KCSOS

Advocates For Children

INTRODUCTION TO QSS
Accounts Payable

Marco Solis
District Fiscal Services Assistant

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.

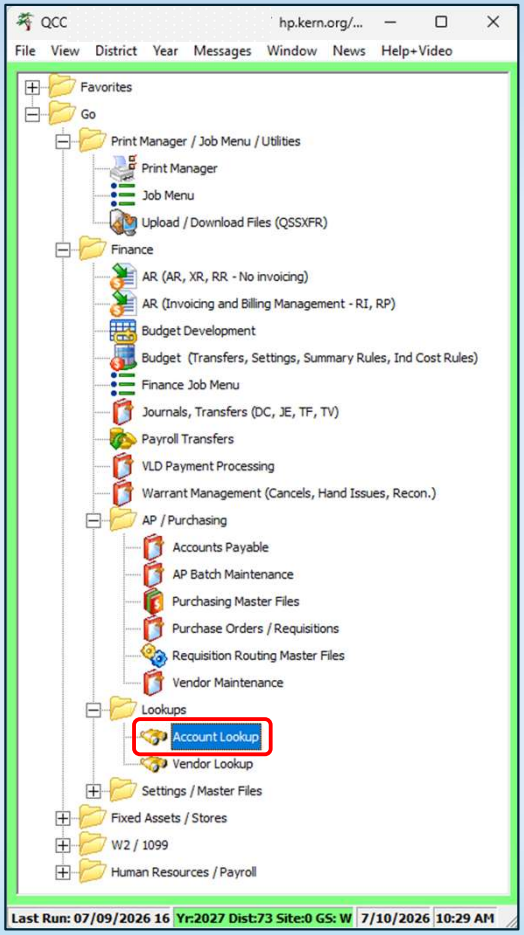
Commonly Used Object Codes

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 Fianacing 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

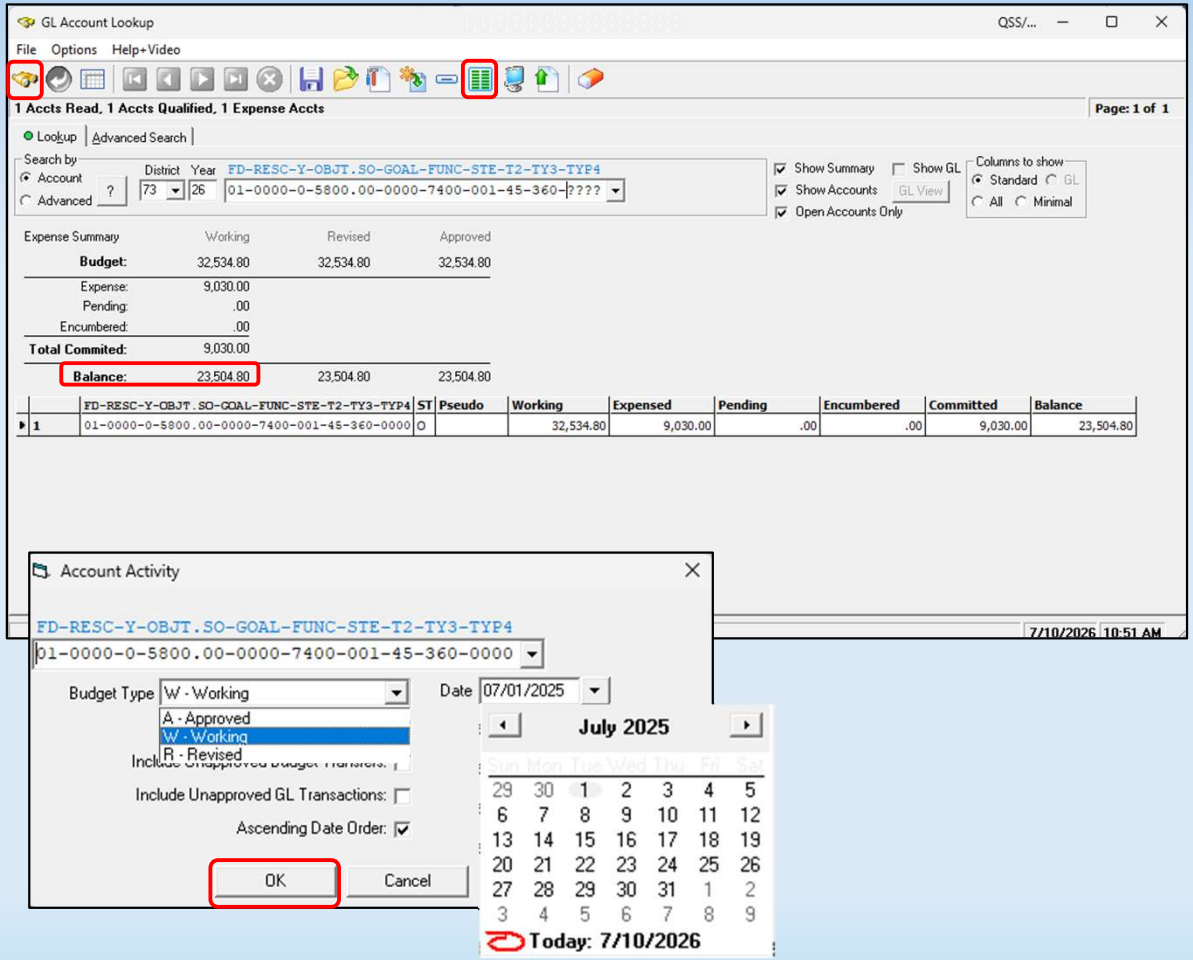
A new window will open. Type an account number. Click the Search icon.

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.



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/Vacine
   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

	Working	Exp/Rec	Enc	Balance
Total:	32,534.80	9,030.00	0.00	23,5[illegible]80

1 account(s) and 147 detail record(s) selected.

Reference	Date	Description	Working	Exp/Rec	Enc	Balance
BG-000000	07/01/2025	BUDGET	32,534.80	0.00	0.00	32,534.80
PO-260313	07/17/2025	VERNON SORENSON M.D. INC. Ve: 005924(073/26)	0.00	0.0[illegible]	32,000.[illegible]	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

Navigating how to read data in account activity window

Reference Date Description Working Exp/Rec Enc Balance
Budget expenses

When you click on the PO number you can view breakdown and more details on what was paid

GLLookup

File Views Page

View: 4 of 4 Page: 1 of 1

District: **Year: 2026** **Purchase Order** **QSS/OASIS**

Page 1 of 1

PO #	RQ #	Type
260313	260313	

Vendor: 073-005924
VERNON SORENSON M.D. INC.
3838 SAN DIMAS ST.STE B100
BAKERSFIELD, CA 93301

Ship to: 0001
STANDARD SCHOOL DISTRICT
BUSINESS OFFICE
1200 N. CHESTER AVE.
BAKERSFIELD, CA 93308
(661) 392-2110

Date: 07/17/2025
Printed: 07/17/2025
Paid: 06/11/2026
Deliver By:
Status: Y
Released: N

Site: 0001
Warehouse: 00
Stores Order:
Buyer: 0000
Conf Order: 00

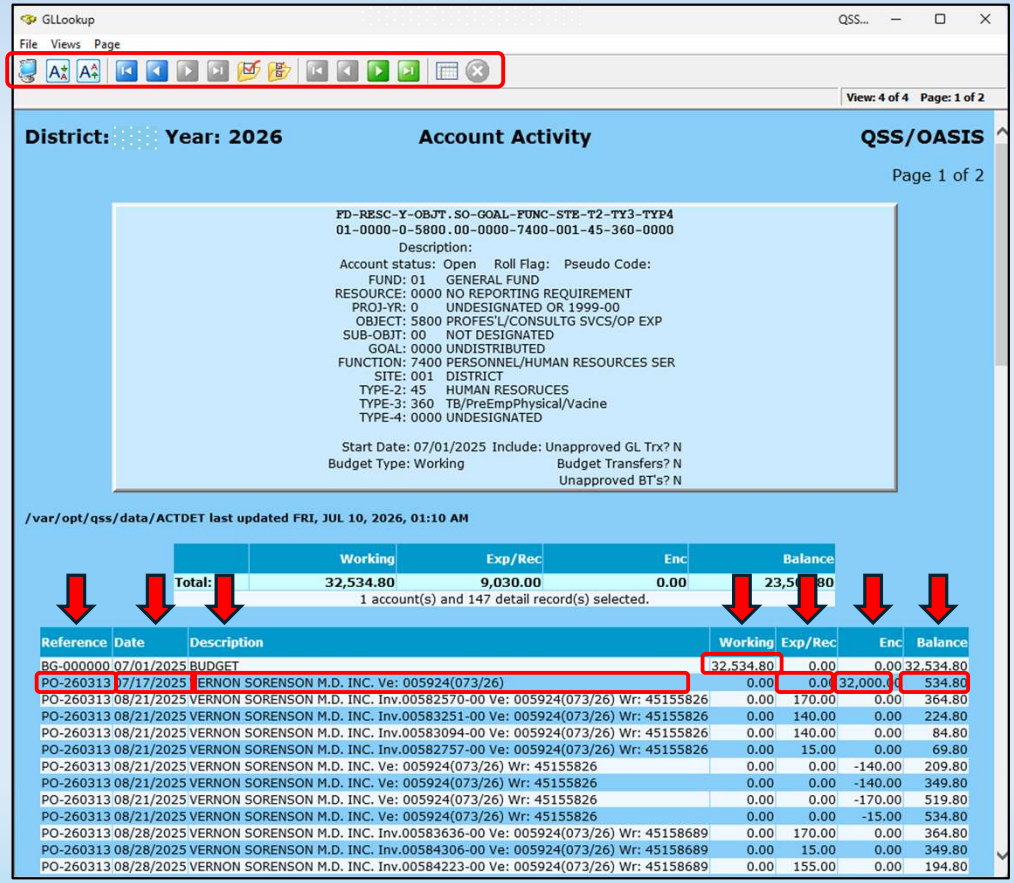
Description	Submitted by	Terms	FOB
New Hire Physicals/TB	HR department		

Ln	Split	Quantity	Unit	Unit Cost	Extended	Tax	Stock No	FA
0001	N	1	ea	32,000.00	32,000.00	N		
New Hire Physicals & TB Tests								
	01-0000-0-5800.00-0000-7400-001-45-360-0000				32,000.00		100.0000%	
				Extended/Tax/Total:	32,000.00	0.00	32,000.00	

Ln	FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4	Amount	Status
0001	01-0000-0-5800.00-0000-7400-001-45-360-0000	32,000.00	F
	Total:	32,000.00	

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.



Menu Options in account activity window

Print

Increase text size

Decrease text size

Navigation of reports viewed

Opens up details of PO selected

Navigation of Pages of the account being viewed

Export account Activity To Excel

Closes activity Window

Reviewing – Invoices/Purchase Orders

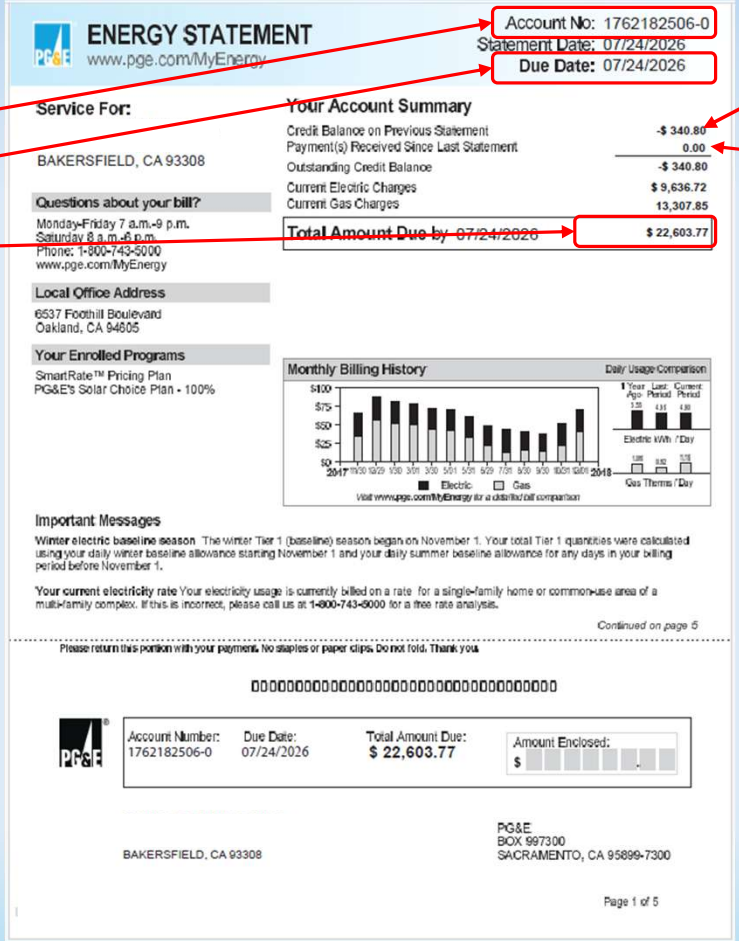
Invoice Example:

Items to review

Account No:

Due Date:

Total Amount Due:



ENERGY STATEMENT
www.pge.com/MyEnergy

Account No: 1762182506-0
Statement Date: 07/24/2026
Due Date: 07/24/2026

Service For:

BAKERSFIELD, CA 93308

Questions about your bill?
Monday-Friday 7 a.m.-9 p.m.
Saturday 8 a.m.-6 p.m.
Phone: 1-800-743-5000
www.pge.com/MyEnergy

Local Office Address
6537 Foothill Boulevard
Oakland, CA 94605

Your Enrolled Programs
SmartRate™ Pricing Plan
PG&E's Solar Choice Plan - 100%

Your Account Summary

Credit Balance on Previous Statement	-$ 340.80
Payment(s) Received Since Last Statement	0.00
Outstanding Credit Balance	-$ 340.80
Current Electric Charges	$ 9,636.72
Current Gas Charges	13,307.85
Total Amount Due by 07/24/2026	$ 22,603.77

Monthly Billing History

Daily Usage Comparison

Electric ■ Gas □

Visit www.pge.com/MyEnergy for a detailed bill comparison

Important Messages

Winter electric baseline season The winter Tier 1 (baseline) season began on November 1. Your total Tier 1 quantities were calculated using your daily winter baseline allowance starting November 1 and your daily summer baseline allowance for any days in your billing period before November 1.

Your current electricity rate Your electricity usage is currently billed on a rate for a single-family home or common-use area of a multi-family complex. If this is incorrect, please call us at 1-800-743-5000 for a free rate analysis.

Continued on page 5

Please return this portion with your payment. No staples or paper clips. Do not fold. Thank you.

Account Number:	Due Date:	Total Amount Due:	Amount Enclosed:
1762182506-0	07/24/2026	$ 22,603.77	$

BAKERSFIELD, CA 93308

PG&E
BOX 997300
SACRAMENTO, CA 95899-7300

Page 1 of 5

Other items to review

Credit Balance on previous Statement

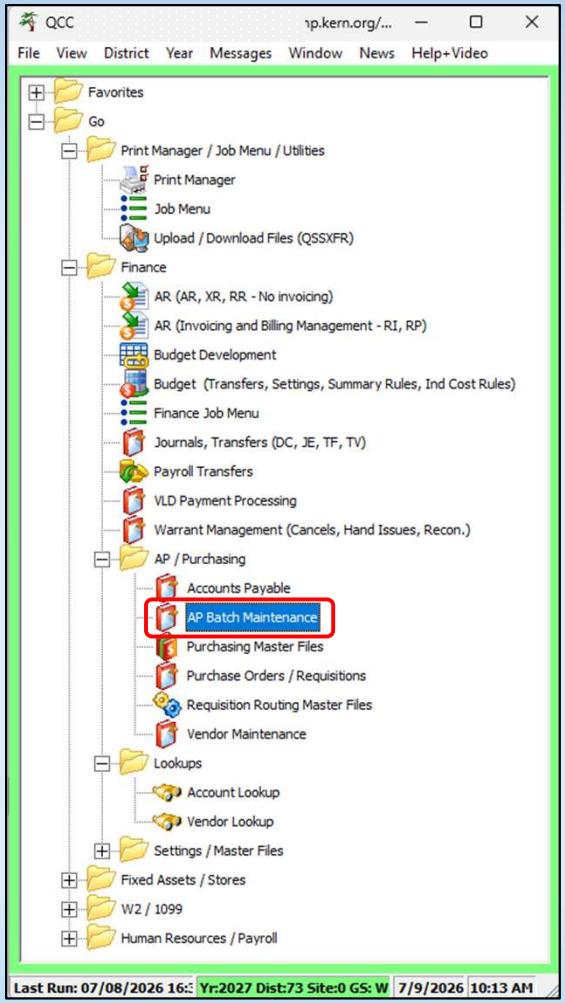
You will want to review the payment(s) received since last statement

- Look up vendor payment information in QSS
- Review payment in account look up in QSS
- If you use multiple lines to pay for an invoice, write down the percentage or amounts to be paid out of each account line.

