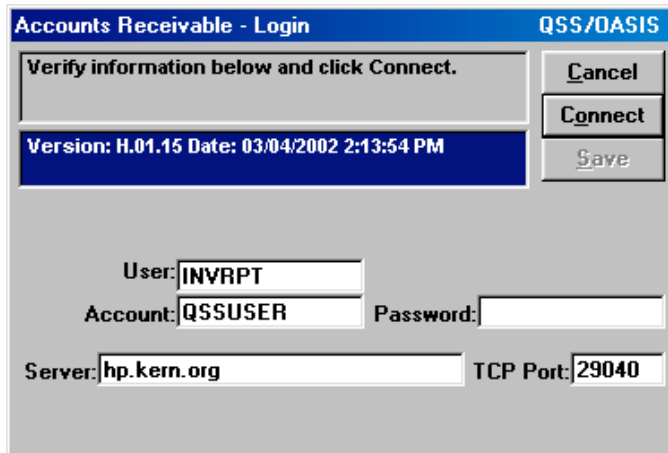


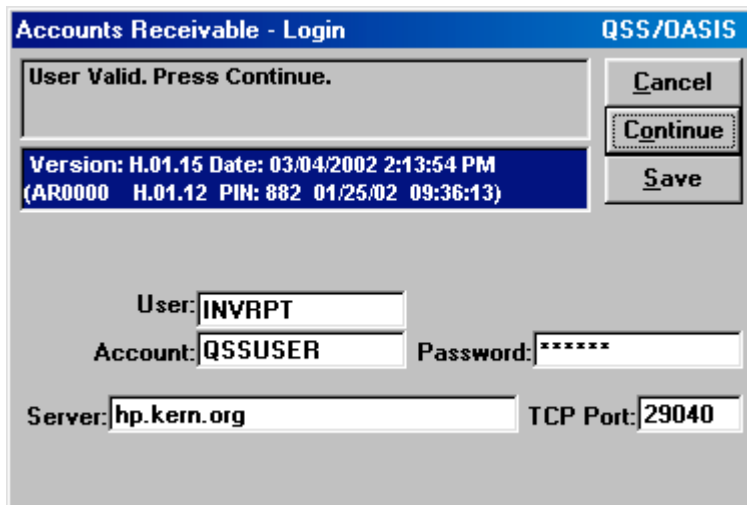
Click on the AR (Accounts Receivable) Icon



The dialog box has a blue title bar with "Accounts Receivable - Login" on the left and "QSS/OASIS" on the right. Below the title bar is a grey box containing the text "Verify information below and click Connect." To the right of this box are three buttons: "Cancel", "Connect", and "Save". Below this is a blue status bar with white text: "Version: H.01.15 Date: 03/04/2002 2:13:54 PM". The main area of the dialog is grey and contains four input fields: "User:" with "INVRPT", "Account:" with "QSSUSER", "Password:" (empty), "Server:" with "hp.kern.org", and "TCP Port:" with "29040".

Make sure User is set at INVRPT

Type in password (*readme*) and click on the 'Connect' button.



The dialog box has a blue title bar with "Accounts Receivable - Login" on the left and "QSS/OASIS" on the right. Below the title bar is a grey box containing the text "User Valid. Press Continue." To the right of this box are three buttons: "Cancel", "Continue", and "Save". Below this is a blue status bar with white text: "Version: H.01.15 Date: 03/04/2002 2:13:54 PM (AR0000 H.01.12 PIN: 882 01/25/02 09:36:13)". The main area of the dialog is grey and contains four input fields: "User:" with "INVRPT", "Account:" with "QSSUSER", "Password:" with "\*\*\*\*\*", "Server:" with "hp.kern.org", and "TCP Port:" with "29040".

Click on the 'Continue' button.

