



**HARRIS**  
School Solutions

## QSSUG

Finance/Personnel Committee

Webinar

November 15, 2018

**QSS/OASIS**

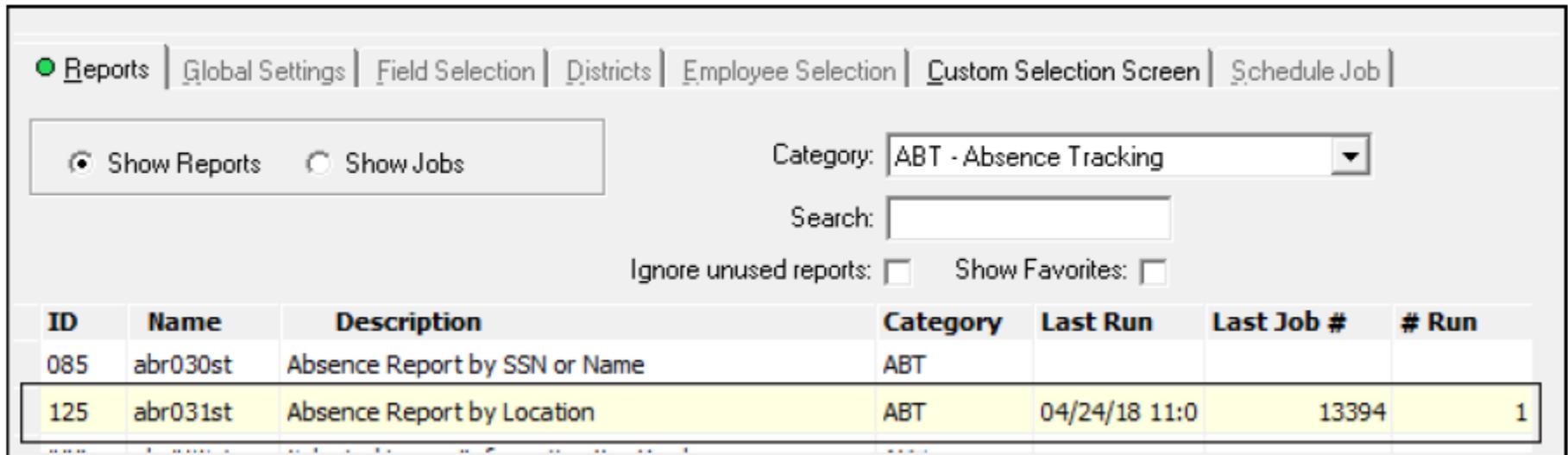
New Features in QCC

# New Features in QCC - Agenda

- Absence Tracking
- Accounts Payable / Purchasing
- Budget Development
- General Ledger
- Human Resources
- Payroll
- Position Control
- Additional Features as time permits

# New Features in QCC – Absence Tracking

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



The screenshot displays the 'HR Report / Job Selector' interface. At the top, there is a navigation bar with tabs: Reports (selected), Global Settings, Field Selection, Districts, Employee Selection, Custom Selection Screen, and Schedule Job. Below the navigation bar, there are two radio buttons: 'Show Reports' (selected) and 'Show Jobs'. To the right, there is a 'Category' dropdown menu set to 'ABT - Absence Tracking', a 'Search' input field, and two checkboxes: 'Ignore unused reports' and 'Show Favorites', both of which are unchecked. Below these controls is a table with the following data:

ID	Name	Description	Category	Last Run	Last Job #	# Run
085	abr030st	Absence Report by SSN or Name	ABT			
125	abr031st	Absence Report by Location	ABT	04/24/18 11:0	13394	1

# New Features in QCC – Absence Tracking

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

Your site can customize this list in the following ways.

- The ABR031LB user security allows you to define which choices are available and which one is the pre-selected choice.
- The ABR031nn user security allows you to define custom descriptions for **First 01 balances** through **First 10 balances**.

# New Features in QCC – Absence Tracking

HR Report/Job Selector 39 - QSS DEMO(the train 29410) QSS/OASIS

File Options Help+Video

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

Report: abr031st - Absence Report by Location

Request Absence Report by Location

Cutoff-Dates: / / To: / /

**Number of Leave Balances to print**: First 01 balances

Absence codes to select (blank=all): 1.  2.  3.  4.  5.   
6.  7.  8.  9.  10.