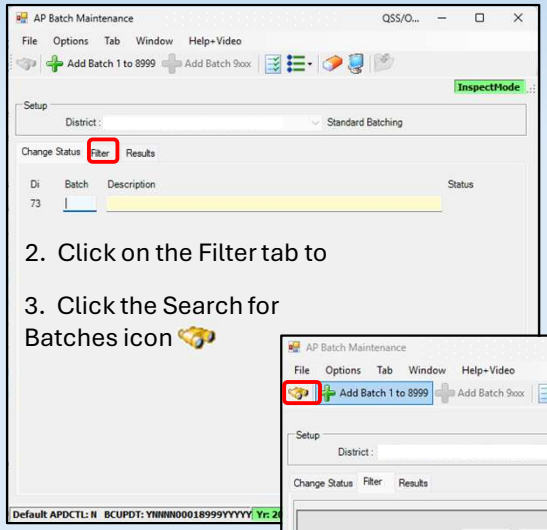
Ln	FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4	Amount	Desc	%
1	01-0000-0-5500.00-0000-8200-001-99-550-0000	1,300.24	Acct #1762182506-0	6%
2	01-0000-0-5500.00-0000-8200-002-99-550-0000	4,368.31	Acct #1762182506-0	19%
3	01-0000-0-5500.00-0000-8200-003-99-550-0000	3,526.56	Acct #1762182506-0	16%
4	01-0000-0-5500.00-0000-8200-004-99-550-0000	4,352.40	Acct #1762182506-0	19%
5	01-0000-0-5500.00-0000-8200-005-99-550-0000	6,404.13	Acct #1762182506-0	28%
6	01-8150-0-5500.00-0000-8200-001-99-550-0000	579.76	Acct #1762182506-0	3%
7	13-5310-0-5500.00-0000-8200-002-99-550-0000	485.37	Acct #1762182506-0	2%
8	13-5310-0-5500.00-0000-8200-003-99-550-0000	391.84	Acct #1762182506-0	2%
9	13-5310-0-5500.00-0000-8200-004-99-550-0000	483.60	Acct #1762182506-0	2%
10	13-5310-0-5500.00-0000-8200-005-99-550-0000	711.57	Acct #1762182506-0	3%
		22,603.77		100%

- 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

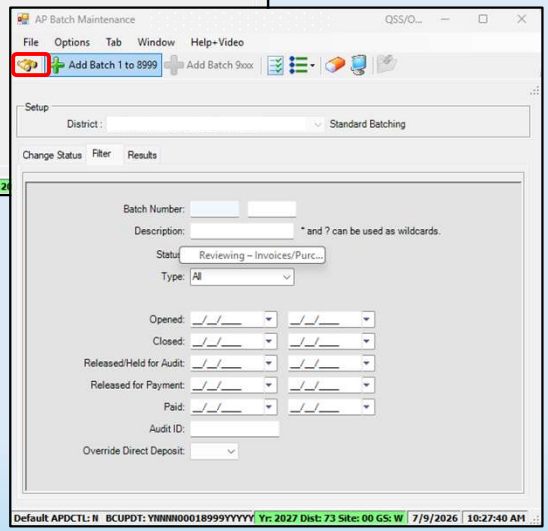


1. Check the last batch number that was entered into AP Batch Maintenance

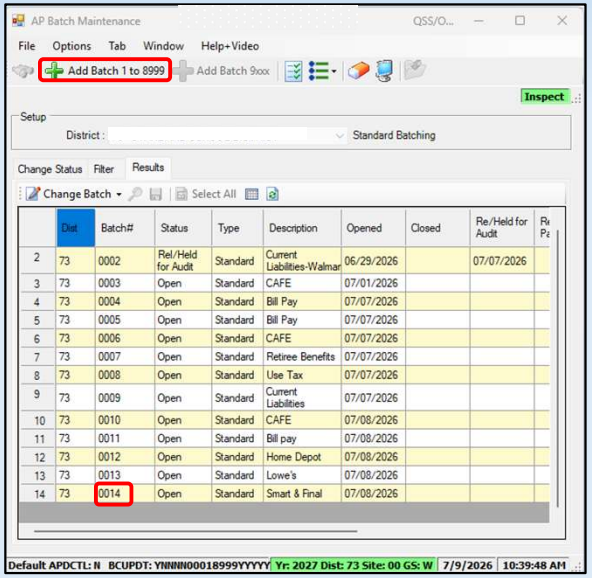


2. Click on the Filter tab to

3. Click the Search for Batches icon

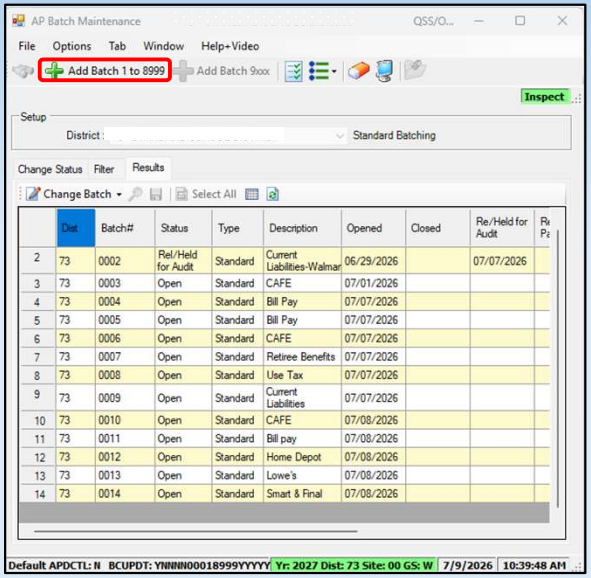


4. Last batch number 0014 next batch number would need to be 0015

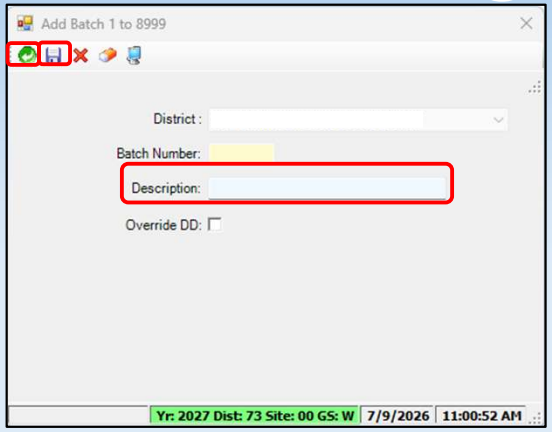


5. Click on the green plus button to add a new batch number

QSS Navigation



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

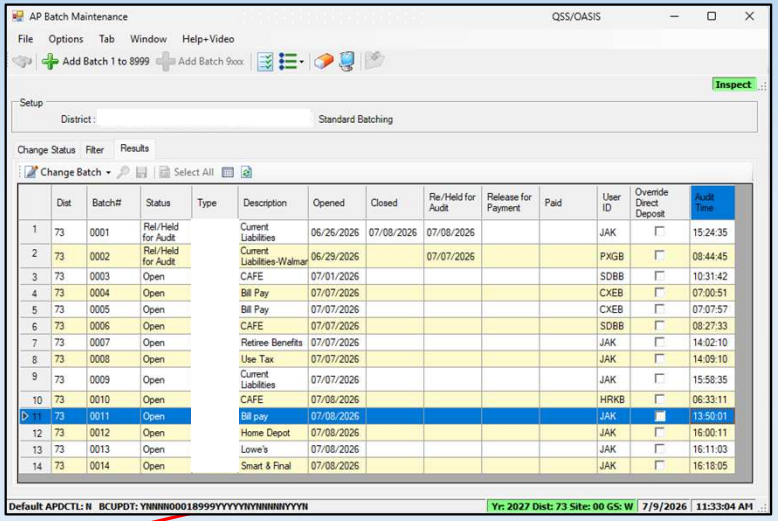


6. You will need to input a description for your batch

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

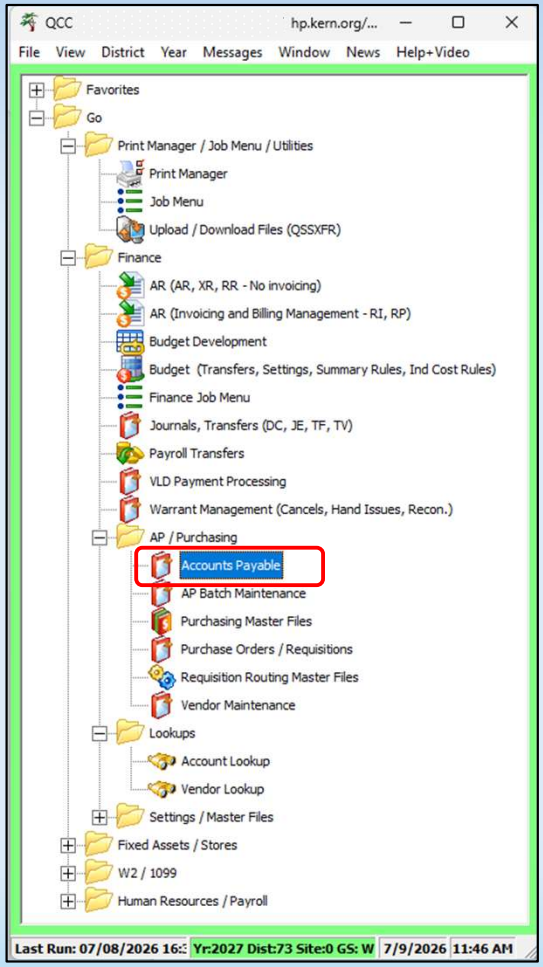


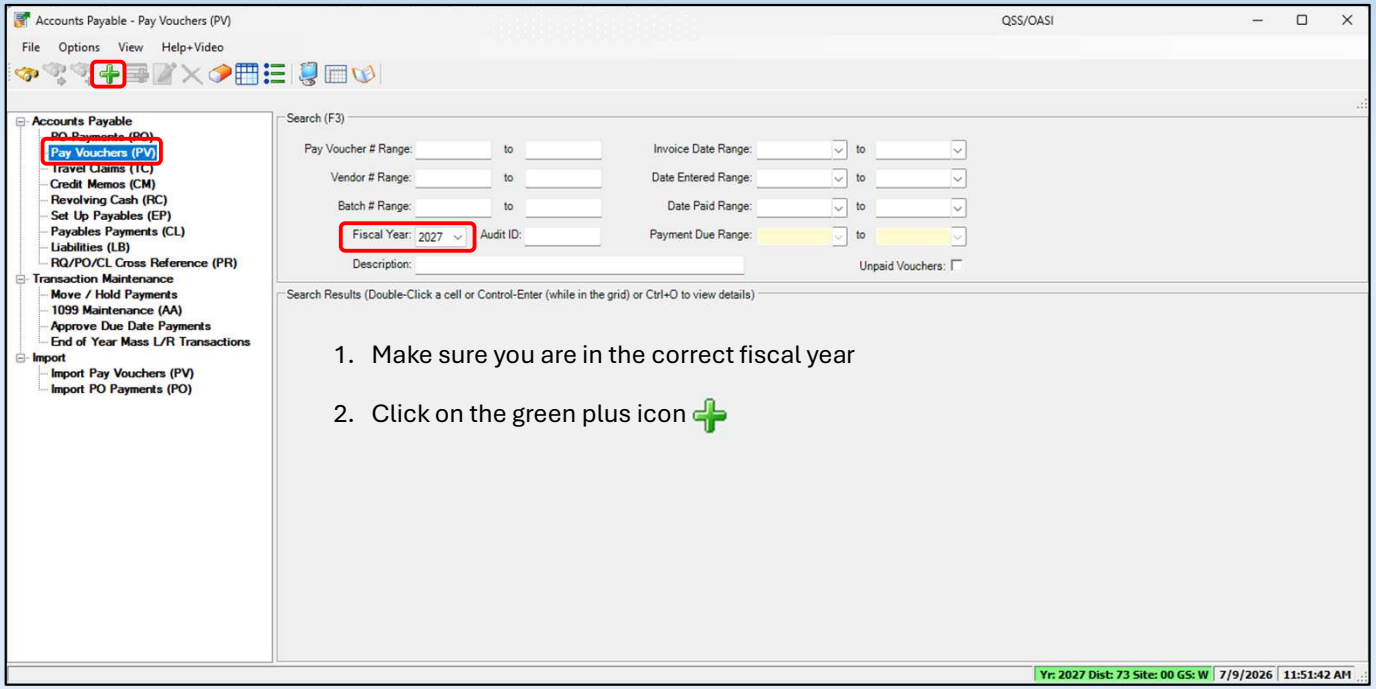
8. Your new open batch should show up at the bottom of the results list

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

9. Save & Close Window (F2)

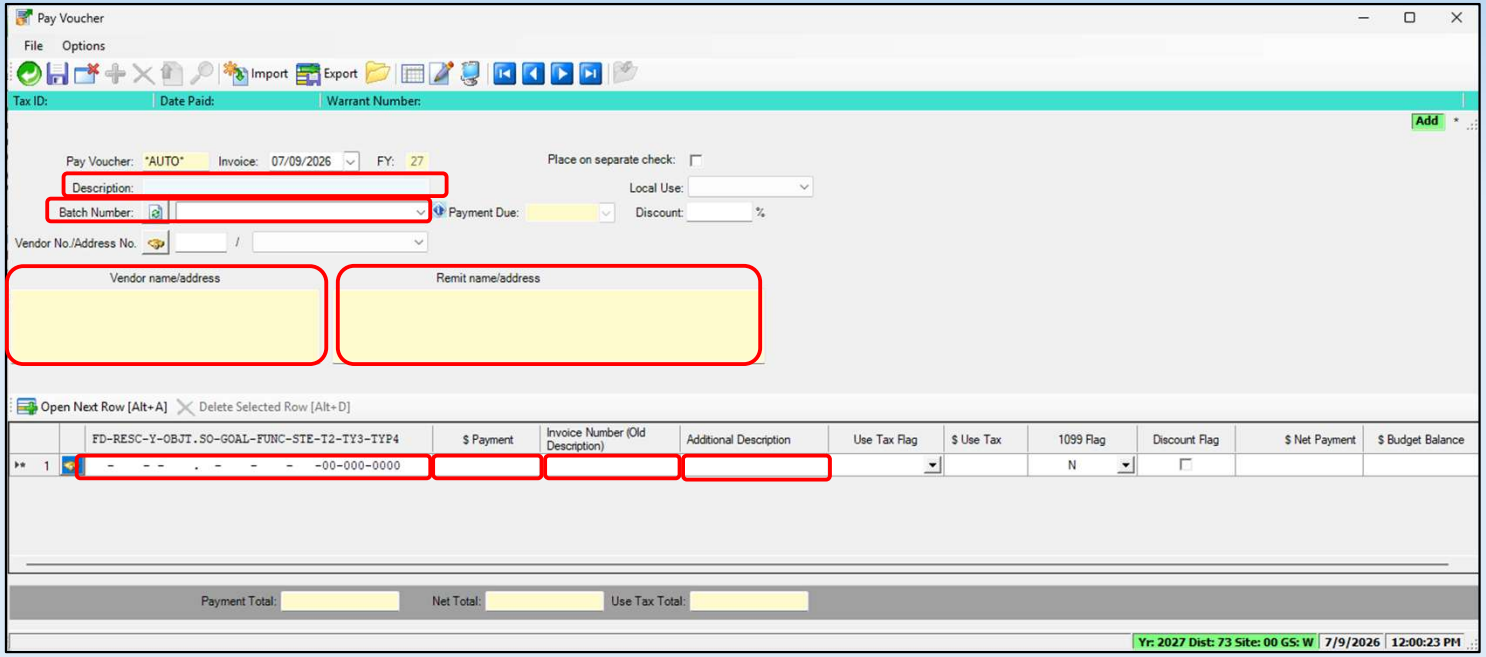
Accounts Payable – Pay Vouchers(PV)





