



QSSUG

Finance/Personnel

Committee - Webinar

QCC Payroll Transfers

October 30, 2013

Ronnie Steward, QSS

Webinar Agenda

- An overview of regular and cross fund payroll transfers
- How to enter a payroll transfer
- How to apply manual updates to a generated payroll transfer
- How to use the payroll transfer merge function
- Analyzing the impact of payroll history reporting
- Using the Payroll Transfer Report
- Approving “unapproved” payroll transfers

Why use Payroll Transfers?

- Correct funding after the payroll has been run and posted to GL by editing the source transaction (pay-lines)
- Generate Transfer Transaction to reallocate gross pay for labor and/or benefit expenses for a payroll warrant after it has been posted
- Account changes reflected in Payroll History reporting
- You can merge multiple transactions to create single consolidated transaction
- Transactions can be auto-approved or require approval
- Unapproved transactions can be deleted

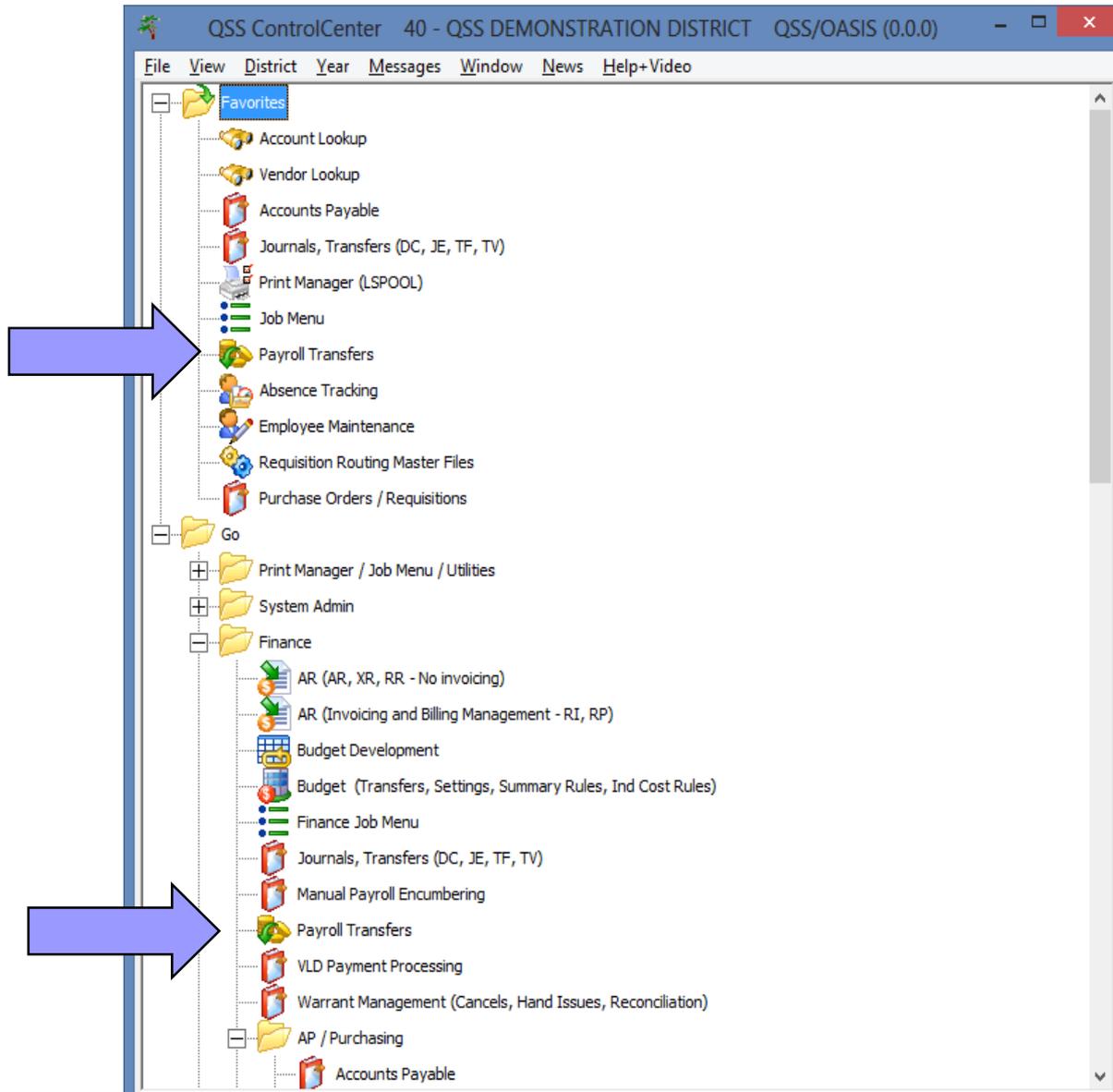
Required Security Setup Work Payroll Transfers (PAYXFR Module)

- Add PAY597 to payroll update job stream to capture full benefit postings (System Admin function)
- Setup QCC PAYXFR Module Security for accessing via QCC
- Define PGUPDT Program Option for transaction type codes definition (i.e., TF/TQ)
- Add Payroll Transfer Odometer or Transfer number can be manually entered
- Define PG0002 USERSEC for general setup options such as “Add Window” default values
- Define ATUPDT USERSEC for approving Payroll Transfers
- Define TPRQST USERSEC for access to Payroll Transfer Report (TP0100)
- Define GLNOTExx USERSEC for access to notes (xx=transfer type code)

Payroll Transfers Documentation

- Security parameters are defined in Modules, Task and User Security Manual, the current version is for QCC GS40 Release
- Traditional Documentation available in Core Financial Supplement to GL4 release 09/2005

