



HARRIS
School Solutions

QSSUG Finance/Personnel Committee

Webinar
Fiscal Year Transition
May 6, 2020

QCC Fiscal Year Transition

- Copy District Account Code Structure
- Rolling Year-Specific Account Field Descriptions
- Define Clearing Rules
- Set up Budget Control Record
- Validate Accounts
- Copy Payroll Bonus Codes
- Copy Position Control Bonus Codes
- Set up Work Calendars
- Define Benefits
- Copy Salary Schedules
- Authorized Position/Employee Assignment Rollover

QCC Fiscal Year Transition

- Recalculate Employee Position Projection Values
- Calculate Salary/Update Employee Positions
- Rolling Selected Pay Lines to the New Year
- Load Pay Lines from position Control
- Absence Tracking Reset and Balance Forward
- Absence Tracking Accrual Process
- Create Batch Environment
- Close Out Purchase Orders
- Enter Estimated Payables
- Roll Forward / Accrual Invoices

QCC Fiscal Year Transition

- Stores Define Fiscal Year Control Master File
- Stores Run Year End Processing
- Benefits Management Rollover
- Benefits Management Recalculation

QCC Fiscal Year Transition Basics

Fiscal Year Transition Tasks

Task	Timeline	Status	System
Checking Dataset Capacities on the HPe3000 Server (Adager)	continually	R	MPE/iX
Control Objects (GLMT04) tab	Dec - Feb	O	Core Financial
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
Setting Up Budget Control Record (BOUPDT)	Dec-Feb	R	Core Financial
Updating User Logons for the New Year	Jan-June	R	Utilities
Creating New Payroll Bonus (BC) Codes (Enhanced Payroll Only)	June-July	R	Payroll
Creating New Position Control Bonus (PB) Codes	June-July	R	Positn. Ctrl.
Work Calendars	Jan-May	R	Positn. Ctrl.
Benefit Projection Rates	Jan-May	R	Positn. Ctrl.
Salary Schedules	Jan-May	R	Positn. Ctrl.
Authorized Position/Employee Assignment Rollover Window	Jan-May	R	Positn. Ctrl.
Recalculate Employee Position Projection Values (PCT900 and PCT902)	Jan-July	R	Positn. Ctrl.
Calculate Salary/Update Employee Positions (PAF300 and PAF305)	Jan-July	R	Positn. Ctrl.

QCC Fiscal Year Transition Basics

Validating Account Strings	Jan-June	R	Core Financial
Manually Entering Each Account Through Account Maintenance (ACUPDT)	Jan-June	O	Core Financial
Transfer Selected 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	Feb-June	R	Payroll
Creating New Deduction Schedules	Feb-June	R	Payroll
Linking Pay Schedules and Deduction Schedules to Districts	Feb-June	R	Payroll
Setting Up GL Autonumbering and Odometers	Apr-June	O	Utilities
Setting Up Odometers for Purchase Order Types	Apr-June	O	Utilities

QCC Fiscal Year Transition Basics

Defining Miscellaneous Odometers	Apr-June	O	Utilities
Setting Up The Batch Environment	Apr-June	R	Accts. Payable
Defining the Warehouse Fiscal Year Control Master File	Apr-June	R	Stores
Running Year-End Processing (FY1200)	Apr-June	R	Stores
Creating New Budget Thresholds (BWUPDT)	May-June	O	Core Financial
Creating New Payroll Names	May-June	R	Payroll
Cancelling Outstanding Back Issues	May-June	R	Stores
Rolling Selected Pay Lines to New Year (PL0900) (STD and ENH)	May-June	R	Payroll
Summer Pay Processing	June	R	Payroll
Summer Pay: Roll Balances Forward (DED900)	June-July	R	Payroll
Load Payline Data from Position Control (STD) (PL0400)	May-July	O	Payroll
Load Payline Data from Position Control (ENH) (PL0402)	May-July	O	Payroll
Updating Dates in Personnel Text Files	May-July	O	Personnel
Running Resynchronize Stock Item Counters (RC1100)	June-July	O	Stores

QCC Fiscal Year Transition Basics

Running Resynchronize Stock Item Counters (RC1100)	June-July	O	Stores
Updating and Reviewing California Retirement Setup	June-July	O	Payroll
Check STRS and PERS Rates	June-July	O	Retirement
Updating and Reviewing STRS Rates	June-July	O	Payroll
Rolling Over Year-End Employee Control Data (RCA740)	June-July	R	Retirement
Initialize Employee Accumulators Window	June-July	R	Retirement
Adopt/Revise Budget (BGRQST)	June-July	R	Core Financial
Updating Dates in Job Streams	June-July	R	Utilities
Manually Entering Accounts Through Beginning Balance Update (BBUPDT)	June-July	O	Core Financial
Beginning Balances via Budget Development	June-Sept	O	Budget Devel.
Absence Tracking Reset and Balance Forward Process and Report (ABT920) Window	July	R	Abs. Tracking
Absence Tracking Accrual Process and Report (ABT400) Window	July	R	Abs. Tracking
Creating Job History Records (JH0900)	July	R	Job History
Manual Deferred Deductions	July-Aug	R	Payroll
Updating Voluntary Deductions (DEDCSB)	July-Sept.	O	Payroll
Updating Voluntary Deductions (DEDCSB)	July-Sept.	O	Payroll
Mass Recalculate Pay Position (PAY910)	July	O	Payroll
Update Employee Experience (PER680)	July	O	Personnel