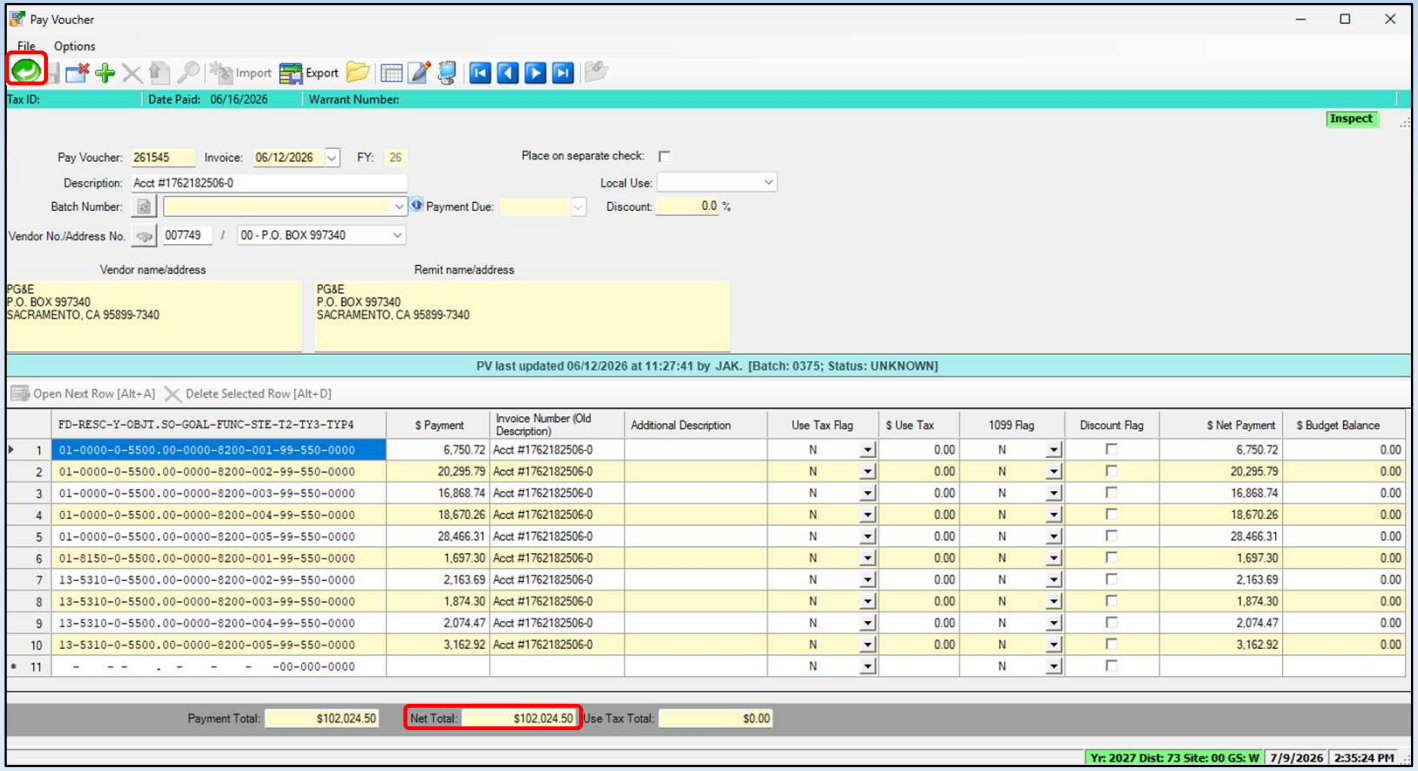
1. Make sure you are in the correct fiscal year
2. Click on the green plus icon

Accounts Payable – Pay Vouchers(PV)



1. **Description:** describe what is being paid ex: vendor name, with other descriptive numbers. (Note: there is a cap of 30 characters including spaces)
2. **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)
3. **Vendor Number:** Type in the vendor number and verify that the correct vendor's name, vendor address and remit name/address populate.
4. **Input the 33-digit account code ex:** FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4 01-0000-0-5500.00-0000-8200-001-99-550-0000
5. **$ Payment**: Total amount to be paid for budget line
6. **Invoice Number**: invoice number shown on the invoice to be paid/account number
7. **Additional Description**: any other description that might be needed to identify the payment or vendor. (This description goes goes on the check.)

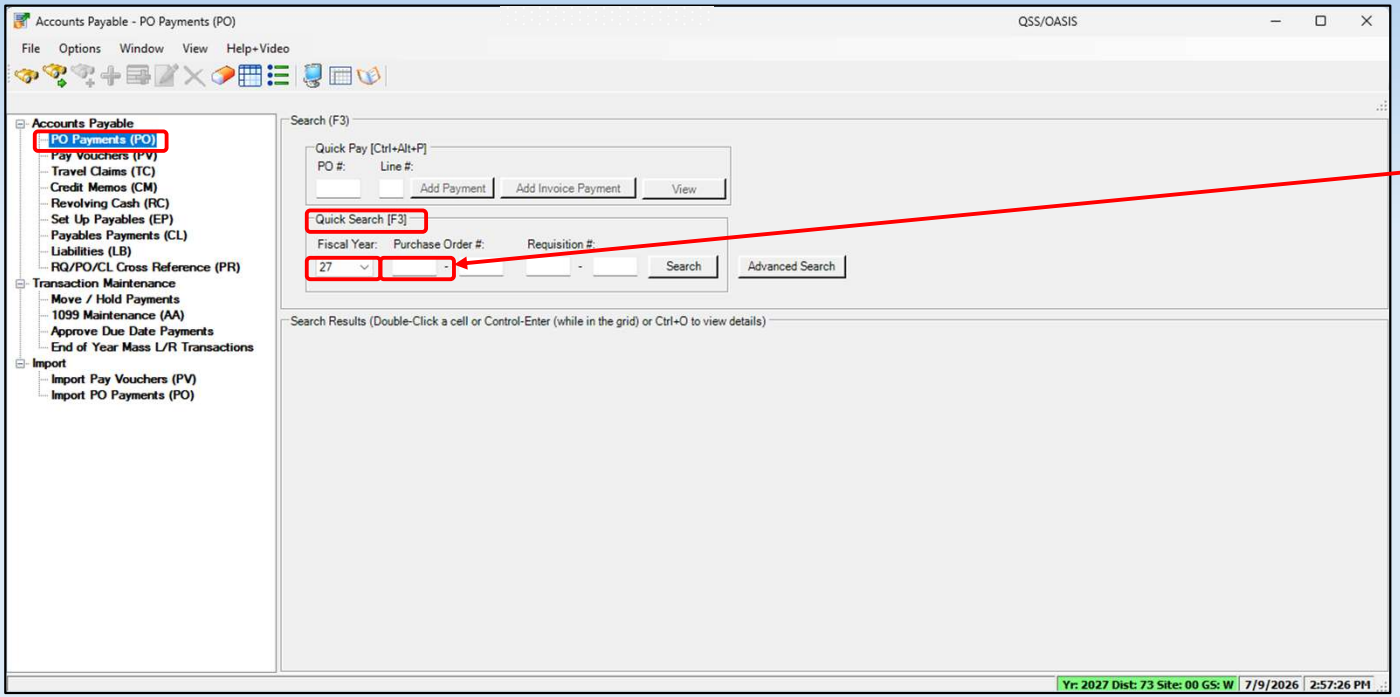
Accounts Payable – Pay Vouchers(PV)



	FD-RESC-Y-OBJT.SO-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	01-0000-0-5500.00-0000-8200-001-99-550-0000	6,750.72	Acct #1762182506-0		N	0.00	N		6,750.72	0.00
2	01-0000-0-5500.00-0000-8200-002-99-550-0000	20,295.79	Acct #1762182506-0		N	0.00	N		20,295.79	0.00
3	01-0000-0-5500.00-0000-8200-003-99-550-0000	16,868.74	Acct #1762182506-0		N	0.00	N		16,868.74	0.00
4	01-0000-0-5500.00-0000-8200-004-99-550-0000	18,670.26	Acct #1762182506-0		N	0.00	N		18,670.26	0.00
5	01-0000-0-5500.00-0000-8200-005-99-550-0000	28,466.31	Acct #1762182506-0		N	0.00	N		28,466.31	0.00
6	01-8150-0-5500.00-0000-8200-001-99-550-0000	1,697.30	Acct #1762182506-0		N	0.00	N		1,697.30	0.00
7	13-5310-0-5500.00-0000-8200-002-99-550-0000	2,163.69	Acct #1762182506-0		N	0.00	N		2,163.69	0.00
8	13-5310-0-5500.00-0000-8200-003-99-550-0000	1,874.30	Acct #1762182506-0		N	0.00	N		1,874.30	0.00
9	13-5310-0-5500.00-0000-8200-004-99-550-0000	2,074.47	Acct #1762182506-0		N	0.00	N		2,074.47	0.00
10	13-5310-0-5500.00-0000-8200-005-99-550-0000	3,162.92	Acct #1762182506-0		N	0.00	N		3,162.92	0.00
11	- - - . - - - -00-000-0000				N		N			

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)

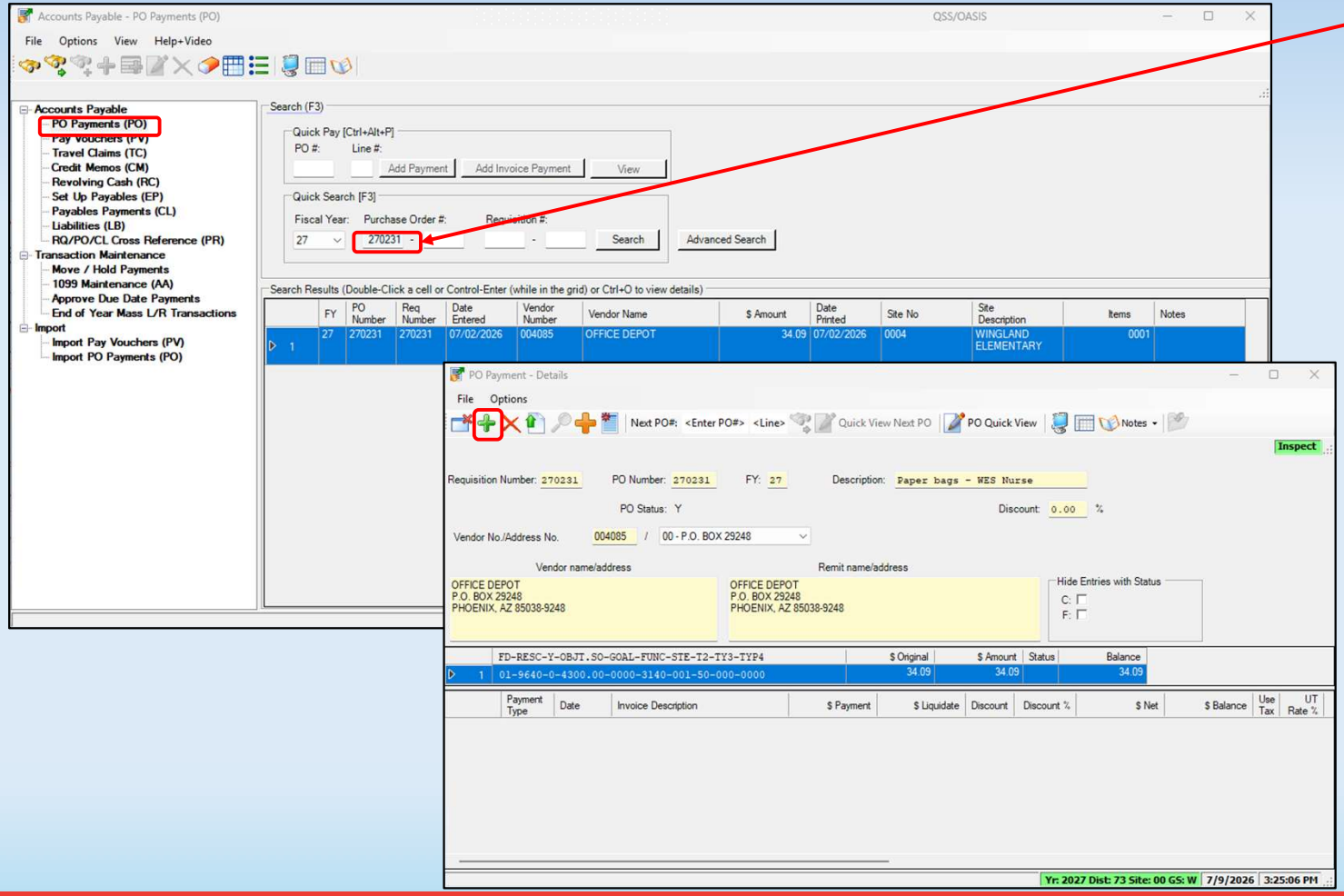


1. **Select PO Payments(PO):**
2. **Quick Search (F3):**

   Fiscal Year: Select the correct Fiscal Year 27

   Purchase Order#: input the PO# ex: 270231

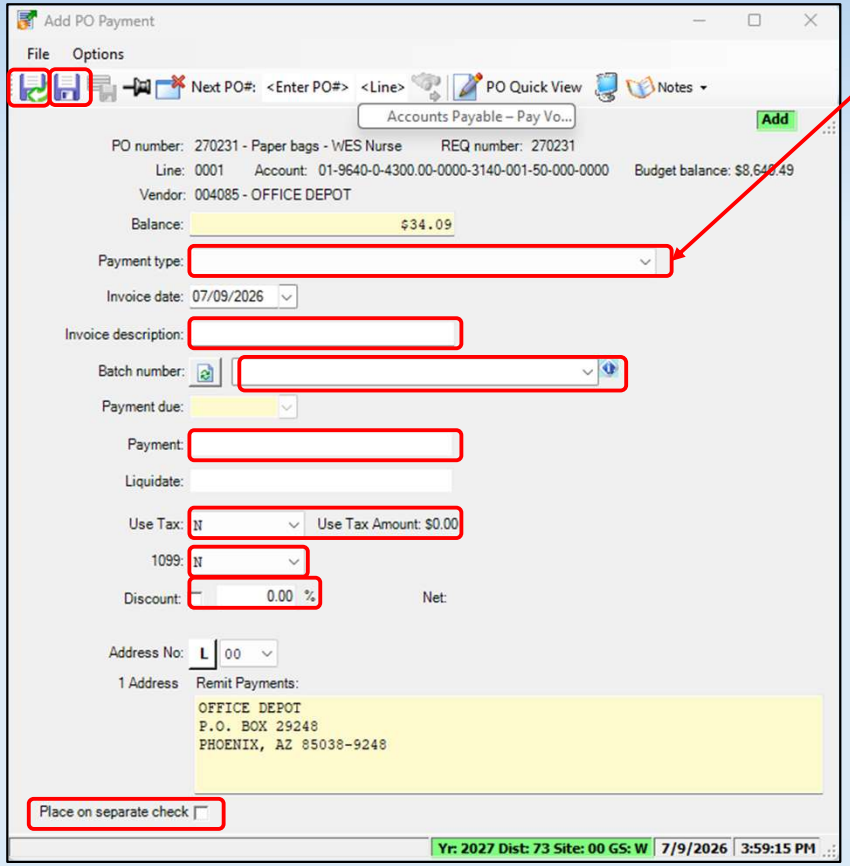
Accounts Payable – PO Payments (PO)



Purchase Order#: input the PO# ex: 270231

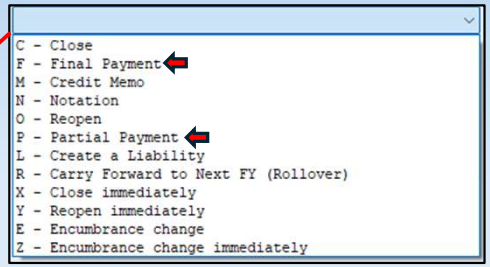
3. **PO Payment - Details**: window will open up
4. **Click on the plus icon :** window will open

Accounts Payable – PO Payments (PO)



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

Payment Type



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

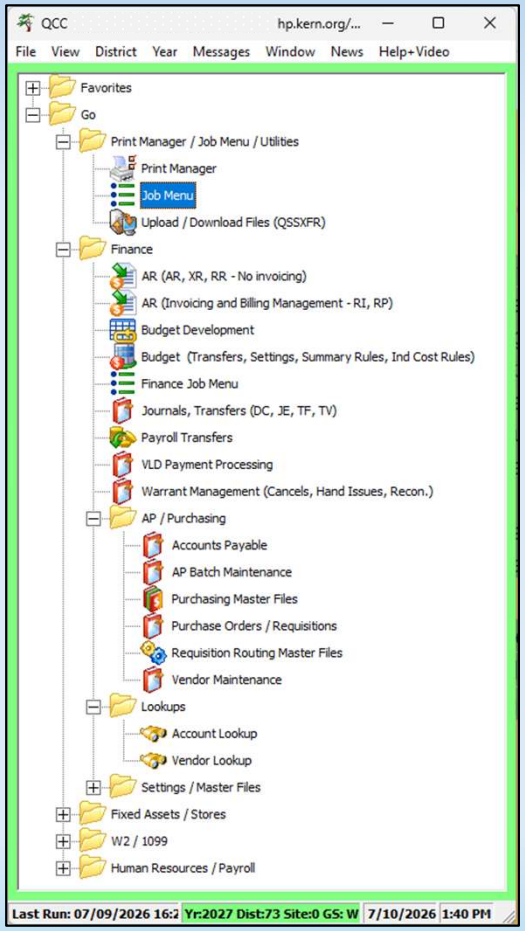
Or you can click on the save and stay (F9) icon