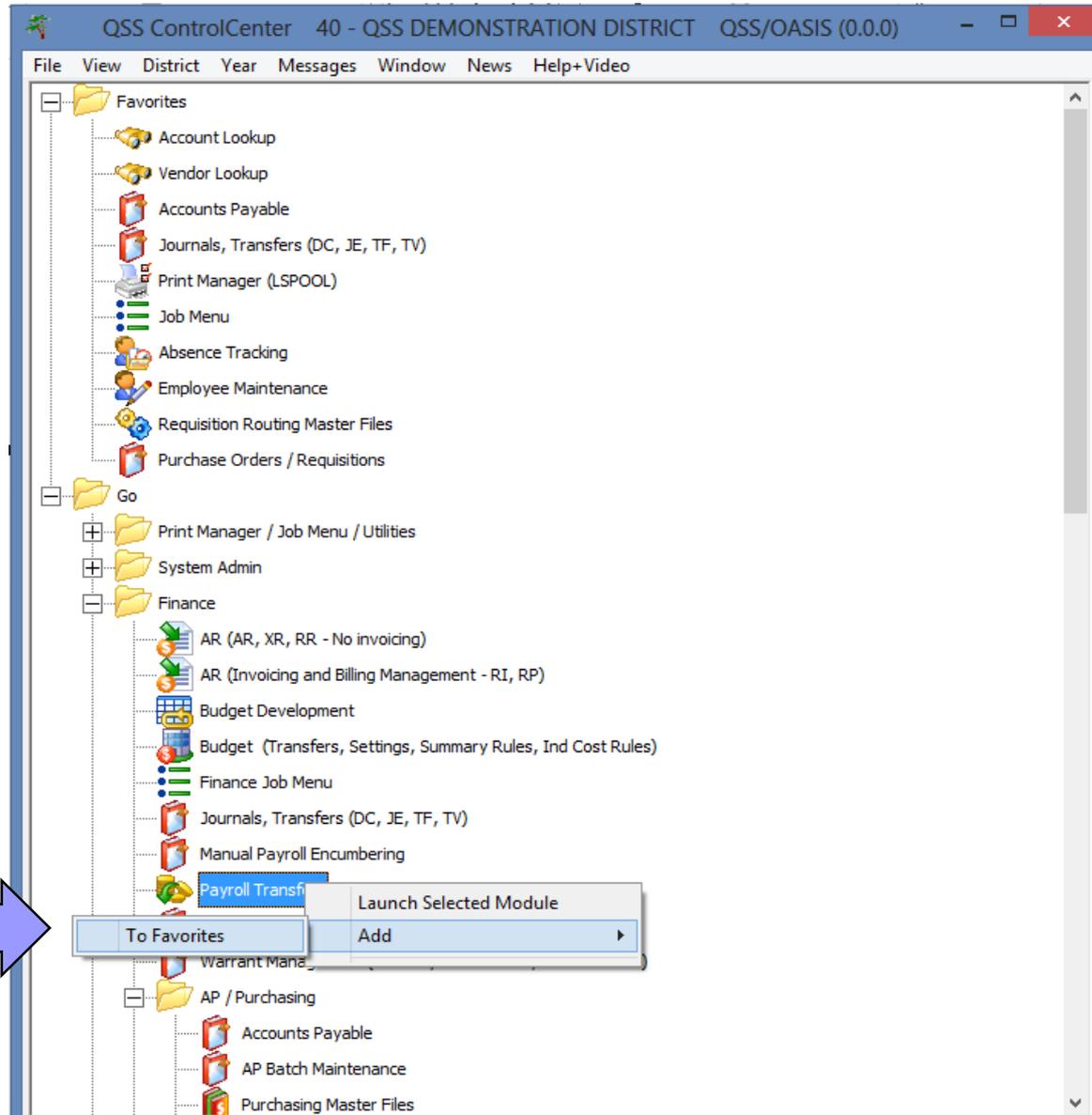
QCC Menu – Payroll Transfers



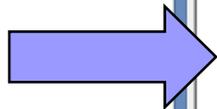
Main Screen



Add To Favorites

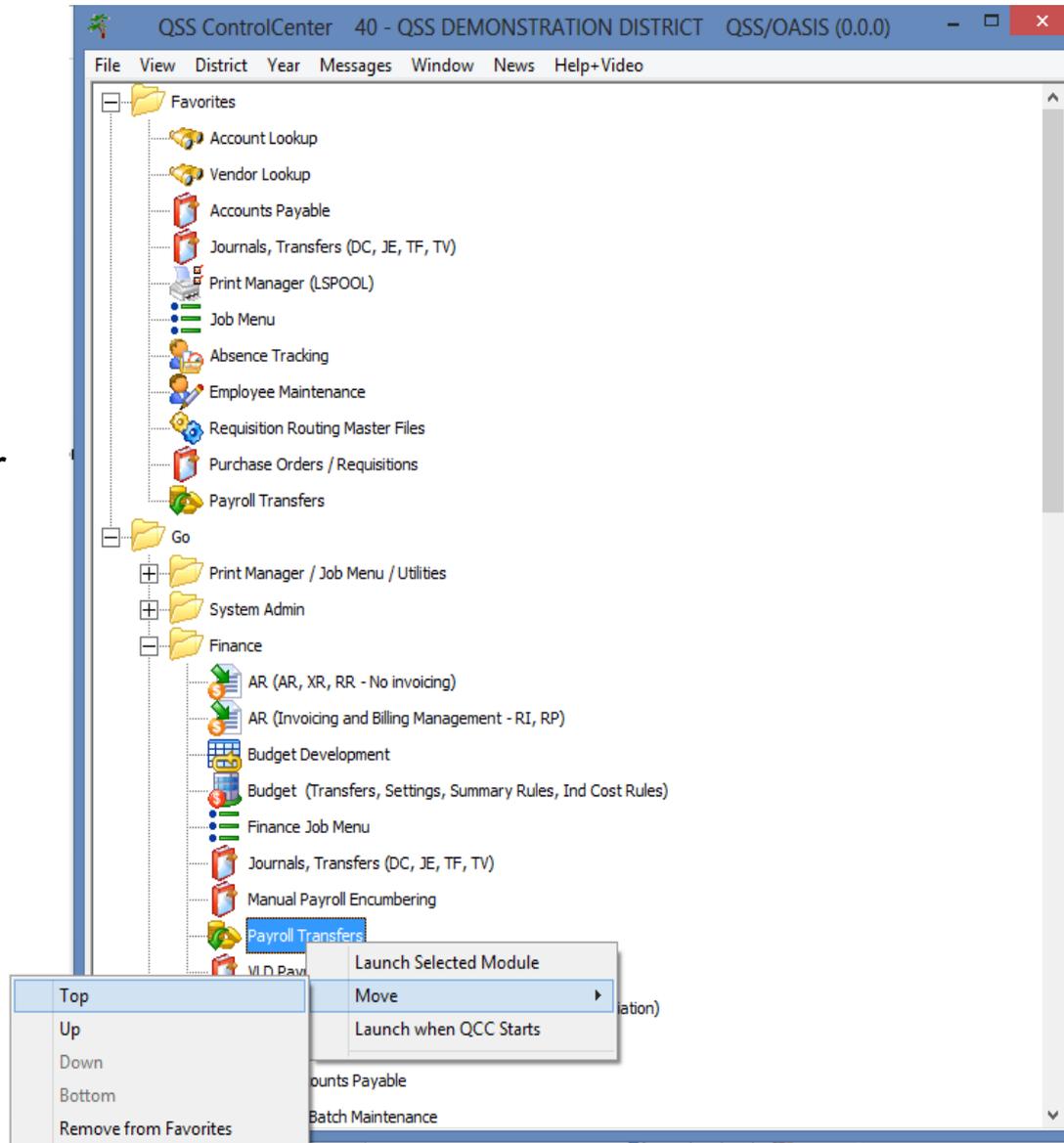


Right click on
Payroll
Transfers

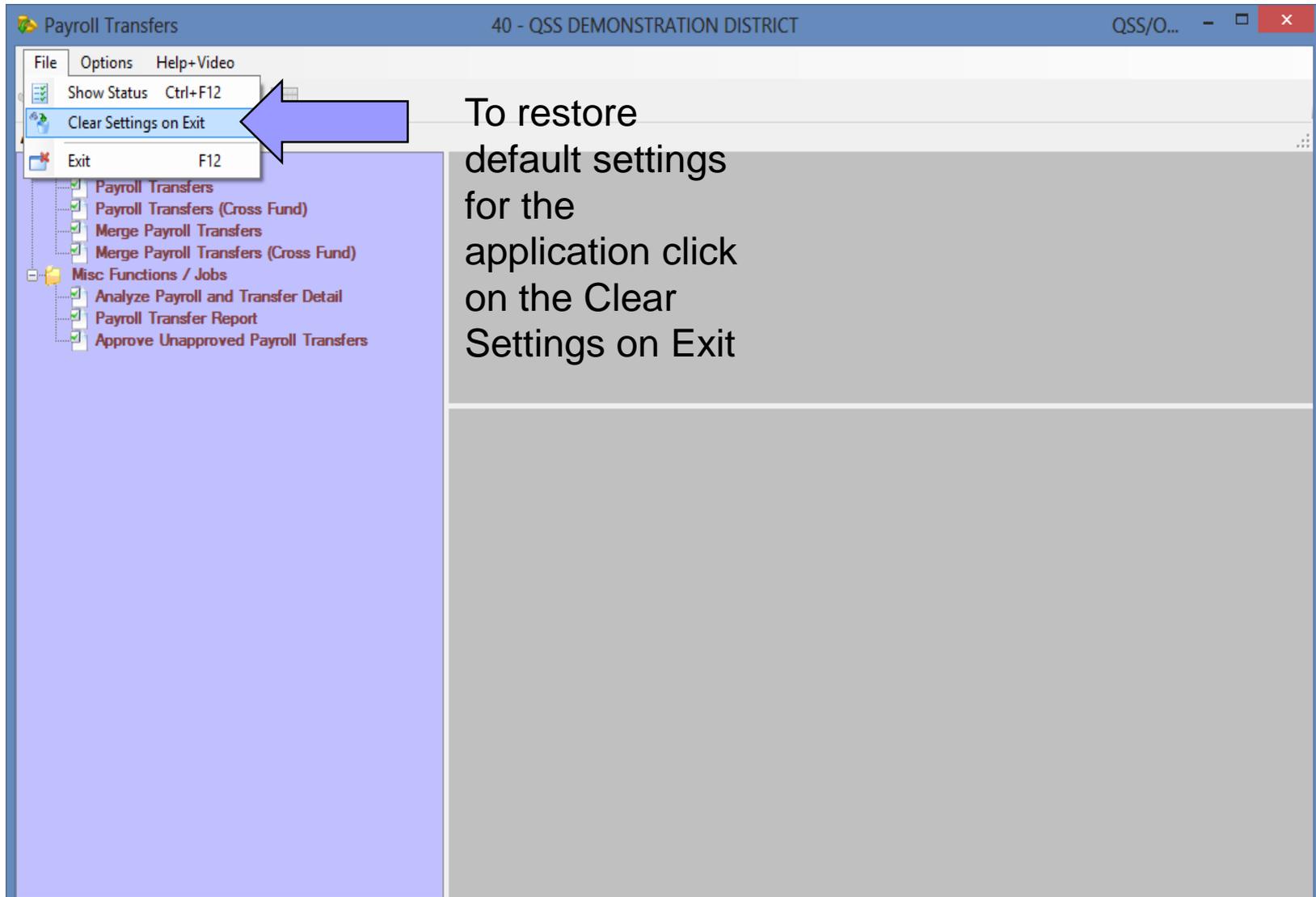


Favorites Options

Right clicking allows you to remove it from favorites, order it in favorites, and also gives you the option to launch it as soon as QCC starts.



Restoring All Default Settings



Single Click Option

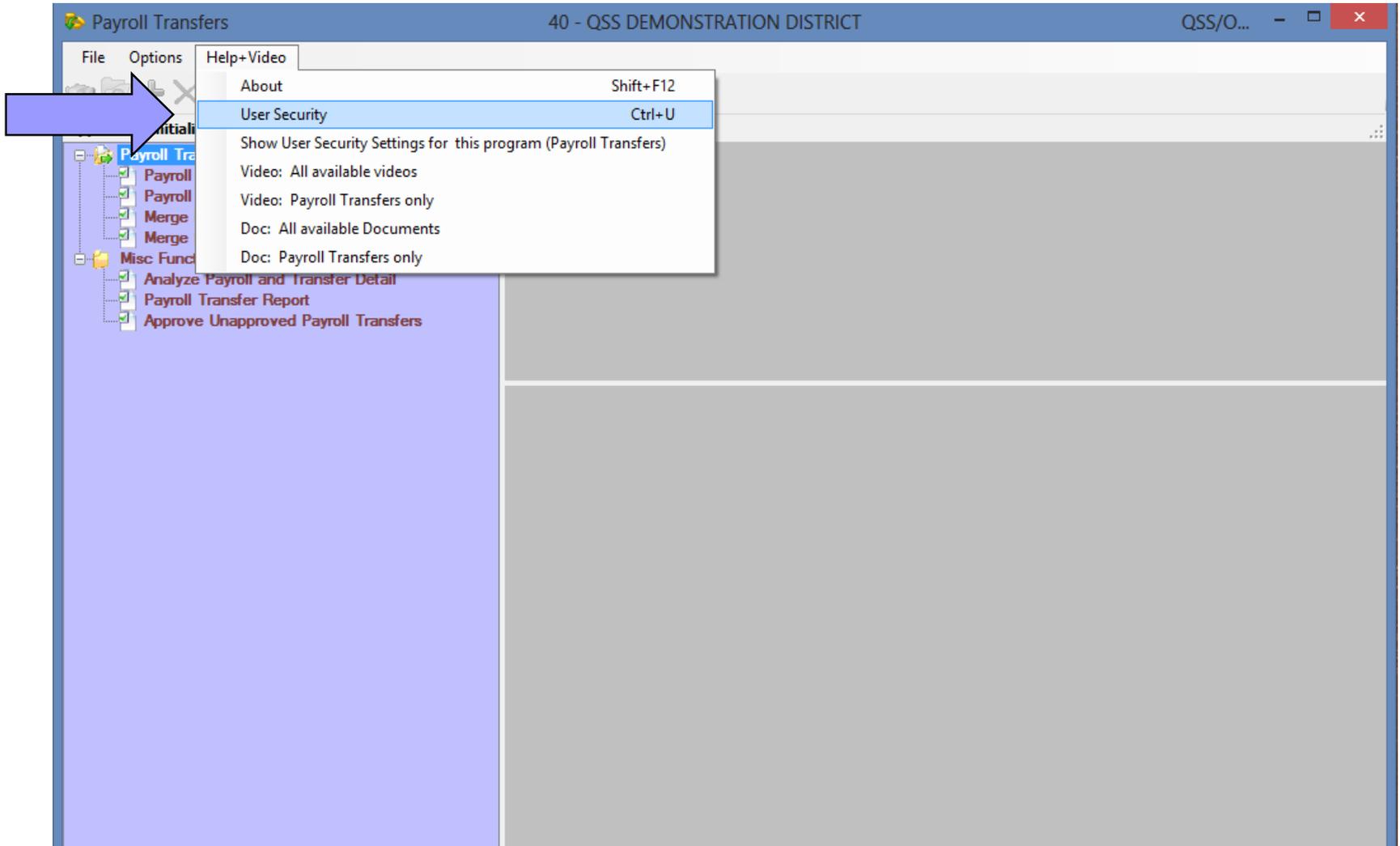
Payroll Transfers 40 - QSS DEMONSTRATION DISTRICT QSS/O...

File Options Help+Video

- 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

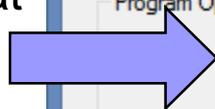
Allows you to select items in from the treeview with only a single click

Viewing User Security



Viewing User Security

If you are unsure of what your district's codes are for single fund and cross fund, they can easily be found in this screen!



User Security 40 - QSS DEMONSTRATION DISTRICT

File Options

Close

Program Option PGUPDT settings

Single Fund Code: TQ Cross Fund Code: TR

User Sec	123456789012345678901234567890123456789012345678901234567890
PGUPDT	YYY00TQ~Y1
PG02TQ	Y00YYYYN0YE0
PG02TR	Y00YYYYNYE0CG: YY
ATUPDT	Y0YYYYYYYY
TPRQST	
GLNOTETQ	3
GLNOTETR	3

Adding a Payroll Transfer

Payroll Transfers 40 - QSS DEMONSTRATION DISTRICT QSS/O... - □ ×

File Options Help+Video

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
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Warrant Lookup

If you know the employee, but not the warrant number, you can easily look it up!

