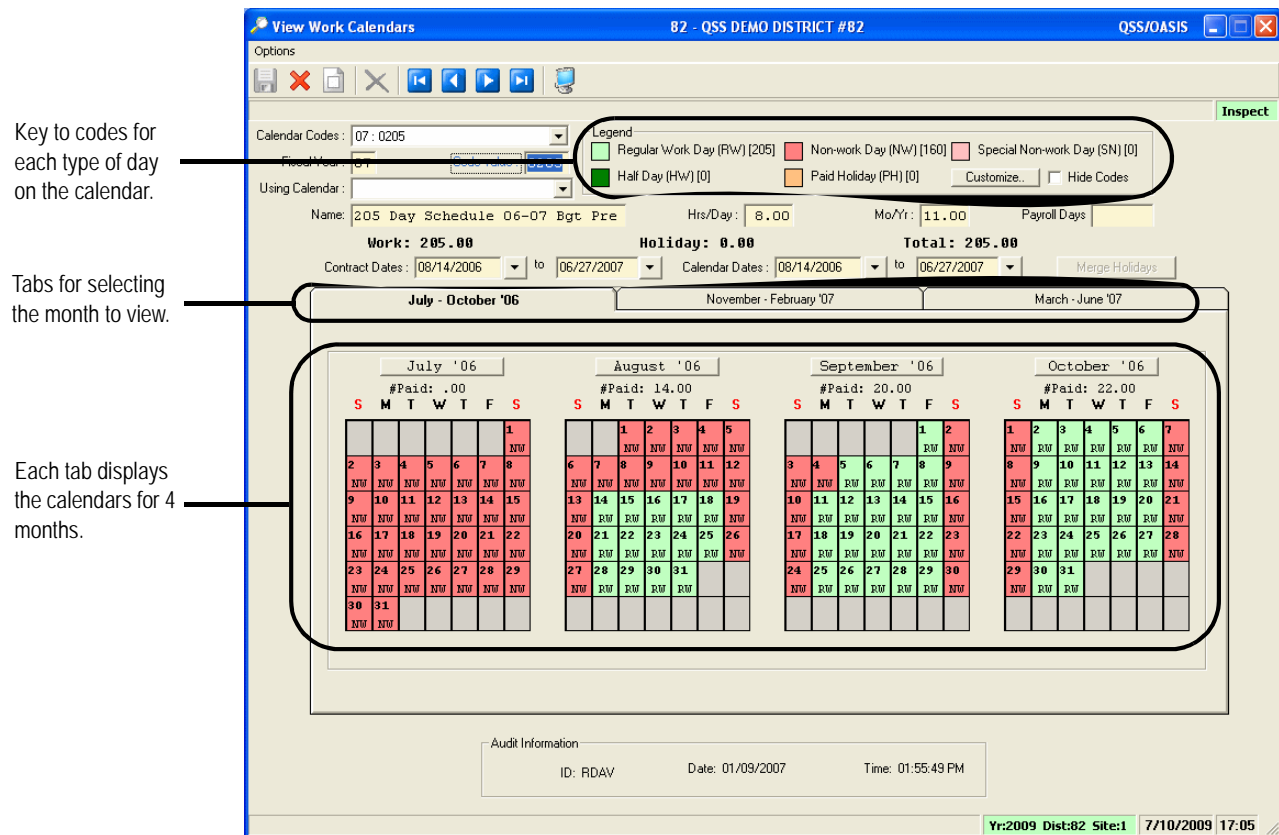


Figure 8-2: View Work Calendars dialog box

While you are adding or changing a work calendar you can change the designations for each day in the calendar.

To change days on a calendar:

- 1 In the **Legend** area, click the colored box for a type of day.

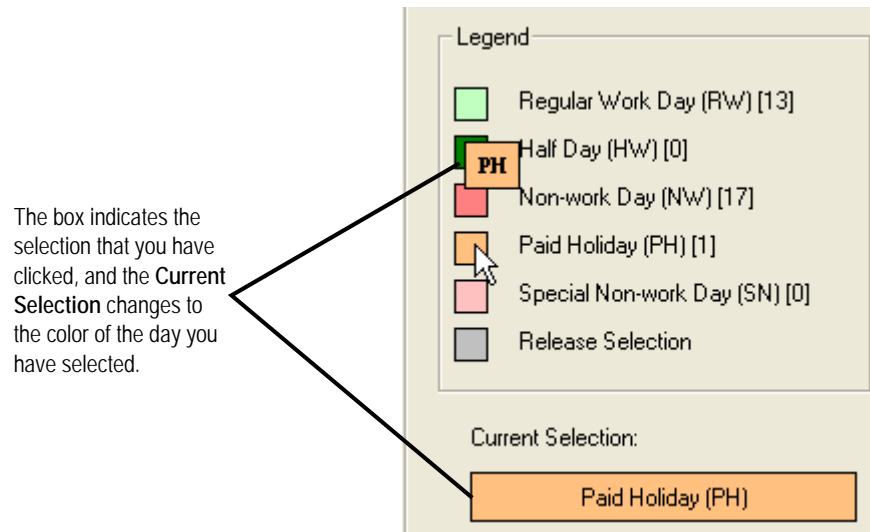


Figure 8-3: **Legend** area after clicking **Paid Holiday (PH)**

To clear the selection, click **Release Selection**.

- 2 Drag the mouse pointer over the day that you want to change in the calendar.

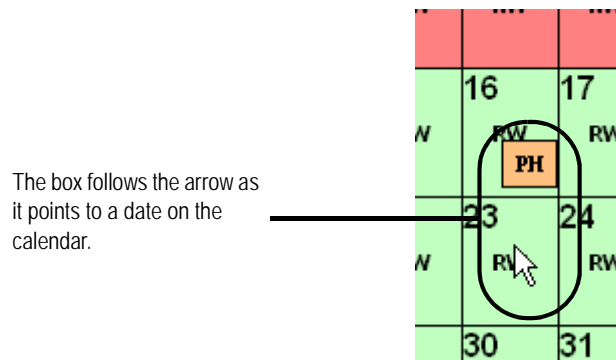


Figure 8-4: Mouse pointer hovered over August 23

3 Click the day that you want to change.

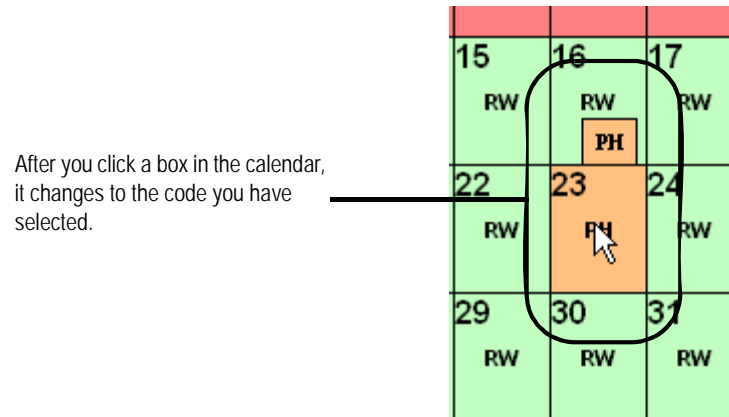





Figure 8-5: Calendar after clicking August 23

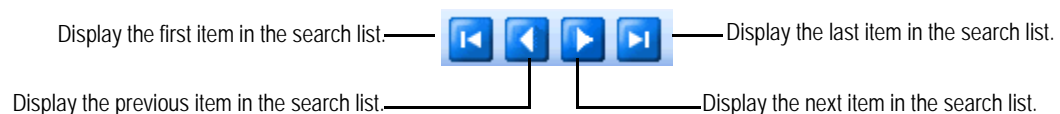
4 Repeat Steps 1 through 3 to assign codes to additional days on the calendar.


5 Do any of the following:

- ◇ Select the [Save] button to save your changes to the calendar.
- ◇ Select the [Undo] button to undo the changes to the calendar.
- ◇ Select the [Cancel/Close] button to close the dialog box without saving your changes.

6 In the toolbar, click any of the following commands:

- ◇ Click the  (Save [F9]) icon to save the changes to the calendar.
- ◇ Click the  (Cancel/Close [F12]) icon to close the dialog box.
- ◇ Click the  (Undo Changes [Shift+F1]) icon to clear all changes made since you opened the dialog box.
- ◇ Click a VCR button to go to a different month.



- ◇ Click the  (Print Screen [F11]) icon to print a copy of the dialog box on the default Windows printer for your PC.

Report Sample

82 QSS DEMO DISTRICT #82										J8239	PP0350	H.00.04	07/09/09	PAGE	1																				
SAMPLE FOR DOCUMENTATION																																			
WORK CALENDAR REPORT																																			
CALENDAR: 0000 Default																YEAR: 2006-2007																			
																1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	3	3	
MONTH	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	#Paid			
=====																																			
JULY	N	N	.	H	.	.	.	N	N	N	N	N	N	N	N	.	.	.	N	N	21.00		
AUGUST	N	N	N	N	N	N	N	N	.	.	.	N	N	23.00			
SEPTEMBER	.	N	N	H	.	.	.	N	N	N	N	N	N	.	.	.	N	N	.	.	.	N	N	21.00			
OCTOBER	N	N	N	N	N	N	N	.	.	.	N	N	.	.	.	N	N	22.00			
NOVEMBER	.	.	.	N	N	.	.	.	H	N	N	N	N	.	.	H	H	N	N	22.00			
DECEMBER	.	N	N	.	.	.	N	N	N	N	N	N	H	H	N	N	21.00				
JANUARY	H	H	.	.	N	N	N	N	H	N	N	N	N	.	.	.	N	N	23.00			
FEBRUARY	.	.	N	N	.	.	.	N	N	H	.	.	.	N	N	H	.	.	.	N	N	20.00			
MARCH	.	.	N	N	.	.	.	N	N	N	N	N	N	N	N	.	.	.	N	22.00			
APRIL	N	N	N	N	N	.	.	.	H	N	N	N	N	.	.	.	N	N	21.00			
MAY	.	.	.	N	N	.	.	.	N	N	.	.	.	N	N	N	N	.	.	.	N	N	H	.	.	.	N	23.00			
JUNE	.	N	N	.	.	.	N	N	N	N	N	N	.	.	.	N	N	.	.	.	N	N	21.00			
=====																																			
CONTRACT DATES: 07/03/2006-06/29/2007																HOURS/DAY: 8.00				PAID DAYS: 260.00															
CALENDAR DATES: 07/03/2006-06/29/2007																MONTHS/YEAR: 12.00				WORK DAYS: 246.00															
																PAYROLL DAYS: 0.00				HOLIDAY DAYS: 14.00															
SYMBOL LEGEND:																																			
. = REGULAR PAID WORK DAY (FULL)																																			
/ = REGULAR PAID WORK DAY (HALF)																																			
N = NON WORK DAY																																			
H = PAID HOLIDAY																																			
X = SPECIAL NON WORK DAY (NOT PAID)																																			

Creating a Work Calendar for Less than 12 Months

To create a Work Calendar for a contract less than 12 months long, set up each day outside of the contract dates with NW for Non-work Day. Simply typing the shorter term in the Contact dates field will not automatically change the regular workday codes to non-work day codes.

There should be no workdays or holidays before the contract start date. Only NW days should precede the start of the contract date.

Change Work Calendars

82 - QSS DEMO DISTRICT #82

QSS/OASIS

Options

Save

Print

Close

Back

Forward

Home

Change

Calendar Codes: 08: 0211

Fiscal Year: 08

Code value: 0211

Using Calendar:

Legend

Regular Work Day (RW) [193]

Non-work Day (NW) [173]

Special Non-work Day (SN) [0]

Half Day (HW) [0]

Paid Holiday (PH) [0]

Customize..

Hide Codes

Name: 211 Days

Hrs/Day: 8.00

Mo/Yr: 11.25

Payroll Days

Work: 193.00

Holiday: 0.00

Total: 193.00

Contract Dates: 09/04/2007 to 06/30/2008

Calendar Dates: 09/04/2007 to 06/30/2008

Merge Holidays

July - October '07

November - February '08

March - June '08

July '07

#Paid: .00

S	M	T	W	T	F	S
1	2	3	4	5	6	7
NW	NW	NW	NW	NW	NW	NW
8	9	10	11	12	13	14
NW	NW	NW	NW	NW	NW	NW
15	16	17	18	19	20	21
NW	NW	NW	NW	NW	NW	NW
22	23	24	25	26	27	28
NW	NW	NW	NW	NW	NW	NW
29	30	31				
NW	NW	NW				

August '07

#Paid: .00

S	M	T	W	T	F	S
			1	2	3	4
			NW	NW	NW	NW
5	6	7	8	9	10	11
NW	NW	NW	NW	NW	NW	NW
12	13	14	15	16	17	18
NW	NW	NW	NW	NW	NW	NW
19	20	21	22	23	24	25
NW	NW	NW	NW	NW	NW	NW
26	27	28	29	30	31	
NW	NW	NW	NW	NW	NW	

September '07

#Paid: 19.00

S	M	T	W	T	F	S
						1
						NW
2	3	4	5	6	7	8
NW	NW	RW	RW	RW	RW	NW
9	10	11	12	13	14	15
NW	RW	RW	RW	RW	RW	NW
16	17	18	19	20	21	22
NW	RW	RW	RW	RW	RW	NW
23	24	25	26	27	28	29
NW	RW	RW	RW	RW	RW	NW
30						
NW						

October '07

#Paid: 23.00

S	M	T	W	T	F	S
	1	2	3	4	5	6
	RW	RW	RW	RW	RW	NW
7	8	9	10	11	12	13
NW	RW	RW	RW	RW	RW	NW
14	15	16	17	18	19	20
NW	RW	RW	RW	RW	RW	NW
21	22	23	24	25	26	27
NW	RW	RW	RW	RW	RW	NW
28	29	30	31			
NW	RW	RW	RW			

Audit Information

ID: RDAV

Date: 01/30/2007

Time: 03:26:27 PM

Yr:2008 Dist:82 Site:1 GS: W

4/21/2011 9:45 PM

Figure 8-6: Work Calendar with non-work days for July and August

Traditional Screens

For the traditional software, Work Calendar Maintenance (PP0035) allows you to maintain Work Calendars. This heading provides some screen samples. For detailed instructions, see Chapter 6 of the *QSS/OASIS Position Control Manual*.

To see all available options on this screen, type H in the **Option** field and press <ENTER>. A menu of valid options and their codes is displayed in the lower half of the screen (see Figure 8-7).

```

District: 65                      Work Calendar Maintenance                      QSS/OASIS
Year: Y1

Option (H for Help): █

Valid options are:

A - Add new work calendar entry
C - Change work calendar
D - Delete work calendar
I - Inspect work calendar
R - Work Calendar Report
H - This Help Message
E - Exit program
  
```

Figure 8-7: Work Calendar Maintenance Screen with Help Option

The following figure illustrates the first screen for adding, changing, and inspecting Work Calendars.

District: 65	Add Work Calendar	QSS/OASIS
Year: Y1		
	Year: Y2	
	Calendar: 0001	
	Using Calendar: 0000	

Start Over				Start Over			Return to Menu
------------	--	--	--	------------	--	--	----------------

Figure 8-8: Maintaining Work Calendars (1 of 2)

After you select a Work Calendar and press <ENTER>, the screen displays the Work Calendar.

District: 65 Year: Y2		Work Calendar Maintenance						QSS/OASIS Add Mode									
		Calendar: 0001 CALIFORNIA TEACHERS UNIFIED															
Codes		SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	#Paid									
. = Regular work day (full)	Jul:	N	N.H...	N	N....N	N....N	N....N	N									
/ = Half day	Aug:	...	N	N....N	N....N	N....N	N....N										
N = Non work day	Sep:	N	NH....N	N....N	N....N	N....N	N....N										
H = Paid holiday	Oct:	N....N	N....N	N....N	N....N	N....N	N....N										
X = Special non work day	Nov:	...	N	N....HN	N....N	N....HHHN	N....N										
	Dec:	N	N....N	N....N	N....N	N....N	NHH....N	N									
	Jan:	HH....N	N....N	NH....N	N....N	N....N	N....N										
	Feb:	...	N	N....N	N....N	NH....N	N....N										
	Mar:	...	N	N....N	N....N	N....N	N....N										
	Apr:	N....N	N....N	NH....N	N....N	N....N	N....N										
	May:	...	N	N....N	N....N	N....N	NH....N										
	Jun:	...	N	N....N	N....N	N....N	N....N										
Contract dates:		Hrs/day:		Total:													
Calendar dates: 07/03/20Y2-06/29/20Y2		Mo/Yr:		Work:													
				Holiday:													
<table border="1"> <tr> <td>Start Over</td> <td>Print Screen</td> <td></td> <td>Merge Holidays</td> <td>Start Over</td> <td></td> <td>Update Data</td> <td>Return to Menu</td> </tr> </table>										Start Over	Print Screen		Merge Holidays	Start Over		Update Data	Return to Menu
Start Over	Print Screen		Merge Holidays	Start Over		Update Data	Return to Menu										

Figure 8-9: Maintaining Work Calendars (2 of 2)

The R (Work Calendar Report) option allows you to launch a report of Work Calendars.

District: 65 Year: Y2		Work Calendar Maintenance						QSS/OASIS									
		Option (H for Help): R															
		Report title: TEN-MONTH CALENDAR FOR JOHN P															
		For year: Y2															
		Select work calendar: 5042															
<table border="1"> <tr> <td>Start Over</td> <td>Print Screen</td> <td></td> <td></td> <td>Start Over</td> <td></td> <td></td> <td>Return to Menu</td> </tr> </table>										Start Over	Print Screen			Start Over			Return to Menu
Start Over	Print Screen			Start Over			Return to Menu										

Figure 8-10: Work Calendar Maintenance—Report Request Screen

Benefit Definitions

Purpose

The Benefit Projected Rate (BPR) master file allows you to define up to 32 employer-paid benefits. The cost of each benefit can be either a fixed dollar amount or a percentage of pay. You can associate these benefits with each Salary Schedule. Position control uses these benefits for projecting the benefit costs of each position.

In the State of California, common employer-paid benefits are:

- ◆ STRS - Certificated Employee Retirement
- ◆ PERS - Classified Employee Retirement
- ◆ OASDI - Social Security
- ◆ MEDICARE - Federal Medicare Insurance Contribution
- ◆ H & W - Health and Welfare
(broken down into various non-statutory benefit plans)
- ◆ SUI - State Unemployment Insurance
- ◆ W/COMP - Workers Compensation

Benefit projections are completely unrelated to employee-paid deductions, such as union dues, employee share of health insurance, and tax-sheltered annuities. Such deductions are set up for individual employees as payroll deductions on the Deductions form of the *Employee Maintenance* window.

Benefit Projected Rates (BPR) Master File

The *Employee Maintenance* window allows you to maintain the Benefit Projection Rates (BPR) master file. These instructions provide a quick reference.

Adding or Changing the Master File for Y2

The Benefit Projected Rate (BPR) master file has only one record for each fiscal year. For each record, there is a grid that contains up to 64 benefits that you can attach to Salary Schedules.

- ◆ For each district, add the master file for Y2. You can now define benefits on the grid.
- ◆ After adding the master file for Y2, do either of the following to return to it:
 - ◇ Inspect the master file. You cannot change any benefits on the grid.
 - ◇ Change the master file. You can add, change, or delete individual benefits on the grid

Change - Benefit Projected Rates 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

Year: 05

Add New/Edit

Accept Line: 5

Benefit Name Base Type Base Amt/% Limit Amount PT Projection Amt/% Reference # Name

SUI Percent 1.1000 0.00 0.00 05 SUI

Ln	Benefit Name	Base Type	Base Amt	Limit Amt	PT	Projection Amt/%	Reference #	Reference Name
1	STR5	Percent	8.2500	0.00		0.00	01	STR5
2	PERS	Percent	7.7500	0.00		0.00	02	PERS
3	OASDI	Percent	6.2000	90000.00		0.00	03	FICA
4	MEDICARE	Percent	1.4500	6800.00		0.00	09	MEDICARE
5	SUI	Percent	1.1000	0.00		0.00	05	SUI
6	W/COMP	Percent	2.6000	0.00		0.00	06	W/COMP
7	PERS RLR	Percent	6.3500	0.00		0.00	12	PERS RLR
8	CLS H/W	Flat Dollar (Not prorated)	8250.00	0.00		0.00	04	H/W
9	CERT H/W	Flat Dollar (Not prorated)	9635.00	0.00		0.00	04	H/W
10	MGMT H/W	Flat Dollar (Not prorated)	10365.00	0.00		0.00	04	H/W
11	ADMN H/W	Flat Dollar (Not prorated)	12950.00	0.00		0.00	04	H/W
12								

Yr:2005 Dist:07 Site:1 4/12/2010 21:26

Figure 8-11: Change dialog box for the Benefit Projected Rate (BPR) master file

For an explanation of the columns of the following table, see [page 8-44](#).

*Add New/Edit Area***Table 8-3: Benefit Projected Rate (BPR) master file**

Box Label	R/O/D	Contents
Year	Key	Fiscal Year
Add New/Edit		
Line	Display	Numerals (1 through 64)
Base Type	Required	Selection from List
Benefit Name	Required	Text (8 characters)
Base Amt/%	Required	Numerals (dollar amount or percentage)
Limit Amount	Optional	Dollar Amount
PT	Optional	Selection from List
Project Amt/%	Optional	Numerals (dollar amount or percentage)
Reference #	Optional	Selection from List
Name	Optional	Text (benefit class name for Reference #)
[grid]		
Ln	Display	Numerals (1 through 64)
Base Type	Display	Text (8 characters)
Base Amt	Display	Numerals (dollar amount or percentage)
Limit Amt	Display	Dollar Amount
PT	Display	Text
Projection Amt	Display	Numerals (dollar amount or percentage)
Reference #	Display	Text
Reference Name	Display	Text (benefit class name for Reference #)

The **Add New/Edit** area allows you to define the employer-paid benefits that you can attach to Salary Schedules. This heading provides some considerations for setting up benefits, the describes each of the boxes that you fill in.



Some important things to remember when filling in this screen are:

- ◇ ***Do not replace a benefit*** on a line with a new benefit. For example, it would be wrong to replace benefit line 3, STRS, with PERS-RLS as a benefit.
- ◇ ***Do not delete an existing benefit*** in the new year definition simply because it is no longer offered. Instead, change the base amount to 0.00% or \$0.00, depending on the benefit type.

- ◇ Add new benefits for Y2 *at the end of the list* of existing benefits carried forward from Y1.

WARNING: If you decide not to follow the first and second previous recommendations, then you must review and reset, if necessary, the benefit settings for each salary schedule rolled over from the old fiscal year, and any override settings for benefits at the employee authorized position level.

Figure 8-12: Add New/Edit area for the BPR master file

Traditional Screens

In the traditional software, Benefit Definition Maintenance (PP0050) allows you to define benefits for salary projections. This chapter provides a brief illustration of the traditional software. For details, see Chapter 7 of the *QSS/OASIS Position Control Manual*.

Figure 8-13: Benefit Definition Maintenance Screen with Help Option

Type A in the **Options** field, then press <ENTER> to display the first screen for adding benefits for Y2.

District: 65		Benefit Definition Maintenance		QSS/OASIS	
Option (H for help): <u>A</u> Year: <u>Y2</u>					
Back to Option			Back to Option		Return to Menu

Figure 8-14: Benefit Definition Maintenance—Partial Screen

After typing the 2-digit year for Y2, press <ENTER> to display the screen for defining benefits.

District: 65		Benefit Definition Maintenance		QSS/OASIS																																																																																											
Option (H for help): <u>A</u> Year: <u>Y2</u>																																																																																															
<table border="1" style="width: 100%; border-collapse: collapse; font-family: monospace;"> <thead> <tr> <th>Ln.</th> <th>Benefit Name</th> <th>B T</th> <th>Base Amt/%</th> <th>Limit Amount</th> <th>P T</th> <th>Project Amt/%</th> <th>Reference # Name</th> <th>Vol. #</th> <th>Ded. Name</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>SUI</td> <td>P</td> <td>0.1000</td> <td>0.00</td> <td></td> <td>0.00</td> <td>05 SUI</td> <td></td> <td></td> </tr> <tr> <td>2.</td> <td>WC</td> <td>P</td> <td>1.0621</td> <td>0.00</td> <td></td> <td>0.00</td> <td>06 WCOMP</td> <td></td> <td></td> </tr> <tr> <td>3.</td> <td>STRS</td> <td>P</td> <td>8.2550</td> <td>0.00</td> <td></td> <td>0.00</td> <td>01 STRS</td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td>PERS</td> <td>P</td> <td>0.0000</td> <td>0.00</td> <td></td> <td>0.00</td> <td>02 PERS</td> <td></td> <td></td> </tr> <tr> <td>5.</td> <td>FICA</td> <td>P</td> <td>6.2000</td> <td>0.00</td> <td></td> <td>0.00</td> <td>03 FICA</td> <td></td> <td></td> </tr> <tr> <td>6.</td> <td>MEDICARE</td> <td>P</td> <td>1.4500</td> <td>0.00</td> <td></td> <td>0.00</td> <td>09 MEDICARE</td> <td></td> <td></td> </tr> <tr> <td>7.</td> <td>H/W FULL</td> <td>V</td> <td>6,348.00</td> <td>0.00</td> <td></td> <td>0.00</td> <td>04 H/W</td> <td></td> <td></td> </tr> <tr> <td>8.</td> <td>PERS RLR</td> <td>P</td> <td>13.0200</td> <td>0.00</td> <td></td> <td>0.00</td> <td>12 PERS RLR</td> <td></td> <td></td> </tr> </tbody> </table>						Ln.	Benefit Name	B T	Base Amt/%	Limit Amount	P T	Project Amt/%	Reference # Name	Vol. #	Ded. Name	1.	SUI	P	0.1000	0.00		0.00	05 SUI			2.	WC	P	1.0621	0.00		0.00	06 WCOMP			3.	STRS	P	8.2550	0.00		0.00	01 STRS			4.	PERS	P	0.0000	0.00		0.00	02 PERS			5.	FICA	P	6.2000	0.00		0.00	03 FICA			6.	MEDICARE	P	1.4500	0.00		0.00	09 MEDICARE			7.	H/W FULL	V	6,348.00	0.00		0.00	04 H/W			8.	PERS RLR	P	13.0200	0.00		0.00	12 PERS RLR		
Ln.	Benefit Name	B T	Base Amt/%	Limit Amount	P T	Project Amt/%	Reference # Name	Vol. #	Ded. Name																																																																																						
1.	SUI	P	0.1000	0.00		0.00	05 SUI																																																																																								
2.	WC	P	1.0621	0.00		0.00	06 WCOMP																																																																																								
3.	STRS	P	8.2550	0.00		0.00	01 STRS																																																																																								
4.	PERS	P	0.0000	0.00		0.00	02 PERS																																																																																								
5.	FICA	P	6.2000	0.00		0.00	03 FICA																																																																																								
6.	MEDICARE	P	1.4500	0.00		0.00	09 MEDICARE																																																																																								
7.	H/W FULL	V	6,348.00	0.00		0.00	04 H/W																																																																																								
8.	PERS RLR	P	13.0200	0.00		0.00	12 PERS RLR																																																																																								
Back to Option			Page Backward	Page Forward	Update Data																																																																																										
			Return to Menu																																																																																												

Figure 8-15: Benefit Definition Maintenance—Full Screen

Salary Schedules

Purpose

The *HR Code Maintenance 2* window allows you to Copy Salary Schedules from Y1 to Y2. Salary Schedules define how much employees are paid and the amount of their pay increases. You can create up to 99 salary schedules for each district and year. Salary schedules are divided into pay ranges that are subdivided into steps.

- ◆ Each salary schedule can have as many as 200 pay ranges.
- ◆ Each range may be sub-divided into as many as 30 steps.

Salary Schedule Advancements—Direction of Advance

Salary Schedule Maintenance allows you choose whether salaries are advanced by step or by range.

Step Advances

Steps are increments within a range. Many clients use step advances to increase employees' pay until the top step of a range is reached. You can have up to 30 increments (steps) per range.

Range Advances

If you use a salary schedule with more than 30 steps, you may choose to increase salaries using range advances. salary schedules can have up to 200 range advances.

- ◆ Range names may be either a four-digit number from 0001 through 9999, or a four-character name using any combination of letters and numbers.
- ◆ Regardless of the direction of advancement, the Salary Schedule Maintenance Report always prints in the same format, with ranges running down the pages and steps running across.

Almost all sites use step advances instead of range advances.

When to Define Salary Schedules

Before you can define salary schedules, you must have the District and Location Master Files up-to-date, and you must define your Work Calendar (WC) master file for Y2.

Salary schedules need to be redefined for each fiscal year.

Checking Database Capacities

Before creating new salary schedules, make sure that the D-SCHEDULE and D-SCHED-MATRIX datasets in the PERPAY database have adequate room. In most cases, doing so requires that you *get help from data processing or your system administrator*.

Opening the HR Code Maintenance 2 Window

Use the *HR Code Maintenance 2* window to define salary schedules for Y2.

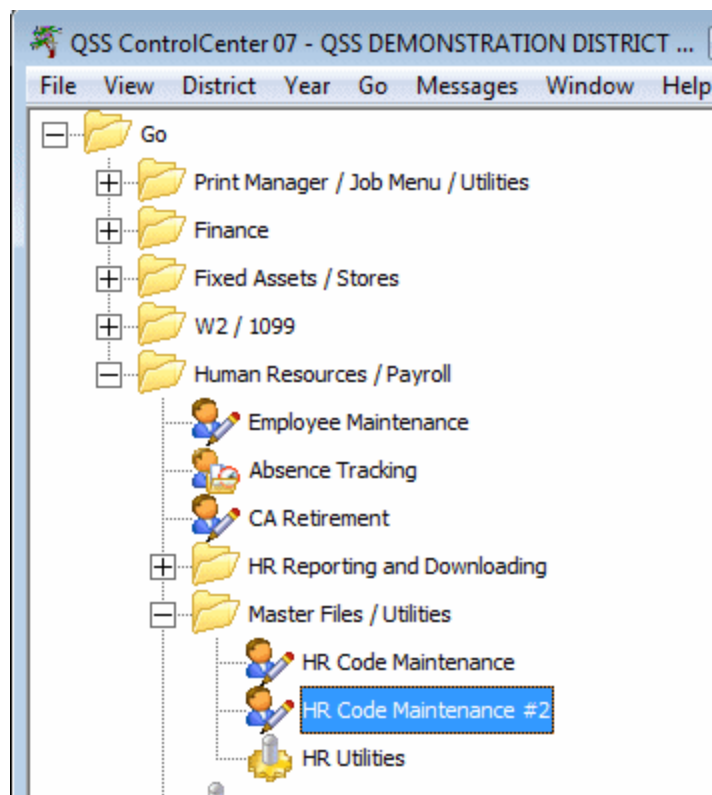


Figure 8-16: Selecting the *HR Code Maintenance 2* window

HR Code Maintenance 2 Window

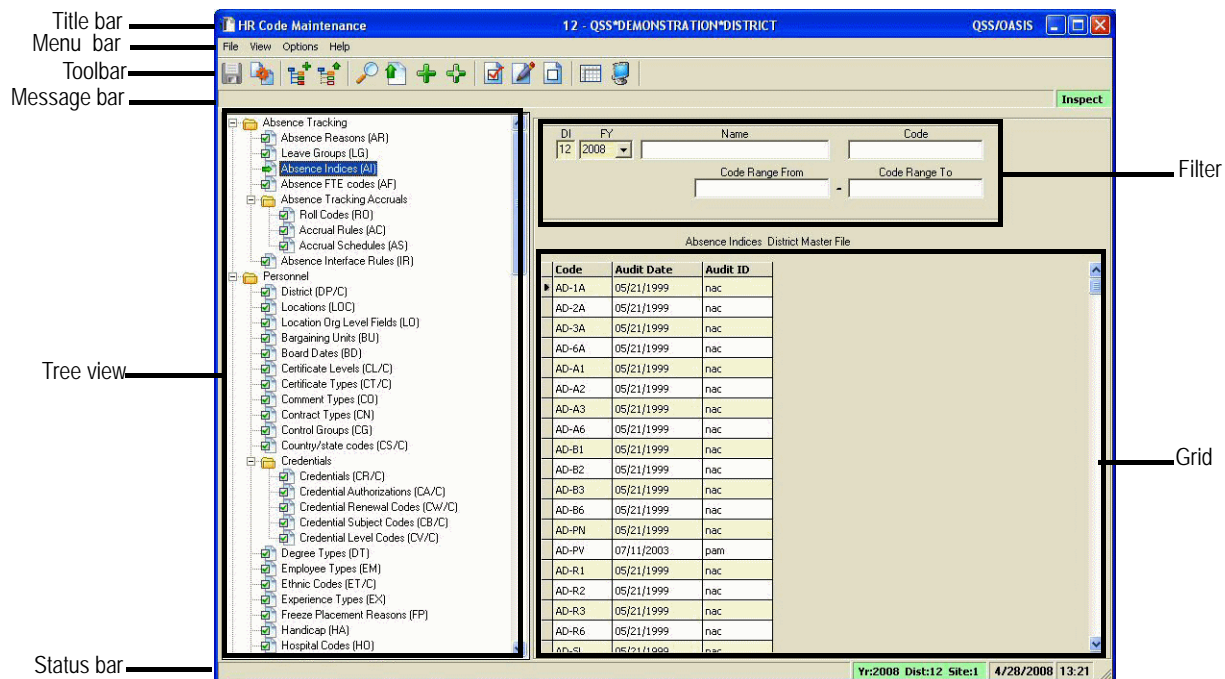


Figure 8-17: HR Code Maintenance window

Selecting the Salary Schedule Master Files

These instructions tell how to select the salary schedule master file for your site from the *HR Code Maintenance 2* window.

