Before We Start – Don’t Forget

- This webinar is being recorded for later viewing within QCC

- You can provide feedback using the “Give Feedback” link or email ceteam@qss.com
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 PAY897 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 PG02xx 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 GS46 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

To restore default settings for the application click on the Clear Settings on Exit.
Single Click Option

Allows you to select items in 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!
Adding a Payroll Transfer
Warrant Lookup

If you know the employee, but not the warrant number, you can easily look it up!
This screen should be very familiar to people using Employee Maintenance. All of the same lookup options are available here.
Warrant Lookup

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.
What if you select the wrong warrant for the employee, or want to edit multiple warrants for the employee you just looked up?
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.
Adding using a Warrant Number

After entering your warrant number, and selecting the desired options, press Process to continue adding the payroll transfer.
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.
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.
Adding using a Warrant Number

To add or delete an account just press the Add Account or the Delete Account option from the toolbar.
Adding using a Warrant Number

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.
Adding using a Warrant Number

To continue adding the warrant, select the Process button from the toolbar after desired changes are made.
Adding using a Warrant Number

This screen allows you to manually make any adjustments desired to the transfer that was generated by the system.
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.
Adding using a Warrant Number

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

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.
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.
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.
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.
As expected, I can see that all of the accounts were correctly generated for the Payroll Transfer entered.
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

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

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

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

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

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.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ENTERED</th>
<th>DESCRIPTION</th>
<th>MESSAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/18/2013</td>
<td>10/18/2013</td>
<td>GRANT</td>
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<td>User ID: MGR 10/18/2013 MGR APPROVED</td>
</tr>
</tbody>
</table>
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.
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.
This will bring up the merged transfer so you can review it. If it’s as desired, press the Save button.
Merging Payroll Transfers

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

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.

<table>
<thead>
<tr>
<th>Type</th>
<th>Tran No</th>
<th>Warr No</th>
<th>Description</th>
<th>Date</th>
<th>Audit ID</th>
<th>App Date</th>
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Searching for Transfers

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.
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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Who</th>
<th>Note</th>
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<tr>
<td>10/19/2013</td>
<td>17:53</td>
<td>MGR</td>
<td>I added this transfer because some of the funds should have been charged to school 050.</td>
</tr>
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</table>
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

Here you can quickly view any transfers that were created for the Warrant that was used for the selected transfer.
At this time, you can raise your hands if you’d like us to answer any questions.
We'd Like Your Feedback

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<th>Tuesday</th>
<th>Payroll Transfers</th>
<th>Webinar</th>
<th>Ronnie Steward</th>
<th>Craig Grilley</th>
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[Image: Diagram showing a table with columns for date, event, and additional information.]
We'd Like Your Feedback

QSSUG Payroll Transfers Feedback - 11/3/2015

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Your Name (optional)

Your Organization (optional)

Your Job Title (optional)

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Please evaluate the webinar content and presentation.

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Webinar / Presenter Comments