Add Payroll Transfer 40 - QSS DEMONSTRATION DISTRICT Q... - □ ×

File Options

Process Close

AddMode

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

Warrant

Warrant Number:

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: IQ

Year: 2010 ▾

Warrant Lookup

The screenshot shows the 'Employee Lookup' application window. The title bar indicates '40 - QSS DEMONSTRATION DISTRICT'. The interface includes a menu bar with 'File' and 'Options', and a toolbar with a 'Close' button. A 'Search Panel' is located below the toolbar, featuring three search criteria buttons: 'By SSN', 'By Ext Ref', and 'By Name'. The 'By Name' button is selected, and the search input field contains 'CLINTON@'. There is an unchecked checkbox labeled 'Include Terminated'. Below the search panel is a 'Search Results' section with the instruction '[Double click or F3 to view selected employees warrants]'. The results are displayed in a table with the following columns: Name, External Ref, G, Ty, Site, BU, RC, LG, and Terminated. The first row is highlighted in blue, indicating it is selected.

	Name	External Ref	G	Ty	Site	BU	RC	LG	Terminated
▶	CLINTON, ADRIANA	106895	F	S1	0000	00	00		(68
	CLINTON, AGAPITO	104303	M	S2	0000	00	00		(68
	CLINTON, ALAN	107658	M	S2	0000	00	00		(68
	CLINTON, ALAN	105226	M	S0	0000	00	00		(68
	CLINTON, ALBARO	103479	M	40	1590	02	00	2B	(68
	CLINTON, ALENA	108127	F	S0	0000	00	00		(68
	CLINTON, ALEXANDER S	108922	M	S0	0000	00	00		(68
	CLINTON, ALICE E	100435	F	20	3040	01	01	6A	(68
	CLINTON, ALICE E	105712	F	20	3040	01	01	6A	(68
	CLINTON, ALICIA M	106943	F	S1	0000	00	00		(68
	CLINTON, ALISON L	106316	F	S1	0000	00	00		(68
	CLINTON, ALLISON A	104039	F	S1	0000	00	00		(68
	CLINTON, ALLYCE K	109336	F	S0	0000	00	00		(68
	CLINTON, ALYSSA	106773	F	S0	0000	00	00		(68
	CLINTON, ALYSSA M	106887	F	S0	0000	00	00		(68
	CLINTON, ALYSSE J	109227	F	S0	0000	00	00		(68
	CLINTON, AMY M	108811	F	S1	0000	00	00		(68

This screen should be very familiar to people using Employee Maintenance. All of the same lookup options are available here.

Warrant Lookup

View Warrants 40 - QSS DEMONSTRATION DISTRICT

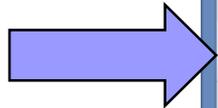
File Options

Retrieve Data Return Close

District: 40
Year: 2010
Date range: [] to []

Search Results [Double click or F4 to return selected warrant]

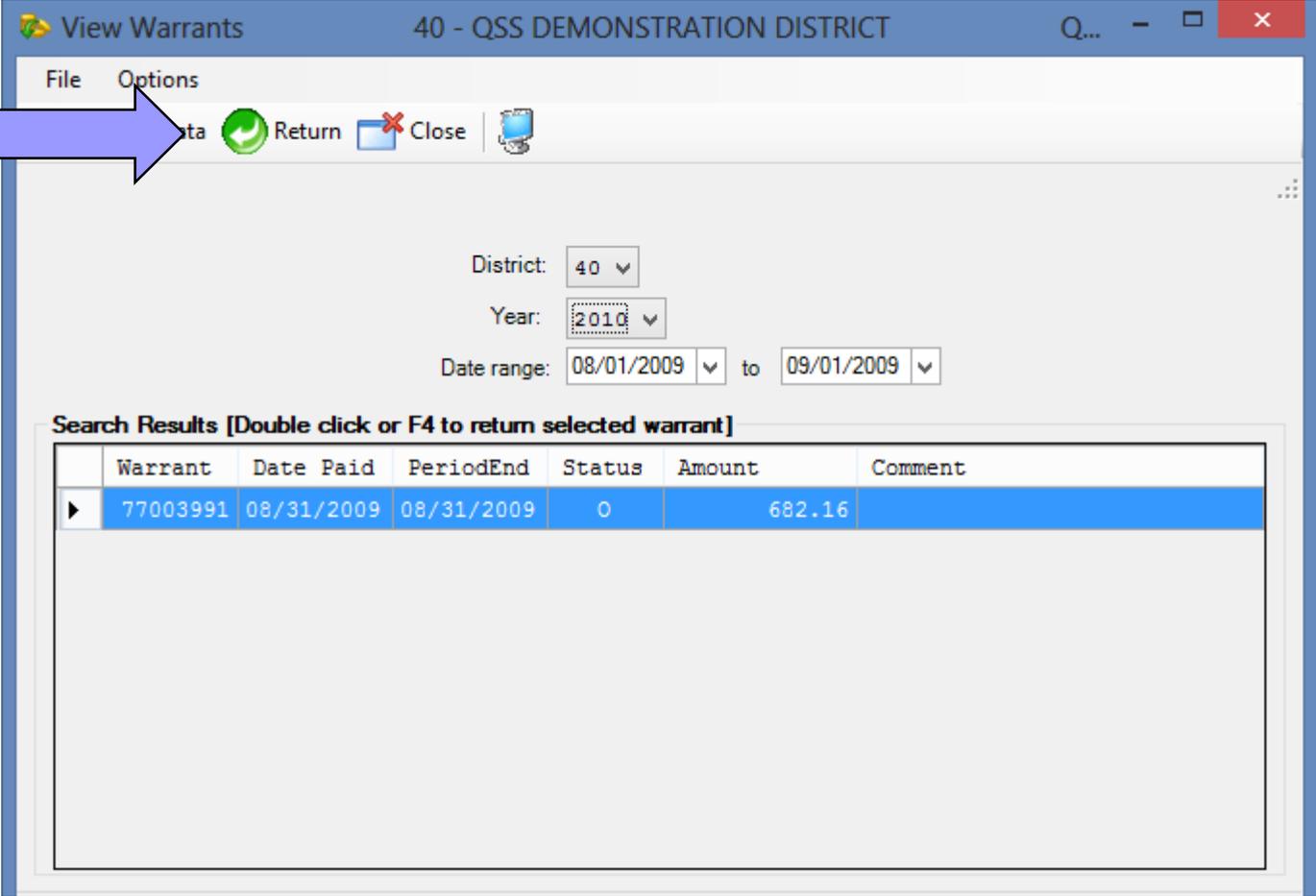
Warrant	Date Paid	PeriodEnd	Status	Amount	Comment
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Enter the desired search criteria and then hit Retrieve Data to display results

Warrant Lookup

If more than one result is returned in the grid, select the row with the warrant you would like to update, and hit Return.



The screenshot shows a window titled "View Warrants" for "40 - QSS DEMONSTRATION DISTRICT". The window has a menu bar with "File" and "Options". Below the menu bar is a toolbar with icons for "Data", "Return", "Close", and a computer icon. The main area contains search filters: "District: 40", "Year: 2010", and "Date range: 08/01/2009 to 09/01/2009". Below the filters is a section titled "Search Results [Double click or F4 to return selected warrant]". This section contains a table with the following data:

	Warrant	Date Paid	PeriodEnd	Status	Amount	Comment
▶	77003991	08/31/2009	08/31/2009	0	682.16	

Warrant Lookup

What if you select the wrong warrant for the employee, or want to edit multiple warrants for the employee you just looked up?

The screenshot shows a software window titled "Add Payroll Transfer" with a subtitle "40 - QSS DEMONSTRATION DISTRICT". The window has a menu bar with "File" and "Options", and a toolbar with "Process" and "Close" buttons. The main content area is divided into two sections: "Warrant" and "Transfer".

In the "Warrant" section, there is a prompt: "Enter a warrant number or transaction number to use to create new payroll transfer." Below this, there are several input fields and dropdown menus:

- "Warrant Number:" followed by a text input field.
- "Process Benefits?:" followed by a dropdown menu with "Y" selected.
- "Include Benefit Credits?:" followed by a dropdown menu with "Y" selected.
- "Force remap of benefit objects even if payroll objects are not changed?:" followed by a dropdown menu with "Y" selected.

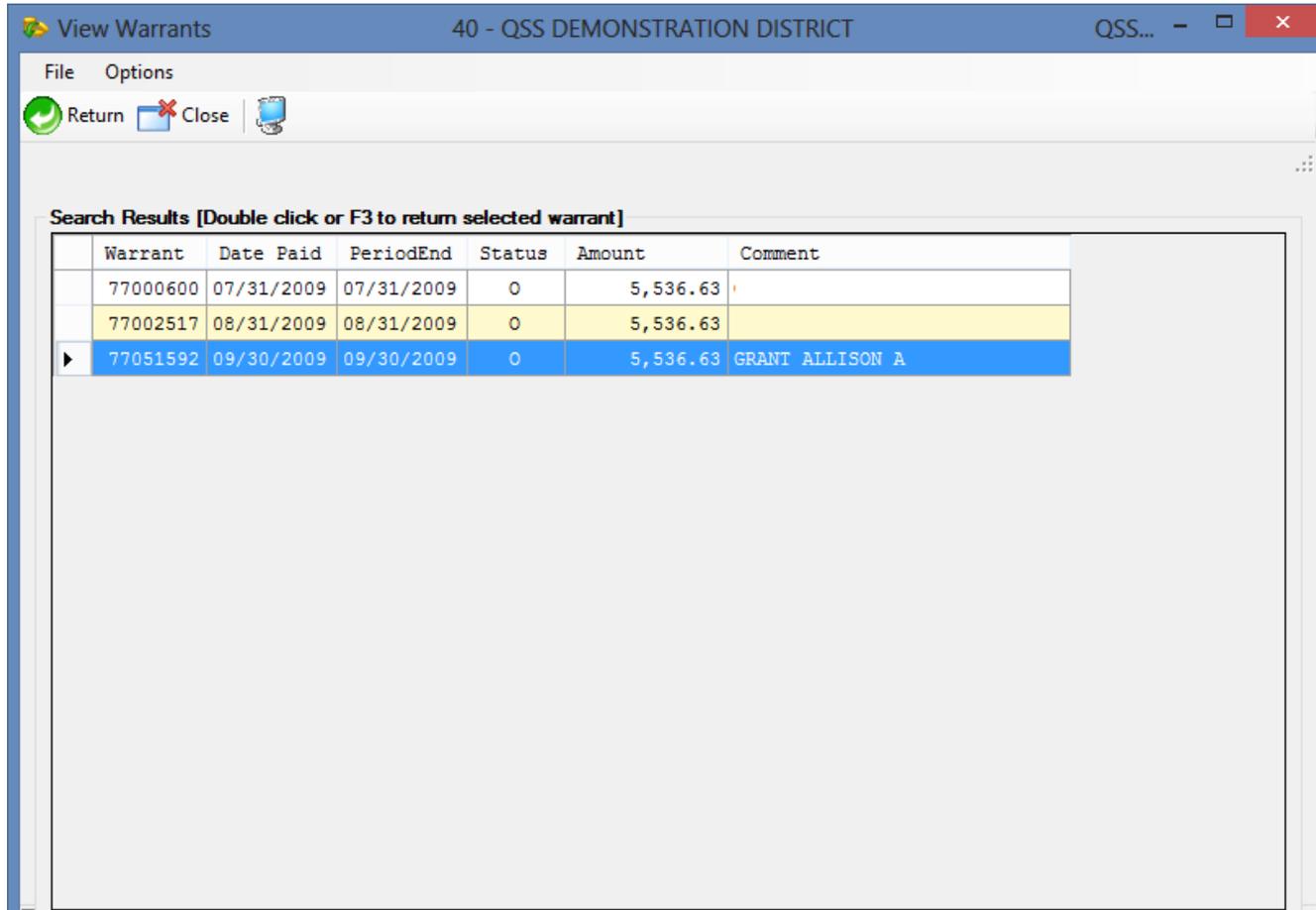
In the "Transfer" section, there are three input fields:

- "Copy from Transfer:" followed by a text input field.
- "Code:" followed by a text input field containing "TQ".
- "Year:" followed by a dropdown menu with "2010" selected.

