



KCSOS

Advocates For Children

INTRODUCTION TO QSS Accounts Payable

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INTRODUCTION TO QSS

Accounts Payable

TRAINING TOPICS

Standardized Account Code Structure (SACS)

Purchase Orders (PO's)/ Invoices

Account Lookup

Accounts Payable Account Maintenance

Accounts Payable Pay Vouchers (PV)

Purchase Order Payments (PO)

Running reports

INTRODUCTION TO QSS

Accounts Payable

Introductory Concepts

Standardized Account Code Structure (SACS)

Fund (FD): ex: 01

Resource (RESC): ex: 0000

Project Year (Y): ex: 0

Object Code (OBJT): ex: 5800

Sub Object (.SO): ex: .00

Goal (GOAL): ex: 0000

Function (FUNC): ex: 7400

Site (STE): ex: 001

Type-2 (T2): ex: 45

Type-3 (TY3): ex: 360

Type-4 (TYP4): ex: 0000

STANDARDIZED ACCOUNT CODE STRUCTURE (SACS)

Fund	Resource	Project Year	Object Code	Sub Object	Goal	Function	Site	Type-2	Type-3	Type-4
FD (2)	RESC (4)	Y (1)	OBJT (4)	.SO (2)	GOAL (4)	FUNC (4)	STE (3)	T2 (2)	TY3 (3)	TYP4 (4)

CDE Designated
Account Codes

School District Designated
Account Codes

SAMPLE: XX-XXXX-X-XXXX.XX-XXXX-XXXX-XXX-XX-XXX-XXXX

Fund	Resource	Project Year	Object Code	Sub Object	Goal	Function	Site	TPE-2	Type-3	Type-4
01	0000	0	5800	.00	0000	7400	001	45	360	0000

INTRODUCTION TO QSS

Accounts Payable

Fund	Resource	Project Year	Object Code	Sub Object	Goal	Function	Site	TPE-2	Type-3	Type-4
01	0000	0	5800	.00	0000	7400	001	45	360	0000

 01- General Fund
  0000 – General Fund Resource
  0 – Project Year
  5800 – Professional consulting services
  .00 – Sub-Object
  0000 – Goal
  7400 – Personnel/ Human Resources
  001 – District
  45 – Human Resources
  360 – TB/Pre EmpPhycal /Vaccine
  0000 – Undesignated

FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4
01-0000-0-5800.00-0000-7400-001-45-360-0000

Description:

Account status: Open Roll Flag: Pseudo Code:

 FUND: 01 GENERAL FUND
 RESOURCE: 0000 NO REPORTING REQUIREMENT
 PROJ-YR: 0 UNDESIGNATED OR 1999-00
 OBJECT: 5800 PROFES'L/CONSULTG SVCS/OP EXP
 SUB-OBJT: 00 NOT DESIGNATED
 GOAL: 0000 UNDISTRIBUTED
 FUNCTION: 7400 PERSONNEL/HUMAN RESOURCES SER
 SITE: 001 DISTRICT
 TYPE-2: 45 HUMAN RESORUCES
 TYPE-3: 360 TB/PreEmpPhysical/Vacine
 TYPE-4: 0000 UNDESIGNATED

Start Date: 07/01/2026 Include: Unapproved GL Trx? N
 Budget Type: Working Budget Transfers? N
 Unapproved BT's? N

OBJECT CODES

The object field classifies expenditures according to the types of items purchased or services obtained.

It classifies revenues by the general source and type of revenue.

It also classifies balance sheet accounts as assets, deferred outflows of resources, liabilities, deferred inflows of resources, or fund balance.

Commonly Used Object Codes

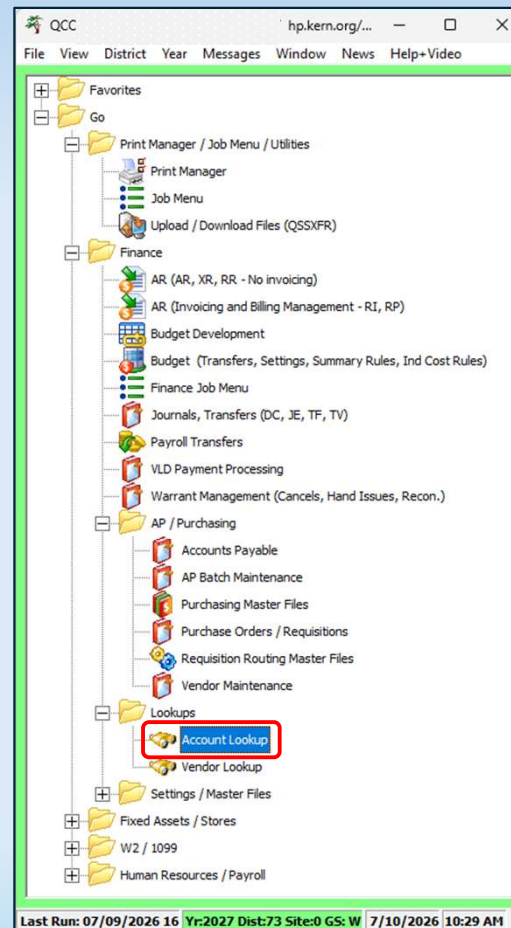
	1000-1999	Certificated Personnel Salaries
	2000-2999	Classified Personnel Salaries
	3000-3999	Employee Benefits
➔	4000-4999	Books and Supplies
➔	5000-5999	Services and Other Operating Expenditures
➔	6000-6999	Capital Outlay
	7300-7399	Transfers of Indirect Costs
	8000-8999	Revenue and Other Financing Sources

Account Lookup

Account Lookup is the tool in QSS/QCC that allows you search for, view, and verify SACS account codes. Think of it as a dictionary of valid account strings.

How to use Account Lookup

To access Account Lookup, click on “Account Lookup” from the main Menu



How to use Account Lookup

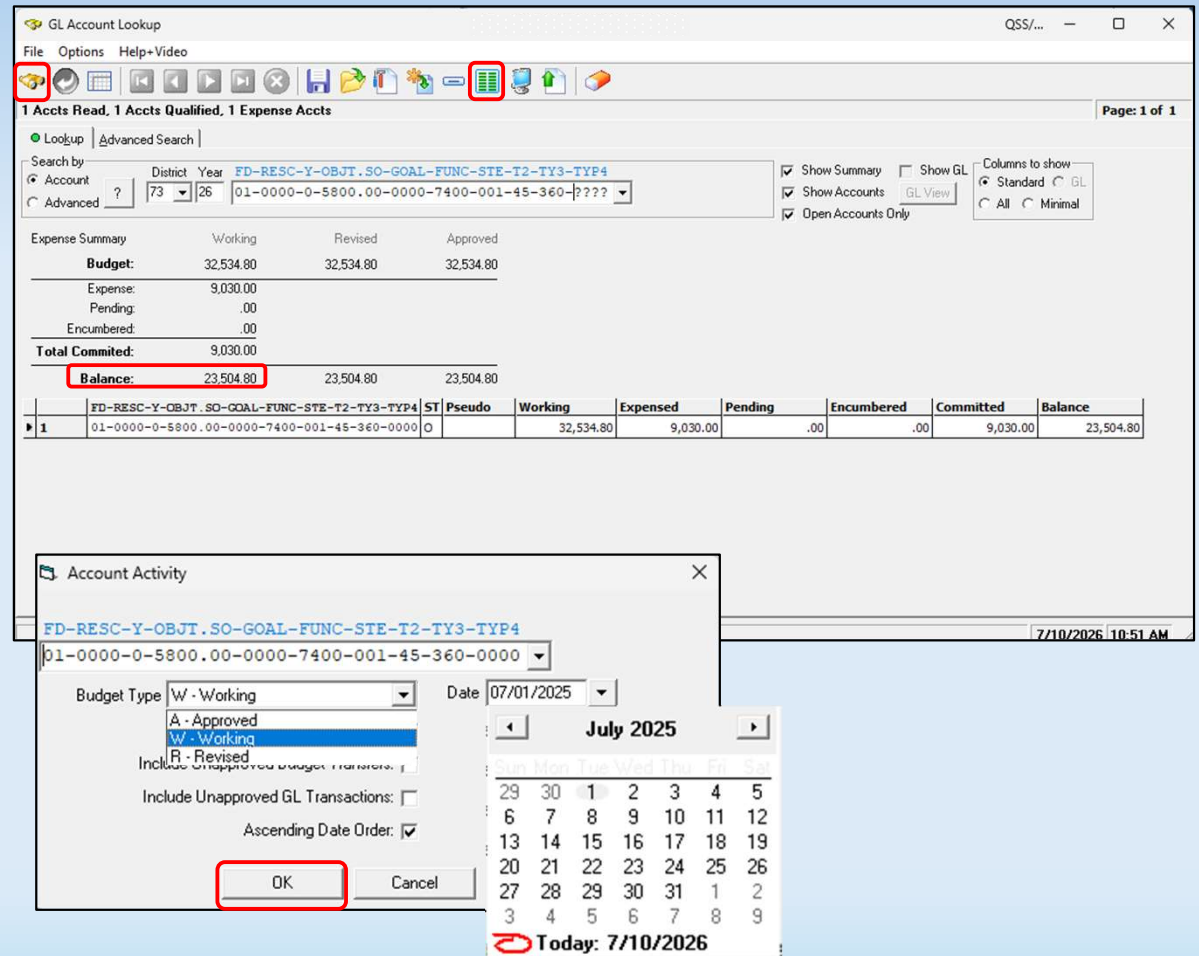
A new window will open. Type an account number. Click the Search icon .

You will see basic account information, such as working budget, expenditures, encumbrances, and budget balance. For more detailed information, click the “Display Account Activity” icon .

The Account Activity window will open. Enter the beginning date and press OK button.

Budget Type Approved, Working, Revised from the drop-down menu.

Date: you can select a specific date or allow the system to select today's date for the search screen.



The screenshot displays the 'GL Account Lookup' application window. The main window shows account information for 'FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4'. The 'Expense Summary' table is visible, showing Budget, Expense, Pending, Encumbered, and Total Committed values. The 'Balance' row is highlighted with a red box. Below this, a table shows the account details for '01-0000-0-5800.00-0000-7400-001-45-360-0000'.

	Working	Revised	Approved
Budget:	32,534.80	32,534.80	32,534.80
Expense:	9,030.00		
Pending:	.00		
Encumbered:	.00		
Total Committed:	9,030.00		
Balance:	23,504.80	23,504.80	23,504.80

	FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4	ST	Pseudo	Working	Expensed	Pending	Encumbered	Committed	Balance
1	01-0000-0-5800.00-0000-7400-001-45-360-0000	O		32,534.80	9,030.00	.00	.00	9,030.00	23,504.80

The 'Account Activity' window is open, showing the same account number. The 'Budget Type' dropdown is set to 'W - Working'. The 'Date' is set to '07/01/2025'. The 'Include Unapproved GL Transactions' checkbox is unchecked. The 'Ascending Date Order' checkbox is checked. The 'OK' button is highlighted with a red box. A calendar for July 2025 is displayed, showing the date '7/10/2026' as 'Today'.

How to use Account Lookup

Detail account activity will be displayed. To view additional detail about a Purchase order or pay voucher, click on the PO number/PV number.

GLLookup

File Views Page

View: 4 of 4 Page: 1 of 2

District: Year: 2026 Account Activity QSS/OASIS

Page 1 of 2

FD-RESC-Y-OBJT. SO-GOAL-FUNC-STE-T2-TY3-TYP4
01-0000-0-5800.00-0000-7400-001-45-360-0000

Description:
Account status: Open Roll Flag: Pseudo Code:
FUND: 01 GENERAL FUND
RESOURCE: 0000 NO REPORTING REQUIREMENT
PROJ-YR: 0 UNDESIGNATED OR 1999-00
OBJECT: 5800 PROFES'L/CONSULTG SVCS/OP EXP
SUB-OBJT: 00 NOT DESIGNATED
GOAL: 0000 UNDISTRIBUTED
FUNCTION: 7400 PERSONNEL/HUMAN RESOURCES SER
SITE: 001 DISTRICT
TYPE-2: 45 HUMAN RESORUCES
TYPE-3: 360 TB/PreEmpPhysical/Vaccine
TYPE-4: 0000 UNDESIGNATED

Start Date: 07/01/2025 Include: Unapproved GL Trx? N
Budget Type: Working Budget Transfers? N
Unapproved BT's? N

/var/opt/qss/data/ACTDET last updated FRI, JUL 10, 2026, 01:10 AM

Reference	Date	Description	Working	Exp/Rec	Enc	Balance
Total:			32,534.80	9,030.00	0.00	23,504.80
1 account(s) and 147 detail record(s) selected.						
BG-000000	07/01/2025	BUDGET	32,534.80	0.00	0.00	32,534.80
PO-260313	07/17/2025	ERNON SORENSON M.D. INC. Ve: 005924(073/26)	0.00	0.00	32,000.00	534.80
PO-260313	08/21/2025	VERNON SORENSON M.D. INC. Inv.00582570-00 Ve: 005924(073/26) Wr: 45155826	0.00	170.00	0.00	364.80
PO-260313	08/21/2025	VERNON SORENSON M.D. INC. Inv.00583251-00 Ve: 005924(073/26) Wr: 45155826	0.00	140.00	0.00	224.80
PO-260313	08/21/2025	VERNON SORENSON M.D. INC. Inv.00583094-00 Ve: 005924(073/26) Wr: 45155826	0.00	140.00	0.00	84.80
PO-260313	08/21/2025	VERNON SORENSON M.D. INC. Inv.00582757-00 Ve: 005924(073/26) Wr: 45155826	0.00	15.00	0.00	69.80
PO-260313	08/21/2025	VERNON SORENSON M.D. INC. Ve: 005924(073/26) Wr: 45155826	0.00	0.00	-140.00	209.80
PO-260313	08/21/2025	VERNON SORENSON M.D. INC. Ve: 005924(073/26) Wr: 45155826	0.00	0.00	-140.00	349.80
PO-260313	08/21/2025	VERNON SORENSON M.D. INC. Ve: 005924(073/26) Wr: 45155826	0.00	0.00	-170.00	519.80
PO-260313	08/21/2025	VERNON SORENSON M.D. INC. Ve: 005924(073/26) Wr: 45155826	0.00	0.00	-15.00	534.80
PO-260313	08/28/2025	VERNON SORENSON M.D. INC. Inv.00583636-00 Ve: 005924(073/26) Wr: 45158689	0.00	170.00	0.00	364.80
PO-260313	08/28/2025	VERNON SORENSON M.D. INC. Inv.00584306-00 Ve: 005924(073/26) Wr: 45158689	0.00	15.00	0.00	349.80
PO-260313	08/28/2025	VERNON SORENSON M.D. INC. Inv.00584223-00 Ve: 005924(073/26) Wr: 45158689	0.00	155.00	0.00	194.80

Menu Options in account activity window

Print Increase text size Navigation of
Decrease text size reports viewed



Opens up details
of PO selected

Navigation of Pages of
the account being viewed

Export account
Activity To Excel

Closes activity Window

- For an extra level of review make sure that invoices and Purchase orders have been approved for pay by department head, supervisor.