Sort: SSN/ExtRef

Print one employee per page:

Include employees without absences:

Print employee absence totals:

Report break by location:

Print summary only:

Select Leave Group:

# New Features in QCC – Absence Tracking

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

039 QSS DEMO(the train 29410)		LEAVE TOTALS				J13505 ABR031 L.00.00 05/11/18 PAGE 2				
FROM: 02/03/2003 TO: 12/31/2019		02 CLASSIFIED EMPLOYEES								
SSN	NAME	VAC	SL	PN	DSL	CT	IA	HF	HD	
001006	PERSNIKITY REALLIE	0.00	148.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Leave group: AV Service year: #4		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRANS NO	LG CODE	ABSENCE REASON	FROM	TO	TOTAL UNITS					REMARK
23	AV S	SICK LEAVE	03/28/2018	03/28/2018	8.00	HOURS				Flu
22	AV S	SICK LEAVE	11/08/2017	11/08/2017	8.00	HOURS				Flu
20	AV A2	ACCRUE SICK LEAVE	03/03/2017	03/03/2017	82.00	HOURS				
19	AV S	SICK LEAVE	03/03/2017	03/03/2017	88.00-	HOURS				
21	AV S	SICK LEAVE	03/03/2017	03/03/2017	8.00	HOURS				
17	AV CT	COMPENSATORY TIME	01/30/2017	01/30/2017	5.00	HOURS				
16	AV V	VACATION	01/30/2017	01/30/2017	4.00	HOURS				
15	AV S	SICK LEAVE	05/01/2016	05/01/2016	4.00	HOURS				
18	AV S	SICK LEAVE	02/17/2008	02/17/2008	8.00	HOURS				
8	AV B1	BALANCE FWD VACATION	11/21/2007	11/21/2007	152.00	HOURS				
13	TE B2	BALANCE FWD SICK LEAVE	11/21/2007	11/21/2007	96.00-	HOURS				
14	TE B2	BALANCE FWD SICK LEAVE	11/21/2007	11/21/2007	96.00	HOURS				
9	AV B2	BALANCE FWD SICK LEAVE	11/21/2007	11/21/2007	96.00	HOURS				
10	AV B3	BALANCE FWD PERSONAL NECESSITY	11/21/2007	11/21/2007	16.00	HOURS				
11	AV B7	BALANCE FLOATING HOLIDAY	11/21/2007	11/21/2007	8.00	HOURS				
12	AV B8	BALANCE DAY OF CHOICE	11/21/2007	11/21/2007	8.00	HOURS				
1	AV A1	ACCRUE VACATION TIME	10/26/2007	10/26/2007	160.00-	HOURS				
2	AV A2	ACCRUE SICK LEAVE	10/26/2007	10/26/2007	96.00-	HOURS				
3	AV A3	ACCRUE PERSONAL NECESSITY	10/26/2007	10/26/2007	16.00-	HOURS				
4	AV A7	ACCRUE FLOATING HOLIDAY	10/26/2007	10/26/2007	8.00-	HOURS				
5	AV A8	ACCRUE DAY OF CHOICE	10/26/2007	10/26/2007	8.00-	HOURS				
6	AV B	BEREAVEMENT	10/26/2007	10/26/2007	8.00	HOURS				TESTING
7	AV V	VACATION	10/26/2007	10/26/2007	8.00	HOURS				more test

# New Features in QCC – Accounts Payable / Purchasing

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

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

Here is a summary of how to use the form.