A blue arrow points to the "Warrant Number" input field.

Warrant Lookup

This should list the other warrants that were returned on the warrant search you did previously, so you can quickly select another warrant for the person you looked up.

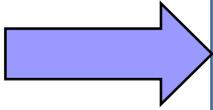


The screenshot shows a window titled 'View Warrants' with the subtitle '40 - QSS DEMONSTRATION DISTRICT'. The window has a menu bar with 'File' and 'Options', and a toolbar with 'Return' and 'Close' buttons. Below the toolbar is a table of search results. The table has columns for Warrant, Date Paid, PeriodEnd, Status, Amount, and Comment. The first three rows are highlighted in yellow, and the fourth row is highlighted in blue.

Warrant	Date Paid	PeriodEnd	Status	Amount	Comment
77000600	07/31/2009	07/31/2009	0	5,536.63	
77002517	08/31/2009	08/31/2009	0	5,536.63	
77051592	09/30/2009	09/30/2009	0	5,536.63	GRANT ALLISON A

Adding using a Warrant Number

After entering your warrant number, and selecting the desired options, press Process to continue adding the payroll transfer.



Add Payroll Transfer 40 - QSS DEMONSTRATION DISTRICT Q... - □ ×

File Options

Process Close

AddMode

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

Warrant

Warrant Number: 77051592

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

Adding using a Warrant Number

This screen allows you to look over all of the warrant information to make sure you have selected the correct warrant.

Add Payroll Transfer 40 - QSS DEMONSTRATION DISTRICT QSS...

File Options

Process Close Show History

AddMode

Employee: 999-10-3854 ALLISON A GRANT

Warrant: 77051592 O Date Paid: 09/30/2009 Period End: 09/30/2009

Gross: 9789.75 Fit: 538.27 Sit: 168.00 Sdi: 0.00 Ded: 1762.27 SB: 0.00

Oasdi: 0.00 Medi: 116.40 Ret: 783.18 Eic: 0.00 Tsa: 885.00 Net: 5536.63

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	001591	9,789.75	1.00	LP	9,789.75	NML	TSM	--	-	9,789.75	57-1-1
	Py-Sch	S	B	Start	End	User	Contract				
	EOM12	1			-		116,477.00 /				

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	01.0097.0.0000.2700.1310.300.1100.30	9,789.75	

Payline Adjusted Gross: 9,789.75 Payline Total: 9789.75 Difference: 0.00

Adding using a Warrant Number

Use the Go option to quickly view all of the paylines.

This also allows you to view the accounts on each payline by hovering over the payline.

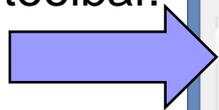
01/01 NML 001591 EOM12 01.0097.0.0000.2700.1310.300.1100.30 9,789.75

Ln	FU RESC Y GOAL FUNC OBJT SCH MNGT BU	Adj Gross	Percent
1	01.0097.0.0000.2700.1310.300.1100.30	9,789.75	

Payline Adjusted Gross: 9,789.75 Payline Total: 9789.75 Difference: 0.00

Adding using a Warrant Number

To add or delete an account just press the Add Account or the Delete Account option from the toolbar.



Add Payroll Transfer 40 - QSS DEMONSTRATION DISTRICT QSS... - □ ×

File Options

Process Close Show History [Grid Icon] [Monitor Icon] [Left Arrow] [Right Arrow]

AddMode ...

Employee: 999-10-3854 ALLISON A GRANT
Warrant: 77051592 O Date Paid: 09/30/2009 Period End: 09/30/2009

Gross: 9789.75 Fit: 538.27 Sit: 168.00 Sdi: 0.00 Ded: 1762.27 SB: 0.00
Oasdi: 0.00 Medi: 116.40 Ret: 783.18 Eic: 0.00 Tsa: 885.00 Net: 5536.63

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	001591	9,789.75	1.00	LP	9,789.75	NML	TSM	**	-	**	9,789.75 57-1-1
	Py-Sch	S	B	Start	End	User	Contract				
	EOM12	1					116,477.00 /				

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	01.0097.0.0000.2700.1310.300.1100.30	9,789.75	
2	0.00	

Payline Adjusted Gross: 9,789.75 Payline Total: 9789.75 Difference: 0.00

Adding using a Warrant Number

40 - QSS DEMONSTRATION DISTRICT

File Options

Process Close Show History

AddMode

Employee: 999-10-3854 ALLISON A GRANT

Warrant: 77051592 O Date Paid: 09/30/2009 Period End: 09/30/2009

Gross: 9789.75 Fit: 538.27 Sit: 168.00 Sdi: 0.00 Ded: 1762.27 SB: 0.00

Oasdi: 0.00 Medi: 116.40 Ret: 783.18 Eic: 0.00 Tsa: 885.00 Net: 5536.63

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	001591	9,789.75	1.00	L P	9,789.75	NML	TSM	**	-	**	9,789.75 57-1-1

Py-Sch EOM12 S 1 B Start End User Contract 116,477.00 /

Accounts

+ Add Account Account Copy Account Paste Next Payline With Account

Ln	FU RESC Y GOAL FUNC OBJT SCH MN	Percent
1	01.0097.0.0000.2700.1310.300.1100.30	9,789.75

Payline Adjusted Gross: 9789.75 Payline Total: 9789.75 Difference: 0.00

You can easily copy and paste accounts using the toolbar.

Adding using a Warrant Number

If you have an account that needs changes on all of the paylines for the warrant, you can quickly access them using the option to find the next payline with the account.

40 - QSS DEMONSTRATION DISTRICT

File Options

Process Close Show History

AddMode

Employee: 999-10-3854 ALLISON A GRANT
Warrant: 77051592 O Date Paid: 09/30/2009 Period End: 09/30/2009

Gross: 9789.75 Fit: 538.27 Sit: 168.00 Sdi: 0.00 Ded: 1762.27 SB: 0.00
Oasdi: 0.00 Medi: 116.40 Ret: 783.18 Eic: 0.00 Tsa: 885.00 Net: 5536.63

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	001591	9,789.75	1.00	LP	9,789.75	NML	TSM	**	-	9,789.75	57-1-1
	Py-Sch	S	B	Start	End	User	Contract				
	EOM12	1			-		116,477.00				

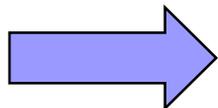
Accounts

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

Ln	FU RESC Y GOAL FUNC OBJT SCH MINGI BU	Adj Gross	Percent
1	01.0097.0.0000.2700.1310.300.1100.30	9,789.75	

Payline Adjusted Gross: 9,789.75 Payline Total: 9789.75 Difference: 0.00

Adding using a Warrant Number



To continue adding the warrant, select the Process button from the toolbar after desired changes are made.

Add Payroll Transfer 40 - QSS DEMONSTRATION DISTRICT QSS... - □ ×

File Options

Process Close Show History [Grid Icon] [Monitor Icon] [Left Arrow] [Right Arrow]

AddMode ...

Employee: 999-10-3854 ALLISON A GRANT

Warrant: 77051592 O Date Paid: 09/30/2009 Period End: 09/30/2009

Gross: 9789.75 Fit: 538.27 Sit: 168.00 Sdi: 0.00 Ded: 1762.27 SB: 0.00

Oasdi: 0.00 Medi: 116.40 Ret: 783.18 Eic: 0.00 Tsa: 885.00 Net: 5536.63

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	001591	9,789.75	1.00	L P	9,789.75	NML	TSM	--	--	9,789.75	57-1-1
	Py-Sch	S	B	Start	End	User	Contract				
	EOM12	1					116,477.00 /				

Accounts

+ Add Account × Delete Account [Account Copy] [Account Paste] ▾ [Next Payline With Account]

Ln	FU RESC Y GOAL FUNC OBJT SCH MNGT BU	Adj Gross	Percent
1	01.0097.0.0000.2700.1310.300.1100.30	9,788.75	
2	01.0097.0.0000.2700.1310.050.1100.30	1.00	

Payline Adjusted Gross: 9,789.75 Payline Total: 9789.75 Difference: 0.00

Adding using a Warrant Number

This screen allows you to manually make any adjustments desired to the transfer that was generated by the system.

Payroll Transfers 40 - QSS DEMONSTRATION DISTRICT QSS/...

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: GRANT 09/30/09 77051592

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	2700	1310	300	1100	30	0.00	1.00	40	
2	01	0097	0	0000	2700	1310	050	1100	30	1.00	0.00	40	
3	01	0097	0	0000	2700	3101	300	1100	30	0.00	0.08	40	
4	01	0097	0	0000	2700	3601	300	1100	30	0.00	0.02	40	
5	01	0097	0	0000	2700	3321	300	1100	30	0.00	0.01	40	
6	01	0097	0	0000	2700	3701	300	1100	30	0.00	0.01	40	
7	01	0097	0	0000	2700	3101	050	1100	30	0.08	0.00	40	

Total Transfers: 1.12 1.12

Difference:

Adding using a Warrant Number

Like the previous screen, this also gives you the chance to Add or Delete an Account, along with the option to Reverse the amounts in the Debit/Credit columns.

The screenshot shows the 'Payroll Transfers' application window for '40 - QSS DEMONSTRATION DISTRICT'. The interface includes a menu bar with 'File' and 'Options', and a toolbar with 'Save', 'Close', and 'Show Offset' buttons. A green 'AddMode' button is visible in the top right corner.

The main form contains the following fields:

- District: 40 (dropdown)
- Transfer Number: "New" (text input)
- Transfer Code: TQ (text input)
- Copied From: Warrant (dropdown)
- Year: 10 (text input)
- Date: 06/30/2010 (dropdown)
- Description: GRANT 09/30/09 77051592 (text input)

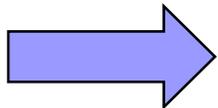
Below the form is a 'Transfer Accounts' section with a table and action buttons: '+ Add Account', '- Delete Account', and 'Reverse'.

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Debit	Credit	Dist	Description
1	01	0097	0	0000	2700	1310	300	1100	30	0.00	1.00	40	
2	01	0097	0	0000	2700	1310	050	1100	30	1.00	0.00	40	
3	01	0097	0	0000	2700	3101	300	1100	30	0.00	0.08	40	
4	01	0097	0	0000	2700	3601	300	1100	30	0.00	0.02	40	
5	01	0097	0	0000	2700	3321	300	1100	30	0.00	0.01	40	
6	01	0097	0	0000	2700	3701	300	1100	30	0.00	0.01	40	
7	01	0097	0	0000	2700	3101	050	1100	30	0.08	0.00	40	

At the bottom of the window, there are summary fields:

- Total Transfers: Debit 1.12, Credit 1.12
- Difference: (empty fields)

Adding using a Warrant Number



Pressing Save will generate the new Payroll Transfer, and display the Transfer number that was added.

Payroll Transfers 40 - QSS DEMONSTRATION DISTRICT QSS/...