Accounts Payable Prelist

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

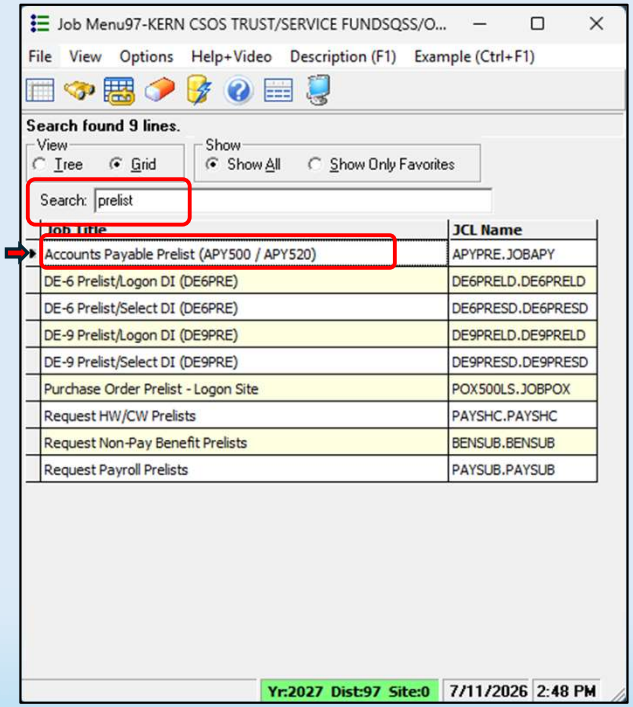
- This report will need to be reviewed to make sure the correct vendors and amounts were input into the account's payable module.
- This will also be the report you will use to organize your record keeping for batches you prepare to be paid and reviewed.
- It is important to make sure you review each 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

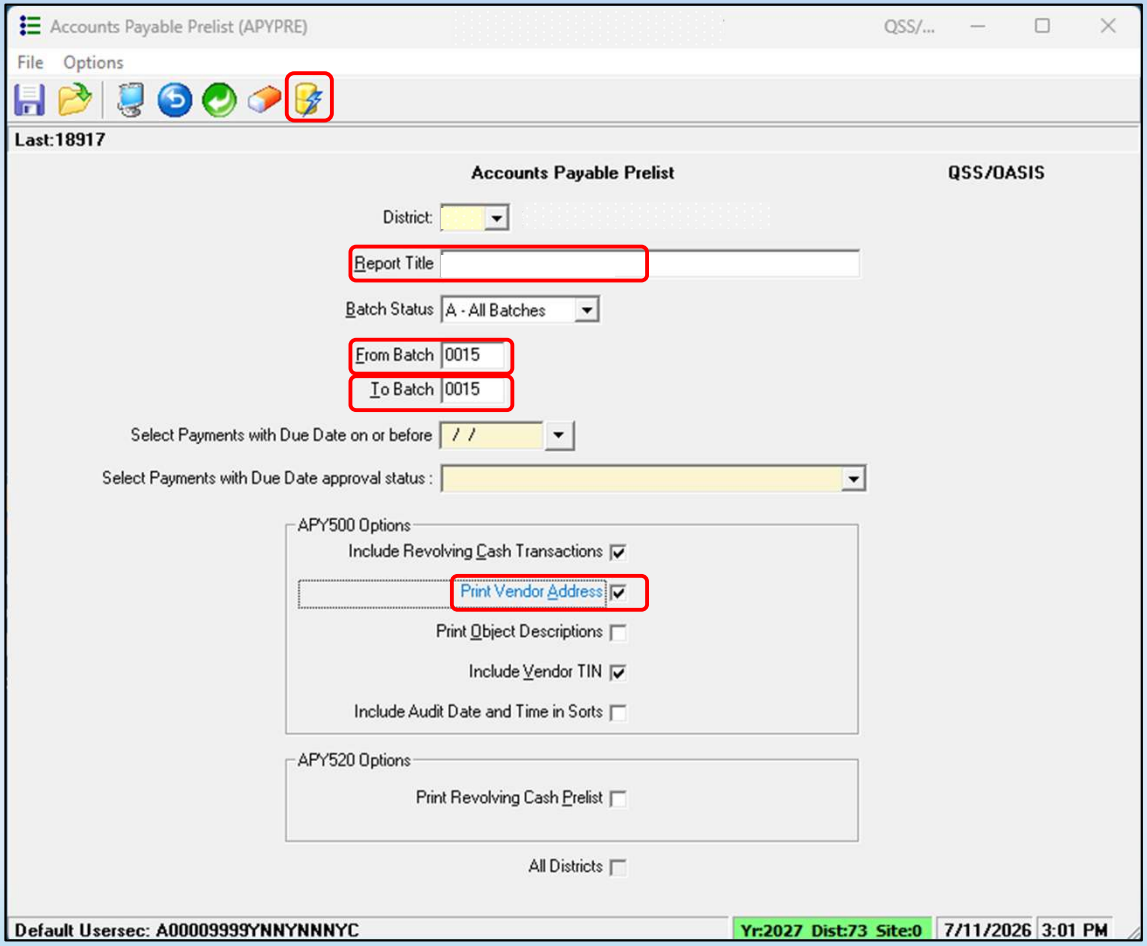


Select a report, click on “Job Menu”

In the search bar type “Prelist”
Double click Accounts Payable Prelist (APY500/APY520)



How to run an Accounts Payable Prelist



Report Title: 01 – batch 015

From Batch: 015

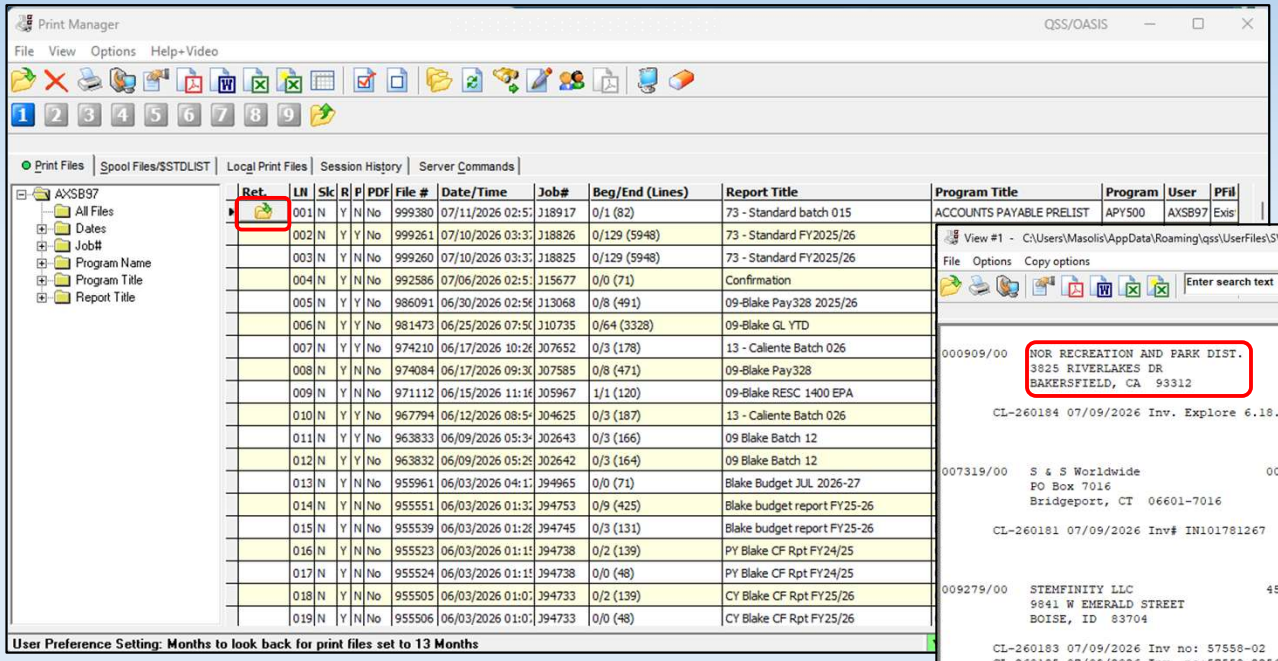
From Batch: 015

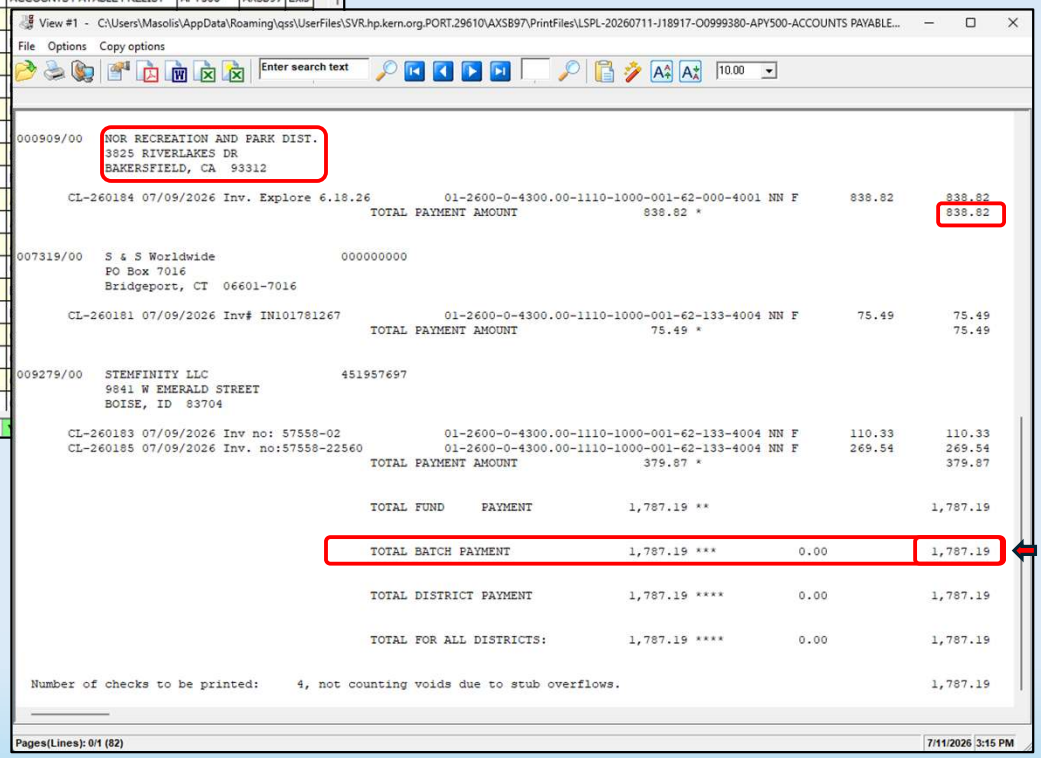
Print Vendor Address: checkmark

> 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





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

KCSOS

Kern County Superintendent of Schools

Office of John G. Mendiburu, Ed.D.— Advocates For Children

“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.

John Doe

Trustee or Authorized Agent

How to submit and AP batch Submission

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)

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 *

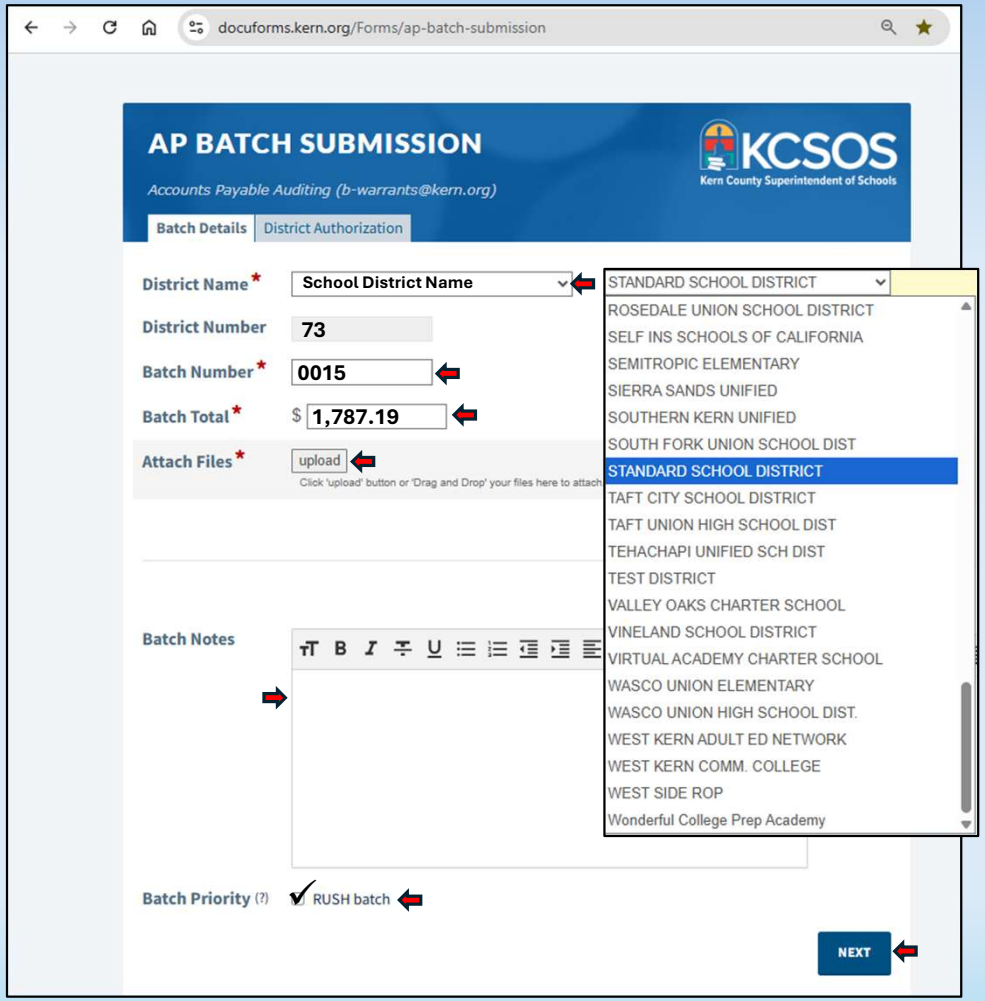
1. District Name: **School District Name**
2. Batch Number: **0015**
3. Batch Total: **$ 1,787.19**
4. Attach File: use upload button or drag and drop to upload the following items
   1. Signed Batch authorization
   2. Batch prelist report
   3. Batch invoice backup required

   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



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: **Jadoe@Kern.org**

District/Board Approver

Full Name: **Jane Doe**

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

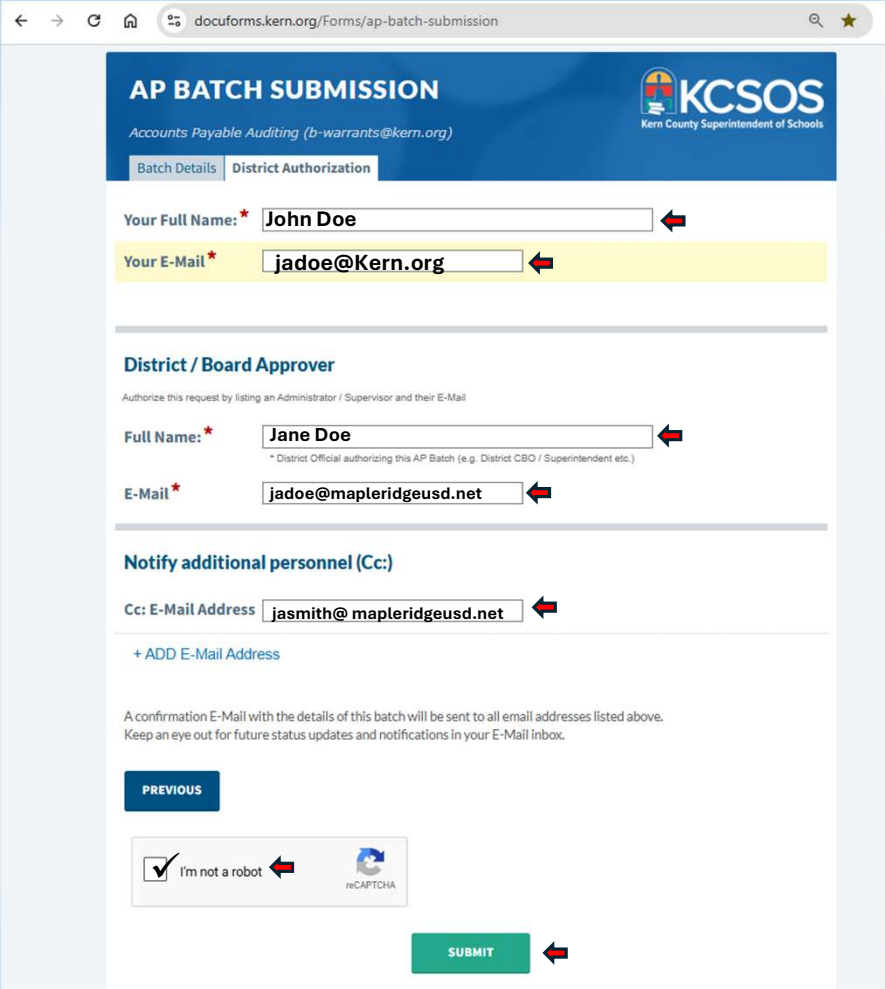
Notify additional personnel (Cc:)

