

QSSUG

Finance/Personnel

Committee Webinar

QCC Payroll Transfers

November 1, 2012

Duane Percox, QSS



Webinar Agenda

- Overview of QSS/OASIS Payroll Transfers
- Highlight Differences – QCC vs. Traditional
- Review Sample Screen Shots
- Live Samples of Using QCC Payroll Transfers



Payroll Transfers – An Overview

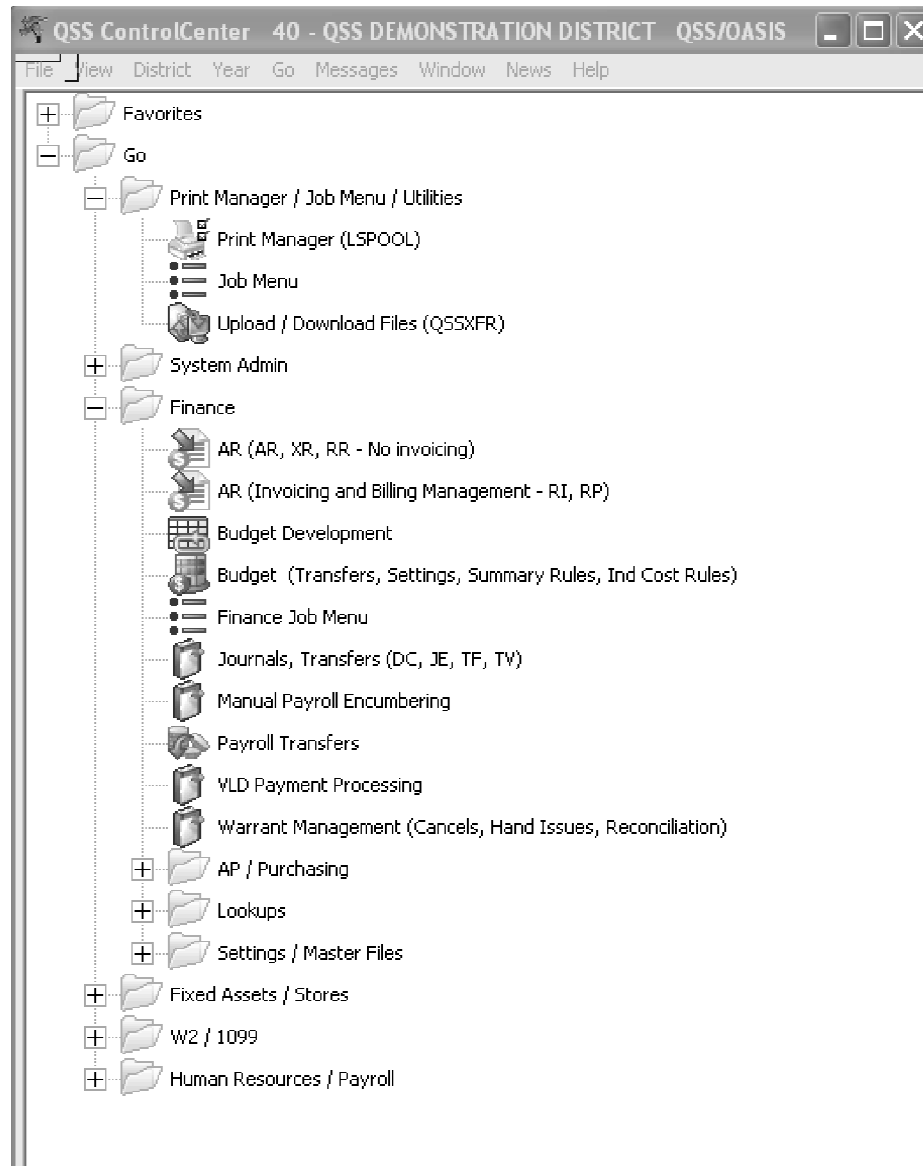
- Correct funding after the payroll has been run and posted to GL by editing the source transaction (pay-lines)
- Generate Transfer Transaction for labor and/or benefits
- Can Enter Multiple Transfers for Same WR – knows current status
- Account changes reflected in Payroll history reporting
- Optionally Merge multiple transactions to create single consolidated transaction
- Transactions can be auto-approved or require approval
- Un-approved transactions can be deleted



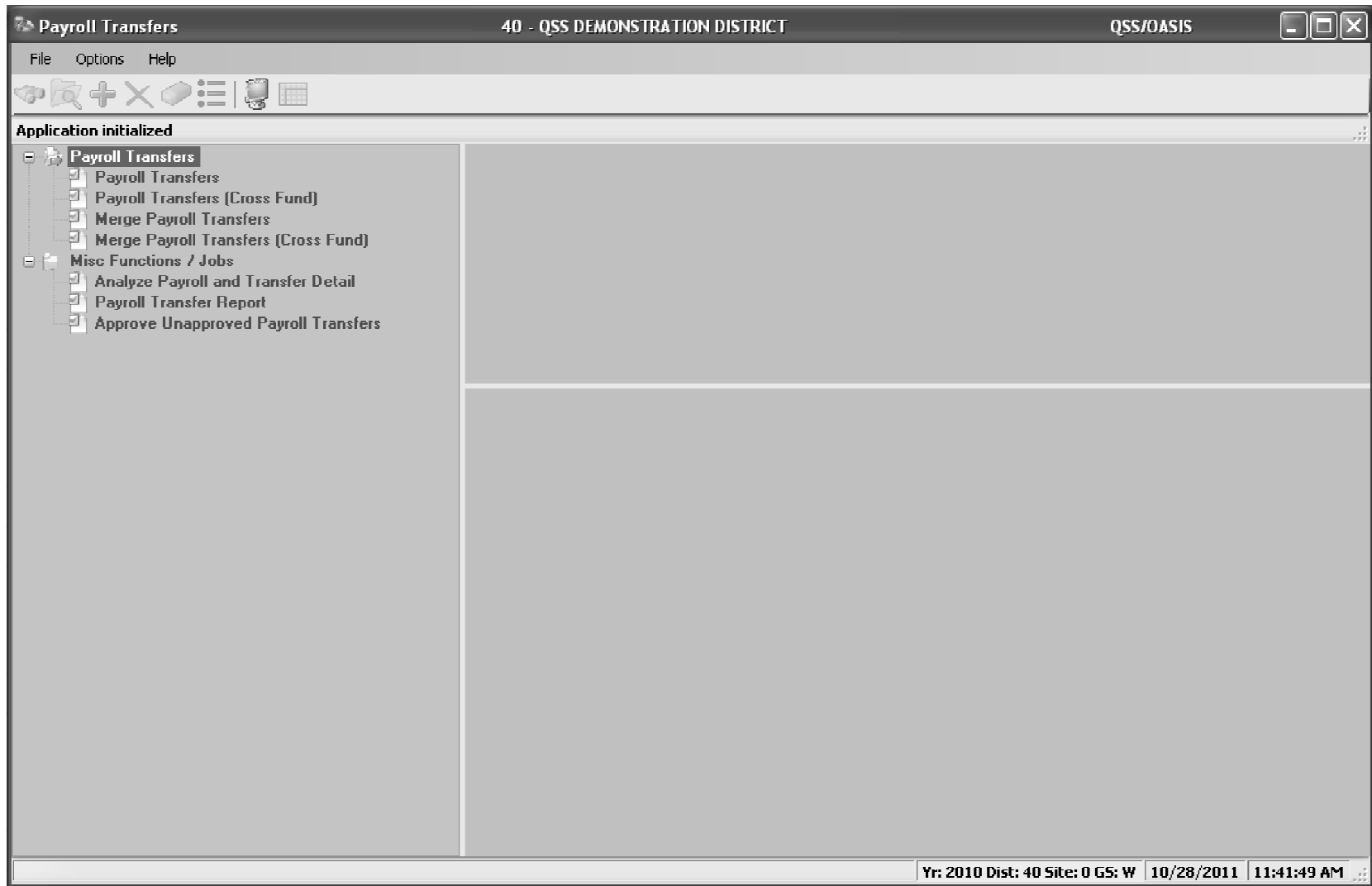
QCC / Traditional Differences

- QCC has better searching and grid export features
- Integrated Notepad
- QCC Transaction approval is on-line – no batch job required
- QCC screens are more friendly 😊