AP Batch Maintenance

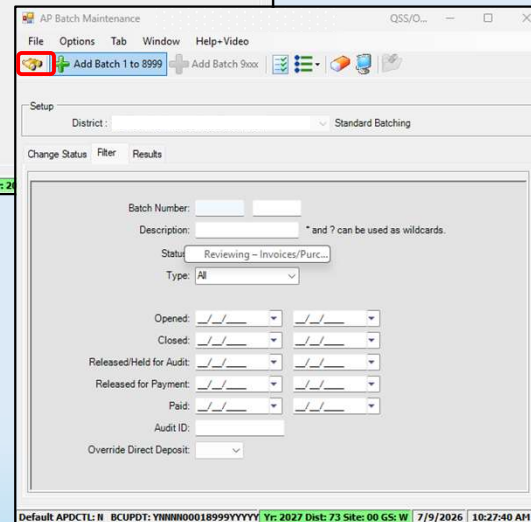
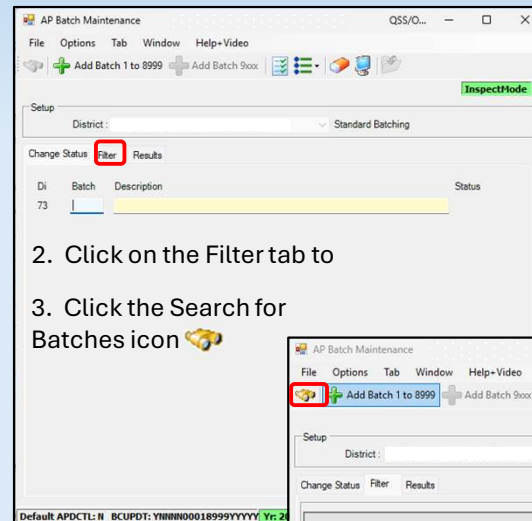
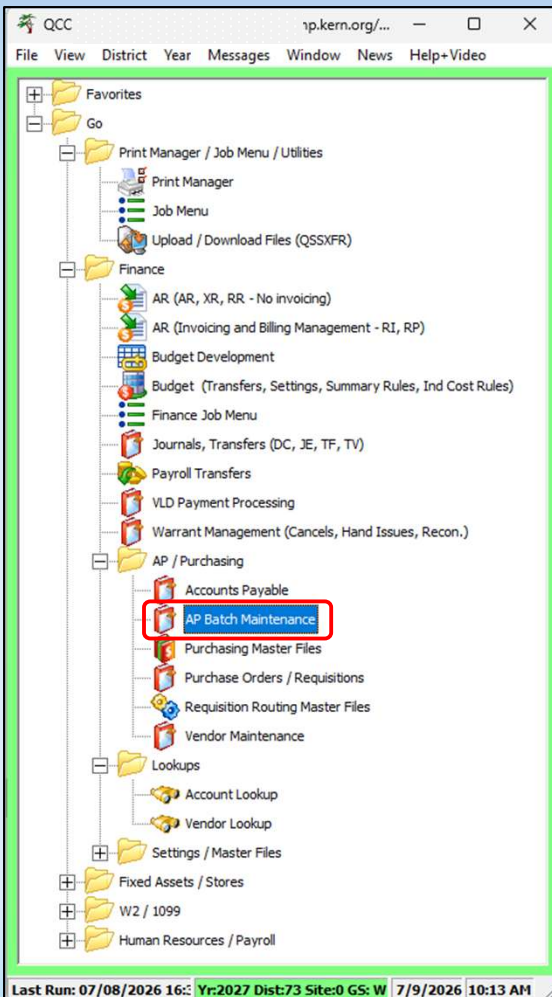
1. Check the last batch number that was entered into AP Batch Maintenance

4. Last batch number 0014 next batch number would need to be 0015

2. Click on the Filter tab to

3. Click the Search for Batches icon

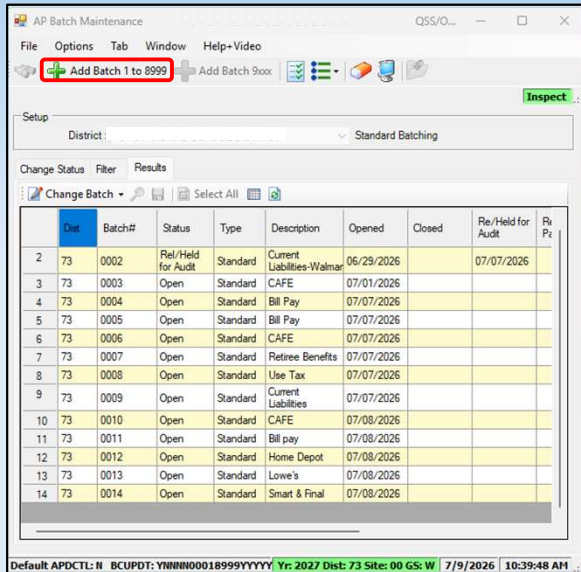
5. Click on the green plus button to add a new batch number



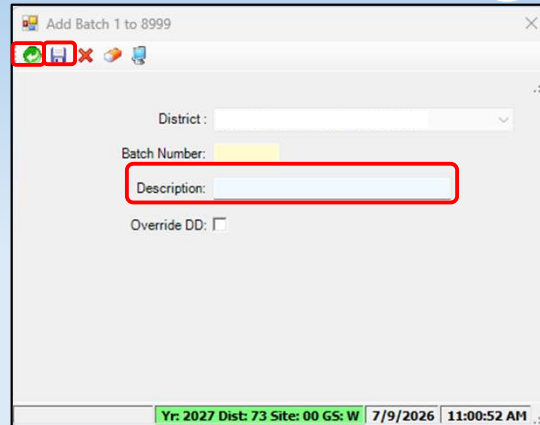
Dist	Batch#	Status	Type	Description	Opened	Closed	Re/Held for Audit	Re Pt
73	0002	Rel/Held for Audit	Standard	Current Liabilities-Walmart	06/29/2026		07/07/2026	
73	0003	Open	Standard	CAFE	07/01/2026			
73	0004	Open	Standard	Bill Pay	07/07/2026			
73	0005	Open	Standard	Bill Pay	07/07/2026			
73	0006	Open	Standard	CAFE	07/07/2026			
73	0007	Open	Standard	Retiree Benefits	07/07/2026			
73	0008	Open	Standard	Use Tax	07/07/2026			
73	0009	Open	Standard	Current Liabilities	07/07/2026			
73	0010	Open	Standard	CAFE	07/08/2026			
73	0011	Open	Standard	Bill pay	07/08/2026			
73	0012	Open	Standard	Home Depot	07/08/2026			
73	0013	Open	Standard	Lowe's	07/08/2026			
73	0014	Open	Standard	Smart & Final	07/08/2026			

The status bar at the bottom indicates 'Default APDCTL: N BCUPDT: YNNN00018999YYYY Yr: 2027 Dist: 73 Site: 00 GS: W 7/9/2026 10:39:48 AM'.

QSS Navigation



5. Click on the green plus button to add a new batch number

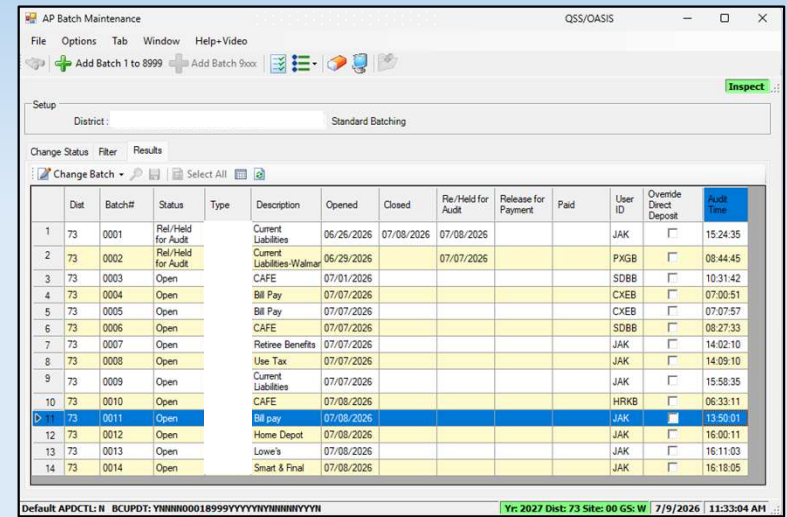


6. You will need to input a description for your batch

Note: provide a description of the batch so it is easy to figure out what was paid in the batch.

Ex: Smart & Final, Batch 0015 MAS 07/09/26,

7. Click on the save icon

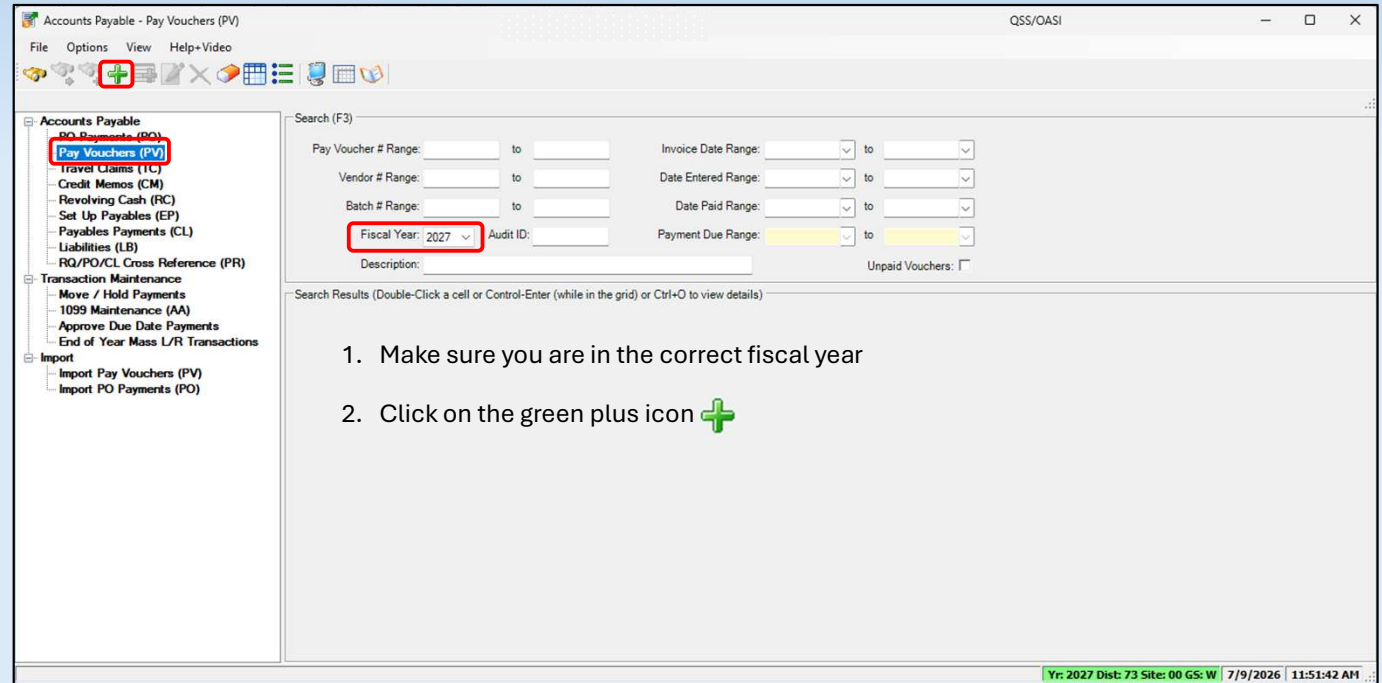
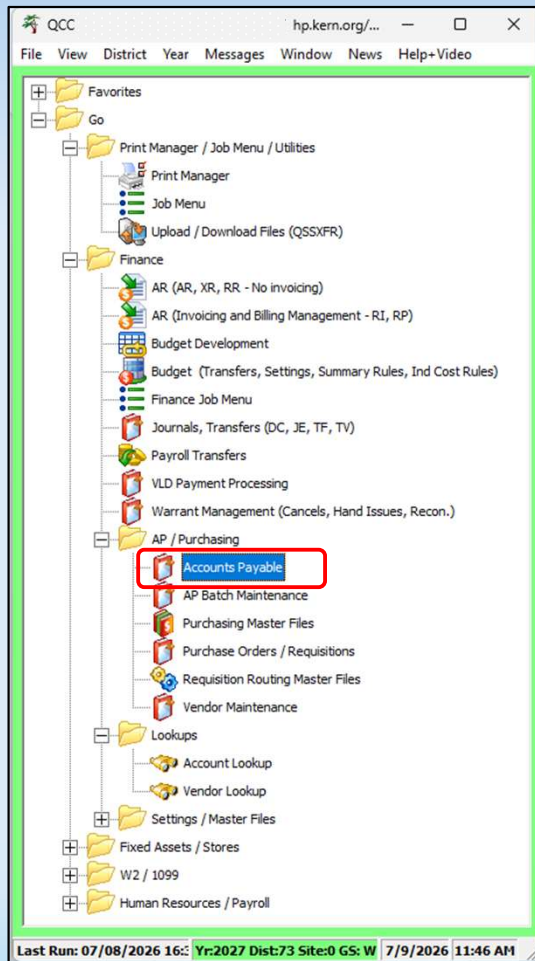