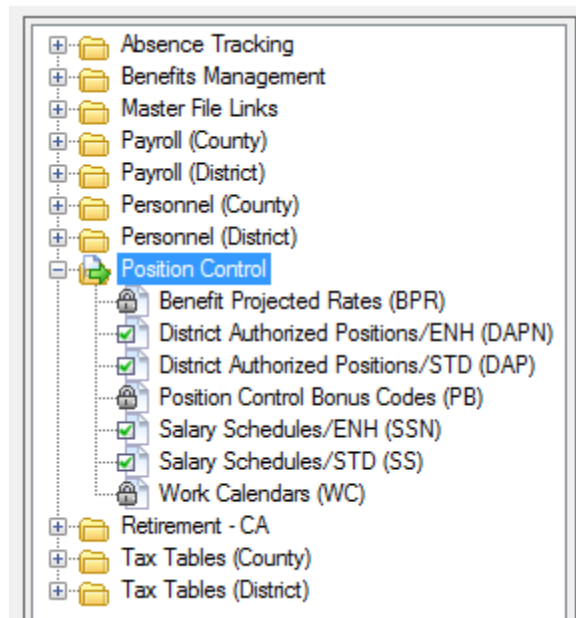


Figure 8-18: Tree view for selecting Salary Schedule master files

Copying Salary Schedules

Overview

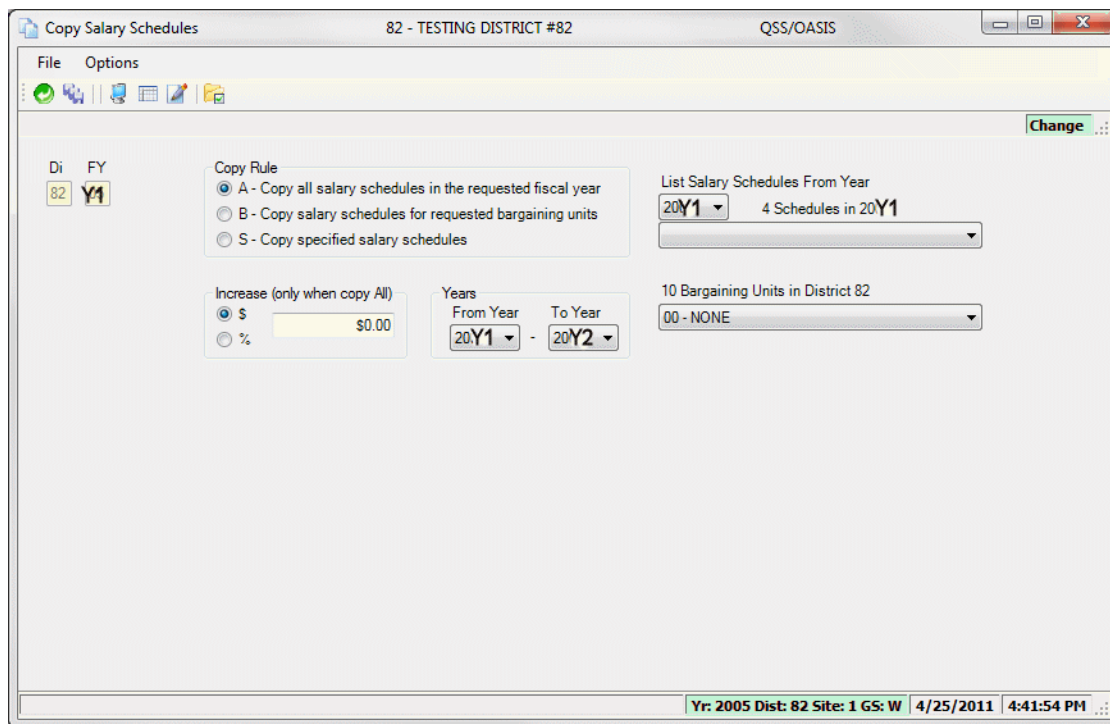


Figure 8-19: *Copy Salary Schedules* dialog box for Standard and Enhanced Position Controlss

Selecting a Copy Rule

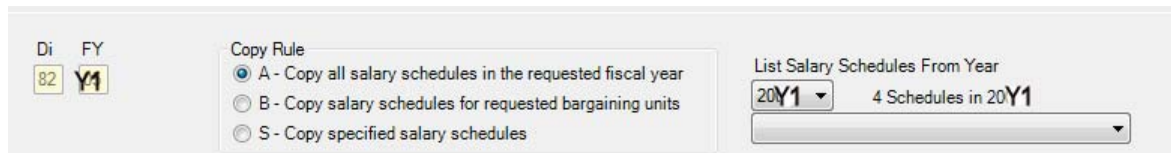


Figure 8-20: Copy rules for Salary Schedules

Options for Copy Rule A (All Salary Schedules)

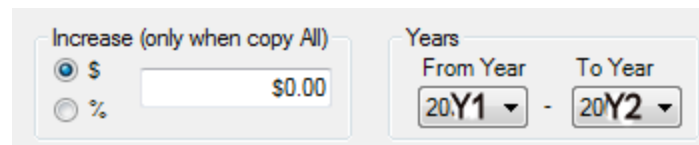


Figure 8-21: Options for **Copy Rule A**

Options for Copy Rule B (Bargaining Unit Selection)

	From Year	From Barg Unit	To Year	To Barg Unit	Projection	By Dollar or Percentage
	Y1	18	Y2	18	1.3500	P ▼
▶						▼
						▼
						▼

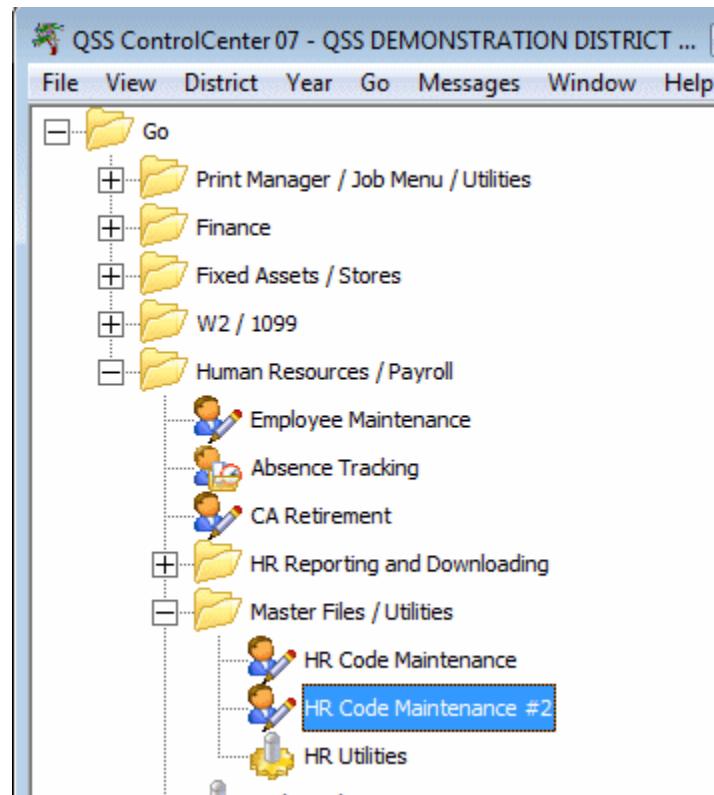
Figure 8-22: Options for **Copy Rule B***Options for Copy Rule S (Salary Schedule Selection)*

	From Year	From Schedule	From Model	To Year	To Schedule	To Model	Projection	By Dollar or Percentage
	Y1	18	00	Y2	18	00	1.0300	P ▼
▶								▼
								▼
								▼

Figure 8-23: Options for **Copy Rule C***Assigning Default Benefits for Salary Schedules*

For both Standard and Enhanced Position Control, each Salary Schedule has a Benefits tab that you can use for assigning the default benefits to model 00 (the production model). Each Salary Schedule can also have projection models 01 through 99, but you cannot assign default benefits to them.

The Benefits tab displays the employer-paid benefits from the Benefit Projection Rate (BPR) master file described for a district and year. In the **Select** column, select the check box for the employer-paid benefits that go with each Salary Schedule.

Figure 8-24: Selecting the *HR Code Maintenance 2* window

Schedule Calculation Factors			Payroll Interface Rules		Bonuses	Steps and Ranges	Benefits					
	Line	Benefit Name	Select	Base Type	Base Amount/%	Limit Amount	Projection Type	Project Amount	Reference #	Reference Name	Vol. Ded. #	Vol. Ded. Name
▶	01	STRS	<input type="checkbox"/>	P	8.2500	0.00		0.0000	01	STRS	0000	
	02	PERS	<input checked="" type="checkbox"/>	P	7.7500	0.00		0.0000	02	PERS	0000	
	03	OASDI	<input checked="" type="checkbox"/>	P	6.2000	90,000.00		0.0000	03	FICA	0000	
	04	MEDICARE	<input checked="" type="checkbox"/>	P	1.4500	6,800.00		0.0000	09	MEDICARE	0000	
	05	SUI	<input checked="" type="checkbox"/>	P	1.1000	0.00		0.0000	05	SUI	0000	
	06	W/COMP	<input checked="" type="checkbox"/>	P	2.6000	0.00		0.0000	06	WCOMP	0000	
	07	PERS RLR	<input checked="" type="checkbox"/>	P	6.3500	0.00		0.0000	12	PERS RLR	0000	
	08	CLS H/W	<input checked="" type="checkbox"/>	F	8,250.00	0.00		0.00	04	H/W	0000	
	09	CERT H/W	<input type="checkbox"/>	F	9,635.00	0.00		0.00	04	H/W	0000	
	10	MGMT H/W	<input type="checkbox"/>	F	10,365.00	0.00		0.00	04	H/W	0000	
	11	ADMN H/W	<input type="checkbox"/>	F	12,950.00	0.00		0.00	04	H/W	0000	

Figure 8-25: Benefits tab for Salary Schedules

Salary Schedule Report

The *HR Code Maintenance 2* window allows you to launch the Salary Schedule Matrix (PP0300) after you have selected the Salary Schedule/STD or Salary Schedule/ENH master file.

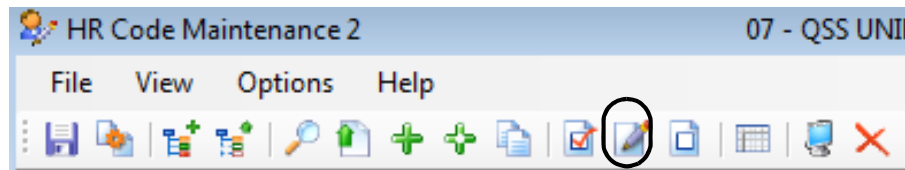





Figure 8-26: Create Report [Ctrl+R] command for salary schedules

After you select the  (Create Report [Ctrl+R]) icon, a window opens for launching the Salary Schedule Matrix (PP0300). After filling in the dialog box, do either of the following:

- ◆ Select the  (Send Report [F2]) icon to create the report.
- ◆ Select the  (Cancel/Close [F12]) icon to close the dialog box without creating a report.

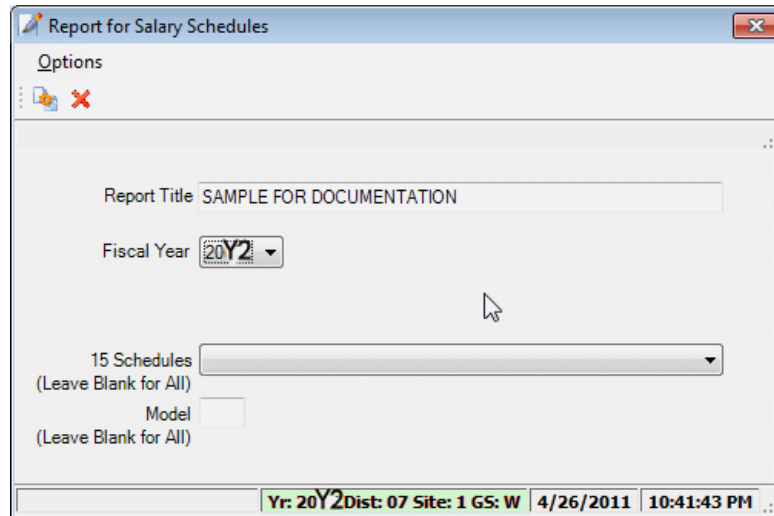


Figure 8-27: Dialog box for launching the Salary Schedule Matrix (PP0300)

The resulting report looks like this.

Traditional Screens

Salary schedule

Model

65 QSS UNIFIED SCHOOL DISTRICT		SALARY SCHEDULE MATRIX				J343	PP0300	H.00.03	03/18/02	PAGE	88
Y2 SALARY SCHEDULE		YEAR: 00	75.00	FEDERAL PART TIME w/BENEFITS							
ADDITIONAL PAY FOR MASTERS:		0.00	FOR DOCTORATE:		0.00	MISCELLANEOUS BONUS:		0.00			
LONGEVITY BONUSES (\$)/YEARS:											
BEGINNING STEP: 1 MAXIMUM STEP: 25 STEP INCREMENT: \$.00 RANGE INCREMENT: \$.00 VALUES ARE HOURLY ADV. TYPE: ANNIVERSARY											
\STEP	1	2	3	4	5	6	7	8	9	10	
RANGE\											
0049	21.29	22.28	23.32	24.40	25.54	25.54	26.18	26.18	26.18	26.81	
0050	21.82	22.83	23.90	25.01	26.18	26.18	26.83	26.83	26.83	27.49	

For more details, see Chapter 8 in the *QSS/OASIS Position Control Manual* or *QSS/OASIS Enhanced Position Control Manual*. Use PP0030 for Standard Position Control or PP0032 for Enhanced position control.

Copying Salary Schedules

The X - Copy Schedule option in Salary Schedule Maintenance (PP0030 or PP0032) allows you to copy Salary Schedules from Y1 to Y2.

District: 65 Year: 01	Salary Schedule Maintenance	QSS/OASIS
Option (H for Help): █		
Valid options are:		
<ul style="list-style-type: none"> A - Add new salary schedule entry B - Maintain default benefit assignments C - Change salary schedule D - Delete salary schedule I - Inspect salary schedule data R - Request Schedule Matrix Report H - Work Calendar Inspection <u>X</u> - Copy Schedule H - this message E - Exit program 		
Select Option	Print Screen	Help
Select Option	Return to Menu	

Figure 8-28: Salary Schedule Maintenance Option Screen

After you type X in the **Option** field, select the fiscal year and <ENTER>, select the source for copying.

District: 65	Copy Schedule/Model	QSS/OASIS								
Year: Y1										
<div style="border: 1px solid black; padding: 5px;"> <p>Copy rule: A A = All, B = Bargaining unit, S = Schedule</p> <p>Increase: Only when copy 'A' is</p> <p>Increase type: P D = Dollar, P = Percentage</p> </div>										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Start Over</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center;">Start Over</td> <td></td> <td style="text-align: center;">Continue</td> <td style="text-align: center;">Return to Menu</td> </tr> </table>			Start Over				Start Over		Continue	Return to Menu
Start Over										
Start Over		Continue	Return to Menu							

Figure 8-29: Copy Schedule/Model Screen (Window 1)

After you fill in the top of the screen and press <ENTER>, Figure 8-30, Figure 8-31, or Figure 8-32 displays.

District: 65	Copy Schedule/Model	QSS/OASIS
Year: Y1		
<div style="display: flex; justify-content: space-between;"> <div> Copy rule: A Increase: 0.0000 Increase type: P </div> <div> A = All, B = Bargaining unit, S = Schedule Only when copy 'A'!! D = Dollar, P = Percentage </div> </div>		
From year: Y1 To year: Y2		
<div style="display: flex; justify-content: space-between; margin: 0 auto; width: 80%;"> <div>Start Over</div> <div>Back Up</div> <div>Update/Verify</div> <div>Return to Menu</div> </div>		

Figure 8-30: Copy Schedule/Model Screen—Copy Rule "A"

District: 65 Year: 00		Copy Schedule/Model		QSS/OASIS																																									
<div style="display: flex; justify-content: space-between;"> <div> Copy rule: B Increase: Increase type: P </div> <div> A = All, B = Bargaining unit, S = Schedule Only when copy 'A'!! D = Dollar, P = Percentage </div> </div>																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Yr/Barg-unit</th> <th rowspan="2">Projection</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr><td>1. Y1/10</td><td>Y2/10</td><td>0.0000 P</td></tr> <tr><td>3. /</td><td>/</td><td></td></tr> <tr><td>5. /</td><td>/</td><td></td></tr> <tr><td>7. /</td><td>/</td><td></td></tr> <tr><td>9. /</td><td>/</td><td></td></tr> </tbody> </table>			Yr/Barg-unit		Projection	From	To	1. Y1/10	Y2/10	0.0000 P	3. /	/		5. /	/		7. /	/		9. /	/		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Yr/Barg-unit</th> <th rowspan="2">Projection</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr><td>2. /</td><td>/</td><td></td></tr> <tr><td>4. /</td><td>/</td><td></td></tr> <tr><td>6. /</td><td>/</td><td></td></tr> <tr><td>8. /</td><td>/</td><td></td></tr> <tr><td>10. /</td><td>/</td><td></td></tr> </tbody> </table>			Yr/Barg-unit		Projection	From	To	2. /	/		4. /	/		6. /	/		8. /	/		10. /	/	
Yr/Barg-unit		Projection																																											
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10. /	/																																												
<div style="display: flex; justify-content: space-between;"> <div>Start Over</div> <div>Back Up</div> <div>Update/Verify</div> <div>Return to Menu</div> </div>																																													

Window 1

Window 2 "B"

Figure 8-31: Copy Schedule/Model Screen—Copy Rule "B"

District: 65 Year: Y1		Copy Schedule/Model		QSS/OASIS																																									
<div style="display: flex; justify-content: space-between;"> <div> Copy rule: S Increase: Increase type: P </div> <div> A = All, B = Bargaining unit, S = Schedule Only when copy 'A'!! D = Dollar, P = Percentage </div> </div>																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Yr/Schedule</th> <th rowspan="2">Projection</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr><td>1. Y1/40-00</td><td>Y2/40-00</td><td>5.0000 P</td></tr> <tr><td>3. /</td><td>/</td><td></td></tr> <tr><td>5. /</td><td>/</td><td></td></tr> <tr><td>7. /</td><td>/</td><td></td></tr> <tr><td>9. /</td><td>/</td><td></td></tr> </tbody> </table>			Yr/Schedule		Projection	From	To	1. Y1/40-00	Y2/40-00	5.0000 P	3. /	/		5. /	/		7. /	/		9. /	/		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Yr/Schedule</th> <th rowspan="2">Projection</th> </tr> <tr> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr><td>2. /</td><td>/</td><td></td></tr> <tr><td>4. /</td><td>/</td><td></td></tr> <tr><td>6. /</td><td>/</td><td></td></tr> <tr><td>8. /</td><td>/</td><td></td></tr> <tr><td>10. /</td><td>/</td><td></td></tr> </tbody> </table>			Yr/Schedule		Projection	From	To	2. /	/		4. /	/		6. /	/		8. /	/		10. /	/	
Yr/Schedule		Projection																																											
From	To																																												
1. Y1/40-00	Y2/40-00	5.0000 P																																											
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<div style="display: flex; justify-content: space-between;"> <div>Start Over</div> <div>Back Up</div> <div>Update/Verify</div> <div>Return to Menu</div> </div>																																													

Window 1

Window 2 "S"

Figure 8-32: Copy Schedule/Model Screen—Copy Rule "S"

To copy Salary Schedules, press <ENTER> and <Update Verify> to check whether you have filled in the screen correctly. If there are no errors, press <Update Verify> again to copy the Salary Schedules.

Assigning Default Benefits to Model 00

From the Option screen for Salary Schedule Maintenance (PP0030 or PP0032), type **B** (Maintain default benefit assignments) in the **Option** field and press <ENTER>.

District: 65 Salary Schedule Benefit Selection QSS/OASIS
Year: 01

Year: Y2
Schedule: 40-00 CERTIFICATED

Figure 8-33: Salary Schedule Benefit Selection Screen

Type the **Year** and **Schedule** number, then press <ENTER>. For this screen you can select only model 00 (the production model). Models 01 through 99 are for projection only.

District: 65		Salary Schedule Benefit Selection		QSS/OASIS	
Year: 01					
		Year: Y2 Schedule: 40-00 CERTIFICATED			

Ln.	Name	Type	Base Amt	Reference		Ln.	Name	Type	Base Amt	Reference	
1.	SUI	P	0.0600	05 SUI	Y	2.	WC	P	1.1300	06 WCOMP	Y
3.	STRS	P	8.2500	01 STRS	Y	4.	PERS	P	0.0000	02 PERS	Y
5.	FICA	P	6.2000	03 FICA	N	6.	MEDICARE	P	1.4500	09 MEDICARE	Y
7.	H/W FULL	V	6264.00	04 H/W	Y	8.	PERS RLR	P	13.0200	12 PERS RLR	N
9.	APPLE	P	3.7500	07 STRS BO	N	10.	H/W PART	V	4080.00	04 H/W	N

Select Option	Print Screen			Select Option		Update Data	Return to Menu
---------------	--------------	--	--	---------------	--	-------------	----------------

Figure 8-34: Salary Schedule Benefit Selection Screen with Global Benefit Table

Type a Y for each employer-paid benefit to attach to the Schedule and an N for those that do not apply. Press <ENTER> and <Update Data> to save the changes.

Launching the Salary Schedule Report

Figure 8-35 illustrates the screen for launching the Salary Schedule Matrix (PP0300).

District: 65
Year: 00

Request Schedule Matrix Report

QSS/OASIS

Report Title: Y2 SALARY SCHEDULE

Fiscal Year? Y2

Selected Schedule? (Leave blank for all)

Selected Model? (leave blank for all)

Figure 8-35: Schedule Matrix Report Request Screen

Authorized Position/Employee Assignment Rollover Window

Purpose

Use the *Authorized Position/Employee Assignment Rollover* window to create authorized positions for the new fiscal year and link employees to those positions, based on positions and assignments from a previous year. Your selection criteria can be defined broadly or limited to selected Job Codes and Categories, Salary Schedules, Bargaining Units, or Work Locations. The Position Rollover Report lists the positions rolled and step advancements.

CAUTION: You must define Work Calendars **before** rolling authorized positions and employee assignments, or the roll will fail. Also, be sure Pay Schedules are in place as described in Chapter 7.



Before running PP0800, read "[Optional Work Calendar Mapping](#)". Mapping Work Calendars is useful when you have created custom calendars in order to deal with employee position assignment changes during a fiscal year, and you want the employee's position assignment to return to the generic work calendar for similar positions during the ensuing fiscal year.



Checking Database Capacities

Before rolling authorized positions and employee assignments to the new year (PP0800), make sure that the D-DIST-POSITION, D-POSITION-ACCT. and D-EMP-POSITION datasets in the PERPAY database have adequate room. In most cases, doing so requires that you ***get help from data processing or your system administrator.***

Launching the Process

These instructions focus on the specific instructions for launching the Employee Roll-over Report (PP0805) from the *Authorized Position/Employee Assignment Rollover* window.

Filling in the Launch Window

Figure 8-36: Launch window for the *Authorized Position/Employee Assignment Rollover* window

Table 8-4: Effect of end dates and rollover flags

<i>Authorized Position Maintenance Screen (PP0020)</i>		<i>PO Screen or EA Screen (PP0002)</i>	<i>First Rollover Screen (PP0800)</i>	<i>Results After Rollover</i>	
Authorized Position End Date	Position Rollover Flag	Employee Assignment End Date	Rollover Pos/Assignment Data... Flag^a	Position Created?	Assignment Created?
Blank	Blank	Blank	N/A	Yes	Yes
Blank	Blank	Less than calendar end date	N/A	Yes	No


Table 8-4: Effect of end dates and rollover flags

<i>Authorized Position Maintenance Screen (PP0020)</i>		<i>PO Screen or EA Screen (PP0002)</i>	<i>First Rollover Screen (PP0800)</i>	<i>Results After Rollover</i>	
Authorized Position End Date	Position Rollover Flag	Employee Assignment End Date	Rollover Pos/Assignment Data... Flag^a	Position Created?	Assignment Created?
Blank	Blank	Equal to calendar end date	No	Yes	No
Blank	Blank	Equal to calendar end date	Yes	Yes	Yes
Blank	No	Any date	N/A	No	No
Less than calendar end date	No	Blank or any date	N/A	No	No
Less than calendar end date	Yes	Blank	N/A	Yes	Yes
Less than calendar end date	Yes	Less than calendar end date	N/A	Yes	No
Equal to calendar end date	No	Blank or any date	No	No	No
Equal to calendar end date	No	Blank or any date	Yes	No	No
Equal to calendar end date	Yes	Blank	No	Yes	Yes
Equal to calendar end date	Yes	Less than calendar end date	No	Yes	No
Equal to calendar end date	Yes	Equal to calendar end date	No	Yes	No

a. The entire field reads: **Roll position/assignment data if the end date is the same as the last date of work calendar?**

Code Selection Dialog Box

Purpose

The code selection dialog box opens after you click the  button in a report launch window. This dialog box allows you to select the codes to use for selecting records for a report or a batch update process.

Description of Dialog Box

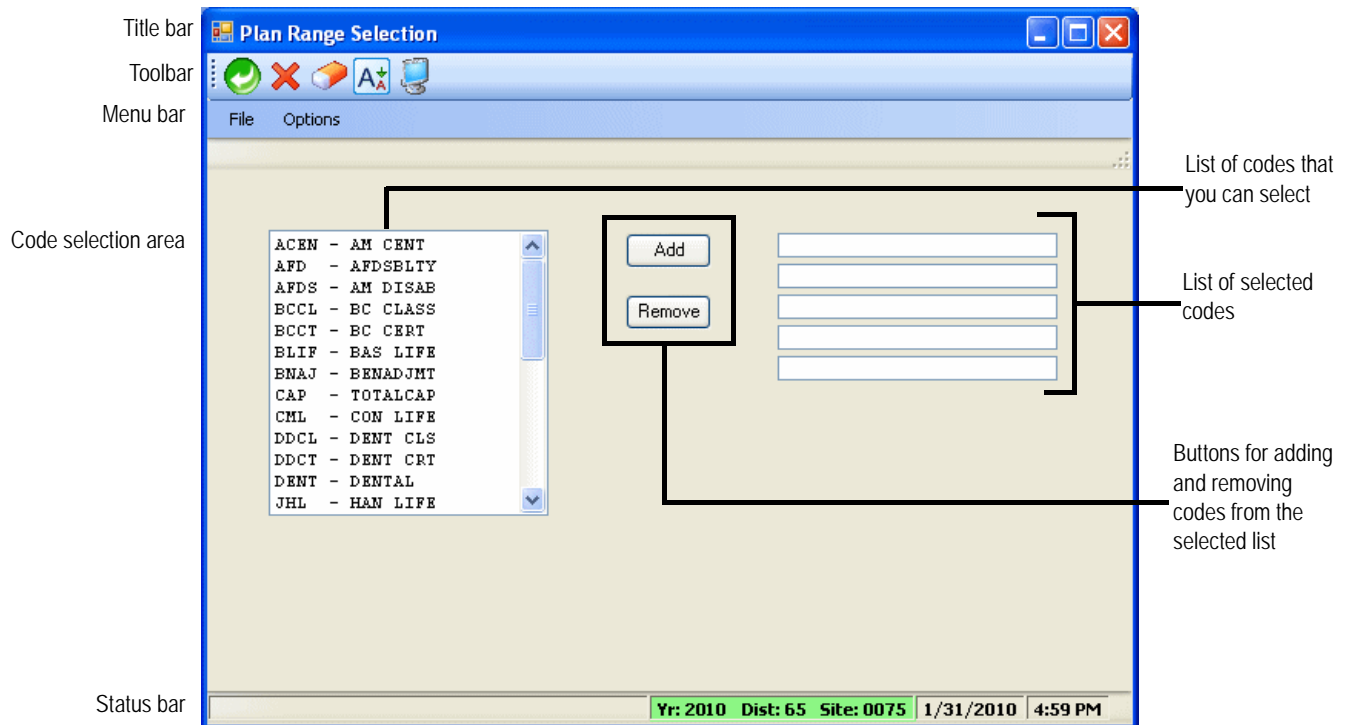







Figure 8-37: Code selection dialog box

Optional Work Calendar Mapping

Table 8-5: Summary of commands for the code selection dialog box

COMMAND	MENU	ICON	KEYBOARD	PURPOSE
Cancel/Close	File		F12	Close the dialog box without pasting the selected codes into the launch window.
Return	Options		Ctrl+R	Close the dialog box and paste the selected codes into the launch window.
Clear	Options		Shift+F1	Remove all of the selected codes from the list on the right side of the dialog box.
Sort By Alpha	Options		Ctrl+B	Sort the list of available codes by their description, rather than their code value.
Print Screen	Options		F11	Print a copy of the dialog box on the default Windows printer for your PC.

Mapping work calendars is useful when you have created custom calendars in order to deal with employee position assignment changes during a fiscal year, and you want the employee's position assignment to return to the generic work calendar for similar positions during the ensuing fiscal year.

To use this feature, before you run PP0800 to roll positions and assignments to the new year, you set up the PP0800##.DATA.QSSUSER control file (where ## is set to your two-digit district number) to map the custom calendar back to the generic calendar for the new fiscal year. For example, if you want an employee assigned to custom work calendar 1001 to revert to generic work calendar 1000 when the rollover process is executed to create position control records for fiscal year 07, the control file would contain the line CC, 07, 1001, 1000.



The mapping control file must be an 80-byte text file named PP0800##.DATA.QSSUSER (where ## is the district number).

See sample PP0800##.DATA.QSSUSER control file on the next page.

The following illustrates a sample PP0800##.DATA.QSSUSER control file. It contains self-documentation about how it works.

```
; PP0800 Control File, used to control work-calendar mapping
;
; ';' in column 1 is used for comments
;
; This is a sample PP0800 Control File. Edit it to fit your needs and
; keep as an 80 byte ascii file with the file name: PP0800##.DATA.QSSUSER
; where ## is your district number. In multi-district environments each
; district has their own PP0800##.DATA.QSSUSER file.
;
;
; There are four record formats supported (all start in col#1):
;
;MV,###          Define the maximum variance allowed when adjusting
;                an employee's PO screen work days. If the variance between
;                the employee's PO screen and the work calendar exceeds this
;                value then the employee's PO screen will be set to the
;                work calendar days. ### is the number of days with leading
;                zeros as in 010. There should be only one MV command in
;                the file. The last MV command encountered will be acted
;                upon.
;
;WV,###          Define the number of days that can be in variance before a
;                warning message is printed on the PP0805 report. This is
;                used to identify cases where the employee's number of days
;                worked is different from the work calendar by a value that
;                indicates an error probably exists in the data. ### is the
;                number of days with leading zeros as in 010. There should
;                be only one WV command in the file. The last WV command
;                encountered will be the one acted upon.
;
;CC,aa,bbbb,cccc Define a conversion rule for the work calendar. This allows
;                you to change the work calendar from one year to the next
;                easily without having to manually change all the records.
;                aa=the target year you are rolling to. bbbb=the calendar
;                stored in the source data. cccc=the new calendar number
;                to use when rolling the data. There can be up to 1000
;                CC and CR commands in the file (see CR command).
;
;CR,aa,bbbb-cccc,dddd Define a conversion rule for the work calendar. This allows
;                you to change a range of work-calendar codes from one year
;                to the next without having to manually change all the
;                records. aa=the target year you are rolling to.
;                bbbb=the beginning calendar stored in the source data.
;                cccc=the ending calendar stored in the source data.
;                dddd=the new calendar number to use when rolling
;                the data. There can be up to 1000 CR and CC commands
;                in the file (see CC command).
;
; What follows is an example for you to use for reference.
;
; define the maximum variance as 100 days. any variance more than 100 days
; will cause the employee's PO screen to be set to the work calendar days
; in the target year.
MV,100
;
; define the warning level at 9 days. any variance more than 9 days will
; generate a warning on the position roll report (PP0805).
WV,009
;
; when rolling into year 98 convert work calendar 2400 to 2499. Positions
; and employee assignment records in the source year that have a work
; calendar of 2400 will get a work calendar of 2499 in year 98.
CC,98,2400,2499
;
; when rolling into year 98 convert work calendar 1100-1199 to 1200.
; Position and employee assignment records in the source year that have a
; work calendar of 1100-1199 will get a work cal# of 1200 in year 98.
CR,98,1100-1199,1200
/
```



If you need to use the PP0800##.DATA.QSSUSER control file, and do not currently have a copy of it on your system, contact your **QSS** Account Manager for assistance.

Sample Report

Positions Rolled

In this sample report, the CREATE mode was used; positions were rolled but assignments were not. This is apparent from the absence of any employee SSNs, dates, or placements attached to the positions.