Accounts Receivable Year: 02 98 - KERN COUNTY SUPT OF SCHOOLS QSS/OASIS

File Tools Help

Invoice Entry Receipt Entry Invoice Print Aging/Statements Receipts Report Dep Ltr/Sales Tax

Invoice Number: Invoice Date: 06/19/2002 Reference Number: Terms Code: Terms: **Add Invoice**

Customer ID: Customer Name / Address: Current via Revenue  Current via Reserve  Accrual

Cust Search Dept: Department: Tax ID: Authority: Tax Rate:

Line	Item	Description	Qty	Unit Cost	Type	Tx	Line Tax	Line Total
1								

Line	FD-STE-RESC-Y-OBJT.SO-GOAL-FUNC-ST-DIST-SCH	FD-STE-RESC-Y-OBJT.SO-GOAL-FUNC-ST-DIST-SCH	Pct Split	\$ Split
1				

Last Changed: By: Invoice Tax: Invoice Total:

Click on the 'Add Invoice' button.

Accounts Receivable Year: 02 98 - KERN COUNTY SUPT OF SCHOOLS QSS/OASIS

File Tools Help

Invoice Entry Receipt Entry Invoice Print Aging/Statements Receipts Report Dep Ltr/Sales Tax

Invoice Number: \*NEW\* Invoice Date: 06/19/2002 Reference Number: Terms Code: Terms: **Update Invoice**

Customer ID: Customer Name / Address: Current via Revenue  Current via Reserve  Accrual

Cust Search Dept: Department: Tax ID: Authority: Tax Rate:

Line	Item	Description	Qty	Unit Cost	Type	Tx	Line Tax	Line Total
1								

Line	FD-STE-RESC-Y-OBJT.SO-GOAL-FUNC-ST-DIST-SCH	FD-STE-RESC-Y-OBJT.SO-GOAL-FUNC-ST-DIST-SCH	Pct Split	\$ Split
1				

Last Changed: By: Invoice Tax: Invoice Total:

Cursor starts in the 'Invoice Date' box and comes up as the current date.

'ENTER' cursor goes to the 'Reference Number' box, which is to be used for the Vendor's Purchase Order Number.



**QSS/OASIS Customer Search**

Search Text (Wildcards Permitted)

Active Customers   
 Inactive Customers   
 All Customers

Search Field

Name 1     Zip Code     Contact 1     Contact 1 Number  
 City     State     Contact 2     Contact 2 Number  
 Customer Type     Office Number     Contact 3     Contact 3 Number  
 Any Name     Any Phone Number     Any Contact     Any Contact Number

A/R - Customer Search    Year: 02 98 - KERN COUNTY SUPT OF SCHOOLS    QSS/OASIS

Return	Customer No.	Customer Name City	St.	Zip Code	Contact Office Phone #	Fax #
<input type="button" value="Return"/>						
<input type="button" value="Return"/>						
<input type="button" value="Return"/>						
<input type="button" value="Return"/>						
<input type="button" value="Return"/>						
<input type="button" value="Return"/>						

Customers Found:

Click on the 'Search' button.

**QSS/OASIS Customer Search**

Search Text (Wildcards Permitted)

Active Customers   
 Inactive Customers   
 All Customers

Search Field

Name 1     Zip Code     Contact 1     Contact 1 Number  
 City     State     Contact 2     Contact 2 Number  
 Customer Type     Office Number     Contact 3     Contact 3 Number  
 Any Name     Any Phone Number     Any Contact     Any Contact Number

A/R - Customer Search    Year: 02 98 - KERN COUNTY SUPT OF SCHOOLS    QSS/OASIS

Return	Customer No.	Customer Name City	St.	Zip Code	Contact Office Phone #	Fax #
<input type="button" value="Return"/>	000009	Bakersfield City School District Bakersfield	CA	93305	Barbara May (661) 631-4600	(661) 326-1485
<input type="button" value="Return"/>	000120	Bakersfield Music Theater Bakersfield	CA	93301		
<input type="button" value="Return"/>	000240	Bakersfield Christian High School Bakersfield	CA	93380		
<input type="button" value="Return"/>	000290	Bakersfield College Foundation Bakersfield	CA	93301		
<input type="button" value="Return"/>	000333	Bakersfield City Recreation & Parks Bakersfield	CA	93301		
<input type="button" value="Return"/>	000525	Bakersfield Centennial Gardens Bakersfield	CA	93301	Steve Womack	

Customers Found:

Bakersfield City School District is the first listing and their number is 000009.  
 Click on the 'Return' button.

The 'Customer ID' and 'Customer Name' is automatically added to the invoice.

Cursor moves to the 'Terms Code', which you are to leave at N30 for Net 30 days.

'ENTER' cursor goes to 'Current via Revenue' leave this alone.