8. Your new open batch should show up at the bottom of the results list

15	73	0015	Open		PG&E 07/06/26 - MAS	7/10/2026					MAS	☐	16:18:05
----	----	------	------	--	---------------------	-----------	--	--	--	--	-----	--------------------------	----------

9. Save & Close Window (F2)

Accounts Payable – Pay Vouchers(PV)



Accounts Payable – Pay Vouchers(PV)

Pay Voucher

File Options

Tax ID: Date Paid: Warrant Number: Add

Pay Voucher: *AUTO* Invoice: 07/09/2026 FY: 27 Place on separate check: ☐

Description: Local Use:

Batch Number: Payment Due: Discount: %

Vendor No./Address No. /

Vendor name/address Remit name/address

Open Next Row [Alt+A] Delete Selected Row [Alt+D]

	FD-RESC-Y-OBJT.S0-GOAL-FUNC-STE-T2-TY3-TYP4	\$ Payment	Invoice Number (Old Description)	Additional Description	Use Tax Flag	\$ Use Tax	1099 Flag	Discount Flag	\$ Net Payment	\$ Budget Balance
** 1	- - - - -00-000-0000						N	☐		

Payment Total: Net Total: Use Tax Total:

Yr: 2027 Dist: 73 Site: 00 GS: W 7/9/2026 12:00:23 PM

- Description:** describe what is being paid ex: vendor name, with other descriptive numbers. (Note: there is a cap of 30 characters including spaces)
- Batch Number:** Select from the open batches that are available depending on the type of batch you are processing. (Note: Make sure you select the correct batch number so all payments you are processing get grouped together)

- Vendor Number:** Type in the vendor number and verify that the correct vendor's name, vendor address and remit name/address populate.

- Input the 33-digit account code ex:**
FD-RESC-Y-OBJT.S0-GOAL-FUNC-STE-T2-TY3-TYP4
01-0000-0-5500.00-0000-8200-001-99-550-0000
- \$ Payment:** Total amount to be paid for budget line
- Invoice Number:** invoice number shown on the invoice to be paid/account number
- Additional Description:** any other description that might be needed to identify the payment or vendor. (This description goes goes on the check.)

Accounts Payable – Pay Vouchers(PV)

[illegible]

8. **Once your entries are complete:** double check that the total for the vendor payment matches your invoice
9. **You can click on the green arrow icon** 
Save and return (F2)

Accounts Payable – PO Payments (PO)

Accounts Payable - PO Payments (PO) QSS/OASIS

File Options Window View Help+Video

Accounts Payable

- PO Payments (PO)
- Pay Vouchers (PV)
- Travel Claims (TC)
- Credit Memos (CM)
- Revolving Cash (RC)
- Set Up Payables (EP)
- Payables Payments (CL)
- Liabilities (LB)
- RQ/PO/CL Cross Reference (PR)

Transaction Maintenance

- Move / Hold Payments
- 1099 Maintenance (AA)
- Approve Due Date Payments
- End of Year Mass L/R Transactions

Import

- Import Pay Vouchers (PV)
- Import PO Payments (PO)

Search (F3)

Quick Pay [Ctrl+Alt+F]

PO #: Line #:

Add Payment Add Invoice Payment View

Quick Search [F3]

Fiscal Year: Purchase Order #: Requisition #:

27

Search Advanced Search

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

Yr: 2027 Dist: 73 Site: 00 GS: W 7/9/2026 2:57:26 PM

1. Select PO Payments(PO):

2. Quick Search (F3):

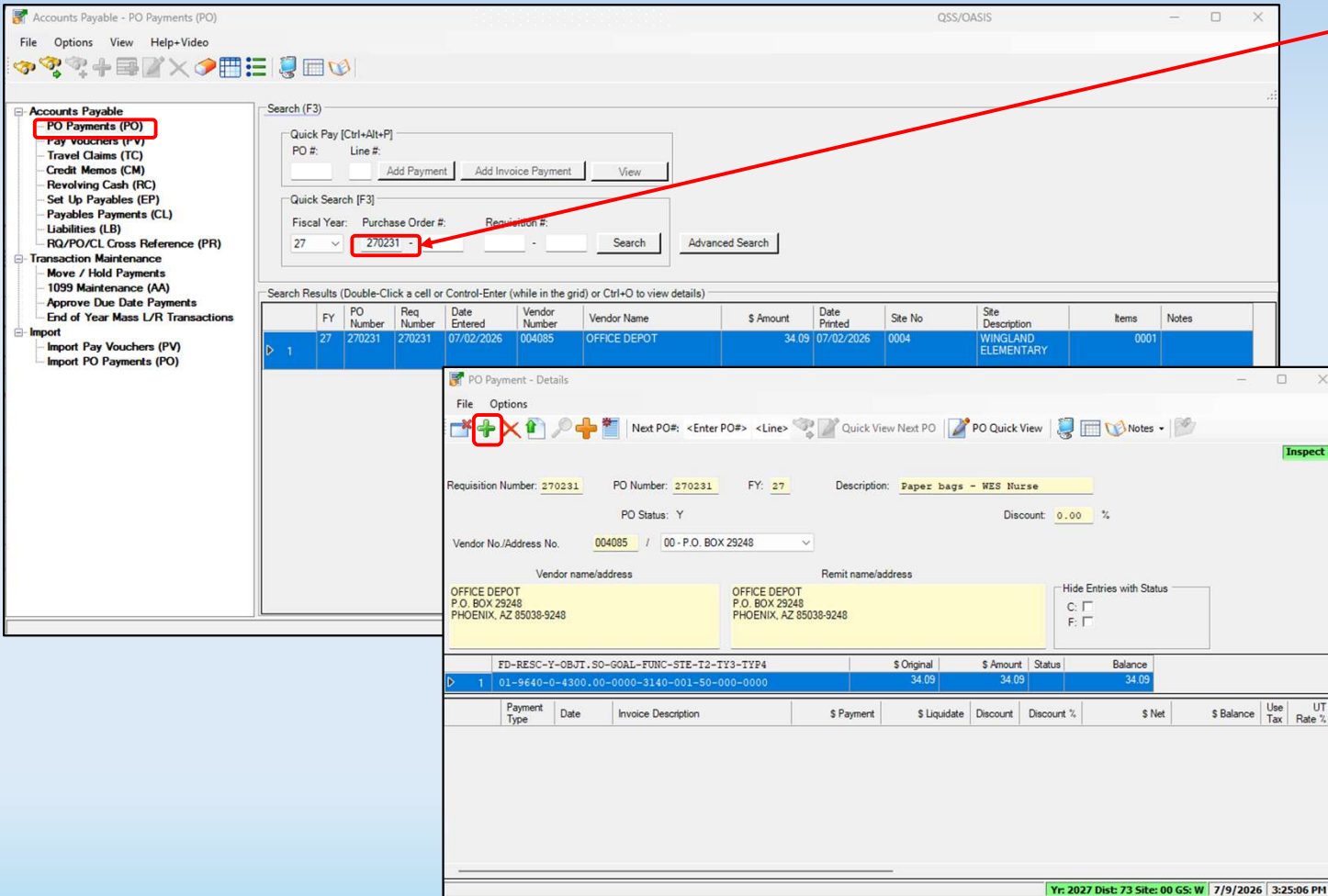
Fiscal Year: Select the correct Fiscal Year 27

Purchase Order#: input the PO# ex: 270231

Accounts Payable – PO Payments (PO)

Purchase Order#: input the PO# ex: 270231

3. PO Payment - Details: window will open up
4. Click on the plus icon :  window will open



Accounts Payable - PO Payments (PO)

File Options View Help+Video

Accounts Payable

- PO Payments (PO)
- Pay Vouchers (PV)
- Travel Claims (TC)
- Credit Memos (CM)
- Revolving Cash (RC)
- Set Up Payables (EP)
- Payables Payments (CL)
- Liabilities (LB)
- RQ/PO/CL Cross Reference (PR)

Transaction Maintenance

- Move / Hold Payments
- 1099 Maintenance (AA)
- Approve Due Date Payments
- End of Year Mass L/R Transactions

Import

- Import Pay Vouchers (PV)
- Import PO Payments (PO)

Search (F3)

Quick Pay [Ctrl+Alt+P]

PO #: Line #

Add Payment Add Invoice Payment View

Quick Search [F3]

Fiscal Year: Purchase Order #: Requisition #:

27 270231 Search Advanced Search

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	Date Printed	Site No	Site Description	Items	Notes
1	27	270231	270231	07/02/2026	004085	OFFICE DEPOT	34.09	07/02/2026	0004	WINGLAND ELEMENTARY	0001	

PO Payment - Details

File Options

Next PO#: <Enter PO#> <Line> Quick View Next PO PO Quick View Notes

Requisition Number: 270231 PO Number: 270231 FY: 27 Description: Paper bags - WES Nurse

PO Status: Y Discount: 0.00 %

Vendor No./Address No. 004085 / 00 - P.O. BOX 29248

Vendor name/address: OFFICE DEPOT P.O. BOX 29248 PHOENIX, AZ 85038-9248

Remit name/address: OFFICE DEPOT P.O. BOX 29248 PHOENIX, AZ 85038-9248

Hide Entries with Status: C: F:

	FD-RESC-Y-OBJT-SO-GOAL-FUNC-SITE-T2-TY3-TYP4	\$ Original	\$ Amount	Status	Balance
1	01-9640-0-4300-00-0000-3140-001-50-000-0000	34.09	34.09		34.09

Payment Type	Date	Invoice Description	\$ Payment	\$ Liquidate	Discount	Discount %	\$ Net	\$ Balance	Use Tax	UT Rate %
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Yr: 2027 Dist: 73 Site: 00 GS: W 7/9/2026 3:25:06 PM

Accounts Payable – PO Payments (PO)

Add PO Payment

File Options

Next PO#: <Enter PO#> <Line> PO Quick View Notes

Accounts Payable – Pay Vo... **Add**

PO number: 270231 - Paper bags - WES Nurse REQ number: 270231
 Line: 0001 Account: 01-9640-0-4300.00-0000-3140-001-50-000-0000 Budget balance: \$8,648.49
 Vendor: 004085 - OFFICE DEPOT
 Balance: \$34.09

Payment type:

Invoice date: 07/09/2026

Invoice description:

Batch number:

Payment due:

Payment:

Liquidate:

Use Tax: N Use Tax Amount: \$0.00

1099: N

Discount: 0.00 % Net:

Address No: L 00

1 Address Remit Payments:
 OFFICE DEPOT
 P.O. BOX 29248
 PHOENIX, AZ 85038-9248

Place on separate check ☐

Yr: 2027 Dist: 73 Site: 00 GS: W 7/9/2026 3:59:15 PM

Payment Type

C - Close
 F - Final Payment
 M - Credit Memo
 N - Notation
 O - Reopen
 P - Partial Payment
 L - Create a Liability
 R - Carry Forward to Next FY (Rollover)
 X - Close immediately
 Y - Reopen immediately
 E - Encumbrance change
 Z - Encumbrance change immediately

P – Partial Payment
 F – Final Payment

Invoice Description

Batch Number

Payment

Use Tax: if your Purchase order has been set up this way it will calculate use tax

1099: if this is a vendor that needs a 1099 at the end of the year you would use the drop-down menu to select Y-Yes or N-No

Discount: if a discount is applied this is where you would account for any discount on the invoice. You would checkmark this section and input the percentage and it will be calculated

Once your input is complete you can click on the save and return (F2) icon

Or you can click on the save and stay (F9) icon

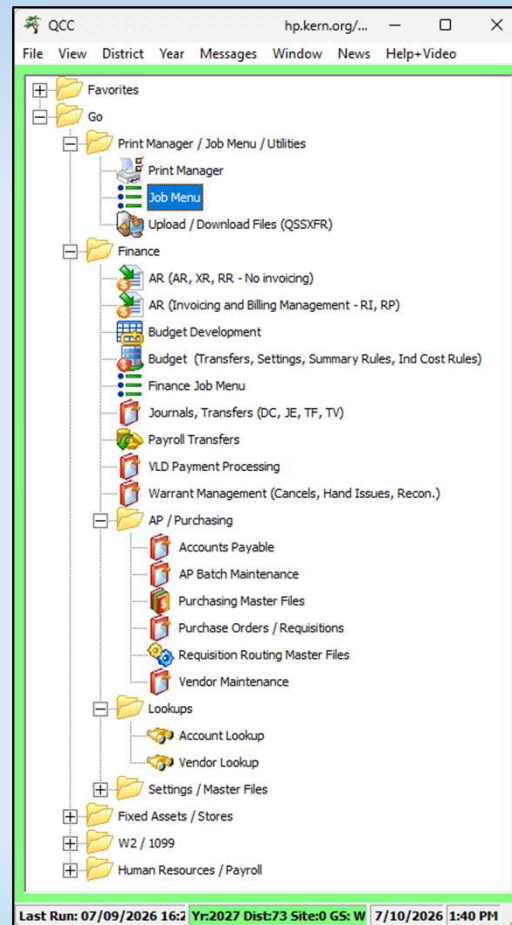
Place on separate check: if this is a payment needs to be placed on a separate check it would need to be checked

Accounts Payable Prelist

An accounts payable prelist is a report that shows what vendors have been set up for payment on a specific batch.