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

Check mark I'm not a robot reCAPTCHA

5. Click SUBMIT button

How to submit and AP batch Submission



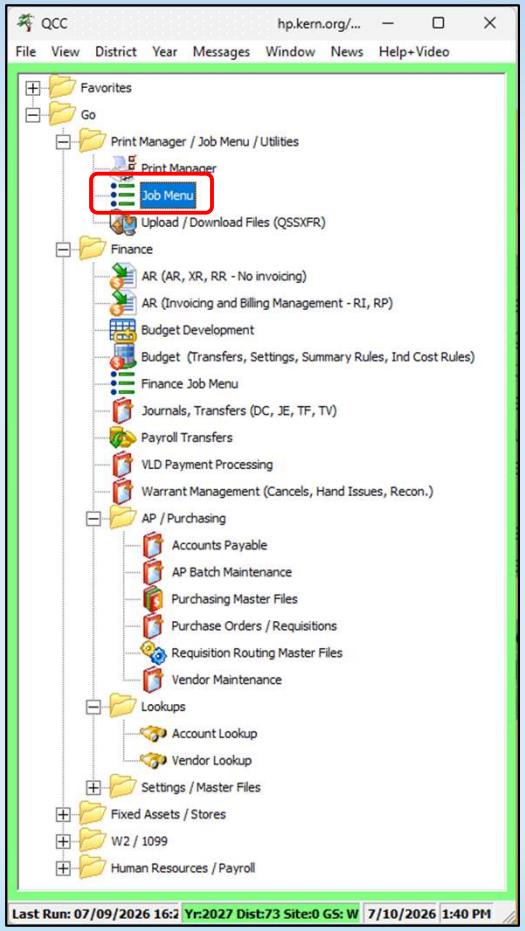
Budget Report

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

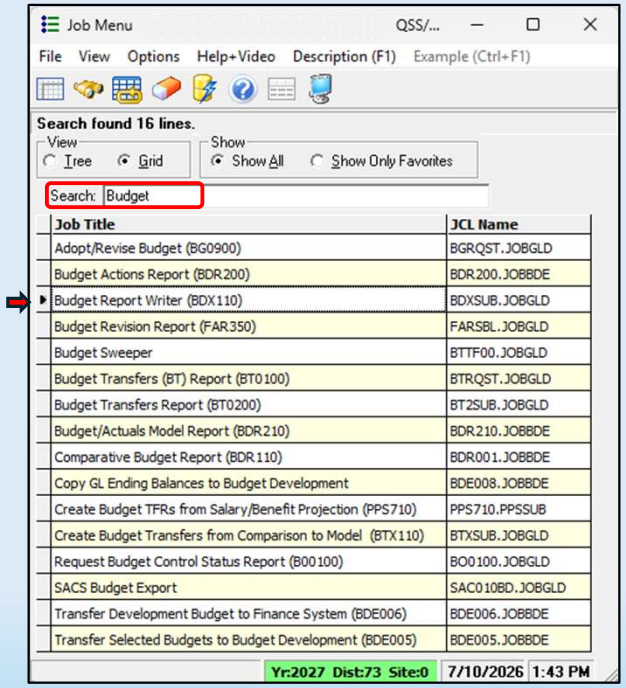
In simple terms, it shows how much was planned, how much has been spent, and how much is left.

How to run a budget report



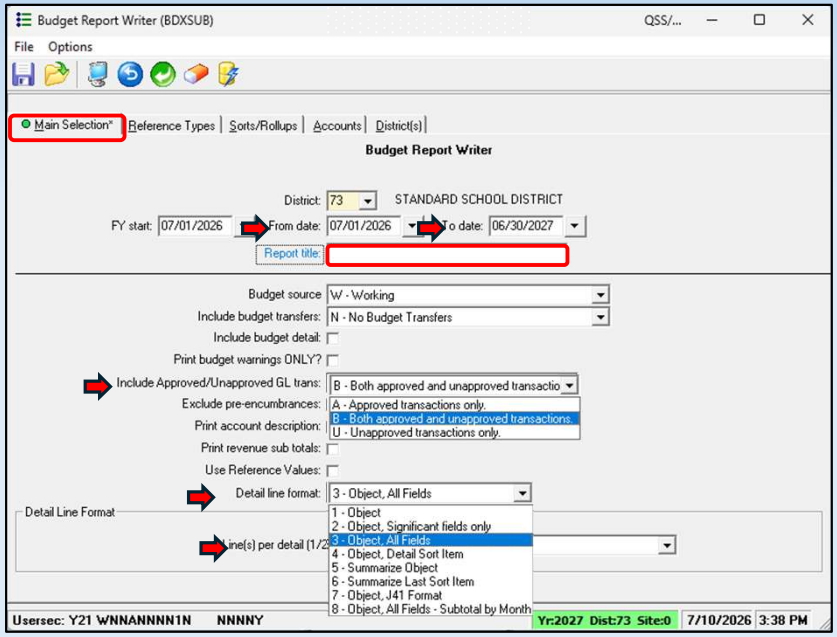
Select a report, click on "Job Menu"

In the search bar type "Budget"
Double click Budget Report Writer (BDX110)



How to run a budget report

Main Selection Tab

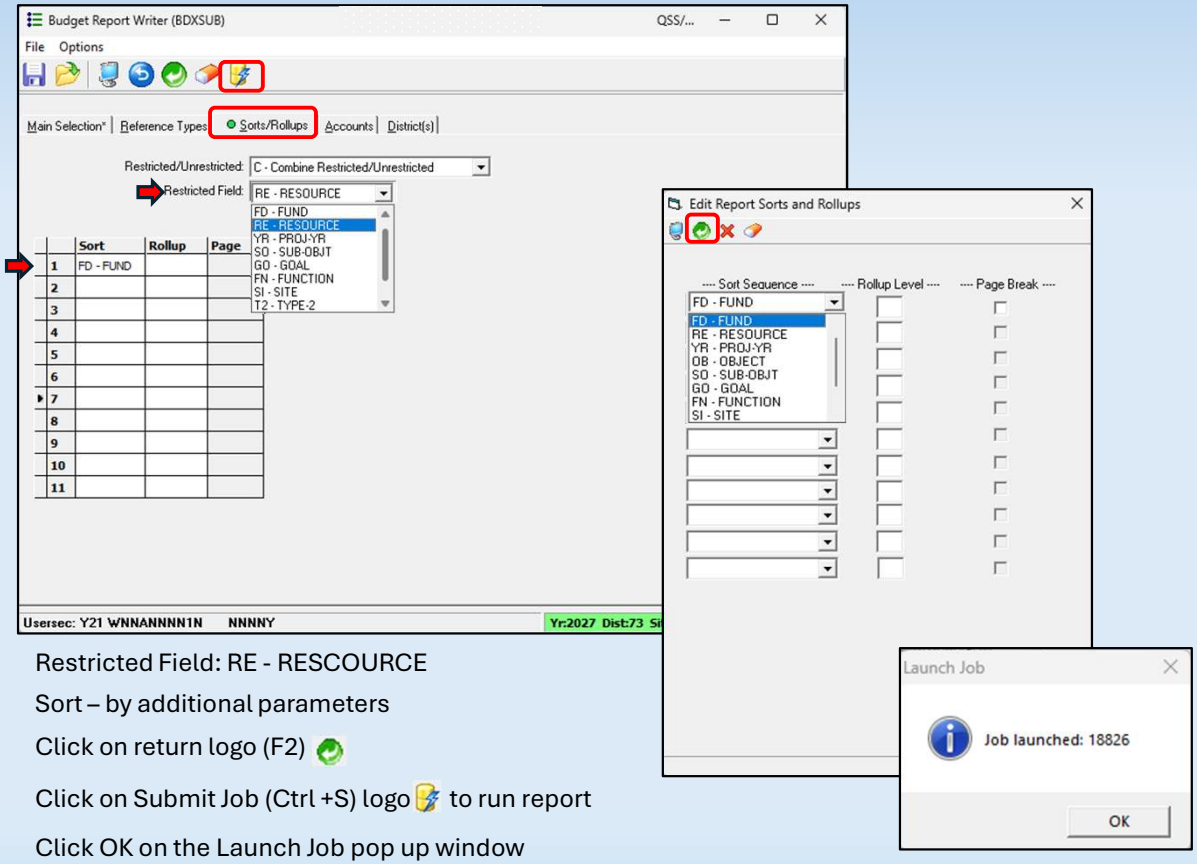


From Date: date in the current fiscal year
To Date: date in the current fiscal year

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



Restricted Field: RE - RESCOURCE

Sort – by additional parameters

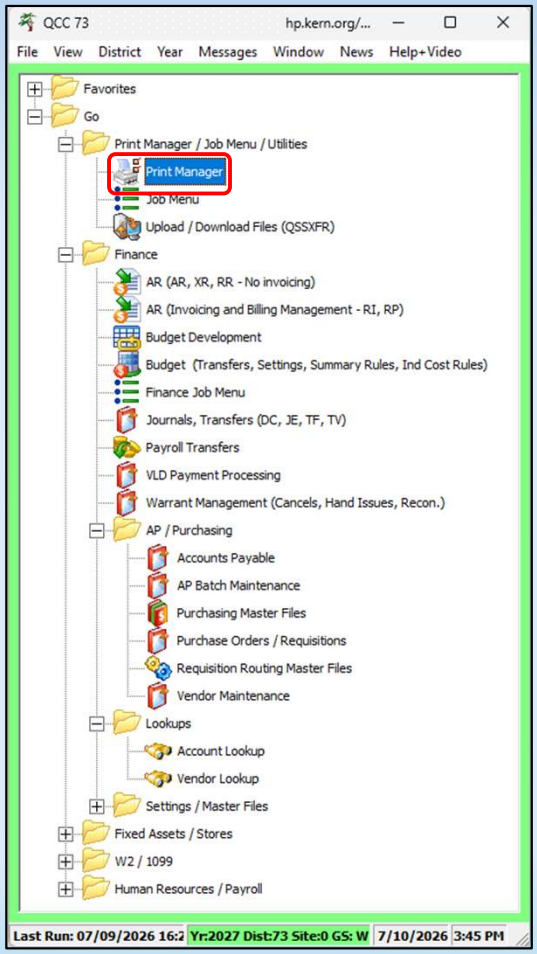
Click on return logo (F2)

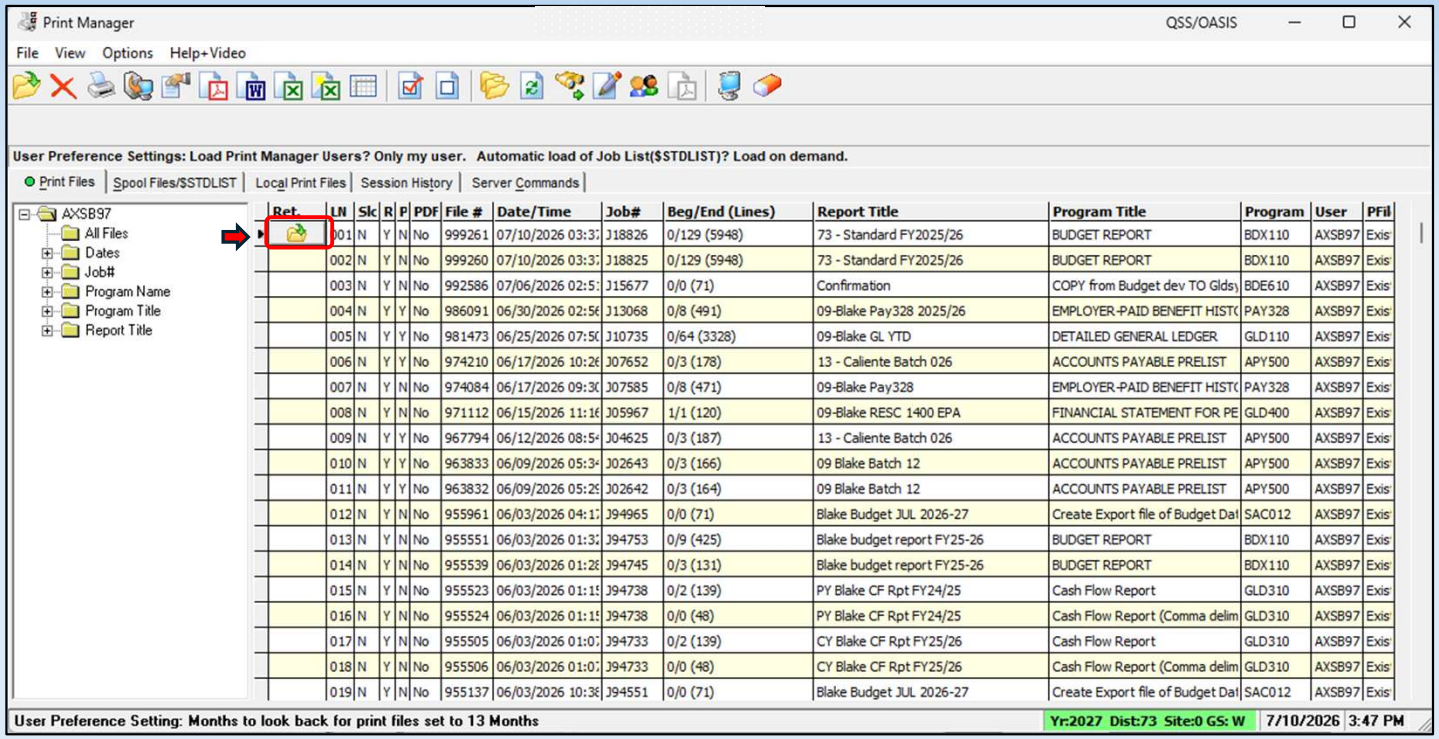
Click on Submit Job (Ctrl +S) logo to run report

Click OK on the Launch Job pop up window

How to run a budget report

Select a report, click on “Print Manager”