65 QSS UNIFIED SCHOOL DISTRICT				POSITION ROLLOVER REPORT				J344	PP0805	H.00.00	05/18/Y1	PAGE	72
SOURCE FISCAL YEAR: 20Y1				TARGET FISCAL YEAR: 20Y2									
AUTHORIZED POSITIONS ROLLED TO TARGET YEAR													
POSITION		JOB	JOB	EMPLOYEE		START	END	POSITION					
NUMBER	NAME	CAT.	CODE	LOC.	SS #	DATE	DATE	PLACEMENT	COMMENTS				

917224	PRINTSHOP EXTRA HIRE	5300	530020	0001					Position rolled				
917226	CLERICAL SUBSTITUTE INFO SERV.	5500	550010	0017					Position rolled				
917245	CLERICAL OVERTIME	5300	530030	0017					Position rolled				
917247	CLERICAL SUBSTITUTE	5500	550010	0017					Position rolled				
920114	PHYSICAL EDUCATION SUBSTITUTE	4000	910025	0010					Position rolled				
920244	VISUAL ARTS EXTRA HIRE	4000	910200	0010					Position rolled				
924001	TEACHER HOURLY	4000	910200	0024					Position rolled				
936114	TEACHER SUBSTITUTE PIP GRANT	4000	910150	0036					Position rolled				
942001	CLASSIFIED EXTRA HIRE	5000	530035	0042					Position rolled				
952260	CLERICAL SUBSTITUTE	5500	550010	0005					Position rolled				
955112	TEACHER SPECIALITY	9000	960030	0096					Position rolled				
955114	TEACHER SUBSTITUTE	9000	960040	0096					Position rolled				
955145	TEACHER SPECIALITY MUSIC	9000	960030	0096					Position rolled				
955211	AIDE KINDERGARTED	5000	960012	0096					Position rolled				
955216	AIDE SUBSTITUTE	5000	960020	0096					Position rolled				
955222	CLERICAL HOURLY	5000	960020	0096					Position rolled				
955226	CLERICAL SUBSTITUTE	5000	960020	0096					Position rolled				
955292	CLASSIFIED HOURLY	5000	960020	0096					Position rolled				
955293	CLASSIFIED YARD DUTY	5000	960020	0096					Position rolled				
957315	TEACHER HOURLY SB1882 NHS	4300	900130	0075					Position rolled				

Positions and Assignments Rolled

In this sample report, the CREATE mode was used; positions and assignments were rolled; and step advancements were made.

65 QSS UNIFIED SCHOOL DISTRICT				POSITION ROLLOVER REPORT				J374		PP0805		H.00.00 06/11/Y1		PAGE 73	
SOURCE FISCAL YEAR: 20Y1				TARGET FISCAL YEAR: 20Y2											
AUTHORIZED POSITIONS ROLLED TO TARGET YEAR															
POSITION		JOB		JOB		EMPLOYEE		START		END		POSITION			
NUMBER	NAME	CAT.	CODE	LOC.	SS	#		DATE	DATE			PLACEMENT	COMMENTS		

964001	TEACHER HOURLY	4000	910200	0064									Position rolled		
964002	TEACHER HOURLY	4000	910200	0064			000-00-0000	08/01/95	00/00/00	98-0002-01			Step (range) advanced		
							000-00-0000	09/01/94	00/00/00	01-VI	-13		Position rolled		
966001	CLASSIFIED EXTRA HIRE	5300	530020	0066			000-00-0000	09/01/94	00/00/00	01-I	-03		At maximum step, no advance		
966726	TEACHER STIPEND	4300	900130	0010			000-00-0000	09/01/94	00/00/00	01-V	-13		Position rolled		
967315	TEACHER HOURLY SB1882	4300	900130	0076			000-00-0000	09/01/94	00/00/00	01-IV	-13		NO SCHED-MATRIX, no advance		
967316	TEACHER SUBSTITUTE	4500	900131	0076									Position rolled		
971405	GATE AIDE SUBSTITUTE	5000	550031	0010			000-00-0000	09/01/94	00/00/00	01-II	-07		Position rolled		
971430	GATE TEACHER HOURLY	4000	900140	0010			000-00-0000	09/01/94	00/00/00	01-VI	-13		Schedule set for no advance		
971900	BOARD RECOGNITION	9000	700020	0007									Position rolled		
990003	CERTIFICATED EARLY RETIREE CON	6000	440010	0099			000-00-0000	07/01/1991		00-	-00		Position rolled		
999000	CERTIFICATED EARLY RETIREE CON	6000	440010	0099									SCHED-EDIT=space, no advance		
													Position Status flagged: NO ROLL		

Traditional Screens

This heading provides a brief summary of using launching the Position Rollover Report (PP0805) from the traditional software. The launch screen is Authorized Position/Employee Assignment Rollover (PP8SUB). For more details, see the *QSS/OASIS Position Control Manual* or *QSS/OASIS Enhanced Position Control Manual*.

District: 65 Authorized Position/Employee Assignment Rollover QSS/OASIS	
Source fiscal year: Y1	Target fiscal year: Y2
Rollover option: C (C = Create, R = Replace, M = Merge) Roll employee assignments? Y Y = yes, N = no Step (range) advance assignments? Y Y = yes, N = no Roll 'R'educing positions? Y Y = yes, N = no	
Roll position/assignment data if the end date is the same as the last date of the work calendar? N Y = yes, N = no	
Helpful Hints	
Create: All data in the target year is deleted before the roll takes place.	
Replace: Data rolled into the target year will update any existing data which is already on file.	
Merge: Any source year data not existing in the target year will be rolled into the target year.	
Start Over	Help
	Return to Menu

Figure 8-38: Authorized Position/Employee Assignment Rollover—Screen One

After filling in this screen, press <ENTER> to continue to the optional selection criteria on the second screen.

District: 65 Authorized Position/Employee Assignment Rollover QSS/OASIS	
Report title:	
SSN Mask:	(0=none, 1-9=mask, L/R=ExtRef)
To subset the positions considered for rollover, enter the values to be included in any or all of the following categories. If no values are entered in a category, ALL values for that category will be included.	
Job category:	
Job code:	
Salary schedule:	
Bargaining unit:	
Location:	
Start Over	Return to Menu

Figure 8-39: Authorized Position/Employee Assignment Rollover—Screen Two

Fill in any desired optional selections, then press <ENTER> to continue to the third and final screen.

District: 65				Authorized Position/Employee Assignment Rollover				QSS/OASIS			
<p>You have requested to roll positions from the year Y1 to the year Y2 using the option of CREATE. This option will have the following affect on the data currently stored in your position control system:</p> <p>Everything in the target year will be deleted first. Then data will be copied from the source to the target year.</p> <p>Are you really sure you want to submit this rollover request? Y</p> <p>Your choices are:</p> <p>Y = Yes, submit my request. N = No, don't submit my request and exit this program.</p> <p><FK-1> = Return to screen #1 to check your settings. <FK-5> = Return to screen #2 to check your settings. <FK-8> = Exit this program without submitting a rollover request.</p>											
Start Over				Previous Screen				Return to Menu			

Figure 8-40: Authorized Position/Employee Assignment Rollover—Confirmation Screen

Confirm whether you want to roll over the position and optional assignments, then press <ENTER> to launch the process.

Recalculate Employee Position Projection Values (PCT900)

Purpose

Recalculate Employee Position Projection Values (PCT900) updates employee salary **projection** amounts. Do this update at the beginning of a new fiscal year after you have rolled position assignments and adjusted salary schedules. The PCT900 report shows the starting and advance salary amounts for the selected records.

NOTE: PCT900 updates **projection amounts only**—not current salary amounts. Salary amounts are updated with PAF300 or PAF302.

The *HR Report/Job Selector* window allows you to launch these processes. Choose one of the following:

- ◆ PCT900 for Standard Position Control.
- ◆ PCT902 for Enhanced Position Control.

Both update processes create the same Recalculate Employee Position Projection Values (PCT900).

Launching the Process

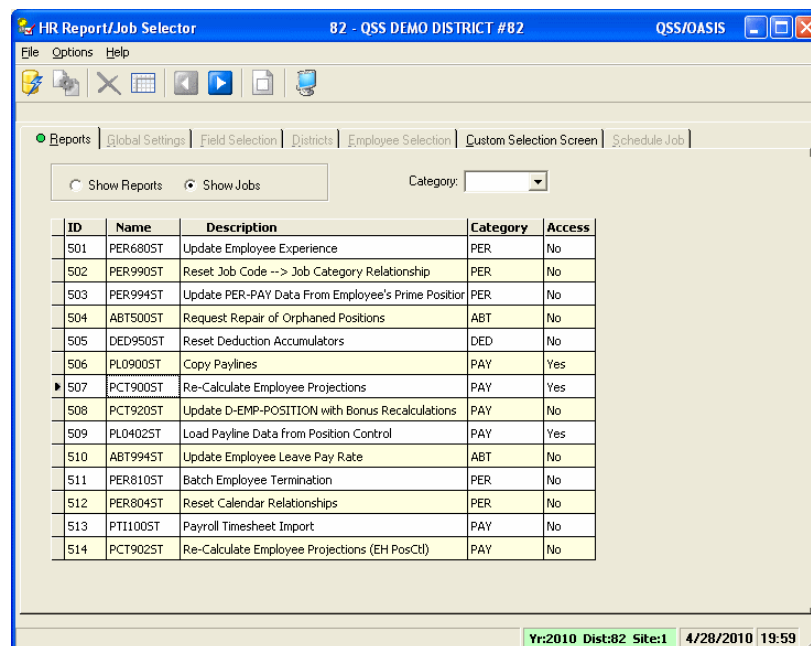


Figure 8-42: HR Report/Job Selector window

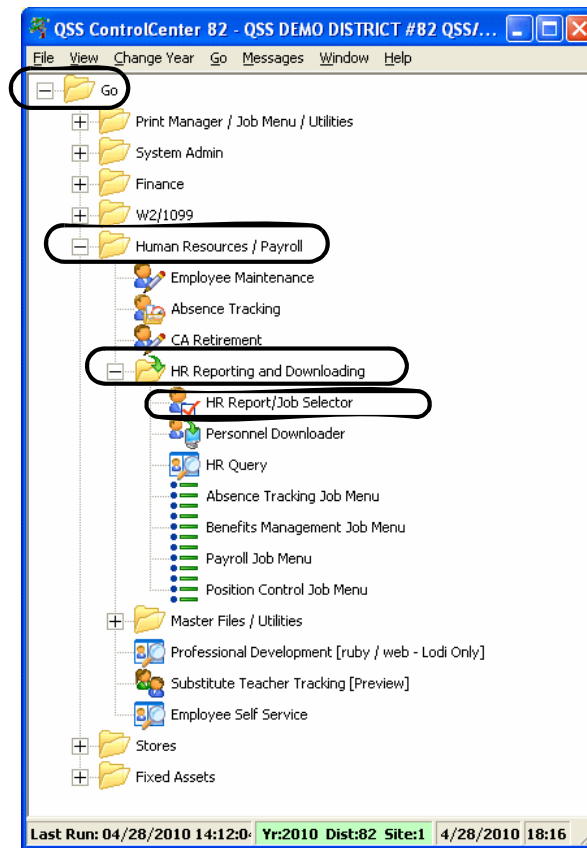
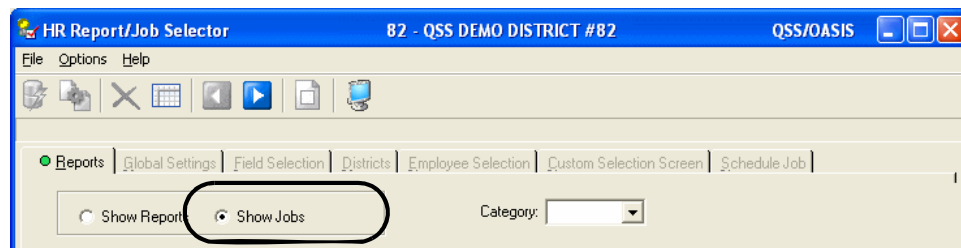
Figure 8-41: Selecting the *HR Report/Job Window* from the Tree view

Figure 8-43: Selecting jobs

ID	Name	Description	Category	Access
501	PER680ST	Update Employee Experience	PER	No
502	PER990ST	Reset Job Code --> Job Category Relationship	PER	No
503	PER994ST	Update PER-PAY Data From Employee's Prime Position	PER	No
504	ABT500ST	Request Repair of Orphaned Positions	ABT	No
505	DED950ST	Reset Deduction Accumulators	DED	No
506	PL0900ST	Copy Paylines	PAY	Yes
507	PCT900ST	Re-Calculate Employee Projections	PAY	Yes

Figure 8-44: Selecting a job

The screenshot shows the 'Custom Selection Screen' tab in a software interface. At the top, there is a navigation bar with tabs: 'Settings', 'Field Selection', 'Districts', 'Employee Selection', 'Custom Selection Screen' (which is active and highlighted with a green dot), and 'Schedule Job'. Below the navigation bar, the job title 'Job: PCT900ST - Re-Calculate Employee Projections' is displayed. The main area contains several input fields and checkboxes: 'Fiscal Year:' with a text box, 'Include terminated employees:' with a checkbox, 'Report Title:' with a text box, and 'Sort:' with a dropdown menu set to 'Employee'. Below these are two rows of checkboxes labeled 'Salary Schedules:' and 'Pay Schedules:'. The 'Salary Schedules:' row has 10 checkboxes, and the 'Pay Schedules:' row has 5 checkboxes.

Figure 8-45: Custom Selection Screen tab for PCT900 and PCT902

Filling in the Custom Selection Screen Tab

This screenshot is identical to the one in Figure 8-45, showing the 'Custom Selection Screen' tab. It highlights the input fields and checkboxes for configuring the report: 'Fiscal Year:', 'Include terminated employees:', 'Report Title:', 'Sort:' (set to 'Employee'), 'Salary Schedules:', and 'Pay Schedules:'.

Figure 8-46: Boxes for launching PCT900 from QCC

Report Sample

65 QSS UNIFIED SCHOOL DISTRICT		RECALCULATE EMPLOYEE POSITION PROJECTION VALUES				J345	PCT900	H.00.01 06/18/Y1		PAGE	97
		73 CLASSIFIED									
EMPLOYEE	POSITION	START	END	SCHED	FTE	STARTING PLACEMENT		ADVANCE PLACEMENT		DATE	

000-00-0000 BENNY JACK	542107 PLAYGRND SUP/OFFICE AIDE PV	07/01/98			EOM11	0.4063	73-0012-05				
	TOTAL PRJ	BASE PRJ	ADD-PRJ	PCT-PRJ	PD-PRJ	LONG-PRJ	DEG-PRJ	OTH-PRJ			
	Before:	6,909.14	6,441.86	0.00	0.00	467.28	0.00	0.00	0.00		
	After:	7,010.06	6,535.95	0.00	0.00	474.11	0.00	0.00	0.00		
000-00-0000 BERLE MILTON	542165 AIDE II ESL - PLEASANT VALLEY	08/26/99			EOM11B	0.3750	73-0016-07	73-0016-08	110100		
	TOTAL PRJ	BASE PRJ	ADD-PRJ	PCT-PRJ	PD-PRJ	LONG-PRJ	DEG-PRJ	OTH-PRJ			
	Before:	7,398.09	6,914.11	0.00	0.00	483.98	0.00	0.00	0.00		
	After:	7,549.91	7,056.00	0.00	0.00	493.91	0.00	0.00	0.00		
000-00-0000 BURNETT CAROL	542501 INST. AIDE; SIP - PL. VALLEY	07/01/99			EOM11	0.3750	73-0012-19	73-0012-20	010101		
	TOTAL PRJ	BASE PRJ	ADD-PRJ	PCT-PRJ	PD-PRJ	LONG-PRJ	DEG-PRJ	OTH-PRJ			
	Before:	7,177.15	6,627.72	0.00	0.00	549.43	0.00	0.00	0.00		
	After:	7,354.69	6,791.67	0.00	0.00	563.02	0.00	0.00	0.00		
000-00-0000 BURNS GEORGE	542507 INST. AIDE; SIP - PL. VALLEY	07/01/99			EOM11	0.3750	73-0012-12	73-0012-13	100100		
	TOTAL PRJ	BASE PRJ	ADD-PRJ	PCT-PRJ	PD-PRJ	LONG-PRJ	DEG-PRJ	OTH-PRJ			
	Before:	6,765.32	6,247.41	0.00	0.00	517.91	0.00	0.00	0.00		
	After:	7,007.54	6,471.09	0.00	0.00	536.45	0.00	0.00	0.00		

Traditional Screen

For the traditional software, your system administrator installs PCT900 for sites with Standard Position Control or PCT902 for sites with Enhanced Position Control. The launch screen for both are the same. For more details, see the *QSS/OASIS Position Control Manual* or *QSS/OASIS Enhanced Position Control Manual*.

District: 65 Calculate Projection Amounts/Update Employee Position QSS/OASIS							
<div style="border: 1px solid black; padding: 10px;"><p>Fiscal year: Y2</p><p>Include terminated employees? <input type="checkbox"/></p><p>Report title: <input type="text"/></p><p>Report sort: <input type="checkbox"/> 1 = Employee 2 = Position 3 = Schedule/employee 4 = Schedule/position</p><hr/><p>Optional Selection Criteria</p><p>Salary Schedules: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p><p>Pay schedules: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p></div>							
PPRQST H.00.12 compiled 02/22/00 Page 1 of 1 [**] Option: 24 Stream: PCT900ST							
Start Over	Help	Retrieve Preset	Save Preset	Start Over		Launch Job	Return to Menu

Figure 8-47: Calculate Projection Amounts/Update Employee Position Screen (PCT900)

Calculate Salary/Update Employee Positions (PAF300, PAF302, and PAF305)

Introduction

PAF300, PAF302, and PAF305 have very similar launch screens and reports.

- ◆ PAF300 is for Standard Position Control and Standard Payroll.
- ◆ PAF302 is for Enhanced Position Control and Standard Payroll.
- ◆ PAF305 is for Enhanced Position Control and Enhanced Payroll.

Use this program to update employee *salary* amounts on the Assignments/PO (Standard Position Control) or Assignments/EA (Enhanced Position Control) form of the *Employee Maintenance* window whenever changes have been made to Position Control records that will affect more than one employee.

NOTE: Always use the Calculate Salary/Update Employee Position (PAF300) program at the beginning of a new fiscal year, **only after** you have rolled position assignments and adjusted salary schedules.

You may also use this program on a monthly basis to implement step or longevity advances.

The Calculate Salary/Update Employee Positions Report shows the Before and After salary amounts for the selected records.

Remember that ***PAF300, PAF302, and PAF305 update salary amounts only—not projection amounts.*** Projection amounts are updated with PCT900 or PCT902.

Launching the Update Process

Report Sample

65 QSS UNIFIED SCHOOL DISTRICT			SALARY UPGRADE VERIFICATION LISTING				J346	PAF300	H.00.05	03/18/02	PAGE	17
NAME	SSN	JOB CODE	PA	D/Y	FTE	DUE DATE	OLD PLACEMENT/AMOUNT		NEW PLACEMENT/AMOUNT			
ALLEN, WOODY	000-00-0000		STEP	260.00	1.0000	08/01/1987	50-0026-12	15.42	50-0026-13	15.78		
BALL, LUCILLE	000-00-0000		SLRY	186.00	0.8000				40-V	-08	39,650.40	
BENNY, JACK	000-00-0000		SLRY	186.00	1.0000				40-V	-19	58,395.00	
BERLE, MILTON	000-00-0000		SLRY	186.00	1.0000				40-II	-03	37,295.00	
BURNETT, CAROL	000-00-0000		SLRY	186.00	1.0000				40-II	-03	37,295.00	
BURNS, GEORGE	000-00-0000		SLRY	218.00	1.0000				12-0005-08	90,481.00		
CARNY, ART	000-00-0000		SLRY	186.00	1.0000				40-V	-06	46,618.00	
CARLIN, GEORGE	000-00-0000		SLRY	186.00	1.0000				40-V	-15	55,453.00	
CARREY, JIM	000-00-0000		SLRY	186.00	1.0000				40-IV	-05	43,512.00	
CARSON, JOHNNY	000-00-0000		SLRY	186.00	1.0000				40-III	-07	44,819.00	
COSBY, BILL	000-00-0000		SLRY	186.00	1.0000				40-IV	-05	43,512.00	
DANGERFIELD, RODNEY	000-00-0000		SLRY	186.00	1.0000				40-V	-05	45,148.00	
GLEASON, JACKIE	000-00-0000		SLRY	186.00	1.0000				40-V	-19	58,395.00	
GRIFFITH, ANDY	000-00-0000		SLRY	191.00	0.4063				73-0011-05	10.19		
KNOTTS, DON	000-00-0000		SLRY	186.00	1.0000				40-I	-01	32,714.00	
LENO, JAY	000-00-0000		SLRY	186.00	1.0000				40-IV	-11	50,871.00	
LETTERMAN, DAVID	000-00-0000		SLRY	209.00	1.0000				50-0024-25	16.43		
MARTIN, STEVE	000-00-0000		SLRY	195.00	0.7500				50-0016-07	11.76		
			STEP	195.00	0.7500	10/01/1993	50-0016-06	11.48	50-0016-07	11.76		
MURPHY, EDDIE	000-00-0000		SLRY	260.00	1.0000				50-0020-05	12.67		
PRYOR, RICHARD	000-00-0000		SLRY	186.00	1.0000				40-V	-20	59,868.00	
SEINFELD, JERRY	000-00-0000		SLRY	186.00	1.0000				40-IV	-04	42,038.00	
SMOTHERS, DICK	000-00-0000		SLRY	186.00	1.0000				40-II	-05	40,241.00	
SMOTHERS, TOMMY	000-00-0000		LONG	260.00	1.0000	03/01/1982		5,464.50		5,464.50		
			SLRY	260.00	1.0000				30-0003-06	3,643.00		
VAN DYKE, DICK	000-00-0000		SLRY	186.00	0.7000				40-V	-15	38,817.10	

Traditional Screens

For the traditional software, your system administrator installs the version of the Calculate Salary / Update Employee Position appropriate to the version of Payroll and Position Control that your site is using. For more details, see the *QSS/OASIS Position Control Manual* or *QSS/OASIS Advanced Position Control Manual*.

Figure 8-48: Main Selection tab for the *Calculate Salary / Updte Employee Positions (Pay300)* window

District: 65		Calculate Salary / Update Employee Position		QSS/OASIS	
<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Run Type: <input type="text"/></p> <p style="text-align: center;">(1 = Global Salary Change, 2 = Long/Step Advance, 3 = Both 1 and 2)</p> <p style="text-align: center;">Effective Date: <input type="text"/></p> <p style="text-align: center;">Update Position Records: <input type="text"/> (Y = Yes, N = No)</p> <p style="text-align: center;">Generate Report: <input type="text"/> (Y = Yes, N = No)</p> <hr/> <p>Option selection rules:</p> <p>Salary Schedules: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Bargaining Units: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Job Codes: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Pay schedule: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <hr/> <p style="text-align: center;">If the Run Type = 2 or 3, enter the Date Range desired:</p> <p style="text-align: center;">From Date: <input type="text"/> To Date: <input type="text"/></p> </div>					
PPRQST H.00.12 compiled 02/22/00 Page 1 of 1 [**] Option: 7 Stream: PAF300ST					
Start Over	Help	Retrieve Preset	Save Preset	Start Over	Launch Job
					Return to Menu

Figure 8-49: Calculate Salary/Update Employee Position Screen

Load Payline Data from Position Control (STD) (PL0400)



There are two Load Payline Data from Position Control programs:

- **PL0400** is used by the standard *Position Control System* and standard *Payroll System*. It also uses the PO Screen of PP0002. This section you are reading is for PL0400.
- **PL0402** is used by the *Enhanced Position Control System* and the *Enhanced Payroll System*. It also uses the EA Screen instead of the PO Screen of PP0002. The PL0402 program is described in the following section.

NOTE: Use PL0400 or PL0402 **only** if your district is using the Position Control System to drive the Payroll System.

If your district is **not** using the Position Control System to drive the Payroll System, follow the instructions for "Rolling Selected Pay Lines to New Year (PL0900)."

Purpose of Program

Load Payline Data from Position Control (PL0400) allows you to create or update pay lines from position assignments on the Position Assignment (PO) Screen of Employee Maintenance. Thus, a site that has fully implemented the Position Control System can automate the process of creating and maintaining many of its pay lines. At the start of a fiscal year, you can use this process to create pay lines for every employee who has a position assignment on the PO Screen. Throughout the year, you can use this process to update pay lines with changes that have been made to position assignments on or after a specified date.

The rollover process compares an employee's position assignments on the PO Screen with the pay lines for a fiscal year. If there is no pay line for a position assignment, the process creates a pay line. If a pay line already exists for a position, the update process compares the Position Assignment (PO) and Payroll Pay Line (PR) Screens, then updates the PR Screen so that it matches the PO Screen.

Load Payline Data from Position Control (PL0400) operates in two modes: Report Only and Update and Report.

- ◆ In Report Only mode, the process produces a Payroll Load/Copy Report (PL0990) that lists OLD and NEW pay lines. The OLD pay line represents the current pay line on the PR Screen. The NEW pay line represents the position assignment record on the PO Screen. The report identifies the differences between the NEW and OLD pay lines.
- ◆ In Update and Report mode, the process produces a Payroll Load/Copy Report (PL0990) report that lists the updates made to each employee's pay lines. The OLD pay line represents the PR Screen before the update, and the NEW pay line represents the PR Screen after the update. The report identifies what was changed during the update.

Loading pay lines from Position Control may not create all of the pay lines that are needed for a new fiscal year. For some employees, their pay lines are created manually through the PR Screen. These types of pay lines fall into two major categories.

- ◆ The first is for employees who do not have a position assignment, such as substitute teachers or temporary employees. Because there is no position assignment, the pay lines for these employees are not created automatically from the Position Control System. Instead, the pay lines for these employees are created manually on the PR Screen.
- ◆ The second is for special-purpose pay lines, such as supplemental pay, overtime, or retroactive pay. Because such pay lines are usually created manually with the PR Screen, they are not part of an employee's position assignment. Therefore, they are not created by the Load Payline Data from Position Control (PL0400) process.

However, there is a second rollover program that allows you to roll these manually created pay lines from year to year. Roll Selected Pay Lines to New Year (PL0900) allows you to copy pay lines on the PR Screen from a source fiscal year to a target fiscal year. You can use this process to roll forward pay lines that are not loaded from Position Control.

NOTE: The program options for the Payroll Computation Program (PAY002) allows your system administrator to select one of two different ways for PL0400 to work:

- ◆ Use the same accounts as Position Control. PL0400 does not create a duplicate set of accounts; instead, it uses the accounts from the employee's PO Screen for each pay line with a position number other than 00000. This option assumes that you are making all changes to employees' positions through the Position Control System.
 - ◆ Create a duplicate set of accounts for the PR Screen. PL0400 copies accounts from the PR Screen, then creates a separate set of accounts for the PR Screen. You can maintain these accounts for the PR Screen independently of those on the PO Screen.
-

Checking Database Capacities

Before loading payroll pay line data from Position Control (PL0400), make sure that the D-PAY-PAYMENT and D-PAY-ACCOUNT datasets in the PERPAY database have adequate room. In most cases, doing so requires that you ***get help from data processing or your system administrator.***

Launching the Process

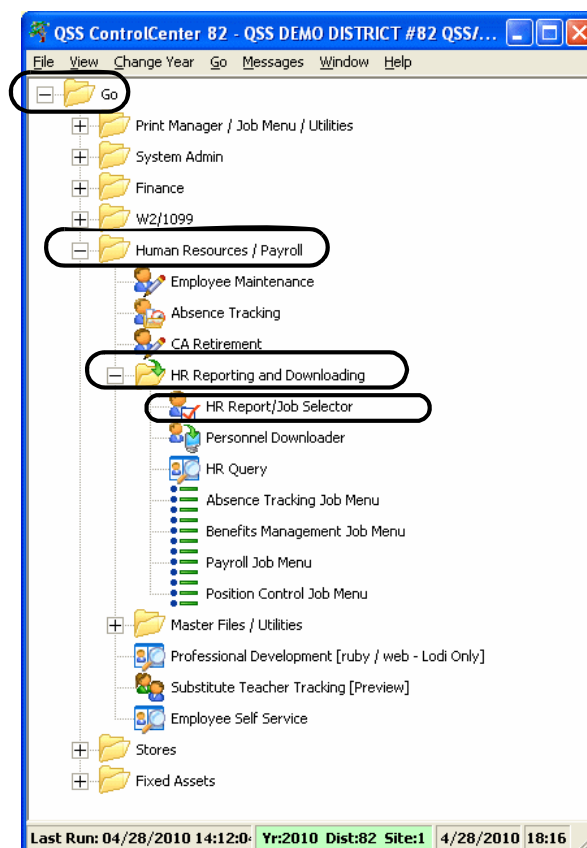
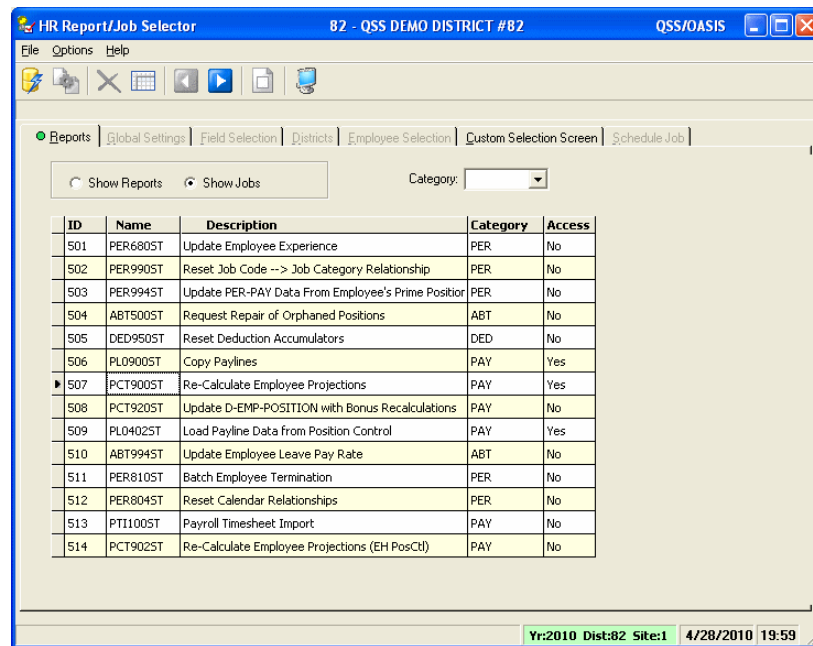


Figure 8-50: Selecting the *HR Report/Job Window* from the Tree view

Figure 8-51: *HR Report/Job Selector* window

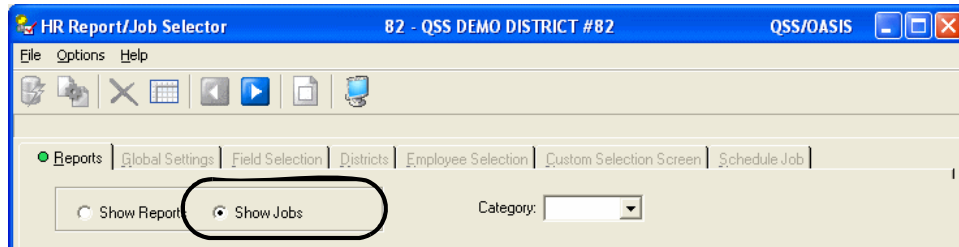


Figure 8-52: Selecting jobs

ID	Name	Description	Category	Access
501	PER680ST	Update Employee Experience	PER	No
502	PER990ST	Reset Job Code --> Job Category Relationship	PER	No
503	PER994ST	Update PER-PAY Data From Employee's Prime Position	PER	No
504	ABT500ST	Request Repair of Orphaned Positions	ABT	No
505	DED950ST	Reset Deduction Accumulators	DED	No
506	PL0900ST	Copy Paylines	PAY	Yes
507	PCT900ST	Re-Calculate Employee Projections	PAY	Yes

Figure 8-53: Selecting a job

Reports | Global Settings | Field Selection | Districts | Employee Selection | **Custom Selection Screen** | Schedule Job

Job: PL0400ST - Load Payline Data from Position Control (STD)

Report Title:

Update Option:

Year: Control Date: Load Option:

Select accts active on: Keep Accounts: ☐

Select pay schedule:

Select by schedule:

Special cont. types:

Balance of contract:

Bonus-pay Payroll Pay-type Codes:

Additional: Percentage: Per-Diem:

Longevity: Degree: Other:

Select specific employees:

Figure 8-54: Custom Selection Screen tab for PL0400

Report Sample

This report sample includes two types of pages: page zero and a detail page.

- ◆ **Page Zero.** This header page summarizes the selections you typed on the launch screen.

- ◆ **Detail Page.** The detail page illustrates the format of the report. It illustrates how the report lists the OLD pay line from the PR Screen and its differences with the NEW pay line, which is based on the employees position assignment from the PO Screen.