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

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

# New Features in QCC – Accounts Payable / Purchasing

The screenshot displays the 'Accounts Payable - End of Year Mass L/R Transactions' window. The search criteria section includes:

- Search (F3) field containing 'Accounts'
- District dropdown set to '39 - The Train USD#rsay29410'
- Balance Range: 0.01 - 999999999999.00
- Vendor Number field with multiple input boxes
- PO Number Ranges field with multiple input boxes

The search results section shows a table of POs matching the criteria:

PO#	LN	Description	PO Date	Balance	*L* Posted	*L* Pending	*R* On File
015071	01	TEST	06/30/2008	6,473.55	0.00	3,028.00	59.00
700004	01	it's another description	06/30/2008	0.84	0.00	0.00	18.00
700002	02	this is a new desc again xii	04/30/2008	1,650.10	0.00	5.10	12.00
015002	02	test for craigg	06/30/2008	935.75	0.00	23.25	0.75
000770	01	Test Description	06/30/2008	47.40	0.00	2.57	3.42
200050	01	adding a larger one for usease	06/30/2008	3,998.20	0.00	1.80	2.80
800085	01	this is just lovely...	10/01/2009	7.13	0.00	1.57	1.81
200052	01	Stuff	06/30/2008	179.85	0.00	1.00	1.25
000777	01	test	06/30/2008	1.05	0.00	0.31	0.00
000780	01		06/30/2008	23.44	0.00	0.00	0.00
000783	01		06/30/2008	4.31	0.00	0.00	0.00
000784	01	test	04/30/2008	237.86	0.00	0.00	0.00
000785	01	Test Requisition	04/30/2008	10.78	0.00	0.00	0.00
000786	01		06/30/2008	101.02	0.00	0.00	0.00
000787	01		06/30/2008	1.05	0.00	0.00	0.00
000788	01		06/30/2008	1.05	0.00	0.00	0.00
000791	01		04/30/2008	1.05	0.00	0.00	0.00
000792	01		06/30/2008	1.05	0.00	0.00	0.00
000793	01		06/30/2008	1.05	0.00	0.00	0.00
000794	01		06/30/2008	1.05	0.00	0.00	0.00
000795	01		06/30/2008	558.18	0.00	0.00	0.00

Boxes for searching for POs.

Display of POs that match the search criteria.

# New Features in QCC – Accounts Payable / Purchasing

## Display of L and R Transaction on the Grid

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

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

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

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

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

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

# New Features in QCC – Accounts Payable / Purchasing

## PO Payments

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

### *Increase Maximum Number of Payments*

Version L Only

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

# New Features in QCC – Accounts Payable / Purchasing

## *Add PO Invoice Payments Form*

Version L Only

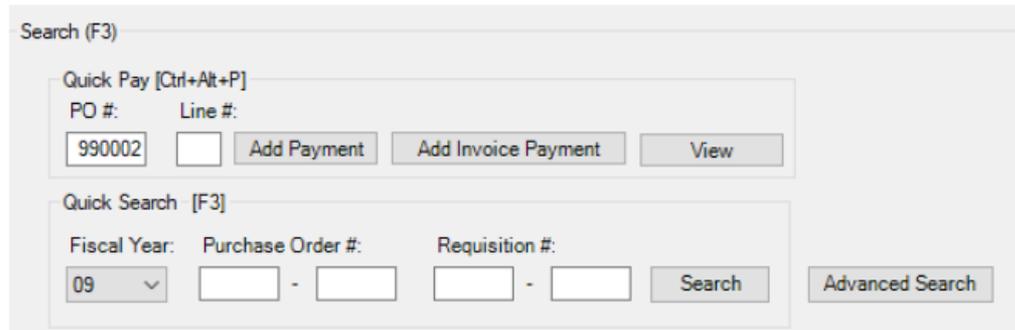
**Path:** Finance >> AP / Purchasing >> Accounts Payable >> Accounts Payable >> PO Payments (PO)

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

### OPENING THE FORM

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

- From the top of the *Accounts Payable – PO Payments (PO)* window, you can type a **PO #**, then select the  button.