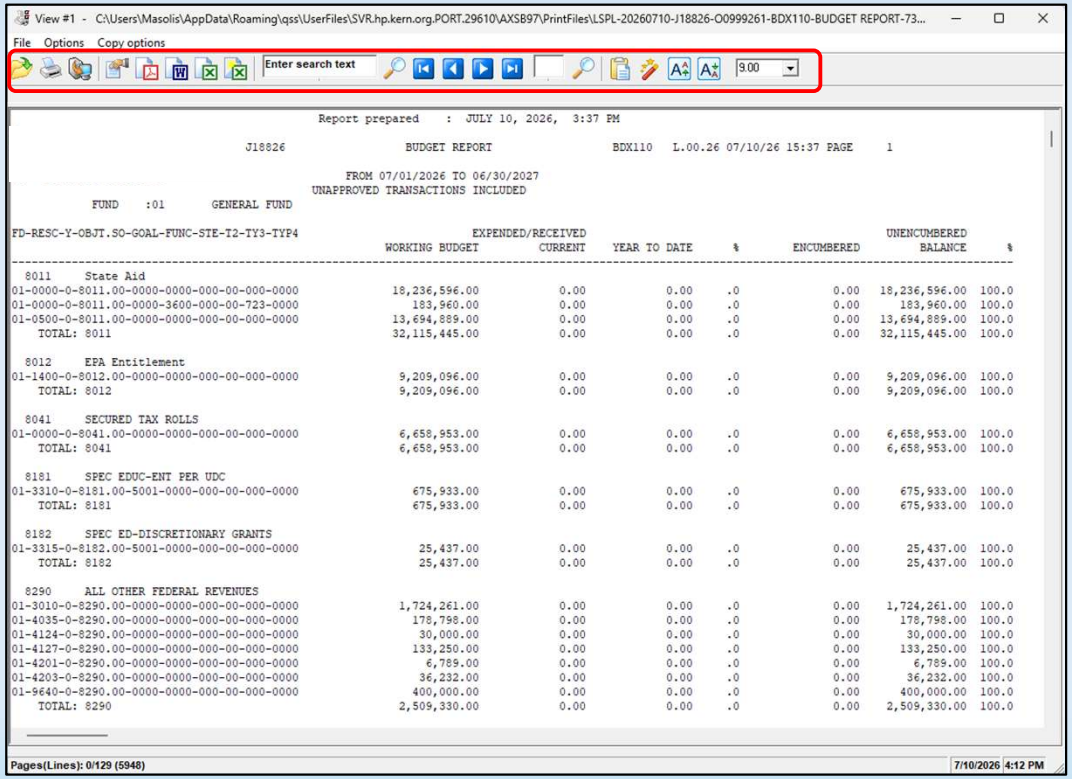


Ret.	LN	Sk	R	P	PDF	File #	Date/Time	Job#	Beg/End (Lines)	Report Title	Program Title	Program	User	PFil
	001	N	Y	N	No	999261	07/10/2026 03:3	J18826	0/129 (5948)	73 - Standard FY2025/26	BUDGET REPORT	BDX110	AXSB97	Exis
	002	N	Y	N	No	999260	07/10/2026 03:3	J18825	0/129 (5948)	73 - Standard FY2025/26	BUDGET REPORT	BDX110	AXSB97	Exis
	003	N	Y	N	No	992586	07/06/2026 02:5	J15677	0/0 (71)	Confirmation	COPY from Budget dev TO Glds	BDE610	AXSB97	Exis
	004	N	Y	Y	No	986091	06/30/2026 02:56	J13068	0/8 (491)	09-Blake Pay328 2025/26	EMPLOYER-PAID BENEFIT HIST	PAY328	AXSB97	Exis
	005	N	Y	Y	No	981473	06/25/2026 07:50	J10735	0/64 (3328)	09-Blake GL YTD	DETAILED GENERAL LEDGER	GLD110	AXSB97	Exis
	006	N	Y	Y	No	974210	06/17/2026 10:26	J07652	0/3 (178)	13 - Caliente Batch 026	ACCOUNTS PAYABLE PRELIST	APY500	AXSB97	Exis
	007	N	Y	N	No	974084	06/17/2026 09:30	J07585	0/8 (471)	09-Blake Pay328	EMPLOYER-PAID BENEFIT HIST	PAY328	AXSB97	Exis
	008	N	Y	N	No	971112	06/15/2026 11:16	J05967	1/1 (120)	09-Blake RESC 1400 EPA	FINANCIAL STATEMENT FOR PE	GLD400	AXSB97	Exis
	009	N	Y	Y	No	967794	06/12/2026 08:54	J04625	0/3 (187)	13 - Caliente Batch 026	ACCOUNTS PAYABLE PRELIST	APY500	AXSB97	Exis
	010	N	Y	Y	No	963833	06/09/2026 05:34	J02643	0/3 (166)	09 Blake Batch 12	ACCOUNTS PAYABLE PRELIST	APY500	AXSB97	Exis
	011	N	Y	Y	No	963832	06/09/2026 05:25	J02642	0/3 (164)	09 Blake Batch 12	ACCOUNTS PAYABLE PRELIST	APY500	AXSB97	Exis
	012	N	Y	N	No	955961	06/03/2026 04:17	J94965	0/0 (71)	Blake Budget JUL 2026-27	Create Export file of Budget Dat	SAC012	AXSB97	Exis
	013	N	Y	N	No	955551	06/03/2026 01:32	J94753	0/9 (425)	Blake budget report FY25-26	BUDGET REPORT	BDX110	AXSB97	Exis
	014	N	Y	N	No	955539	06/03/2026 01:28	J94745	0/3 (131)	Blake budget report FY25-26	BUDGET REPORT	BDX110	AXSB97	Exis
	015	N	Y	N	No	955523	06/03/2026 01:15	J94738	0/2 (139)	PY Blake CF Rpt FY24/25	Cash Flow Report	GLD310	AXSB97	Exis
	016	N	Y	N	No	955524	06/03/2026 01:15	J94738	0/0 (48)	PY Blake CF Rpt FY24/25	Cash Flow Report (Comma delim	GLD310	AXSB97	Exis
	017	N	Y	N	No	955505	06/03/2026 01:07	J94733	0/2 (139)	CY Blake CF Rpt FY25/26	Cash Flow Report	GLD310	AXSB97	Exis
	018	N	Y	N	No	955506	06/03/2026 01:07	J94733	0/0 (48)	CY Blake CF Rpt FY25/26	Cash Flow Report (Comma delim	GLD310	AXSB97	Exis
	019	N	Y	N	No	955137	06/03/2026 10:38	J94551	0/0 (71)	Blake Budget JUL 2026-27	Create Export file of Budget Dat	SAC012	AXSB97	Exis

Click on the folder icon to open the report

How to run a budget report

Report Example:



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

FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	ENCUMBERED	UNENCUMBERED BALANCE	%
8011 State Aid							
01-0000-0-8011.00-0000-0000-000-00-000-0000	18,236,596.00	0.00	0.00	.0	0.00	18,236,596.00	100.0
01-0000-0-8011.00-0000-3600-000-00-723-0000	183,960.00	0.00	0.00	.0	0.00	183,960.00	100.0
01-0500-0-8011.00-0000-0000-000-00-000-0000	13,694,889.00	0.00	0.00	.0	0.00	13,694,889.00	100.0
TOTAL: 8011	32,115,445.00	0.00	0.00	.0	0.00	32,115,445.00	100.0
8012 EPA Entitlement							
01-1400-0-8012.00-0000-0000-000-00-000-0000	9,209,096.00	0.00	0.00	.0	0.00	9,209,096.00	100.0
TOTAL: 8012	9,209,096.00	0.00	0.00	.0	0.00	9,209,096.00	100.0
8041 SECURED TAX ROLLS							
01-0000-0-8041.00-0000-0000-000-00-000-0000	6,658,953.00	0.00	0.00	.0	0.00	6,658,953.00	100.0
TOTAL: 8041	6,658,953.00	0.00	0.00	.0	0.00	6,658,953.00	100.0
8181 SPEC EDUC-ENT PER UDC							
01-3310-0-8181.00-5001-0000-000-00-000-0000	675,933.00	0.00	0.00	.0	0.00	675,933.00	100.0
TOTAL: 8181	675,933.00	0.00	0.00	.0	0.00	675,933.00	100.0
8182 SPEC ED-DISCRETIONARY GRANTS							
01-3315-0-8182.00-5001-0000-000-00-000-0000	25,437.00	0.00	0.00	.0	0.00	25,437.00	100.0
TOTAL: 8182	25,437.00	0.00	0.00	.0	0.00	25,437.00	100.0
8290 ALL OTHER FEDERAL REVENUES							
01-3010-0-8290.00-0000-0000-000-00-000-0000	1,724,261.00	0.00	0.00	.0	0.00	1,724,261.00	100.0
01-4035-0-8290.00-0000-0000-000-00-000-0000	178,798.00	0.00	0.00	.0	0.00	178,798.00	100.0
01-4124-0-8290.00-0000-0000-000-00-000-0000	30,000.00	0.00	0.00	.0	0.00	30,000.00	100.0
01-4127-0-8290.00-0000-0000-000-00-000-0000	133,250.00	0.00	0.00	.0	0.00	133,250.00	100.0
01-4201-0-8290.00-0000-0000-000-00-000-0000	6,789.00	0.00	0.00	.0	0.00	6,789.00	100.0
01-4203-0-8290.00-0000-0000-000-00-000-0000	36,232.00	0.00	0.00	.0	0.00	36,232.00	100.0
01-9640-0-8290.00-0000-0000-000-00-000-0000	400,000.00	0.00	0.00	.0	0.00	400,000.00	100.0
TOTAL: 8290	2,509,330.00	0.00	0.00	.0	0.00	2,509,330.00	100.0

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:

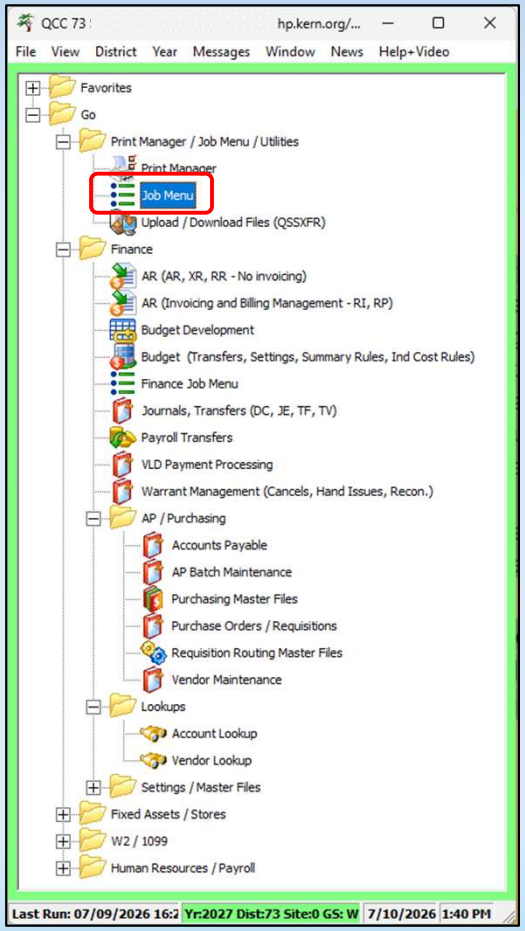
Breakdown of Components of General Ledger

- **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.

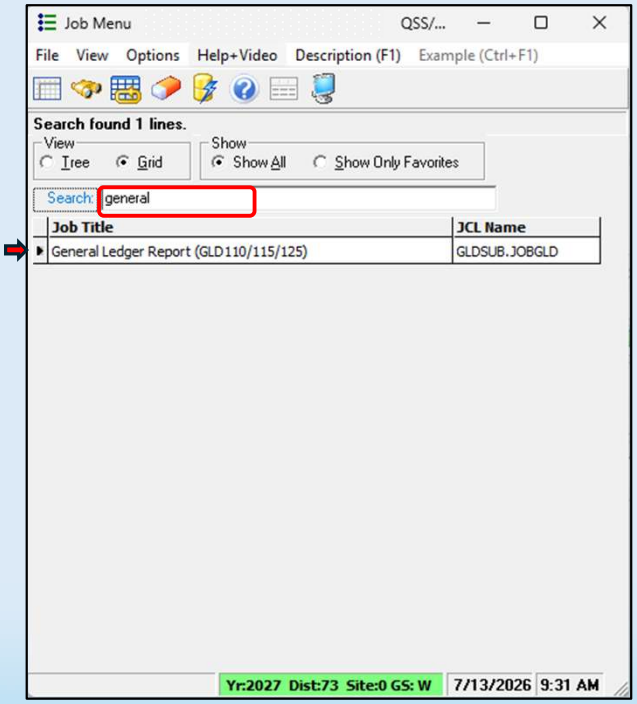
In simple terms, it shows a running total of expenses that have been incurred during the current fiscal year or calendar year.

How to run a General Ledger report



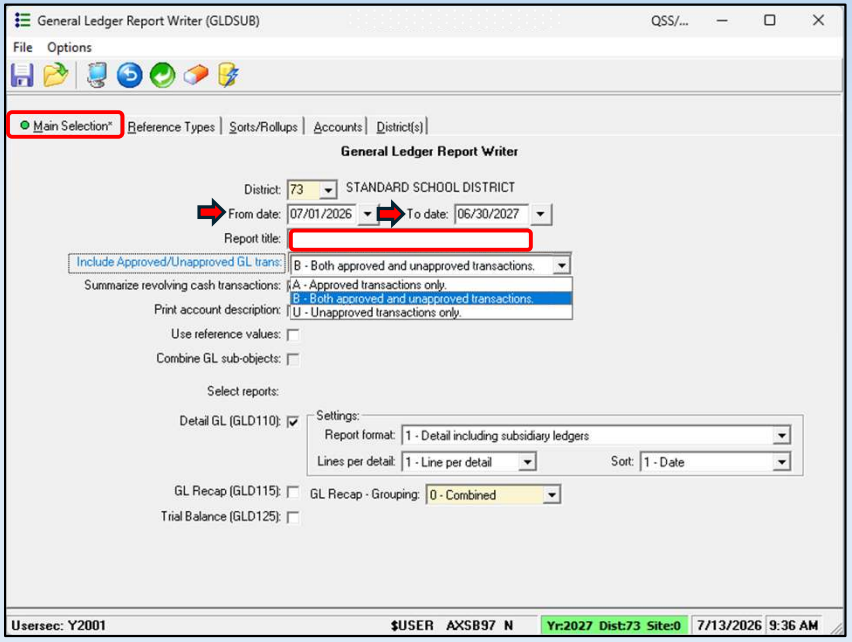
Select a report, click on "Job Menu"

In the search bar type "General"
Double click General Ledger Report (GLD110/115/125)



How to run a General Ledger report

Main Selection Tab

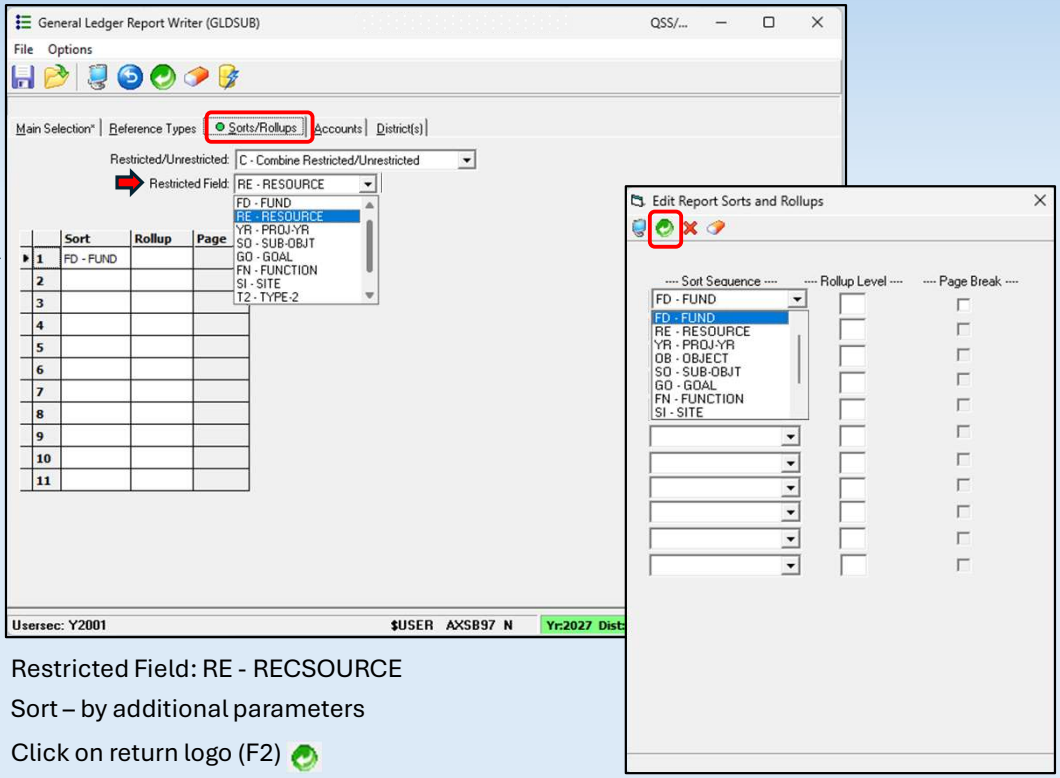


From Date: date in the current fiscal year
To Date: date in the current fiscal year

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

Include Approved/Unapproved GL Trans:
B – Both approved and unapproved transactions

Sorts/Rollups Tab

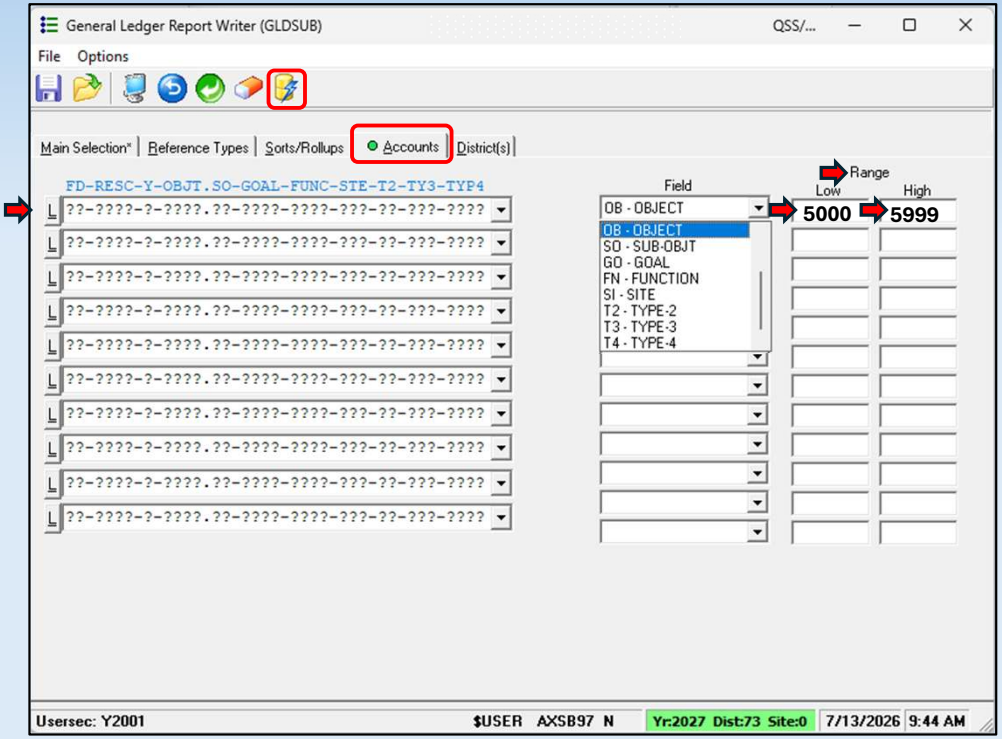


Restricted Field: RE - RECSOURCE

Sort – by additional parameters

Click on return logo (F2)

Accounts Tab



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

FD – Fund, RESC – Resource, OBTJT.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

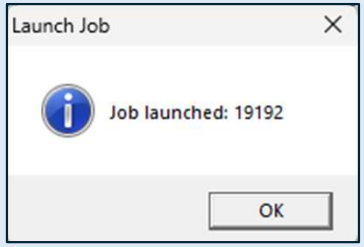
In the Field drop down you can select the field you would like to sort by