QCC Fiscal Year Transition Basics

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	June	R	Accts. Recvbl.
Posting Payables Payments (CL)	June	R	Accts. Recvbl.
Rolling Account Summary Rules (ACS010)	June	R	Core Financial
Rolling 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
Post Receipts - AR/RR (ARS020/21) Tab (Y2)	after July 1	R	Accts. Recvbl.
Request Benefits Management Roll-Over (BM0800) Window	End of plan year	R	Benefits Mgmt.
Mass Benefit Plan Add/Change/Delete	End of plan year	O	Benefits Mgmt.
Request Benefit Recalculation (BM0850) Window	End of plan year	R	Benefits Mgmt.
Changing Sales Tax Rate Rates	End of calendar year	O	Accts. Paybl. Accts. Recvbl. Stores Utilities
Resetting DE 542 Totals	End of calendar year	R	Accts Paybl.

Copy District Account Code Structure (Single)

General Ledger Maintenance 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Field Master (GLMT01) Account Structure (GLMT02) Clearing Rules (GLMT03) Control Objects (GLMT04) GL Control Info. (GLINIT) Change

District Masterfile Account String Field Spec. Copy Dist. Records Copy All Dist.

From Fiscal Year: 10 From District: 39 - The Train USD
 GL Dist: 39 Acct Bal: PS Override: NONEED

Fiscal Year	Dist	Name	GL Dist	Acct Bal	Override
▶ 11	39	The Train USD	39	PS - SoftPost	NONEED

Yr:2008 Dist:39 Site:1 GS: W 2/11/2014 3:54 PM

Copy District Account Code Structure (Multiple)

General Ledger Maintenance 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Field Master (GLMT01) Account Structure (GLMT02) Clearing Rules (GLMT03) Control Objects (GLMT04) GL Control Info. (GLINIT)

Change

District Masterfile Account String Field Spec. Copy Dist. Records Copy All Dist.

Source Fiscal Year: 10
Target Fiscal Year: 11

Option: Preserve records in target FY
Preserve records in target FY
Overlay records in target FY

Yr:2008 Dist:39 Site:1 GS: W 2/11/2014 3:56 PM

Rolling Year-Specific Account Field Descriptions

Chart of Accounts 07 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Change

Field Maint. (FDUPDT) | Beg. Balance Upd (BBUPDT)

Transfr	Field No.	Field Name	FY Controlled	Source Year	Target Year
No	1	Fund	No	08	09
No	2	BdgtRespons	No	08	09
No	3	Site/School	No	08	09
No	4	Resource	No	08	09
No	5	Project Year	No	08	09
Yes	6	Program Goal	Yes	08	09
No	7	Function	No	08	09
No	8	Object	No	08	09
No	9	Program	No	08	09

ACUPDT : Y11YYYYW0YYYYYYYYYYYYYYY

Yr:2008 Dist:07 Site:1 GS: W 3/30/2016 12:41 PM

Copy/Del Clearing Rules

General Ledger Maintenance 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Inspect

Field Master (GLMT01) | Account Structure (GLMT02) | **Clearing Rules (GLMT03)** | Control Objects (GLMT04) | GL Control Info. (GLINIT)

Fiscal Year: 08 District: 00 - Global District

APY Clearing Rule EE PAY Clearing Rules EB Benefit Clearing **Copy/Del Clearing Rules**

Option: Copy APY Clearing Rules

From Fiscal Year: 08

From District: 00 - Global District

To Fiscal Year: 09

To District: 00 - Global District

Yr:2008 Dist:39 Site:1 GS: W 3/25/2014 10:03 PM

Set up Budget Control Record

Budget Maintenance 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Add

Maintain Budget Settings Acct Summ./Bdgt Blck (ACS010) Indirect Costs (GLIC50)

Budget Control Rec (BOUPDT)

District:

Fiscal Year:

Status:

Approved:

Revised:

Copied from Budget Dev:

Actuals copied to Budget Dev:

Budget Thresholds (BWUPDT)

User ID:

User ID:

User ID:

Revision number:

Counter:

Yr:2008 Dist:39 Site:1 GS: W 3/25/2014 10:09 PM

Validate Accounts – Account Maintenance

Account Maintenance 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

District :

Fiscal Year :

Account Number : **Inspect**

Status : Open Closed

Pseudo Code :

Rollover Flag :

Description :

State Code :

Working Revised Approved

Budget:

Expense:

Pending:

Encumbered:

Total Committed:

Balance:

ACUPDT : Y11YYYYW0YYYYYYYYYYYYYYY \$USER DEA11 N 3/25/2014 10:11 PM

Validate Accounts – Load Working from Budget Development

Transfer Development Budget to Financial System (BDE006) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection | Accounts

Transfer Development Budget to Financial System

District: 39 THE TRAIN USD

Source FY: 08

Source Model: 00 - Test Model Zero

Target FY: 09

Action:

- Clear All - Zero budget amounts (Working, Revised, Approved) for all accounts in target.
- Merge - Add missing accts to target and change existing acct amts (Working) to match budget amts.
- Delete Subsidiary - Delete all revenue and exp accts from target before adding budget amts to target.
- Delete All - Delete all revenue, exp and GL accts from target before adding bud amts to target.

