

QSSUG

Finance/Personnel Committee



FISCAL YEAR TRANSITION

March 26, 2014

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QCC Fiscal Year Transition Basics

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- 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 Basics

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- 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 Basics

4

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

Copy District Account Code Structure (Single)

5

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)

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)

6

The screenshot displays the 'General Ledger Maintenance' application window. The title bar indicates '39 - QSS DEMONSTRATION DISTRICT' and 'QSS/OASIS'. The menu bar includes 'File', 'Options', and 'Help+Video'. A toolbar with various icons is visible below the menu. The main window has a tabbed interface with the following tabs: 'Field Master (GLMT01)', 'Account Structure (GLMT02)', 'Clearing Rules (GLMT03)', 'Control Objects (GLMT04)', and 'GL Control Info. (GLINIT)'. The 'Account Structure (GLMT02)' tab is active. Below the tabs, there are five main sections: 'District Masterfile', 'Account String', 'Field Spec.', 'Copy Dist. Records', and 'Copy All Dist.'. The 'Copy Dist. Records' section is currently selected and contains the following fields:

- Source Fiscal Year: 10
- Target Fiscal Year: 11
- Option: A dropdown menu is open, showing three options: 'Preserve records in target FY' (selected), 'Preserve records in target FY', and 'Overlay records in target FY'.

The status bar at the bottom of the window displays 'Yr:2008 Dist:39 Site:1 GS: W 2/11/2014 3:56 PM'. A yellow 'Change' button is located in the top right corner of the main window area.

Rolling Year-Specific Account Field Descriptions

7

The screenshot shows the 'Chart of Accounts' application window for '39 - QSS DEMONSTRATION DISTRICT'. The interface includes a menu bar (File, Options, Help+Video), a toolbar with various icons, and a 'Change' button. The main area is divided into tabs: 'Field Maint. (FDUPDT)' (selected), 'Beg. Balance Upd (BBUPDT)', 'Field Maintenance', 'Transfer Desc', 'Global Desc Xfer', and 'Dist Field Mapping'. A table is displayed under the 'Field Maintenance' tab, listing account fields with their transfer status, field numbers, names, and fiscal year controls.

Transfer?	Field No.	Field Name	FY Controlled	Source Year	Target Year
No	1	Fund	No	08	09
No	2	Resource	No	08	09
No	3	Project Year	No	08	09
No	4	Object	No	08	09
No	5	SUB-OBJECT	No	08	09
No	6	Goal	No	08	09
No	7	Function	No	08	09
No	8	Cost Center	No	08	09
No	9	Site/School	No	08	09
No	10	Management	No	08	09

At the bottom of the window, the status bar displays 'FDUPDT01 :', 'Yr:2008 Dist:39 Site:1 GS: W', and the date/time '2/11/2014 4:05 PM'.

Copy/Del Clearing Rules

8

The screenshot displays the 'General Ledger Maintenance' application window. The title bar includes '39 - QSS DEMONSTRATION DISTRICT' and 'QSS/OASIS'. The menu bar contains 'File', 'Options', and 'Help+Video'. A toolbar with various icons is located below the menu bar. The main window features a navigation pane with tabs for 'Field Master (GLMT01)', 'Account Structure (GLMT02)', 'Clearing Rules (GLMT03)', 'Control Objects (GLMT04)', and 'GL Control Info. (GLINIT)'. The 'Clearing Rules (GLMT03)' tab is active. Below the navigation pane, there are input fields for 'Fiscal Year: 08' and 'District: 00 - Global District'. The main content area is divided into four tabs: 'APY Clearing Rule', 'EE PAY Clearing Rules', 'ER Benefit Clearing', and 'Copy/Del Clearing Rules'. The 'Copy/Del Clearing Rules' tab is selected and contains the following configuration options: 'Option: Copy APY Clearing Rules', 'From Fiscal Year: 08', 'From District: 00 - Global District', 'To Fiscal Year: 09', and 'To District: 00 - Global District'. The status bar at the bottom right shows 'Yr:2008 Dist:39 Site:1 GS: W 3/25/2014 10:03 PM'.

