QSSUG
Finance/Personnel Committee
Webinar
November 15, 2018

QSS/OASIS

New Features in QCC

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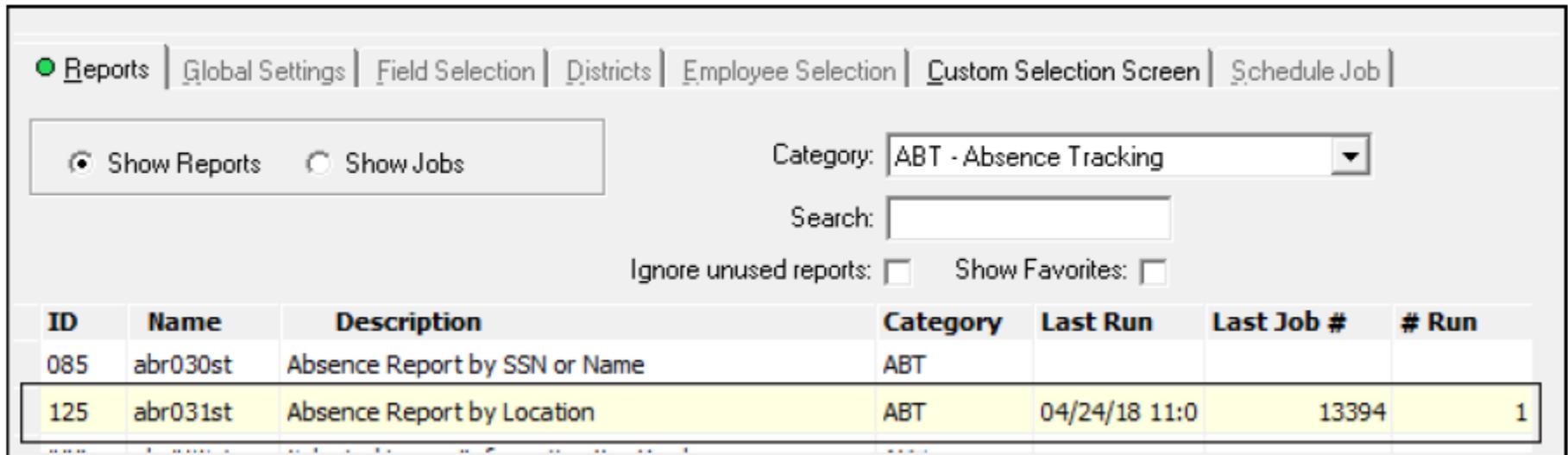
New Features in QCC - Agenda

- Absence Tracking

- Accounts Payable / Purchasing

- Budget Development

- General Ledger

- Human Resources

- Payroll

- Position Control

- Additional Features as time permits

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New Features in QCC – Absence Tracking

- **Path:** Human Resources / Payroll >> HR Reporting and Downloading >> HR Report / Job Selector

New Features in QCC – Absence Tracking

Description: The Custom Selection Tab for the Absence Report by Location (ABR301) has an additional selection for **Number of Leave Balances to print**. If your site does not do any optional set-up, the choices in the list are **First 01 balances** through **First 10 balances**.

Your site can customize this list in the following ways.

- The ABR031LB user security allows you to define which choices are available and which onne is the pre-selected choice.

- The ABR031nn user security allows you to define custom descriptions for **First 01 balances** through **First 10 balances**.