Move account detail:

Transfer accounts if amount is zero:

Usersec: YYYYYY \$GLOBAL N Yr:2008 Dist:39 Site:1 3/25/2014 10:14 PM

Copy Payroll Bonus Codes

Copy Payroll Bonus Codes 39 - The Train USD QSS/OASIS

File Options

Save Save and Close Close

From FY: 2008 To FY: 2009

Single District: 39 Add Remove

District Range: - Add Remove

Add All Remove All

Merge data, don't overwrite duplicates Merge data, overwrite duplicates Replace All Clear Option

District	FY 2008 Count	FY 2009 Count	Duplicate Count	Option	Lookup	Lookup
39 - The Train USD	7	7	7	Merge data, don't overwrite duplicates	Duplicates	All

Yr: 2008 Dist: 39 Site: 1 GS: W 3/25/2014 10:16:16 PM

Copy Position Control Bonus Codes

Copy Position Control Bonus Codes 39 - The Train USD QSS/OASIS

File Options

Save Save and Close Close

From FY: 2008 Single District: 39 Add Remove

To FY: 2009 District Range: - Add Remove

Add All Remove All

Merge data, don't overwrite duplicates Merge data, overwrite duplicates Replace All Clear Option

District	FY 2008 Count	FY 2009 Count	Duplicate Count	Option	Lookup	Lookup
39 - The Train USD	12	13	12	Merge data, overwrite duplicates	Duplicates	All

Yr: 2008 Dist: 39 Site: 1 GS: W 3/25/2014 10:18:34 PM

Set up Work Calendars – HR Maint #2

HR Code Maintenance #2 39 - The Train USD QSS/OASIS

File View Options Help

Inspect

Search tree for masterfiles

- [-] Absence Tracking
- [-] Benefits Management
- [-] Master File Links
- [-] Payroll (County)
- [-] Payroll (District)
- [-] Personnel (County)
- [-] Personnel (District)
- [-] Position Control
 - [-] Benefit Projected Rates (BPR)
 - [-] District Authorized Positions/ENH (DA)
 - [-] District Authorized Positions/STD (DA)
 - [-] Position Control Bonus Codes (PB)
 - [-] Salary Schedules/ENH (SSN)
 - [-] Salary Schedules/STD (SS)
 - [-] **Work Calendars (WC)**
- [-] Retirement - CA
- [-] Tax Tables (County)
- [-] Tax Tables (District)

DI FY Name Code

39 2009

From To

Code Range

Work Calendars District Master File (2 items)

FY	Code	Name	Audit Date	Audit ID
09	0000	2008-2009 GENERAL CALENDAR	11/06/2009	Dea5
09	0001	test calendar entry 1	07/31/2012	DAPX

Yr: 2008 Dist: 39 Site: 1 GS: W 3/23/2015 11:00:32 AM

Set up Work Calendars

Work Calendars (WC) 39 - THE TRAIN USD QSS/OASIS

File Options

ChangeMode

Dea5-11/06/2009-08:43:36

Selected Codes: 09 - 0000

Fiscal Year: 09 Code: 0000 Name: 2008-2009 GENERAL CALENDAR

Hrs/Day: 8.00 Mo/Yr: 12.00 Payroll Days: 0.00

Contract Dates: 07/01/2008 To 06/30/2009 Calendar Dates: 07/01/2008 To 06/30/2009

Work: 261.00 Holiday: 0.00 Total: 261.00

Go To Month Day Description Select Code Edit Colors Mass Change Options Merge Holidays

July 2008 Paid Days: 23.00 Worked Days: 23.00

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 RW	2 RW	3 RW	4 RW	5 NW
6 NW	7 RW	8 RW	9 RW	10 RW	11 RW	12 NW
13 NW	14 RW	15 RW	16 RW	17 RW	18 RW	19 NW
20 NW	21 RW	22 RW	23 RW	24 RW	25 RW	26 NW
27 NW	28 RW	29 RW	30 RW	31 RW		

Yr: 2008 Dist: 39 Site: 1 GS: W 3/23/2015 11:03:08 AM

Set up Work Calendars

Work Calendars (WC) 39 - THE TRAIN USD QSS/OASIS

File Options

Selected Codes: 09 - 0000

Fiscal Year: 08 Code: 0000 Name:

Hrs/Day: 0.00 Mo/Yr: 0.00 Payroll Days: 0.00

Contract Dates: To Calendar Dates: To

Work: 247.00 Holiday: 14.00 Total: 261.00

Go To Month Day Description Select Code Edit Colors Mass Change Options Merge Holidays

July
 Aug **Go To Month** 07 Paid Days: 22.00 Worked Days: 21.00

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3			4	5	6	7
	RW	RW	PH	RW	RW	NW
10			11	12	13	14
	RW	RW	RW	RW	RW	NW
17			18	19	20	21
	RW	RW	RW	RW	RW	NW
22	23	24	25	26	27	28
NW	RW	RW	RW	RW	RW	NW
29	30	31				
NW	RW	RW				

Yr: 2008 Dist: 39 Site: 1 GS: W 3/23/2015 11:13:58 AM

Set up Work Calendars

Work Calendars (WC) 39 - THE TRAIN USD QSS/OASIS

File Options

Selected Codes: 09 - 0000

Fiscal Year: 08 Code: 0000 Name:

Hrs/Day: 0.00 Mo/Yr: 0.00 Payroll Days: 0.00

Contract Dates: To Calendar Dates: To

Work: 247.00 Holiday: 14.00 Total: 261.00

Go To Month Day Description Select Code Edit Colors Mass Change Options Merge Holidays

Days: 22.00 Worked Days: 21.00

1	2	3	4	5	6	7
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
NW	RW	RW	PH	RW	RW	NW
8	9	10	11	12	13	14
NW	RW	RW	RW	RW	RW	NW
15	16	17	18	19	20	21
NW	RW	RW	RW	RW	RW	NW
22	23	24	25	26	27	28
NW	RW	RW	RW	RW	RW	NW
29	30	31				
NW	RW	RW				

Yr: 2008 Dist: 39 Site: 1 GS: W 3/23/2015 11:16:25 AM

Set up Work Calendars

Work Calendars (WC) 39 - THE TRAIN USD QSS/OASIS

File Options

Selected Codes: 09 - 0000

Fiscal Year: 08 Code: 0000 Name:

Hrs/Day: 0.00 Mo/Yr: 0.00 Payroll Days: 0.00

Contract Dates: To Calendar Dates: To

Work: 247.00 Holiday: 14.00 Total: 261.00

Go To Month Day Description Select Code Edit Colors Mass Change Options Merge Holidays

July 2007 Paid D

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 NW	2 RW	3 RW	4 PH	5 RW	6 RW	7 NW
8 NW	9 RW	10 RW	11 RW	12 RW	13 RW	14 NW
15 NW	16 RW	17 RW	18 RW	19 RW	20 RW	21 NW
22 NW	23 RW	24 RW	25 RW	26 RW	27 RW	28 NW
29 NW	30 RW	31 RW				

Yr: 2008 Dist: 39 Site: 1 GS: W 3/23/2015 11:18:20 AM

Set up Work Calendars

Work Calendars (WC) 39 - THE TRAIN USD QSS/OASIS

File Options

Selected Codes: 09 - 0000

Fiscal Year: 08 Code: 0000 Name:

Hrs/Day: 0.00 Mo/Yr: 0.00 Payroll Days: 0.00

Contract Dates: To Calendar Dates: To

Work: 247.00 Holiday: 14.00 Total: 261.00

Go To Month Day Description Select Code Edit Colors Mass Change Options Merge Holidays

July 2007 Paid Days: 22.00 Work: 247.00

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 NW	2 RW	3 RW	4 RW	5 RW	6 RW	7 NW
8 NW	9 RW	10 RW	11 RW	12 RW	13 RW	14 NW
15 NW	16 RW	17 RW	18 RW	19 RW	20 RW	21 NW
22 NW	23 RW	24 RW	25 RW	26 RW	27 RW	28 NW
29 NW	30 RW	31 RW				

Yr: 2008 Dist: 39 Site: 1 GS: W 3/23/2015 11:23:48 AM

Set up Work Calendars

Work Calendars (WC) 39 - THE TRAIN USD QSS/OASIS

File Options

Selected Codes: 09 - 0000

Fiscal Year: 08 Code: 0000 Name: _____

Hrs/Day: 0.00 Mo/Yr: 0.00 Payroll Days: 0.00

Contract Dates: _____ To _____ Calendar Dates: _____ To _____

Work: 247.00 Holiday: 14.00 Total: 261.00

Go To Month Day Description Select Code Edit Colors Mass Change Options Merge Holidays

July 2007 Paid Days: 22.00 Worked Days: 21.00

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 NW	2 RW	3 RW	4 PH	5 RW	6 RW	7 NW
8 NW	9 RW	10 RW	11 RW	12 RW	13 RW	14 NW
15 NW	16 RW	17 RW	18 RW	19 RW	20 RW	21 NW
22 NW	23 RW	24 RW	25 RW	26 RW	27 RW	28 NW
29 NW	30 RW	31 RW				

Yr: 2008 Dist: 39 Site: 1 GS: W 3/23/2015 11:26:17 AM

Set up Work Calendars

The screenshot shows a software window titled "Mass Change" with a subtitle "39 - THE TRAIN USD" and "QSS/OASIS". The window has a menu bar with "File" and "Options", and a toolbar with icons for a checkmark, a red X, a blue folder, a printer, a document, and a trash can. The main content area is divided into three sections:

- 1. Select a the code you want to use**
 - Regular Work Day
 - Half Day
 - Non-work Day
 - Paid Holiday
 - Special Non-work Day
- 2. Select days of week to change**
 - Sun
 - Mon
 - Tue
 - Wed
 - Thu
 - Fri
 - Sat
- 3. Select dates**
 - Current Month
 - Whole Year
 - Date Ranges

Below the radio buttons are four rows of date selection fields, each consisting of a dropdown menu followed by "To" and another dropdown menu.