Set up Budget Control Record

9

The screenshot displays the 'Budget Maintenance' application window for '39-QSS DEMONSTRATION DISTRICT' and 'QSS/OASIS'. The interface includes a menu bar (File, Options, Help+Video), a toolbar with various icons, and a navigation pane with tabs for 'Maintain Budget', 'Settings', 'Acct Summ./Bdgt Bldg (ACS010)', and 'Indirect Costs (GLIC50)'. The main form area is titled 'Budget Control Rec (BOUPDT)' and contains the following fields:

- District: 39
- Fiscal Year: 10
- Status: T Maintain accounts via transfers.
- Approved: //
- Revised: //
- Copied from Budget Dev: //
- Actuals copied to Budget Dev: //
- User ID: (empty)
- User ID: (empty)
- User ID: (empty)
- Revision number: (empty)
- Counter: (empty)

The status bar at the bottom shows: Yr:2008 Dist:39 Site:1 GS: W 3/25/2014 10:09 PM

Validate Accounts – Account Maintenance

10

Account Maintenance 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

District : 39

Fiscal Year : 08

Account Number :

Status : Open Closed

Pseudo Code :

Rollover Flag :

Description :

State Code :

Working Revised Approved

Budget:

Expense: _____

Pending: _____

Encumbered: _____

Total Committed:

Balance:

ACUPDT : Y11YYYYW0YYYYYYYYYYYYYYYY \$USER DEA11 N 3/25/2014 10:11 PM

Validate Accounts – Load Working from Budget Development

11

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

12

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

13

Copy Position Control 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	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

14

HR Code Maintenance 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File View Options Help

Inspect

DI FY Name Code
39 2010

Code Range From Code Range To

Work Calendars District Master File

FY	Code	Name	Audit Date	Audit ID

Yr:2010 Dist:39 Site:1 GS: W 2/11/2014 4:09 PM

Set up Work Calendars

15

Add Work Calendars 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

Calendar Codes: Legend
 Fiscal Year: Code value:
 Using Calendar: Regular Work Day (RW) [247] Non-work Day (NW) [104] Special Non-work Day (SN) [1]
 Half Day (HW) [0] Paid Holiday (PH) [13] Hide Codes

Name: Hrs/Day: Mo/Yr:

Work: **247.00** Holiday: **13.00** Total: **260.00**

Contract Dates: to Calendar Dates: to

July - October '09 November - February '10 March - June '10

July '09
#Pd/WK: 22.00/21.00

S	M	T	W	T	F	S
			1	2	3	4
			RW	RW	PH	NW
5	6	7	8	9	10	11
NW	SN	RW	RW	RW	RW	NW
12	13	14	15	16	17	18
NW	RW	RW	RW	RW	RW	NW
19	20	21	22	23	24	25
NW	RW	RW	RW	RW	RW	NW
26	27	28	29	30	31	
NW	RW	RW	RW	RW	RW	

August '09
#Pd/WK: 21.00/21.00

S	M	T	W	T	F	S
						1
						NW
2	3	4	5	6	7	8
NW	RW	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	31					
NW	RW					

September '09
#Pd/WK: 22.00/21.00

S	M	T	W	T	F	S
			1	2	3	4
			RW	RW	RW	RW
6	7	8	9	10	11	12
NW	PH	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			
NW	RW	RW	RW			

October '09
#Pd/WK: 22.00/22.00

S	M	T	W	T	F	S
						1
						RW
						2
						RW
						3
						RW
4	5	6	7	8	9	10
NW	RW	RW	RW	RW	RW	NW
11	12	13	14	15	16	17
NW	RW	RW	RW	RW	RW	NW
18	19	20	21	22	23	24
NW	RW	RW	RW	RW	RW	NW
25	26	27	28	29	30	31
NW	RW	RW	RW	RW	RW	NW