New Features in QCC – Absence Tracking

New Features in QCC – Absence Tracking

The following sample illustrates how the report summarizes transactions for an employee.

```
039 QSS DEMO(the train 29410)                    LEAVE TOTALS              J13505  ABR031  L.00.00 05/11/18 PAGE     2
                                               02 CLASSIFIED EMPLOYEES
FROM: 02/03/2003  TO: 12/31/2019

SSN          NAME                   VAC       SL       PN      DSL      CT       IA       HF       HD
---------------------------------------------------------------------------------------------------------------------
001006       PERSNIKITY REALLIE          0.00   148.00     0.00     0.00     0.00     0.00     0.00     0.00
Leave group: AV Service year: #4         0.00     0.00     0.00     0.00     0.00     0.00     0.00     0.00
    TRANS NO LG CODE ABSENCE REASON               FROM       TO          TOTAL UNITS                    REMARK
---------------------------------------------------------------------------------------------------------------------
        23   AV  S    SICK LEAVE                03/28/2018 03/28/2018     8.00  HOURS                    Flu
        22   AV  S    SICK LEAVE                11/08/2017 11/08/2017     8.00  HOURS                    Flu
        20   AV  A2   ACCRUE SICK LEAVE         03/03/2017 03/03/2017    82.00  HOURS
        19   AV  S    SICK LEAVE                03/03/2017 03/03/2017    88.00- HOURS
        21   AV  S    SICK LEAVE                03/03/2017 03/03/2017     8.00  HOURS
        17   AV  CT   COMPENSATORY TIME         01/30/2017 01/30/2017     5.00  HOURS
        16   AV  V    VACATION                  01/30/2017 01/30/2017     4.00  HOURS
        15   AV  S    SICK LEAVE                05/01/2016 05/01/2016     4.00  HOURS
        18   AV  S    SICK LEAVE                02/17/2008 02/17/2008     8.00  HOURS
         8   AV  B1   BALANCE FWD VACATION      11/21/2007 11/21/2007   152.00  HOURS
        13   TE  B2   BALANCE FWD SICK LEAVE    11/21/2007 11/21/2007    96.00- HOURS
        14   TE  B2   BALANCE FWD SICK LEAVE    11/21/2007 11/21/2007    96.00  HOURS
         9   AV  B2   BALANCE FWD SICK LEAVE    11/21/2007 11/21/2007    96.00  HOURS
        10   AV  B3   BALANCE FWD PERSONAL NECESSITY 11/21/2007 11/21/2007 16.00  HOURS
        11   AV  B7   BALANCE FLOATING HOLIDAY  11/21/2007 11/21/2007     8.00  HOURS
        12   AV  B8   BALANCE DAY OF CHOICE     11/21/2007 11/21/2007     8.00  HOURS
         1   AV  A1   ACCRUE VACATION TIME      10/26/2007 10/26/2007   160.00- HOURS
         2   AV  A2   ACCRUE SICK LEAVE         10/26/2007 10/26/2007    96.00- HOURS
         3   AV  A3   ACCRUE PERSONAL NECESSITY 10/26/2007 10/26/2007    16.00- HOURS
         4   AV  A7   ACCRUE FLOATING HOLIDAY   10/26/2007 10/26/2007     8.00- HOURS
         5   AV  A8   ACCRUE DAY OF CHOICE      10/26/2007 10/26/2007     8.00- HOURS
         6   AV  B    BEREAVEMENT               10/26/2007 10/26/2007     8.00  HOURS    TESTING
         7   AV  V    VACATION                  10/26/2007 10/26/2007     8.00  HOURS    more test
```

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New Features in QCC – Accounts Payable / Purchasing

Description: The **End of Year Mass L/R Transaction** is an optional item in the tree view for the *Accounts Payable* window. This new feature for the fiscal year transition process allows you to select multiple POs with L and R transactions to roll forward to the next fiscal year.

- L transactions roll forward as Liabilities (LB) transactions.

- R transactions roll forward as POs.

Here is a summary of how to use the form.

1. In the **Search (F3)** area, select POs to display in the grid.
2. Select the **Search** command.
3. In the **Search Results** area, review the selected transactions.
4. If needed, return to step 1 and refine the selections.
5. When you are satisfied with the selections, select ➕ Add L/R Transactions to post the L and R transactions to the next fiscal year.

   If the command appears dimmed, your security profile does not allow you to post the transactions.

New Features in QCC – Accounts Payable / Purchasing

Boxes for searching for POs.

Display of POs that match the search criteria.

New Features in QCC – Accounts Payable / Purchasing

Display of L and R Transaction on the Grid

The grid displays many columns of information about each PO line item. Most of the columns are very similar to those elsewhere in the Accounts Payable System.