Search (F3)

Quick Pay [Ctrl+Alt+P]

PO #: 990002 Line #:

Quick Search [F3]

Fiscal Year: 09 Purchase Order #:  -  Requisition #:  -

# New Features in QCC – Accounts Payable / Purchasing

From the **Search Results** grid *Accounts Payable – PO Payments (PO)* window, you can right-click a row in the grid and select **Add PO Invoice Payment....**

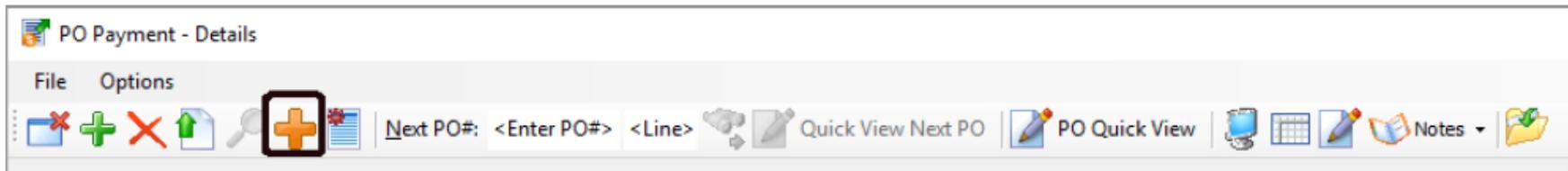
Search Results (Double-Click a cell or Control-Enter (while in the grid) or Ctrl+O to view details)

	FY	PO Number	Req Number	Date Entered	Vendor Number	Vendor Name	\$ Amount
183	08	200059	020236	06/30/2008	005000	DELL COMPUTER	110,189.00
▶ 184	08	200060	020237	06/30/2008	005000	DELL COMPUTER	110,222.00
185	08	200061	020238	06/30/2008	005000	DELL COMPUTER	114,550.00
186	08	200062	020239	06/30/2008	005000	DELL COMPUTER	10.00
187	08	200063	020240	06/30/2008	005000	DELL COMPUTER	5.00
188	08	200064	020241	06/30/2008	005000	DELL COMPUTER	5.00
189	08	270000	270000	06/30/2008	005000	DELL COMPUTER	
190	08	270001	270001	06/30/2008	005000	DELL COMPUTER	
191	08	570003	570003	06/30/2008	005000	DELL COMPUTER	1.00
...	08	580001	580001	10/09/2007	000001	QUINTESSENTIAL SCHOOL	2.00

- Open PO #200060
- Add PO Invoice Payment PO #200060 Ctrl-Alt-F6
- PO Quick View PO #200060
- Default Column Order
- Default Column Widths
- AutoSize Columns
- AutoSize Rows
- AutoSize Selected Column
- AutoSize Selected Row

# New Features in QCC – Accounts Payable / Purchasing

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



# New Features in QCC – Accounts Payable / Purchasing

## FILLING IN THE FORM

The following figure illustrates the completed form.

PO number: 990002 - SAMPLE REQ number: F  
Vendor: 000002 - ACME School Supplies

Invoice Amount: 143.89 Date: 06/30/2009 Description: SAMPLE DESCRIPTION [Attach PO: N, REQ: N](#)

Payment type: A - Auto  
Batch number: 0001 - SAMPLE BATCH  
Payment due:   
Use Tax: N Use Tax Amount: \$0.00  
1099:   
Discount:   
Net: 143.89  
Address No: L 00  
1 Address Remit Payments:  
ACME School Supplies  
1234 Main St  
Los Angeles, CA 90405  
Split Type: % by Balance

Ln.	FU RESC Y GOAL FUNC OBJ1 SCH MINGI BU	\$ Original	\$ Amount	Status	Balance	Payment Type	Payment	Liquidate
1	01.0000.0.0000.0000.4300.000.0000.00	100.00	100.00		100.00	P	95.93	95.93
2	01.0000.0.0000.0000.4301.000.0000.00	25.00	25.00		25.00	P	23.98	23.98
3	01.0000.0.0000.0000.4302.000.0000.00	25.00	25.00		25.00	P	23.98	23.98

Yr: 2009 Dist: 40 Site: 00 GS: W 7/19/2018 10:23:08 AM

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

# New Features in QCC – Accounts Payable / Purchasing

To fill in the form:

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

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

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

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

2. Type the **Date** for payment.
3. Type a **Description** for the transaction.

# New Features in QCC – Accounts Payable / Purchasing

## 4. Select a **Transaction Type**.

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

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

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

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

# New Features in QCC – Accounts Payable / Purchasing

8. If needed, select the correct **Address No** for the address to remit payment to the vendor.
9. For the **Split Type**, the only choice is **% by Balance**.