'ENTER' cursor goes to the 'Dept' box click on the drop down menu and click on your site number. Your Department Name will be automatically entered.

'ENTER' cursor goes to the 'Tax ID' box, which you are to leave at BAK for Bakersfield.

'ENTER' cursor goes to the 'Tax Rate' box, which you will leave at the current setting.

**'ENTER' cursor goes to 'Item' section of Line #1; use this for a part number, etc.**

'ENTER' cursor goes to Line #1 for the account number. Enter the 33-digit account number where the money will be deposited when the check comes in. No need to enter the dashes or dot. 'TAB' Number will be spread out correctly and the offset number will appear in the box to the right. **Offset object code should be 9205.00. See next page.** If it is not 9205.00 please call the Business Office at 636-4659.

Accounts Receivable Year: 02 98 - KERN COUNTY SUPT OF SCHOOLS QSS/OASIS

File Tools Help

Invoice Entry Receipt Entry Invoice Print Aging/Statements Receipts Report Dep Ltr/Sales Tax

Invoice Number: \*NEW\* Invoice Date: 06/19/2002 Reference Number: 01012547 Terms Code: N30 Terms: NET 30 DAYS

Customer ID: 000009 Customer Name / Address: Bakersfield City School District  
 1300 Baker Street  
 Bakersfield CA 93305

Current via Revenue  Accrual   
 Current via Reserve

Dept: 0115 Department: Vehicle Maintenance

Tax ID: BAK Authority: Bakersfield Tax Rate: 7.2500

Update Invoice

Line	Item	Description	Qty	Unit Cost	Type	Tx	Line Tax	Line Total
1								

Line	FD-STE-RESC-Y-OBJT.S0-GOAL-FUNC-ST-DIST-SCH	FD-STE-RESC-Y-OBJT.S0-GOAL-FUNC-ST-DIST-SCH	Pct Split	\$ Split
1	01-115-0000-0-8689.00-0000-0000-00-0000-000	01-000-0000-0-9205.00-0000-0000-00-0000-000		

Last Changed: By: Invoice Tax: Invoice Total:

'Description' section of Line #1. Type in description. Each line will only accept 40 characters.

Accounts Receivable Year: 02 98 - KERN COUNTY SUPT OF SCHOOLS QSS/OASIS

File Tools Help

Invoice Entry Receipt Entry Invoice Print Aging/Statements Receipts Report Dep Ltr/Sales Tax

Invoice Number: \*NEW\* Invoice Date: 06/19/2002 Reference Number: 01012547 Terms Code: N30 Terms: NET 30 DAYS

Customer ID: 000009 Customer Name / Address: Bakersfield City School District  
 1300 Baker Street  
 Bakersfield CA 93305

Current via Revenue  Accrual   
 Current via Reserve

Dept: 0115 Department: Vehicle Maintenance

Tax ID: BAK Authority: Bakersfield Tax Rate: 7.2500

Update Invoice

Line	Item	Description	Qty	Unit Cost	Type	Tx	Line Tax	Line Total
1		Vehicle Maintenance Work Order #16742						

Line	FD-STE-RESC-Y-OBJT.S0-GOAL-FUNC-ST-DIST-SCH	FD-STE-RESC-Y-OBJT.S0-GOAL-FUNC-ST-DIST-SCH	Pct Split	\$ Split
1	01-115-0000-0-8689.00-0000-0000-00-0000-000	01-000-0000-0-9205.00-0000-0000-00-0000-000		

Last Changed: By: Invoice Tax: Invoice Total:

Enter 'ENTER' in the 'Qty' box and type in the amount. 'TAB' and the amount will be entered.

Enter the 'Unit Cost' box (or hit "enter") and type in the amount. Enter and the amount will be Entered and the Line Total will be automatically calculated.