*Page Zero**Detail Page*

07 QSS UNIFIED SCHOOL DISTRICT	PAYROLL LOAD/COPY REPORT	J239	PL0990	H.00.03	08/09/--	PAGE	0
Report Source: PL0400							
Mode: REPORT							
Report Selection Criteria							

FY: Y2							
Control Date: 07/01/20Y2							
Load Option: 1							
Account Select Date: 07/01/20Y2							
Keep Accounts:							
Pay Schedules:							
Schedules:							
Special Contract Types:							
Balance of Contract Types:							
Pay Types:							
Add'l Bonus:	Percent Bonus:	Per-Diem Bonus:	Longevity Bonus:	Degree Bonus:	Other Bonus:		
Soc. Sec. No's:							
CHANGE FIELDS LEGEND							

AC = Account(s)				CO = Ann. Contract			
PU = P-U Split Type				PS = Pay Schedule			
RB = Ret Base				RC = Ret Codes			
RT = Rate				UF = User Field			
UT = Units							

07 QSS UNIFIED SCHOOL DISTRICT				PAYROLL LOAD/COPY REPORT				J239	PL0990	H.00.03 08/09/--		PAGE	9
Report Source: PL0400													
Mode: REPORT													
=====													
WASHINGTON GEORGE				000-00-0000									

OLD		FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP EP	RET-BASE	AC-P-C WSC
	(03)	Y1	523290		66.61	1.00	L	66.61	NML	FSM	***-	8.54	00-4-1
		PY-SCH	S B F	START	END	USER	ANN.	CONTRACT				SRC COPY	AUDIT INFO
		EOM10	1 0	-				0.00/					04/06/00 MCHW
		PERCENT	Fd Resc Y	Objt Gr	Goal Fnct	Sch Rsp	Lcl				SBFAT	EX-GROSS	FTD PAID
		1.	0.00%	01-0000-0-2920-00-1110-1000-062-000-000								0.00	306.41
		-----										-----	
		0.00%			** TOTALS **							0.00	306.41

NEW		FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP EP	RET-BASE	AC-P-C WSC
CHG	CO PU RB RC	Y2	523290		66.61	1.00	L P	66.61	NML	FSM	***-	66.61	00-1-1
		PY-SCH	S B F	START	END	USER	ANN.	CONTRACT				SRC COPY	AUDIT INFO
		EOM10	1 0	-				448.35/00				L	08/09/00 MS
		PERCENT	Fd Resc Y	Objt Gr	Goal Fnct	Sch Rsp	Lcl				SBFAT	EX-GROSS	FTD PAID
		1.	100.00%	01-0000-0-2920-00-1110-1000-062-000-000								66.61	0.00
		-----										-----	
		100.00%			** TOTALS **							66.61	0.00
=====													
WILSON WOODROW				000-00-0000									

OLD		FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP EP	RET-BASE	AC-P-C WSC
	(01)	Y1	415304		2,874.25	1.00	L P	2,874.25	NML	FSTM	***-	2,874.25	57-3-1
		PY-SCH	S B F	START	END	USER	ANN.	CONTRACT				SRC COPY	AUDIT INFO
		EOM10S	1 0	-				34,491.00/00				L	04/05/00 KELY
		PERCENT	Fd Resc Y	Objt Gr	Goal Fnct	Sch Rsp	Lcl				SBFAT	EX-GROSS	FTD PAID
		1.	0.00%	01-6500-0-1110-00-5001-1110-700-000-000								0.00	22,994.00
		-----										-----	
		0.00%			** TOTALS **							0.00	22,994.00

NEW		FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP EP	RET-BASE	AC-P-C WSC
CHG		Y2	415304		2,874.25	1.00	L P	2,874.25	NML	FSTM	***-	2,874.25	57-3-1
		PY-SCH	S B F	START	END	USER	ANN.	CONTRACT				SRC COPY	AUDIT INFO
		EOM10S	1 0	-				34,491.00/00				L	08/09/00 MS
		PERCENT	Fd Resc Y	Objt Gr	Goal Fnct	Sch Rsp	Lcl				SBFAT	EX-GROSS	FTD PAID
		1.	100.00%	01-6500-0-1110-00-5001-1110-700-000-000								2,874.25	0.00
		-----										-----	
		100.00%			** TOTALS **							2,874.25	0.00

For update and report mode, the OLD pay line represents the content of the PR Screen before the update, and the NEW pay line represents the PR Screen after the update. For report only mode, the NEW pay line represents the changes that would be made to the OLD pay line if you ran Load Payline Data from Position Control (PL0400) in update and report mode.

The *CHG* line identifies what is different in the NEW pay line. In the first example on this page, the different items are the CO (annual contract amount), PU (percentage-unit split), RB (retirement base), and RC (retirement coding). In the second example, there are no changes in the NEW line. See Page Zero of the report for a legend that explains the abbreviations in the *CHG* line.

NEW	FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP EP	RET-BASE	AC-P-C	WSC	
CHG	Y2	415304		2,874.25	1.00	L P	2,874.25	NML	FSTM	***-**	2,874.25	57-3-1		
	PY-SCH	S B F	START	END	USER	ANN. CONTRACT					SRC COPY	AUDIT INFO		
	EOM10S	1 0	-			34,491.00/00					L	08/09/00 MS		
	PERCENT	Fd	Resc	Y	Objt	Gr	Goal	Funct	Sch	Rsp	Lcl	SBFAT	EX-GROSS	FTD PAID
1.	100.00%	01-6500-0-1110-00-5001-1110-700-000-000											2,874.25	0.00
	-----											-----		
	100.00%	** TOTALS **										2,874.25	0.00	

NEW	FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP EP	RET-BASE	AC-P-C	WSC
CHG	Y2	415304		2,874.25	1.00	L P	2,874.25	NML	FSTM	***	2,874.25	57-3-1	

PY-SCH	S B F	START	END	USER	ANN. CONTRACT	SRC COPY	AUDIT INFO
EOM10S	1 0	-			34,491.00/00	L	08/09/00 MS

	PERCENT	Fd Resc Y	Objt Gr	Goal Fnc	Sch Rsp	Lcl	SBFAT	EX-GROSS	FTD PAID
1.	100.00%	01-6500-0-1110-00-5001-1110-700-000-000						2,874.25	0.00
	-----							-----	
	100.00%	** TOTALS **						2,874.25	0.00

Traditional Screen

For the traditional software, the launch screen is Load Payline Data from Position Control (PL0400). For details, see Chapter 10 of the *QSS/OASIS Position Control Manual*.

District: 65
Load Payline Data from Position Control
QSS/OASIS

Report Title: CHANGE OF YEAR
Update Option: 2 1 = Update and Report, 2 = Report Only
Year: Y2 Control date: Load option: 1 = Load all, 2 = Load change
Select accts active on: Keep accts: Y = Yes, N = No

Select pay schedule:
Select by schedule:
Special cont. types:
Balance of contract:

Bonus-Pay Payroll Pay-type Codes:
Additional: Percentage: Per-diem:
Longevity: Degree: Other:

Select specific employees:

PPRQST H.00.12 compiled 02/22/00 Page 1 of 1 [**] Option: 6 Stream: PL0400ST

Start Over Help Retrieve Save Start Launch Return
Over Preset Preset Over Job to Menu

Figure 8-55: Launch Screen for Load Payline Data from Position Control (PL0400)

Load Payline Data from Position Control (ENH) (PL0402)



There are two Load Payline Data from Position Control programs:

- **PL0400** is used by the standard *Position Control System* and standard *Payroll System*. It also uses the PO Screen of PP0002. The previous section describes PL0400.
- **PL0402** is used by the *Enhanced Position Control System* and the *Enhanced Payroll System*. It also uses the EA Screen instead of the PO Screen of PP0002. This section you are reading describes PL0402.

NOTE: Use PL0400 or PL0402 **only** if your district is using the Position Control System to drive the Payroll System.

If your district is **not** using the Position Control System to drive the Payroll System, follow the instructions for "Rolling Selected Pay Lines to New Year (PL0900)".

Purpose

Load Payroll Data from Position Control (PL0402) allows you to create or update Pay Lines from position assignments on the EA Screen. Thus, a site that has fully implemented the Position Control System can automate the process of creating and maintaining many of its Pay Lines. At the start of a fiscal year, you can use this process to create Pay Lines for every employee who has a position assignment on the EA Screen. Throughout the year, you can use this process to update Pay Lines with changes that have been made to position assignments on or after a specified date.

The rollover process compares an employee's position assignments on the EA Screen with the Pay Lines for a fiscal year. If there is no Pay Line for a position assignment, the process creates a Pay Line. If a Pay Line already exists for a position, the update process compares the EA and PR Screens, then updates the PR Screen so that it matches the EA Screen.

Load Payroll Data from Position Control (PL0402) operates in two modes: report only and update and report.

- ♦ In report only mode, the process produces a Payroll Load/Copy Report (PL0992) that lists OLD and NEW Pay Lines. The OLD Pay Line represents the current Pay Line on the PR Screen. The NEW Pay Line represents the position assignment record on the EA Screen. The report identifies the differences between the NEW and OLD Pay Lines.

- ◆ In update and report mode, the process produces a Payroll Load/Copy Report (PL0992) report that lists the updates made to each employee's Pay Lines. The OLD Pay Line represents the PR Screen before the update, and the NEW Pay Line represents the PR Screen after the update. The report identifies what was changed during the update.

Loading Pay Lines from Position Control may not create all of the Pay Lines that are needed for a new fiscal year. For some employees, their Pay Lines are created manually through the PR Screen. These types of Pay Lines fall into two major categories.

- ◆ The first is for employees who do not have a position assignment, such as substitute teachers or temporary employees. Because there is no position assignment, the Pay Lines for these employees are not created automatically from the Position Control System. Instead, the Pay Lines for these employees are created manually on the PR Screen.
- ◆ The second is for special-purpose Pay Lines, such as supplemental pay, overtime, or retroactive pay. Because such Pay Lines are usually created manually with the PR Screen, they are not part of an employee's position assignment. Therefore, they are not created by the Load Payroll Data from Position Control (PL0402) process. (You can automate the process of creating retroactive Pay Lines, as described in Chapter 15 of the *QSS/OASIS Enhanced Payroll Manual*).

However, there is a second rollover program that allows you to roll these manually created Pay Lines from year to year. Roll Selected Pay Lines to New Year (PL0900) allows you to copy Pay Lines on the PR Screen from a source fiscal year to a target fiscal year. You can use this process to roll forward Pay Lines that are not loaded from Position Control.

NOTE: The program options for PAY002 allows your system administrator to select one of two different ways for PL0402 to work:

- ◆ Use the same accounts as Enhanced Position Control. PL0402 does not create a duplicate set of accounts; instead, it uses the accounts from the employee's EA Screen for each Pay Line with a position number other than 00000. This option assumes that you are making all changes to employees' positions through the Position Control System.
 - ◆ Create a duplicate set of accounts for the PR Screen. PL0402 copies accounts from the PR Screen, then creates a separate set of accounts for the PR Screen. You can maintain these accounts for the PR Screen independently of those on the EA Screen.
-

Checking Database Capacities

Before loading payroll pay line data from Enhanced Position Control (PL0402), make sure that the D-PAY-PAYMENT, D-PAY-ACCOUNT and D-PAY-POSITION datasets in the PERPAY database have adequate room. In most cases, doing so requires that you *get help from data processing or your system administrator*.

Steps for Launching the Process

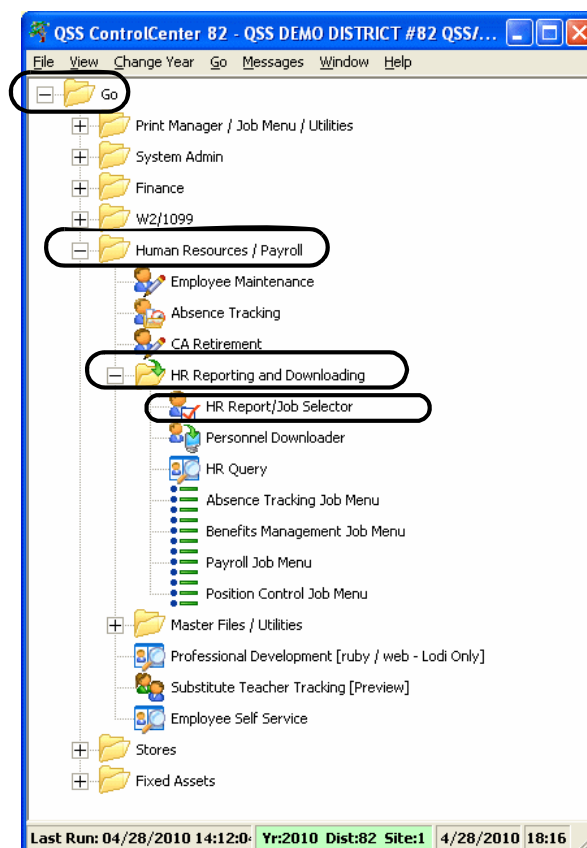
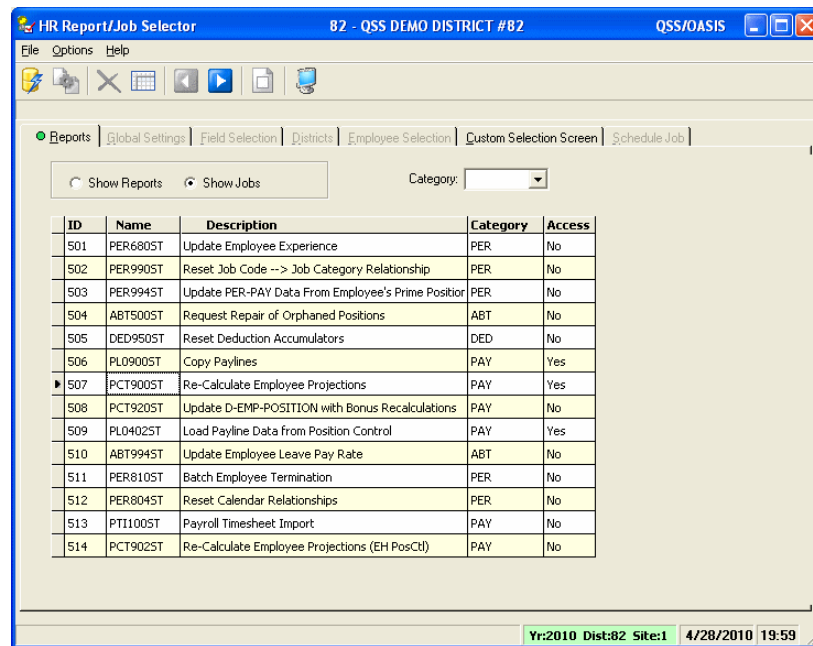


Figure 8-56: Selecting the *HR Report/Job Window* from the Tree view

Figure 8-57: *HR Report/Job Selector* window

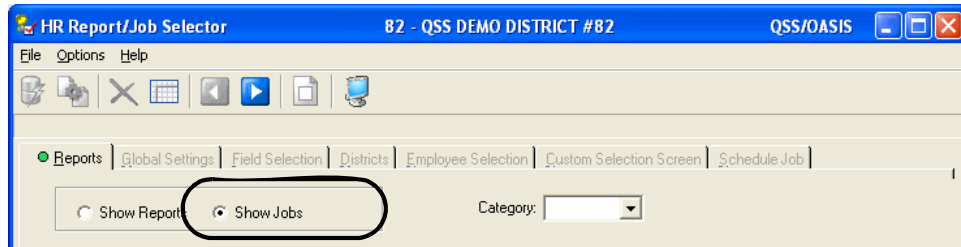


Figure 8-58: Selecting jobs

ID	Name	Description	Category	Access
501	PER680ST	Update Employee Experience	PER	No
502	PER990ST	Reset Job Code --> Job Category Relationship	PER	No
503	PER994ST	Update PER-PAY Data From Employee's Prime Position	PER	No
504	ABT500ST	Request Repair of Orphaned Positions	ABT	No
505	DED950ST	Reset Deduction Accumulators	DED	No
506	PL0900ST	Copy Paylines	PAY	Yes
507	PCT900ST	Re-Calculate Employee Projections	PAY	Yes

Figure 8-59: Selecting a job

Report Title:

Update Option:

Year: Control Date: Load Option:

Select accts active on: Keep Accounts: ☐

Select pay schedule:

Select by schedule:

Special cont. types:

Balance of contract:

Select specific employees:

Figure 8-60: Custom Selection Screen tab for PL0402

Sample Payroll Load/Copy Report (PL0992)

This report sample includes two types of pages: page zero and a detail page.

- ◆ **Page Zero.** This header page summarizes the selections you typed on the launch screen.
- ◆ **Detail Page.** The detail page illustrates the format of the report. It illustrates how the report lists the OLD Pay Line from the PR Screen and its differences with the NEW Pay Line, which is based on the employees position assignment from the EA Screen.

Page Zero

07 QSS UNIFIED SCHOOL DISTRICT	PAYROLL LOAD/COPY REPORT	J239	PL0992	H.00.03	08/09/00	PAGE	0
<p>Report Source: PL0402 Mode: REPORT Report Selection Criteria ----- FY: 05 Control Date: 07/01/2005 Load Option: 1 Account Select Date: 07/01/2005 Keep Accounts:</p>							
Pay Schedules:							
Schedules:							
Special Contract Types:							
Balance of Contract Types:							
Pay Types:							
Add'l Bonus:	Percent Bonus:	Per-Diem Bonus:	Longevity Bonus:	Degree Bonus:	Other Bonus:		
Soc. Sec. No's:							
<p>CHANGE FIELDS LEGEND ----- AC = Account(s) CO = Ann. Contract PU = P-U Split Type PS = Pay Schedule RB = Ret Base RC = Ret Codes RT = Rate UF = User Field UT = Units</p>							

Detail Page

07 QSS UNIFIED SCHOOL DISTRICT				PAYROLL LOAD/COPY REPORT				J239	PL0990	H.00.03	08/09/05	PAGE	9	
Report Source: PL0402														
Mode: REPORT														
=====														
WASHINGTON GEORGE				000-00-0000										

OLD		FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP EP	RET-BASE	AC-P-C	WSC
	(03)	04	523290		66.61	1.00	L	66.61	NML	FSM	***	8.54	00-4-1	
		PY-SCH	S B F	START	END	USER	ANN.	CONTRACT				SRC COPY	AUDIT INFO	
		EOM10	1 0	-				0.00/					04/06/04	MCHW
		PERCENT	Fd Resc Y	Objt Gr	Goal Fnct	Sch Rsp	Lcl				SBFAT	EX-GROSS	FTD PAID	
		1.	0.00%	01-0000-0-2920-00-1110-1000-062-000-000								0.00	306.41	
			0.00%		** TOTALS **							0.00	306.41	

NEW		FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP EP	RET-BASE	AC-P-C	WSC
CHG	CO PU RB RC	05	523290		66.61	1.00	L P	66.61	NML	FSM	***	66.61	00-1-1	
		PY-SCH	S B F	START	END	USER	ANN.	CONTRACT				SRC COPY	AUDIT INFO	
		EOM10	1 0	-				448.35/00				L	08/09/04	MS
		PERCENT	Fd Resc Y	Objt Gr	Goal Fnct	Sch Rsp	Lcl				SBFAT	EX-GROSS	FTD PAID	
		1.	100.00%	01-0000-0-2920-00-1110-1000-062-000-000								66.61	0.00	
			100.00%		** TOTALS **							66.61	0.00	
=====														
WILSON WOODROW				000-00-0000										

OLD		FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP EP	RET-BASE	AC-P-C	WSC
	(01)	04	415304		2,874.25	1.00	L P	2,874.25	NML	FSTM	***	2,874.25	57-3-1	
		PY-SCH	S B F	START	END	USER	ANN.	CONTRACT				SRC COPY	AUDIT INFO	
		EOM10S	1 0	-				34,491.00/00				L	04/05/04	KELY
		PERCENT	Fd Resc Y	Objt Gr	Goal Fnct	Sch Rsp	Lcl				SBFAT	EX-GROSS	FTD PAID	
		1.	0.00%	01-6500-0-1110-00-5001-1110-700-000-000								0.00	22,994.00	
			0.00%		** TOTALS **							0.00	22,994.00	

NEW		FY	POSN	D	RATE	UNITS	RTS	EX-GROSS	TYPE	ST-DED	SP EP	RET-BASE	AC-P-C	WSC
CHG		05	415304		2,874.25	1.00	L P	2,874.25	NML	FSTM	***	2,874.25	57-3-1	
		PY-SCH	S B F	START	END	USER	ANN.	CONTRACT				SRC COPY	AUDIT INFO	
		EOM10S	1 0	-				34,491.00/00				L	08/09/05	MS
		PERCENT	Fd Resc Y	Objt Gr	Goal Fnct	Sch Rsp	Lcl				SBFAT	EX-GROSS	FTD PAID	
		1.	100.00%	01-6500-0-1110-00-5001-1110-700-000-000								2,874.25	0.00	
			100.00%		** TOTALS **							2,874.25	0.00	

For update and report mode, the OLD Pay Line represents the content of the PR Screen before the update, and the NEW Pay Line represents the PR Screen after the update. For report only mode, the NEW Pay Line represents the changes that would be made to the OLD Pay Line if you ran Load Payline Data from Position Control (PL0400) in update and report mode.

The *CHG* line identifies what is different in the NEW Pay Line. In the first example on this page, the different items are the CO (annual contract amount), PU (percentage-unit split), RB (retirement base), and RC (retirement coding). In the second example, there are no changes in the NEW line. See Page Zero of the report for a legend that explains the abbreviations in the *CHG* line.

Traditional Screen

For the traditional software, the launch screen is Load Payroll Data from Position Control (PL0402). For details, see Chapter 13 of the *QSS/OASIS Enhanced Position Control Manual*.

District: 90		Load Payline Data from Position Control		QSS/OASIS	
Report Title: SAMPLE FOR DOCUMENTATION					
Update Option: 1 1 = Update and Report, 2 = Report Only					
Year: 05 Control date: 07/01/2004 Load option: 1 1 = Load all, 2 = Load change					
Select accts active on: 07/01/2004 Keep accts: Y Y = Yes, N = No					
Select pay schedule: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
Select by schedule: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
Special cont. types: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
Balance of contract: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
Select specific employees: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
-					
JOBBER H.00.04 compiled 11/26/02 Page 1 of 1 Option: 56 Stream: PL0402ST					
Start Over	Help	Read Preset			Return to Menu

Figure 8-61: Launch Screen for Load Payroll Data from Position Control (PL0402)

Update Employee Experience (PER680)

Purpose

This is an optional step. If you keep track of the years of experience an employee has within your district, run PER680 one time each year to increment experience years by one.

Update Employee Experience (PER680) increments by one year, the **Years Experience in District** box on the Service Yrs/Units form for the *Employee Maintenance* window and in the SK Screen of Employee Maintenance (PP0002).

The **Years Experience in District** box is not used by the system for any computations. It is an information-only field which some districts keep up to date. No other fields on the SK Screen are updated.

Steps for Launching the Process

- 1 Log on to QCC.
- 2 From QCC, open the *HR Report/Job Selector* window.
 - ◇ From the **Go** menu, select **Go, Human Resources/Payroll**, and **HR Report/Job Selector**.
 - ◇ From the Tree view, **Go, Human Resources/Payroll, HR Reporting and Downloading**, and **HR Report/Job Selector**.

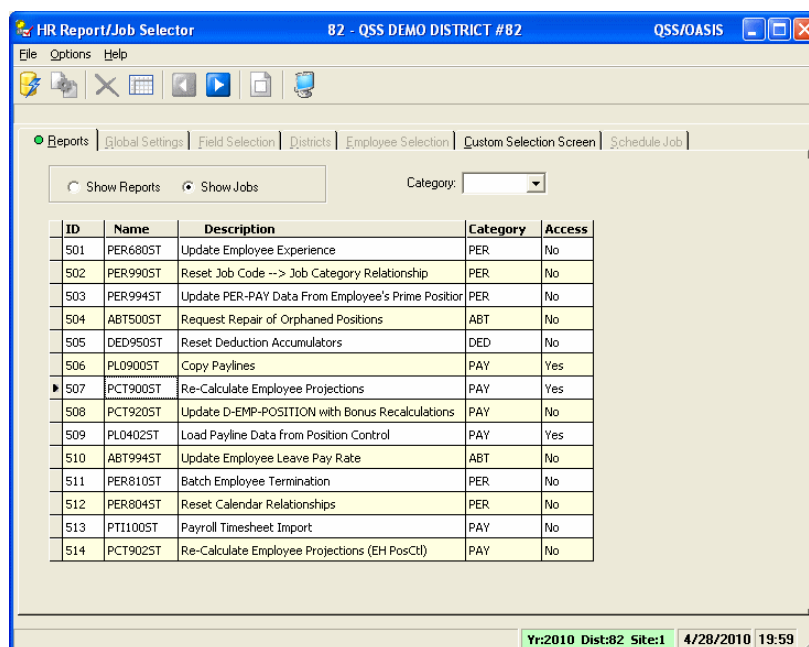


Figure 8-63: HR Report/Job Selector window

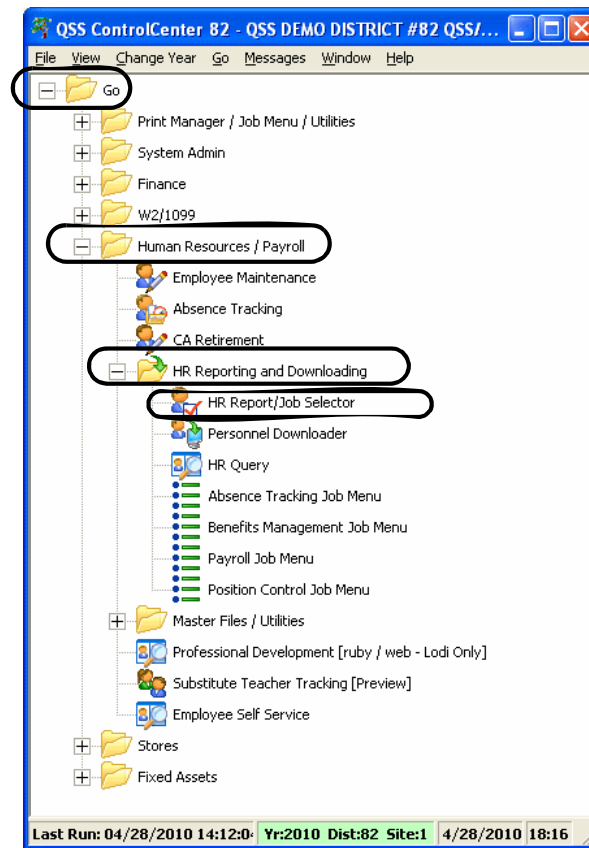
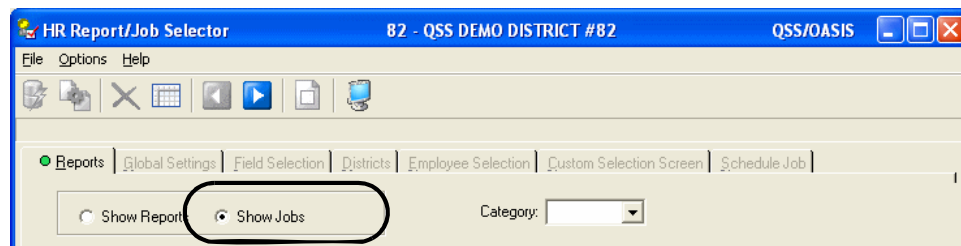
Figure 8-62: Selecting the *HR Report/Job Window* from the Tree view

Figure 8-64: Selecting jobs

Update Employee Experience

Report Title:

Hire Date Cutoff: ▼

From Month:

To Month:

Select Report Codes:

Option to Perform: ▼

Figure 8-65: Custom Selection Screen tab for PER680

Sample Report - Update Employee Experience

65 QSS Unified School District		EXPERIENCE UPDATE VERIFICATION LIST		J290	PER682	H.00.01 09/06/00	PAGE	9
John Smith Ext. 306-1680		FROM MONTH: 02 TO MONTH: 03		HIRE DATE CUTOFF: 03/31/00				
RC	NAME	SOC SEC NO	HIRE DATE	YRS	EXP	(NEW)		

11	CAMPBELL, JOSEPH	###-##-####	02/05/75	25				
11	CARROLL, LEWIS	###-##-####	03/26/79	19				
11	CERVANTES, MIGUEL	###-##-####	03/03/69	31				
11	CHAN, CHARLIE	###-##-####	02/04/80	20				
11	CHANDLER, RAYMOND	###-##-####	02/01/85	15				
11	CHOMSKY, NOAM	###-##-####	03/15/77	23				
11	CLEMONS, SAMUEL	###-##-####	02/16/70	20				
11	COUSTEAU, JACQUES	###-##-####	02/08/89	11				

Traditional Screen

The traditional launch screen for Update Employee Experience (PER680) has the same selections as the QCC version. For details, see Chapter 12 of the *QSS/OASIS Personnel Manual*.

```

District: 07                                Update Employee Experience                                QSS/OASIS

Report Title: Sample for Documentation
Hire Date Cutoff: 06/30/2006 (MMDDYYYY format)
From Month: 01
To Month: 12
Select Report Codes: ■ ■ ■ ■ ■ (blank for all)
Option to Perform: 1 (1) Create Report Only
                  (2) Create Report And Update

PERSUB H.00.05 compiled 12/03/97 16:35 Option: 1 Stream-file: PER680ST
Start Over Help Obtain Preset Save Preset Start Over Launch Return to Menu

```

Figure 8-66: Update Employee Experience

Updating Dates in Personnel Text Files

Several forms and reports in the Personnel System have underlying text files that supply boilerplate text for the forms or reports. If any of these text files contain hard-coded dates, you need to ***change the dates in the underlying text files*** to reflect the new year. You can change the dates in the text files using EDIT/3000 or QEdit.

TEXT FILES IN PERSONNEL	PAGE
Text Files Used for Reports	8-67
Form Files Used for PER700 Series of Notices and Forms	8-70
Text File Used for Personnel Action Forms	8-80

Text Files Used for Reports

Certain portions of two employee reports take some standard information from text files:

- ◆ The Employee Assignment Report (PPR500) uses a text file called CTRSIGdd.DATA.
- ◆ The Employee Contract Report (PPR550) uses a text file called CONTRSIG.DATA.

Samples of these two reports are presented on the following pages. ***If*** you have any data that needs to be changed on an annual basis in the underlying text files, change them.

Employee Assignment Report (PPR500)

Example One

OCEAN COUNTY SCHOOL SERVICE FD										00-01	
JANE DOE										EFFECTIVE DATE: 07/14/2000	
100 MAIN STREET											
YOUR TOWN, CA94015										WORK LOCATION: 0091 DIST OFF	
SAMPLE FOR DOCUMENTATION										PAY LOCATION: 0903 BUS. OFF	
										W4 PAY SCHED: 12M	
PRINT DATE: 07/14/00											

SOCIAL SECURITY NUMBER: 000-00-0000										BU: 03 MGT	
EMPLOYEE TYPE: FULL TIME MANAGEMENT										HIRE DATE: 10/11/1990	
ASSIGNMENT										POSITION	
222002 DIR OF BUSINESS SVS										000555	
START	END	PLACEMENT	P	HRS	DAYS	MOS	D/W	PD	YEARLY	MONTHLY	
07/03/00		03-0135-06	Y	8.00	260.00	12.00	5	0.00	75,489.00	6,290.75	
100.00% 1.0000 01-091-4004-2320-0000-0-7200-0000-30											
TOTAL FTE: 1.0000										TOTAL MONTHLY: 6,290.75	
----- ADDITIONAL PROJECTION BREAKOUT -----											
PROJECTED ANNUAL:		75,489.00		ADDITIONAL:		0.00		%BONUS:		0.00	
TOTAL ADDITIONAL:		0.00		PER DIEM:		0.00		DEGREE:		0.00	
TOTAL PROJECTED:		75,489.00		LONGEVITY:		0.00		OTHER:		0.00	

Example Two

OCEAN COUNTY SCHOOL SERVICE FD										00-01	
LEONARD BERNSTEIN										EFFECTIVE DATE: 06/30/00	
55 HARRISON ST											
NOVATO, CA 94947										WORK LOCATION: 0030 COUNTYWI	
John Smith xt 643-1619										PAY LOCATION: 0001 OCOE	
PRINT DATE: 06/21/00										W4 PAYSCHED: EOM10S	

SOCIAL SECURITY NUMBER: 000-00-0000										BU: 01 MCEA	
EMPLOYEE TYPE: CERTIFICATED, ROP										HIRE DATE: 02/01/82	
ASSIGNMENT										POSITION	
110700 TEACHER/ROP										110016	
START	END	PLACEMENT	P	HRS	DAYS	MOS	D/W	PD	YEARLY	MONTHLY	
09/01/00		01-III -12	Y	0.00	185.00	10.00	5	0.00	42,976.00	3,681.33	
25.00% 0.2500 7911-888-41-1912-6666.00-0000											
25.00% 0.2500 7911-999-42-1912-6667.00-0000											
25.00% 0.2500 7911-777-43-1912-6668.00-0000											
25.00% 0.2500 7911-666-44-1912-6669.00-0000											
TOTAL FTE: 1.0000										TOTAL MONTHLY: 3,681.33	
----- ADDITIONAL PROJECTION BREAKOUT -----											
PROJECTED ANNUAL:		42,976.00		ADDITIONAL:		1,200.00		%BONUS:		0.00	
TOTAL ADDITIONAL:		1,200.00		PER DIEM:		0.00		DEGREE:		0.00	
TOTAL PROJECTED:		44,176.00		LONGEVITY:		0.00		OTHER:		0.00	

Employee Contract Report (PPR550)

Your County ffice of Education				
NAME: DUDLEY DORIGHT				
ADDRESS: 100 ANYSREET				
ANYCITY, CA 12345				
HOME TELEPHONE: 123-4567				
SOCIAL SECURITY NUMBER: 000-00-0000				
HIRE DATE: 07/22/00	PRINT DATE: 07/12/00			
=====				
POSITION: 011338 SENIOR PROGRAMMER ANALYST	LOCATION: 0423 COMPSERV			
PRIME: Y	START DATE: 08/01/88			
STATUS: PERMANENT 11 MONTH	END DATE:			
ASSIGNMENT: 000543 SENIOR PROGRAMMER ANALYST				
PLACEMENT: 21-0050-06	ANNUAL SALARY: \$73,833.26			
	DEGREE: \$0.00			
	ADDITIONAL: \$0.00			
DAYS WORKED: 260.00	PER DIEM: \$0.00			
	LONGEVITY: \$1,500.00			
DAILY RATE: \$289.74	% BONUS: \$0.00			
	OTHER: \$0.00			
	=====			
	TOTAL CONTRACT: \$75,333.26			
ACCOUNT(S): 70.00% 0.7000 01.0.86.2466.0644.6120.212.210				
30.00% 0.3000 01.0.86.2466.0644.6120.212.210				
TOTAL FTE: 1.0000				
SICK LEAVE INFORMATION				
CUMULATIVE PREVIOUS TOTAL	DAYS USED LAST YEAR	BALANCE DUE	ALLOWED THIS YEAR	UNUSED SICK LEAVE
-----	-----	-----	-----	-----
0.00	0.00	45.00	96.00	45.00
=====				
Date: _____ Signature: _____				
Administrator				
Check one: <input type="checkbox"/> I Accept / <input type="checkbox"/> I Do Not Accept Employment for F/Y 20Y1/20Y2				
Date: _____ Signature: _____				
Please sign this form and return to the Personnel Office within ten days.				