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

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



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



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



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

# New Features in QCC – Accounts Payable / Purchasing

## Purchase Orders (Special Forms) (POX300)

Version L Only

**PSFA:** 15-014

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

The syntax of field is as follows:

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

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

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

# New Features in QCC – Accounts Payable / Purchasing

## POCO Detail Audit Report (POC100)

Version L Only

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

**PSFA:** 17-018

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

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

# New Features in QCC – Accounts Payable / Purchasing

Request POCO Detail Audit Report (POC100) Year: 08 Dist: 39 - QSS DEMO(the train 29410) QSS/OASIS

File Options

Last Job 13324

Report Title:

Fiscal Year:

Report Type:  Total Amount Difference:  -

Report Format:

Original issue date - From:  To:

POCO activity date - From:  To:

Purchase Order number ranges:  -   -   -   -   -

-   -   -   -   -

Vendor numbers:

PO type:

# New Features in QCC – Accounts Payable / Purchasing

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

039 QSS DEMO		POCO DETAIL AUDIT REPORT				J13324 POC100 L.00.00 04/13/18 PAGE 16				
SAMPLE FOR RELEASE NOTES		POCO Activity Range: ALL								
NUMBER	TY	VENDOR	NAME	Printed	CO Change	PO DESCRIPTION	USER	TOTAL ENC AMT	POCO DIFFERENCE	DATE ISSUED
		No	Changed					Description		
019061	PO	000001	QUINTESSENTIAL SCHOOL SYSTEMS			TEST FOR DISCOUNTS		56,030.02	-2,693.73	06/30/2008
08-01			06/30/2008			Item Data	DEABTEC2	Change discount on item 1.		
			Chg: Discount Amount			From:	4,500.00			
			#0001			To:	1,500.00			
			Chg: Item Description			From:	Test Item 1 with 10% Discount			
			#0001			To:	Test Item 1 with 15% Discount			
			Chg: Discount Flag			From:	P			
			#0002			To:	N			
			Chg: Discount Percent			From:	15.0000			
			#0002			To:	0.0000			
			Chg: Discount Amount			From:	4,500.00			
			#0002			To:	0.00			
08-02			06/30/2008			Item Data	DEABTEC2	add discount to item 2.		
			Chg: PO Amount Net Change			From:	50,103.75			
						To:	56,030.00			
			Chg: Discount Amount			From:	4,500.00			
			#0001			To:	1,500.00			
			Chg: Discount Percent			From:	15.0000			
			#0002			To:	10.0000			
			Chg: Discount Amount			From:	4,500.00			
			#0002			To:	2,000.00			
			Chg: Item Description			From:	Test Item 2 with NO discount			
			#0002			To:	Test Item 2 with 10% discount.			
			010-000-0-1100-00-1110-1000-000000-026-0000					28,015.01	-1,346.87	
			010-0000-0-1100-00-1110-1000-000000-013-0000					28,015.01	-1,346.86	

# New Features in QCC – Budget Development

## Budget Development Window

### Import Accounts Tab

#### Version L Only

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

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

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

# New Features in QCC – General Ledger

## General Ledger

### GL Application Window

#### *Integrated Attachments*

Version L Only

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

**Finance-Personnel:** 11-028, 10-001

**Description:** Add integrated attachments to the Journal Entry (FI02JE), Cash Deposit (FI02DC), and Cash Transfers (FI02TF/TV) subtabs. This feature allows you to attach links to Web sites and supported document types, such as PDF files, Word documents, and Excel spreadsheets.

# New Features in QCC – General Ledger

## GL Application Window

Version L Only

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

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

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

# New Features in QCC – General Ledger

## Request Export of Unaudited Actuals (SAC010)

Version L Only

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

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

# New Features in QCC – General Ledger

The following example illustrates the location of these new boxes

Request Export of Unaudited Actuals (SAC010) 39-QSS DEMO(the train 29410) QSS/OASIS

File Options

Main Selection\* | Accounts

**Request Export of Unaudited Actuals**

District: 39 THE TRAIN USD(finance 29410)

User Title: Budget FY: 08 2007/08

Filename: LEA ID: Process: A

Export File: E39.ESACS

Budget Source (def)