Yr:2010 Dist:39 Site:1 GS: W 2/11/2014 4:14 PM

Set up Work Calendars

16

Change Calendar 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

July '09 #Pd/Wk: 22.00/21.00

S	M	T	W	T	F	S
			1 RW	2 RW	3 PH	4 NW
5 NW	6 SN	7 RW	8 RW	9 RW	10 RW	11 NW
12 NW	13 RW	14 RW	15 RW	16 RW	17 RW	18 NW
19 NW	20 RW	21 RW	22 RW	23 RW	24 RW	25 NW
26 NW	27 RW	28 RW	29 RW	30 RW	31 RW	

Legend

- Hide Codes
- Regular Work Day (RW) [21]
- Half Day (HW) [0]
- Non-work Day (NW) [8]
- Paid Holiday (PH) [1]
- Special Non-work Day (SN) [1]
- Release Selection

Current Selection:

(None)

Keep Changes

Keep Changes/Next Month

Undo Changes

Cancel/Close

Yr:2010 Dist:39 Site:1 GS: W 2/11/2014 4:15 PM

Define Benefits

17

Add - Benefit Projected Rates 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

Year: Copy From Year: Copy Add

Add New/Edit

Accept Line:

Benefit Name	Base Type	Base Amt/%	Limit Amount	PT	Project Amt/%	Reference #	Reference Name
<input type="text"/>	Percent	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Ln	Benefit Name	Base Type	Base Amt	Limit Amt	PT	Projection Amt/%	Reference #	Reference Name
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

Yr:2008 Dist:39 Site:1 GS: W 3/25/2014 10:21 PM

Define Benefits

18

Add - Benefit Projected Rates 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

Year: Copy From Year:

Add New/Edit

Accept Line:

Benefit Name	Base Type	Base Amt/%	Limit Amount	PT	Project Amt/%	Reference #	Reference Name
<input type="text"/>	Percent	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Ln	Benefit Name	Base Type	Base Amt	Limit Amt	PT	Projection Amt/%	Reference #	Reference Name
1	UI	Percent	.0600	0.00	P	10.9320	05	SUI
2	WC	Percent	3.1219	0.00		.00	06	WCOMP
3	STRS	Percent	8.2500	0.00		.00	01	STRS
4	PERS	Percent	9.7250	0.00		.00	02	PERS
5	FICA	Percent	6.2000	115000.00	P	.0000	03	FICA
6	MC	Percent	1.5000	0.00		.00	09	MEDICARE
7	PERSRLR	Percent	3.7140	0.00		.00	12	PERS RLR
8	H&WCERT	Voluntary	6720.00	0.00		.00	04	H/W
9	H&WCERT2	Voluntary	9200.00	0.00		.00	04	H/W
10	H&WCERTF	Voluntary	11700.00	0.00		.00	04	H/W
11	H&WCLASS	Voluntary	6936.00	0.00		.00	04	H/W
12	H&WMGMNT	Voluntary	16020.00	0.00		.00	04	H/W
13	H&WCLAS2	Voluntary	9200.00	0.00		.00	04	H/W
14	H&WCLASF	Voluntary	11700.00	0.00		.00	04	H/W
15								
16	slot-16	Dollar (Prorated by FTE)	7000.00	0.00		.00	04	H/W

Yr:2008 Dist:39 Site:1 GS: W 3/25/2014 10:21 PM

Copy Salary Schedules

19

The screenshot displays the 'HR Code Maintenance 2' application window. The title bar indicates the user is '39 - The Train USD' and the system is 'QSS/OASIS'. The interface includes a menu bar (File, View, Options, Help) and a toolbar with various icons. A tree view on the left shows a hierarchy of folders, with 'Salary Schedules/STD (SS)' selected. The main area is titled 'Copy Salary Schedules [Ctrl+Shift+X]' and contains a form with the following fields:

DI	FY	Name	Code
39	2010	<input type="text"/>	<input type="text"/>

Below the form, there are 'From' and 'To' fields for a 'Code Range'.

The main data area is titled 'Salary Schedules/STD District Master File (1 item)' and contains a table with the following columns: FY, Code, Name, Audit Date, and Audit ID. The table is currently empty.