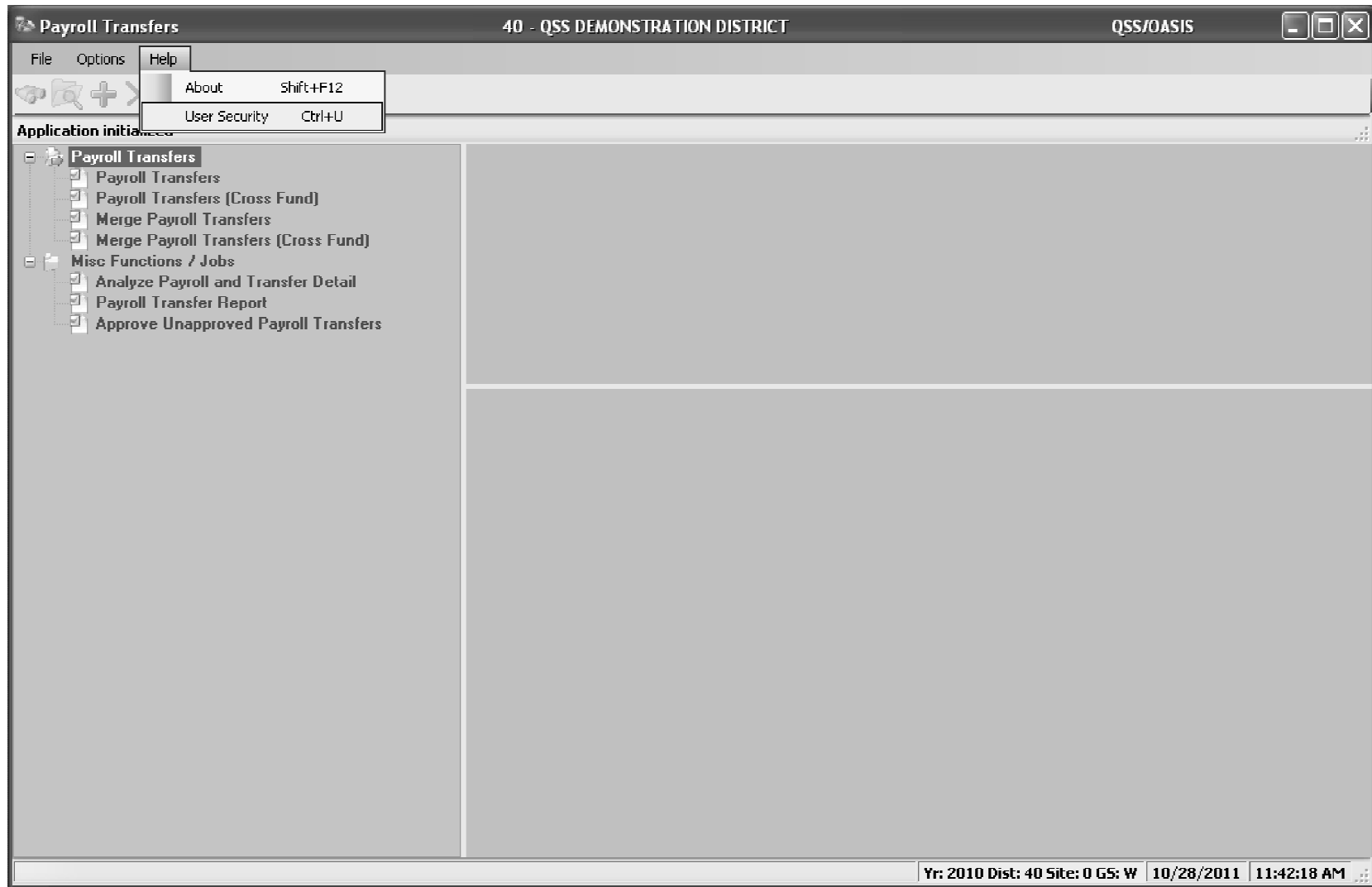
QCC Menu – Finance/Payroll Transfers



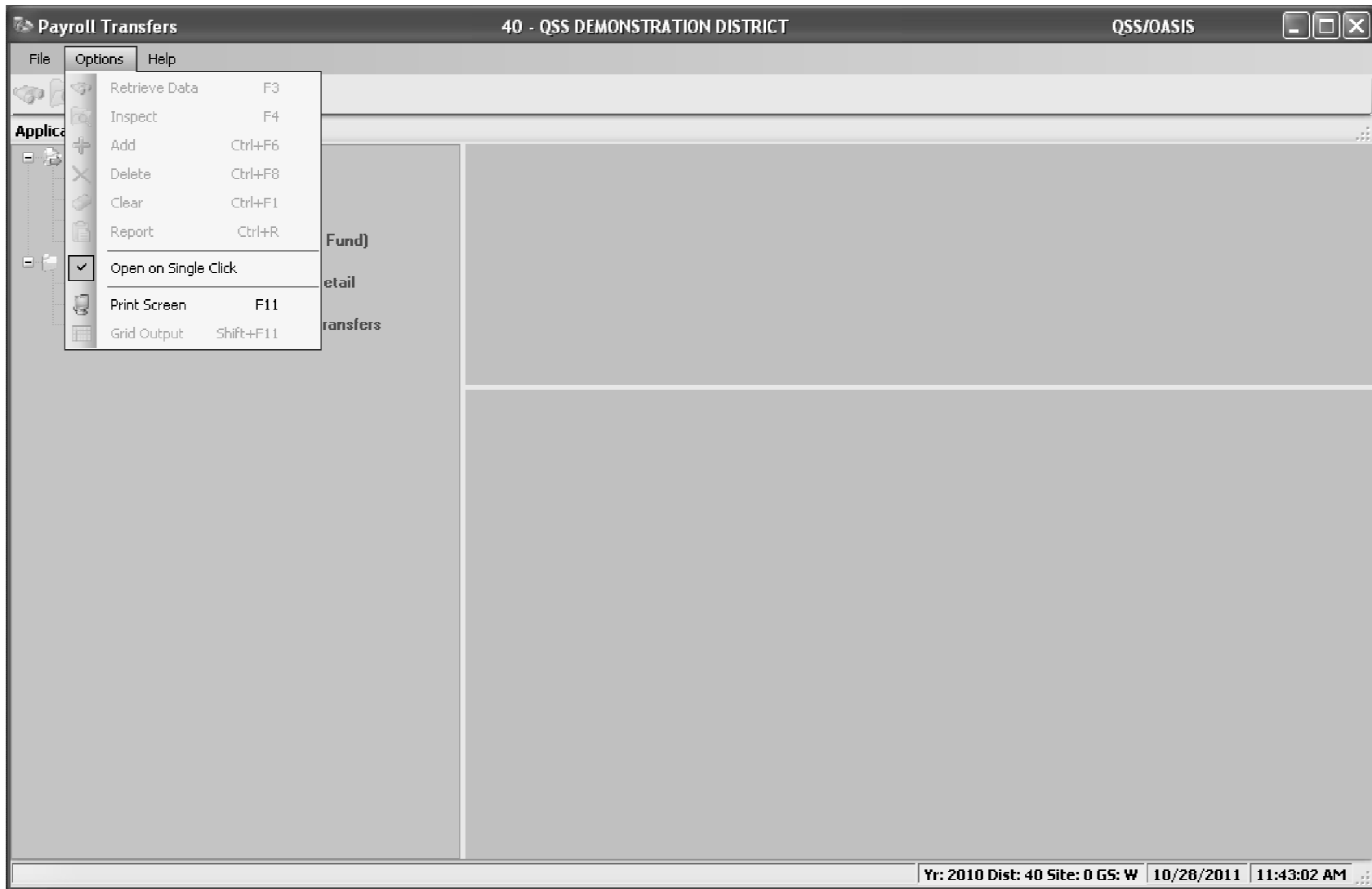
Main Window



View Security Setup Can Be Displayed



Menu Option for Single Click



Payroll Transfers – Main Window

Payroll Transfers

40 - QSS DEMONSTRATION DISTRICT

QSS/OASIS

File Options Help

Payroll Transfers

- Payroll Transfers
- Payroll Transfers (Cross Fund)
- Merge Payroll Transfers
- Merge Payroll Transfers (Cross Fund)

Misc Functions / Jobs

- Analyze Payroll and Transfer Detail
- Payroll Transfer Report
- Approve Unapproved Payroll Transfers

District: 40 Search Detail Description: Description:

Warrant # Range: to Date Range: to

Transaction # Range: to Audit ID:

Approval Search Information

Approved: Approved and Unapproved: Date Range: to

Unapproved: Approval ID:

| Type | Tran No | Warr No | Description | Date | Audit ID | App Date | App ID |
|------|---------|---------|-------------|------|----------|----------|--------|
|------|---------|---------|-------------|------|----------|----------|--------|

Yr: 2010 Dist: 40 Site: 0 GS: W 10/28/2011 11:43:50 AM

Search Payroll Transfers - Results

Payroll Transfers 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Payroll Transfers
 Payroll Transfers
 Payroll Transfers (Cross Fund)
 Merge Payroll Transfers
 Merge Payroll Transfers (Cross Fund)
 Misc Functions / Jobs
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District: 40 Search Detail Description: Description:
 Warrant # Range: to Date Range: to
 Transaction # Range: to Audit ID:
 Approval Search Information
 Approved: Approved and Unapproved: Date Range: to
 Unapproved: Approval ID:

| Type | Tran No | Warr No | Description | Date | Audit ID | App Date | App ID |
|------|---------|----------|--------------------|------------|----------|------------|--------|
| TQ | 100002 | 00000000 | GIULIANI 08/31/09 | 06/30/2010 | MGR | 08/03/2011 | MGR |
| TQ | 100003 | 00000000 | GIULIANI 08/31/09 | 06/30/2010 | MGR | 08/03/2011 | MGR |
| TQ | 100004 | 00000000 | GIULIANI 08/31/09 | 06/30/2010 | MGR | 08/03/2011 | MGR |
| TQ | 100005 | 00000000 | GIULIANI 08/31/09 | 06/30/2010 | MGR | 08/03/2011 | MGR |
| TQ | 100008 | 00000000 | FM: 100007, 100006 | 06/30/2010 | MGR | 08/04/2011 | MGR |
| TQ | 100009 | 77003854 | GIULIANI 08/31/09 | 06/30/2010 | MGR | 08/04/2011 | MGR |
| TQ | 100011 | 00000000 | YOSSARIAN 09/30/09 | 06/30/2010 | MGR | 08/04/2011 | MGR |