For end-of-year processing, the key columns in the grid are at the right edge of the grid. You will probably have to use the horizontal scroll bar to see them.

$ Balance	'L' Posted	'L' Pending	'R' On File

- **$ Balance** for the remaining balance on a PO.
- **'L' Posted** for amounts already rolled to the next fiscal year as Liabilities (LB) transactions.
- **'L' Pending** for amounts flagged as L transactions to be rolled to the next year as Liability (LB) transactions.
- **'R' on File** for amounts flagged as R transactions to be rolled forward to the next year as POs.

After you select ➕ Add L/R Transactions, the system rolls the amounts in the **'L' Pending** and **'R' on file** columns forward to the next fiscal year for all items in the grid.

NOTE: You can sort the grid on any column. Click a column heading to sort the grid on it. Click the heading again to toggle between sorting in ascending and descending order.

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New Features in QCC – Accounts Payable / Purchasing

PO Payments

Path: Finance >> AP / Purchasing >> Accounts Payable >> Accounts Payable >> PO Payments

Increase Maximum Number of Payments

Version L Only

Description: Increase the maximum number of payments against a PO to 2,000

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New Features in QCC – Accounts Payable / Purchasing

Add PO Invoice Payments Form

Version L Only

Path: Finance >> AP / Purchasing >> Accounts Payable >> Accounts Payable >> PO Payments (PO)

Description: The **Add Invoice Payment** command provides a new, convenient way to set up PO payments. It opens a new *Add PO Invoice Payments* form that displays all of the accounts for a PO. After you enter a payment amount, the system splits the payments across all accounts based on the percentage of balance for the PO.

OPENING THE FORM

You can open the *Add PO Invoice Payments* form from the following places:

- From the top of the *Accounts Payable – PO Payments (PO)* window, you can type a **PO #**, the select the [Add Invoice Payment] button.
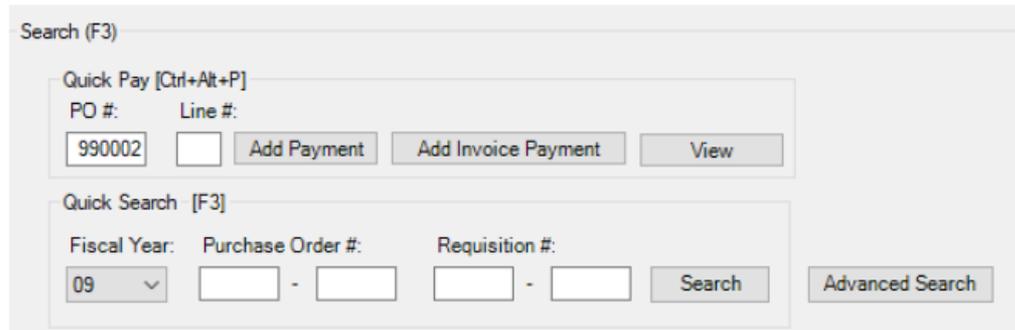
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From the **Search Results** grid *Accounts Payable – PO Payments (PO)* winnow, you can right-click a row in the grid and select **Add PO Invoice Payment….**
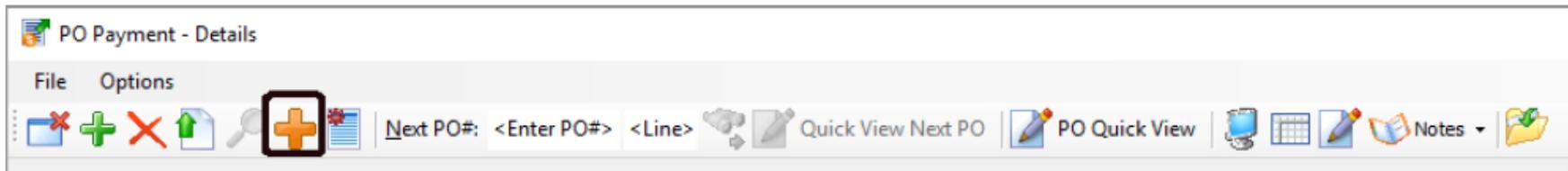
New Features in QCC – Accounts Payable / Purchasing

From the *Po Payments – Details* form for a PO, you can select the **Add PO Invoice Payment...** icon from the tool bar or from the **Options** menu.