In the Range Section you can specify your sort range

Ex: Object 5000-5999 ➡ Low 5000 High 5999

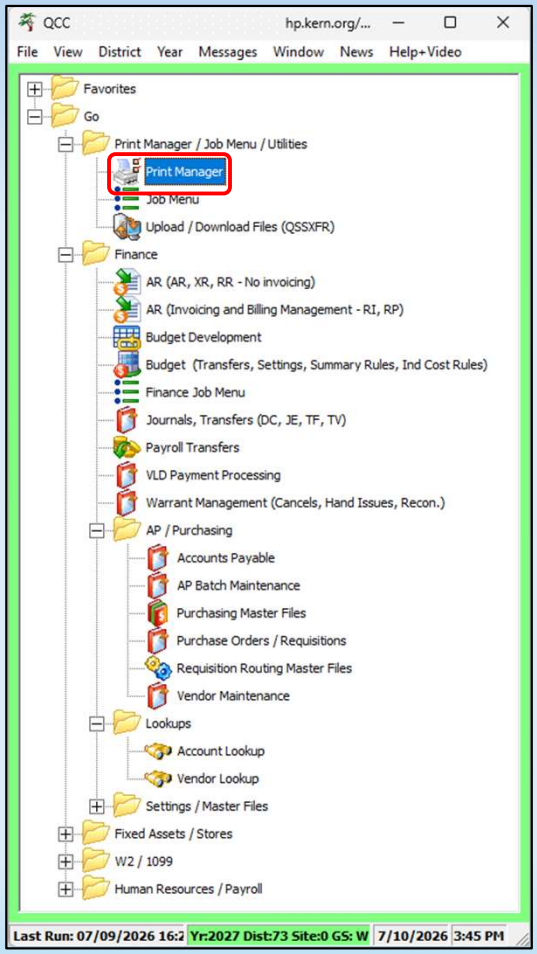
Click on Submit Job (Ctrl +S) logo to run report

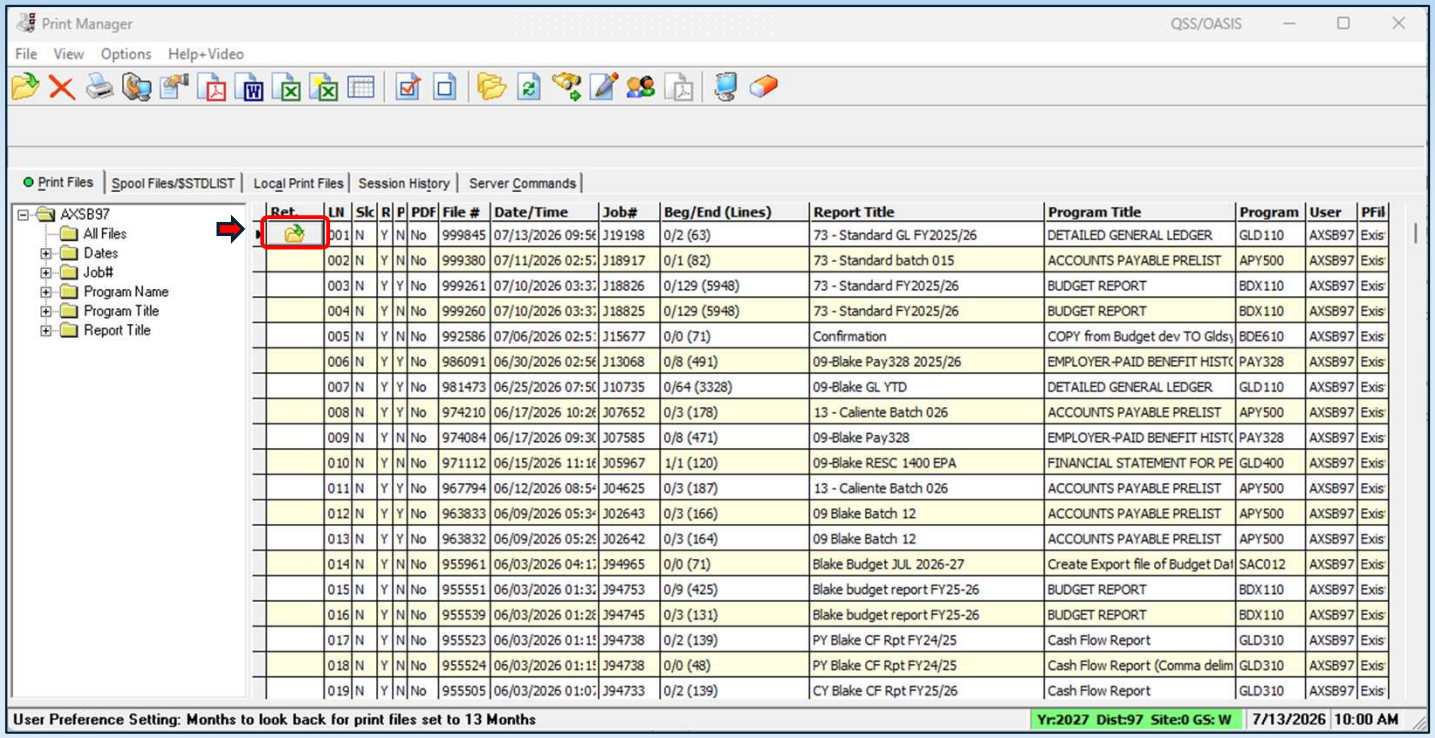
Click OK on the Launch Job pop up window



How to run a General Ledger report

Select a report, click on “Print Manager”

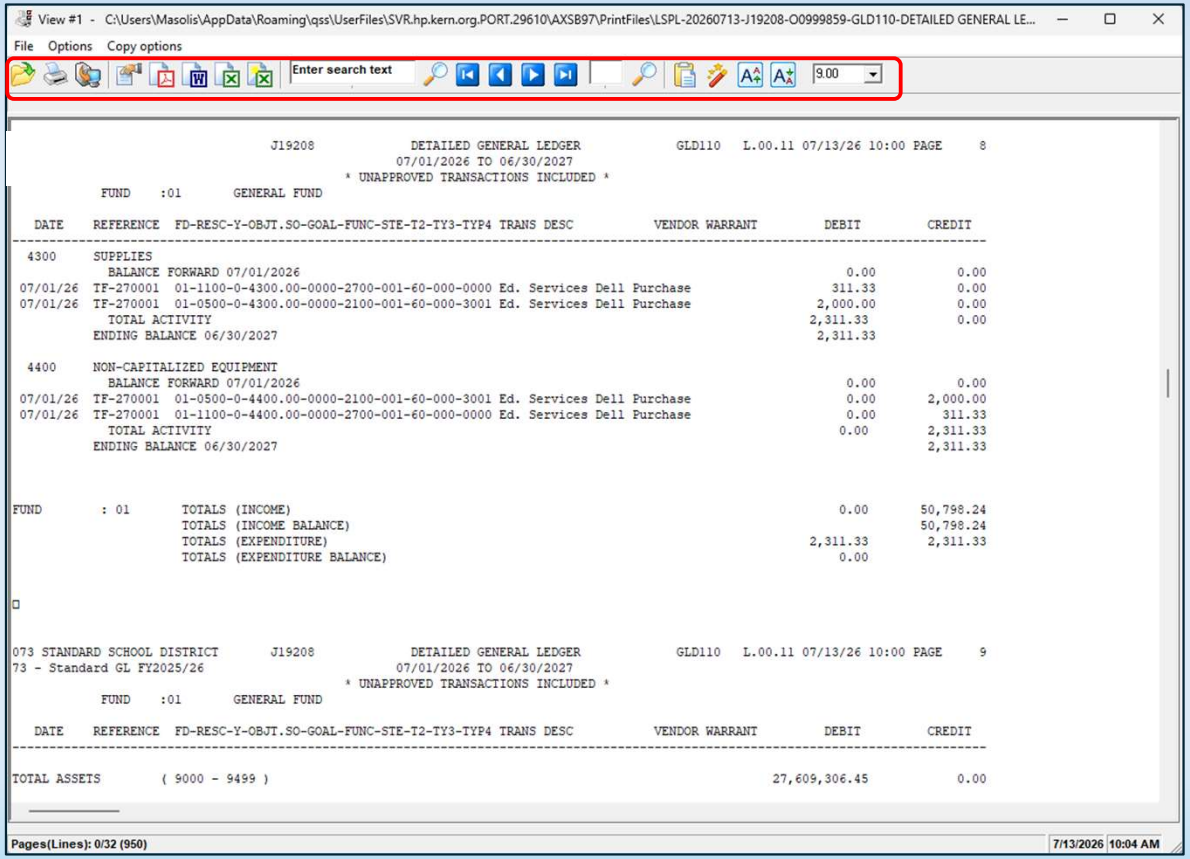




Click on the folder icon to open the report

How to run a General Ledger report

Report Example:




```
                                J19208            DETAILED GENERAL LEDGER            GLD110   L.00.11 07/13/26 10:00 PAGE     8
                                                 07/01/2026 TO 06/30/2027
                                            * UNAPPROVED TRANSACTIONS INCLUDED *
            FUND    :01       GENERAL FUND

   DATE    REFERENCE  FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4 TRANS DESC          VENDOR WARRANT         DEBIT         CREDIT
-------------------------------------------------------------------------------------------------------------------------------------
  4300     SUPPLIES
             BALANCE FORWARD 07/01/2026                                                                        0.00           0.00
 07/01/26  TF-270001  01-1100-0-4300.00-0000-2700-001-60-000-0000 Ed. Services Dell Purchase                 311.33           0.00
 07/01/26  TF-270001  01-0500-0-4300.00-0000-2100-001-60-000-3001 Ed. Services Dell Purchase               2,000.00           0.00
             TOTAL ACTIVITY                                                                               2,311.33           0.00
           ENDING BALANCE 06/30/2027                                                                      2,311.33

  4400     NON-CAPITALIZED EQUIPMENT
             BALANCE FORWARD 07/01/2026                                                                        0.00           0.00
 07/01/26  TF-270001  01-0500-0-4400.00-0000-2100-001-60-000-3001 Ed. Services Dell Purchase                   0.00       2,000.00
 07/01/26  TF-270001  01-1100-0-4400.00-0000-2700-001-60-000-0000 Ed. Services Dell Purchase                   0.00         311.33
             TOTAL ACTIVITY                                                                                   0.00       2,311.33
           ENDING BALANCE 06/30/2027                                                                                    2,311.33


FUND        : 01       TOTALS (INCOME)                                                                        0.00      50,798.24
                       TOTALS (INCOME BALANCE)                                                                          50,798.24
                       TOTALS (EXPENDITURE)                                                               2,311.33       2,311.33
                       TOTALS (EXPENDITURE BALANCE)                                                           0.00


073 STANDARD SCHOOL DISTRICT       J19208            DETAILED GENERAL LEDGER            GLD110   L.00.11 07/13/26 10:00 PAGE     9
73 - Standard GL FY2025/26                       07/01/2026 TO 06/30/2027
                                            * UNAPPROVED TRANSACTIONS INCLUDED *
            FUND    :01       GENERAL FUND

   DATE    REFERENCE  FD-RESC-Y-OBJT.SO-GOAL-FUNC-STE-T2-TY3-TYP4 TRANS DESC          VENDOR WARRANT         DEBIT         CREDIT
-------------------------------------------------------------------------------------------------------------------------------------

TOTAL ASSETS        ( 9000 - 9499 )                                                                     27,609,306.45           0.00
```

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

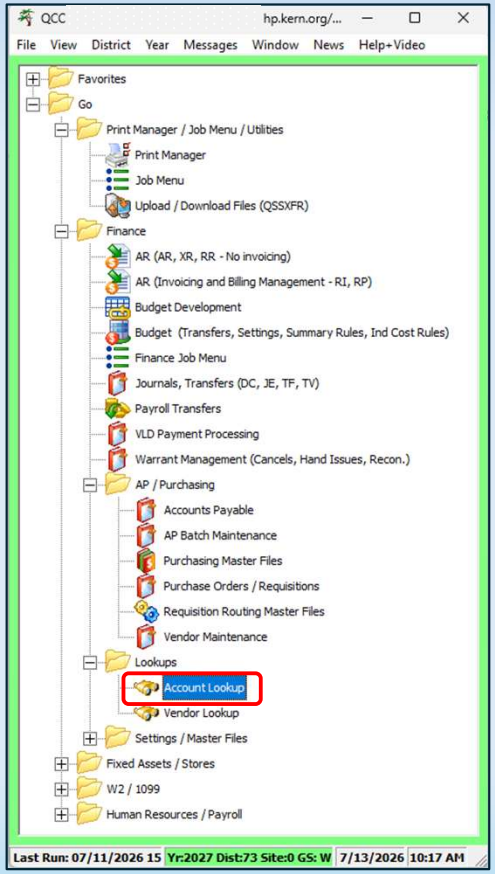
The General Ledger Report will show expenses that have been paid for each account line during the specified time you run your report for.

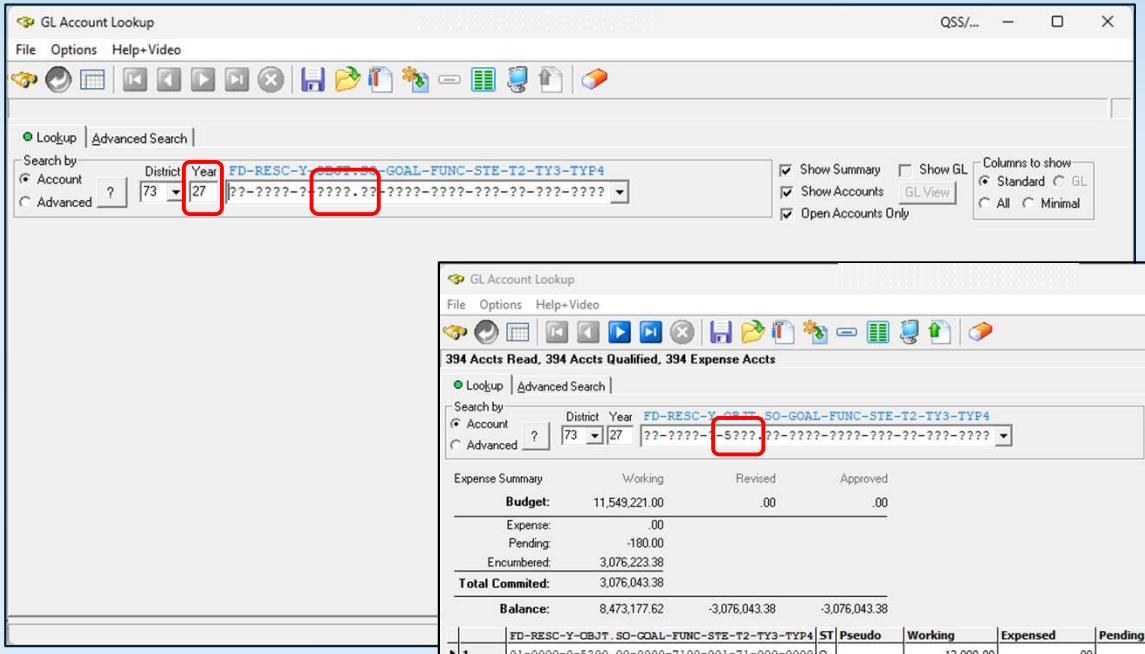
The reasons you would want to run this report is to review expenses that have been paid by your organization at any given time.

Account Lookup

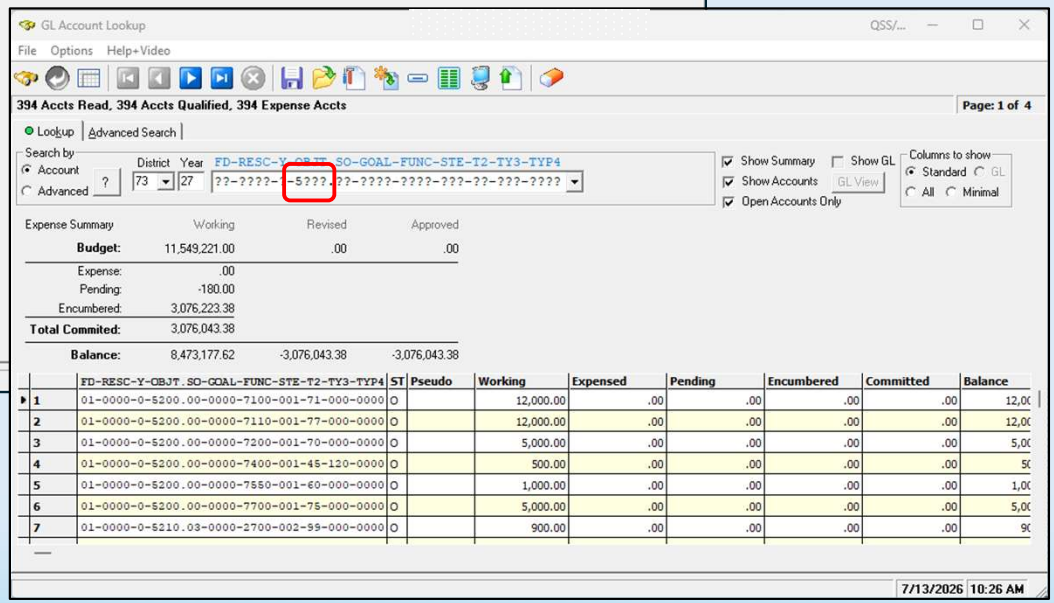
Account lookup allows you to search General Ledger account details by specific account codes:

Using Account Lookup in QSS





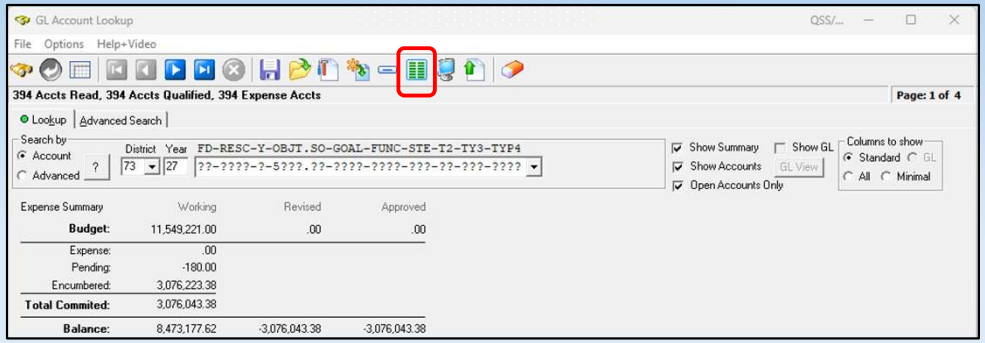
OBJT: ex 5???