| TQ | 100012 | 17051155 | CLINTON 09/30/09 | 06/30/2010 | MGR | 08/04/2011 | MGR |
| TQ | 100013 | 17051155 | CLINTON 09/30/09 | 06/30/2010 | MGR | 08/04/2011 | MGR |
| TQ | 100014 | 17051155 | CLINTON 09/30/09 | 06/30/2010 | MGR | 08/04/2011 | MGR |

Yr: 2010 Dist: 40 Site: 0 GS: W 10/28/2011 11:44:21 AM

Right Click for Options

Payroll Transfers 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Payroll Transfers

- Payroll Transfers
 - Payroll Transfers (Cross Fund)
 - Merge Payroll Transfers
 - Merge Payroll Transfers (Cross Fund)
- Misc Functions / Jobs
 - Analyze Payroll and Transfer Detail
 - Payroll Transfer Report
 - Approve Unapproved Payroll Transfers

District: 40 Search Detail Description: Description:

Warrant # Range: to Date Range: to

Transaction # Range: to Audit ID:

Approval Search Information

Approved: Approved and Unapproved: Date Range: to

Unapproved: Approval ID:

| Type | Tran No | Warr No | Description | Date | Audit ID | App Date | App ID | |
|------|---------|----------|-------------------------------|----------|------------|----------|------------|-----|
| TQ | | | Add Transfer For This Warrant | 08/31/09 | 06/30/2010 | MGR | 08/03/2011 | MGR |
| TQ | | | Inspect | 08/31/09 | 06/30/2010 | MGR | 08/03/2011 | MGR |
| TQ | | | Delete | 08/31/09 | 06/30/2010 | MGR | 08/03/2011 | MGR |
| TQ | | | Notes | 08/31/09 | 06/30/2010 | MGR | 08/03/2011 | MGR |
| TQ | | | Quick View | 08/31/09 | 06/30/2010 | MGR | 08/04/2011 | MGR |
| TQ | | | Show Transfer History | 08/31/09 | 06/30/2010 | MGR | 08/04/2011 | MGR |
| TQ | 100011 | 00000000 | YUSSARIAN | 09/30/09 | 06/30/2010 | MGR | 08/04/2011 | MGR |
| TQ | 100012 | 17051155 | CLINTON | 09/30/09 | 06/30/2010 | MGR | 08/04/2011 | MGR |
| TQ | 100013 | 17051155 | CLINTON | 09/30/09 | 06/30/2010 | MGR | 08/11/2011 | MGR |
| TQ | 100025 | 17050062 | SEWARD | 09/30/09 | 06/30/2010 | MGR | 10/31/2011 | MGR |
| TQ | 100026 | 17050001 | ZENDA | 09/30/09 | 06/30/2010 | MGR | 11/01/2011 | MGR |
| TQ | 100027 | 17050005 | ZENDA | 09/30/09 | 06/30/2010 | MGR | 11/01/2011 | MGR |
| TQ | 100028 | 17050062 | SEWARD | 09/30/09 | 06/30/2010 | MGR | 11/01/2011 | MGR |
| TQ | 100029 | 17050062 | SEWARD | 09/30/09 | 06/30/2010 | MGR | 11/01/2011 | MGR |
| TQ | 100030 | 77052015 | BUSH | 09/30/09 | 06/30/2010 | MGR | 11/01/2011 | MGR |
| TQ | 100031 | 17050062 | SEWARD | 09/30/09 | 06/30/2010 | MGR | 11/01/2011 | MGR |
| TQ | 100033 | 17050062 | SEWARD | 09/30/09 | 06/30/2010 | MGR | 02/25/2012 | MGR |