- This report will need to be reviewed to make sure the correct vendors and amounts were input into the account's payable module.
- This will also be the report you will use to organize your record keeping for batches you prepare to be paid and reviewed.
- It is important to make sure you review each batch to make sure that all payments that are made are accurate and paid in a timely manner.

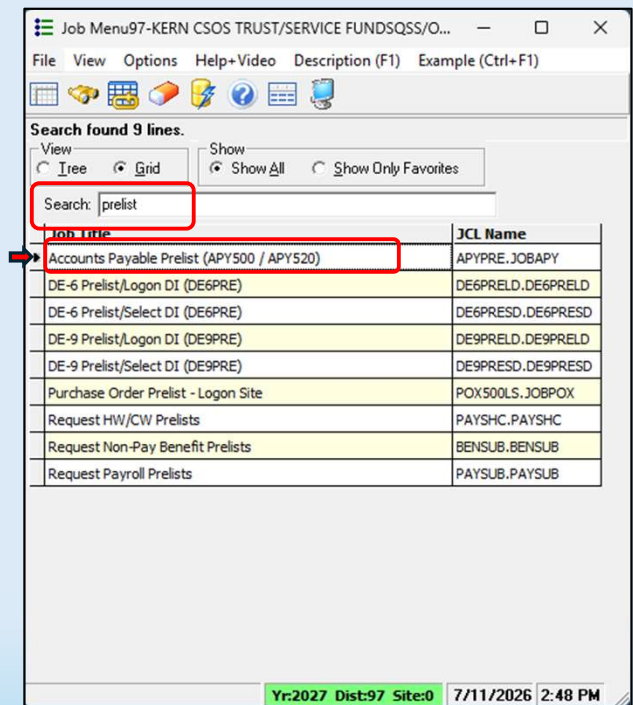
How to run an Accounts Payable Prelist



Select a report, click on “Job Menu”

In the search bar type “Prelist”

Double click Accounts Payable Prelist (APY500/APY520)



How to run an Accounts Payable Prelist

Accounts Payable Prelist (APYPRE)

File Options

Last:18917

Accounts Payable Prelist QSS/OASIS

District: []

Report Title: []

Batch Status: A - All Batches

From Batch: 0015

To Batch: 0015

Select Payments with Due Date on or before: []

Select Payments with Due Date approval status: []

APY500 Options

Include Revolving Cash Transactions ☒

Print Vendor Address ☒

Print Object Descriptions ☐

Include Vendor TIN ☒

Include Audit Date and Time in Sorts ☐

APY520 Options

Print Revolving Cash Prelist ☐

All Districts ☐

Default Usersec: A00009999YNNYNNNYC Yr:2027 Dist:73 Site:0 7/11/2026 3:01 PM

Report Title: 01 – batch 015

From Batch: 015

From Batch: 015

Print Vendor Address: checkmark

Note: not necessary but can help when you audit your batch and make sure the correct remit addresses for vendors are in the QSS system.

Click on Submit Job (Ctrl + S) icon 

How to run an Accounts Payable Prelist

Print Manager

File View Options Help+Video

Print Files | Spool Files/SSTDLIST | Local Print Files | Session History | Server Commands

AXSB97

- All Files
- Dates
- Job#
- Program Name
- Program Title
- Report Title

Ret.	LN	Slc	R	P	PDF	File #	Date/Time	Job#	Beg/End (Lines)	Report Title	Program Title	Program	User	PFI
	001	N	Y	N	No	999380	07/11/2026 02:5	J18917	0/1 (82)	73 - Standard batch 015	ACCOUNTS PAYABLE PRELIST	APY500	AXSB97	Exis
	002	N	Y	Y	No	999261	07/10/2026 03:3	J18826	0/129 (5948)	73 - Standard FY2025/26				
	003	N	Y	N	No	999260	07/10/2026 03:3	J18825	0/129 (5948)	73 - Standard FY2025/26				
	004	N	Y	N	No	992586	07/06/2026 02:5	J15677	0/0 (71)	Confirmation				
	005	N	Y	Y	No	986091	06/30/2026 02:56	J13068	0/8 (491)	09-Blake Pay328 2025/26				
	006	N	Y	Y	No	981473	06/25/2026 07:5	J10735	0/64 (3328)	09-Blake GL YTD				
	007	N	Y	Y	No	974210	06/17/2026 10:28	J07652	0/3 (178)	13 - Caliente Batch 026				
	008	N	Y	N	No	974084	06/17/2026 09:3	J07585	0/8 (471)	09-Blake Pay328				
	009	N	Y	N	No	971112	06/15/2026 11:16	J05967	1/1 (120)	09-Blake RESC 1400 EPA				
	010	N	Y	Y	No	967794	06/12/2026 08:5	J04625	0/3 (187)	13 - Caliente Batch 026				
	011	N	Y	Y	No	963833	06/09/2026 05:34	J02643	0/3 (166)	09 Blake Batch 12				
	012	N	Y	Y	No	963832	06/09/2026 05:25	J02642	0/3 (164)	09 Blake Batch 12				
	013	N	Y	N	No	955961	06/03/2026 04:17	J94965	0/0 (71)	Blake Budget JUL 2026-27				
	014	N	Y	N	No	955551	06/03/2026 01:33	J94753	0/9 (425)	Blake budget report FY25-26				
	015	N	Y	N	No	955539	06/03/2026 01:28	J94745	0/3 (131)	Blake budget report FY25-26				
	016	N	Y	N	No	955523	06/03/2026 01:15	J94738	0/2 (139)	PY Blake CF Rpt FY24/25				
	017	N	Y	N	No	955524	06/03/2026 01:15	J94738	0/0 (48)	PY Blake CF Rpt FY24/25				
	018	N	Y	N	No	955505	06/03/2026 01:07	J94733	0/2 (139)	CY Blake CF Rpt FY25/26				
	019	N	Y	N	No	955506	06/03/2026 01:07	J94733	0/0 (48)	CY Blake CF Rpt FY25/26				

User Preference Setting: Months to look back for print files set to 13 Months

View #1 - C:\Users\Masolis\AppData\Roaming\qss\UserFiles\SVR.hp.kern.org\PORT.29610\AXSB97\PrintFiles\LSPL-20260711-J18917-00999380-APY500-ACCOUNTS PAYABLE...

File Options Copy options

Enter search text

000909/00 NOR RECREATION AND PARK DIST.
3825 RIVERLAKES DR
BAKERSFIELD, CA 93312

CL-260184 07/09/2026 Inv. Explore 6.18.26 01-2600-0-4300.00-1110-1000-001-62-000-4001 NN F 838.82 938.82
TOTAL PAYMENT AMOUNT 838.82 * 838.82

007319/00 S & S Worldwide 0000000000
PO Box 7016
Bridgeport, CT 06601-7016

CL-260181 07/09/2026 Inv# IN101781267 01-2600-0-4300.00-1110-1000-001-62-133-4004 NN F 75.49 75.49
TOTAL PAYMENT AMOUNT 75.49 * 75.49

009279/00 STEMFINITY LLC 451957697
9841 W EMERALD STREET
BOISE, ID 83704

CL-260183 07/09/2026 Inv no: 57558-02 01-2600-0-4300.00-1110-1000-001-62-133-4004 NN F 110.33 110.33
CL-260185 07/09/2026 Inv. no:57558-22560 01-2600-0-4300.00-1110-1000-001-62-133-4004 NN F 269.54 269.54
TOTAL PAYMENT AMOUNT 379.87 * 379.87

TOTAL FUND PAYMENT 1,787.19 ** 1,787.19

TOTAL BATCH PAYMENT 1,787.19 *** 0.00 1,787.19

TOTAL DISTRICT PAYMENT 1,787.19 **** 0.00 1,787.19

TOTAL FOR ALL DISTRICTS: 1,787.19 **** 0.00 1,787.19

Number of checks to be printed: 4, not counting voids due to stub overflows. 1,787.19

Pages(Lines): 0/1 (82) 7/11/2026 3:15 PM

Click Open File icon

Check your vendor Address and totals

Review your total batch payment and make sure your total matches what you are expecting to pay with this batch

“B” Warrant Authorization for Payment form

An accounts payable “B” warrant Authorization for payment form is a way to make sure that any payments that are submitted through the account payable system are reviewed and approved prior to being submitted for printing.

- This will ensure that an authorization for payment is reviewed by separate individuals in your organization and will ensure a good internal controls and creates a check- and-balance system before any funds are disbursed.

Review the following items:

Date:

Total Cash Disbursement:

Batch No:

Trustee or Authorized Agent Signature:

Batch Authorization form



“B” WARRANT AUTHORIZATION FOR PAYMENT

School District:

School District

Date: 07/12/2026

Total Cash Disbursement:

\$ 1,787.19

Batch No: 015

We, and the each of the undersigned, as members of the governing board, or agent, by signature here to approve each and every and all of the listed orders as proper and legal charges against school district funds.


Trustee or Authorized Agent

Submitting an AP batch submission

Go to the following website portal. The accounts payable auditing (b – warrants@kern.org)

- <https://docuforms.kern.org/Forms/ap-batch-submission>
- The web portal will allow you to submit Accounts payable batches to be printed.
- Prior to submitting your batch for processing, you will need to review your batch and make sure you have the necessary documents for batch auditing.
 1. Signed Batch authorization form (pdf format)
 2. Invoices/backup for payments in batch being processed (Pdf format)
 - A quick list of backup items that will be audited in each batch that will be submitted
 3. Accounts Payable Prelist (APY500/APY520) (Pdf format)

How to submit and AP batch Submission

Object Code	Description	Back up to be provided
4100	TEXTBOOKS	Invoices for lines over \$10,000
4200	BOOKS OTHER THAN TEXTBOOKS	Invoices for lines over \$10,000
4300	SUPPLIES	Invoices for lines over \$10,000
4400	NON-CAPITALIZED EQUIPMENT	Invoices for lines over \$10,000
4700	FOOD	No backup needed
5200	TRAVEL & CONFERENCE	Invoice, reimbursement/expense form and necessary receipts for both revolving fund and individuals
5300	DUES & MEMBERSHIPS	No backup needed
5500	OPERATION & HOUSEKEEPING SERVICES	No backup needed
5600	RENTALS, LEASES, & REPAIRS	Invoice and agreement (if first payment for fiscal year)
5800	PROFESSIONAL/CONSULT SVCS/OP EXP	Invoice and agreement (if first payment for fiscal year)
5900	COMMUNICATIONS	No backup needed
6200	BUILDINGS & IMPROVEMENT OF BLDG	Invoices needed if object is being used for a project Invoices needed for lines over \$10,000
6400	EQUIPMENT	Invoices for lines over \$10,000
6500	EQUIPMENT REPLACEMENT	Invoices for lines over \$10,000
8699	ALL OTHER LOCAL REVENUES	Invoices for lines over \$10,000
9320	STORES	Invoices for lines over \$10,000
9330	PREPAID EXPENDITURES	Invoice
9506	STALE DATED WARRANT LIABILITY	No backup needed
9510	AP CURRENT LIABILITY	Should be coded to 9510.02; No backup needed, but please make sure warrant cancellation paperwork is turned in
9526	CURRENT LIABILITIES USE TAX	Invoice

Important Note: you will need to have a consistent way to keep your batches organized so that when you have any questions in the future from auditors or any other regulatory organizations regarding any accounting records you can easily find data that is being requested.

Example: digital format on a network or a file system when you file past batches making sure you keep the appropriate years records per Generally Accepted Accounting Principles (GAAP). 7 years

Submitting an AP batch submission

Go to the following website portal. The accounts payable auditing (b – warrants@kern.org)

- <https://docuforms.kern.org/Forms/ap-batch-submission>

Batch Details Tab

Fill all sections that have a *

1. District Name: **School District Name**
2. Batch Number: **0015**
3. Batch Total: **\$ 1,787.19**

4. Attach File: use upload button or drag and drop to upload the following items

1. Signed Batch authorization
2. Batch prelist report
3. Batch invoice backup required

Batch Notes: special instructions or notes you want to provide if needed

Batch Priority (?) if there is a batch priority you will need to check mark Rush Batch

5. Click NEXT button

How to submit and AP batch Submission

The screenshot shows the 'AP BATCH SUBMISSION' form on the website docuforms.kern.org/Forms/ap-batch-submission. The form is titled 'AP BATCH SUBMISSION' and 'Accounts Payable Auditing (b-warrants@kern.org)'. It has two tabs: 'Batch Details' and 'District Authorization'. The 'Batch Details' tab is active. The form fields are: District Name (dropdown menu open showing a list of school districts with 'STANDARD SCHOOL DISTRICT' selected), District Number (73), Batch Number (0015), Batch Total (\$ 1,787.19), Attach Files (upload button), Batch Notes (text area with a rich text editor toolbar), and Batch Priority (checkbox checked for 'RUSH batch'). A 'NEXT' button is at the bottom right.