The above report shows one circled date that needs to be changed annually.

Form Files Used for PER700 Series of Notices and Forms

The PER700 series of programs allows you to create special forms and notices. You must define form files for five of these programs. Form files allow you to enter customized wording for your forms and notices. Some of these form files contain customized dates or other information that must be reviewed and/or updated annually. See *Chapter 13: Special Forms and Notices* in the *QSS/OASIS Personnel Manual* for a detailed description of all of the PER700 series.

The five programs that require customized form files are:

- ◆ **TB Expiration Notices (PER710)**

Prints notices that inform employees of an upcoming tuberculosis expiration date.

- ◆ **Credential Expiration Notices (PER720)**

Prints notices that inform employees of an upcoming credential expiration date.

- ◆ **Degrees And Units Notification (PER730)**

Prints notices that inform employees of the Degrees and Units on file for them in the Personnel System. Employees can verify the Degrees and Units reported on the form and notify the Personnel Department if there are any discrepancies.

- ◆ **Intent To Accept Re-employment Forms (PER740)**

Prints re-employment confirmation forms for selected employees. Employees can sign and return the forms to the Personnel Department so the District can determine its staffing requirements. This form contains dates that must be updated annually.

- ◆ **Contract Salary Confirmation Letters (PER750)**

Prints contract salary confirmation letters for selected employees.

Creating Form Files

All form files must reside in the DATA Group. They are basic ASCII files created with the editor of your choice, such as EDIT/3000 or QEdit.

Sample TB Expiration Notice (PER710) Form File

The following is a sample TB Expiration Notice form file created with EDIT/3000.

```

1      0C TB EXPIRATION NOTICES
2      4H QSS UNIFIED SCHOOL DISTRICT
3      1H HUMAN RESOURCES
4      1D          YOUR TB REPORT WILL EXPIRE D#####D
5      2D It is your responsibility to file a TB report before this date.
6      1D IF YOU HAVE NOT FILED A NEGATIVE TB REPORT ON OR BEFORE THAT DATE,
7      1D YOU MAY NOT WORK BEYOND THAT DATE, NOR WILL YOUR PAY WARRANT BE
8      1D ISSUED UNTIL NEGATIVE TB RESULTS ARE FILED IN HUMAN RESOURCES,
9      1D AS PER DISTRICT POLICY.
10     2D Following are places where you may obtain a TB skin test, or x-ray
11     1D if required. PLEASE NOTE: Mantoux skin tests are now required for
12     1D all staff. Tine skin tests will no longer be accepted, per County
13     1D of Riverside Health Department.
14     2D UNIFIED FAMILY CENTER
15     1D      100 Main Street, Rm 201, San Mateo - (650) 345-3456
16     1D      Skin Test Only - Call For Appointment
17     2D AREAWIDE NEIGHBORHOOD HEALTH CENTER
18     1D      4040 Alabama Avenue, Seaside - (650) 987-654300
19     1D      X-Ray Or Skin Test - Call For Information And Appointment
24     2D The cost of the TB test must be paid by the new employees,
25     1D adult education hourly employees, substitute employees,
26     1D noon supervisors, and home teachers.
27     2D Regular employees may obtain a voucher from Human Resources in
28     1D order to pay for testing at any of the centers listed above. The
29     1D voucher must be presented to the center at the time of testing,
30     1D otherwise you must pay for services rendered. An x-ray will be
31     1D taken only when a person has had a significant reaction to a
32     1D skin test.
33     2D We will accept the negative results of a TB test from your doctor,
34     1D IN WRITTEN FORM ON OFFICIAL STATIONERY OR PRESCRIPTION FORM.
35     1D WE WILL NOT ACCEPT "READ YOUR OWN SKIN TEST" FORMS. The skin
36     1D test must be a read by a physician or nurse to be valid. If you
37     1D prefer to use your own doctor, the District will reimburse regular
38     1D employees an amount not to exceed $15.00 for a skin test, or
39     1D $35.65 for a required x-ray. Reimbursement forms may be obtained
40     1D from HUMAN RESOURCES. A receipt must be attached to the form.

```

This program imports the **TB Expiration Date** from the PER/PAY database into the text of the form file. On line 4 above, D#####D corresponds to **TB Expiration Date**.

The output from the sample TB Expiration Notice form file looks like this.

QSS UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES

11/14/2000

PUBLIC JOHN Q
CENTRAL CAMPUS

YOUR TB REPORT WILL EXPIRE 09/16/2000

It is your responsibility to file a TB report before this date.
IF YOU HAVE NOT FILED A NEGATIVE TB REPORT ON OR BEFORE THAT DATE,
YOU MAY NOT WORK BEYOND THAT DATE, NOR WILL YOUR PAY WARRANT BE
ISSUED UNTIL NEGATIVE TB RESULTS ARE FILED IN HUMAN RESOURCES,
AS PER DISTRICT POLICY.

Following are places where you may obtain a TB skin test, or x-ray
if required. PLEASE NOTE: Mantoux skin tests are now required for
all staff. Tine skin tests will no longer be accepted, per County
of Riverside Health Department.

UNIFIED FAMILY CENTER
100 Main Street, Rm 201, San Mateo - (650) 345-3456
Skin Test Only - Call For Appointment

AREAWIDE NEIGHBORHOOD HEALTH CENTER
4040 Alabama Avenue, Seaside - (650) 987-654300
X-Ray Or Skin Test - Call For Information And Appointment

The cost of the TB test must be paid by the new employees,
adult education hourly employees, substitute employees,
noon supervisors, and home teachers.

Regular employees may obtain a voucher from Human Resources in
order to pay for testing at any of the centers listed above. The
voucher must be presented to the center at the time of testing,
otherwise you must pay for services rendered. An x-ray will be
taken only when a person has had a significant reaction to a
skin test.

We will accept the negative results of a TB test from your doctor,
IN WRITTEN FORM ON OFFICIAL STATIONERY OR PRESCRIPTION FORM.
WE WILL NOT ACCEPT "READ YOUR OWN SKIN TEST" FORMS. The skin
test must be a read by a physician or nurse to be valid. If you
prefer to use your own doctor, the District will reimburse regular
employees an amount not to exceed \$15.00 for a skin test, or
\$35.65 for a required x-ray. Reimbursement forms may be obtained
from HUMAN RESOURCES. A receipt must be attached to the form.

The imported fields are circled in the sample printed form above:

- ◆ The **Print Date**, **Employee Name** and **Work Location** are automatically imported into the heading.
- ◆ The **TB Expiration Date** is imported into the text where the D#####D field was inserted in the form file.

Sample Credential Expiration Notice (PER720) Form File

The following is a sample Credential Expiration Notice form file created with EDIT/3000.

```
1      0C CREDENTIAL EXPIRATION NOTIFICATIONS
2      4H QSS UNIFIED SCHOOL DISTRICT
3      1H HUMAN RESOURCES
4      2D Our records show that your C#####C credential
5      1D expires D#####D.
6      2D It is strongly suggested that you renew expiring credentials at
7      1D least six months (preferably a year) prior to the expiration date.
8      1D This will allow ample time for the application to be processed
9      1D through the California Commission on Teacher Credentialing and to
10     1D be sent back to you.
11     2D Credentials may be renewed providing all details applicable for
12     1D renewal are accomplished prior to the expiration date. Please check
13     1D the renewal requirements on your credential, and see that they are
14     1D met.
15     2D Applications for renewals may be requested through the
16     1D Human Resources Office.
17     2D Please refer to the attached sheet for the credential renewal
18     1D procedure. If you have any questions, please contact Jane Doe at
19     1D 765-4321 (A-K) or John Smith at 234-5678 (L-Z) in the Human Resources
20     1D Office.
```

This program imports two data fields from the PER/PAY database into the text of the form file: **Credential Name** and **Credential Expiration Date**. On line 4 and 5 above, **C#####C** and **D#####D** correspond to **Credential Name** and **Credential Expiration Date**, respectively.

The output from the sample Credential Expiration Notice form file looks like this.

QSS UNIFIED SCHOOL DISTRICT HUMAN RESOURCES	
<div style="border: 1px solid black; border-radius: 10px; padding: 2px 10px; display: inline-block;">11/14/2000</div>	
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;"> PUBLIC JOHN Q CENTRAL CAMPUS </div>	
Our records show that your <div style="border: 1px solid black; border-radius: 10px; padding: 2px 10px; display: inline-block;">CROSSCULTURAL, LANG & DEVELOP.</div> credential expires <div style="border: 1px solid black; border-radius: 10px; padding: 2px 10px; display: inline-block;">10/10/2000.</div>	
<p>It is strongly suggested that you renew expiring credentials at least six months (preferably a year) prior to the expiration date. This will allow ample time for the application to be processed through the California Commission on Teacher Credentialing and to be sent back to you.</p> <p>Credentials may be renewed providing all details applicable for renewal are accomplished prior to the expiration date. Please check the renewal requirements on your credential, and see that they are met.</p> <p>Applications for renewals may be requested through the Human Resources Office.</p> <p>Please refer to the attached sheet for the credential renewal procedure. If you have any questions, please contact Jane Doe at 765-4321 (A-K) or John Smith at 234-5678 (L-Z) in the Human Resources Office.</p>	

The imported fields are circled in the sample printed form above:

- The **Print Date**, **Employee Name** and **Work Location** are automatically imported into the heading.
- The **Credential Name** and **Credential Expiration Date** are imported into the text where the c#####c and d#####d fields were inserted in the form file.

If an employee has more than one credential expiring, a separate form will be printed for each one.

Sample Degrees and Units Notification (PER730) Form File

The following is a sample Degrees and Units Notification form file created with EDIT/3000.

```

1      0C DEGREE AND UNITS REPORT
2      4H QSS UNIFIED SCHOOL DISTRICT
3      1H HUMAN RESOURCES
4      2D Our files show that the following degrees and units
5      1D have been recorded in Human Resources.  The units
6      1D shown to the right of the degree are the units taken
7      1D after the date of that degree.  The amount to the right
8      1D of TOTAL is the total number of recorded units that
9      1D were taken after the date of your Bachelor's degree.
10     2D Please examine your records.  If they do not correspond
11     1D with what we have recorded, call Human Resources
12     1D at 650-3720.

```

The output from the sample Degrees and Units Notification form file looks like this.

QSS UNIFIED SCHOOL DISTRICT HUMAN RESOURCES							
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; margin-bottom: 10px;"> PUBLIC JOHN Q CENTRAL CAMPUS </div> <p>Our files show that the following degrees and units have been recorded in Human Resources. The units shown to the right of the degree are the units taken after the date of that degree. The amount to the right of TOTAL is the total number of recorded units that were taken after the date of your Bachelor's degree.</p> <p>Please examine your records. If they do not correspond with what we have recorded, call Human Resources at 650-3720.</p>	<div style="border: 1px solid black; border-radius: 15px; padding: 5px; margin-bottom: 10px; text-align: center;"> 11/14/2000 </div> <table border="0" style="width: 100%; margin-top: 20px;"> <tr> <td style="width: 15%;">BA</td> <td style="width: 15%;">0.00</td> <td style="width: 15%;">MA</td> <td style="width: 15%;">41.00</td> <td style="width: 15%;">TOTAL</td> <td style="width: 15%;">41.00</td> </tr> </table>	BA	0.00	MA	41.00	TOTAL	41.00
BA	0.00	MA	41.00	TOTAL	41.00		

The imported fields are circled in the sample printed form above.

- The **Print Date**, **Employee Name** and **Work Location** are automatically imported into the heading.
- The **Degree Types** (BA and MA on the sample) and **Units** are from the **Education** and **Units** fields on the employee's Skills (SK) Screen in PP0002.

Sample Intent To Accept Re-employment (PER740) Form File

The following is a sample Intent To Accept Re-employment form file created with EDIT/3000.

1	0C INTENT TO ACCEPT RE-EMPLOYMENT	
2	1H QSS UNIFIED SCHOOL DISTRICT	
3	1H HUMAN RESOURCES	
4	0D	
5	2H INTENT TO ACCEPT RE-EMPLOYMENT	
6	3D I, N#####N, hereby signify my intention	
7	1D to serve as a certificated employee in the QSS Unified	
8	1D School District during the 2000-01 school year at Class S#####S of	
9	1D the certificated salary schedule. Change in salary classification	
10	1D will be made in accordance with adopted District policy, and upon	
11	1D evaluation and verification by Human Resources.	
12	2D I understand that failure to return this statement to Human	
13	1D Resources within the period allowed by law (Education Section	
14	1D 44842) will indicate my intent not to return to the District for	
15	1D the 2000-01 school year and that I have declined employment with	
16	1D the District and that my services as an employee of the District	
17	1D may be terminated as of June 30, 2000.	
18	2D I further understand that signing this Notice of Intent to Accept	
19	1D Re-employment is official and binding.	
20	5D	
21	1D Signature of Employee	
22	4D	
23	1D Date	
24	5D	
25	1D	Human Res. Use Only
26	1D	RECEIVED:
27	1D	
28	1D	Date
29	1D	
30	1D	By
31	1D	
32	1D	

/

This program imports the **Employee Name** from the PER/PAY database into the text of the form file. On line 6 above, N#####N corresponds to **Employee Name**.



The dates that must be changed on an annual basis are circled in the above sample form file.

The output from the sample Intent To Accept Re-employment form file looks like this.

QSS UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES

11/14/2000

PUBLIC JOHN Q
CENTRAL CAMPUS

INTENT TO ACCEPT RE-EMPLOYMENT

I, PUBLIC JOHN Q, hereby signify my intention to serve as a certificated employee in the QSS Unified School District during the 2000-01 school year at Class 0029-20 of the certificated salary schedule. Change in salary classification will be made in accordance with adopted District policy, and upon evaluation and verification by Human Resources.

I understand that failure to return this statement to Human Resources within the period allowed by law (Education Section 44842) will indicate my intent not to return to the District for the 2000-01 school year and that I have declined employment with the District and that my services as an employee of the District may be terminated as of June 30, 2000.

I further understand that signing this Notice of Intent to Accept Re-employment is official and binding.

Signature of Employee

Date

	Human Res. Use Only RECEIVED: Date _____ By _____
--	--

The imported fields are circled in the sample printed form above.

Sample Contact Salary Confirmation Letter (PER750) Form File

The following is a sample Contact Salary Confirmation Letter form file created with EDIT/3000.

1	0C CONTRACT SALARY CONFIRMATION LETTER	
2	1H QSS UNIFIED SCHOOL DISTRICT	
3	1H HUMAN RESOURCES	
4	0D	
5	2H CONTRACT SALARY CONFIRMATION	
6	3D This is to confirm that QSS UNIFIED SCHOOL DISTRICT agrees to	
7	1D employ the above mentioned person for compensation at	
8	1D the follow rates:	
9	2D Base Monthly Salary: S#####S	
10	2D Annualized Total Salary: T#####T	
11	1D (Includes all Additional and Bonus Pay)	
12	2D I understand that failure to return this statement to Human	
13	1D Resources within the period allowed by law will indicate my	
14	1D intent not to return to the District for the upcoming school year.	
15	5D _____	
16	1D Signature of Employee	
17	4D _____	
18	1D Date	
19	5D	
20	1D	Human Res. Use Only
21	1D	RECEIVED:
22	1D	
23	1D	Date _____
24	1D	
25	1D	By _____
26	1D	

/

This program imports up to three data fields from the PER/PAY database into the text of the form file:

- The s#####s field, line 9 above, is the cell amount from the employee's placement on their Salary Schedule multiplied by their FTE.
- The t#####t field, line 10 above, is the employee's **Total Pay** including all **Additional, Bonus, Per Diem, Longevity, Degree,** and **Other** pay shown on their PO Screen.
- The **Employee Name** is automatically imported.

The output from the sample Contact Salary Confirmation Letter form file looks like this.

QSS UNIFIED SCHOOL DISTRICT HUMAN RESOURCES	
	11/15/2000
PUBLIC JOHN Q CENTRAL CAMPUS	
CONTRACT SALARY CONFIRMATION	
<p>This is to confirm that QSS UNIFIED SCHOOL DISTRICT agrees to employ the above mentioned person for compensation at the follow rates:</p>	
Base Monthly Salary:	3,824.00
Annualized Total Salary:	51,436.80
(Includes all Additional and Bonus Pay)	
<p>I understand that failure to return this statement to Human Resources within the period allowed by law will indicate my intent not to return to the District for the upcoming school year.</p>	
<hr/> Signature of Employee	
<hr/> Date	
<div style="float: right; text-align: right;"><div style="border-left: 1px solid black; padding-left: 10px;">Human Res. Use Only RECEIVED: Date _____ By _____</div></div>	



The imported fields are circled in the sample printed form above.

Text File Used for Personnel Action Forms

Defining the PAF Title and Heading

Printed Personnel Action Forms have customized titles and headings. To define the title and heading for your site, you define a file called PAFDATA.PUB.QSSUSER. This is an 80-byte text file that you can create with the editor program of your choice (e.g. EDIT/3000 or QEdit).

If this text file contains any hard-coded dates, you need to change the dates to the new year.

The three-line file format is shown below. The ^ symbol indicates a blank space.

	Col. #1	Col. #2	Col. #3	Col. #4	Col. #5	Col. #6	Col. #7	Col. #8	Col. #9	Col. #10	Columns #11 to 60
Line #1	*	C	O	M	M	E	N	T	^	^	^
Line #2	^	^	^	^	1	^	^	^	^	^	[PAF Title]
Line #3	^	^	^	^	2	^	^	^	^	^	[PAF Heading]

For Line #2, you may have to enter additional spaces (beginning at Column #11) to center the PAF Title on the page. In the example below, 20 additional spaces were added.

```
0  1  2  3  4  5  6
12345678901234567890123456789012345678901234567890
```

```
*COMMENT
1      Personnel Action Form
2      Action(s) Regarding 2000-2001 District Employment
```

The PAF Title and PAF Header in the example above would appear on the top portion of the PAF as shown below. (Circles added for clarity; they will not appear on the PAF.)

QUINTESSENTIAL SCHOOL DISTRICT	
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;">Personnel Action Form</div>	
TO: John Smith 100 Main Street San Mateo, CA 94404	PRINT DATE: 02/25/2001 EFFECTIVE DATE: 03/01/2001
WORK LOCATION: BUS OFF	
RE: <div style="border: 1px solid black; border-radius: 15px; padding: 5px; display: inline-block;">Action(s) Regarding 2000-2001 District Employment</div>	

Chapter 9:

Tasks Related to Retirement

Overview

This chapter covers the following procedures involved in the fiscal-year transition:

TASK	PAGE
Rolling Over Year-End Employee Control Data (RCA740)	9-3
Initialize Employee Accumulators Window	9-5

- ◆ Use the *Year End Retirement Control Data Rollover (RCA740)* window:
 - ◇ To copy the information on the Control Screen of Employee Retirement Maintenance (RCA002) from one fiscal year to another.
- ◆ Use the *Initialize Employee Accumulators* window:
 - ◇ To reset accumulators for two screens in Employee Retirement Maintenance (RCA002):
 - > STRS and PERS accumulators on the Accum Totals Screen.
 - > Hours or days worked for substitute teachers on the Substitutes Screen.

Typically, a district or county resets these accumulators at the beginning of each fiscal year.

Opening the *HR California Retirement* Window

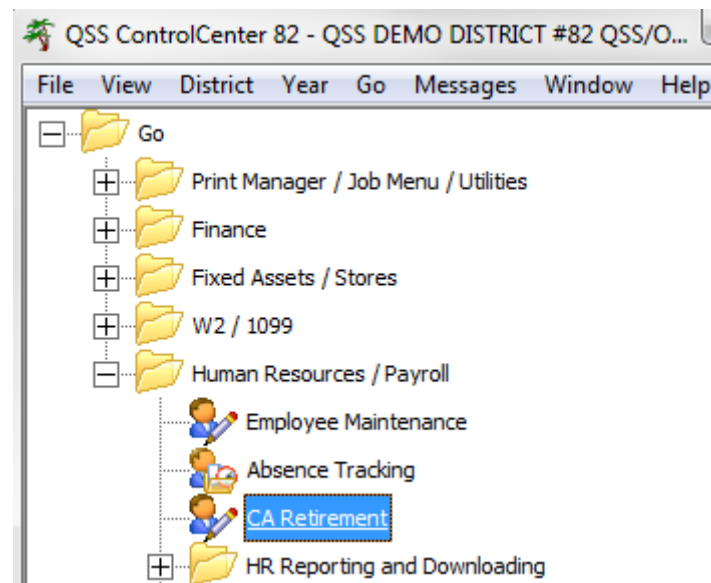


Figure 9-1: Opening the *HR California Retirement* window from the tree view

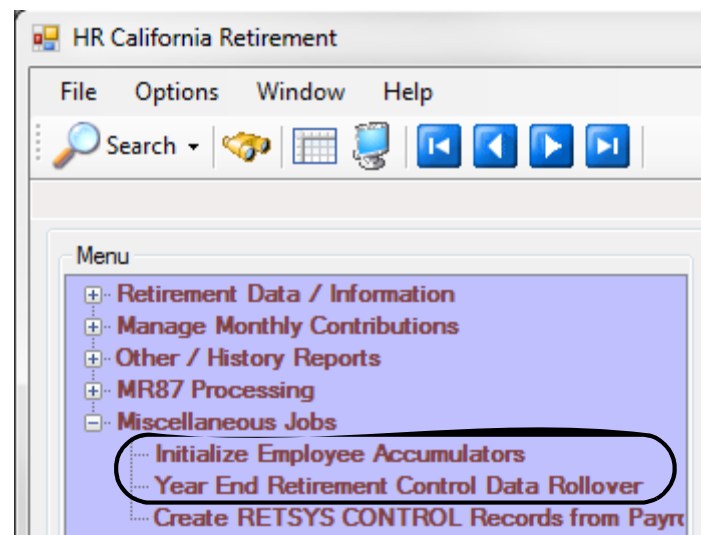


Figure 9-2: End-of-year processing jobs on the *HR California Retirement* window

Rolling Over Year-End Employee Control Data (RCA740)

Purpose

The *Year End Retirement Control Data Rollover (RCA740)* window copies the information on the Control Information Screen from one fiscal year to the next. Employee Retirement Maintenance (RCA002) maintains this screen. The retirement membership records are linked to the fiscal year. By default, the rollover copies these records for all employees in the county. However, the launch screen provides the option of choosing only one district or certain retirement systems.

Checking Database Capacities

Before using the *Year End Retirement Control Data Rollover (RCA740)* window, make sure that the RETSYS database has adequate room for the rollover. In most cases, doing so requires that you ***get help from data processing or your system administrator***. The process creates one additional record in the D-RCA-CONTROL and A-DI-SSN-YR datasets for each employee record rolled into the new fiscal year. The rollover also creates one record in the D-RCA-PRL-CODES dataset for each ret edit in the Acceptable Payroll Codes window of the Control Information Screen. Each employee can have up to 20 ret edits, and hence that many additional records are needed in the D-RCA-PRL-CODES dataset.

Year End Retirement Control Data Rollover (RCA740) Window

Figure 9-1 illustrates the launch screen for Employee Control Year End Rollover (RCA740).

Traditional Screen

For the traditional software, the launch screen for this process is Employee Control Year End Rollover (RCA740). The boxes are the same as for the QCC version. For details, see Chapter 12 of the *QSS/OASIS Retirement Manual*.

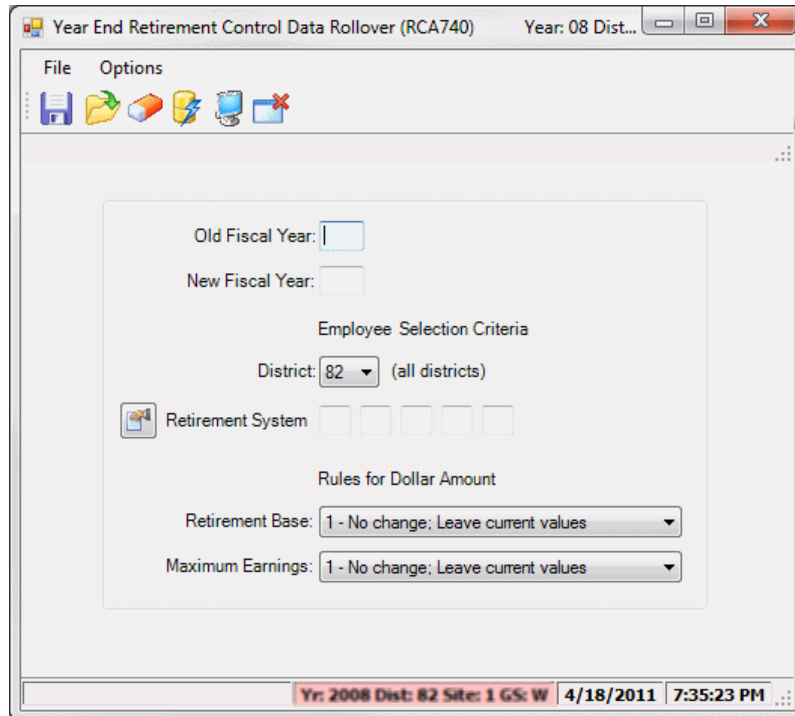


Figure 9-3: Year End Retirement Control Data Rollover (RCA740) window

District: 07		Year End Retirement Control Data Rollover		QSS/OASIS								
<p>Old Fiscal Year: █</p> <p>New Fiscal Year: █</p> <p>Employee Selection Criteria:</p> <p>District: █</p> <p>Retirement System: █ █ █ █ █</p> <p>Rules for Dollar Amounts:</p> <p>1 = No change; Leave current values</p> <p>2 = Zero current values</p> <p>3 = Copy values from Payroll (new fiscal year)</p> <p>Retirement Base: █</p> <p>Maximum Earnings: █</p>												
<p>RCASUB H.00.00 compiled 10/01/97 08:52 Option: 13 Stream-file: RCA740ST</p> <table border="1"> <tr> <td>Start Over</td> <td></td> <td></td> <td></td> <td>Start Over</td> <td>Launch Report</td> <td>Return To Menu</td> </tr> </table>						Start Over				Start Over	Launch Report	Return To Menu
Start Over				Start Over	Launch Report	Return To Menu						

Figure 9-4: Launch Screen for Employee Control Year End Rollover (RCA740)

Initialize Employee Accumulators Window

Purpose

The *Initialize Employee Accumulators* window resets accumulators for two screens of Employee Retirement Maintenance (RCA002). Resetting these accumulators is part of the annual maintenance for Retirement System data.

- ◆ Reset STRS and PERS accumulators on the Accum Totals Screen.

These screens keep track of total units or total dollars accumulated by Retirement System membership code and account code.

- ◆ Remove substitute details for substitute teachers on the Substitutes Screen.

This screen keeps track of the total number of hours or days a substitute teaches.

Typically, a district or county resets these totals at the beginning of a fiscal year. However, they should wait until after making the retirement tapes for the prior fiscal year. For example, it is July of 2011. The reset should not take place until after reporting retirement for June of 2012. Once the prior fiscal year's retirement has been reported, it is time to reset the accumulators for the current fiscal year.

Also, STRS may require monthly maintenance. Some STRS accumulators for certain account codes require resetting every month. The launch screen can specify that only those account codes for STRS be reset.

These two reset processes are completely independent. The window allows selecting only one process or both processes. Thus, a district can reset STRS and PERS accumulators at one pass, then come back later and remove detail data for substitutes.

Initialize Employee Accumulators Window

Figure 9-5 illustrates the *Initialize Employee Accumulators* window.

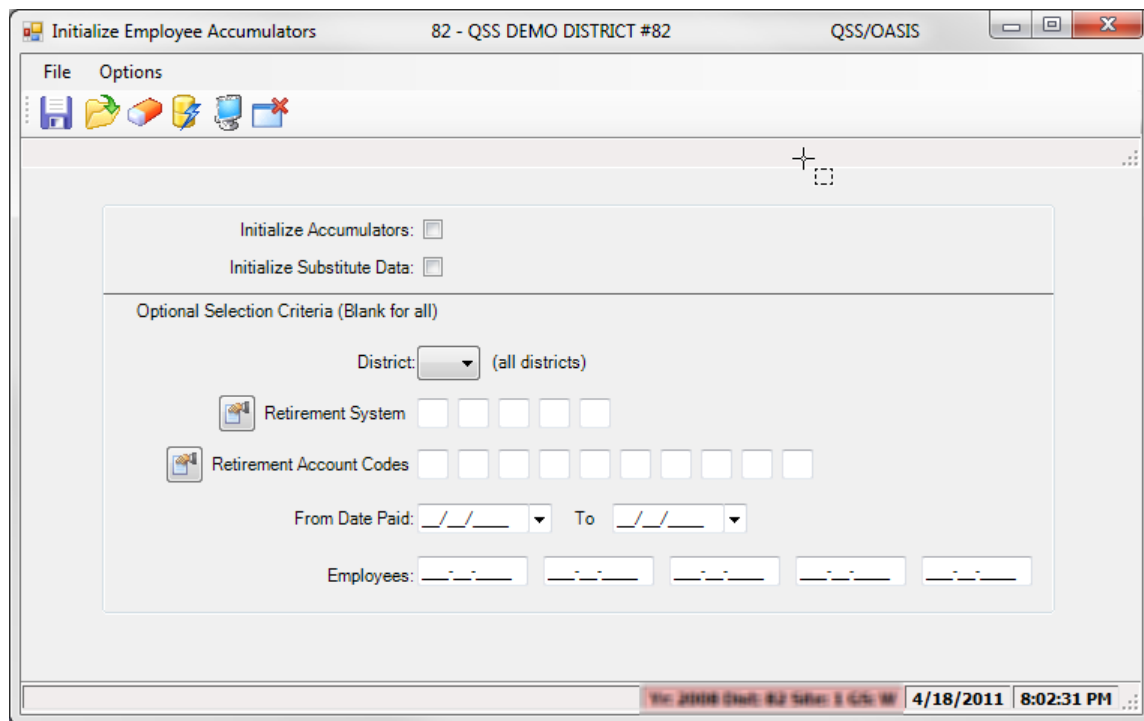


Figure 9-5: *Initialize Employee Accumulators* window

Traditional Software

Figure 9-6 illustrates the launch screen for Initialize Employee Accumulators (RCA710). Fill in the screen as described below.

```
District: 07              Initialize Employee Accumulators          QSS/OASIS
```

Initialize Accumulators: █ (Y/N)

Initialize Substitute Data: █ (Y/N)

Optional Selection Criteria: (Blank for all)

District: █

Ret System: █ █ █ █ █

Ret Account Codes: █ █ █ █ █ █ █ █ █ █

From Date Paid: █ █ █ █ █ To Date Paid: █ █ █ █ █ █ █ █ █ █

Employees:

█-█-█ █-█-█ █-█-█ █-█-█ █-█-█

RCA SUB	H.00.00	compiled 10/01/97	08:52	Option: 6	Stream-file: RCA710ST		
Start Over				Start Over		Launch Report	Return To Menu

Figure 9-6: Launch Screen for Initialize Employee Accumulators (RCA710)

Chapter 10:

Tasks Related to Absence Tracking

Overview

This chapter covers the following procedures involved in the fiscal-year transition:

TASK	PAGE
Absence Tracking Reset and Balance Forward Process and Report (ABT920) Window	10-7
Absence Tracking Accrual Process and Report (ABT400) Window	10-14

Processing Leave

Two batch processes that work on entire sets of leave records at once are discussed in this chapter. These processes accrue leave and reset leave balances.

This chapter discusses the following processes that accrue leave and reset leave balance for entire leave groups:

- ◆ *Absence Tracking Reset and Balance Forward Process and Report (ABT920) window*

This process does two things:

- ◇ Resets leave balances for employees in selected leave groups. Typically, balances are reset at the end of one fiscal year to create the next fiscal year's starting leave balances.

NOTE: The best time to reset is after the last accrual for the old fiscal year and before the first accrual for the new fiscal year.

- ◇ Creates a new balance forward transaction for each leave category.

Normally, the old detailed absence log transactions are deleted. However, the

ABT920 security parameters allow you to setup your district so that old transactions are retained.

Even though both processes are launched from the same screen, they are two completely independent processes. Both are optional. You can do one without the other, or do both with completely different effective dates.

◆ *Absence Tracking Accrual Process and Report (ABT400) window*

This window launches the Accrual Process (ABT400). It accrues leave for a month by selecting Leave Group codes or Accrual Schedule codes. The request screen presents the option of just printing an accrual report or accruing leave and printing a report.

Step-by-Step Treatment of Absence Tracking

At the change of the fiscal year, do the following:

- 1** If you accrue on a monthly basis, run the accrual process for the month of June.
- 2** Print Accrual Process Report (ABT400) to check leave accruals.
- 3** Correct any mistakes in leave balances for Y1, especially sick leave and vacation.
- 4** Run the *Absence Tracking Reset and Balance Forward Process and Report* (ABT920) window in Report-Only mode to calculate the leave balances as of the end of Y1.

WARNING: Run ABT020 in Report-Only mode first; check the report; after the information is verified as correct, only then should you run it in Update mode.

TIP: Print and save a hard copy of the Update report for future reference.

Run ABT020 once for each different reset rule you used on the Accrual Rules Master File Screen of Update Per/Pay Chart of Codes (PP0010). If all the reset rules on that screen are the same, you need to run ABT020 only once. In the example in Figure 10-1, reset rules E and M were used, so for this example, ABT020 would have to be run once for reset rule E and once for reset rule M.