Yr: 2010 Dist: 40 Site: 0 GS: W 10/30/2012 6:08:32 AM

Use Option Menu/Icons

Payroll Transfers 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

- Retrieve Data F3
- Inspect F4
- Add Ctrl+F6
- Delete Ctrl+F8
- Clear Ctrl+F1
- Report Ctrl+R
- Open on Single Click
- Print Screen F11
- Grid Output Shift+F11

District: 40 Search Detail Description: Description:

Warrant # Range: to Date Range: to

Transaction # Range: to Audit ID:

Approval Search Information

Approved: Approved and Unapproved: Date Range: to

Unapproved: Approval ID:

| Type | Tran No | Warr No | Description | Date | Audit ID | App Date | App ID |
|------|---------|----------|--------------------|------------|----------|------------|--------|
| TQ | 100002 | 00000000 | GIULIANI 08/31/09 | 06/30/2010 | MGR | 08/03/2011 | MGR |
| TQ | 100003 | 00000000 | GIULIANI 08/31/09 | 06/30/2010 | MGR | 08/03/2011 | MGR |
| TQ | 100004 | 00000000 | GIULIANI 08/31/09 | 06/30/2010 | MGR | 08/03/2011 | MGR |
| TQ | 100005 | 00000000 | GIULIANI 08/31/09 | 06/30/2010 | MGR | 08/03/2011 | MGR |
| TQ | 100008 | 00000000 | FM: 100007, 100006 | 06/30/2010 | MGR | 08/04/2011 | MGR |
| TQ | 100009 | 77003854 | GIULIANI 08/31/09 | 06/30/2010 | MGR | 08/04/2011 | MGR |
| TQ | 100011 | 00000000 | YOSSARIAN 09/30/09 | 06/30/2010 | MGR | 08/04/2011 | MGR |
| TQ | 100012 | 17051155 | CLINTON 09/30/09 | 06/30/2010 | MGR | 08/04/2011 | MGR |
| TQ | 100013 | 17051155 | CLINTON 09/30/09 | 06/30/2010 | MGR | 08/04/2011 | MGR |
| TQ | 100014 | 17051155 | CLINTON 09/30/09 | 06/30/2010 | MGR | 08/04/2011 | MGR |

Yr: 2010 Dist: 40 Site: 0 GS: W 10/28/2011 11:59:56 AM

Payroll Transfers X-FD – Main Window

Payroll Transfers (Cross Fund) 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Payroll Transfers
 Payroll Transfers
Payroll Transfers (Cross Fund)
 Merge Payroll Transfers
 Merge Payroll Transfers (Cross Fund)
Misc Functions / Jobs
 Analyze Payroll and Transfer Detail
 Payroll Transfer Report
 Approve Unapproved Payroll Transfers

District: 40 Search Detail Description: Description:
 Warrant # Range: to Date Range: to
 Transaction # Range: to Audit ID:
 Approval Search Information
 Approved: Approved and Unapproved: Date Range: to
 Unapproved: Approval ID:

| Type | Tran No | Warr No | Description | Date | Audit ID | App Date | App ID |
|------|---------|----------|----------------|------------|----------|------------|--------|
| TR | 010001 | 17050003 | ZENDA 09/30/09 | 06/30/2010 | MGR | 05/23/2012 | MGR |
| TR | 100040 | 77050118 | ADAMS 09/30/09 | 06/30/2010 | MGR | | MGR |

Yr: 2010 Dist: 40 Site: 0 GS: W 10/30/2012 6:10:09 AM

Merge Payroll Transfers - Main

File Options Help

Payroll Transfers
Payroll Transfers (Cross Fund)
Merge Payroll Transfers
Merge Payroll Transfers (Cross Fund)
Misc Functions / Jobs
Analyze Payroll and Transfer Detail
Payroll Transfer Report
Approve Unapproved Payroll Transfers

District: 40
Transfer Code: TQ
Date: 06/30/2010
Description:
Create transfers with: Detail Accounts

Range: to

Transfer #:

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Yr: 2010 Dist: 40 Site: 0 GS: W 10/28/2011 11:45:15 AM

Merge Payroll Transfers X-FD - Main

Merge Payroll Transfers (Cross Fund) 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Payroll Transfers
Payroll Transfers
Payroll Transfers (Cross Fund)
Merge Payroll Transfers
Merge Payroll Transfers (Cross Fund)
Misc Functions / Jobs
Analyze Payroll and Transfer Detail
Payroll Transfer Report
Approve Unapproved Payroll Transfers

District: 40
Transfer Code: TR
Date: 06/30/2010
Description:
Create transfers with: Detail Accounts

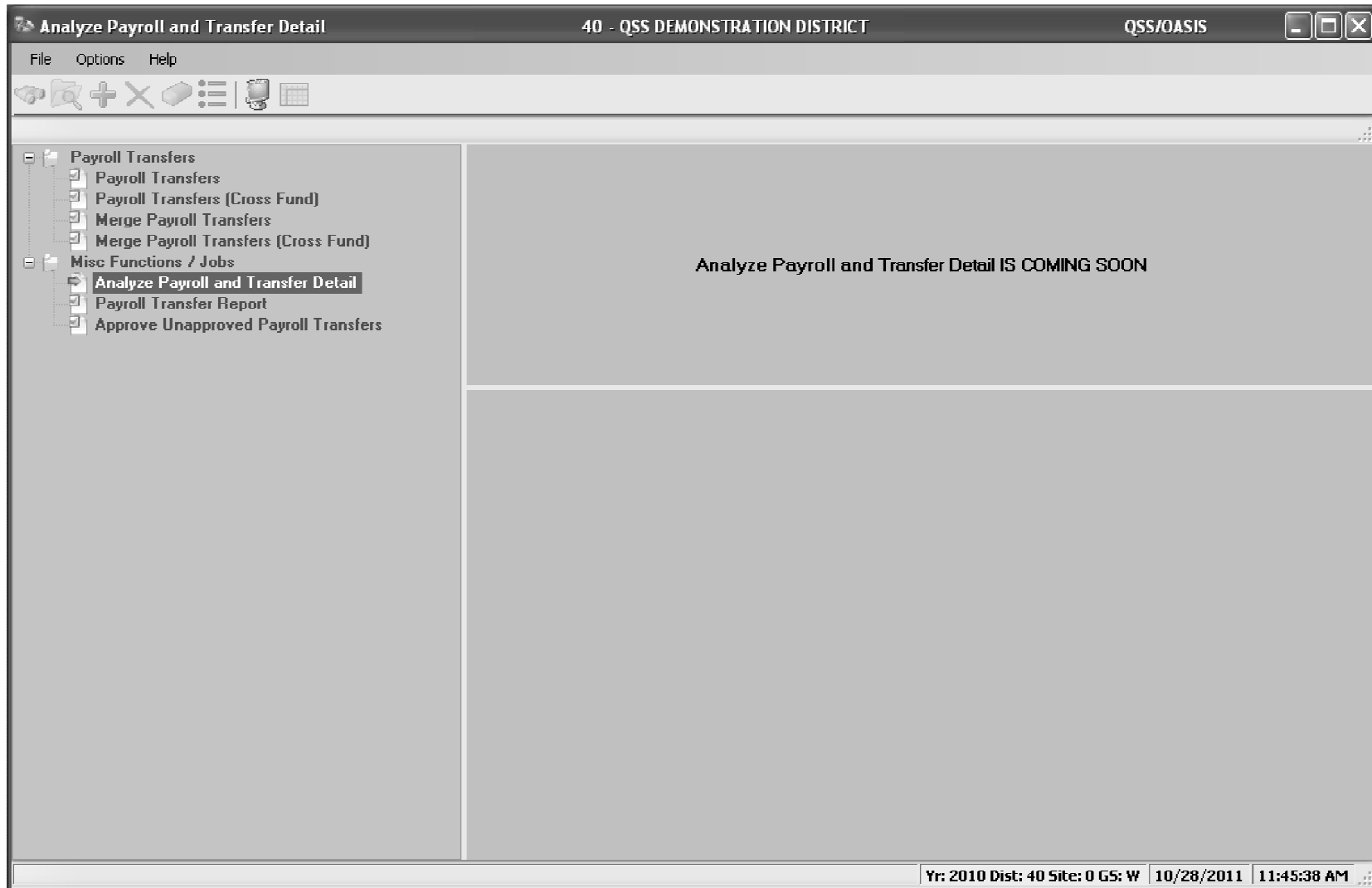
Range: to

Transfer #:

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Yr: 2010 Dist: 40 Site: 0 GS: W 10/28/2011 11:45:25 AM

Analyse Payroll / Transfer - Futures



Payroll Transfer Transaction Report

Payroll Transfer Report 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Payroll Transfer Report

Main Selection

District: 40 - QSS DEMONSTRATION DISTRICT

Report title:

Trans Code:

Date range: to

Transfer# range: to

Date entered range: to

Report format: 1 - District Transfers

Sort by: 1 - Date

Report type: 1 - Approved Only

Yr: 2010 Dist: 40 Site: 0 GS: W 10/28/2011 11:45:49 AM

Transaction Approval

Approve Unapproved Payroll Transfers 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Search Approve Close

ChangeMode

District: 40

Transaction Type: TQ TR

Transaction Number: (Leave blank to approve a range of transactions)

Transaction Date: -

Date Entered: -

Transaction Number: -

Select All Clear All

| | Dist | FY | Tran No | Type | Entered | Date | Desc | Audit ID | App Date | App ID | Message |
|---|------|------|---------|------|------------|------------|-------------------------|----------|----------|--------|---------|
| ▶ | 040 | 2010 | 100040 | TR | 11/07/2011 | 06/30/2010 | ADAMS 09/30/09 77050118 | MGR | | | |

Yr: 2010 Dist: 40 Site: 0 GS: W 10/30/2012 6:12:24 AM

Sample Add Sequence

Add Payroll Transfer 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS


File Options

Process Close

AddMode

Enter a warrant number or transaction number to use to create new payroll transfer.

Warrant

 Warrant Number:

Process Benefits?: ▼

Include Benefit Credits?: ▼

Force remap of benefit objects even if payroll objects are not changed?: ▼

Transfer

Copy from Transfer:

Code:

Year: ▼

Yr: 2010 Dist: 40 Site: 0 GS: W 10/30/2012 6:13:49 AM

Find Warrant to Change by Employee

The screenshot shows a software window titled "Employee Lookup" with the following details:

- Window Title: Employee Lookup
- Subtitle: 40 - QSS DEMONSTRATION DISTRICT
- User: QSS/OASIS
- Menu: File Options
- Buttons: Close

Search Panel

- Search Method: By Name (selected)
- Search Text: kirk, jt
- Include Terminated:

Search Results [Double click or F3 to view selected employees warrants]

| Name | External Ref | G | Ty | Site | BU | RC | LG | Terminated | Work Phone |
|--------------------|--------------|---|----|------|----|----|----|------------|---------------|
| KIRK, JAMES T (JT) | 102903 | M | 40 | 8185 | 02 | 02 | 2B | | (650)804-4488 |

Footer: Yr: 2010 Dist: 40 Site: 0 GS: W 10/30/2012 6:15:17 AM

List of Warrants for Employee

View Warrants 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Return Close

Search Results [Double click or F3 to return selected warrant]

| Warrant | Date Paid | PeriodEnd | Status | Amount | Comment |
|----------|------------|------------|--------|----------|------------------|
| 77050227 | 09/30/2009 | 09/30/2009 | 0 | 3,666.71 | HARRISON JAMES P |
| 77001538 | 07/31/2009 | 07/31/2009 | 0 | 3,705.46 | JAMES P |
| 77003876 | 08/31/2009 | 08/31/2009 | 0 | 4,893.01 | JAMES P |

Yr: 2010 Dist: 40 Site: 0 GS: W 10/30/2012 6:15:49 AM

Add – Enter WR No. / Click Process

Add Payroll Transfer 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Process Close

AddMode

Enter a warrant number or transaction number to use to create new payroll transfer.

Warrant

Warrant Number: 77050227

Process Benefits?: Y

Include Benefit Credits?: Y

Force remap of benefit objects even if payroll objects are not changed?: Y

Transfer

Copy from Transfer:

Code: TQ

Year: 2010

Yr: 2010 Dist: 40 Site: 0 GS: W 10/30/2012 6:17:50 AM

Update Each Payline

Add Payroll Transfer 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Process Close Show History

AddMode

Employee: 999-10-2903 JAMES T KIRK

Warrant: 77050227 0 Date Paid: 09/30/2009 Period End: 09/30/2009

Gross: 5420.00 Fit: 617.85 Sit: 248.15 Sdi: 0.00 Ded: 96.12 SB: 0.00

Dasdi: 333.72 Medi: 78.05 Ret: 379.40 Eic: 0.00 Tsa: 0.00 Net: 3666.71

No History Available

Payline 1 of 1

Go...

| PL | Position # | Rate | Units | RTS | Ex-Gross | Type | St-Ded | SP | EP | Ret Base | AC-P-C |
|----|------------|----------|-------|-------|----------|------|-------------|-----|-----|----------|--------|
| 01 | 001860 | 5,420.00 | 1.00 | LP | 5,420.00 | NML | TPDM | *** | *** | 5,420.00 | 08-1-1 |
| | Py-Sch | S | B | Start | End | User | Contract | | | | |
| | EOM12 | 1 | | | | | 65,040.00 / | | | | |

Accounts

+ Add Account X Delete Account Account Copy Account Paste Next Payline With Account

| Ln | FU RESC Y GOAL FUNC OBJT SCH MNGT BU | Adj Gross | Percent |
|-----|--------------------------------------|-----------|---------|
| ▶ 1 | 01.0097.0.0000.7701.2400.892.5530.20 | 5,420.00 | |

Payline Adjusted Gross: 5,420.00 Payline Total: 5,420.00 Difference: 0.00

Yr: 2010 Dist: 40 Site: 0 GS: W 10/30/2012 6:26:41 AM

Added Acct – Adjusted Gross

Add Payroll Transfer 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Process Close Show History

AddMode

Employee: JAMES T KIRK

Warrant: Date Paid: Period End:

Gross: Fit: Sit: Sdi: Ded: SB:

Dasdi: Medi: Ret: Eic: Tsa: Net:

No History Available

Payline 1 of 1

Go...

| PL | Position # | Rate | Units | RTS | Ex-Gross | Type | St-Ded | SP | EP | Ret Base | AC-P-C |
|----|------------|----------|-------|-------|----------|------|-------------|----|----|----------|--------|
| 01 | 001860 | 5,420.00 | 1.00 | LP | 5,420.00 | NML | TPOM | ** | ** | 5,420.00 | 08-1-1 |
| | Py-Sch | S | B | Start | End | User | Contract | | | | |
| | EOM12 | 1 | | | | | 65,040.00 / | | | | |