**Accounts Receivable** Year: 02 98 - KERN COUNTY SUPT OF SCHOOLS QSS/OASIS

File Tools Help

Invoice Entry Receipt Entry Invoice Print Aging/Statements Receipts Report Dep Ltr/Sales Tax

Invoice Number: \*NEW\* Invoice Date: 06/19/2002 Reference Number: 01012547 Terms Code: N30 Terms: NET 30 DAYS

Customer ID: 000009 Customer Name / Address: Bakersfield City School District  
1300 Baker Street  
Cust Search

Current via Revenue  Accrual   
Current via Reserve

Dept: 0115 Department: Vehicle Maintenance  
Tax ID: BAK Authority: Bakersfield Tax Rate: 7.2500

Line	Item	Description	Qty	Unit Cost	Type	Tx	Line Tax	Line Total
1		Vehicle Maintenance Work Order #16742	1.00	\$12.51		N	\$0.00	\$12.51

Line	FD-STE-RESC-Y-OBJT. 90-GOAL-FUNC-ST-DIST-SCH	FD-STE-RESC-Y-OBJT. 90-GOAL-FUNC-ST-DIST-SCH	Pct Split	\$ Split
1	01-115-0000-0-8689.00-0000-0000-00-0000-000	01-000-0000-0-9205.00-0000-0000-00-0000-000	100.000	\$12.51

Last Changed: By: Invoice Tax: \$0.00 Invoice Total: \$12.51

Cursor will still be in the 'Unit Cost' box.  
Hit "ENTER" four times and a second line will appear.

**Accounts Receivable** Year: 02 98 - KERN COUNTY SUPT OF SCHOOLS QSS/OASIS

File Tools Help

Invoice Entry Receipt Entry Invoice Print Aging/Statements Receipts Report Dep Ltr/Sales Tax

Invoice Number: \*NEW\* Invoice Date: 06/19/2002 Reference Number: 01012547 Terms Code: N30 Terms: NET 30 DAYS

Customer ID: 000009 Customer Name / Address: Bakersfield City School District  
1300 Baker Street  
Cust Search

Current via Revenue  Accrual   
Current via Reserve

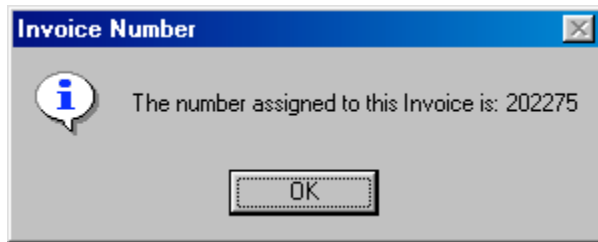
Dept: 0115 Department: Vehicle Maintenance  
Tax ID: BAK Authority: Bakersfield Tax Rate: 7.2500

Line	Item	Description	Qty	Unit Cost	Type	Tx	Line Tax	Line Total
1		Vehicle Maintenance Work Order #16742	1.00	\$12.51		N	\$0.00	\$12.51
2								

Line	FD-STE-RESC-Y-OBJT. 90-GOAL-FUNC-ST-DIST-SCH	FD-STE-RESC-Y-OBJT. 90-GOAL-FUNC-ST-DIST-SCH	Pct Split	\$ Split
1	01-115-0000-0-8689.00-0000-0000-00-0000-000	01-000-0000-0-9205.00-0000-0000-00-0000-000	100.000	\$12.51

Last Changed: By: Invoice Tax: \$0.00 Invoice Total: \$12.51

Hit 'ENTER' until the cursor goes to the 'Description' box or else click back in the 'Description' box.  
**Click** on the 'Update Invoice' button.



Click on the 'OK' button.

You are now done.

Be sure to send the backup for the INVOICE over to the Business Office, Attn: Accounts Receivable.

Invoices are printed and mailed to the Vendor/Customer by the Business Office daily. The Department Copy of the Invoice will be sent back to you via interoffice mail.

*As of October 11, 2004 individuals will be entered with their LAST name first.*

## Check to see if an Invoice is paid.

Click on the 'Receipt Entry' tab.

Type in the invoice number and 'TAB'.