Change Accrual rules

82 - QSS DEMO DISTRICT #82

Options

Accrual Rules Codes: 2R-Y7

Leave Group Codes: 2R - CLASSIFIED Hours/Day: 8.00 Accrual is in: Hours

Service Years Codes: Y7 Service Years: 13-13

Copy From Service Years:

Bucket Name

Page 1

Page 2

Roll Code	Reset Rule	Reset Val	J	A	S	O	N	D	J	F	M	A	M	J	Work Calendar
01 SICK	AN	E	0.00												
02 VACATION	AN	E	0.00												
03 PERSONAL NECESSITY	AN	BV	0.00												
04 EXTRA PERSONAL NECE	AN	BV	0.00												99
05 INDUSTRIAL ACCIDENT	AN	BV	0.00												
06 BEREAVEMENT	AN	BV	0.00												
07 JURY DUTY	AN	BV	0.00												
08 WITHOUT PAY	AN	BV	0.00												
09 DIFFERENTIAL	AN	BV	0.00												
10 OTHER LEAVE	AN	BV	99.00												99

Audit Information

ID: TT78 Date: 08/15/2001 Time: 09:04:42 AM

Yr:2008 Dist:82 Site:1 GS: W 4/14/2011 1:44 PM

Figure 10-7: QCC version of Accrual Rules Master File with Two Different Reset Rules

District: 65 Maintain Accrual Rules QSS/OASIS

Leave group: 40 Service years: 99 Copy from: Hours per day: 6.00
Name: CERTIFICATED Accrual is in: DAYS

Bucket name	Accr rate	Carry over	Max accr	Calc FTE	FTE code	Prob value	Reset rule	Reset value	Roll code
1. SICK LV	10.00	9999.00	9999.00	AP		10.00		0.00	AN
	J A S O N D J F M A M J	Y N N N N N N N N N							
2. BEREAVMT	0.00	0.00	0.00	AP		0.00	BV	0.00	
	J A S O N D J F M A M J	N N N N N N N N N N							
3. PRSNLNEC	0.00	0.00	7.00	AP		7.00	EV	7.00	AN
	J A S O N D J F M A M J	Y N N N N N N N N N							
4. INDUSTRI	0.00	0.00	0.00	AP		0.00	BV	0.00	
	J A S O N D J F M A M J	N N N N N N N N N N							
5. FAM LV	0.00	0.00	0.00	AP		0.00	BV	0.00	
	J A S O N D J F M A M J	N N N N N N N N N N							

Select Option Print Screen Page Backward Page Forward Update Return to Menu

Figure 10-1: Traditional Accrual Rules Master File with Two Different Reset Rules

- 5** If your district wants to discard detail for prior fiscal year(s) on the system, run the *Absence Tracking Reset and Balance Forward Process and Report (ABT920)* window along with the option to summarize the totals each employee has for each

bucket. This program can be run at the same time you run the Reset program or at any other time.

WARNING: Run the in Report-Only mode first; check the report; after the information is verified as correct, only then run it in Update mode.

- 6** Run the *Absence Tracking Accrual Process and Report (ABT400)* window while logged into Y2 to accrue leave totals for each employee's buckets. If your district accrues leave totals both annually (sick leave, personal necessity, etc.) and monthly (vacation), this program must be run twice in July: once using the annual rollover code, and once using the monthly rollover code.

TIP: Print and save a hard copy of the Update report for future reference.

Flowchart for Absence Tracking Procedures

The following flowchart offers a visual guide to the steps outlined in the previous section.

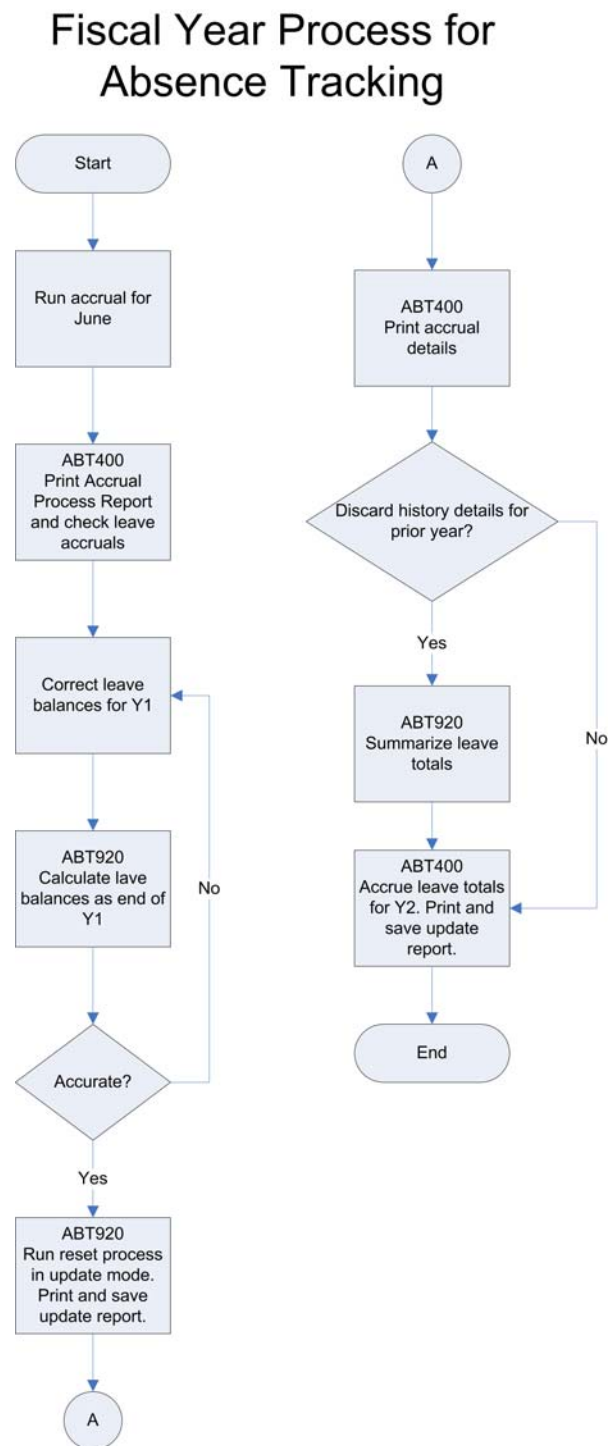


Figure 10-2: Flowchart for Absence Tracking

Absence Tracking Reset and Balance Forward Process and Report (ABT920) Window

Overview

The *Absence Tracking Reset and Balance Forward Process and Report (ABT920)* window launches the following separate, independent processes:

- ◆ The **Reset Process** resets leave category totals for employees, usually at the end of a fiscal year. The Reset Process also has the option of just printing a report to preview the effects of resetting balances.
- ◆ The **Balance Forward** process creates one balance forward record for each employee's leave balances for each leave category. Normally, the old detailed absence transaction logs before the specified date are deleted from the system. However, the ABT920 security parameters allow you to setup your district so that the old transactions are retained.

Understanding the Report

Description of Report

The Reset and Balance Forward Process (ABT920) prints a report of the leave accrual.

Absence Tracking Reset and Balance Forward Process and Report (ABT920)

File Options

Reporting Options

Report Title

Report Detail

Sort on

Reset

Reset thru Control date

Reset code ☒ M = reset leave buckets with an "M" in their reset rule
☐ E = reset leave buckets with an "E" in their reset rule
☐ B = reset leave buckets with a "B" in their reset rule

☐ Include terminated employees?

Transaction

Create balance forward transactions ☒ No ☐ Yes

Delete absence transactions prior to

By Leave Group

☒ Include ☐ Exclude ☐ All

Leave Groups ☐

Yr: 2009 Dist: 07 Site: 1 9/9/2009 19:00:02

Figure 10-3: Absence Tracking Reset and Balance Forward Process and Report (ABT920) window

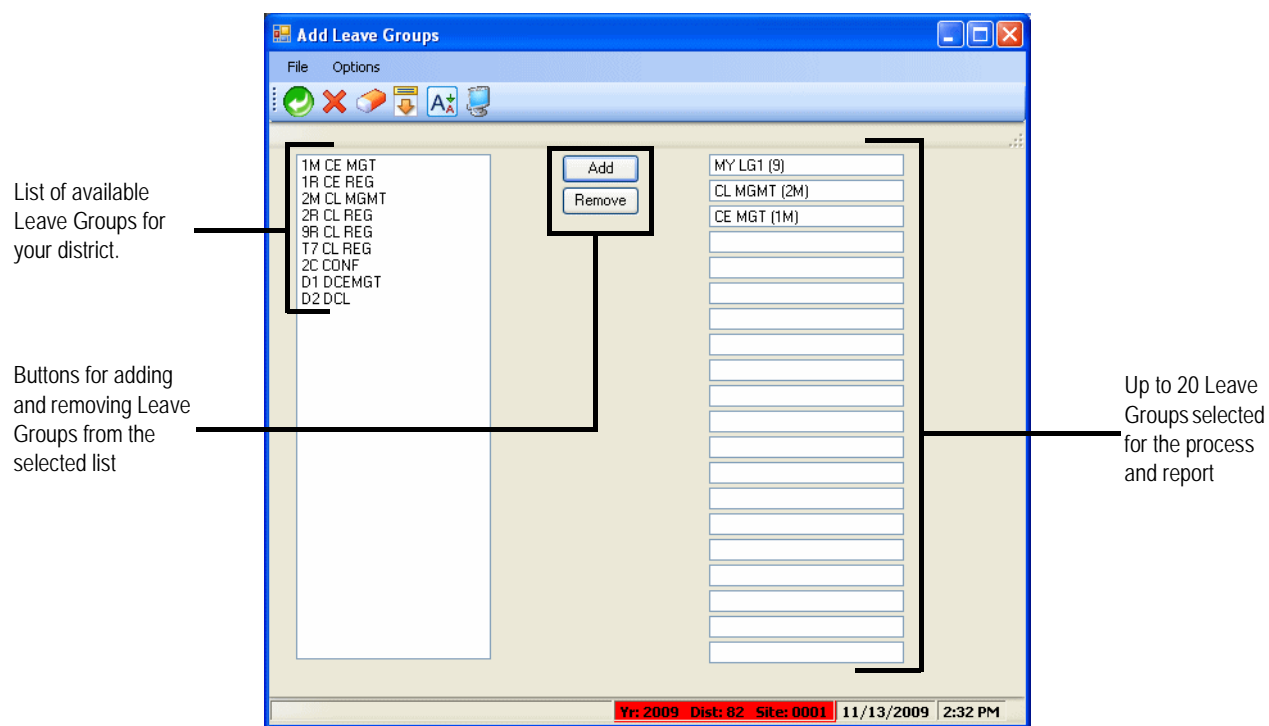


Figure 10-4: Add Leave Groups dialog box

Sample Reports

Cover Page

12 QSS*DEMONSTRATION*DISTRICT RESET AND BALANCE FORWARD PROCESS #J456 ABT920 H.00.01 05/17/-- PAGE 0
SAMPLE FOR DOCUMENTATION

RESET THRU: 07/01/Y2 CONTROL DATE: 07/01/Y2 INCLUDE TERMINATED EMPLOYEES: N
RESET CODE: B RESET MONTHS AND EMPLOYEES
CREATE BALANCE FORWARD TRANSACTIONS: N
DELETE ABSENCE TRANSACTIONS PRIOR TO: 00/00/00
LEAVE GROUPS:
AD TE
REPORT: Report Only
DETAIL: Details and Totals
SORT ON: Leave group

Details and Totals

12 QSS*DEMONSTRATION*DISTRICT RESET AND BALANCE FORWARD PROCESS #J456 ABT920 H.00.01 05/17/-- PAGE 1
SAMPLE FOR DOCUMENTATION

Leave group: AD	Hours		VAC	SICK	PERSONAL	BEREAVE	IND ACC	JURY	COMP	DOCKS
000-00-0000 JAMES BOND	Before		200.00	80.00	24.00	40.00	480.00	0.00	0.00	0.00
Service year: Y2	After		120.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00
Hire date: 10/30/85	FTE		1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
000-00-0000 JACQUE CLOUSEAU	Before		120.00	80.00	24.00	40.00	480.00	0.00	0.00	0.00
Service year: Y4	After		120.00	80.00	0.00	0.00	0.00	0.00	0.00	0.00
Longevity base date: 10/15/79	FTE		1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
000-00-0000 NANCY DREW	Before		50.00	60.00	18.00	30.00	360.00	0.00	0.00	0.00
Service year: Y1	After		50.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00
Longevity base date: 09/30/93	FTE		0.7500	0.7500	0.7500	0.7500	0.7500	1.0000	1.0000	1.0000
000-00-0000 THEO KOJAK	Before		66.70	80.00	24.00	40.00	480.00	0.00	0.00	0.00
Service year: Y1	After		66.70	80.00	0.00	0.00	0.00	0.00	0.00	0.00
Longevity base date: 10/30/90	FTE		1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
000-00-00005 PHILLIP MARLOWE	Before		66.70	80.00	24.00	40.00	480.00	0.00	0.00	0.00
Service year: Y1	After		66.70	80.00	0.00	0.00	0.00	0.00	0.00	0.00
Longevity base date: 04/03/90	FTE		1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
000-00-0000 SAM SPADE	Before		80.00	72.00	24.00	40.00	480.00	0.00	0.00	0.00
Service year: Y2	After		80.00	72.00	0.00	0.00	0.00	0.00	0.00	0.00
Longevity base date: 09/15/88	FTE		1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
000-00-0000 VIRGIL TIBBS	Before		66.70	80.00	0.00	0.00	0.00	0.00	0.00	0.00
Service year: Y1	After		66.70	80.00	0.00	0.00	0.00	0.00	0.00	0.00
Leave base date: 07/01/92	FTE		1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
000-00-0000 NERO WOLF	Before		66.70	80.00	24.00	40.00	480.00	0.00	0.00	0.00
Service year: Y1	After		66.70	80.00	0.00	0.00	0.00	0.00	0.00	0.00
Longevity base date: 03/22/90	FTE		1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
AD Totals:										
Before	VAC	SICK	PERSONAL	BEREAVE	IND ACC	JURY	COMP	DOCKS		
After	716.80	612.00	162.00	270.00	3,240.00	0.00	0.00	0.00	0.00	
	636.80	612.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

12 QSS*DEMONSTRATION*DISTRICT RESET AND BALANCE FORWARD PROCESS #J456 ABT920 H.00.01 05/17/-- PAGE 2
 SAMPLE FOR DOCUMENTATION

Leave group: TE	Hours		AC	SICK	PERSONAL	BEREAVE	IND ACC	JURY	COMP	DOCKS
000-00-0000 LOUISA M ALCOTT	Before		0.00	64.00	24.00	40.00	480.00	0.00	0.00	0.00
Service year: Y1	After		0.00	64.00	0.00	0.00	0.00	0.00	0.00	0.00
Hire date: 09/01/83	FTE		1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
000-00-0000 CORAZON AQUINO	Before		0.00	32.00	24.00	20.00	240.00	0.00	0.00	0.00
Service year: Y1	After		0.00	32.00	0.00	0.00	0.00	0.00	0.00	0.00
Hire date: 08/11/90	FTE		1.0000	0.5000	0.5000	0.5000	0.5000	1.0000	1.0000	1.0000
000-00-0000 FRED ASTAIRE	Before		0.00	64.00	24.00	40.00	480.00	0.00	0.00	0.00
Service year: Y1	After		0.00	64.00	0.00	0.00	0.00	0.00	0.00	0.00
Hire date: 01/01/78	FTE		1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
000-00-0000 CALVIN COOLIDGE	Before		0.00	64.00	24.00	40.00	480.00	0.00	0.00	0.00
Service year: Y1	After		0.00	64.00	0.00	0.00	0.00	0.00	0.00	0.00
Hire date: 11/01/90	FTE		1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
000-00-0000 SINCLAIR LEWIS	Before		0.00	64.00	24.00	40.00	480.00	0.00	0.00	0.00
Service year: Y1	After		0.00	64.00	0.00	0.00	0.00	0.00	0.00	0.00
Hire date: 09/12/90	FTE		1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
000-00-0000 MARY MAGDELINE	Before		0.00	32.00	12.00	20.00	240.00	0.00	0.00	0.00
Service year: Y1	After		0.00	32.00	0.00	0.00	0.00	0.00	0.00	0.00
Hire date: 09/30/78	FTE		1.0000	0.5000	0.5000	0.5000	0.5000	1.0000	1.0000	1.0000
000-00-0000 ETHEL MERMAN	Before		0.00	64.00	17.50	16.00	480.00	0.00	0.00	0.00
Service year: Y1	After		0.00	64.00	0.00	0.00	0.00	0.00	0.00	0.00
Leave base date: 01/21/93	FTE		1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
000-00-0000 FLO NIGHTINGALE	Before		0.00	64.00	24.00	40.00	480.00	0.00	0.00	0.00
Service year: Y1	After		0.00	64.00	0.00	0.00	0.00	0.00	0.00	0.00
Hire date: 08/02/87	FTE		1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
000-00-0000 SANCHE PANZA	Before		0.00	64.00	24.00	40.00	480.00	0.00	0.00	0.00
Service year: Y1	After		0.00	64.00	0.00	0.00	0.00	0.00	0.00	0.00
Hire date: 08/21/89	FTE		1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
000-00-0000 DON QUIXOTE	Before		0.00	48.00	18.00	30.00	360.00	0.00	0.00	0.00
Service year: Y1	After		0.00	48.00	0.00	0.00	0.00	0.00	0.00	0.00
Longevity base date: 07/01/88	FTE		1.0000	0.7500	0.7500	0.7500	0.7500	1.0000	1.0000	1.0000

12 QSS*DEMONSTRATION*DISTRICT RESET AND BALANCE FORWARD PROCESS #J456 ABT920 H.00.01 05/17/-- PAGE 3
 SAMPLE FOR DOCUMENTATION

Leave group: TE	Hours		VAC	SICK	PERSONAL	BEREAVE	IND ACC	JURY	COMP	DOCKS
000-00-0000 JEAN-JACQUES ROUSSEAU	Before		0.00	108.50	18.00	30.00	360.00	0.00	0.00	0.00
Service year: Y1	After		0.00	108.50	0.00	0.00	0.00	0.00	0.00	0.00
Hire date: 09/01/78	FTE		1.0000	0.7500	0.7500	0.7500	0.7500	1.0000	1.0000	1.0000
000-00-0000 GEORGE WESTINGHOUSE	Before		0.00	95.67	24.00	40.00	480.00	0.00	0.00	0.00
Service year: Y1	After		0.00	95.67	0.00	0.00	0.00	0.00	0.00	0.00
Hire date: 03/22/87	FTE		1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
TE Totals:	VAC									
Before	0.00		764.17	257.50	396.00	5,040.00	0.00	0.00	0.00	0.00
After	0.00		764.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Totals Only

07 QSS UNIFIED SCHOOL DISTRICT			RESET AND BALANCE FORWARD PROCESS				J6733	ABT920	H.00.00 04/28/03		
PAGE 1											

Leave group: 01		Hours	VACATION SICK LV		PERSONAL WK COMP	EXT SICK OTHER	EXC SLL				
01 Totals:		VACATION	SICK LV	PERSONAL	WK COMP	EXT SICK	OTHER	EXC	SLL		
Before		38,693.25	5,776.81	3,012.73	9,581.15	2,122.10	1,076.95	0.00			
After		38,693.25	8,595.93	5,351.53	9,581.15	3,520.58	2,483.43	0.00			
02 Totals:		VACATION	SICK LV	PERSONAL	WK COMP	EST SICK	OTHER				
Before		13,052.50	1,632.50	1,211.50	5,775.75	582.50	696.00				
After		13,052.50	2,293.50	1,686.50	5,775.75	842.50	975.00				
03 Totals:		SL	PN	FSLD	PB	FND	BE	JD	WC	00	AS
Before		6,447.00	1,399.45	675.32	657.82	675.32	0.00	0.00	0.00	0.00	0.00
After		6,447.00	2,502.90	1,191.32	1,173.82	1,191.32	0.00	0.00	0.00	0.00	0.00
04 Totals:		SL	PN	FSLD	PB	FND	BE	JD	WC	00	AS
Before		15,570.25	4,034.86	2,926.72	1,698.92	1,714.17	0.00	0.00	0.00	6.00-	0.00
After		15,570.25	5,621.62	4,060.12	2,378.96	2,394.21	0.00	0.00	0.00	6.00-	0.00
AD Totals:		VACATION	SICK LV	PERSONAL	WK COMP	EXT SICK	OTHER				
Before		44.00	12.00	20.00	20.00	20.00	20.00				
After		44.00	12.00	20.00	20.00	20.00	20.00				
C2 Totals:		S/L	VA	PN	NT						
Before		170.00	10.00	47.00	3.00						
After		170.00	10.00	47.00	3.00						
CR Totals:		SL	VA	PN	NO TELL						
Before		0.00	0.00	6.00	2.00						
After		0.00	0.00	6.00	2.00						
TE Totals:		VACATION	SICK LV	PERSONAL	WK COMP	EST SICK	OTHER				
Before		40.00-	0.00	0.00	0.00	0.00	0.00				
After		40.00-	0.00	0.00	0.00	0.00	0.00				

Traditional Software

The following figure illustrates the launch screen for Reset and Balance Forward Process (ABT020) for the traditional software. The boxes on the screen are the same as for the QCC version, though in a different order. For details, see Chapter 6 of the *QSS/OASIS Absence Tracking Manual*.

District: 07		Reset Process Set Up Screen		QSS/OASIS	
<div style="display: flex; justify-content: space-between;"> Reset thru: 06/30/Y1 Control date: 07/01/Y2 Incl term employees? <input checked="" type="checkbox"/> </div> <div style="margin-top: 5px;"> Reset code: M = reset leave buckets with an "M" in their reset rule E = reset leave buckets with an "E" in their reset rule B = reset leave buckets with a "B" in their reset rule </div>					
<div style="display: flex; justify-content: space-between;"> Create balance forward transactions: <input checked="" type="checkbox"/> N = No Y = Yes </div>					
Delete absence transactions prior to: 07/01/Y1					
<div style="display: flex; justify-content: space-between;"> Leave groups to process: A=> I </div> <div style="margin-top: 5px;"> I = Include E = Exclude A = All </div>					
<div style="display: flex; justify-content: space-between;"> Reporting options </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> Report: R R = Report Only U = Update and Report Sort On: L L = Leave Group A = Alpha </div> <div> Detail: D T = Totals Only D = Detail and Totals </div> </div> <div style="margin-top: 10px; text-align: right;"> Report title: SAMPLE FOR DOCUMENTATION </div>					

Figure 10-5: Reset Process Set Up Screen (ABT020)

Absence Tracking Accrual Process and Report (ABT400) Window

Purpose of Process

Absence Tracking Accrual Process and Report (ABT400) window launches the Accrual Process (ABT400) report. You can run this process for a single Leave Group or for an Accrual Schedule that includes multiple Leave Groups. You can run this process in the following ways:

- ◆ Report only mode to create an Accrual Process (ABT400) report that is a proof list of accrual transactions.
- ◆ Report and update mode to accrue leave and an Accrual Process (ABT400) report that provides a record of the updates.

Leave accrual is a batch process that posts leave earned during a month. The employee's Leave Group and its Accrual Rules govern how much leave an employee earns. Those rules also determine the months in which employees accrue leave, as well as how to pro-rate leave for employees who work less than full-time. Leave accrual creates an absence log entry every time leave is accrued which can be viewed on the *HR Absence Tracking* window.

The Leave Group Master File determines which Absence Reason Codes the Accrual Process (ABT400) report uses. The process computes leave earned according to the Accrual Rules and uses the designated Absence Reason Code to post the accrual transactions for each leave category in the employee's Leave Group.

Checking Database Capacities on the HP e3000 Server

These instructions apply only to the HP e3000 server. The IMAGE database has fixed capacities for each dataset. For sites using the Linux server, the tables in the SQL database expand to hold any additional records needed to record absences.

Before accruing leave on the HP e3000, verify that the database can hold all the new absence log records. In most cases, doing so requires that you get help from data processing. The database should have enough free space for two or three times the number of records the accrual process creates.

Each absence log transaction takes up one record in the D-ABSENCE-LOG dataset of the PERPAY.DBPERPAY database. Make sure that the capacity of that dataset is sufficient to hold the estimated number of accrual transactions. If the dataset fills up during the middle of the batch update, cleaning up the records is difficult and messy.

How many records will the accrual process create? It creates one absence log for each individual leave transaction. In the Accrual Rules (AC) master file, you specify the months during which leave accrues.

For example, the Administrative (AD) Leave Group accrues vacation and sick leave every month. Therefore, there are two absence transactions per administrative employee. However, Teachers (TE) Leave Group accrue only sick leave during the monthly accrual. Thus, teachers have one absence log per monthly accrual. This information provides the basis for estimating the number of records needed in the D-ABSENCE-LOG dataset.

First, let's assume that there are 150 people in the AD Leave Group.

$$150 \text{ employees} \times 2 \text{ absence logs per employee} = 300 \text{ absence transactions}$$

Second, there are 750 employees in the TE leave group.

$$750 \text{ employees} \times 1 \text{ absence log per employee} = 750 \text{ absence transactions}$$

The above calculations indicate that D-ABSENCE-LOG should have room for a minimum of 1,050 records to hold the transactions for both the AD and TE Leave Groups.

However, the dataset's capacity should have free space for two or three times the space needed for the leave accrual transactions. This is because the D-ABSENCE-LOG also requires space for recording all other employee leave transactions. Every time an employee takes sick time, vacation, or any other leave, that transaction uses up one record in D-ABSENCE-LOG.

Launching the Process

These instructions focus on the specific information for launching the Accrual Process (ABT400) report from the *Absence Tracking Accrual Process and Report (ABT400)* window.

Sample Accrual Process (ABT400) Report

The **By Leave Group** area is available when you select the **Leave Group** check box.

The **By Accrual Schedule** area is available when you select the **Accrual Schedule** check box.

Figure 10-6: Absence Tracking Accrual Process and Report (ABT400) window

12 QSS*DEMONSTRATION*DISTRICT	ACCRUAL PROCESS	#J360	ABT400	H.00.00	05/12/99	PAGE	0
ACCUE LEAVE FOR SEPTEMBER							

FOR MONTH: 03	ACCRUAL SCHEDULE:						
CONTROL DATE: 09/01/09	INCLUDE TERMINATED EMPLOYEES: N						
TRANSACTION START DATE: 09/01/09							
END DATE: 09/30/09							
ROLL CODE: MO							
LEAVE GROUPS:							
AD TE							
REPORT: Report Only							
DETAIL: Details and Totals							
SORT ON: Leave group							

12 QSS*DEMONSTRATION*DISTRICT ACCRUAL PROCESS #J360 ABT400 H.00.00 05/12/99 PAGE 1									

Leave group: AD	Hours	VAC	SICK	PERSONAL	BEREAVE	IND ACC	JURY	COMP	DOCKS
000-00-0000 JOHN HEYWOOD	Before	16.00	16.00	24.00	40.00	480.00	0.00	0.00	0.00
Service year: Y2	After	24.00	24.00	24.00	40.00	480.00	0.00	0.00	0.00
Hire date: 10/30/85	FTE	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
	Accrual	8.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00
000-00-0000 JENNY LIND	Before	24.00	16.00	24.00	40.00	480.00	0.00	0.00	0.00
Service year: Y4	After	36.00	24.00	24.00	40.00	480.00	0.00	0.00	0.00
Longevity base date: 10/15/79	FTE	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
	Accrual	8.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00
000-00-0000 MARCHESE G MARCONI	Before	10.00	12.00	18.00	30.00	360.00	0.00	0.00	0.00
Service year: Y1	After	15.00	18.00	18.00	30.00	360.00	0.00	0.00	0.00
Longevity base date: 09/30/93	FTE	0.7500	0.7500	0.7500	0.7500	0.7500	1.0000	1.0000	1.0000
	Accrual	5.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00
000-00-0000 MAX PLANCK	Before	13.34	16.00	24.00	40.00	480.00	0.00	0.00	0.00
Service year: Y1	After	20.01	24.00	24.00	40.00	480.00	0.00	0.00	0.00
Longevity base date: 10/30/90	FTE	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
	Accrual	6.67	8.00	0.00	0.00	0.00	0.00	0.00	0.00
000-00-0000 MAUD POWELL	Before	13.34	16.00	24.00	40.00	480.00	0.00	0.00	0.00
Service year: Y1	After	20.01	24.00	24.00	40.00	480.00	0.00	0.00	0.00
Longevity base date: 04/03/90	FTE	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
	Accrual	6.67	8.00	0.00	0.00	0.00	0.00	0.00	0.00
000-00-0000 GIAOCCHINO ROSINI	Before	16.00	8.00	24.00	40.00	480.00	0.00	0.00	0.00
Service year: Y2	After	24.00	16.00	24.00	40.00	480.00	0.00	0.00	0.00
Longevity base date: 09/15/88	FTE	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
	Accrual	8.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00
000-00-0000 GEORGE SANTAYANA	Before	13.34	16.00	0.00	0.00	0.00	0.00	0.00	0.00
Service year: Y1	After	20.01	24.00	0.00	0.00	0.00	0.00	0.00	0.00
Leave base date: 07/01/92	FTE	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
	Accrual	6.67	8.00	0.00	0.00	0.00	0.00	0.00	0.00
000-00-0000 JONATHAN SWIFT	Before	13.34	16.00	24.00	40.00	480.00	0.00	0.00	0.00
Service year: Y1	After	20.01	24.00	24.00	40.00	480.00	0.00	0.00	0.00
Longevity base date: 03/22/90	FTE	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
	Accrual	6.67	8.00	0.00	0.00	0.00	0.00	0.00	0.00
AD Totals:	VAC	SICK	PERSONAL	BEREAVE	IND ACC	JURY	COMP	DOCKS	
Before	119.36	116.00	162.00	270.00	3,240.00	0.00	0.00	0.00	
After	179.04	178.00	162.00	270.00	3,240.00	0.00	0.00	0.00	

Traditional Software

For the traditional software, Request Absence Accrual Report (ABT000) allows you to launch the Accrual Process (ABT400). The boxes on the traditional screen are the same as for the QCC version, though the layout of the screen is different. For details, see Chapter 6 of the *QSS/OASIS Absence Tracking Manual*.

District: 07		Request Absence Accrual Report		QSS/OASIS									
Control date: 09/01/1999 Start date: 09/01/1999 End date: 09/30/1999													
Include terminated employees? <input checked="" type="checkbox"/> N													
By Leave Group													
For month: 03		J	A	S	O	N	D	J	F	M	A	M	J
Roll code: 10		1	2	3	4	5	6	7	8	9	10	11	12
		MONTHLY											
Include = I <input checked="" type="checkbox"/> => Leave groups:		AD	TE										
Exclude = E													
All = A													
By Accrual Schedule													
For month:		J	A	S	O	N	D	J	F	M	A	M	J
Schedule code:		1	2	3	4	5	6	7	8	9	10	11	12
Reporting Options													
Report: <input checked="" type="checkbox"/> R		R = Report only		Detail: <input checked="" type="checkbox"/> T		T = Totals only							
		U = Update and report				D = Detail and totals							
Sort on: <input checked="" type="checkbox"/> L		L = Leave group											
A = Alpha		Report title: ACCRUE LEAVE FOR SEPTEMBER											

Start Over	Print Screen	Help		Select Preset	Save Preset	Launch Accrual	Return to Menu
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Figure 10-7: Request absence Accrual Report (ABT000)

Chapter 11:

Tasks Related to Benefits Management

Overview

Although employee benefits are rolled from one benefit plan year to the next rather than from one fiscal year to the next, this chapter covers the processes involved in that transference as part of a general shifting of years.

TASK	PAGE
Request Benefits Management Roll-Over (BM0800) Window	11-2
Mass Benefit Plan Add/Change/Delete	11-6
Request Benefit Recalculation (BM0850) Window	11-13

- ◆ Use the Roll-Over Program (BM0800):
 - ◇ To transfer employee benefit information from one plan year to the next with a minimum of data entry. Perform the roll-over, then use the recalculation program to recalculate employees' premium amounts.
- ◆ Use Add, Change, or Delete Plans (BM0830, BM0810 & BM0820):
 - ◇ To add, change, or delete plans from Packages on a mass basis.
- ◆ Use the Recalculation Program (BM0850):
 - ◇ To recalculate premium amounts based on employee FTE at any time during the year. Recalculation should also be done after each year's roll-over.

Checking Database Capacities

Before performing employee benefit rollovers (BM0800), make sure that the datasets, especially D-EMP-BENEFITS and A-DI-SSN-PKG-LVL, in the BENMGT database have adequate room. In most cases, doing so requires that you *get help from data processing or your system administrator*.

Request Benefits Management Roll-Over (BM0800) Window

Purpose

The *Request Benefits Management Roll-Over (BM0800)* window allows you to globally transfer the employee benefit information on the Benefits Management form of the *Employee Maintenance* window from one plan year (calendar, fiscal, or other) to the next. The advantages to using this program are that it saves you from having to re-type all the employees' benefit information every year, and it preserves the previous year's information for your records. The Benefits Management Roll-Over Report (BM0805) lists the results of this operation.

The process works in two stages. First, it takes the current active benefits record and attaches an exit date for current amounts. Then it creates a new record from the next day onward. You can use the first stage without the second stage by selecting 'Inactivate only' as the update mode. Alternatively, you can use both stages of the Roll-Over Program by selecting Roll-Over as the update mode.

The 'Inactivate only' update mode does the first half of the roll-over by ending the current benefits record with an exit date, but it does not then create a new record for the next time period. This mode can be used to end participation in the district's benefit program for those employees who have been identified by their Benefit Status code as being terminated. It can also be used for packages which are no longer offered by the district. A new package assignment would then need to be manually entered on each affected employee's Benefits Management form.