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: GRANT 09/30/09 77051592

Transfer Accounts

+ Add Account X Delete Account Reverse

Ln	FU RESC Y GOAL FUNC OBJT	Dist	Description
1	01.0097.0.0000.2700.1310.3	0 40	
2	01.0097.0.0000.2700.1310.0	0 40	
3	01.0097.0.0000.2700.3101.3	8 40	
4	01.0097.0.0000.2700.3601.3	2 40	
5	01.0097.0.0000.2700.3321.3	1 40	
6	01.0097.0.0000.2700.3701.3	1 40	
7	01.0097.0.0000.2700.3101.050.1100.30	0.08 0.00	40

Add Payroll Transfer

Transfer Number : 100046 has been added.

OK

Total Transfers: 1.12 1.12

Difference:

Viewing the Transfer

Payroll Transfer Report

40 - QSS DEMONSTRATION DISTRICT

QSS/O... - □ ×

File Options Help+Video

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
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One way to view the transfer that was just created is to run a Payroll Transfer Report.

Viewing the Transfer

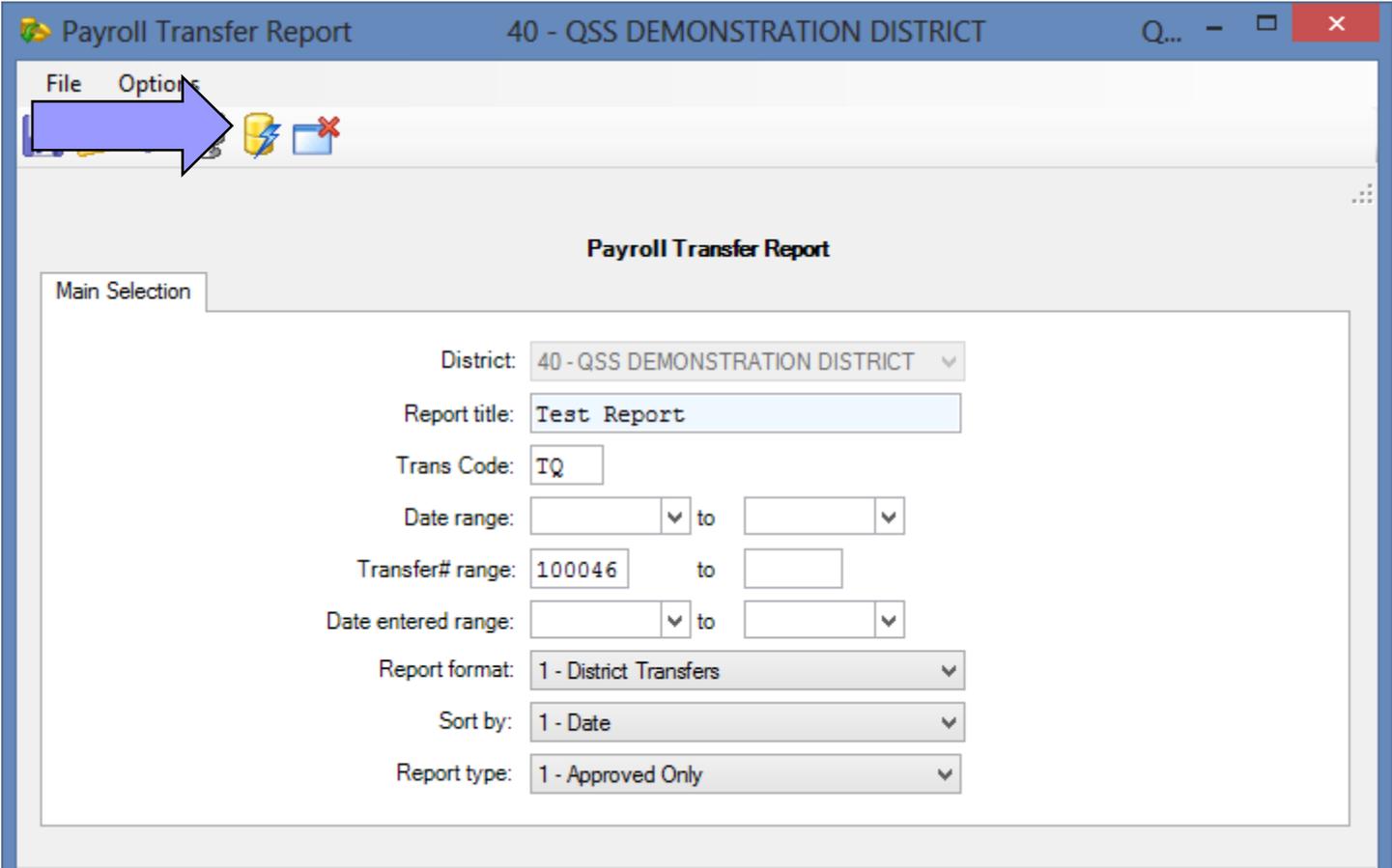
This brings up our standard report launch screen, which allows the user to enter and retrieve presets, and quickly launch the report.

The screenshot shows a software window titled "Payroll Transfer Report" with a subtitle "40 - QSS DEMONSTRATION DISTRICT". The window has a menu bar with "File" and "Options" and a toolbar with icons for file operations. The main content area is titled "Payroll Transfer Report" and contains a "Main Selection" tab. Below the tab are several input fields and dropdown menus for configuring the report:

- District: 40 - QSS DEMONSTRATION DISTRICT (dropdown)
- Report title: (text input)
- Trans Code: (text input)
- Date range: (text input) to (text input) (dropdowns)
- Transfer# range: (text input) to (text input)
- Date entered range: (text input) to (text input) (dropdowns)
- Report format: 1 - District Transfers (dropdown)
- Sort by: 1 - Date (dropdown)
- Report type: 1 - Approved Only (dropdown)

Viewing the Transfer

I enter a report name that is meaningful to me, along with my Single Fund Transaction Code, and the Transfer Number I want to view.



Payroll Transfer Report

40 - QSS DEMONSTRATION DISTRICT

File Options

Payroll Transfer Report

Main Selection

District: 40 - QSS DEMONSTRATION DISTRICT

Report title: Test Report

Trans Code: TQ

Date range: to

Transfer# range: 100046 to

Date entered range: to

Report format: 1 - District Transfers

Sort by: 1 - Date

Report type: 1 - Approved Only

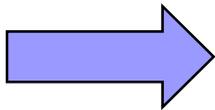
Viewing the Transfer

Make sure you correctly select the different options for the report.

- With Report Format, if it is in district, you will use option 1, but for cross fund transfers you have the option to run the report by Seq# (option 2), or by district (option 3)
- The Sort By option gives you the choice of sorting by date (option 1), by transfer number (option 2), and by date entered (option 3)
- The Report Type lets you select if you want to view Approved (option 1), Unapproved (option 2), or both (option 3)

Viewing the Transfer

Once I submit the job with the settings I choose, it returns a message letting me know the job was submitted with a Job Number.



Payroll Transfer Report 40 - QSS DEMONSTRATION DISTRICT

File Options

Report request processed successfully. Job No: 1227

Payroll Transfer Report

Main Selection

District: 40 - QSS DEMONSTRATION DISTRICT

Report title: Test Report

Trans Code: TQ

Date range: [] to []

Transfer# range: 100046 to []

Date entered range: [] to []

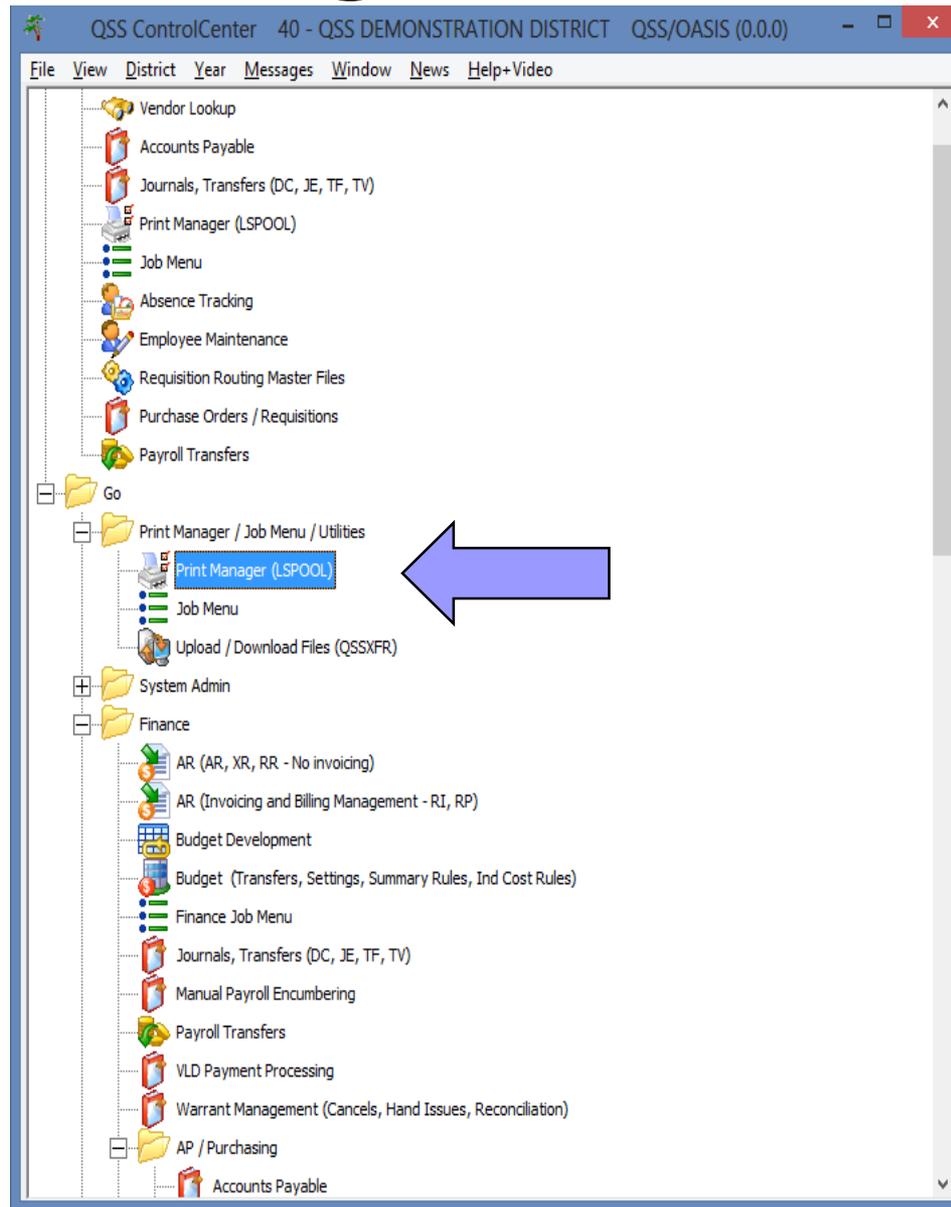
Report format: 1 - District Transfers

Sort by: 1 - Date

Report type: 3 - All

Viewing the Transfer

Now I will go back to the main QCC menu and choose to run Print Manager.



Viewing the Transfer

Here I can quickly find my report using the Job Number, and Report Title I gave the report in the Payroll Transfer Report screen. You can quickly open it by double clicking the line.