Accounts Receivable Year: 02 98 - KERN COUNTY SUPT OF SCHOOLS QSS/OASIS

File Tools Help

Invoice Entry **Receipt Entry** Invoice Print Aging/Statements Receipts Report Dep Ltr/Sales Tax

Invoice Number: 201549 Invoice Date: 03/22/2002 Reference No.: Terms: NET 30 DAYS Receipt No.: Receipt Date: 06/19/2002 Invoice Amount: \$154.62

Customer ID: 000009 Customer Name: Bakersfield City School District Tax ID: BAK Tax Authority: Bakersfield Tax Rate: 7.2500 RT Receipt Amount:

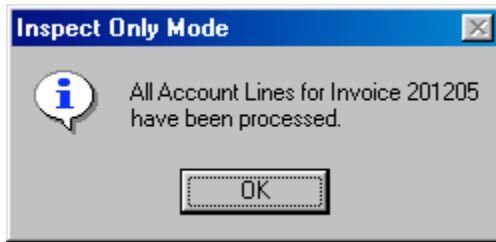
Line	Item	Description	Qty	Unit Cost	Type	Tx	Line Tax	Line Total
1		WO # 16742	1.00	\$12.51	N		\$0.00	\$12.51
2		WO # 16854	1.00	\$142.11	N		\$0.00	\$142.11

Recon. Amount: Invoice Balance: \$154.62

Get Receipt No.

Line	FD-STE-RESC-Y-OBJT.SD-GOAL-FUNC-ST-DIST-SCH	FD-STE-RESC-Y-OBJT.SD-GOAL-FUN	% Split	\$ Split		
RT	Check #	Description	Receipt Amount	Recon. Amount	FD-STE-RESC-Y-C	Balance
1	01-115-0000-0-8689.00-0000-0000-00-0000-000		01-000-0000-0-9205.00-0000-0000-0	100.000		\$154.62
						\$154.62

This particular Invoice has not been paid. There is **no receipt number** and there is an **invoice balance showing**.



This square pops up if the invoice has been paid. Click on the 'OK' button.

**Accounts Receivable** Year: 02 98 - KERN COUNTY SUPT OF SCHOOLS QSS/DASIS

File Tools Help

Invoice Entry Receipt Entry Invoice Print Aging/Statements Receipts Report Dep Ltr/Sales Tax

Invoice Number: 201205 Invoice Date: 01/22/2002 Reference No: Terms: NET 30 DAYS Receipt No: 021931 Receipt Date: 04/26/2002 Invoice Amount: \$1,000.00

Customer ID: 000009 Customer Name: Bakersfield City School District Tax ID: BAK Tax Authority: Bakersfield Tax Rate: 7.0000 RT Receipt Amount: \$1,000.00

Line	Item	Description	Qty	Unit Cost	Type	Tx	Line Tax	Line Total
1		Buy In for Project iLearn						
2		9 Participants	1.00	\$1,000.00		N	\$0.00	\$1,000.00
3		Hort School						

Recon. Amount: \$0.00 Invoice Balance: \$0.00

Print Receipt

Line	FD-STE-RESC-Y-OBJT-SO-GOAL-FUNC-ST-DIST-SCH	FD-STE-RESC-Y-OBJT-SO-GOAL-FUN	% Split	\$ Split		
RT	Check #	Description	Receipt Amount	Recon. Amount	FD-STE-RESC-Y-C	Balance
1	01-772-9010-0-8699-00-0000-0000-00-1600-000		01-000-9010-0-9205-00-0000-0000-0	100.000		\$1,000.00
F	26246000	042602 201205 BCSD	\$1,000.00	\$0.00		\$0.00

There **is a receipt number**. If invoice was paid with more than one Check/warrant click on the drop down box to see what the other receipt number was. **Invoice balance has a zero amount.**

## Customer History.

Click on 'File' and then 'A/R History'

A/R - A/R History Year: 02 98 - KERN COUNTY SUPT OF SCHOOLS QSS/DASIS

From Inv. Date: 07/01/2001 To Inv. Date: 06/30/2002 Customer Number: Customer Name: A/R Balance:

Report Title:

Invoice No	Invoice Date	Invoice Amt.	Rcv'd Amt.	Recon Amt.	Invoice Balance	Rcv'd Date	#Rcpts	Open
------------	--------------	--------------	------------	------------	-----------------	------------	--------	------

Cust. Select  
 Active  
 Inactive  
 All

Invoice Select  
 Open  
 Received  
 All

Sort By  
Department: 1  
Customer: 2  
Inv. Date: 3  
Invoice #: 4

Cust Search

Print History

This will show the history for the current year. You can change the 'From Inv. Date' in order to see last year also.