The status bar at the bottom right shows: 'Yr: 2010 Dist: 39 Site: 1 GS: W 2/11/2014 4:17:29 PM'.

Copy Salary Schedules

20

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)

- \$ \$0.00
- %

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

21

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

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
	09	02	10	02	0.0000	P

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

Copy Salary Schedules

22

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

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

23

The screenshot shows a software window titled "Authorized Position/Employee Assignment Rollover". The window has a menu bar with "File" and "Options", and a toolbar with icons for save, print, and help. The main area contains the following fields and 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:	<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"/>
Job 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"/>	<input type="text"/>
Salary 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"/>
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"/>	<input type="text"/>
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"/>

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

Recalculate Employee Position Projection Values

24

The screenshot shows a software window titled "HR Report/Job Selector" with a subtitle "39 - QSS DEMONSTRATION DISTRICT" and "QSS/OASIS". The menu bar includes "File", "Options", and "Help+Video". The toolbar contains icons for file operations and navigation. The main menu has tabs for "Reports", "Global Settings", "Field Selection", "Districts", "Employee Selection", "Custom Selection Screen" (which is active), and "Schedule Job".

The main content area displays the job title "Job: PCT900ST - Re-Calculate Employee Projections". Below this, there are several input fields and controls:

- Fiscal Year:
- Include terminated employees:
- Report Title:
- Sort:
- Salary Schedules:
- Pay Schedules:

The status bar at the bottom right shows: "Yr:2010 Dist:39 Site:1 2/11/2014 4:30 PM".

Calculate Salary/Update Employee Positions

25

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: 1 - Global Salary Change Long/Step Advance From: To:

Effective Date: 07/01/2009

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

26

The screenshot shows the 'HR Report/Job Selector' application window. The title bar indicates '39 - QSS DEMONSTRATION DISTRICT' and 'QSS/OASIS'. The menu bar includes 'File', 'Options', and 'Help+Video'. The toolbar contains icons for file operations and navigation. The main window has a tabbed interface with 'Custom Selection Screen' selected. The job is identified as 'Job: PL0900ST - Copy Paylines'. The interface is divided into 'Required Data' and 'Optional Data' sections.

Required Data

- Report Title: Training Seminar
- Run Mode: Report Only
- From Year: 09 To Year: 10
- Active/Inactive Paylines: Active
- Position Number Selection: Both
- Exclude All Pay Lines with SP-EP:
- Balance of Contract Pay Line Selection: Both

Optional Data

- Report Type: Source/Target
- Non-Terminated Empl Only:
- Make Inactive Active:
- Zero the Pos Number:
- Blank the SP-EP:

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

Rolling Selected Pay Lines to the New Year

27

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"/>	<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 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"/>	<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"/>
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"/>	<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 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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>	<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"/>																		
Units Treatment:	Honor Flag																		
Rates From:	<input type="text"/>	To	<input type="text"/>																
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

28

The screenshot shows the 'HR Report/Job Selector' application window. The title bar includes '39 - QSS DEMONSTRATION DISTRICT' and 'QSS/OASIS'. The menu bar has 'File', 'Options', and 'Help+Video'. The toolbar contains various icons for file operations and navigation. The main window has several tabs: 'Reports', 'Global Settings', 'Field Selection', 'Districts', 'Employee Selection', 'Custom Selection Screen' (which is active), and 'Schedule Job'. The main content area is titled 'Job: PL0400ST - Load Payline Data from Position Control (STD)'. It contains several input fields and dropdown menus: 'Report Title' is 'Training Seminar'; 'Update Option' is 'Update and Report'; 'Year' is '10'; 'Control Date' is '07/01/2009'; 'Load Option' is 'Load All'; 'Select accts active on:' is '07/01/2009'; and 'Keep Accounts' is checked. Below these are several grids of checkboxes for 'Select pay schedule:', 'Select by schedule:', 'Special cont. types:', and 'Balance of contract:'. At the bottom, there are fields for 'Additional:', 'Percentage:', 'Per-Diem:', 'Longevity:' (set to 'LONG'), 'Degree:' (set to 'DEG'), and 'Other:'. A status bar at the bottom right shows '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: [Dropdown]