The screenshot shows the Print Manager (LSpool) interface. The title bar indicates the window is titled "40 - QSS DEMONSTRATION DISTRICT" and the user is "QSS/OASIS". The interface includes a menu bar (File, View, Options, Help+Video) and a toolbar with various icons. Below the toolbar, there are tabs for "Print Files", "Spool Files/\$STDLIST", "Local Print Files", "Session History", and "Server Commands". The "Print Files" tab is active, displaying a tree view on the left with folders for "MGR", "All Files", "Dates", "Job#", "Program Title", and "Report Title". The main area shows a table of print jobs with the following columns: Ret., LN, Slct, R, P, File #, Date/Time, Job#, Beg/End (Lines), Report Title, Program Title, Program, User, and PFile. The first row of the table is highlighted and has two blue arrows pointing to the "Job#" and "Report Title" columns. The status bar at the bottom shows "User Preference Setting: Months to look back for print files set to 1 Months" and "Yr:2010 Dist:40 Site:0 GS: W 10/18/2013 1:44 PM".

Ret.	LN	Slct	R	P	File #	Date/Time	Job#	Beg/End (Lines)	Report Title	Program Title	Program	User	PFile
	001	N	Y	N	001251	10/18/2013 11:35 AM	001227	1/1 (30)	Test Report	PAYROLL TRANSFER TRANSACTI	TP0100	MGR	Exists

Viewing the Transfer

Payroll Transfers

40 - QSS DEMONSTRATION DISTRICT

QSS/O... - □ ×

File Options Help+Video

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	100046	77051592	GRANT	09/30/09	MGR	06/30/2010	

A much quicker way to view the transfer would be to select the Single Fund lookup, choose to view Unapproved transfers and do a search.

Viewing the Transfer

The screenshot shows the 'Payroll Transfers' application window. The title bar indicates '40 - QSS DEMONSTRATION DISTRICT'. The interface includes a menu bar (File, Options, Help+Video), a toolbar with various icons, and a tree view on the left. The tree view is expanded to show 'Payroll Transfers' and 'Misc Functions / Jobs'. The main area contains search filters for District (40), Warrant # Range, Date Range, Transaction # Range, and Audit ID. Below these is an 'Approval Search Information' section with radio buttons for 'Approved', 'Approved and Unapproved', and 'Unapproved'. A table below the search filters displays a list of transfers. The first row is highlighted in blue, and a context menu is open over it, with 'Quick View' selected. A blue arrow points to the 'Quick View' option in the menu.

Right click on the desired transaction, and select to use the Quick View.

Type	Tran No	Warr No	Description	Date	Audit ID	App Date	App ID
TQ	100046	77051592	GRANT	02/20/09	001001000	MGR	

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

Viewing the Transfer

This gives you a quick report with all of the detail from the transfer. As with all InstaPrint screens in QCC you can export or print the file.

Payroll Transfer Quick View

Year: 2010 District: 40 Code: TQ Transfer Number: 100046 Date: 6/30/2010
Desc: GRANT 09/30/09 77051592 Approval Date: 12:00:00 AM

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Debit	Credit	
01	01.0097	0.0000	2700	1310	300	1100	30			0.00	1.00	
	Dist: 40 Desc:											
02	01.0097	0.0000	2700	1310	050	1100	30			1.00	0.00	
	Dist: 40 Desc:											
03	01.0097	0.0000	2700	3101	300	1100	30			0.00	0.08	
	Dist: 40 Desc:											
04	01.0097	0.0000	2700	3601	300	1100	30			0.00	0.02	
	Dist: 40 Desc:											
05	01.0097	0.0000	2700	3321	300	1100	30			0.00	0.01	
	Dist: 40 Desc:											
06	01.0097	0.0000	2700	3701	300	1100	30			0.00	0.01	
	Dist: 40 Desc:											
07	01.0097	0.0000	2700	3101	050	1100	30			0.08	0.00	
	Dist: 40 Desc:											
08	01.0097	0.0000	2700	3601	050	1100	30			0.02	0.00	
	Dist: 40 Desc:											
09	01.0097	0.0000	2700	3321	050	1100	30			0.01	0.00	
	Dist: 40 Desc:											
10	01.0097	0.0000	2700	3701	050	1100	30			0.01	0.00	
	Dist: 40 Desc:											
										Transfer Total \$	1.12	1.12

Total Lines: 28

Adding using a Transfer Number

To add using an existing transfer instead of a warrant, simply enter the transfer number into the Copy from Transfer field.

Add Payroll Transfer 40 - QSS DEMONSTRATION DISTRICT Q... - □ ×

File Options

Process Close

AddMode

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

Warrant

Warrant Number:

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 ▾

Adding using a Transfer Number

Unlike the Add, this screen does not show the warrant screen. Instead it takes you straight to the screen where you enter manual adjustments.

The screenshot shows the 'Payroll Transfers' application window for '40 - QSS DEMONSTRATION DISTRICT'. The window title bar includes 'QSS/...' and standard window controls. The menu bar shows 'File' and 'Options'. The toolbar contains 'Save', 'Close', 'Show Offset', and a calculator icon. An 'AddMode' button is visible in the top right corner.

The form fields are as follows:

- District: 40 (dropdown)
- Transfer Number: *New* (text box)
- Transfer Code: TQ (text box)
- Copied From: 100046 (text box)
- Year: 10 (text box)
- Date: 06/30/2010 (dropdown)
- Description: GRANT 09/30/09 77051592 (text box)

Below the form is the 'Transfer Accounts' section, which includes buttons for '+ Add Account', 'X Delete Account', and 'Reverse'. It contains a table with the following data:

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Debit	Credit	Dist	Description
1	01	0097	0	0000	2700	1310	300	1100	30	0.00	1.00	40	
2	01	0097	0	0000	2700	1310	050	1100	30	1.00	0.00	40	
3	01	0097	0	0000	2700	3101	300	1100	30	0.00	0.08	40	
4	01	0097	0	0000	2700	3601	300	1100	30	0.00	0.02	40	
5	01	0097	0	0000	2700	3321	300	1100	30	0.00	0.01	40	
6	01	0097	0	0000	2700	3701	300	1100	30	0.00	0.01	40	
7	01	0097	0	0000	2700	3101	050	1100	30	0.08	0.00	40	

At the bottom of the window, there are summary fields:

- Total Transfers: 1.12 (Debit) / 1.12 (Credit)
- Difference: (empty)

Adding using a Transfer Number

Just like adding from a warrant number, you will see a screen giving you the new transfer number after you save your changes.

The screenshot shows the 'Payroll Transfers' application window for '40 - QSS DEMONSTRATION DISTRICT'. The interface includes a menu bar with 'File' and 'Options', and a toolbar with 'Save', 'Close', and 'Show Offset' buttons. A green 'AddMode' button is visible in the top right corner.

The main form contains the following fields:

- District: 40
- Transfer Number: *New*
- Transfer Code: TQ
- Copied From: 100046
- Year: 10
- Date: 06/30/2010
- Description: GRANT 09/30/09 77051592

Below the form is a 'Transfer Accounts' section with buttons for '+ Add Account', 'X Delete Account', and 'Reverse'. A table lists transfer accounts with columns for Ln, FU, RESC, Y, GOAL, FUNC, OBJT, Dist, and Description.

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	Dist	Description
1	01	0097	0	0000	2700	1310	0	40
2	01	0097	0				0	40
3	01	0097	0				8	40
4	01	0097	0	0000	2700	3601	2	40
5	01	0097	0	0000	2700	3321	1	40
6	01	0097	0	0000	2700	3701	1	40
7	01	0097	0	0000	2700	3101.050.1100.30	0.08	0.00 40

An 'Add Payroll Transfer' dialog box is overlaid on the table, displaying the message: 'Transfer Number : 100048 has been added.' with an 'OK' button. A blue arrow points from the 'Add Account' button to the dialog box.

At the bottom of the window, there are summary fields:

- Total Transfers: 2.12
- Difference: (empty fields)

Approving Transfers

To approve a payroll transfer you need to select the Approve Unapproved Payroll Transfer option from the menu.

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

File Options Help+Video

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:

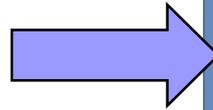
Approval Search Information

Approved: Approved and Unapproved: Date Range: to

Unapproved: Approval ID:

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

Approving Transfers



Enter the lookup information needed to find the payroll transfers that you want to approve, and then hit the Search button.

Approve Unapproved Payroll Transfers 40 - QSS DEMONSTRATION DISTRICT

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: 100046 - 100048

Select All Clear All

	Dist	FY	Tran No	Type	Entered	Date	Desc	Audit ID	App Date	App ID	Message
--	------	----	---------	------	---------	------	------	----------	----------	--------	---------

Approving Transfers

Approve Unapproved Payroll Transfers 40 - QSS DEMONSTRATION DISTRICT

File Options

Search Approve Close

ChangeMode

District: 40

Transaction Type: TQ TR

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

Transaction Date: -

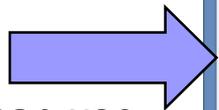
Date Entered: -

Transaction Number: 100046 - 100048

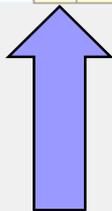
Select All Clear All

	Dist	FY	Tran No	Type	Entered	Date	Desc	Audit ID	App Date	App ID	Message
<input checked="" type="checkbox"/>	040	2010	100046	TQ	10/18/2013	06/30/2010	GRANT 09/30/09 77051592	MGR			
<input checked="" type="checkbox"/>	040	2010	100048	TQ	10/18/2013	06/30/2010	GRANT 09/30/09 77051592	MGR			

The transfers that meet your entered criteria will be returned in the grid.



You can use the Select All or Clear All buttons to select all returned items for approval, or simply click the checkbox of items you want to approve.