'TAB' 'TAB' type in the Customer number 'TAB'

**A/R - A/R History** Year: 02 98 - KERN COUNTY SUPT OF SCHOOLS QSS/OASIS

From Inv. Date: 07/01/2001 To Inv. Date: 06/30/2002 Customer Number: 000009 Customer Name: Bakersfield City School District A/R Balance:

Report Title:

Invoice No	Invoice Date	Invoice Amt.	Rcv'd Amt.	Recon Amt.	Invoice Balance	Rcv'd Date	#Rcpts	Open

Invoice Select  
 Open  
 Received  
 All

Sort By  
 Department: 1  
 Customer: 2  
 Inv. Date: 3  
 Invoice #: 4

Cust Search  
 Display History  
 Print History

Click on the 'Display History' button.

**A/R - A/R History** Year: 02 98 - KERN COUNTY SUPT OF SCHOOLS QSS/OASIS

From Inv. Date: 07/01/2001 To Inv. Date: 06/30/2002 Customer Number: 000009 Customer Name: Bakersfield City School District A/R Balance:

Report Title:

Invoice No	Invoice Date	Invoice Amt.	Rcv'd Amt.	Recon Amt.	Invoice Balance	Rcv'd Date	#Rcpts	Open
200399	10/08/2001	\$319.25	\$319.25	\$0.00	\$0.00	11/07/2001	1	30
200668	11/06/2001	\$649.50	\$0.00	\$649.50	\$0.00	11/30/2001	1	24
200842	11/30/2001	\$330.00	\$330.00	\$0.00	\$0.00	12/18/2001	1	18
200843	11/30/2001	\$319.50	\$319.50	\$0.00	\$0.00	12/18/2001	1	18
200012	08/07/2001	\$56.75	\$56.75	\$0.00	\$0.00	09/13/2001	1	37
200595	10/26/2001	\$20.37	\$20.37	\$0.00	\$0.00	12/07/2001	1	42
201549	03/22/2002	\$154.62	\$0.00	\$0.00	\$154.62		0	89
201843	04/23/2002	\$24.82	\$0.00	\$0.00	\$24.82		0	57
202275	06/19/2002	\$154.62	\$0.00	\$0.00	\$154.62		0	0
200093	08/15/2001	\$151.26	\$151.26	\$0.00	\$0.00	10/22/2001	1	68
200321	09/25/2001	\$848.24	\$848.24	\$0.00	\$0.00	11/09/2001	1	45
200659	11/02/2001	\$126.05	\$126.05	\$0.00	\$0.00	12/07/2001	1	35
201089	01/11/2002	\$1,373.88	\$1,373.88	\$0.00	\$0.00	03/28/2002	2	76
201090	01/11/2002	\$38.52	\$38.52	\$0.00	\$0.00	02/04/2002	1	24
201403	03/04/2002	\$303.22	\$303.22	\$0.00	\$0.00	03/26/2002	1	22
201476	03/13/2002	\$101.07	\$101.07	\$0.00	\$0.00	05/29/2002	1	77
200101	08/15/2001	\$10.00	\$10.00	\$0.00	\$0.00	09/13/2001	1	29
200531	10/19/2001	\$189.00	\$189.00	\$0.00	\$0.00	11/07/2001	1	19
201255	01/29/2002	\$195.00	\$195.00	\$0.00	\$0.00	03/04/2002	1	34
201257	01/29/2002	\$216.00	\$216.00	\$0.00	\$0.00	03/04/2002	1	34
201259	01/29/2002	\$148.00	\$148.00	\$0.00	\$0.00	03/04/2002	1	34
201260	01/29/2002	\$266.00	\$266.00	\$0.00	\$0.00	03/04/2002	1	34
201261	01/29/2002	\$56.00	\$0.00	\$0.00	\$56.00		0	141
201262	01/29/2002	\$420.00	\$420.00	\$0.00	\$0.00	03/04/2002	1	34

Invoice Select  
 Open  
 Received  
 All

Sort By  
 Department: 1  
 Customer: 2  
 Inv. Date: 3  
 Invoice #: 4

Cust Search  
 Display History  
 Print History

If you don't know the customer number use the 'Cust Search' button just like you did in the invoice section of these instructions.

If you need a new customer added please email the Accounts Receivable clerk with the Name and address of the customer.

Exit Program = File - Exit

Sometimes this program gets a little finicky and will time you out. Just start over.