Submitting an AP batch submission

Go to the following website portal. The accounts payable auditing (b – warrants@kern.org)

- <https://docuforms.kern.org/Forms/ap-batch-submission>

District Authorization Tab

Fill all sections that have a *

Your Full Name: **John Doe**

Your E-Mail: **Jad战略@Kern.org**

District/Board Approver

Full Name: **Jane Doe**

E-Mail: **jad战略@mapleridgeusd.net**

Notify additional personnel (Cc:)

E-Mail: **jasmith@ mapleridgeusd.net**

Check mark I'm not a robot reCAPTCHA

5. Click SUBMIT button

How to submit and AP batch Submission

The screenshot shows a web browser window with the URL docuforms.kern.org/Forms/ap-batch-submission. The page has a blue header with the title "AP BATCH SUBMISSION" and the KCSOS logo (Kern County Superintendent of Schools). Below the header, there are two tabs: "Batch Details" and "District Authorization". The "District Authorization" tab is active. The form contains several sections with red asterisks indicating required fields:

- Your Full Name:** John Doe
- Your E-Mail:** jad战略@Kern.org
- District / Board Approver:**
 - Full Name: Jane Doe
 - E-Mail: jad战略@mapleridgeusd.net
- Notify additional personnel (Cc:)**
 - Cc: E-Mail Address: jasmith@ mapleridgeusd.net

Below the form fields, there is a "PREVIOUS" button, a reCAPTCHA checkbox labeled "I'm not a robot", and a "SUBMIT" button. A confirmation message at the bottom states: "A confirmation E-Mail with the details of this batch will be sent to all email addresses listed above. Keep an eye out for future status updates and notifications in your E-Mail inbox."

Budget Report

A budget report is a financial report that displays the status of a program's budget, including:

- Working budget (the updated, active budget)
- Actual expenditures and revenues
 - Current
 - Year to Date
- Encumbrances (open purchase orders)
- Remaining balance
- Percentage (used or leftover from budget)

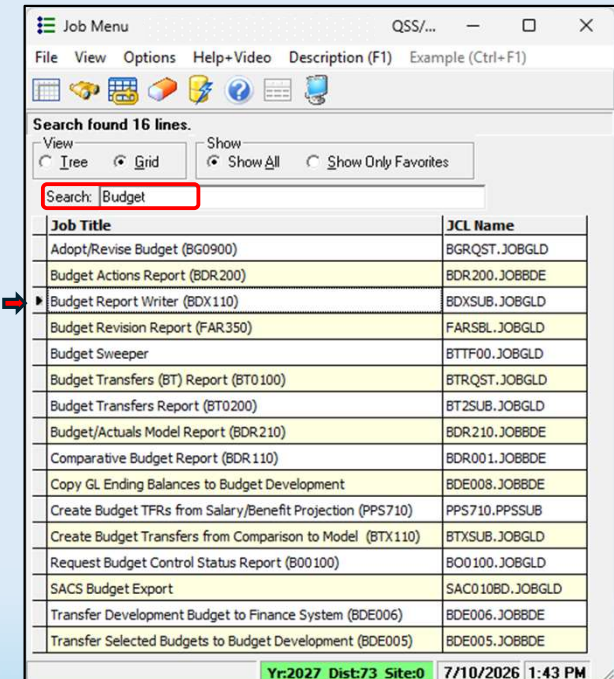
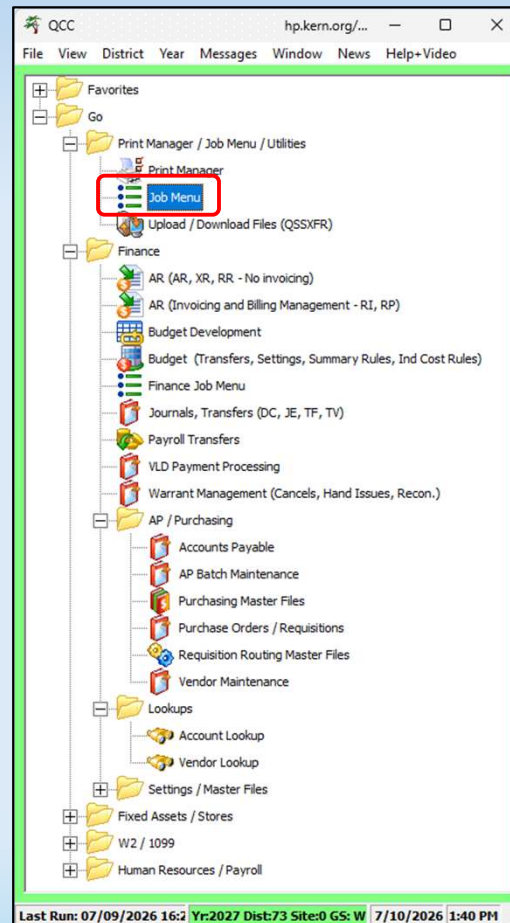
In simple terms, it shows how much was planned, how much has been spent, and how much is left.

How to run a budget report

Select a report, click on "Job Menu"

In the search bar type "Budget"

Double click Budget Report Writer (BDX110)



How to run a budget report

Main Selection Tab

From Date: date in the current fiscal year

To Date: date in the current fiscal year

Report Title: ex: 99 – School District FY2025/26

Include Approved/Unapproved GL Trans:

B – Both approved and unapproved transactions

Detail line format:

3 – Object, All Fields

Line(s) per detail (1/2): 1

Sorts/Rollups Tab

	Sort	Rollup	Page
1	FD - FUND		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Restricted Field: RE - RESOURCE

Sort – by additional parameters

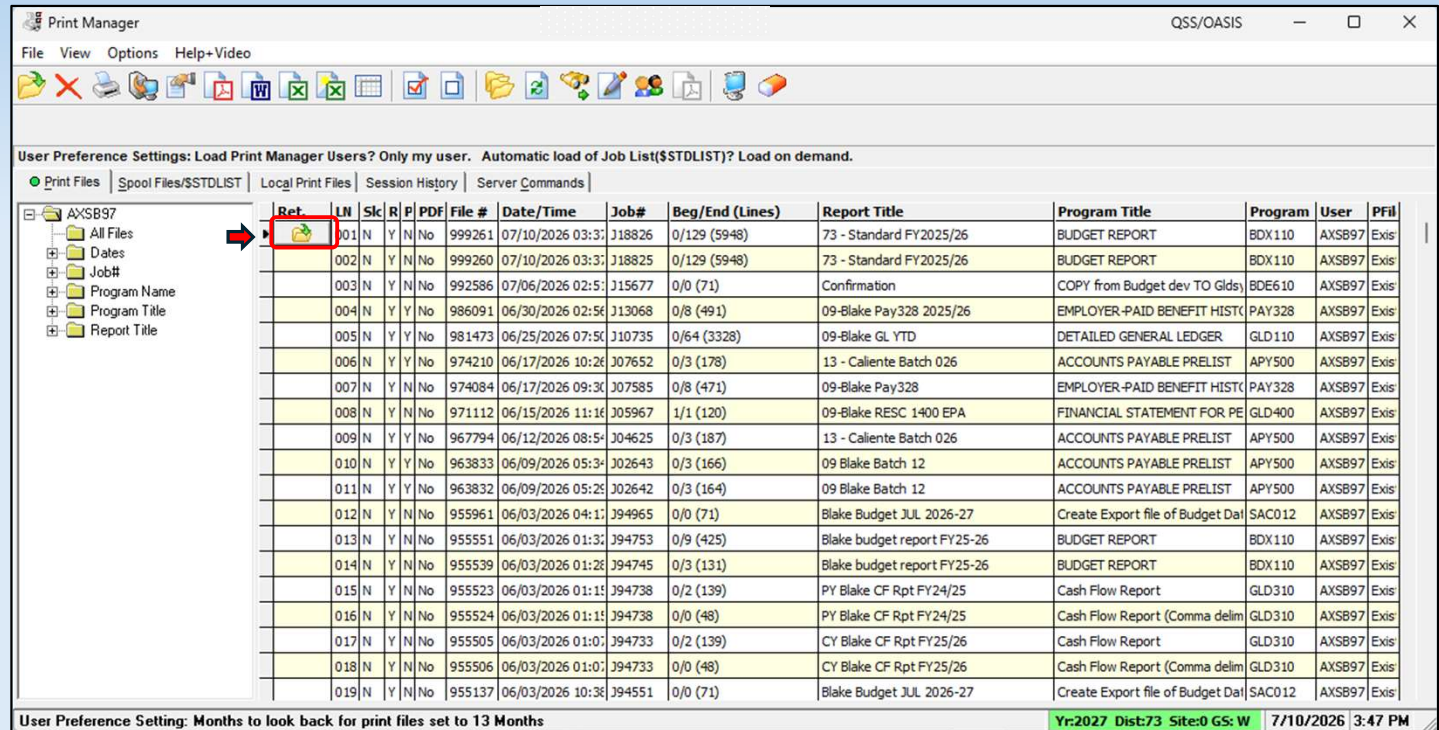
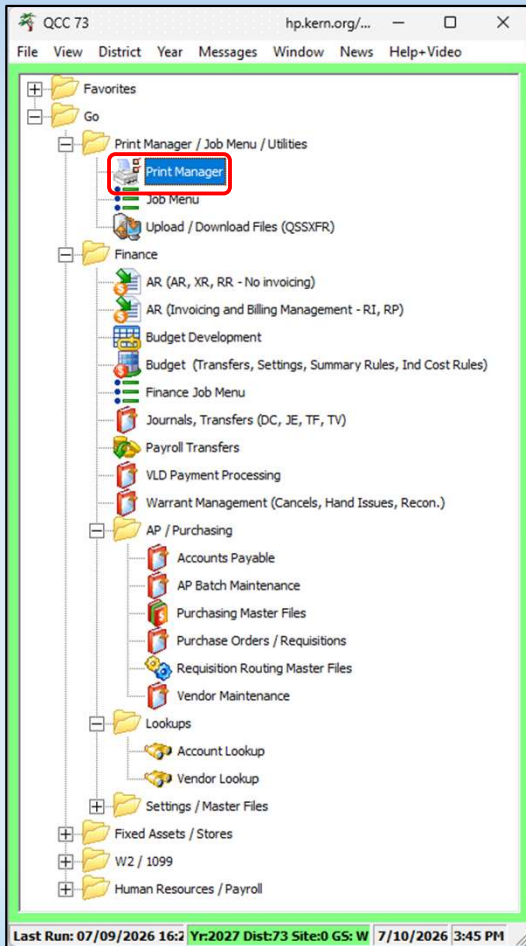
Click on return logo (F2)

Click on Submit Job (Ctrl +S) logo

Click OK on the Launch Job pop up window

How to run a budget report

Select a report, click on “Print Manager”



Click on the folder icon  to open the report

How to run a budget report



Report Example:

View #1 - C:\Users\Masolis\AppData\Roaming\lqss\UserFiles\SVR.hp.kern.org\PORT.29610\AXSB97\PrintFiles\LSPL-20260710-J18826-O0999261-BDX110-BUDGET REPORT-73...

File Options Copy options

Enter search text

Report prepared : JULY 10, 2026, 3:37 PM

J18826 BUDGET REPORT BDX110 L.00.26 07/10/26 15:37 PAGE 1

FROM 07/01/2026 TO 06/30/2027

UNAPPROVED TRANSACTIONS INCLUDED

FUND	:01	GENERAL FUND	EXPENDED/RECEIVED	YEAR TO DATE	%	ENCUMBERED	UNENCUMBERED	
			WORKING BUDGET	CURRENT			BALANCE	%
FD-RESC-Y-OBJT.S0-GOAL-FUNC-STE-T2-TY3-TYP4								
8011	State Aid		18,236,596.00	0.00	0.00 .0	0.00	18,236,596.00	100.0
01-0000-0-8011.00-0000-0000-000-000-0000					0.00 .0	0.00	183,960.00	100.0
01-0000-0-8011.00-0000-3600-000-000-723-0000					0.00 .0	0.00	13,694,889.00	100.0
01-0500-0-8011.00-0000-0000-000-000-0000					0.00 .0	0.00	32,115,445.00	100.0
TOTAL: 8011					0.00 .0	0.00		
8012	EPA Entitlement		9,209,096.00	0.00	0.00 .0	0.00	9,209,096.00	100.0
01-1400-0-8012.00-0000-0000-000-000-0000					0.00 .0	0.00	9,209,096.00	100.0
TOTAL: 8012					0.00 .0	0.00		
8041	SECURED TAX ROLLS		6,658,953.00	0.00	0.00 .0	0.00	6,658,953.00	100.0
01-0000-0-8041.00-0000-0000-000-000-0000					0.00 .0	0.00	6,658,953.00	100.0
TOTAL: 8041					0.00 .0	0.00		
8181	SPEC EDUC-ENT PER UDC		675,933.00	0.00	0.00 .0	0.00	675,933.00	100.0
01-3310-0-8181.00-5001-0000-000-000-0000					0.00 .0	0.00	675,933.00	100.0
TOTAL: 8181					0.00 .0	0.00		
8182	SPEC ED-DISCRETIONARY GRANTS		25,437.00	0.00	0.00 .0	0.00	25,437.00	100.0
01-3315-0-8182.00-5001-0000-000-000-0000					0.00 .0	0.00	25,437.00	100.0
TOTAL: 8182					0.00 .0	0.00		
8290	ALL OTHER FEDERAL REVENUES		1,724,261.00	0.00	0.00 .0	0.00	1,724,261.00	100.0
01-3010-0-8290.00-0000-0000-000-000-0000					0.00 .0	0.00	178,798.00	100.0
01-4035-0-8290.00-0000-0000-000-000-0000					0.00 .0	0.00	30,000.00	100.0
01-4124-0-8290.00-0000-0000-000-000-0000					0.00 .0	0.00	133,250.00	100.0
01-4127-0-8290.00-0000-0000-000-000-0000					0.00 .0	0.00	6,789.00	100.0
01-4201-0-8290.00-0000-0000-000-000-0000					0.00 .0	0.00	36,232.00	100.0
01-4203-0-8290.00-0000-0000-000-000-0000					0.00 .0	0.00	400,000.00	100.0
01-9640-0-8290.00-0000-0000-000-000-0000					0.00 .0	0.00	2,509,330.00	100.0
TOTAL: 8290					0.00 .0	0.00		