Approving Transfers

District: 40

Transaction Type: TQ TR

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

Transaction Date: -

Date Entered: -

Transaction Number: 100046 - 100048

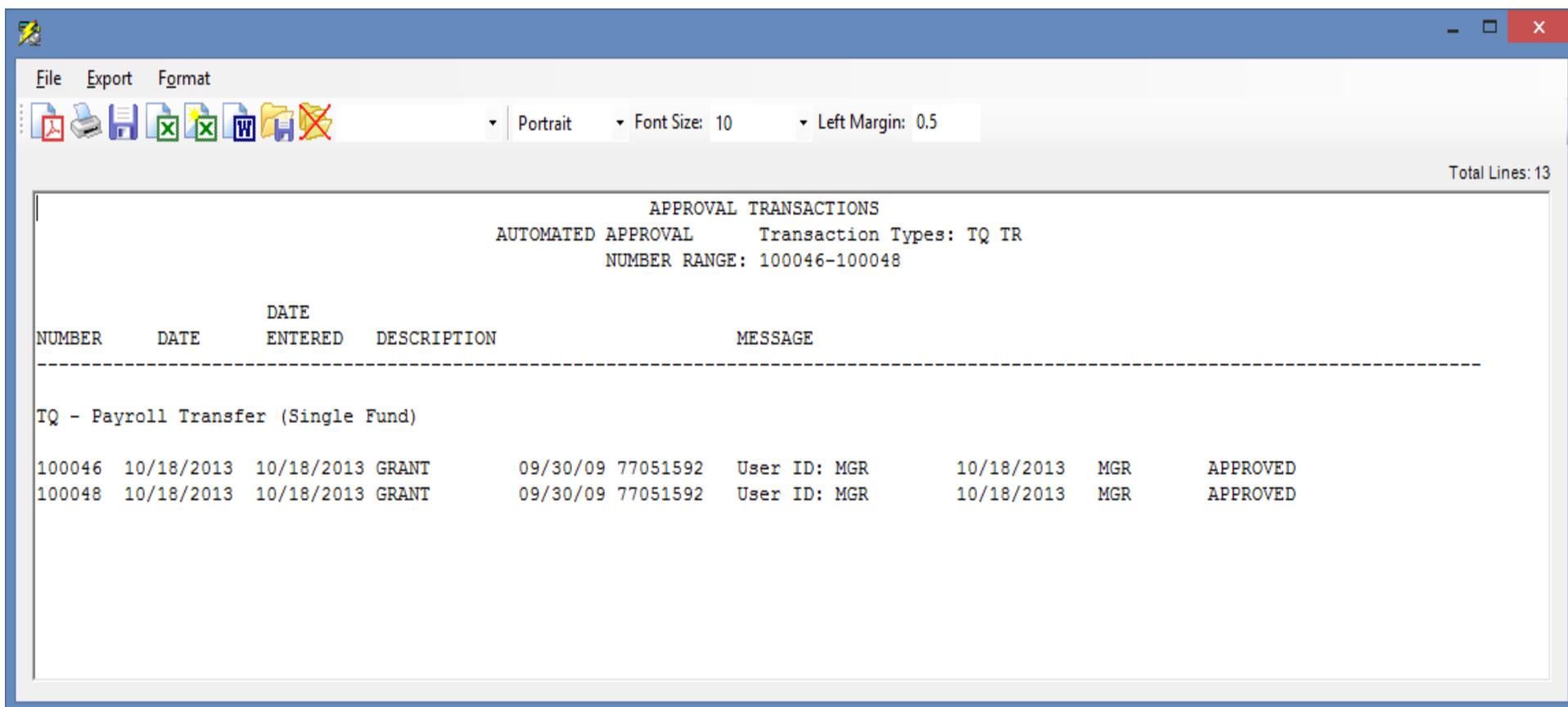
Select All Clear All

	Dist	FY	Tran No	Type	Entered	Date	Desc	Audit ID	App Date	App ID	Message
<input checked="" type="checkbox"/>	040	2010	100046	TQ	10/18/2013	06/30/2010	GRANT 09/30/09 77051592	MGR			
<input checked="" type="checkbox"/>	040	2010	100048	TQ	10/18/2013	06/30/2010	GRANT 09/30/09 77051592	MGR			

When you checkmark the transfers you wish to be approved showing in the grid, simply press the Approve button.

Approving Transfers

The InstaPrint screen will be displayed listing the results of all the approved transfers. Just as with the Quick View we saw earlier, this can be printed, made into a PDF, or exported to Excel or Word.



The screenshot shows a software window titled "InstaPrint" with a menu bar containing "File", "Export", and "Format". Below the menu bar is a toolbar with icons for printing, saving, and opening files. The main content area displays a list of approval transactions. The window title bar includes standard minimize, maximize, and close buttons. The status bar at the bottom right indicates "Total Lines: 13".

APPROVAL TRANSACTIONS
AUTOMATED APPROVAL Transaction Types: TQ TR
NUMBER RANGE: 100046-100048

NUMBER	DATE	DATE ENTERED	DESCRIPTION	MESSAGE
TQ - Payroll Transfer (Single Fund)				
100046	10/18/2013	10/18/2013	GRANT	09/30/09 77051592 User ID: MGR 10/18/2013 MGR APPROVED
100048	10/18/2013	10/18/2013	GRANT	09/30/09 77051592 User ID: MGR 10/18/2013 MGR APPROVED

Approving Transfers

In QCC the approval process does not create a job in LSPOOL like the traditional software. If you want a copy to keep, you will need to save it or print it from the InstaPrint window that is displayed after the save.

Merging Payroll Transfers

To merge the two single fund transfers that were created, select Merge Payroll Transfers from the menu.

The screenshot shows the 'Merge Payroll Transfers' application window. The title bar indicates the window name and the user's role: 'Merge Payroll Transfers' and '40 - QSS DEMONSTRATION DISTRICT'. The menu bar includes 'File', 'Options', and 'Help+Video'. The toolbar contains icons for file operations and data entry. The left sidebar displays a tree view of the application's structure, with 'Merge Payroll Transfers' highlighted. The main workspace contains the following form fields:

- District:
- Transfer Code:
- Date:
- Description:
- Create transfers with:
- Range: to
- Transfer #:

<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					

Merging Payroll Transfers

When merging payroll transfers, make sure you determine which value you want to use for the Copy Transfer with field.

- The Detail Accounts option creates a detailed transfer in which lines from each transfer are copied into the merged transfer without any summarization
- The Summary Accounts option creates a summarized transfer in which each account is listed only once with a summary of debits and credits

Merging Payroll Transfers

Enter the transfer numbers in the fields, or enter a range of transfers to merge. After you enter your desired data, press the Add button.

40 - QSS DEMONSTRATION DISTRICT

QSS/O... - □ ×

File Options Help+Video

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: TQ

Date: 06/30/2010

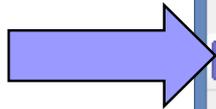
Description:

Create transfers with: Detail Accounts

Range: to

Transfer #:	100046	100049			

Merging Payroll Transfers



This will bring up the merged transfer so you can review it. If it's as desired, press the Save button.

Merge Payroll Transfers 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close Show Offset

ChangeMode

District: 40

Transfer Code: TQ

Date: 06/30/2010

Description: FM: 100046, 100049

Create transfers with: Detail Accounts

Accounts

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Debit	Credit	Dist	Description
1	01	.0097	.0	.0000	.2700	.1310	.300	.1100	.30	0.00	1.00	040	GRANT 09/30/09 77051592
2	01	.0097	.0	.0000	.2700	.1310	.050	.1100	.30	1.00	0.00	040	GRANT 09/30/09 77051592
3	01	.0097	.0	.0000	.2700	.3101	.300	.1100	.30	0.00	0.08	040	GRANT 09/30/09 77051592
4	01	.0097	.0	.0000	.2700	.3601	.300	.1100	.30	0.00	0.02	040	GRANT 09/30/09 77051592
5	01	.0097	.0	.0000	.2700	.3321	.300	.1100	.30	0.00	0.01	040	GRANT 09/30/09 77051592
6	01	.0097	.0	.0000	.2700	.3701	.300	.1100	.30	0.00	0.01	040	GRANT 09/30/09 77051592
7	01	.0097	.0	.0000	.2700	.3101	.050	.1100	.30	0.08	0.00	040	GRANT 09/30/09 77051592
8	01	.0097	.0	.0000	.2700	.3601	.050	.1100	.30	0.02	0.00	040	GRANT 09/30/09 77051592
9	01	.0097	.0	.0000	.2700	.3321	.050	.1100	.30	0.01	0.00	040	GRANT 09/30/09 77051592

Total Transfers: \$5.65 \$5.65

Difference: \$0.00 \$0.00

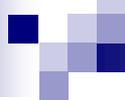
Merging Payroll Transfers

After you hit the save button, you will be given a message with your new transfer number.

The screenshot shows the 'Merge Payroll Transfers' application window. The title bar indicates '40 - QSS DEMONSTRATION DISTRICT'. The menu bar includes 'File' and 'Options'. The toolbar contains 'Save', 'Close', and 'Show Offset' buttons. A 'ChangeMode' button is visible in the top right corner. The main interface features a 'District' dropdown menu set to '40' and a 'Transfer Code' text box containing 'TQ'. A date dropdown menu shows '06/30/2010'. A modal dialog box titled 'Payroll Transfers' is centered on the screen, displaying the message 'Merge Transfer Okay transfer number is: TQ/100050' and an 'OK' button. Below the dialog, a table of accounts is visible, with columns for 'Ln', 'FU', 'RESC', 'Y', 'GOAL', 'FUNC', 'OBJT', 'SCH', 'MN', and 'Description'. The table contains 9 rows of data. At the bottom of the window, a summary section shows 'Total Transfers: \$5.65' and 'Difference: \$0.00'.

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MN	Description
1	01	.0097	.0	.0000	.2700	.1310	.300	.11	GRANT 09/30/09 77051592
2	01	.0097	.0	.0000	.2700	.1310	.050	.11	GRANT 09/30/09 77051592
3	01	.0097	.0	.0000	.2700	.3101	.300	.1100	.30 0.00 0.08 040 GRANT 09/30/09 77051592
4	01	.0097	.0	.0000	.2700	.3601	.300	.1100	.30 0.00 0.02 040 GRANT 09/30/09 77051592
5	01	.0097	.0	.0000	.2700	.3321	.300	.1100	.30 0.00 0.01 040 GRANT 09/30/09 77051592
6	01	.0097	.0	.0000	.2700	.3701	.300	.1100	.30 0.00 0.01 040 GRANT 09/30/09 77051592
7	01	.0097	.0	.0000	.2700	.3101	.050	.1100	.30 0.08 0.00 040 GRANT 09/30/09 77051592
8	01	.0097	.0	.0000	.2700	.3601	.050	.1100	.30 0.02 0.00 040 GRANT 09/30/09 77051592
9	01	.0097	.0	.0000	.2700	.3321	.050	.1100	.30 0.01 0.00 040 GRANT 09/30/09 77051592

Total Transfers: \$5.65 \$5.65
Difference: \$0.00 \$0.00



Merging Payroll Transfers

After you save the data on this screen, the system deletes the transfers that you have selected for merging. You can no longer display them individually on the Inspect Payroll Transfer screen, or report them individually. The only transfer number that you can use is the number assigned to the merged transfer.

Searching for Transfers

File Options Help+Video

Payroll Transfers

40 - QSS DEMONSTRATION DISTRICT

QSS/O...

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

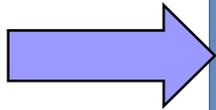
Approved: Approved and Unapproved: Date Range: to

Unapproved: Approval ID:

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

From the menu, first choose if you want to look up the single fund transfers, or the cross fund transfers.

Searching for Transfers



After entering your search criteria, hit the Search button and the results will be displayed in the grid.

Payroll Transfers 40 - QSS DEMONSTRATION DISTRICT QSS/O...

File Options Help+Video

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	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	06/26/2013	MGR
TQ	100013	17051155	CLINTON 09/30/09	06/30/2010	MGR	06/26/2013	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	RISSH 09/30/09	06/30/2010	MGR	11/01/2011	MGR

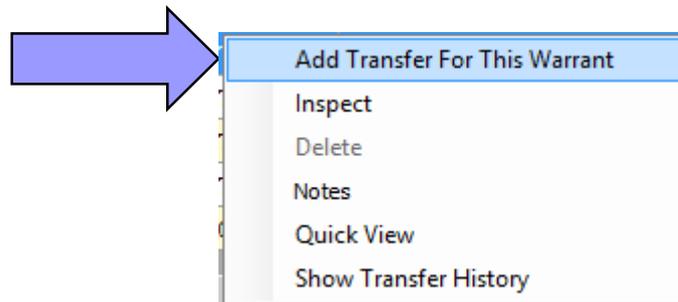
Searching for Transfers

The screenshot shows the 'Payroll Transfers' application window for '40 - QSS DEMONSTRATION DISTRICT'. The interface includes a menu bar (File, Options, Help+Video), a toolbar with icons for search, add, delete, and print, and a tree view on the left. The tree view is expanded to 'Payroll Transfers', showing sub-items like 'Payroll Transfers (Cross Fund)', 'Merge Payroll Transfers', and 'Misc Functions / Jobs'. The main area contains search filters for District, Warrant # Range, Date Range, Transaction # Range, and Approval Search Information. Below the filters is a table of payroll transfers. A context menu is open over the first row, listing options like 'Add Transfer For This Warrant', 'Inspect', 'Delete', 'Notes', 'Quick View', and 'Show Transfer History'.