The status bar at the bottom of the window displays: **Yr: 2008 Dist: 39 Site: 1 GS: W 3/23/2015 11:27:44 AM**

Define Benefits

Benefit Projected Rates (BPR) 39 - THE TRAIN USD QSS/OASIS

File Options

AddMode

Fiscal Year: Copy From Fiscal Year:

Clear Line

	Benefit Name	Base Type	Base Amount/%	Limit Amount	PT	Project Amount/%	Reference #	Name
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								
11								
12								
13								
14								
15								
16								
17								
18								

Yr: 2008 Dist: 39 Site: 1 GS: W 3/30/2016 12:46:42 PM

Define Benefits

Benefit Projected Rates (BPR) 39 - THE TRAIN USD QSS/OASIS

File Options

Icons: Save, Print, Copy, Paste, Refresh

AddMode

Fiscal Year: Copy From Fiscal Year:

Clear Line

	Benefit Name	Base Type	Base Amount/%	Limit Amount	PT	Project Amount/%	Reference #	Name
01	UI	Percent	0.0600	0.00	Percent	10.9320	05	SUI
02	WC	Percent	3.1219	0.00		0.00	06	WCOMP
03	STRS	Percent	8.2500	0.00		0.00	01	STRS
04	PERS	Percent	9.7250	0.00		0.00	02	PERS
05	FICA	Percent	6.2000	122,000.00	Percent	0.0000	03	FICA
06	MC	Percent	1.5000	0.00		0.00	09	MEDICARE
07	PERSRLR	Percent	3.7140	0.00		0.00	12	PERS RLR
08	H&WCERT	Voluntary	6,720.00	0.00		0.00	04	H/W
09	H&WCERT2	Voluntary	9,200.00	0.00		0.00	04	H/W
10	H&WCERTF	Voluntary	11,700.00	0.00		0.00	04	H/W
11	H&WCLASS	Voluntary	6,936.00	0.00		0.00	04	H/W
12	H&WMGMNT	Voluntary	16,020.00	0.00		0.00	04	H/W
13	H&WCLAS2	Voluntary	9,200.00	0.00		0.00	04	H/W
14	H&WCLASF	Voluntary	11,700.00	0.00		0.00	04	H/W
15								
16	slot-16	Dollar (Prorated)	7,000.00	0.00		0.00	04	H/W

Yr: 2008 Dist: 39 Site: 1 GS: W 3/30/2016 12:47:37 PM

Copy Salary Schedules

HR Code Maintenance 2 39 - The Train USD QSS/OASIS

File View Options Help

Copy Salary Schedules [Ctrl+Shift+X] Inspect

Absence Tracking
 Benefits Management
 Master File Links
 Payroll (County)
 Payroll (District)
 Personnel (County)
 Personnel (District)
 Position Control

- Benefit Projected Rates (BPR)
- District Authorized Positions/ENH (DAPN)
- District Authorized Positions/STD (DAP)
- Position Control Bonus Codes (PB)
- Salary Schedules/ENH (SSN)
- Salary Schedules/STD (SS)**
- Work Calendars (WC)

 Retirement - CA
 Tax Tables (County)
 Tax Tables (District)

DI FY Name Code

39 2010

From To

Code Range

Salary Schedules/STD District Master File (1 item)

FY	Code	Name	Audit Date	Audit ID
▶				

Yr: 2010 Dist: 39 Site: 1 GS: W 2/11/2014 4:17:29 PM

Copy Salary Schedules

Copy Salary Schedules 39 - The Train USD QSS/OASIS

File Options

Di 39 FY 10

Copy Rule

- A - Copy all salary schedules in the requested fiscal year
- B - Copy salary schedules for requested bargaining units
- S - Copy specified salary schedules

Increase (only when copy)

- \$
- %

Years

From Year 2009 To Year 2010

List Salary Schedules From Year 2009 4 Schedules in 2009

10 Bargaining Units in District 39

01 - UNION DISTRICT EDU. ASSN.

Change

Yr: 2010 Dist: 39 Site: 1 GS: W 2/11/2014 4:19:40 PM

Copy Salary Schedules

Copy Salary Schedules 39 - The Train USD QSS/OASIS

File Options

Change ...

Di FY
39 10

Copy Rule

A - Copy all salary schedules in the requested fiscal year
 B - Copy salary schedules for requested bargaining units
 S - Copy specified salary schedules

List Salary Schedules From Year
2009 4 Schedules in 2009

10 Bargaining Units in District 39
02 - CLASSIFIED SCHOOL EMPS

	From Year	From Barg Unit	To Year	To Barg Unit	Projection	By Dollar or Percentage
	09	01	10	01	0.0000	P <input type="button" value="v"/>
	09	02	10	02	0.0000	P <input type="button" value="v"/>
▶						<input type="button" value="v"/>
						<input type="button" value="v"/>
						<input type="button" value="v"/>
						<input type="button" value="v"/>
						<input type="button" value="v"/>
						<input type="button" value="v"/>

Yr: 2010 Dist: 39 Site: 1 GS: W 2/11/2014 4:23:49 PM ...

Copy Salary Schedules

Copy Salary Schedules 39 - The Train USD QSS/OASIS

File Options

Change

Di 39 FY 10

Copy Rule

- A - Copy all salary schedules in the requested fiscal year
- B - Copy salary schedules for requested bargaining units
- S - Copy specified salary schedules

List Salary Schedules From Year 2009 4 Schedules in 2009

10 Bargaining Units in District 39
02 - CLASSIFIED SCHOOL EMPS

	From Year	From Schedule	From Model	To Year	To Schedule	To Model	Projection	By Dollar or Percentage
	09	10	00	10	10	00	0.0000	P
	09	62	00	10	62	00	0.0000	P
▶								

Yr: 2010 Dist: 39 Site: 1 GS: W 2/11/2014 4:25:52 PM

Authorized Position/Employee Assignment Rollover

Authorized Position/Employee Assignment Rollover

File Options

Source Fiscal Year: Target Fiscal Year:

Rollover Option:

Roll Employee Assignments?