Accounts

+ Add Account X Delete Account Account Copy Account Paste Next Payline With Account

| Ln | FU | RESC | Y | GOAL | FUNC | OBJT | SCH | MNGT | BU | Adj Gross | Percent |
|----|----|------|---|------|------|------|-----|------|----|-----------|---------|
| 1 | 01 | 0097 | 0 | 0000 | 7701 | 2400 | 892 | 5530 | 20 | 2,168.00 | 40.00 |
| 2 | 01 | 0097 | 0 | 0000 | 7701 | 2400 | 000 | 5510 | 20 | 3,252.00 | 60.00 |

Payline Adjusted Gross: Payline Total: Difference:

Yr: 2010 Dist: 40 Site: 0 GS: W 10/30/2012 6:25:14 AM

Generated Transfer

Payroll Transfers 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Save Close Show Offset

AddMode

District: 40

Transfer Number: [New] Transfer Code: TQ

Copied From: Warrant

Year: 10

Date: 06/30/2010

Description: HARRISON 09/30/09 77050227

Transfer Accounts

+ Add Account X Delete Account Reverse

| Ln | FU | RESC | Y | GOAL | FUNC | OBJT | SCH | MNGT | BU | Debit | Credit | Dist | Description |
|----|----|------|---|------|------|------|-----|------|----|----------|----------|------|-------------|
| 1 | 01 | 0097 | 0 | 0000 | 7701 | 2400 | 892 | 5530 | 20 | 0.00 | 3,252.00 | 40 | |
| 2 | 01 | 0097 | 0 | 0000 | 7701 | 2400 | 000 | 5510 | 20 | 3,252.00 | 0.00 | 40 | |
| 3 | 01 | 0097 | 0 | 0000 | 7701 | 3202 | 892 | 5530 | 20 | 0.00 | 315.74 | 40 | |
| 4 | 01 | 0097 | 0 | 0000 | 7701 | 3312 | 892 | 5530 | 20 | 0.00 | 200.23 | 40 | |
| 5 | 01 | 0097 | 0 | 0000 | 7701 | 3402 | 892 | 5530 | 20 | 0.00 | 342.26 | 40 | |
| 6 | 01 | 0097 | 0 | 0000 | 7701 | 3752 | 892 | 5530 | 20 | 0.00 | 18.90 | 40 | |
| 7 | 01 | 0097 | 0 | 0000 | 7701 | 3502 | 892 | 5530 | 20 | 0.00 | 9.76 | 40 | |
| 8 | 01 | 0097 | 0 | 0000 | 7701 | 3602 | 892 | 5530 | 20 | 0.00 | 66.67 | 40 | |
| 9 | 01 | 0097 | 0 | 0000 | 7701 | 3322 | 892 | 5530 | 20 | 0.00 | 46.83 | 40 | |
| 10 | 01 | 0097 | 0 | 0000 | 7701 | 3802 | 892 | 5530 | 20 | 0.00 | 90.73 | 40 | |
| 11 | 01 | 0097 | 0 | 0000 | 7701 | 3702 | 892 | 5530 | 20 | 0.00 | 23.09 | 40 | |
| 12 | 01 | 0097 | 0 | 0000 | 7701 | 3202 | 000 | 5510 | 20 | 315.74 | 0.00 | 40 | |

Total Transfers: 4,366.21 4,366.21

Difference:

Yr: 2010 Dist: 40 Site: 0 GS: W 10/30/2012 6:28:38 AM

Assigned Transaction#

Payroll Transfers 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Save Close Show Offset

AddMode

Add Payroll Transfer

Transfer Number : 100037 has been added.

OK

District: 40

Transfer Number: *New* Transfer Code: TQ

Copied From: Warrant

Year: 10

Date: 06/30/2010

Description: SEWARD 09/30/09 17050062

Accounts

+ Add Account X Delete Account Reverse

| Ln | FU RESC Y GOAL FUNC OBJT SCH MNGT BU | Debit | Credit | Dist | Description |
|----|--------------------------------------|-------|--------|------|-------------|
| 1 | 01.0097.0.1110.1001.1150.200.1100.61 | 0.00 | 25.00 | 40 | |
| 2 | 01.0097.0.1110.1001.1150.200.1100.60 | 25.00 | 0.00 | 40 | |
| 3 | 01.0097.0.1110.1001.3101.200.1100.61 | 0.00 | 2.06 | 40 | |
| 4 | 01.0097.0.1110.1001.3501.200.1100.61 | 0.00 | 0.08 | 40 | |
| 5 | 01.0097.0.1110.1001.3601.200.1100.61 | 0.00 | 0.51 | 40 | |
| 6 | 01.0097.0.1110.1001.3321.200.1100.61 | 0.00 | 0.36 | 40 | |
| 7 | 01.0097.0.1110.1001.3701.200.1100.61 | 0.00 | 0.18 | 40 | |

Total Transfers: 28.19 28.19

Difference:

Yr: 2010 Dist: 40 Site: 0 GS: W 10/31/2011 12:23:09 PM

Search for Unapproved

Payroll Transfers 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Payroll Transfers

- Payroll Transfers
- Payroll Transfers (Cross Fund)
- Merge Payroll Transfers
- Merge Payroll Transfers (Cross Fund)

 Misc Functions / Jobs

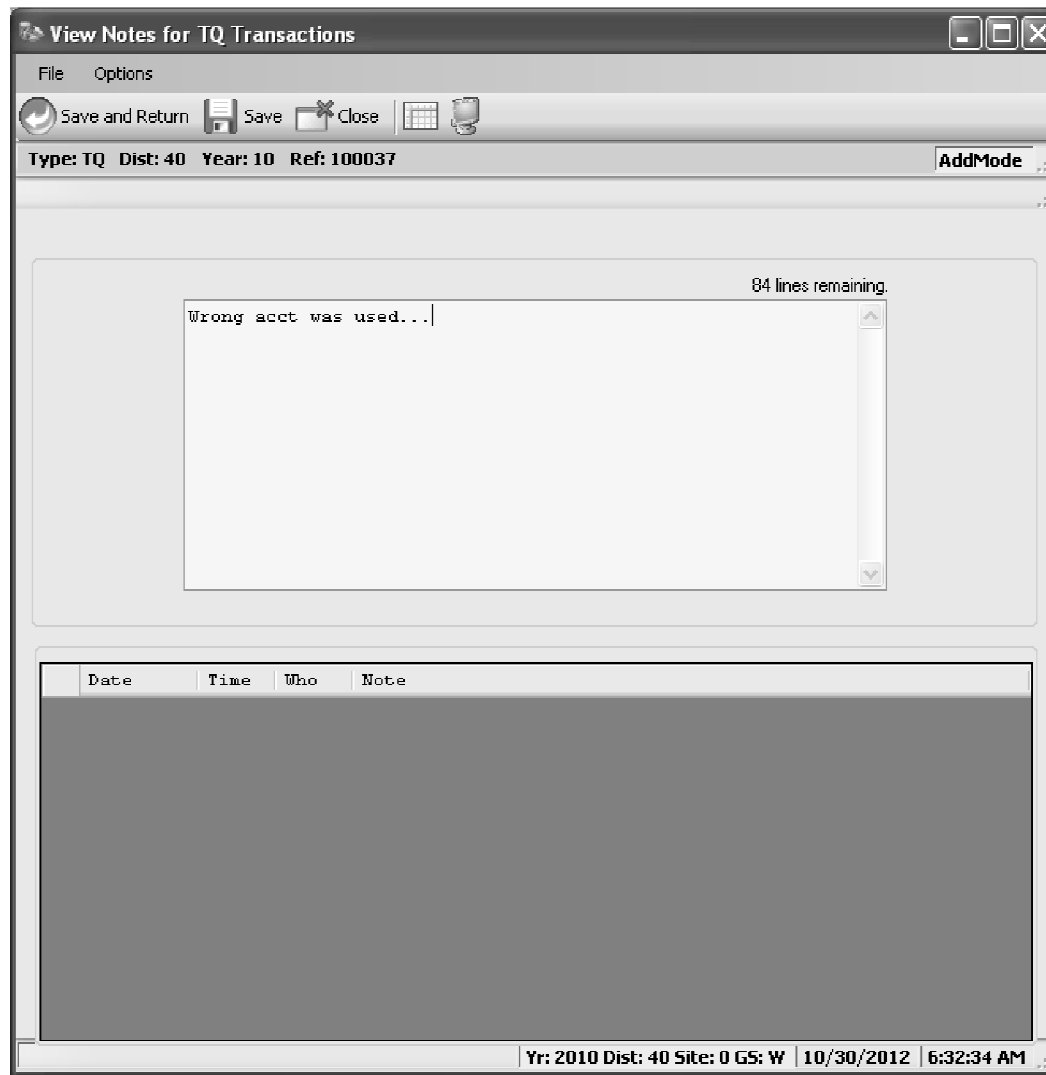
- Analyze Payroll and Transfer Detail
- Payroll Transfer Report
- Approve Unapproved Payroll Transfers