New Features in QCC – Accounts Payable / Purchasing

FILLING IN THE FORM

The following figure illustrates the completed form.

The system splits out the invoice amount according to the percentage of balance for each account line.

New Features in QCC – Accounts Payable / Purchasing

To fill in the form:

1. Type the **Amount** of the invoice payment.

   The system splits out this amount over all of the account lines for the PO that have a balance remaining on the encumbrance. In the grid on the bottom of the form, it fills in the **Payment Type**, **Payment**, and **Liquidate** amounts.

   The following sample illustrates how the system splits out a payment of $143.89 on a PO with an encumbered balance of $150.00.

Balance	Payment Type	Payment	Liquidate
100.00	P	95.93	95.93
25.00	P	23.98	23.98
25.00	P	23.98	23.98

2. Type the **Date** for payment.

3. Type a **Description** for the transaction.

4. Select a **Transaction Type**.

    - **A – Auto** creates a partial payment. You can pay more than the encumbered amount if your site allows such overages, but the maximum liquidation amount is the encumbered balance. The PO remains open for more payments.
    - **F – Final** creates a final payment that liquidates all remaining encumbrances and closes the PO. The payment amount can be more than the encumbrance if your site allows such overages.
    - **P – Partial** is not recommended for invoice payments. If you pay more than the encumbered balance, the system can create liquidation amounts greater than the encumbrance. This situation prevents the form from updating.

5. Select a **Batch Number** for the transaction.

6. The **Payment due** date for date-controlled batches is usually not available. This box is only for the few sites that use date-controlled batches.

7. If needed, apply options for **Use Tax**, **1099** reporting, and **Discount.**

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New Features in QCC – Accounts Payable / Purchasing

8. If needed, select the correct **Address No** for the address to remit payment to the vendor.

9. For the **Split Type**, the only choice is **% by Balance**.

   The system calculates the percentage of remaining encumbrances for each account, and then splits out the invoice payment according to that percentage.

10. Select one of the following commands from the **Options** menu or toolbar.

   (Save and Return [F2]) to save the payment and close the form.

   (Save and Stay [F9]) to save the payment and leave the form open.

   (Exit [F12]) to close the form. If you close before saving, the system gives you a chance to save or abandon your changes.

New Features in QCC – Accounts Payable / Purchasing

Purchase Orders (Special Forms) (POX300)
Version L Only

PSFA: 15-014

Description: Add the field called VE-CON-EMAIL to POX300 to print contact email addresses for vendors. This information comes from the *Vendor Maintenance* window's Optional Information tab under the Contact 1 subtab.

The syntax of field is as follows:

ve-con-email -r xx -c yy -l zz

- -r is PO row number to print email.
- -c is PO column number to print email.
- -l is length of email field to print (default is 50 bytes - full length).

You can add this field to the Purchase Order or Change Order driver file(s) as needed.

New Features in QCC – Accounts Payable / Purchasing

POCO Detail Audit Report (POC100)

Version L Only

Path: Finance >> Finance Job Menu >> Finance >> Requisition / PO Reports / Processes >> POCO Detail Audit Report (POC100)

PSFA: 17-018

Description: The POCO Detail Audit Report (POC100) is a new report that lists the details of Change Orders (also known as POCO, or Purchase Order Change Orders). For each Change Order, the report provides a detailed listing of changes. The length of the report for each Change Order varies, depending upon the number of changes to report.

The *Request POCO Detail Audit Report (POC100)* window allows you to launch this report.