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		06/30/2010	MGR	08/03/2011	MGR
TQ	100004	00000000		06/30/2010	MGR	08/03/2011	MGR
TQ	100005	00000000		06/30/2010	MGR	08/03/2011	MGR
TQ	100008	00000000		06/30/2010	MGR	08/04/2011	MGR
TQ	100009	7700385		06/30/2010	MGR	08/04/2011	MGR
TQ	100011	00000000		06/30/2010	MGR	08/04/2011	MGR
TQ	100012	17051155	CLINTON 09/30/09	06/30/2010	MGR	06/26/2013	MGR
TQ	100013	17051155	CLINTON 09/30/09	06/30/2010	MGR	06/26/2013	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	BUSSH 09/30/09	06/30/2010	MGR	11/01/2011	MGR

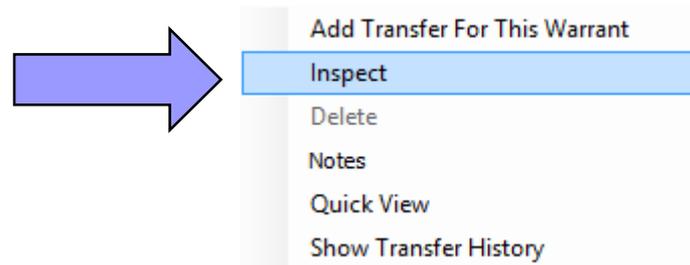
Right clicking on any row will give you options that are very useful.

Searching Transfers



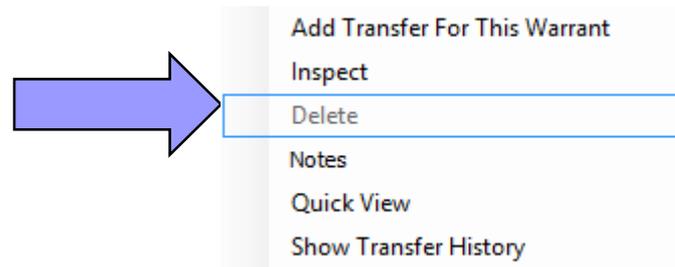
Selecting the Add Transfer For This Warrant, will quickly bring up the add screen with the warrant number already filled in for you, using the warrant number shown in the grid.

Searching Transfers



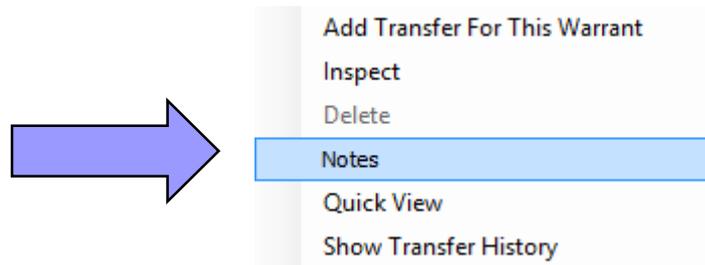
Selecting Inspect allows you to view the Payroll Transfer, and if you have the correct security, you'll be allowed to make changes to it.

Searching Transfers



The Delete option allows you to delete an entered Payroll Transfer. This option is only available for transfers that have not been approved yet.

Searching Transfers



The Notes option allows the user to enter a note for the entered transfer.

Note: If the transfer already has a note entered, then the word Notes will be in bold letters so you can quickly see that a note exists.

Searching Transfers

View Notes for TQ Transactions

File Options

Save and Return Save Close

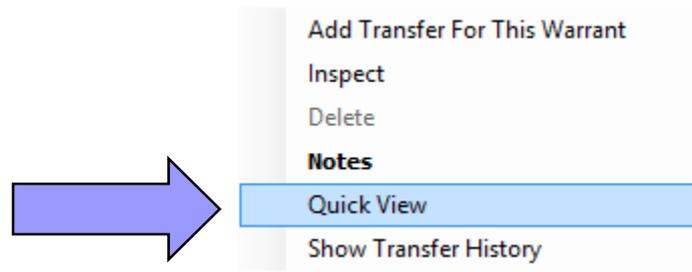
Type: TQ Dist: 40 Year: 10 Ref: 100046 AddMode

85 lines remaining.

Date	Time	Who	Note
10/18/2013	17:53	MGR	I added this transfer because some of the funds should have been charged to school 050.

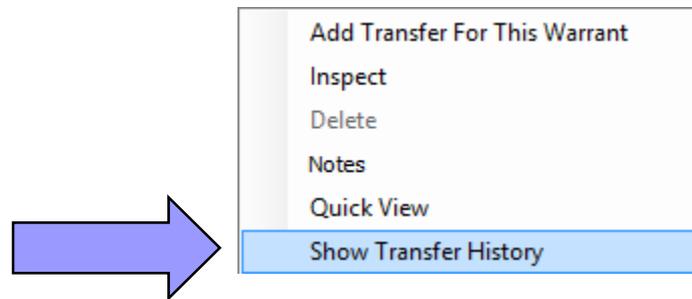
This screen allows you to enter a note for the selected transfer, and also view all notes that have been entered previously.

Searching Transfers



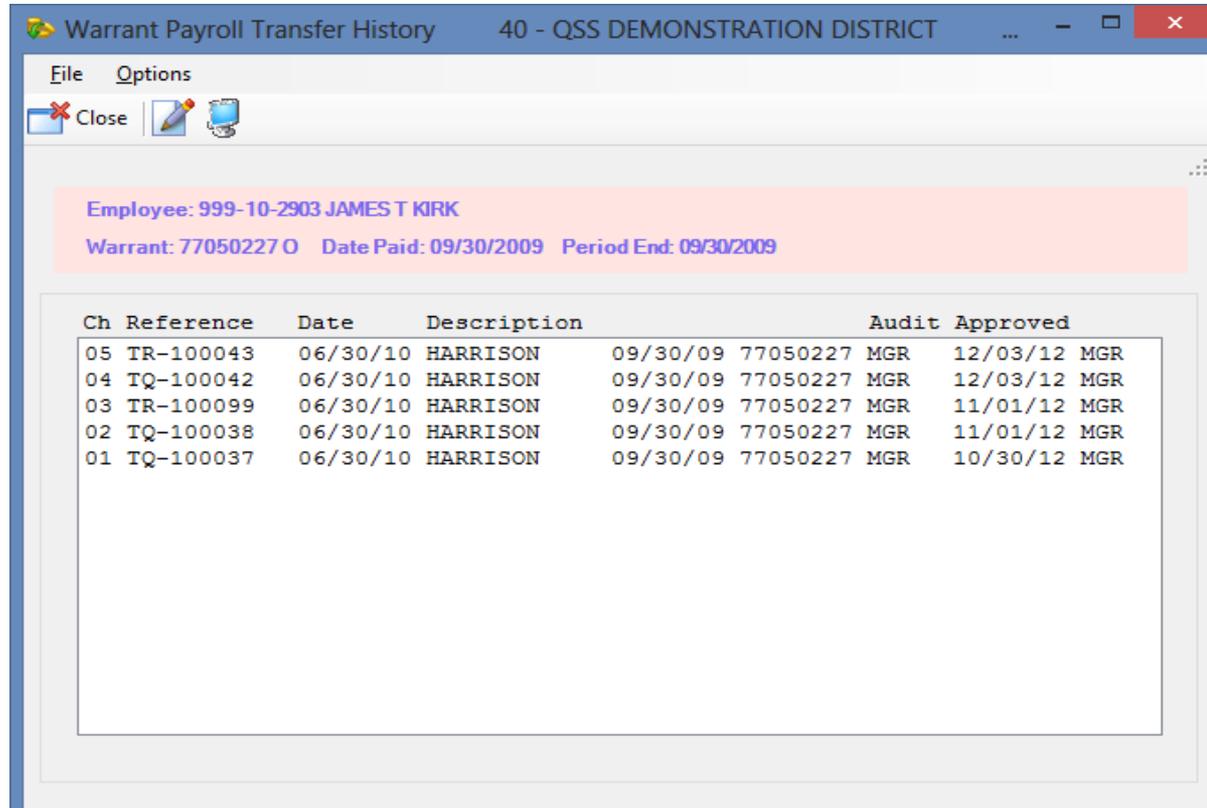
The Quick View will bring up a quick summary of the payroll transfer. (We viewed this earlier in the presentation.)

Searching Transfers



The Show Transfer History option allows you to view all the transactions for the warrant number displayed in the selected row.

Searching Transfers



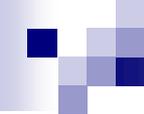
The screenshot shows a software window titled "Warrant Payroll Transfer History" with a subtitle "40 - QSS DEMONSTRATION DISTRICT". The window has a menu bar with "File" and "Options", and a toolbar with "Close", a pencil icon, and a monitor icon. Below the toolbar, there is a pink highlighted area containing the following text:

Employee: 999-10-2903 JAMES T KIRK
Warrant: 77050227 O Date Paid: 09/30/2009 Period End: 09/30/2009

Below this area is a table with the following columns: Ch, Reference, Date, Description, Audit, and Approved. The table contains five rows of data:

Ch	Reference	Date	Description	Audit	Approved
05	TR-100043	06/30/10	HARRISON	09/30/09 77050227 MGR	12/03/12 MGR
04	TQ-100042	06/30/10	HARRISON	09/30/09 77050227 MGR	12/03/12 MGR
03	TR-100099	06/30/10	HARRISON	09/30/09 77050227 MGR	11/01/12 MGR
02	TQ-100038	06/30/10	HARRISON	09/30/09 77050227 MGR	11/01/12 MGR
01	TQ-100037	06/30/10	HARRISON	09/30/09 77050227 MGR	10/30/12 MGR

Here you can quickly view any transfers that were created for the Warrant that was used for the selected transfer.



? Questions?

At this time, you can raise your hands if you'd like us to answer any questions.

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QSS Users Group Finance/Personnel Seminars and Webinars for 2013-2014

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Catherine Hawes of Sutter County Superintendent of Schools and Cheryl Kelley of Merced County Office of Education, the co-chairs of the **QSS** Users Group Finance/Personnel Committee, have made arrangements with **Quintessential School Systems** to have the Finance/Personnel Committee sponsor the following **QSS** seminars and webinars.

Click on this link for the seminar and webinar schedule in PDF format: [2013-2014 QSSUG Fin/Per Schedule](#). Registration and mailing information is below this chart.

Date and Time (Pacific)	Seminar / Webinar	Location	Presenter / Q/A for Webinars	Member Registration Cost	Non-Member Registration Cost
Tuesday October 08, 2013 9am - 4pm	Standard Position Control Download flyer/registration Download flyer	San Luis Obispo COE	Don Herwall	\$25.00	\$250.00
Wednesday October 16, 2013 9am - 4pm	HR Report Selector/PDL/Query Download flyer/registration Download flyer	Merced COE	Don H Ada	\$25.00	\$250.00
Thursday October 17, 2013 10am - 12noon	Payroll Overview Download flyer/registration Download flyer	Webinar	Percox Jenkins	\$0.00	\$250.00
Wednesday October 30, 2013 10am - 12noon	Payroll Transfers Download flyer/registration Download flyer	Webinar	Ronnie Steward Craig Grilley	\$0.00	\$250.00