Step (Range) Advance Assignments?

Roll 'R'educing Positions:

Roll Position/Assignment Data if the End Date is the same as the Last Date of the Work Calendar?

Report Title:

SSN Mask: (1-9=mask, L/R=ExtRef)

Optional Selection

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:

Yr:2010 Dist:39 Site:1 2/11/2014 4:28 PM

Recalculate Employee Position Projection Values

HR Report/Job Selector 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Reports Global Settings Field Selection Districts Employee Selection **Custom Selection Screen** Schedule Job

Job: PCT900ST - Re-Calculate Employee Projections

Fiscal Year: 10

Include terminated employees:

Report Title: Training Seminar

Sort: Employee

Salary Schedules: [] [] [] [] [] [] [] [] [] []

Pay Schedules: [] [] [] [] []

[] [] [] [] []

Yr:2010 Dist:39 Site:1 2/11/2014 4:30 PM

Calculate Salary/Update Employee Positions

Calculate Salary / Update Employee Positions (PAF300)

File Options

Running 'PAF300' in Standard Payroll and Standard Position Control Modes.

This job will Calculate Salary and Update Employee Position Assignments (d-emp-position) for Standard Position Control (PO).

Run Type: Long/Step Advance From: To:

Effective Date:

Update Position Records:

Generate Report:

Salary Schedule:

Bargaining unit :

Job code :

Pay Schedule:

Yr: 2010 Dist: 39 Site: 1 GS: W 2/11/2014 4:32:53 PM

Rolling Selected Pay Lines to the New Year

HR Report/Job Selector 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Reports Global Settings Field Selection Districts Employee Selection **Custom Selection Screen** Schedule Job

Job: PL0900ST - Copy Paylines

Required Data Optional Data

Report Title: Training Seminar

Run Mode: Report Only Report Type: Source/Target

From Year: 09 To Year: 10 Non-Terminated Empl Only:

Active/Inactive Paylines: Active Make Inactive Active:

Position Number Selection: Both Zero the Pos Number:

Exclude All Pay Lines with SP-EP: Blank the SP-EP:

Balance of Contract Pay Line Selection: Both

Yr:2010 Dist:39 Site:1 2/11/2014 4:36 PM

Rolling Selected Pay Lines to the New Year

HR Report/Job Selector 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Reports Global Settings Field Selection Districts Employee Selection **Custom Selection Screen** Schedule Job

Job: PL0900ST - Copy Paylines

Required Data										Optional Data				
Bargaining Unit:	<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"/>					
Pay Code:	<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"/>					
Retirement System:	<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"/>					
Pay Location:	<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"/>			
Control Group:	<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"/>			
Pay Type:	<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"/>			
Pay Schedule:	<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"/>			
Sta. Ded. Profile:	<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"/>			
SP-EP:	<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"/>			
Rate Type:	<input type="text"/>										Rates From:	<input type="text"/>	To:	<input type="text"/>
Units Treatment:	<input type="text" value="Honor Flag"/>										Units From:	<input type="text"/>	To:	<input type="text"/>

Yr:2010 Dist:39 Site:1 2/11/2014 4:37 PM

Load Pay Lines from position Control

The screenshot displays the HR Report/Job Selector application window for '39 - QSS DEMONSTRATION DISTRICT'. The interface includes a menu bar (File, Options, Help+Video) and a toolbar with icons for file operations and navigation. The main area shows a tabbed interface with 'Custom Selection Screen' selected. The job is identified as 'Job: PL0400ST - Load Payline Data from Position Control (STD)'. The report title is 'Training Seminar'. The update option is set to 'Update and Report'. The year is '10', the control date is '07/01/2009', and the load option is 'Load All'. The 'Select accts active on' is also '07/01/2009', and 'Keep Accounts' is checked. Below these are several grids for selecting pay schedules, special contract types, and balance of contract. The 'Bonus-pay Payroll Pay-type Codes' section includes fields for Additional, Percentage, Per-Diem, Longevity (set to LONG), Degree (set to DEG), and Other. The 'Select specific employees' field is currently empty, showing five dashed placeholders. At the bottom right, the status bar indicates 'Yr:2010 Dist:39 Site:1 2/11/2014 4:40 PM'.

HR Report/Job Selector 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Reports Global Settings Field Selection Districts Employee Selection **Custom Selection Screen** Schedule Job

Job: PL0400ST - Load Payline Data from Position Control (STD)

Report Title: Training Seminar

Update Option: Update and Report

Year: 10 Control Date: 07/01/2009 Load Option: Load All

Select accts active on: 07/01/2009 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: LONG Degree: DEG Other:

Select specific employees:

Yr:2010 Dist:39 Site:1 2/11/2014 4:40 PM

Absence Tracking Reset and Balance Forward

Absence Tracking Reset and Balance Forward Process and Report (ABT920)

File Options

Reporting Options

Report Title: Training Seminar

Report: U - Update and report Detail: D - Detail and totals

Sort on: L - Leave group

Reset

Reset thru: 06/30/2009 Control date: 07/01/2010

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: 2010 Dist: 39 Site: 1 GS: W 2/11/2014 4:43:51 PM

Absence Tracking Accrual Process

Absence Tracking Accrual Process and Report (ABT400)

File Options

Reporting Options

Report Title:

Report: Detail:

Sort on: Show accrual:

Control Center

Control date: Start date: End date:


Include terminated employees?