District: 40 Search Detail Description: Description:
 Warrant # Range: to Date Range: to
 Transaction # Range: to Audit ID:
 Approval Search Information
 Approved: Approved and Unapproved: Date Range: to
 Unapproved: Approval ID:

| Type | Tran No | Warr No | Description | Date | Audit ID | App Date | App ID |
|------|---------|----------|-------------------|------------|----------|----------|--------|
| TQ | 100037 | 77050227 | HARRISON 09/30/09 | 06/30/2010 | MGR | | |

Yr: 2010 Dist: 40 Site: 0 GS: W 10/30/2012 6:32:02 AM

Add a Note Using GL Notepad



“Notes” are Bold After Entered

The screenshot shows the 'Payroll Transfers' application window. The title bar indicates '40 - QSS DEMONSTRATION DISTRICT' and 'QSS/OASIS'. The interface includes a menu bar (File, Options, Help), a toolbar, and a left-hand navigation tree. The main area contains search filters and a data table.

Search Filters:

- District: 40
- Search Detail Description:
- Description:
- Warrant # Range: to
- Date Range: to
- Transaction # Range: to
- Audit ID:
- Approval Search Information:
 - Approved:
 - Approved and Unapproved:
 - Unapproved:
 - Date Range: to
 - Approval ID:

Data Table:

| Type | Tran No | Warr No | Description | Date | Audit ID | App Date | App ID |
|------|---------|----------|-------------|----------|------------|----------|--------|
| | 100022 | 20050322 | HARRISON | 09/30/09 | 06/30/2010 | MCR | |

Context Menu:

- Add Transfer For This Warrant
- Inspect
- Delete
- Notes**
- Quick View
- Show Transfer History

Status Bar: Yr: 2010 Dist: 40 Site: 0 GS: W 10/30/2012 6:33:47 AM

Quick View...

Payroll Transfer Quick View

Year: 2010 District: 40 Code: TQ Transfer Number: 100037 Date: 6/30/2010
 Desc: HARRISON 09/30/09 77050227 Approval Date: 12:00:00 AM

Total Lines: 48

| Ln | FU | RESC | Y | GOAL | FUNC | OBJT | SCH | MNGT | BU | Debit | Credit |
|----|----------------|--------|-------|------|------|-------|-----|------|----|----------|----------|
| 01 | 01.0097 | 0.0000 | .7701 | 2400 | .892 | .5530 | .20 | | | 0.00 | 3,252.00 |
| | Dist: 40 Desc: | | | | | | | | | | |
| 02 | 01.0097 | 0.0000 | .7701 | 2400 | .000 | .5510 | .20 | | | 3,252.00 | 0.00 |
| | Dist: 40 Desc: | | | | | | | | | | |
| 03 | 01.0097 | 0.0000 | .7701 | 3202 | .892 | .5530 | .20 | | | 0.00 | 315.74 |
| | Dist: 40 Desc: | | | | | | | | | | |
| 04 | 01.0097 | 0.0000 | .7701 | 3312 | .892 | .5530 | .20 | | | 0.00 | 200.23 |
| | Dist: 40 Desc: | | | | | | | | | | |
| 05 | 01.0097 | 0.0000 | .7701 | 3402 | .892 | .5530 | .20 | | | 0.00 | 342.26 |
| | Dist: 40 Desc: | | | | | | | | | | |
| 06 | 01.0097 | 0.0000 | .7701 | 3752 | .892 | .5530 | .20 | | | 0.00 | 18.90 |
| | Dist: 40 Desc: | | | | | | | | | | |
| 07 | 01.0097 | 0.0000 | .7701 | 3502 | .892 | .5530 | .20 | | | 0.00 | 9.76 |
| | Dist: 40 Desc: | | | | | | | | | | |
| 08 | 01.0097 | 0.0000 | .7701 | 3602 | .892 | .5530 | .20 | | | 0.00 | 66.67 |
| | Dist: 40 Desc: | | | | | | | | | | |
| 09 | 01.0097 | 0.0000 | .7701 | 3322 | .892 | .5530 | .20 | | | 0.00 | 46.83 |
| | Dist: 40 Desc: | | | | | | | | | | |
| 10 | 01.0097 | 0.0000 | .7701 | 3802 | .892 | .5530 | .20 | | | 0.00 | 90.73 |
| | Dist: 40 Desc: | | | | | | | | | | |
| 11 | 01.0097 | 0.0000 | .7701 | 3702 | .892 | .5530 | .20 | | | 0.00 | 23.09 |
| | Dist: 40 Desc: | | | | | | | | | | |
| 12 | 01.0097 | 0.0000 | .7701 | 3202 | .000 | .5510 | .20 | | | 315.74 | 0.00 |
| | Dist: 40 Desc: | | | | | | | | | | |
| 13 | 01.0097 | 0.0000 | .7701 | 3312 | .000 | .5510 | .20 | | | 200.23 | 0.00 |
| | Dist: 40 Desc: | | | | | | | | | | |
| 14 | 01.0097 | 0.0000 | .7701 | 3402 | .000 | .5510 | .20 | | | 342.26 | 0.00 |
| | Dist: 40 Desc: | | | | | | | | | | |
| 15 | 01.0097 | 0.0000 | .7701 | 3752 | .000 | .5510 | .20 | | | 18.90 | 0.00 |
| | Dist: 40 Desc: | | | | | | | | | | |
| 16 | 01.0097 | 0.0000 | .7701 | 3502 | .000 | .5510 | .20 | | | 9.76 | 0.00 |
| | Dist: 40 Desc: | | | | | | | | | | |
| 17 | 01.0097 | 0.0000 | .7701 | 3602 | .000 | .5510 | .20 | | | 66.67 | 0.00 |

Inspecting ... “Notes” are Bold...