By Leave Group

Include Exclude All

Leave Groups: [Grid of checkboxes]

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

Absence Tracking Accrual Process

30

Absence Tracking Accrual Process and Report (ABT400)

File Options

Reporting Options

Report Title: Training Seminar

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

Sort on: L - Leave group Show accrual: Yes

Control Center

Control date: 07/01/2009 Start date: 07/01/2009 End date: 06/30/2010

Include terminated employees?

Process accrual by: Leave Group Accrual Schedule

By Leave Group

For month: July Roll code: AN - ANNUAL

Include Exclude All

Leave Groups: AV C NW [] [] [] [] [] [] [] [] [] []

By Accrual Schedule

For month: July Schedule code: JU - JULY

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

Absence Tracking Accrual Process

31

Absence Tracking Accrual Process and Report (ABT400)

File Options

Reporting Options

Report Title: Training Seminar

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

Sort on: L - Leave group Show accrual: Yes

Control Center

Control date: 07/01/2009 Start date: 07/01/2009 End date: 06/30/2010

Include terminated employees?

Process accrual by: Leave Group Accrual Schedule

By Leave Group

For month: July Roll code: AN - ANNUAL

Include Exclude All

Leave Groups: [] [] [] [] [] [] [] [] [] []

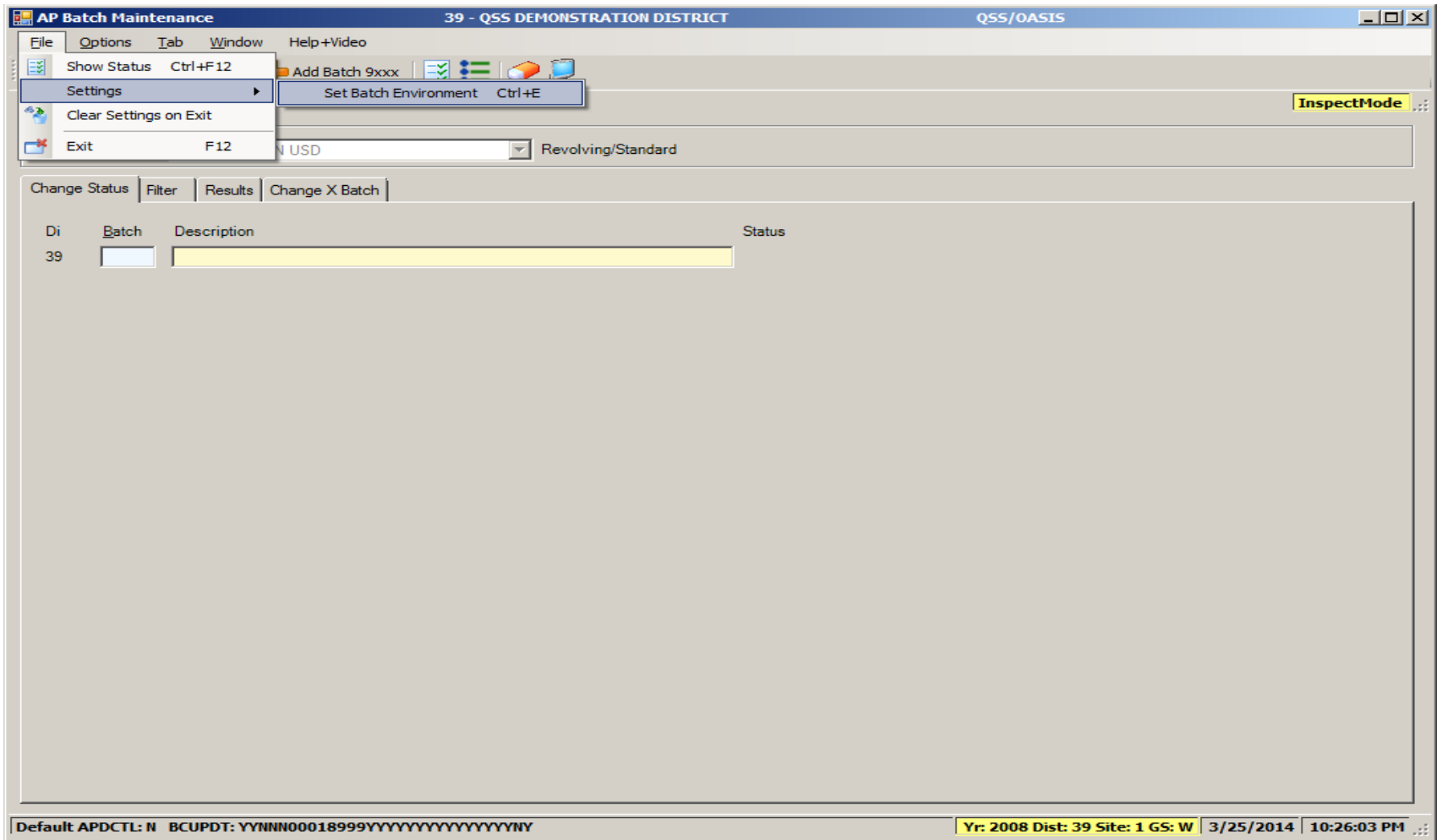
By Accrual Schedule

For month: July Schedule code: JU - JULY

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

Create Batch Environment

32



Create Batch Environment

33

The screenshot shows a software window titled "Set Batch Environment". At the top right, a yellow notification box says "1 rows changed". Below this is a "District:" label followed by a dropdown menu showing "39 - The Train USD". The main area contains a table with the following data:

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

At the bottom of the window, a status bar displays: "Yr: 2010 Dist: 39 Site: 1 GS: W | 3/25/2014 | 10:29:21 PM".

Close Out Purchase Orders

34

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

- 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: [empty]
- Invoice description: [empty]
- Batch number: [empty]
- Payment due: [empty]
- Payment: [empty]
- Liquidate: [empty]
- 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

A dropdown menu is open for 'Payment due', showing the following options:

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