You can roll over or inactivate either plan years for all employees, or you can roll over or inactivate certain bargaining units, packages (with or without coverage levels), or records with the flags Section 125, Primary, or COBRA.

If you want to roll over or inactivate individual employees, use an exit date on each employee's Benefits Management form. For details, see Chapter 4 of the *QSS/OASIS Benefits Management Manual*.

Launching the Report

Figure 11-1: Report Selections tab for the *Request Benefits Management Roll-Over (BM0800)* window

Report Samples

CAUTION: Run this program in 'Report only' run mode first, and check the resulting report carefully to make sure everything is the way you want it. If it's not, make changes, and run the program again in 'Report only' run mode. After you get everything just right, only then should you run the program in 'Update/Report' run mode.

The following report shows employees whose benefits have terminated. Notice that there is no new election date after the exit date for their benefits packages.

BENEFIT MANAGEMENT ROLL-OVER REPORT						
		J156	BM0805	H.00.00	05/08/01	PAGE 1
TERMINATING BENEFITS						
Sort by Employee Name						
Employee Name	SSN	Package	Level	Old Elect Date	Exit Date	New Elect Date
MOUSE MICKEY	000-00-0000	KL KSCL CMP	E1 EMP + 1	03/01/1995	06/01/2001	*NONE*
PIGGY MISS	000-00-0000	8L BC CLAS+	E2 EMP + MO	01/01/1984	06/01/2001	*NONE*
RABBIT PETER	000-00-0000	6T BC CT BA	E EMP ONLY	08/01/1987	06/01/2001	*NONE*

The following report illustrates the new election date for the plan year. Reading each

65 QSS Unified School District		BENEFIT MANAGEMENT ROLL-OVER REPORT			J947	BM0805	H.00.00	01/09/01	PAGE	1
2000-2001 ROLL-OVER		Sort by Employee Name								
Employee Name	SSN	Package	Level	Old Elect Date	Exit Date	New Elect Date				

BOOP BETTY	000-00-0000	EM EMPBASIC	E1 EMP + 1	12/01/1999	12/31/2000	01/01/2001				
BUEHLER FERRIS	000-00-0000	KT KAISCERT	E1 EMP + 1	06/01/1994	12/31/2000	01/01/2001				
BUMSTEAD BLONDIE	000-00-0000	BT BC CERT	E1 EMP + 1	10/01/1976	12/31/2000	01/01/2001				
BUMSTEAD DAGWOOD	000-00-0000	BL BC CLASS	E EMP ONLY	06/01/1989	12/31/2000	01/01/2001				
BUNKER ARCHIE	000-00-0000	EM EMPBASIC	E EMP ONLY	10/18/2000	12/31/2000	01/01/2001				
BUNNY BUGS	000-00-0000	5T KS CT BA	E EMP ONLY	07/01/1991	12/31/2000	01/01/2001				
CLAUS SANTA	000-00-0000	8L BC CLAS+	E2 EMP + MO	05/01/2000	12/31/2000	01/01/2001				
COYOTE WYLIE	000-00-0000	BL BC CLASS	E1 EMP + 1	01/01/2000	12/31/2000	01/01/2001				
CRICKET JIMINY	000-00-0000	KB KAISBORD	E1 EMP + 1	03/01/1995	12/31/2000	01/01/2001				
DOONESBURY MIKE	000-00-0000	6L BC CL BA	E1 EMP + 1	01/01/1995	12/31/2000	01/01/2001				
DUCK DAFFY	000-00-0000	KL KAISCLAS	E2 EMP + MO	01/01/1992	12/31/2000	01/01/2001				
DUCK DAISY	000-00-0000	7L KAIS CL+	E EMP ONLY	11/01/1988	12/31/2000	01/01/2001				
DUCK DONALD	000-00-0000	EM EMPBASIC	E1 EMP + 1	12/16/2000	12/31/2000	01/01/2001				
FLINTSTONE FRED	000-00-0000	8B BC BD +	E2 EMP + MO	12/01/2000	12/31/2000	01/01/2001				
FLINTSTONE WILMA	000-00-0000	BT BC CERT	E2 EMP + MO	09/01/1985	12/31/2000	01/01/2001				
FROG KERMIT	000-00-0000	6T BC CT BA	E EMP ONLY	11/01/1991	12/31/2000	01/01/2001				
FUDD ELMER	000-00-0000	EM EMPBASIC	E EMP ONLY	04/01/2000	12/31/2000	01/01/2001				
GORDON FLASH	000-00-0000	KT KAISCERT	E1 EMP + 1	09/01/1996	12/31/2000	01/01/2001				
KENT CLARK	000-00-0000	EM EMPBASIC	E EMP ONLY	11/01/1982	12/31/2000	01/01/2001				
KIRK JAMES	000-00-0000	5L KS CL BA	E1 EMP + 1	08/01/1999	12/31/2000	01/01/2001				
LANE LOIS	000-00-0000	5L KS CL BA	E1 EMP + 1	09/01/1993	12/31/2000	01/01/2001				

Traditional Screen

Figure 11-2 illustrates the traditional screen for Benefits Management Roll-Over Program (BM0800). For more information, see Chapter 5 of the *QSS/OASIS Benefits Management Manual*.

District: 65		Benefits Management Roll-Over Program		QSS/OASIS		
Roll-Over Parameters						
Report Title:		[REDACTED]				
Sort:		(1=Barg unit, 2=Employee name)				
Run Mode:		(1=Update/Report, 2=Report only)				
Update Mode:		(1=Roll-Over, 2=Inactivate only)				
Exit Date:		[REDACTED]				
Update Levels Based On Age:		[REDACTED]				
Selection Parameters						
Bargain Unit:		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Report Code:		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Benefit Status:		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Package/Level:		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Section 125:		[REDACTED]	Primary:	[REDACTED]	Cobra:	
M Flag:		[REDACTED]	D Flag:	[REDACTED]	[REDACTED]	
All Plans Posted:		('Y'= all employee plans must be posted)				
Include Updated Age Levels Only:		[REDACTED]				
BM0800 H.01.03 compiled 06/01/06 16:05						
Start Over	Help	Read Preset	Save Preset	Refresh Screen	Launch Job	Return to Menu

Figure 11-2: Roll-Over Program Screen

Mass Benefit Plan Add/Change/Delete

There are three programs that allow you to add, change, or delete plans from Packages on a mass basis:

- ◆ Request Benefits Management Mass Plan Add (BM0830) Window
- ◆ Request Benefits Management Mass Plan Change (BM0810) Window
- ◆ Request Benefits Management Mass Plan Delete (BM0820) Window

When the need arises, run these programs after the *Request Benefits Management Roll-Over (BM0800)* window has been run, but prior to the running of the *Request Benefit Recalculation (BM0850)* window. After doing the Roll-Over Program, make the necessary changes to the affected Packages. Then run the Mass Benefit Plan Add, Change, and/or Delete programs, first in report-only mode and then in update-report mode. Finally run the Recalculation Program to post the modifications to the various employee Benefit Management (BM) screens.

Request Benefits Management Mass Plan Add (BM0830) Window

Purpose

The *Request Benefits Management Mass Plan Add (BM0830)* window is a part of a series of processes for a mass update of deductions on the Benefits Management (BM) form of the *Employee Maintenance* window. This window allows you to do a mass add of plans to benefit packages on the Benefits Management (BM) form. The Mass Benefit Plan Add Report (BM0835) lists the results of this update.

Figure 11-3: Report Selections tab for the *Request Benefits Management Mass Plan Add (BM0830)* window

Report Sample

The following sample report shows employees to which the plan XTRA has been added.

57 SMARTVILLE UNIFIED				MASS BENEFIT PLAN ADD REPORT				J3921	BM0835	H.00.00	06/15/05	PAGE	1
SAMPLE FOR DOCUMENTATION				Sort by Employee Name									
Employee Name	SSN	Package	Level	Start Date	Added Plan	Level	Employee Amount	Employer Amount					

--													
CAESAR AUGUSTUS	000-00-0000	03 LIFEONLY	EE EE ONLY	07/01/2001	XTRA	EE	0.00 L	0.00 L					
CAESAR JULIUS	000-00-0000	03 LIFEONLY	EE EE ONLY	07/01/2001	XTRA	EE	0.00 L	0.00 L					
CAESAR SID	000-00-0000	03 LIFEONLY	EE EE ONLY	07/01/2001	XTRA	EE	0.00 L	0.00 L					

A Recalculation Report (BM0850) run after the Mass Plan Add update shows the addition of the XTRA plan for the selected employees.

57 SMARTVILLE UNIFIED SAMPLE FOR DOCUMENTATION				Benefit Management Recalculation Report Sort by Employee Name					J3922	BM0855	H.00.07	06/15/05	PAGE	1		
Employee Name	SSN	Status	Eligible Date	Election Date	Barg Unit	Sect 125	Pri- mary	Cob- ra	FTE Rule	FTE	Alloc- ation	Employee Percent	Employer Percent			

CAESAR AUGUSTUS	000-00-0000	S1	11/01/2000	07/01/2001	00	N	Y	N	BN L	1.0000		100.00	100.00			
Package: 03	LIFE INSURANCE ONLY		Level: EE	EMPLOYEE ONLY						Empe Amt		Empr Amt	Totals			
Plan: LIFE	PROVIDENT LIFE & ACCIDENT		EE	EMPLOYEE ONLY						0.00	L	20.00	L	20.00		
XTRA	XTRA PLAN CODE FOR DEMONSTRATN		EE	EMPLOYEE ONLY						1.25	L	7.75	L	9.00		
										-----	-----	-----				
Totals										1.25		27.75		29.00		
CAESAR JULIUS	000-00-0000	13	06/01/2000	07/01/2001	00	N	Y	N	BN L	0.7500		100.00	100.00			
Package: 03	LIFE INSURANCE ONLY		Level: EE	EMPLOYEE ONLY						Empe Amt		Empr Amt	Totals			
Plan: LIFE	PROVIDENT LIFE & ACCIDENT		EE	EMPLOYEE ONLY						0.00	L	20.00	L	20.00		
XTRA	XTRA PLAN CODE FOR DEMONSTRATN		EE	EMPLOYEE ONLY						1.25	L	7.75	L	9.00		
										-----	-----	-----				
Totals										1.25		27.75		29.00		
CAESAR SID	000-00-0000	11	06/01/2000	07/01/2001	00	N	Y	N	BN L	0.4600		100.00	100.00			
Package: 03	LIFE INSURANCE ONLY		Level: EE	EMPLOYEE ONLY						Empe Amt		Empr Amt	Totals			
Plan: LIFE	PROVIDENT LIFE & ACCIDENT		EE	EMPLOYEE ONLY						20.00	L	0.00	L	20.00		
XTRA	XTRA PLAN CODE FOR DEMONSTRATN		EE	EMPLOYEE ONLY						1.25	L	7.75	L	9.00		
										-----	-----	-----				
Totals										21.25		7.75		29.00		

Traditional Screen

Figure 11-4 illustrates the traditional version of Mass Benefit Add Option (BM0830). For details, see Chapter 5 of the *QSS/OASIS Benefits Management Manual*.

District: 57		Benefits Management Mass Plan Add Program				QSS/OASIS	
Plan Add Parameters							
Report Title:		SAMPLE FOR DOCUMENTATION					
Sort:		2 (1=Barg unit, 2=Employee name)					
Run Mode:		1 (1=Update/Report, 2=Report only)					
Plans:		Have	Add	Have	Add	Have	Add
		LIFE	XTRA				
Selection Parameters							
Bargain Unit:							
Benefit Status:							
Package:		03					
BM0830 H.00.00 compiled 06/16/03 20:07							
Start Over	Help	Read Preset	Save Preset	Refresh Screen	Launch Job	Return to Menu	

Figure 11-4: Mass Benefit Plan Add Option (BM0830)

Request Benefits Management Mass Plan Change (BM0810) Window

Purpose

The *Request Benefits Management Mass Plan Change (BM0810)* window is a part of a series of processes for a mass update of deductions on the Benefits Management (BM) form of the *Employee Maintenance* window. This window allows you to do a mass update to Plan Codes already assigned to employees on the Benefits Management (BM) form. The Mass Benefit Plan Change Report (BM0815) lists the results of this update.

Figure 11-5: Report Selections tab for the *Request Benefits Management Mass Plan Change (BM0810)* window

57 SMARTVILLE UNIFIED				MASS BENEFIT PLAN ADD REPORT				J3921		BM0835		H.00.00		06/15/05		PAGE		1	
SAMPLE FOR DOCUMENTATION				Sort by Employee Name															
Employee Name		SSN		Package		Level		Start Date		Added Plan		Level		Employee Amount		Employer Amount			

--																			
CAESAR AUGUSTUS		000-00-0000		03 LIFEONLY		EE EE ONLY		07/01/2001		XTRA EE				0.00 L		0.00 L			
CAESAR JULIUS		000-00-0000		03 LIFEONLY		EE EE ONLY		07/01/2001		XTRA EE				0.00 L		0.00 L			
CAESAR SID		000-00-0000		03 LIFEONLY		EE EE ONLY		07/01/2001		XTRA EE				0.00 L		0.00 L			

A Recalculation Report (BM0850) run after the Mass Plan Add update shows the addition of the XTRA plan for the selected employees.

57 SMARTVILLE UNIFIED SAMPLE FOR DOCUMENTATION				Benefit Management Recalculation Report Sort by Employee Name					J3922	BM0855	H.00.07	06/15/05	PAGE	1	
Employee Name	SSN	Status	Eligible Date	Election Date	Barg Unit	Sect 125	Pri- mary	Cob- ra	FTE Rule	FTE	Alloc- ation	Employee Percent	Employer Percent		

CAESAR AUGUSTUS		000-00-0000	S1	11/01/2000	07/01/2001	00	N	Y	N	BN L	1.0000	100.00	100.00		
Package:	03	LIFE INSURANCE ONLY		Level:	EE	EMPLOYEE ONLY					Empe Amt	Empr Amt	Totals		
Plan:	LIFE	PROVIDENT LIFE & ACCIDENT			EE	EMPLOYEE ONLY					0.00	L	20.00	L	20.00
	XTRA	XTRA PLAN CODE FOR DEMONSTRATN			EE	EMPLOYEE ONLY					1.25	L	7.75	L	9.00
										-----	-----	-----			
										Totals	1.25	27.75	29.00		

CAESAR JULIUS		000-00-0000	13	06/01/2000	07/01/2001	00	N	Y	N	BN L	0.7500	100.00	100.00		
Package:	03	LIFE INSURANCE ONLY		Level:	EE	EMPLOYEE ONLY					Empe Amt	Empr Amt	Totals		
Plan:	LIFE	PROVIDENT LIFE & ACCIDENT			EE	EMPLOYEE ONLY					0.00	L	20.00	L	20.00
	XTRA	XTRA PLAN CODE FOR DEMONSTRATN			EE	EMPLOYEE ONLY					1.25	L	7.75	L	9.00
										-----	-----	-----			
										Totals	1.25	27.75	29.00		

CAESAR SID		000-00-0000	11	06/01/2000	07/01/2001	00	N	Y	N	BN L	0.4600	100.00	100.00		
Package:	03	LIFE INSURANCE ONLY		Level:	EE	EMPLOYEE ONLY					Empe Amt	Empr Amt	Totals		
Plan:	LIFE	PROVIDENT LIFE & ACCIDENT			EE	EMPLOYEE ONLY					20.00	L	0.00	L	20.00
	XTRA	XTRA PLAN CODE FOR DEMONSTRATN			EE	EMPLOYEE ONLY					1.25	L	7.75	L	9.00
										-----	-----	-----			
										Totals	21.25	7.75	29.00		

Traditional Program

Figure 11-6 illustrates the traditional version of Benefits Management Mass Plan Change Program (BM08110). For details, see Chapter 5 of the *QSS/OASIS Benefits Management Manual*.

District: 57
Benefits Management Mass Plan Change Program
QSS/OASIS

Plan Change Parameters

Report Title: SAMPLE FOR DOCUMENTATION
Sort: 2 (1=Barg unit, 2=Employee name)
Run Mode: 2 (1=Update/Report, 2=Report only)

Plans to Change:

From	To	From	To	From	To
XTRA	LIFE				

Selection Parameters

Bargain Unit: ☐ ☐ ☐ ☐ ☐
Benefit Status: ☐ ☐ ☐ ☐ ☐
Package: 04 05 06 ☐ ☐

Start Over	Help	Read Preset	Save Preset	Refresh Screen	Launch Job	Return to Menu
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Figure 11-6: Mass Benefit Plan Change Option

Request Benefits Management Mass Plan Delete (BM0820) Window

Purpose

The *Request Benefits Management Mass Plan Delete (BM0820)* window is a part of a series of processes for a mass update of deductions on the Benefits Management (BM) form of the *Employee Maintenance* window. This window allows you to do a mass deletion of Plan Codes from the Demographic (MA) form. The Mass Benefit Plan Delete Report (BM0825) lists the results of this mass deletion.

Figure 11-7: Report Selections tab for the *Request Benefits Management Mass Plan Delete (BM0820)* window

57 SMARTVILLE UNIFIED SAMPLE FOR DOCUMENTATION				MASS BENEFIT PLAN DELETE REPORT Sort by Employee Name				J3933	BM0825	H.00.00	06/15/05	PAGE	1
Employee Name	SSN	Package	Level	Start Date	Deleted Plan	Level	Employee Amount	Employer Amount					
ANTHONY MARC	000-00-0000	03 LIFEONLY	EE EE ONLY	07/01/2001	XTRA	EE	0.00 L	0.00 L					
ANTHONY SUSAN B	000-00-0000	03 LIFEONLY	EE EE ONLY	07/01/2001	XTRA	EE	0.00 L	0.00 L					
ANTOINETTE MARIE	000-00-0000	03 LIFEONLY	EE EE ONLY	07/01/2001	XTRA	EE	0.00 L	0.00 L					

A Recalculation Report (BM0850) run after the update of the Mass Plan Delete shows the removal of the XTRA plan from Package 03.

The *Request Benefit Recalculation (BM0850)* window is discussed beginning on [page 11-2](#).

57 SMARTVILLE UNIFIED finalizing delete														
Benefit Management Recalculation Report										J3935	BM0855	H.00.07	06/15/05	PAGE 1
Sort by Employee Name														
Employee Name	SSN	Status	Eligible Date	Election Date	Barg Unit	Sect 125	Pri- mary	Cob- ra	FTE Rule	FTE	Alloc- ation	Employee Percent	Employer Percent	

ANTHONY MARC	000-00-0000	S1	11/01/2000	07/01/2001	00	N	Y	N	BN L	1.0000		100.00	100.00	
Package: 03	LIFE INSURANCE ONLY		Level: EE	EMPLOYEE ONLY						Empe Amt		Empr Amt	Totals	
Plan: LIFE	PROVIDENT LIFE & ACCIDENT		EE	EMPLOYEE ONLY						0.00	L	20.00	L	20.00

ANTHONY SUSAN B	000-00-0000	13	06/01/2000	07/01/2001	00	N	Y	N	BN L	0.7500		100.00	100.00	
Package: 03	LIFE INSURANCE ONLY		Level: EE	EMPLOYEE ONLY						Empe Amt		Empr Amt	Totals	
Plan: LIFE	PROVIDENT LIFE & ACCIDENT		EE	EMPLOYEE ONLY						0.00	L	20.00	L	20.00

Totals										0.00		20.00		20.00

ANTOINETTE MARIE	000-00-0000	11	06/01/2000	07/01/2001	00	N	Y	N	BN L	0.4600		100.00	100.00	
Package: 03	LIFE INSURANCE ONLY		Level: EE	EMPLOYEE ONLY						Empe Amt		Empr Amt	Totals	
Plan: LIFE	PROVIDENT LIFE & ACCIDENT		EE	EMPLOYEE ONLY						20.00	L	0.00	L	20.00

Totals										20.00		0.00		20.00

Traditional Screen

Figure 11-8 illustrates the traditional version of Benefits Management Mass Plan Delete Program (BM0820). For details, see Chapter 5 of the *QSS/OASIS Benefits Management Manual*.

District: 57		Benefits Management Mass Plan Delete Program				QSS/OASIS								
Plan Delete Parameters														
Report Title:		SAMPLE FOR DOCUMENTATION												
Sort:		2 (1=Barg unit, 2=Employee name)												
Run Mode:		1 (1=Update/Report, 2=Report only)												
Plans to Delete:		XTRA [] [] [] []												
Selection Parameters														
Bargain Unit:		[] [] [] [] []												
Benefit Status:		[] [] [] [] []												
Package:		03 [] [] [] [] []												
<table border="1"> <tr> <td>Start Over</td> <td>Help</td> <td>Read Preset</td> <td>Save Preset</td> <td>Refresh Screen</td> <td>Launch Job</td> <td>Return to Menu</td> </tr> </table>								Start Over	Help	Read Preset	Save Preset	Refresh Screen	Launch Job	Return to Menu
Start Over	Help	Read Preset	Save Preset	Refresh Screen	Launch Job	Return to Menu								

Figure 11-8: Mass Benefit Plan Delete Option

Request Benefit Recalculation (BM0850) Window

Purpose

The *Request Benefit Recalculation (BM0850)* window allows you to launch the Benefit Management Recalculation Report (BM0855). This process globally recalculates the employee and employer amounts displayed on the Benefits Management (BM) form of the *Employee Maintenance* window for the current active record, based on the employee's FTE in effect on the start date. When changes are made, this program will automatically recalculate the benefits for every employee who has the specified benefit(s). You do not have to manually change the data for each employee. However, the recalculation process by itself will not preserve an audit trail of records before the recalculation.

The *Request Benefit Recalculation (BM0850)* window is a part of a series of processes for a mass update of deductions on the Benefits Management (BM) form of the *Employee Maintenance* window.

Recalculation Error Report

Request Benefit Recalculation (BM0850)

File Options

Report Selections

Report Title:

Sort by:

Run Mode:

Update Locked FTE's: ☒ Locked Salary: ☒ Position Control Year: ☐

Update Locked Amounts - Employee: ☒ Employer: ☒

Start Date:

Bargaining Unit: Report Code:

Benefit Status:

Package/Level Code: / / / /

Select Package Code: Select Package Level Code:

Plan Code/Level: / / / /

Select Plan Code: Select Plan Level Code:

Plan Range: -

Vendor Numbers:

All Plans Posted: Section 125: Primary: Cobra:

M Flag: ☐ D Flag: ☐

Yr: 2010 Dist: 65 Site: 75 1/31/2010 16:38

Figure 11-9: Report Selections tab for the *Request Benefit Recalculation (BM0850)* window

65 QSS Unified School District										Benefit Management Recalculation Report				J933	BM0855	H.00.02	12/21/00	PAGE	1
BEFORE ROLL-OVER										Sort by Employee Name									
Employee Name	SSN	Status	Eligible Date	Election Date	Sect 125	Pri-ary	Cob-ra	FTE Rule	FTE	Alloc-ation	Employee Percent	Employer Percent							

OOP ALLEY																			
Package:	EM	EMPLOYEE BASIC	Level:	E1	EMPLOYEE + ONE					Empe Amt	Empr Amt	Totals							
Plan:	BCCL	BLUE CROSS - CLASSIFIED		E1	EMPLOYEE + ONE					187.40	L 187.41	L 374.81							
									Totals	187.40	187.41	374.81							
PAN PETER																			
Package:	KT	KAISER - CERTIFICATED COMPLETE	Level:	E1	EMPLOYEE + ONE					Empe Amt	Empr Amt	Totals							
Plan:	KS1	KAISER - CERTIFICATED		E1	EMPLOYEE + ONE					0.00	L 325.07	L 325.07							
	DDCT	DELTA DENTAL - CERTIFICATED		E1	EMPLOYEE + ONE					12.00	L 48.00	L 60.00							
	JHL	JOHN HANCOCK MUTUAL LIFE		A39	EMPLOYEE TO AGE 39					0.00	L 1.00%	L 1.00%							
	VIST	MSIA/VISION FUND CERTIFICATED		E1	EMPLOYEE + ONE					2.00	L 10.00	L 12.00							
									Totals	14.00	383.07	397.07							
										0.00%	1.00%	1.00%							
PIG PORKY																			
Package:	BT	BLUE CROSS CERTIFICATED COMPLT	Level:	E1	EMPLOYEE + ONE					Empe Amt	Empr Amt	Totals							
Plan:	BCCT	BLUE CROSS - CERTIFICATED		E1	EMPLOYEE + ONE					0.00	L 358.75	L 358.75							
	DDCT	DELTA DENTAL - CERTIFICATED		E1	EMPLOYEE + ONE					12.00	L 48.00	L 60.00							
	CML	CONNECTICUT MUTUAL LIFE		A49	EMPLOYEE TO AGE 49					1.80%	L 1.00%	L 2.80%							
	VIST	MSIA/VISION FUND CERTIFICATED		E1	EMPLOYEE + ONE					2.00	L 10.00	L 12.00							
									Totals	14.00	416.75	430.75							
										1.80%	1.00%	2.80%							
PIGGY MISS																			
Package:	BL	BLUE CROSS CLASSIFIED COMPLETE	Level:	E	EMPLOYEE ONLY					Empe Amt	Empr Amt	Totals							
Plan:	BCCL	BLUE CROSS - CLASSIFIED		E	EMPLOYEE ONLY					0.00	L 163.25	L 163.25							
	DDCL	DELTA DENTAL - CLASSIFIED		E	EMPLOYEE ONLY					7.86	L 31.46	L 39.32							
	CML	CONNECTICUT MUTUAL LIFE		A39	EMPLOYEE TO AGE 39					0.30%	L 0.90%	L 1.20%							
	VISL	MSIA/VISION FUND CLASSIFIED		E	EMPLOYEE ONLY					2.00	L 10.00	L 12.00							
									Totals	9.86	204.71	214.57							
										0.30%	0.90%	1.20%							

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05/2010

The previous report revealed some errors, as shown in the following error report. The error report is generated automatically at the same time as the recalculation report and has the same job number. It shows what needs to be changed before the actual recalculation should be done.

65 QSS Unified School District		Benefit Management Recalculation Errors	J933	BM0855	H.00.02	01/09/01	PAGE	1
FOR ANN								
Employee								
Name	SSN	Error						

SKYWALKER LUKE	000-00-0000	Cannot calculate FTE: No positions on file for request year.						
SMART MAXWELL	000-00-0000	Cannot calculate FTE: No prime position on file for requested year and date.						
SOLO HAN	000-00-0000	Cannot calculate FTE: No prime position on file for requested year and date.						

Sample Recalculation Report—After a Roll-Over

The following report illustrates the new premium amounts for both employee and employer after a roll-over. By comparing it with the previous recalculation report, you can see that the amounts for each employee have changed because of the roll-over.

65 QSS Unified School District										Benefit Management Recalculation Report										J950	BM0855	H.00.02	01/09/01	PAGE	1
AFTER ROLL-OVER										Sort by Employee Name															
Employee Name		SSN	Status	Eligible Date	Election Date	Sect 125	Pri- mary	Cob- ra	FTE Rule	FTE	Alloc- ation	Employee Percent	Employer Percent												

OOP ALLEY		000-00-0000	PE	12/01/1999	01/01/2001	Y	Y	N	BN L	0.5000		100.00	100.00												
Package:	EM	EMPLOYEE BASIC		Level:	E1	EMPLOYEE + ONE								Empe Amt	Empr Amt	Totals									
Plan:	BCCL	BLUE CROSS - CLASSIFIED			E1	EMPLOYEE + ONE								198.57	198.57	397.14									
										Totals		198.57	198.57	397.14											

PAN PETER		000-00-0000	AD	06/01/1994	01/01/2001	Y	Y	Y	BN L	1.0000		100.00	100.00												
Package:	KT	KAISER - CERTIFICATED COMPLETE		Level:	E1	EMPLOYEE + ONE								Empe Amt	Empr Amt	Totals									
Plan:	KS1	KAISER - CERTIFICATED			E1	EMPLOYEE + ONE								0.00	347.58	347.58									
	DDCT	DELTA DENTAL - CERTIFICATED			E1	EMPLOYEE + ONE								12.00	48.00	60.00									
	JHL	JOHN HANCOCK MUTUAL LIFE			A39	EMPLOYEE TO AGE 39								0.00	1.00%	1.00%									
	VIST	MSIA/VISION FUND CERTIFICATED			E1	EMPLOYEE + ONE								3.00	12.00	15.00									
										Totals		15.00	407.58	422.58											
												0.00%	1.00%	1.00%											

PIG PORKY		000-00-0000	CE	10/01/1976	01/01/2001	Y	Y	Y	PP L	1.0000		100.00	100.00												
Package:	BT	BLUE CROSS CERTIFICATED COMPLT		Level:	E1	EMPLOYEE + ONE								Empe Amt	Empr Amt	Totals									
Plan:	BCCT	BLUE CROSS - CERTIFICATED			E1	EMPLOYEE + ONE								0.00	381.20	381.20									
	DDCT	DELTA DENTAL - CERTIFICATED			E1	EMPLOYEE + ONE								12.00	48.00	60.00									
	CML	CONNECTICUT MUTUAL LIFE			A49	EMPLOYEE TO AGE 49								1.80%	1.00%	2.80%									
	VIST	MSIA/VISION FUND CERTIFICATED			E1	EMPLOYEE + ONE								3.00	12.00	15.00									
										Totals		15.00	441.20	456.20											
												1.80%	1.00%	2.80%											

PIGGY MISS		000-00-0000	CL	06/01/1989	01/01/2001	Y	Y	Y	AP L	1.0000		100.00	100.00												
Package:	BL	BLUE CROSS CLASSIFIED COMPLETE		Level:	E	EMPLOYEE ONLY								Empe Amt	Empr Amt	Totals									
Plan:	BCCL	BLUE CROSS - CLASSIFIED			E	EMPLOYEE ONLY								0.00	181.57	181.57									
	DDCL	DELTA DENTAL - CLASSIFIED			E	EMPLOYEE ONLY								7.86	31.46	39.32									
	CML	CONNECTICUT MUTUAL LIFE			A39	EMPLOYEE TO AGE 39								0.30%	0.90%	1.20%									
	VISL	MSIA/VISION FUND CLASSIFIED			E	EMPLOYEE ONLY								3.00	12.00	15.00									
										Totals		10.86	225.03	235.89											
												0.30%	0.90%	1.20%											

POPPINS MARY		000-00-0000	CL	10/01/1997	01/01/2001	Y	Y	N	AP L	0.6875		100.00	100.00												
Package:	EM	EMPLOYEE BASIC		Level:	E	EMPLOYEE ONLY								Empe Amt	Empr Amt	Totals									
Plan:	BCCL	BLUE CROSS - CLASSIFIED			E2	EMPLOYEE + 2 OR MORE								182.95	402.48	585.43									
										Totals		182.95	402.48	585.43											

POTTER HARRY		000-00-00000	CE	03/01/1988	01/01/2001	Y	Y	Y	AP L	1.0000		100.00	100.00												
Package:	5T	KAISER - CERTIFICATED BASIC		Level:	E	EMPLOYEE ONLY								Empe Amt	Empr Amt	Totals									
Plan:	KS1	KAISER - CERTIFICATED			E	EMPLOYEE ONLY								0.00	170.32	170.32									
	DDCT	DELTA DENTAL - CERTIFICATED			E	EMPLOYEE ONLY								6.00	24.00	30.00									
										Totals		6.00	194.32	200.32											

RABBIT PETER		000-00-0000	CL	05/01/2000	01/01/2001	Y	Y	Y	HP L	1.0000		100.00	100.00												
Package:	8L	BLUE CROSS - CLASSIFIED PLUS		Level:	E2	EMPLOYEE + 2 OR MORE								Empe Amt	Empr Amt	Totals									
Plan:	BCCL	BLUE CROSS - CLASSIFIED			E2	EMPLOYEE + 2 OR MORE								0.00	585.43	585.43									
	DDCL	DELTA DENTAL - CLASSIFIED			E2	EMPLOYEE + 2 OR MORE								26.55	106.21	132.76									
	CML	CONNECTICUT MUTUAL LIFE			A49	EMPLOYEE TO AGE 49								1.80%	1.00%	2.80%									
	VISL	MSIA/VISION FUND CLASSIFIED			E2	EMPLOYEE + 2 OR MORE								3.00	12.00	15.00									
	AFDS	AMERICAN FIDELITY - DISABILITY			E	EMPLOYEE ONLY								0.00	107.00	107.00									
										Totals		29.55	810.64	840.19											
												1.80%	1.00%	2.80%											

RABBIT ROGER		000-00-0000	CL	10/01/1977	01/01/2001	Y	Y	Y	AP L	0.7813		100.00	100.00												
Package:	BL	BLUE CROSS CLASSIFIED COMPLETE		Level:	E1	EMPLOYEE + ONE								Empe Amt	Empr Amt	Totals									
Plan:	BCCL	BLUE CROSS - CLASSIFIED			E1	EMPLOYEE + ONE								86.85	310.29	397.14									
	DDCL	DELTA DENTAL - CLASSIFIED			E1	EMPLOYEE + ONE								15.35	61.42	76.77									
	CML	CONNECTICUT MUTUAL LIFE			A59	EMPLOYEE TO AGE 59								5.70%	2.00%	7.70%									
	VISL	MSIA/VISION FUND CLASSIFIED			E1	EMPLOYEE + ONE								3.00	12.00	15.00									
										Totals		105.20	383.71	488.91											
												5.70%	2.00%	7.70%											

SIMPSON BART		000-00-0000	BM	03/01/1995	01/01/2001	Y	Y	Y	BN L	1.0000		100.00	100.00												

Sample Recalculation Report—After a Mass FTE Change

Notice how the following imaginary district does a recalculation for a group of employees whose FTE has changed. They all have a benefit status code, as shown on the Benefits Management (BM) Screen, that applies to that group only, so it is easier to do a group recalculation than to do it for one employee at a time on the Payroll Pay Line (PR) Screen.