Budget Source: GL: A - Approved budget Source Year: 08 Model: Actuals Budget

Include Budget Tfrs: N - No budget transfers Bud Tfr Cutoff Date: / /

Beg. Fund Bal. Source: GL: G - General Ledger Bud. Development Year: Model: Actuals Budget

End.Fund Bal. Source: GL: G - General Ledger Bud. Development Year: Model: Actuals Budget

Unaudited Actuals Source (abc)

Source: GL: W - Working budget Source Year: 08 Model: Actuals Budget

Beg. Fund Bal. Source: GL: G - General Ledger Bud. Development Year: Model: Actuals Budget

End.Fund Bal. Source: GL: G - General Ledger Bud. Development Year: Model: Actuals Budget

From Date: 07/01/2007 To Date: 06/30/2008  Include Unapproved GL Trans?

Beg. Fund Balance: 9791 - 9795 End. Fund Balance: 9711 - 9790

Use Chart of Accounts Rollup Values

# New Features in QCC – Human Resources

## Personnel Downloader

Version L Only

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

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

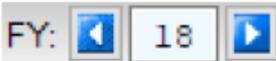
# New Features in QCC – Payroll

## Employee Maintenance Window

### Pay Lines (PR) Form

#### *Fiscal Year Picker*

**Path:** Human Resources / Payroll >> Employee Maintenance >> Payroll >> Pay Lines (PR)

**Description:** The  date picker for fiscal years was not allowing you to type a fiscal year in the central box. To change fiscal years, you had to click an arrow. Now you can type a fiscal year directly in the box.

# New Features in QCC – Payroll

## Payroll Data Import Form

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

### *Paylines Import*

### Additional Import Fields

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

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

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

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

# New Features in QCC – Payroll

The following figure highlights the new items to import.

The screenshot shows a payroll import form with the following fields and values:

D	Rate	Units	RT	S	Ex-Gross	Pay Type	St-Ded	SP	EP	Rel. Base	AC	P	C	WSC	PSCT
	0.00	0.00			0.00					0.00					
Adjustment >	0.00	0.00			0.00					0.00					

Name	Pay Schd	HR/DAY	S	B	Start	End	User	Annual Contract	ACA Hours	Days Worked	FTD Paid
		0.00						0.00/00	0.00	0.00	0.00

Buttons: + Add, X Delete, X Delete All, Acct Copy, Acct Copy+, Acct Copy All, Acct Paste -, Acct Add From Copy -

	Pront	End Resc Y	Objt SO	Goal Func	CatCtr	Ste Mngr	SBI	Ex-Gross	FTD Paid
▶ 1	0.00	L					---	0.00	0.00
	0.00		**Totals**					0.00	0.00

# New Features in QCC – Position Control

## Employee Maintenance Window

### Assignments/STD (PO) Form

Version L Only

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

# New Features in QCC – Position Control

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

Assignments/PO 82 - TESTING DISTRICT #82 QSS/OASIS

File Options Window

Delete Reproject Recalculate Reset Switch to: W4 Data Comments

SMITHO, DENNY \*\*\*\*\_\*\*\_\*\*\*\* AB ChangeMode

[Show SSN](#) DA09-08/16/2018-08:43:24

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FY: 08 FTE: 1.0000 Salary: 1,396.00 Prj Salary: 246.00 Rate: 1,000.00

100149 - TEACHER-HIGH SCH 1100 (100-F13) New

Pos Code	Description	Job Code	Location	Days
100149	TEACHER-HIGH SCH 1100			33.00

Start: 10/29/1979 End: 10/10/2010 AO:  Ma/Yr: 12.00 Da/Yr: 261.00 Hn/Day: 8.00 D/W: 5 Placement: 1000.00 Y: 01 E:  F:  Advance:  Adv Date:

Put	FTE	E-FTE	S-Yrs	Type	Contract#	Work Cal	Shift
100.00	1.0000	1.0000				0000	

Base Pay	Addl	%Bon	%Bonus \$	PD	PD Amt	Longevity	Degree	Other	Work Cal	ABT Work Cal	ABT Work Cal
1,396.00	0.00	0.0000	0.00	0.00	0.00	0.00	0.00	0.00			0000