Pages(Lines): 0/129 (5048) 7/10/2026 4:12 PM

Open (Ctrl + F4)

Print File (Ctrl + F11)

Create PDF (Ctrl + F)

Open in Word (Ctrl + W)

Open in Excel (Ctrl + L)

Open with Excel Wizard (Ctrl + Z)

Search text in report window

Increase Font

Decrease Font

The Budget Report will show each budgeted line and how much has been expensed Year to date and what amount has been encumbered and unencumbered for each budget line

General Ledger

A budget report is a financial report that displays a record of all a business/organization financial transactions, organized by individual accounts:

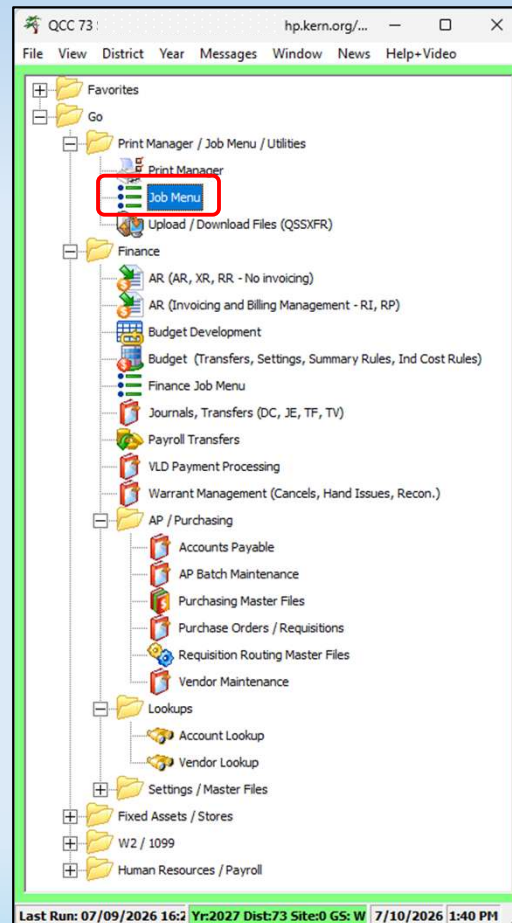
Breakdown of Components of General Ledger

- **Assets** – what you own (Resources ex: Cash, Inventory, equipment)
- **Liabilities** – what you owe (Debts and financial obligations ex: loans, accounts payable)
- **Equity** – value of ownership stake minus debt/s liabilities (ex: owners' stake in a business)
- **Revenue/Income** – total amount of money a business/government agency earns over a specific period. (sales, service revenue)
- **Expenses** – costs incurred during day-to-day operations (ex: rent, utilities)

These items serve as the data sources for creating financial statements and verifying account balances.

In simple terms, it shows a running total of expenses that have been incurred during the current fiscal year or calendar year.

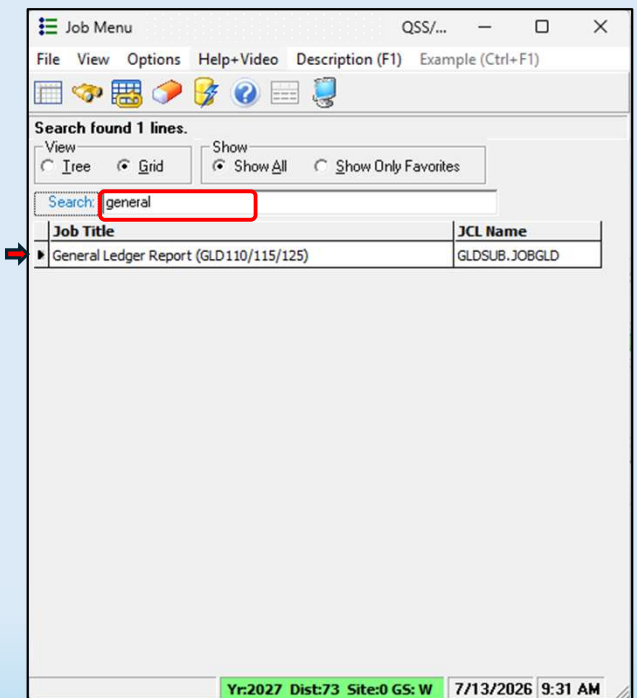
How to run a General Ledger report



Select a report, click on “Job Menu”

In the search bar type “General”

Double click General Ledger Report (GLD110/115/125)



How to run a General Ledger report

Main Selection Tab

General Ledger Report Writer (GLDSUB)

File Options

Main Selection* | Reference Types | Sorts/Rollups | Accounts | District(s)

General Ledger Report Writer

District: 73 STANDARD SCHOOL DISTRICT

From date: 07/01/2026 To date: 06/30/2027

Report title:

Include Approved/Unapproved GL trans: B - Both approved and unapproved transactions.

Summarize revolving cash transactions: A - Approved transactions only.

Print account descriptions: B - Both approved and unapproved transactions.

U - Unapproved transactions only.

Use reference values: ☐

Combine GL sub-objects: ☐

Select reports:

Detail GL (GLD110): ☒ Settings: Report format: 1 - Detail including subsidiary ledgers

Lines per detail: 1 - Line per detail Sort: 1 - Date

GL Recap (GLD115): ☐ GL Recap - Grouping: 0 - Combined

Trial Balance (GLD125): ☐

Usersec: Y2001 \$USER AXSB97 N Yr:2027 Dist:73 Site:0 7/13/2026 9:36 AM

From Date: date in the current fiscal year

To Date: date in the current fiscal year

Report Title: ex: **99 - Standard GL FY2025/26**

Include Approved/Unapproved GL Trans:

B – Both approved and unapproved transactions

Sorts/Rollups Tab

General Ledger Report Writer (GLDSUB)

File Options

Main Selection* | Reference Types | Sorts/Rollups | Accounts | District(s)

Restricted/Unrestricted: C - Combine Restricted/Unrestricted

Restricted Field: RE - RESOURCE

	Sort	Rollup	Page
1	FD - FUND		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Edit Report Sorts and Rollups

Sort Sequence: FD - FUND

Rollup Level: ☐

Page Break: ☐

Usersec: Y2001 \$USER AXSB97 N Yr:2027 Dist:73 Site:0 7/13/2026 9:36 AM

Restricted Field: RE - RECSOURCE

Sort – by additional parameters

Click on return logo (F2)

Accounts Tab

General Ledger Report Writer (GLDSUB) QSS/...

File Options

Main Selection* | Reference Types | Sorts/Rollups | **Accounts** | District(s)

FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4

??-????-?-????-?-????-????-??-??-????

??-????-?-????-?-????-????-??-??-????

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Field

OB - OBJECT

OB - OBJECT

SO - SUB-OBJT

GO - GOAL

FN - FUNCTION

SI - SITE

T2 - TYPE-2

T3 - TYPE-3

T4 - TYPE-4

Range

Low High

5000 5999

Usersec: Y2001 \$USER AXSB97 N Yr:2027 Dist:73 Site:0 7/13/2026 9:44 AM

You can sort the General Ledger report by a specific account number or any sort you would like.

FD – Fund, RESC – Resource, OBJT.SO – Object/Sub Object, Goal – Goal, FUNC – Function, STE – Site, T2 – Type 2, TY3 – Type3, TYP4 – Type 4

You can also select a range of parameters

In the Field drop down you can select the field you would like to sort by

In the Range Section you can specify your sort range

Ex: Object 5000-5999 ➡ Low 5000 High 5999

Click on Submit Job (Ctrl +S) logo ⚡ to run report

Click OK on the Launch Job pop up window

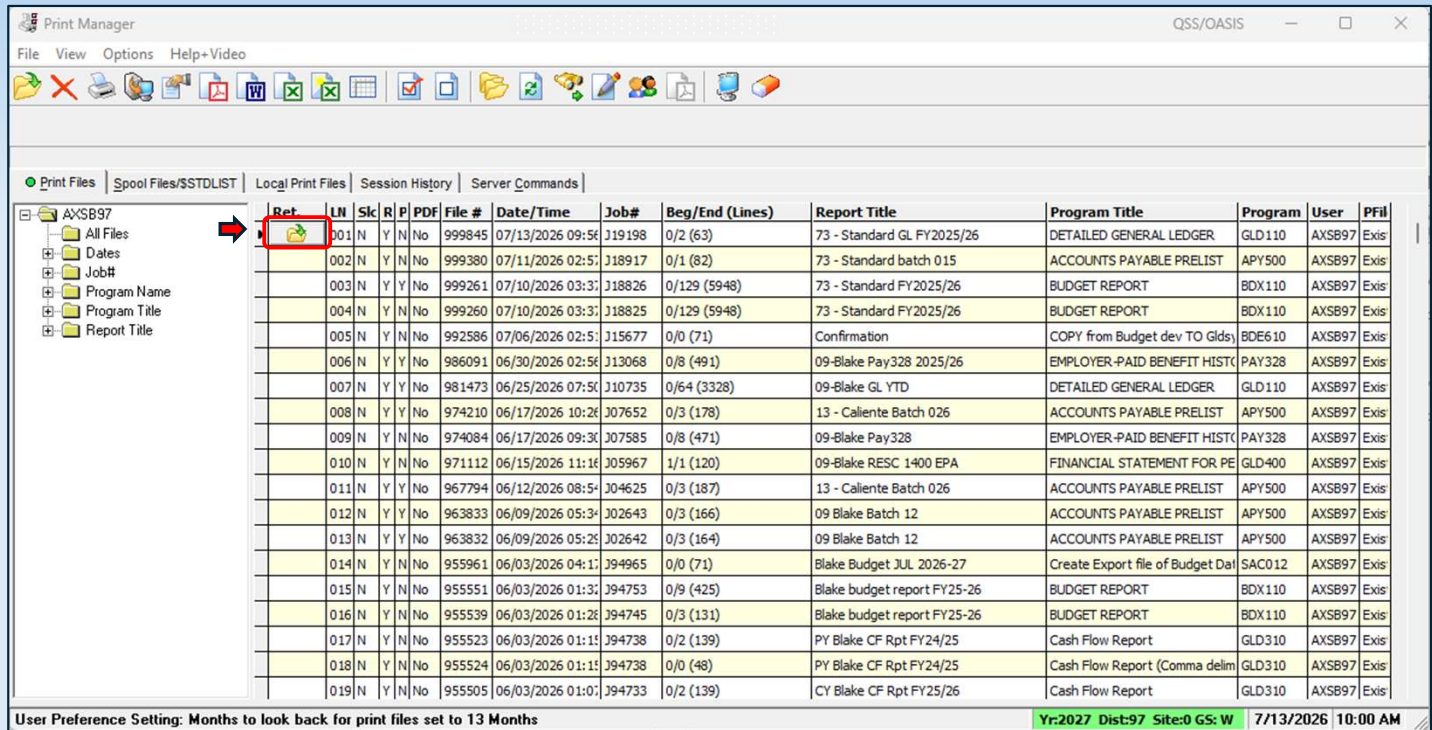
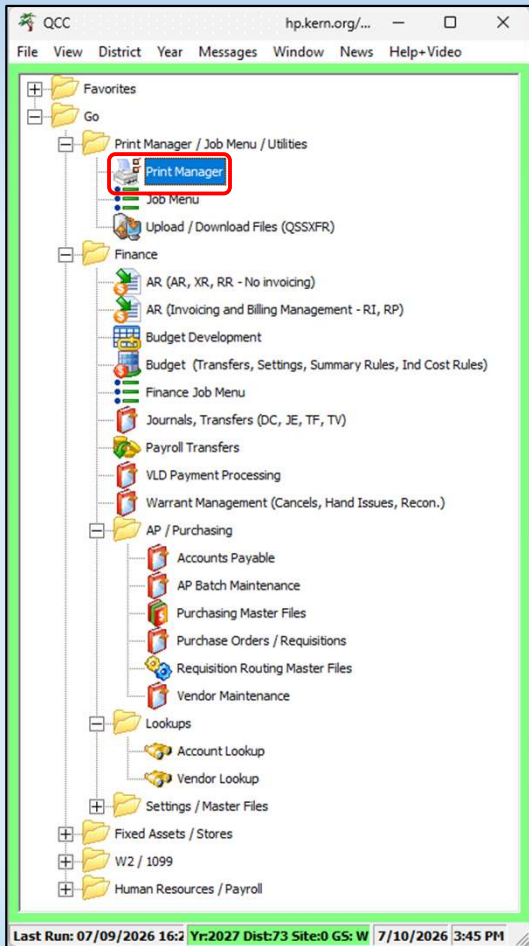
Launch Job

Job launched: 19192

OK

How to run a General Ledger report

Select a report, click on “Print Manager”



Click on the folder icon  to open the report

How to run a General Ledger report



Report Example:

View #1 - C:\Users\Masolis\AppData\Roaming\qss\UserFiles\SVR\hp.kern.org.PORT.29610\AXSB97\PrintFiles\LSPL-20260713-J19208-00999859-GLD110-DETAILED GENERAL LE...