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New Features in QCC – Accounts Payable / Purchasing

New Features in QCC – Accounts Payable / Purchasing

The following sample illustrates how the report itemizes the updates to a Change Order.

```
039 QSS DEMO                          POCO DETAIL AUDIT REPORT          J13324  POC100  L.00.00 04/13/18 PAGE    16
SAMPLE FOR RELEASE NOTES                POCO Activity Range: ALL

NUMBER TY  VENDOR  NAME                      PO DESCRIPTION            TOTAL ENC AMT POCO DIFFERENCE DATE ISSUED
           No     Changed     Printed    CO Change           User     Description

--------------------------------------------------------------------------------------------------------------------
019061 PO  000001  QUINTESSENTIAL SCHOOL SYSTEMS   TEST FOR DISCOUNTS            56,030.02     -2,693.73  06/30/2008

           08-01  06/30/2008              Item Data           DEABTEC2       Change discount on item 1.
                  Chg: Discount Amount     From:        4,500.00
                  #0001                    To:          1,500.00
                  Chg: Item Description    From: Test Item 1 with 10% Discount
                  #0001                    To:   Test Item 1 with 15% Discount
                  Chg: Discount Flag       From: P
                  #0002                    To: N
                  Chg: Discount Percent    From:   15.0000
                  #0002                    To:      0.0000
                  Chg: Discount Amount     From:        4,500.00
                  #0002                    To:              0.00

           08-02  06/30/2008              Item Data           DEABTEC2       add discount to item 2.
                  Chg: PO Amount Net Change From:       50,103.75
                                           To:          56,030.00
                  Chg: Discount Amount     From:        4,500.00
                  #0001                    To:          1,500.00
                  Chg: Discount Percent    From:   15.0000
                  #0002                    To:      10.0000
                  Chg: Discount Amount     From:        4,500.00
                  #0002                    To:          2,000.00
                  Chg: Item Description    From: Test Item 2 with NO discount
                  #0002                    To:   Test Item 2 with 10% discount.

                     010-000-0-1100-00-1110-1000-000000-026-0000          28,015.01    -1,346.87
                     010-0000-0-1100-00-1110-1000-000000-013-0000         28,015.01    -1,346.86
```

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New Features in QCC – Budget Development

Budget Development Window

Import Accounts Tab
Version L Only

Path: Finance >> Budget Development >> Import Accounts tab

Description: This release fixes a bug with importing fiscal year-controlled accounts. When working with accounts that contained a fiscal year and limiting the years a user can edit with the ddBDFCyy usersec, the year field checking wasn't properly checking the value.

The system call that retrieves the fiscal year value for the account always returned a fiscal year of zero. It now returns the correct fiscal year.

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General Ledger

GL Application Window

Integrated Attachments

Version L Only

Path: Finance >> Journals, Transfers (DC, JE, TF, TV)

Finance-Personnel: 11-028, 10-001

Description: Add integrated attachments to the Journal Entry (FIO2JE), Cash Deposit (FIO2DC), and Cash Transfers (FIO2TF/TV) subtabs. This feature allows you to attach links to Web sites and supported document types, such as PDF files, Word documents, and Excel spreadsheets.

New Features in QCC – General Ledger

GL Application Window

Version L Only

Path: Finance >> Journals, Transfers (DC, JE, TF, TV) >> Cash Deposit (FI02DC)

Description: This release fixes a bug in how the system was handling the ATTCHDC user security for adding attachments for Cash Deposit (DC) transactions. The system is now correctly honoring the user security and allowing you to add attachments.

For details about the ATTCHDC user security, see the GLAPPS module in Chapter 2 of *Module, Task, and User Security for QCC*.

New Features in QCC – General Ledger

Request Export of Unaudited Actuals (SAC010)
Version L Only

Path: Finance >> Finance Job Menu >> Finance >> General Ledger Reports / Processes >> SACS >> SACS Actual Export

Description: The *Request Export of Unaudited Actuals (SAC010)* window allows you to create an export file of budget data and unaudited actuals for submission to SACS. This release adds the ability to include budget transfers in the export file. The **Include Budget Tfrs** box allows you to select whether to include no budget transfers, all budget transfers, approved only, or unapproved only. You can also type an optional **Cutoff Date** to specify the dates for which to export budget transfers.