Effective Date	Pay Rate	Pay Schd	Cy	Uploaded-Pay	Seniority	Supervisor	Absence Loc	Ben
	1,000.00	CLEOM	MO		0.00		0000	<input type="checkbox"/>

Total Pay	Total Prj	Base Prj	Add-Prj	%-Prj	PD-Prj	Lon-Prj	Deg-Prj	Oth-Prj	Pay End	End Update Date
1,396.00	246.00	246.00	0.00	0.00	0.00	0.00	0.00	0.00	02	

Percent	Ed	Obj	F	Prog	Loc	Ct.	Qu	Pseudo	Edp	Salary	Projected
50.00	+	01	3355	2	1006	285	11	1006	00000000	698.00	123.00
50.00	+	01	3313	1	0006	285	11	1006	00000000	698.00	123.00

**Total:** 1,396.00 246.00

# New Features in QCC – Position Control

## HR Code Maintenance #2 Window

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

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

Version L Only

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

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

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

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

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

# New Features in QCC – Position Control

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

The screenshot displays the 'Salary Schedules/STD (SS)' window for '39 - The Train USD(hrspay29410)' in the 'QSS/OASIS' system. The interface includes a menu bar with 'File' and 'Options', a toolbar with various icons, and a search bar showing '11 Schedules in 2008 search results' with '05-02 :testing' selected. Below the search bar, there are dropdown menus for 'Schedule' (05), 'Model' (02), 'Name' (testing), and 'Bargaining Unit' (03 - CONFIDENTIAL/SUPERVISORY). The 'Schedule Calculation Factors' section is highlighted with a red box and contains the following fields: 'First Step' (01), 'Last Step' (30), 'Range Type' (Alpha selected), 'Direction of Advancement' (Step selected), 'Default Work Calendar' (0003 - CLASSIFIED 10 MONTH), 'Schedule Type' (M - Monthly), 'Advance On' (A - Anniversary), 'Cutoff Date', 'Calculate Increase' (Flat Increase), 'Step Delta' (\$ \$0.00), 'Range Delta' (\$ \$0.00), 'Rounding Rule' (0 - No rounding), and 'Benefit Table' (3 - not allowed). The 'Placement Preset Options' section is also highlighted with a red box and contains a dropdown menu set to '0 - Placement from authorized position'.

# New Features in QCC – Position Control

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

The screenshot displays the 'Salary Schedules/END (SSN)' master file interface. The window title is '39 - The Train USD(hrspay29410) QSS/OASIS'. The interface includes a menu bar with 'File' and 'Options', and a toolbar with various icons. The main area contains several fields and sections:

- Di:** 39
- FY:** 2008
- Start Date:** 07/01/2007
- End Date:** 06/30/2008
- Schedules in 2008:** 45
- Work Day:** 21:00 : CLASSIFIED 196 WORK DAY
- Schedule:** 21
- Model:** 00
- Name:** CLASSIFIED 196 WORK DAY
- Bargaining Unit:** 02 - CLASSIFIED SCHOOL EMPLOYEES

The 'Schedule Calculation Factors' section is highlighted with a red box and includes the following options:

- First Step:** 01
- Last Step:** 24
- Range Type:**  Alpha  Numeric
- Direction of Advancement:**  Step  Range
- Use FTE as a factor in annual base calculation:**  Yes  No
- Default Work Calendar:** 0003 - CLASSIFIED 10 MONTH
- Advance On:** F - fiscal stat
- Cutoff Date:** 01/31/2008
- Calculate Increase:** Flat Increase
- Step Delta:**  \$ \$0.00  %
- Range Delta:**  \$ \$0.00  %
- Schedule Type:** H - Hourly
- Rounding Rule:** 0 - No rounding
- Bonus Rounding Rule:** (empty)
- Effective Date 1:** (empty)
- Effective Date 2:** (empty)
- Effective Date 3:** (empty)

The 'Placement Preset Options' section is also highlighted with a red box and includes:

- Placement Preset Options:** 0 - Placement from authorized position

# New Features in QCC – Position Control

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

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

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

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