Payroll Transfers 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Save Close Show Offset Change Inspect Delete Notes

InspectMode

District: 40
 Transfer Code: 10
 Transfer Number: 100037
 Date: 06/30/2010
 Description: HARRISON 09/30/09 77050227
 Approved Date:

Transfer Accounts
 Add Account Delete Account Reverse

| Ln | FU | RESC | Y | GOAL | FUNC | OBJT | SCH | MNGT | BU | Debit | Credit | Dist | Description |
|----|----|------|---|------|------|------|-----|------|----|----------|----------|------|-------------|
| 1 | 01 | 0097 | 0 | 0000 | 7701 | 2400 | 892 | 5530 | 20 | 0.00 | 3,252.00 | 40 | |
| 2 | 01 | 0097 | 0 | 0000 | 7701 | 2400 | 000 | 5510 | 20 | 3,252.00 | 0.00 | 40 | |
| 3 | 01 | 0097 | 0 | 0000 | 7701 | 3202 | 892 | 5530 | 20 | 0.00 | 315.74 | 40 | |
| 4 | 01 | 0097 | 0 | 0000 | 7701 | 3312 | 892 | 5530 | 20 | 0.00 | 200.23 | 40 | |
| 5 | 01 | 0097 | 0 | 0000 | 7701 | 3402 | 892 | 5530 | 20 | 0.00 | 342.26 | 40 | |
| 6 | 01 | 0097 | 0 | 0000 | 7701 | 3752 | 892 | 5530 | 20 | 0.00 | 18.90 | 40 | |
| 7 | 01 | 0097 | 0 | 0000 | 7701 | 3502 | 892 | 5530 | 20 | 0.00 | 9.76 | 40 | |
| 8 | 01 | 0097 | 0 | 0000 | 7701 | 3602 | 892 | 5530 | 20 | 0.00 | 66.67 | 40 | |
| 9 | 01 | 0097 | 0 | 0000 | 7701 | 3322 | 892 | 5530 | 20 | 0.00 | 46.83 | 40 | |
| 10 | 01 | 0097 | 0 | 0000 | 7701 | 3802 | 892 | 5530 | 20 | 0.00 | 90.73 | 40 | |
| 11 | 01 | 0097 | 0 | 0000 | 7701 | 3702 | 892 | 5530 | 20 | 0.00 | 23.09 | 40 | |
| 12 | 01 | 0097 | 0 | 0000 | 7701 | 3202 | 000 | 5510 | 20 | 315.74 | 0.00 | 40 | |
| 13 | 01 | 0097 | 0 | 0000 | 7701 | 3312 | 000 | 5510 | 20 | 200.23 | 0.00 | 40 | |
| 14 | 01 | 0097 | 0 | 0000 | 7701 | 3402 | 000 | 5510 | 20 | 342.26 | 0.00 | 40 | |

Total Transfers: 4,366.21 4,366.21
 Difference:

Yr: 2010 Dist: 40 Site: 0 GS: W 10/30/2012 6:35:17 AM

Approving...

Approve Unapproved Payroll Transfers 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Search Approve Close

ChangeMode

District: 40

Transaction Type: TQ TR

Transaction Number: (Leave blank to approve a range of transactions)

Transaction Date: -

Date Entered: -

Transaction Number: -

Select All Clear All

| | Dist | FY | Tran No | Type | Entered | Date | Desc | Audit ID | App Date | App ID | Message |
|-------------------------------------|------|------|---------|------|------------|------------|----------------------------|----------|----------|--------|---------|
| <input checked="" type="checkbox"/> | 040 | 2010 | 100037 | TQ | 10/30/2012 | 06/30/2010 | HARRISON 09/30/09 77050227 | MGR | | | |
| <input type="checkbox"/> | 040 | 2010 | 100040 | TR | 11/07/2011 | 06/30/2010 | ADAMS 09/30/09 77050118 | MGR | | | |

Yr: 2010 Dist: 40 Site: 0 GS: W 10/30/2012 6:36:12 AM

Approved Transactions Report

| NUMBER | DATE | DATE ENTERED | DESCRIPTION | MESSAGE |
|-------------------------------------|------------|--------------|-------------|--|
| TQ - Payroll Transfer (Single Fund) | | | | |
| 100037 | 10/30/2012 | 10/30/2012 | HARRISON | 09/30/09 77050227 User ID: MGR 10/30/2012 MGR APPROVED |

Can't Delete Once Approved

Payroll Transfers 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Payroll Transfers

- Payroll Transfers
- Payroll Transfers (Cross Fund)
- Merge Payroll Transfers
- Merge Payroll Transfers (Cross Fund)
- Misc Functions / Jobs
 - Analyze Payroll and Transfer Detail
 - Payroll Transfer Report
 - Approve Unapproved Payroll Transfers

District: 40 Search Detail Description: Description:

Warrant # Range: to Date Range: to

Transaction # Range: to Audit ID:

Approval Search Information

Approved: Approved and Unapproved: Date Range: to

Unapproved: Approval ID:

| Type | Tran No | Warr No | Description | Date | Audit ID | App Date | App ID | |
|------|---------|----------|--------------------|------------|------------|------------|------------|-----|
| TQ | 100004 | 00000000 | GIULIANI 08/31/09 | 06/30/2010 | MGR | 08/03/2011 | MGR | |
| TQ | 100005 | 00000000 | GIULIANI 08/31/09 | 06/30/2010 | MGR | 08/03/2011 | MGR | |
| TQ | 100008 | 00000000 | FM: 100007, 100006 | 06/30/2010 | MGR | 08/04/2011 | MGR | |
| TQ | 100009 | 77003854 | GIULIANI 08/31/09 | 06/30/2010 | MGR | 08/04/2011 | MGR | |
| TQ | 100011 | 00000000 | YOSSARIAN 09/30/09 | 06/30/2010 | MGR | 08/04/2011 | MGR | |
| TQ | 100012 | 17051155 | CLINTON 09/30/09 | 06/30/2010 | MGR | 08/04/2011 | MGR | |
| TQ | 100013 | 17051155 | CLINTON 09/30/09 | 06/30/2010 | MGR | 08/11/2011 | MGR | |
| TQ | 100025 | 17050062 | SEWARD 09/30/09 | 06/30/2010 | MGR | 10/31/2011 | MGR | |
| TQ | 100026 | 17050001 | ZENDA 09/30/09 | 06/30/2010 | MGR | 11/01/2011 | MGR | |
| TQ | 100027 | 17050005 | ZENDA 09/30/09 | 06/30/2010 | MGR | 11/01/2011 | MGR | |
| TQ | 100028 | 17050062 | SEWARD 09/30/09 | 06/30/2010 | MGR | 11/01/2011 | MGR | |
| TQ | 100029 | 17050062 | SEWARD 09/30/09 | 06/30/2010 | MGR | 11/01/2011 | MGR | |
| TQ | 100030 | 77052015 | BUSH 09/30/09 | 06/30/2010 | MGR | 11/01/2011 | MGR | |
| TQ | 100031 | 17050062 | SEWARD 09/30/09 | 06/30/2010 | MGR | 11/01/2011 | MGR | |
| TQ | 100033 | 17050062 | SEWARD 09/30/09 | 06/30/2010 | MGR | 02/25/2012 | MGR | |
| TQ | 100034 | 17050062 | SEWARD 09/30/09 | 06/30/2010 | MGR | 03/05/2012 | MGR | |
| | | | | 08/31/09 | 06/30/2010 | MGR | 05/23/2012 | MGR |
| | | | | 08/31/09 | 06/30/2010 | MGR | 05/25/2012 | MGR |
| | | | | 09/30/09 | 06/30/2010 | MGR | 10/30/2012 | MGR |

Add Transfer For This Warrant

Inspect

Delete

Notes

Quick View

Yr: 2010 Dist: 40 Site: 0 GS: W 10/30/2012 6:38:23 AM