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New Features in QCC – General Ledger

The following example illustrates the location of these new boxes

New Features in QCC – Human Resources

Personnel Downloader

Version L Only

Path: Human Resources / Payroll >> HR Reporting and Downloading >> Personnel Downloader

Description: The country of citizenship is added to the data that you can download. In the Field Selection subtab, the **Citizen** field from the MA screen is available. To locate that date select **MA Screen Data** in the **Category** list. The resulting **Field** list includes **Citizen.**

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New Features in QCC – Payroll

Employee Maintenance Window

Pay Lines (PR) Form

Fiscal Year Picker

Path: Human Resources / Payroll >> Employee Maintenance >> Payroll >> Pay Lines (PR)
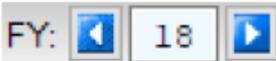
Description: The FY: [◄] 18 [►] date picker for fiscal years was not allowing you to type a fiscal year in the central box. To change fiscal years, you had to click an arrow. Now you can type a fiscal year directly in the box.

New Features in QCC – Payroll

Payroll Data Import Form

Path: Human Resources / Payroll >> Employee Maintenance >> Payroll >> Payroll Data Import >> Paylines

Paylines Import

Additional Import Fields

Description: The import process includes the ability to import the following new fields:

- **B** box (benefits flag)
- **User** box
- **ACA hours**
- **Days worked**

In addition, you can import up to 16 accounts per Pay Line.

These changes apply to both Standard and Enhanced Payroll. The additional fields are included when you export Pay Lines from the Pay Lines (PR) form.

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New Features in QCC – Payroll

The following figure highlights the new items to import.

New Features in QCC – Position Control

Employee Maintenance Window

Assignments/STD (PO) Form
Version L Only

Path: Human Resources / Payroll >> Employee Maintenance >> Position Control >> Assignments/STD (PO)

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New Features in QCC – Position Control

Description: Add the **Pay End** and **End Date Update** boxes to the Assignments/STD (PO) form. These boxes were already on the Assignments/ENH (EA) form.

New Features in QCC – Position Control

HR Code Maintenance #2 Window

Salary Schedules/ENH (SSN) Master File (Enhanced Position Control)

Salary Schedules/STD (SS) Master File (Standard Position Control)
Version L Only

Path: Human Resources / Payroll >> Master Files / Utilities >> HR Code Maintenance #2 >> Position Control >> Salary Schedules/ENH (SSN) or Salary Schedules/STD (SS)

Description: This improvement to the QSS/OASIS Position Control System creates new choices in how to pre-fill the Salary Schedule placement when creating a Position Assignment on the Assignments/STD form (Standard Position Control) or Assignments/ENH form (Enhanced Position Control) of the *Employee Maintenance* window.

- Before this release, the system used the Salary Schedule placement from the Authorized Position to pre-fill the Assignments form.
- This release includes more options for pre-filling the Assignments form when creating a Position Assignment.

If you do not set up any of the new options, the Assignments form will continue to work as they have.

The new options are available in the **Placement Preset Options** list.

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New Features in QCC – Position Control

The following figure illustrates the new box for the Salary Schedules/STD (SS) master file for Standard Position Control.

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New Features in QCC – Position Control

The following figure illustrates the new box for the Salary Schedules/END (SSN) master file for Enhanced Position Control.

New Features in QCC – Position Control

The **Placement Preset Options** allows you to make the following choices for how to pre-fill the Assignments/ENH or Assignments/STD form for Authorized Positions linked to a Salary Schedule:

- 0 – Placement from authorized position (the only available choice before this release).
- 1 – SS/Range/First Step
- 2 – SS/Range/Last Step
- 3 – SS/Range/Blank-Step
- 4 – SS/Blank-Range/Blank-Step
- 5 – Blank-SS/ blank-Range/Blank-Step

Your system administrator can set up the following options with the POSAPPDF user security:

- Always use 0 – Placement from Authorized position.
- Set one of the options as the global pre-set and allow it to be overridden for individual Salary Schedules.
- Set one of the options as the global pre-set and force it to be used regardless of the choice made in individual Salary Schedules.

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