FileOptionsCopy options

- Open (Ctrl + F4)
- Print File (Ctrl + F11)
- Create PDF (Ctrl + F)
- Open in Word (Ctrl + W)
- Open in Excel (Ctrl + L)
- Open with Excel Wizard (Ctrl + Z)

- Search text in report window
- Increase Font
- Decrease Font

The General Ledger Report will show expenses that have been paid for each account line during the specified time you run your report for.

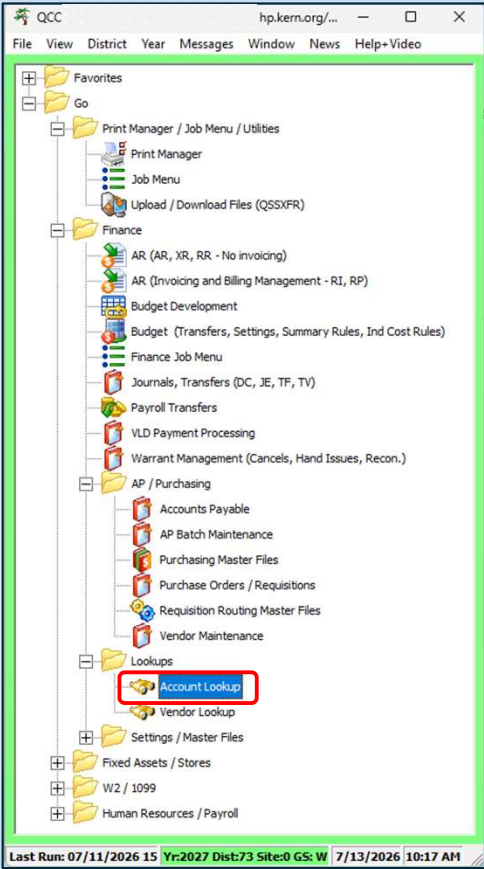
The reasons you would want to run this report is to review expenses that have been paid by your organization at any given time.

Account Lookup

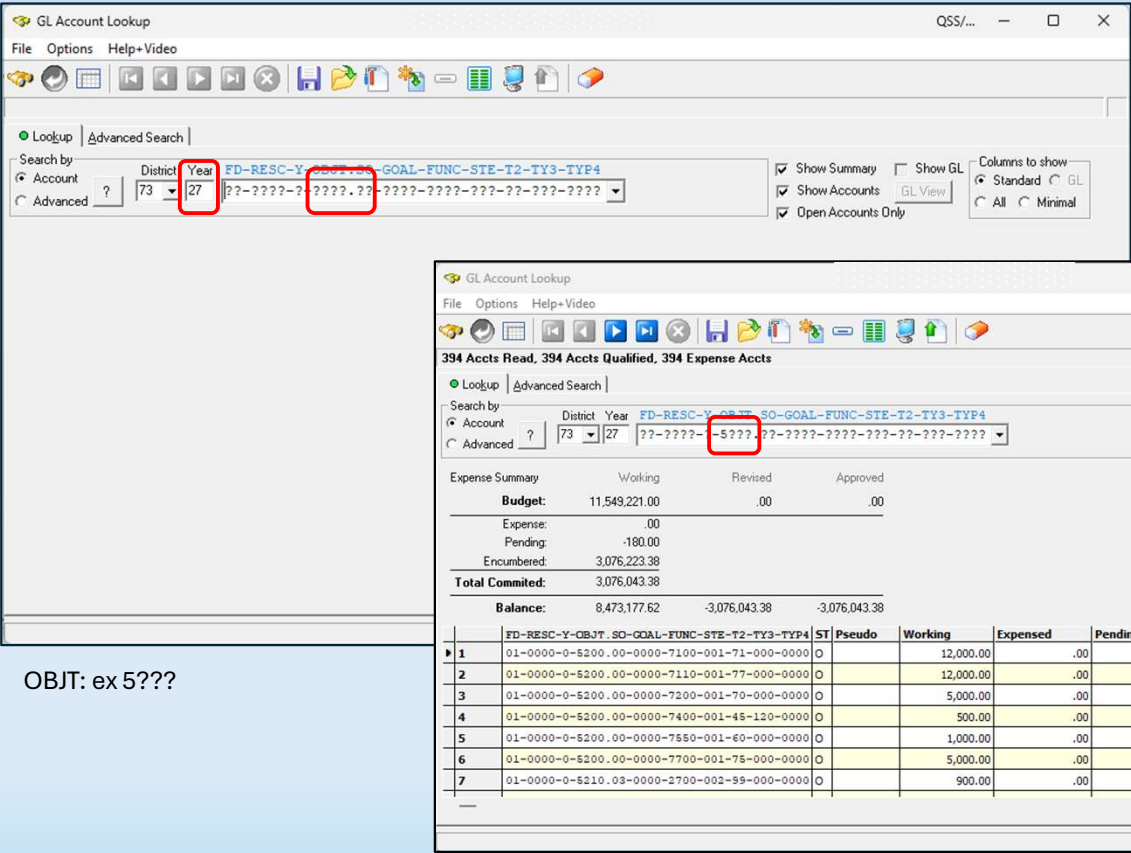
Account lookup allows you to search General Ledger account details by specific account codes:

Using Account Lookup in QSS

Year : ex 27
Account code : you can type in any parameter, and it will show you account details.



OBJT: ex 5???



	FD-RESC-Y-OBJT- SO-GOAL-FUNC-STE-T2-TY3-TYP4	ST	Pseudo	Working	Expensed	Pending	Encumbered	Committed	Balance
1	01-0000-0-5200-00-0000-7100-001-71-000-0000	O		12,000.00	.00	.00	.00	.00	12,000.00
2	01-0000-0-5200-00-0000-7110-001-77-000-0000	O		12,000.00	.00	.00	.00	.00	12,000.00
3	01-0000-0-5200-00-0000-7200-001-70-000-0000	O		5,000.00	.00	.00	.00	.00	5,000.00
4	01-0000-0-5200-00-0000-7400-001-45-120-0000	O		500.00	.00	.00	.00	.00	500.00
5	01-0000-0-5200-00-0000-7550-001-60-000-0000	O		1,000.00	.00	.00	.00	.00	1,000.00
6	01-0000-0-5200-00-0000-7700-001-75-000-0000	O		5,000.00	.00	.00	.00	.00	5,000.00
7	01-0000-0-5210-03-0000-2700-002-95-000-0000	O		900.00	.00	.00	.00	.00	900.00

Using Account Lookup in QSS

GL Account Lookup

File Options Help+Video

394 Accts Read, 394 Accts Qualified, 394 Expense Accts Page: 1 of 4

Lookup | Advanced Search |

Search by: District: 73 Year: 27 FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4
Account: ? Advanced: ??-????-?-5???-??-????-????-??-??-????

☒ Show Summary ☐ Show GL ☒ Columns to show: Standard ☐ GL
☒ Show Accounts ☐ GL View ☐ All ☐ Minimal
☒ Open Accounts Only

Expense Summary	Working	Revised	Approved
Budget:	11,549,221.00	.00	.00
Expense:	.00		
Pending:	-180.00		
Encumbered:	3,076,223.38		
Total Committed:	3,076,043.38		
Balance:	8,473,177.62	-3,076,043.38	-3,076,043.38

Display Account Activity (Ctrl + D)

Click OK

Account Activity

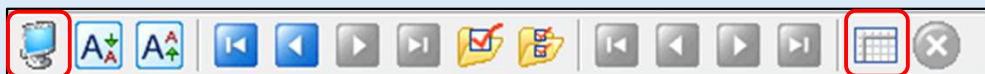
FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4

01-0000-0-5800.00-0000-7100-001-71-000-0000

Budget Type: W - Working Date: 07/01/2026

Include Budget Transfers: ☐
Include Unapproved Budget Transfers: ☐
Include Unapproved GL Transactions: ☐
Ascending Date Order: ☒

OK Cancel



Print Screen (F11)

Grid Output (Shift + F11)

GLLookup

File Views Page

District: Year: 2027 Account Activity QSS/OASIS Page 1 of 1

FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4
01-0000-0-5800.00-0000-7100-001-71-000-0000
Description:
Account status: Open Roll Flag: Pseudo Code:
FUND: 01 GENERAL FUND
RESOURCE: 0000 NO REPORTING REQUIREMENT
PROJ-YR: 0 UNDESIGNATED OR 1999-00
OBJECT: 5800 PROFES'L/CONSULTG SVCS/OP EXP
SUB-OBJT: 00 NOT DESIGNATED
GOAL: 0000 UNDISTRIBUTED
FUNCTION: 7100 BOARD & SUPERINTENDENT
SITE: 001 DISTRICT
TYPE-2: 71 SUPERINTENDENT
TYPE-3: 000 UNDESIGNATED
TYPE-4: 0000 UNDESIGNATED

Start Date: 07/01/2026 Include: Unapproved GL Trx? N
Budget Type: Working Budget Transfers? N
Unapproved BT's? N

/var/opt/qss/data/ACTDET last updated MON, JUL 13, 2026, 01:10 AM

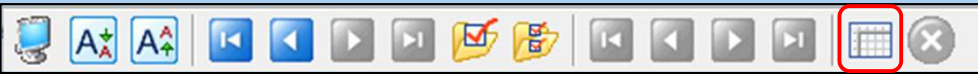
	Working	Exp/Rec	Enc	Balance
Total:	10,000.00	0.00	7,986.67	2,013.33

1 account(s) and 3 detail record(s) selected.

Reference	Date	Description	Working	Exp/Rec	Enc	Balance
BG-000000	07/01/2026	BUDGET	10,000.00	0.00	0.00	10,000.00
PO-270120	07/01/2026	MODELS Ve: 005935(073/27)	0.00	0.00	1,384.90	8,615.10
PO-270131	07/01/2026	CivicPlus LLC Ve: 009467(073/27)	0.00	0.00	6,601.77	2,013.33
Total:			10,000.00	0.00	7,986.67	2,013.33

Template: acctdet (L.00.03)
Generated: 07/13/2026 at 10:32:20 AM

Using Account Lookup in QSS



Grid Output (Shift + F11)

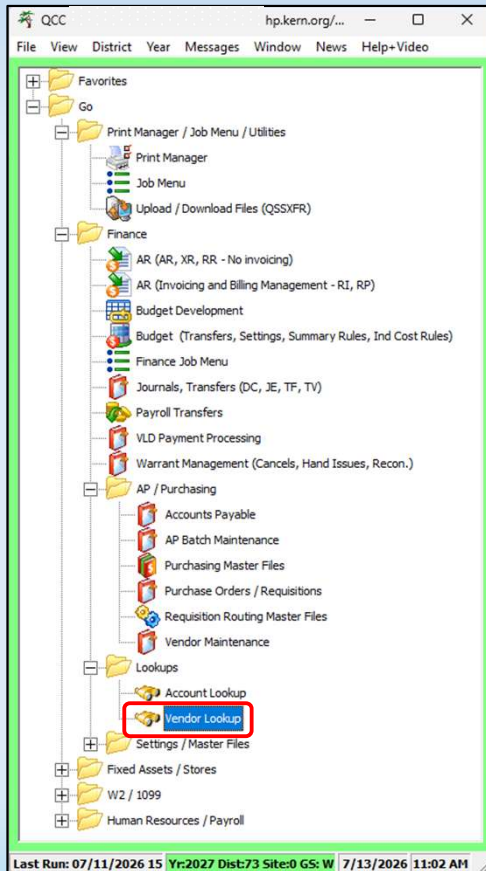
Grid Output							
File Options							
     							
AcctClass	Reference	Date	Description	Working	Exp/Rec	Enc	Balance
01-0000-0-5800.00-0000-7100-001-71-000-0000	BG-000000	07/01/2026	BUDGET	10,000.00	0.00	0.00	10,000.00
01-0000-0-5800.00-0000-7100-001-71-000-0000	PO-270120	07/01/2026	HODELS Ve:005935	0.00	0.00	1,384.90	8,615.10
01-0000-0-5800.00-0000-7100-001-71-000-0000	PO-270131	07/01/2026	CivicPlus LLC Ve:009467	0.00	0.00	6,601.77	2,013.33
				10,000.00	0.00	7,986.67	2,013.33

- | | |
|---|---|
|  Print (Ctrl + F11) |  Open in Word (Ctrl + W) |
|  Create File (Ctrl + F4) |  Open in Excel (Ctrl + X) |
|  Create PDF (Ctrl + F) |  Open With Excel Wizard (Ctrl + Z) |

Vendor Lookup

Vendor lookup allows you to search for payments that have been made by vendors set up in the QSS system:

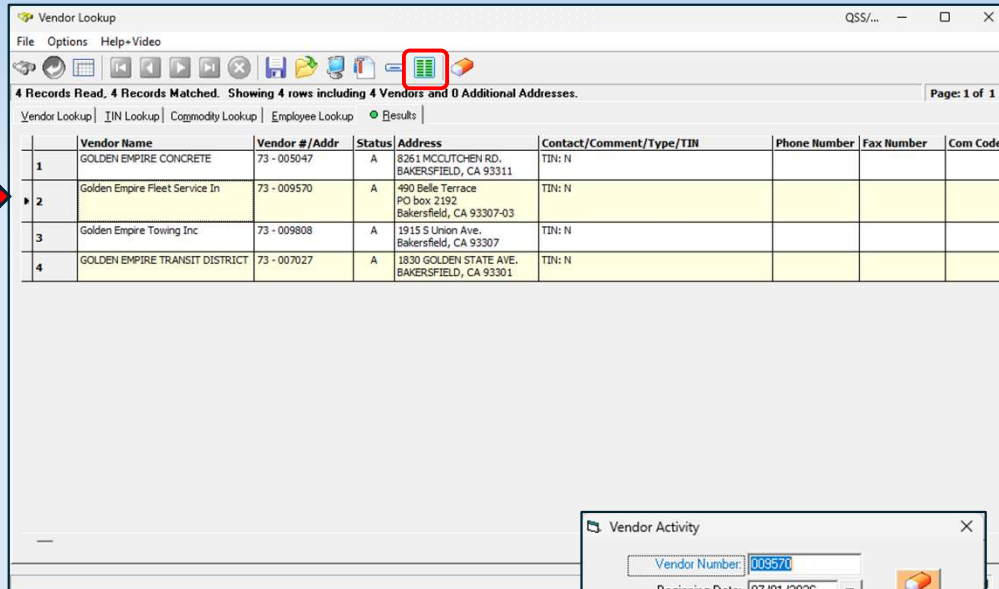
Using Vendor Lookup in QSS



Name: type in the name of the vendor ex: **golden empire fleet**

Click on the search icon  hit enter to search for vendor

Name: type in the name of the vendor ex: **golden empire fleet**



Vendor Lookup

4 Records Read, 4 Records Matched. Showing 4 rows including 4 Vendors and 0 Additional Addresses. Page: 1 of 1

	Vendor Name	Vendor #/Addr	Status	Address	Contact/Comment/Type/TIN	Phone Number	Fax Number	Com Codes
1	GOLDEN EMPIRE CONCRETE	73 - 005047	A	8261 MCCUTCHEN RD. BAKERSFIELD, CA 93311	TIN: N			
2	Golden Empire Fleet Service In	73 - 009570	A	490 Belle Terrace PO box 2192 Bakersfield, CA 93307-03	TIN: N			
3	Golden Empire Towing Inc	73 - 009808	A	1915 S Union Ave. Bakersfield, CA 93307	TIN: N			
4	GOLDEN EMPIRE TRANSIT DISTRICT	73 - 007027	A	1830 GOLDEN STATE AVE. BAKERSFIELD, CA 93301	TIN: N			

Click on the row of the vendor you were searching for

Click on the vendor activity icon 

Click on OK button

Vendor Activity

Vendor Number: 009570

Beginning Date: 07/01/2026

Ending Date: 06/30/2027

Clear

Ascending Date Order: ☒

Transaction Types:

- CM - Credit Memo
- CW - Cancelled warrant
- CL - Established payables/payment
- HW - Hand warrant
- LB - Liability payment
- PO - Purchase orders/payments
- PV - Pay Voucher
- RC - Revolving cash
- TC - Travel Claim
- RQ - Pre-Requestion

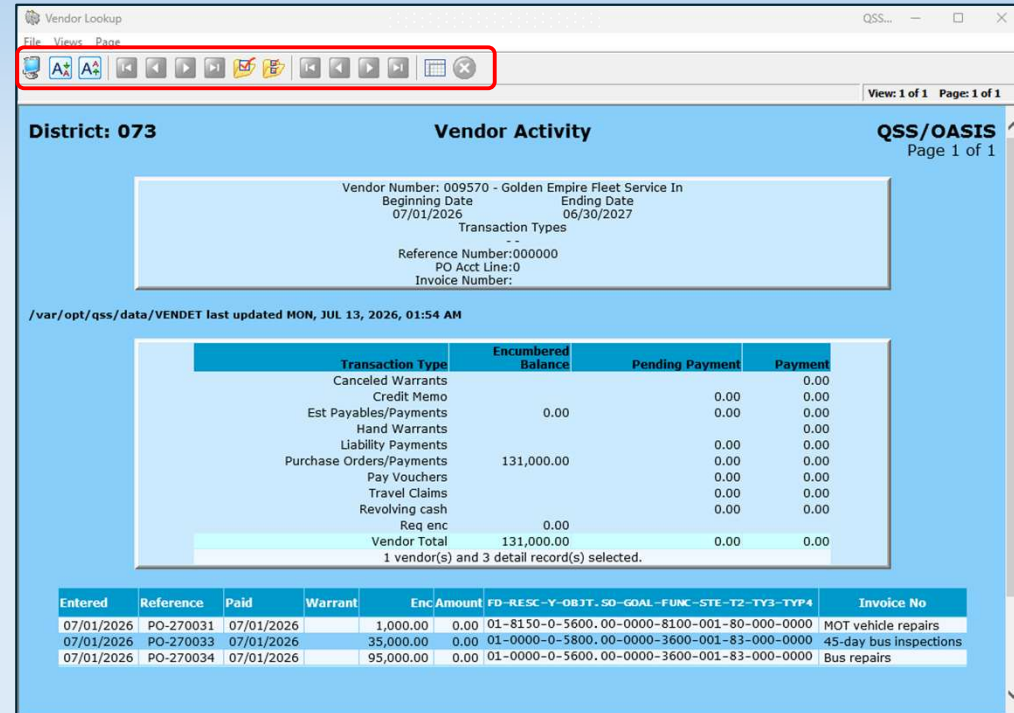
Reference Number:

PO Acct Line #:

Invoice Number:

OK Cancel

Using Vendor Lookup in QSS



Vendor Activity

QSS/OASIS Page 1 of 1

Vendor Number: 009570 - Golden Empire Fleet Service In

Beginning Date: 07/01/2026 Ending Date: 06/30/2027

Transaction Types

Reference Number: 000000

PO Acct Line: 0

Invoice Number:

/var/opt/qss/data/VEDET last updated MON, JUL 13, 2026, 01:54 AM

Transaction Type	Encumbered Balance	Pending Payment	Payment
Canceled Warrants			0.00
Credit Memo		0.00	0.00
Est Payables/Payments	0.00	0.00	0.00
Hand Warrants			0.00
Liability Payments		0.00	0.00
Purchase Orders/Payments	131,000.00	0.00	0.00
Pay Vouchers		0.00	0.00
Travel Claims		0.00	0.00
Revolving cash		0.00	0.00
Req enc	0.00		
Vendor Total	131,000.00	0.00	0.00

1 vendor(s) and 3 detail record(s) selected.

Entered	Reference	Paid	Warrant	Enc Amount	FD-RES-C-Y-083T-50-GOAL-FUNC-STE-T2-TY3-TYP4	Invoice No
07/01/2026	PO-270031	07/01/2026		1,000.00	0.00 01-8150-0-5600.00-0000-8100-001-80-000-0000	MOT vehicle repairs
07/01/2026	PO-270033	07/01/2026		35,000.00	0.00 01-0000-0-5800.00-0000-3600-001-83-000-0000	45-day bus inspections
07/01/2026	PO-270034	07/01/2026		95,000.00	0.00 01-0000-0-5600.00-0000-3600-001-83-000-0000	Bus repairs



Print Screen (F11)

Grid Output (Shift + F11)

Using Vendor Lookup in QSS



Grid Output (Shift + F11)

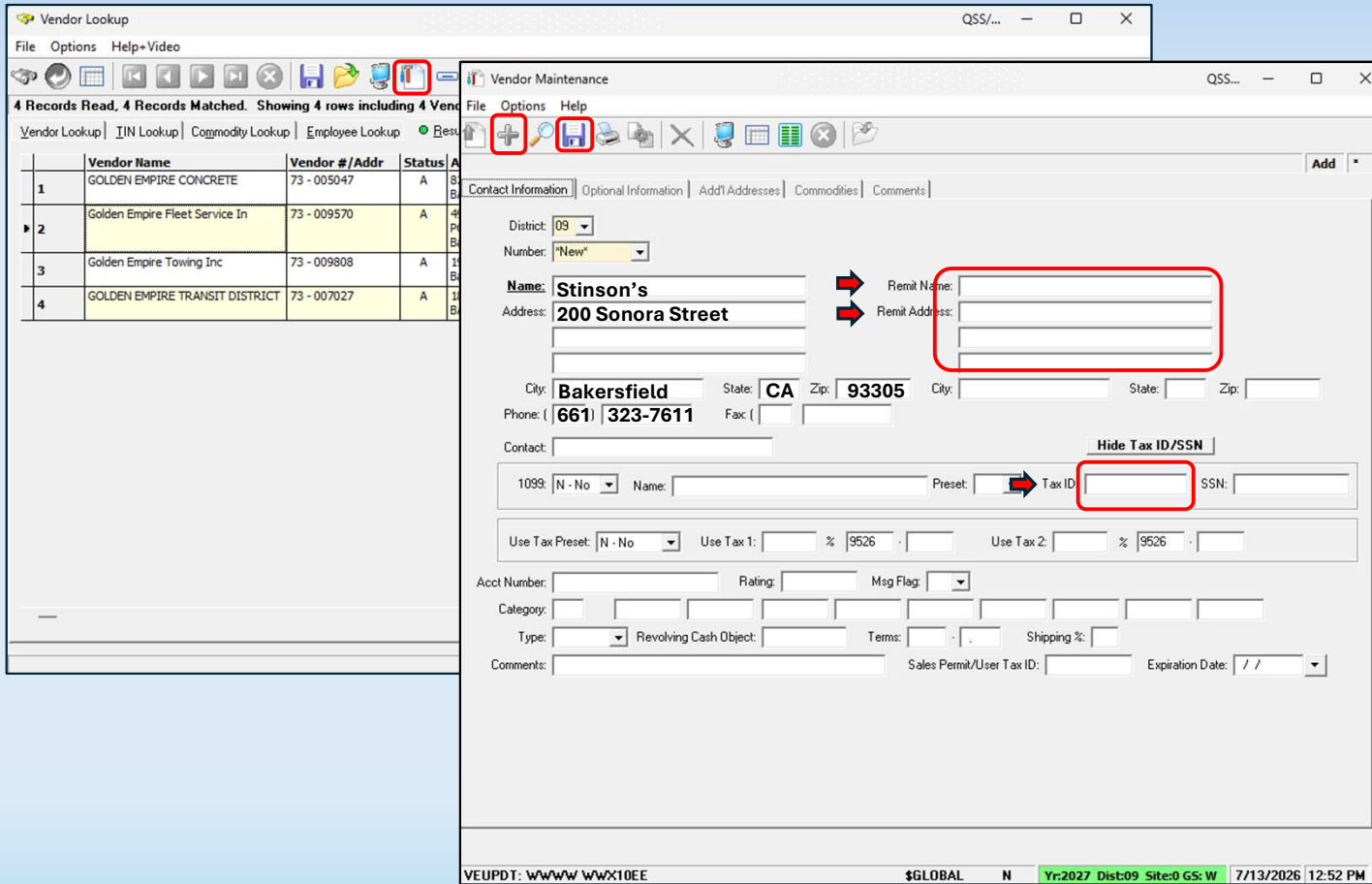
Grid Output								
File Options								
Entered	Reference	Paid	Warrant	Wrt St	Enc	Amount	Account	Invoice No
07/01/2026	PO-270031	07/01/2026	00000000		1,000.00	0.00	01-8150-0-5600.00-0000-8100-001-80-000-0000	MOT vehicle repairs
07/01/2026	PO-270033	07/01/2026	00000000		35,000.00	0.00	01-0000-0-5800.00-0000-3600-001-83-000-0000	45-day bus inspections
07/01/2026	PO-270034	07/01/2026	00000000		95,000.00	0.00	01-0000-0-5600.00-0000-3600-001-83-000-0000	Bus repairs

- Print (Ctrl + F11)
- Create File (Ctrl + F4)
- Create PDF (Ctrl + F)
- Open in Word (Ctrl + W)
- Open in Excel (Ctrl + X)
- Open With Excel Wizard (Ctrl + Z)

Using Vendor Lookup in QSS

How to add a new Vendor:

Click on the Vendor Maintenance (F7) Icon 



Vendor Lookup

4 Records Read, 4 Records Matched. Showing 4 rows including 4 Vendors

	Vendor Name	Vendor #/Addr	Status
1	GOLDEN EMPIRE CONCRETE	73 - 005047	A
2	Golden Empire Fleet Service In	73 - 009570	A
3	Golden Empire Towing Inc	73 - 009808	A
4	GOLDEN EMPIRE TRANSIT DISTRICT	73 - 007027	A

Vendor Maintenance

Contact Information

District: 09

Number: *New*

Name: Stinson's

Address: 200 Sonora Street

City: Bakersfield State: CA Zip: 93305

Phone: (661) 323-7611 Fax: ()

Contact:

1099: N - No Name: Preset: Tax ID: SSN:

Use Tax Preset: N - No Use Tax 1: % 9526 Use Tax 2: % 9526

Acct Number: Rating: Msg Flag:

Category:

Type: Revolving Cash Object: Terms: Shipping %:

Comments: Sales Permit/User Tax ID: Expiration Date: / /

Click on green plus icon Add Vendor
(Ctrl + F6) Icon 

Name: Vendor Name (ex: **Stinson's**)

Address: Vendor Address
(ex: **200 Sonora Street. Bakersfield, CA 93305**)

Phone Number: Vendor Phone number
(ex: **661-323-7611**)

Note: Input a remit name/address if it is different from the main address

Remit Name: Input if it is different or has a Doing business as Name (DBA name)

Remit Address: if the remit address is different put information here. This will be the address used when checks are issued.

Tax ID: you will need to request a W-9 form from the vendor they will provide a W-9 with the Tax ID number.

Click on Save icon (F9) Icon 

Note: you will need to keep records of the W-9 forms you received when you add a new vendor, and it is good practice to have a physical file for those documents or a digital file to help keep that information organized each fiscal year.

Any Questions ??

Contact Information

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Matthew Hughes

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Phone# 661-636-4494

John Hernando

E-mail: johernando@kern.org

Phone# 661-636-4617

Please feel free to reach Out to any of our fiscal services Assistants with any Accounts Payable Questions.

THANK YOU