Process accrual by: Leave Group Accrual Schedule

By Leave Group

For month: Roll code:

Include Exclude All

 Leave Groups:

By Accrual Schedule

For month: Schedule code:

Yr: 2010 Dist: 39 Site: 1 GS: W 2/11/2014 4:52:50 PM

Absence Tracking Accrual Process

Absence Tracking Accrual Process and Report (ABT400)

File Options

Reporting Options

Report Title:

Report: Detail:

Sort on: Show accrual:

Control Center

Control date: Start date: End date:

Include terminated employees?

Process accrual by: Leave Group Accrual Schedule

By Leave Group

For month: Roll code:

Include Exclude All

Leave Groups:

By Accrual Schedule

For month: Schedule code:

Yr: 2010 Dist: 39 Site: 1 GS: W 2/11/2014 4:48:12 PM

Create Batch Environment

The screenshot displays the 'AP Batch Maintenance' application window. The title bar indicates the user is logged in as '39 - QSS DEMONSTRATION DISTRICT' and the system is 'QSS/OASIS'. The 'File' menu is open, showing options like 'Show Status', 'Settings', 'Clear Settings on Exit', and 'Exit'. The 'Settings' submenu is also open, highlighting the 'Set Batch Environment' option (Ctrl+E). The main window area shows a table with columns for 'Di', 'Batch', 'Description', and 'Status'. A single row is visible with 'Di' value '39'. The status bar at the bottom provides system information: 'Default APDCTL: N BCUPDT: YYNNN00018999YYYYYYYYYYYYYYYYY', 'Yr: 2008 Dist: 39 Site: 1 GS: W', and the date/time '3/25/2014 10:26:03 PM'.

Di	Batch	Description	Status
39			

Create Batch Environment

1 rows changed

District: 39 - The Train USD

	District	Status	Enable Batching	Allow Revolving	Update Time
✎	39	Batching not enabled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Yr: 2010 Dist: 39 Site: 1 GS: W 3/25/2014 10:29:21 PM

Set up Estimated Payables

Accounts Payable - Set Up Payables (EP) 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Window View Help+Video

2008

Estimated Payable

File Options

Payables #: *AUTO* Date: 06/30/2008 Establishing a Payable in year 2008

Description:

PO #:

Vendor No./Address No. /

Vendor name/address Remit name/address

End	Resc	Y	Objt	SO	Goal	Func	CstCtr	St...	\$ Amount	Status
	-	-	-	-	-	-	-	-		

Yr: 2008 Dist: 39 Site: 1 GS: W 3/25/2014 10:40:30 PM

Close Out Purchase Orders

Add PO Payment

File Options

Next PO#: <Enter PO#> <Line> PO Quick View

Add

PO number: 080008 - ANOTHER SAMPLE PO
 Line: 0001 Account: 010-6010-0-5200-00-7110-7200-000000-500-0000
 Budget balance: -\$216.48
 Vendor: 000001 - QUINTESSENTIAL SCHOOL SYSTEMS

Balance: \$0.00

Payment type: R - Carry Forward to Next FY (Rollover)

Invoice date: C - Close
 F - Final Payment
 M - Credit Memo
 N - Notation
 P - Partial Payment
 Batch number: L - Create a Liability
 Payment due: R - Carry Forward to Next FY (Rollover)
 E - Encumbrance change

Payment: Note: As of 8/22/2011, the positions of the Payment and Liquidate fields have been reversed. [Don't show this message again](#)

Liquidate:

Use Tax: N Use Tax Amount: \$0.00
 1099: Y

Discount: 0.00 % Net:

Address No: L 00
 3 Addresses

Remit Payments:
 QSS
 867 AMERICAN ST.
 2ND FLOOR (UPSTAIRS)
 (REMIT ONLY)
 SAN CARLOS, CA 94070

Yr: 2008 Dist: 39 Site: 1 GS: W 3/25/2014 10:32:03 PM

Close Out Purchase Orders

PO Rollover Report/Update (POR510) Year: 08 Dist: 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection Accounts

Report Title :

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

Update?

Fiscal Year Update

Increment FY Field During Update:

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

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

Yr: 2008 Dist: 39 Site: 1 GS: W 3/25/2014 10:34:33 PM

Close Out Purchase Orders

PO to Liabilities Report/Update (POR520) Year: 08 Dist: 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection Accounts

Report Title :

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

Update? N - Produce report (only) ▼

Fiscal Year Update

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

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

Important Notice

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

Yr: 2008 Dist: 39 Site: 1 GS: W 3/25/2014 10:36:01 PM

Close Out Purchase Orders

Close Out Open Purchase Orders (PCL920) Year: 08 Dist: 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection Accounts

Posting Date : 06/30/2008

Invoice Date : 06/30/2008

Invoice Description : EOY MASS CLOSE

Select Purchase Orders Dated : 07/01/2007 - 06/30/2008

Update Mode : N

Yr: 2008 Dist: 39 Site: 1 GS: W 3/25/2014 10:36:55 PM

Close Out Purchase Orders

Year-End Requisition Cancellation (POX086) Year: 08 Dist: 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Report Title:

Sort: 1 - Site/Req No.