A green note box on the right states: 'Note: As of 8/22/2011, the positions of the Payment and Liquidate fields have been reversed. Don't show this message again'.

At the bottom of the window, it displays: Yr: 2008 Dist: 39 Site: 1 GS: W 3/25/2014 10:32:03 PM

Close Out Purchase Orders

35

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

36

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?

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 '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

37

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

38

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

File Options

Main Selection

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

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

Add

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

Description: _____

PO #: _____

Vendor No./Address No. _____ / _____

Vendor name/address Remit name/address

Fnd	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

Roll Forward / Accrual Invoices

40

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.

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.

Stores Define Fiscal Year Control Master File

41

Warehouse No: 02 QSSUG WAREHOUSE

FY: 08 FY Status: Closed-WH is closed for FY

Date open: 07/01/2007 Date closed: 06/30/2008

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

42

Stores 02 - QSSUG WAREHOUSE QSS/OASIS

File Options

There are more than two open fiscal years for this warehouse. Can't continue.

Year-End Processing (FY1200)

Warehouse: QSSUG WH

Generate new FY records? (Warehouse parameters, Warehouse-Site, Stock and Stock-Site records)

FY: (None) to (None)

Process stock balances:

- 1 - Initialize stock balances to zero in 2009
- 2 - Carry forward 2008 ending stock balances to 2009 beginning stock balances

Initialize last ordered/received vendor information

Yr: 2008 Dist: 26 Site: 1 GS: W 3/25/2014 10:50:11 PM

Benefits Management Rollover

43

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

44

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

Fiscal Year Transition - Give Feedback

Wednesday March 26, 2014 10am - 12noon	Fiscal Year Transition Download flyer/registration Download flyer	Webinar Give Feedback	Don Hemwall Lois Milstead	\$0.00	\$250.00
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QSSUG Fiscal Year Transition Feedback - 03/26/2014

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