First the district wants to see the figures as they are before the recalculation. Since a Recalculation Report shows the “after” picture, either real or what-if, the district uses a different report to show the actual state of affairs before the recalculation. Here a Benefit Information Listing Report of active records done before the recalculation shows the following.

BENEFIT INFORMATION LISTING												J125	BM0200	H.00.01	05/03/01	PAGE	1
Sort by Employee name																	
Employee Name	SSN	Eligible Status	Date	Election Date	Exit Date	Sect 125	Pri- mary	Cob- ra	FTE Rule	FTE	Alloc- ation	Employee Percent	Employer Percent				

KENT CLARK	000-00-0000	PT	11/01/1991	11/01/1991		Y	Y	N	AP L	0.4000		100.00	100.00				
Package:	5T KAISER - CERTIFICATED BASIC		Level:	E	EMPLOYEE ONLY					Empe amt		Empr amt	Totals				
Plan:	KS1 KAISER -CERTIFICATED			E	EMPLOYEE ONLY					115.18 L		38.39 L	153.57				
	DDCT DELTA DENTAL - CERTIFICATED			E	EMPLOYEE ONLY					6.00 L		24.00 L	30.00				
										Totals		121.18	62.39	183.57			

LANE LOIS	000-00-0000	PT	09/01/1996	09/01/1996		Y	Y	N	PP L	0.2500		100.00	100.00				
Package:	BT BLUE CROSS CERTIFICATED COMPLT		Level:	E1	EMPLOYEE PLUS ONE					Empe amt		Empr amt	Totals				
Plan:	BCCT BLUE CROSS - CERTIFICATED			E1	EMPLOYEE PLUS ONE					269.06 L		89.69 L	358.75				
	DDCT DELTA DENTAL - CERTIFICATED			E1	EMPLOYEE PLUS ONE					12.00 L		48.00 L	60.00				
	CML CONNECTICUT MUTUAL LIFE			A39	EMPLOYEE TO AGE 39					0.30% L		0.90% L	1.20				
										Totals		281.06	137.69	418.75			
												0.30%	0.90%	1.20%			

Notice that before the FTE change and recalculation, employee Clark Kent pays \$115.18 each pay period for medical coverage, while the employer pays \$38.39. Lois Lane pays \$269.06 for medical coverage, and the employer pays \$89.69. From this report you can also see their FTEs upon which the medical premium portions are based.

Figure 11-10: Report Selections tab for Request Benefit Recalculation (BM0850)

Figure 11-10 shows the recalculation parameters that are reflected in the following report. For the amounts to change due to an FTE change, the **Update Locked FTE's** field must be set to Y.

Figure 11-11

Benefit Management Recalculation Report										J133	BM0855	H.00.02	05/04/01	PAGE	1
RECALC FTE'S FOR PT				Sort by Employee Name											
Employee Name	SSN	Status	Eligible Date	Election Date	Sect 125	Pri- mary	Cob- ra	FTE Rule	FTE	Alloc- ation	Employee Percent	Employer Percent			

KENT CLARK	000-00-0000	PT	11/01/1991	07/01/1993	Y	Y	Y	AP L	0.7500		100.00	100.00			
Package: 5T	KAISER - CERTIFICATED BASIC		Level: E	EMPLOYEE ONLY					Empe Amt		Empr Amt	Totals			
Plan: KS1	KAISER -CERTIFICATED		E	EMPLOYEE ONLY					0.00 L		153.57 L	153.57			
DDCT	DELTA DENTAL - CERTIFICATED		E	EMPLOYEE ONLY					6.00 L		24.00 L	30.00			
									-----		-----				
Totals									6.00		177.57	183.57			
LANE LOIS	000-00-0000	PT	09/01/1996	09/01/1996	Y	Y	N	PP L	0.5000		100.00	100.00			
Package: BT	BLUE CROSS CERTIFICATED COMPLT		Level: E1	EMPLOYEE PLUS ONE					Empe Amt		Empr Amt	Totals			
Plan: BCCT	BLUE CROSS - CERTIFICATED		E1	EMPLOYEE PLUS ONE					179.37 L		179.38 L	358.75			
DDCT	DELTA DENTAL - CERTIFICATED		E1	EMPLOYEE PLUS ONE					12.00 L		48.00 L	60.00			
CML	CONNECTICUT MUTUAL LIFE		A39	EMPLOYEE TO AGE 39					0.30% L		0.90% L	1.20%			
									-----		-----				
Totals									191.37		227.38	418.75			
									0.30%		0.90%	1.20%			

Traditional Screen

Figure 11-12 illustrates the traditional version of the Benefits Management Recalculation Program (BM0850). For details, see Chapter 5 of the *QSS/OASIS Benefits Management Manual*.

District: 65		Benefits Management Recalculation Program		QSS/OASIS								
Recalculation Parameters												
		Report Title: RECALC FTE'S FOR PT										
		Sort: 2 (1=Barg unit, 2=Employee name)										
		Run Mode: 1 (1=Update/Report, 2=Report only)										
		Update Locked FTE's: Y for year: 01										
		Update Locked Employee Amounts: Y										
		Update Locked Employer Amounts: Y										
		Start Date: 05/04/2001										
Selection Parameters												
Bargain Unit:		PT										
Benefit Status:		PT										
Package/Level:		PT										
Plan/Level:		PT										
Section 125:		Primary:		Cobra:								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Start Over</td> <td style="padding: 5px;">Help</td> <td style="padding: 5px;">Read Preset</td> <td style="padding: 5px;">Save Preset</td> <td style="padding: 5px;">Refresh Screen</td> <td style="padding: 5px;">Launch Job</td> <td style="padding: 5px;">Return to Menu</td> </tr> </table>						Start Over	Help	Read Preset	Save Preset	Refresh Screen	Launch Job	Return to Menu
Start Over	Help	Read Preset	Save Preset	Refresh Screen	Launch Job	Return to Menu						

Figure 11-12: Recalculation Program Screen

Chapter 12:

Tasks Related to Job History

Overview

This chapter deals with only one step in the fiscal-year-transition process: that of creating job history records.

Creating Job History Records (JH0900)

Purpose of Program

The *Create Job History Records (JH0900)* window launches a batch process that loads job history records for your district. Each time this job is run, you select the fiscal year for which to create job history records. The batch program reads through all position assignment records for that year, then uses them to create job history records that are displayed on the Job History (JH) form of the *Employee Maintenance* window and print on the Job History Report (JH0100).

You will probably run this batch process only once for each historical fiscal year. However, you may want to run it multiple times for the current fiscal year.

When making the transition between fiscal years, you need to run this program to create a job history for the year that is coming to an end (Y1). Then in the next fiscal year, the Job History Screen will draw its data from the Position Assignment (PO) and Main Demographic (MA) forms of the *Employee Maintenance* window.

Each time you launch the *Create Job History Records (JH0900)* window, it creates a report that lists the number of history records and a listing of those records if you select job history detail. For standard Position Control, the report is Data Load Report for Fiscal Year xx (JH0900) and Data Load for Fiscal Year yy (JH0910) for Enhanced Position Control.

Checking Database Capacities

Before creating job history records (JH0900), make sure that the D-JOB-HIST and M-DI-YEAR datasets in the PPHIST database have adequate room. In most cases, doing so requires that you ***get help from data processing or your system administrator.***

Opening the Report Launch Window

These instructions focus on the specific instructions for launching the *Create Job History Records (JH0900)* window.

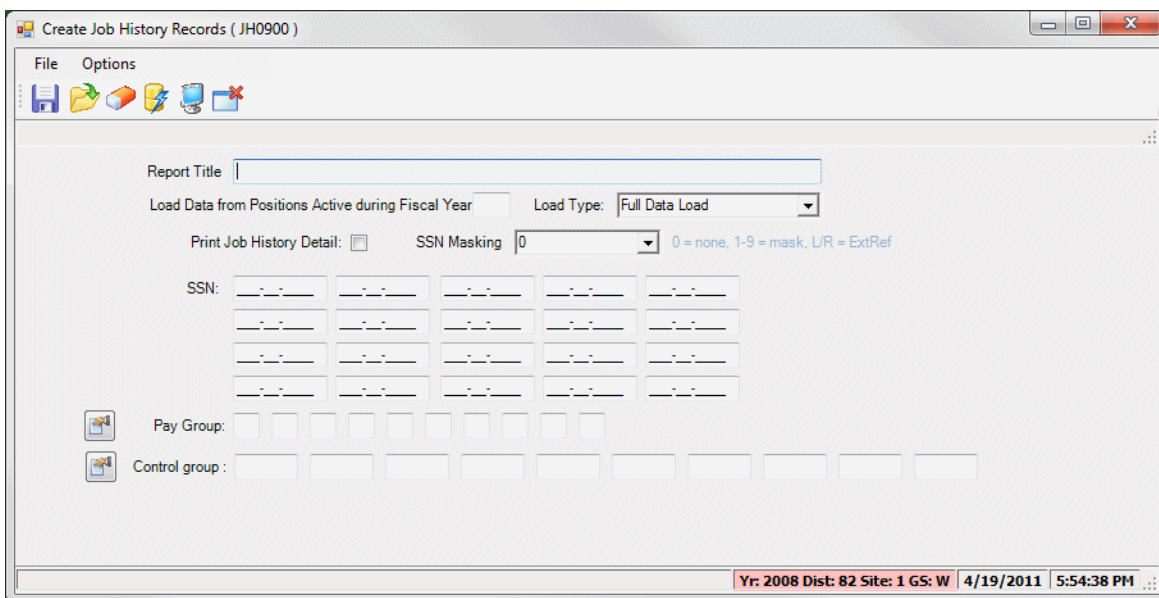


Figure 12-1: Report Selections tab for the *Request Benefits Management Roll-Over (BM0800)* window

Sample Report

65 QSS UNIFIED SCHOOL DISTRICT DATA LOAD REPORT FOR FISCAL YEAR 01 J159 JH0910 H.01.00 01/11/07 PAGE 0

Sample for Documentation

Report Options

Report Title: Sample for Documentation

Load from fiscal year: 01

Load type: R Re-Create Load

Print detail report: Y

SSN mask: 9

65 QSS UNIFIED SCHOOL DISTRICT DATA LOAD REPORT FOR FISCAL YEAR 01 J159 JH0910 H.01.00 01/11/07 PAGE 9

Sample for Documentation

SSN	Name	Position	Date Start	Date End	Placement	PAF
000-00-0000	OPEN POSITION	900001 YARD/BUS SUPERVISORS	00/00/0000		00- -00	
000-00-0000	BUTLER RHETT	441001 ASST. PRINCIPAL	01/01/1960	12/01/1969	05-1234-03	
000-00-0000	BUTLER RHETT	462014 PRINCIPAL	12/02/1969		06-0011-02	
000-00-0000	CAPULET JULIET	475011 TEACHER MAIN HIGH SCHOOL	01/01/1956		04-0011-02	
000-00-0000	CAULFIELD HOLDEN	475044 TEACHER MIDDLE SCHOOL	01/01/1988		04-0011-02	
000-00-0000	CHRISTIE AGATHA	564007 CAMPUS SUPERVISOR	01/01/1972		05-0014-03	
000-00-0000	COPPERFIELD DAVID	528761 CUSTODIAN I, NIGHT	01/01/1945	07/04/1997	05-0020-03	
000-00-0000	CRUSOE ROBINSON	566010 CAMPUS SUPERVISOR	01/01/1972		05-0014-03	
000-00-0000	EYRE JANE	566011 ASST. PRINCIPAL	01/01/1986		05-0014-03	
000-00-0000	FINCH ATTICUS	566013 CAMPUS SUPERVISOR	01/01/1992		05-0014-02	
000-00-0000	GRANGER HERMOINE	502737 CARPENTER	01/01/2002		05-0032-03	
000-00-0000	KARENINA ANNA	990003 BUSDRIVER	01/01/1972		00-0011-00	
000-00-0000	MONTAGUE ROMEO	522753 CUSTODIAN I, NIGH	01/01/1992		05-0020-03	
000-00-0000	O'HARA SCARLETT	524756 CAMPUS SUPERVISOR	01/01/1982		05-0020-03	
000-00-0000	POTTER HARRY	575755 TEACHER MIDDLE SCHOOL	01/01/1962		05-0020-03	
000-00-0000	STONE ROSETTA	575753 CUSTODIAN I, NIGHT	01/01/2002		05-0020-03	
000-00-0000	TROUT KILGORE	542764 CAMPUS SUPERVISOR	01/01/1992		05-0020-03	
000-00-0000	YOSSARIAN JOHN	523754 CUSTODIAN I, NIGHT	01/01/1982		05-0020-03	
000-00-0000	ZHIVAGO YURI	546766 CAMPUS SUPERVISOR	01/01/1972		05-0020-03	

Total Position Records Read: 121
 Total Employee Assignment Records Read: 100
 Total Job History Records Written: 121
 Total Old Job History Records Deleted: 123

Traditional Screen

The following figure illustrates the traditional screen for launching this process. For more information about job history, see the *QSS/OASIS Job History Manual*.

District: 07		Create Job History Records		QSS/OASIS		
Report Title: [REDACTED]						
Load Data from Positions Active during Fiscal Year: [REDACTED]						
Load Type: F (F = full data load, R = re-create, M = merge)						
Print Job History Detail? [REDACTED] SSN Mask? [REDACTED] (0=none, 1-9=mask, L/R=ExtRef)						
SSN: [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]						
Pay Group: [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]						
Control Group: [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]						
JHRQST H.00.07 compiled 01/13/11 Pg 1/1 [3]/JH0900ST;Pm=						
Start Over	Help	Read Preset	Write Preset	Previous Page	Launch DataLoad	Return To Menu

Figure 12-2: Create Job History Records (JH0900) screen

Chapter 13:

Tasks Related to WEBTools

Overview

The WEBTools Accountclass Viewing Groups and Accountclass Entry Groups are defined by fiscal year. In previous years, there was no process for copying these definitions from one year to another, and both groups had to be re-established each fiscal year. However, in October of 2003, a feature was introduced which allows you to easily copy the groups from one year to another as described in the section beginning on page [13-19](#).

This chapter explains how the groups are initially established and how they are copied to another year.

For more details about WEBTools, refer to the *QSS/OASIS WEBTools Administrator's Manual* and the *QSS/OASIS WEBTools User's Manual*.

This chapter covers the following:

TASK	PAGE
Setting Up Accountclass Viewing Groups	13-2
Module Navigation	13-2
Purpose	13-3
Accountclass View Group List (AVGRPLST)	13-4
Accountclass View Group Update (AVGRPSHW)	13-6
Setting Up Accountclass Entry Groups	13-11
Module Navigation	13-11
Purpose	13-11
Accountclass Entry Group List (AEGRPLST)	13-12
Accountclass Entry Group Update (AEGRPSHW)	13-14
Copying View/Entry Groups to Another Year	13-19
Steps for Copying Groups	13-19

Setting Up Accountclass Viewing Groups

A set of two screens makes up the Accountclass View Group module of QSS/OASIS WEBTools.

Module Navigation

To access this pair of screens, click Acctclass View Group Setup on the User Options screen.

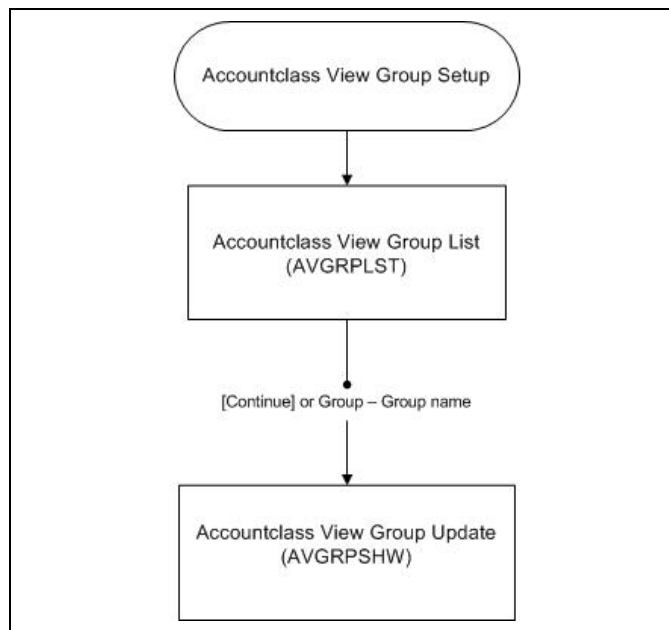


Figure 13-1: Accountclass View Group Setup Navigation Chart

Purpose

This pair of screens allows you to set or modify permissions for groups of users who will be able *only to view* various accounts in the Budget Development module, but *not to make entries* to them. Individual users can then be assigned to one or more of these groups on the User Update screen (USERSHOW). See the Financial chapter in the WEBTools User Manual for details.

- ◆ The first screen, Accountclass View Group List (AVGRPLST), displays the models, account codes, and field range permissions of the various defined groups.
- ◆ The second screen, Accountclass View Group Update (AVGRPSHW), offers the ability to change models, account codes, and field range permissions, either for the selected ID and name shown at the top of the first screen, or for any group name that you click in the **Group** field of the first screen.

Accountclass View Group List (AVGRPLST)

The first of two screens displays the models, account codes, and field range permissions of the various defined groups.

Financial 07
WEBTools - Accountclass View Group List

Select Group

ID - Name:

ID	Group	Description	Model	Account mask	Field ranges
001	1111111111	11111111111111111111111111111111		11-111-111-1111-1-1111-1111-1111 (Exclude) 22-222-222-2222-2-2222-2224-4444-4444 (Exclude)	RE 2222 -3444 (Exclude)
002	2222222222	22222222222222222222222222222222		22-222-222-2222-2-2222-2222-2222-2222 (Exclude)	PY 3 -3 PY 1 -2 (Exclude)
003	LunchView	Lunch Viewers	01	??-??-??-??-??-?-?-??-??-??-??-??	FD 13 -13 RE 5310 -5310 FN 3700 -3700 OB 4300 -4700 OB 4400 -4699 (Exclude)

If you have questions, contact: Harrison Ford- 650-372-0200x614

Copyright © 1997-2002 Quintessential School Systems
 Date: 10/04/2002 Time: 08:49:02 Page Id# 5 Bytes: 37024 File:avgrplst File#: 513
 How much time to build this page? Minutes: 000 Seconds: 00.91
 Version: WL0001 O.02.04 comp:10/03/02 15:06 P: 151 T:084902

Figure 13-2: Accountclass View Group List (AVGRPLST)

Selecting a Group ID to Add, Change, or Delete

To select a group ID to change:

- ◇ If the group ID showing in the **ID - Name** drop-down list is the same one you want to change, click [Continue] to access the second screen and make the changes.
- ◇ If you want to change a different group ID, click the group name in the **Group** field-column to access the second screen and make the changes.

To add a new group ID:

1. In the **ID - Name** drop-down list, select a number with no name beside it.
2. Click [Continue] to access the second screen and add a new group profile.

To delete a group ID:

1. Click to select the group ID to delete from the **Group** field-column.
2. On the second screen, delete all the information about that group, including name, description, and all permissions.
3. Click [Update] to delete the group ID.

Fields on This Screen

ID - Name	Select an ID and name from the drop-down list for which to create or modify settings. The settings for this ID can be modified on the second screen.
ID	The ID number of the defined group is displayed.
Group	<p>The name of the group is displayed.</p> <p>Click the group name to access the second screen and modify the group's settings.</p>
Description	The description of the group is displayed.
Model	The model numbers accessible to this group are displayed.
Account mask	<p>The account masks for any accounts that the group is allowed to access are displayed.</p> <p>If any account masks are excluded from the group's access, the tag (Exclude) is appended to the mask.</p>
Field ranges	<p>Any field ranges that the group is allowed to access are displayed.</p> <p>If any field ranges are excluded from the group's access, the tag (Exclude) is appended to the range.</p>

Buttons on This Screen

[Reset]	Click [Reset] to restore the screen to the way it was when you first selected it. Any changes you have made to the screen are undone.
---------	---

[Continue]	Click [Continue] to go to the second screen.
[Option Screen]	Click [Option Screen] to return to the User Options screen.
[Log Off]	Click [Log Off] to return to the Login screen.
[Help]	Click [Help] to view the online help file for the screen.

Navigation to Next Screen

- ◇ Click [Continue] or a group name to access the second screen.

Accountclass View Group Update (AVGRPSHW)

The second of two screens offers the ability to change models, account codes, and field range permissions for the selected ID and name shown at the top of the screen.

You can access this screen by clicking either the [Continue] button or any group name in the **Group** field on the first screen.

Financial 07-0001
WEBTools - Acctclass View Group Update

ID: 002
Name:
Description:

Allowed access to models															
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Exclude?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Field name	From range	To range	Exclude?
None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

If you have questions, contact: Support #007 at 650-372-0200 x614

Copyright © 1997-2002 Quintessential School Systems
Date: 09/06/2002 Time: 07:30:31 Page Id# 7 Bytes: 4515 File:avgrpshw File#: 514
How much time to build this page? Minutes: 000 Seconds: 00.15
Version: WL0001 O.02.04 comp:09/04/02 12:09 P: 61 T:073031

Figure 13-3: Accountclass View Group Update (AVGRPSHW)

Fields on This Screen

ID	The ID number of the group is displayed.
Name	<p>If you are viewing an existing group, the name of the selected group is displayed.</p> <p>If you are defining a new group, type in the name that you want for the group.</p>
Description	<p>If you are viewing an existing group, the description of the selected group is displayed.</p> <p>If you are defining a new group, type in the description that you want for the group.</p>
Allowed access to models	Type up to 20 model numbers to which the group will be allowed access.
(Account class)	Type in any specific account codes that you want to include or exclude from this group's access. You can enter any combination of numbers and wildcards, but you must fill in this field completely for the filter to work. Wildcards (?) include all digits.
Exclude?	<p>Click to place a checkmark if you want to exclude this account code from the group's access.</p> <p>Leave blank to include this account code in the group's access.</p>
Field name	Select an account field from the drop-down list.
From range	Type the lowest number of the range you want to include in or exclude from the group's access.
To range	Type the highest number of the range you want to include in or exclude from the group's access.
Exclude?	<p>Click to place a checkmark if you want to exclude this field range from the group's access.</p> <p>Leave blank to include this field range in the group's access.</p>

Buttons on This Screen

[Reset]	Click [Reset] to restore the screen to the way it was when you first accessed it. Any changes you have made to the screen are undone.
[Update]	Click [Update] to save your changes.
[Option Screen]	Click [Option Screen] to return to the User Options screen without saving any changes.
[Log Off]	Click [Log Off] to return to the Login screen without saving any changes.
[Help]	Click [Help] to view the online help file for the screen.

Setting Up Accountclass Entry Groups

A set of two screens makes up the Accountclass Entry Group module of QSS/OASIS WEBTools.

Module Navigation

To access this pair of screens, click `Acctclass Entry Group Setup` on the User Options screen.

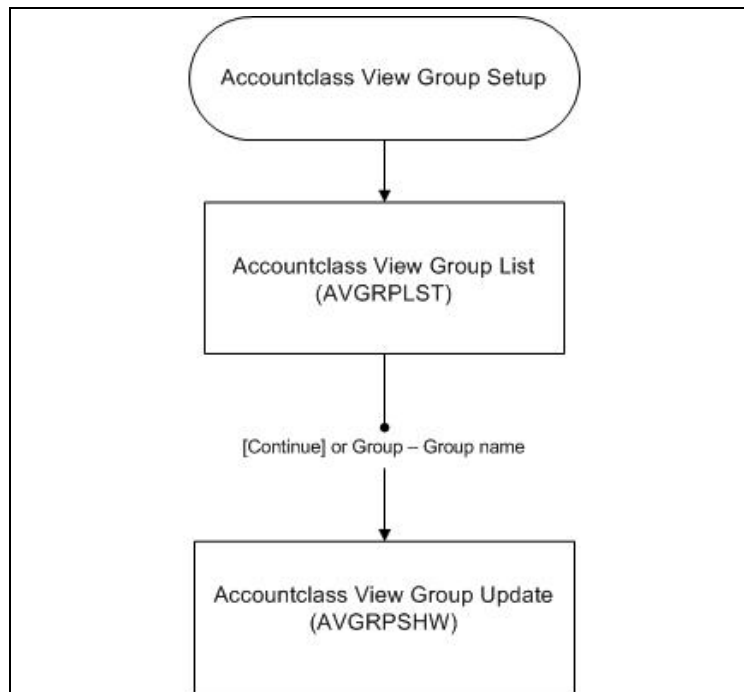


Figure 13-4: Accountclass Entry Group Setup Navigation Chart

Purpose

This pair of screens allows you to set or modify permissions for groups of users who will be able to *write to*, or *make entries to*, various accounts in the Budget Development module. Individual users can then be assigned to one or more of these groups on the User Update screen (USERSHOW). See the Financial chapter in the WEBTools User Manual for details.

- ◆ The first screen, Accountclass Entry Group List (AEGRPLST), displays the models, account codes, and field range permissions of the various defined groups.
- ◆ The second screen, Accountclass Entry Group Update (AEGRPSHW), offers the ability to change models, account codes, and field range permissions, either for the selected ID and name shown at the top of the first screen, or for any group name that you click in the **Group** field of the first screen.

Accountclass Entry Group List (AEGRPLST)

The first of two screens displays the models, account codes, and field range permissions of the various defined groups.

Financial 07
WEBTools - Accountclass Entry Group List

Select Group

ID - Name:

ID	Group	Description	Model	Account mask	Field ranges
001	test001	test11111111111111	01 02 03	??-??-??-??-??-??-??-??-??-??	PY 9 -9 (Exclude)
002	AP	Accounts Payable	01 02 03 05 66	??-??-??-??-??-??-??-??-??-??	FN 7150 -7150 FD 01 -05 OB 9500 -9620
003	Fun 7150	Function 7150 only	01 02 03 05 66	??-??-??-??-??-??-??-??-??-??	FN 7150 -7150
004	FoodSrvc	Food Service	01 02 03	??-??-??-??-??-??-??-??-??-??	FD 13 -13 RE 5310 -5310 FN 3700 -3700 OB 4300 -4700 OB 4400 -4699 (Exclude)
005	7/12Test	BDESETUP display test	01 02	??-??-??-??-??-??-??-??-??-??	

Click to access next screen

If you have questions, contact: Harrison Ford- 650-372-0200x614

Copyright © 1997-2002 Quintessential School Systems
 Date: 10/04/2002 Time: 08:56:45 Page Id# 8 Bytes: 37566 File:aegrplst File#: 510
 How much time to build this page? Minutes: 000 Seconds: 00.86
 Version: WL0001 O.02.04 comp:10/03/02 15:06 P: 115 T:085645

Figure 13-5: Accountclass Entry Group List (AEGRPLST)

Selecting a Group ID to Add, Change, or Delete

To select a group ID to change:

- ◇ If the group ID showing in the **ID - Name** drop-down list is the same one you want to change, click [Continue] to access the second screen and make the changes.

- ◇ If you want to change a different group ID, click the group name in the **Group** field to access the second screen and make the changes.

To add a new group ID:

1. In the **ID - Name** drop-down list, select a number with no name beside it.
2. Click [Continue] to add a new group profile on the Group Update screen.

To delete a group ID:

1. Click to select the group ID to delete from the **Group** field.
2. On the second screen, delete all the information about that group, including name, description, and all permissions.
3. Click [Update] to delete the group ID.

Fields on This Screen

ID - Name	Select an ID and name from the drop-down list for which to create or modify settings. The settings for this ID can be modified on the second screen.
ID	The ID number of the defined group is displayed.
Group	The name of the group is displayed. Click the group name to access the second screen and modify the group's settings.
Description	The description of the group is displayed.
Model	The model numbers accessible to this group are displayed.
Account mask	The account masks for any accounts that the group is allowed to access are displayed. If any account masks are excluded from the group's access, the tag (Exclude) is appended to the mask.
Field ranges	Any field ranges that the group is allowed to access are displayed. If any field ranges are excluded from the group's access, the tag (Exclude) is appended to the range.

Buttons on This Screen

[Reset]	Click [Reset] to restore the screen to the way it was when you first selected it. Any changes you have made to the screen are undone.
[Continue]	Click [Continue] to go to the second screen.
[Option Screen]	Click [Option Screen] to return to the User Options screen.
[Log Off]	Click [Log Off] to return to the Login screen.
[Help]	Click [Help] to view the online help file for the screen.

Navigation to Next Screen

- ◇ Click [Continue] or a group name to access the second screen.

Accountclass Entry Group Update (AEGRPSHW)

The second of two screens offers the ability to change models, account codes, and field range permissions for the selected ID and name shown at the top of the screen.

You can access this screen by clicking [Continue] on the Accountclass Entry Group List screen (AEGRPLST).

Financial 07-0001**WEBTools - Acctclass Entry Group Update**

ID: 001

Name: Description: **Allowed access to models**

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

Fd	Bdr	Sch	Resc	Y	Goal	Func	Objt	Type	Exclude?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Field name	From range	To range	Exclude?
None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
None <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

If you have questions, contact: Support #007 at 650-372-0200 x614

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Date: 09/06/2002 Time: 08:58:07 Page Id# 10 Bytes: 4516 File:aegrpshw File#: 511

How much time to build this page? Minutes: 000 Seconds: 00.14

Version: WL0001 O.02.04 comp:09/04/02 12:09 P: 200 T:085807

Figure 13-6: Accountclass Entry Group Update (AEGRPSHW)

Fields on This Screen

ID	The ID number of the group is displayed.
Name	<p>If you are viewing an existing group, the name of the selected group is displayed.</p> <p>If you are defining a new group, type in the name that you want for the group.</p>
Description	<p>If you are viewing an existing group, the description of the selected group is displayed.</p> <p>If you are defining a new group, type in the description that you want for the group.</p>
Allowed access to models	Type up to 20 budget model numbers to which the group will be allowed access.
(Account class)	Type in any specific account codes that you want to include or exclude from this group's access. You can enter any combination of numbers and wildcards, but you must fill in this field completely for the filter to work. Wildcards (?) include all digits.
Exclude?	<p>Click to place a checkmark if you want to exclude this account code from the group's access.</p> <p>Leave blank to include this account code in the group's access.</p>
Field name	Select an account field from the drop-down list.
From range	Type the lowest number of the range you want to include in or exclude from the group's access.
To range	Type the highest number of the range you want to include in or exclude from the group's access.
Exclude?	<p>Click to place a checkmark if you want to exclude this field range from the group's access.</p> <p>Leave blank to include this field range in the group's access.</p>

Buttons on This Screen

[Reset]	Click [Reset] to restore the screen to the way it was when you first accessed it. Any changes you have made to the screen are undone.
[Update]	Click [Update] to save your changes.
[Option Screen]	Click [Option Screen] to return to the User Options screen without saving any changes.
[Log Off]	Click [Log Off] to return to the Login screen without saving any changes.
[Help]	Click [Help] to view the online help file for the screen.

Copying View/Entry Groups to Another Year

This new feature, introduced in October of 2003, allows you to easily copy Viewing and Entry Groups from one year to the next. Follow the steps below.

Steps for Copying Groups

Follow the steps below to copy Viewing and Entry Groups from one year to another.

1. From the WEBTools User Options Screen, select WEBTools Setup as shown in Figure 13-7.

San Mateo 12-0001
WEBTools - User Options

Time	User name	Year	DI-School
10:44:53 AM	BRET	04	San Mateo High School 12-0001

WEBTools Setup
Parent Connection Setup
Parent User Maintenance
WEBTools Screen Setup
District Setup

Figure 13-7: WEBTools User Options Screen

The Web Setup Screen displays as shown in Figure 13-8.

2. From the Special Options drop-down list, select **Copy Acct. View/Entry Groups to another year** (Figure 13-8), and then click [Go to Special Option].

Demonstration Site
WEBTools - Web Setup
District:12 School: 1 Year: 04

Contact name: John Dough - 650-372-0200
Districts can override 'Contact name'? ☒

Site name: Demonstration Site
Districts can override 'Site name'? ☒

Reset Update Page expires in 1046 Seconds.

Option Screen Log Off Help

If you have questions, contact: Bret Dabel - 650-372-0200x614

Copyright © 1997-2002 Quintessential School Systems
Date: 04/14/2004 Time: 10:51:26 Page Id# 3 Bytes: 18372 File:setup File#: 6
How much time to build this page? Minutes: 000 Seconds: 00.06
Version: WTCNRL O.02.04 comp:04/07/04 09:35 P: 349 T:105126

Special options:

None
None
Change all users' year
Add default SIR to all users
Copy Acct View/Entry Groups to another year

Go to Special Option

Inbox ... http://... Adobe... http://... WEBT... Paint ...

Figure 13-8: WEBTools - Web Setup Screen

The Process Special Option Screen will be displayed as shown in Figure 13-9.

3. Complete the fields described below, and then click [Process Special Option] to copy the selected View/Entry Groups.

Figure 13-9: Process Special Option Screen

From DI Type the 2-digit number of the district from which you are copying View/Entry Groups.

To DI Type the 2-digit number of the district to which you are copying View/Entry Groups.

From DI and **To DI** cannot be used for a range of districts. Each field refers to a single district.

From Year Type the 2-digit number for the fiscal year from which you are copying, such as 04 for 2003-2004.

To Year Type the 2-digit number for the fiscal year to which you are copying, such as 05 for 2004-2005.

[Process Special Option] Click [Process Special Option] to copy the selected View/Entry Groups.

When the copy is complete, you will be returned to the WEBTools User Options Screen.

[Option Screen] Click [Option Screen] to return to the User Options Screen without completing the copy process.

[Log Off] Click [Log Off] to return to the Login Screen without completing the copy process.

[Help] Click [Help] to view the online help file for the screen.