Mode: 1 - Report Only

Fiscal Year:

Select Sites:

Cancellation Type: 1 - Unapproved Reqs Without Routing Only

Cancellation Post Date: 1 - Unapproved Reqs Without Routing Only
2 - Unapproved Reqs With Routing Only
3 - All Unapproved Reqs

Yr: 2008 Dist: 39 Site: 1 GS: W 3/25/2014 10:38:36 PM

IBM - Roll Forward / Accrual Invoices

Year End Processing

Year End Rollover/Accrual

Report Title:

Roll "R" transactions to invoices in next year.
 Set up remaining open invoices as accruals

Select Receipts entered by user:

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

Process Year End

Year End Processing

Year End Rollover/Accrual

Report Title:

Roll "R" transactions to invoices in next year.
 Set up remaining open invoices as accruals

Select invoices entered by user:

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

Process Year End

GLAR - Accounts Receivable (No Invoicing)

GLAR - Accounts Receivable (No Invoicing) 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

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

Filter

Receivable Type: Accrual (AR to be Received in FY 2009)
 Current Year (XR) Via: Reserve Revenue

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

End Resc Y Objt SO Goal Func CstCtr Ste Mngr
 Account: L

Receivable Number:
 Date:
 Reference:
 Description:
 Amount:

Rcv Object:

Audit Date from: to
 Audit ID from: to

Established Receivables (FY 2008): Total:

Type	Number	Date	Reference	Account Title	Description	Amount	Rev	Rcv Objt	Vendor	PO Number	Audit Date	Audit ID

ARS010:Y0 YYYY/ARS011:Y0 YYYY/ARS020:ARS021:/ Yr: 08 Dist: 39 Site: 0000 3/23/2017 7:06 AM

GLAR - Accounts Receivable (No Invoicing)

GLAR - Set Up Receivables 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Missing Program Option for AR. Auto numbering is disabled. Add

Receivable Type: Accrual
 Current Year (XR) Via Revenue

Receivable Number:

Date: 06/30/2008

Reference:

Description:

Account: L

End	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr
-	-	-	-	-	-	-	-	-	-

Amount:

Rcv Object:

Vendor:

PO Number:

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

ARS010:Y0 YYYY/ARS011:Y0 YYYY Yr: 08 Dist: 39 Site: 0000 3/23/2017 7:09 AM

Stores Define Fiscal Year Control Master File

FY Control Maintenance

File Options

InspectMode

Warehouse No: **QSSUG WAREHOUSE**

FY: FY Status:

Date open: Date closed:

Transaction type	Start date	End date
AD - Adjustments	<input type="text" value="07/01/2007"/>	<input type="text" value="06/30/2008"/>
BI - Back Issues	<input type="text" value="07/01/2007"/>	<input type="text" value="06/30/2008"/>
BO - Back Orders	<input type="text" value="07/01/2007"/>	<input type="text" value="06/30/2008"/>
CA - Cancel Issues	<input type="text" value="07/01/2007"/>	<input type="text" value="06/30/2008"/>
CR - Credits	<input type="text" value="07/01/2007"/>	<input type="text" value="06/30/2008"/>
IS - Issues	<input type="text" value="07/01/2007"/>	<input type="text" value="06/30/2008"/>
SO - Stores Orders	<input type="text" value="07/01/2007"/>	<input type="text" value="06/30/2008"/>
SR - Stores Receipts	<input type="text" value="07/01/2007"/>	<input type="text" value="06/30/2008"/>
SK - New Stock Item	<input type="text" value="07/01/2007"/>	<input type="text" value="06/30/2008"/>

Added by: DA02 on: 06/02/2010

Changed by: DA02 on: 06/03/2010 at: 12:48:24

Yr: 2008 Dist: 26 Site: 1 GS: W 3/25/2014 10:48:26 PM

Stores Run Year End Processing

The screenshot shows a software window titled "Stores" with a subtitle "02 - QSSUG WAREHOUSE" and "QSS/OASIS". The window has a menu bar with "File" and "Options", and a toolbar with icons for back, refresh, help, and print. A message box displays the error: "There are more than two open fiscal years for this warehouse. Can't continue." Below this, the "Year-End Processing (FY1200)" section contains the following fields and options:

- Warehouse: 02 QSSUG WH
- Generate new FY records? (Warehouse parameters, Warehouse-Site, Stock and Stock-Site records)
- FY: 08 (None) to 09 (None)
- Process stock balances: A dropdown menu is open, showing two options: "1 - Initialize stock balances to zero in 2009" (highlighted) and "2 - Carry forward 2008 ending stock balances to 2009 beginning stock balances".
- Initialize last ordered/received vendor information

The status bar at the bottom of the window displays: "Yr: 2008 Dist: 26 Site: 1 GS: W 3/25/2014 10:50:11 PM".

Benefits Management Rollover

Request Benefits Management Roll-Over (BM0800)

File Options

Report Selections

Report Title:

Sort by:

Run Mode:

Update Mode:

Exit Date:

Update Levels Based on Age:

Package/Level Code / / / / /

Select Package Code Select Package Level Code

Section 125: Primary: Cobra:

M Flag: D Flag:

All Plans Posted: Include Updated Age Levels Only:

Yr: 2008 Dist: 26 Site: 1 GS: W 3/25/2014 10:51:33 PM

Benefits Management Recalculation

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

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: 2008 Dist: 26 Site: 1 GS: W 3/25/2014 10:53:07 PM