Year : ex 27

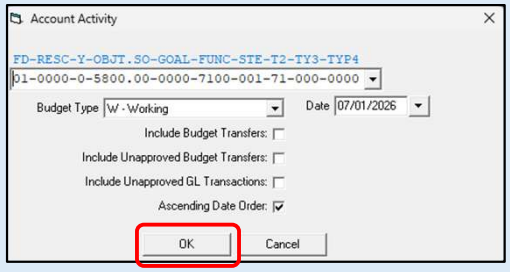
Account code : you can type in any parameter, and it will show you account details.

Using Account Lookup in QSS



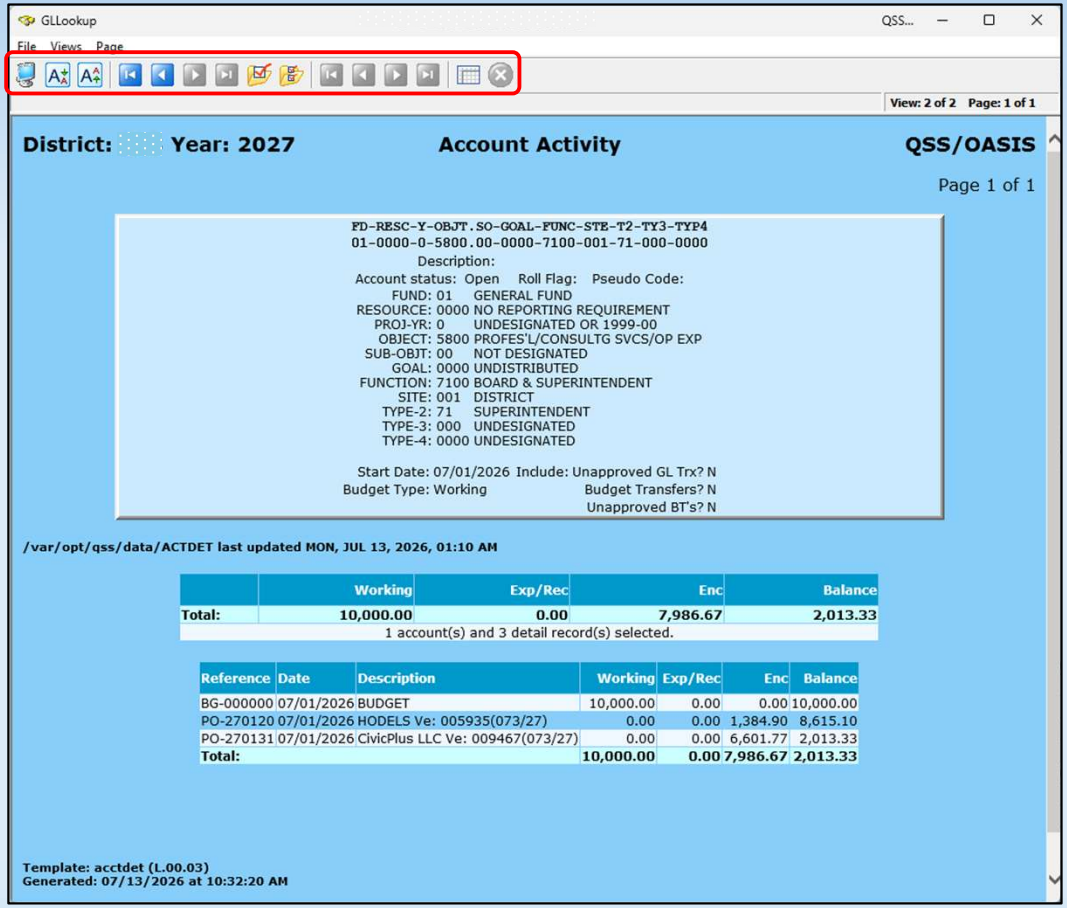
Display Account Activity (Ctrl + D)

Click OK

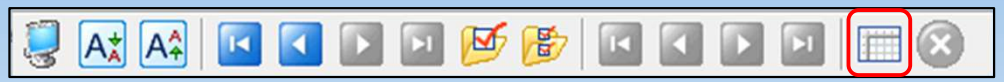


Print Screen (F11)

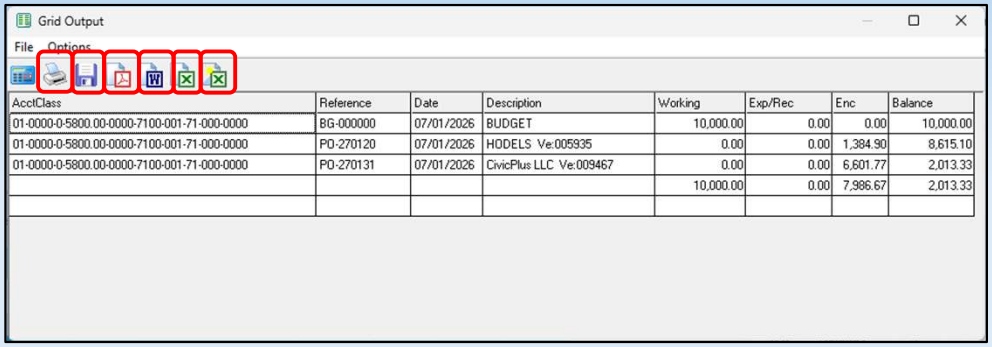
Grid Output (Shift + F11)



Using Account Lookup in QSS



Grid Output (Shift + F11)



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)

Create File (Ctrl + F4)

Create PDF (Ctrl + F)

Open in Word (Ctrl + W)

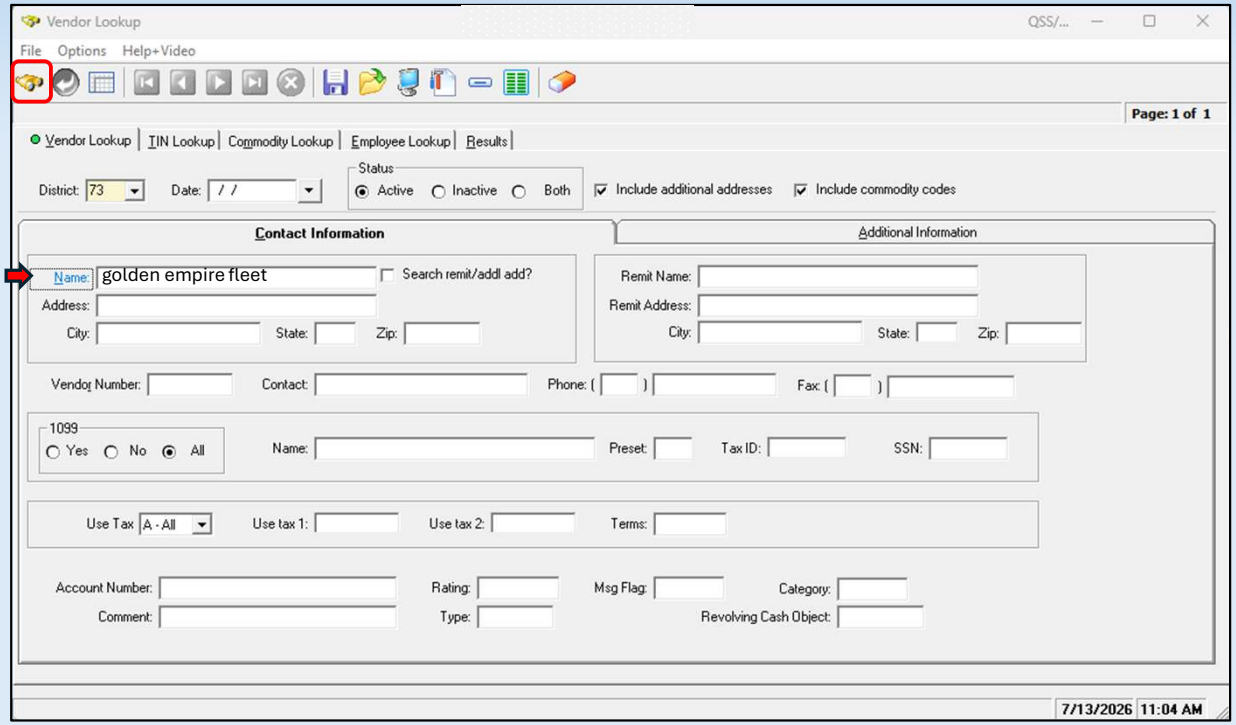
Open in Excel (Ctrl + X)

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

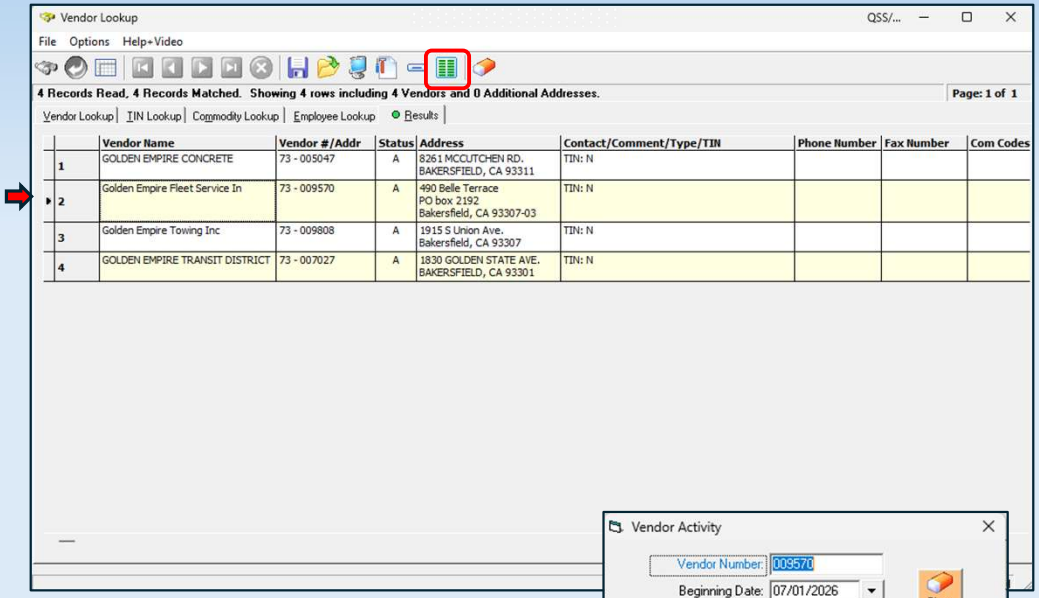


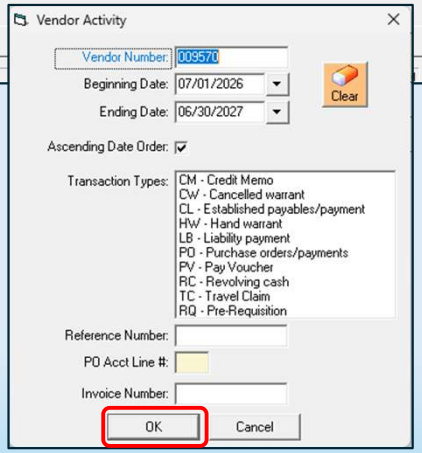
Name: type in the name of the vendor ex: **golden empire fleet**

Click on the search icon hit enter to search for vendor

Using Vendor Lookup in QSS

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

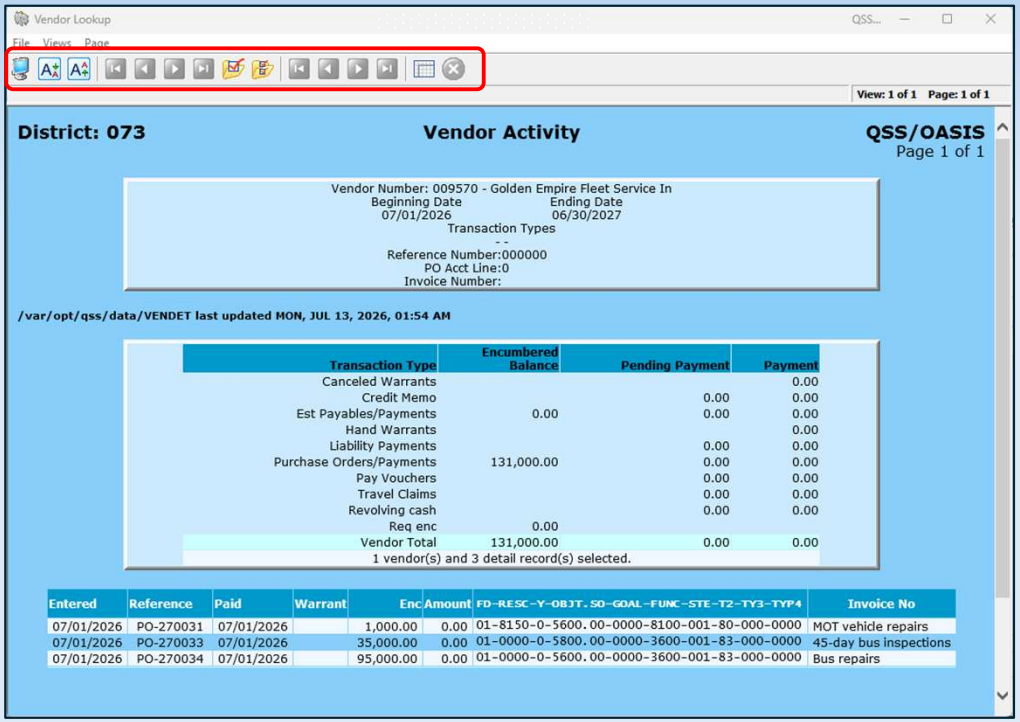


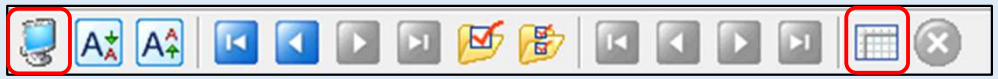


Click on the row of the vendor you were searching for

Click on the vendor activity icon

Click on OK button



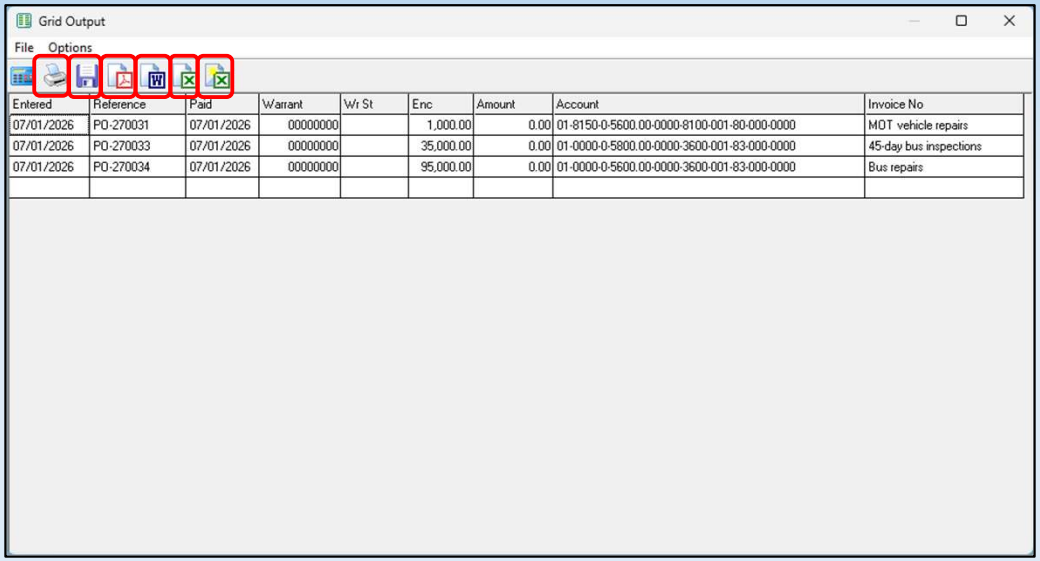


Print Screen (F11)

Grid Output (Shift + F11)

Using Vendor Lookup in QSS

Grid Output (Shift + F11)



Entered	Reference	Paid	Warrant	Wr 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)

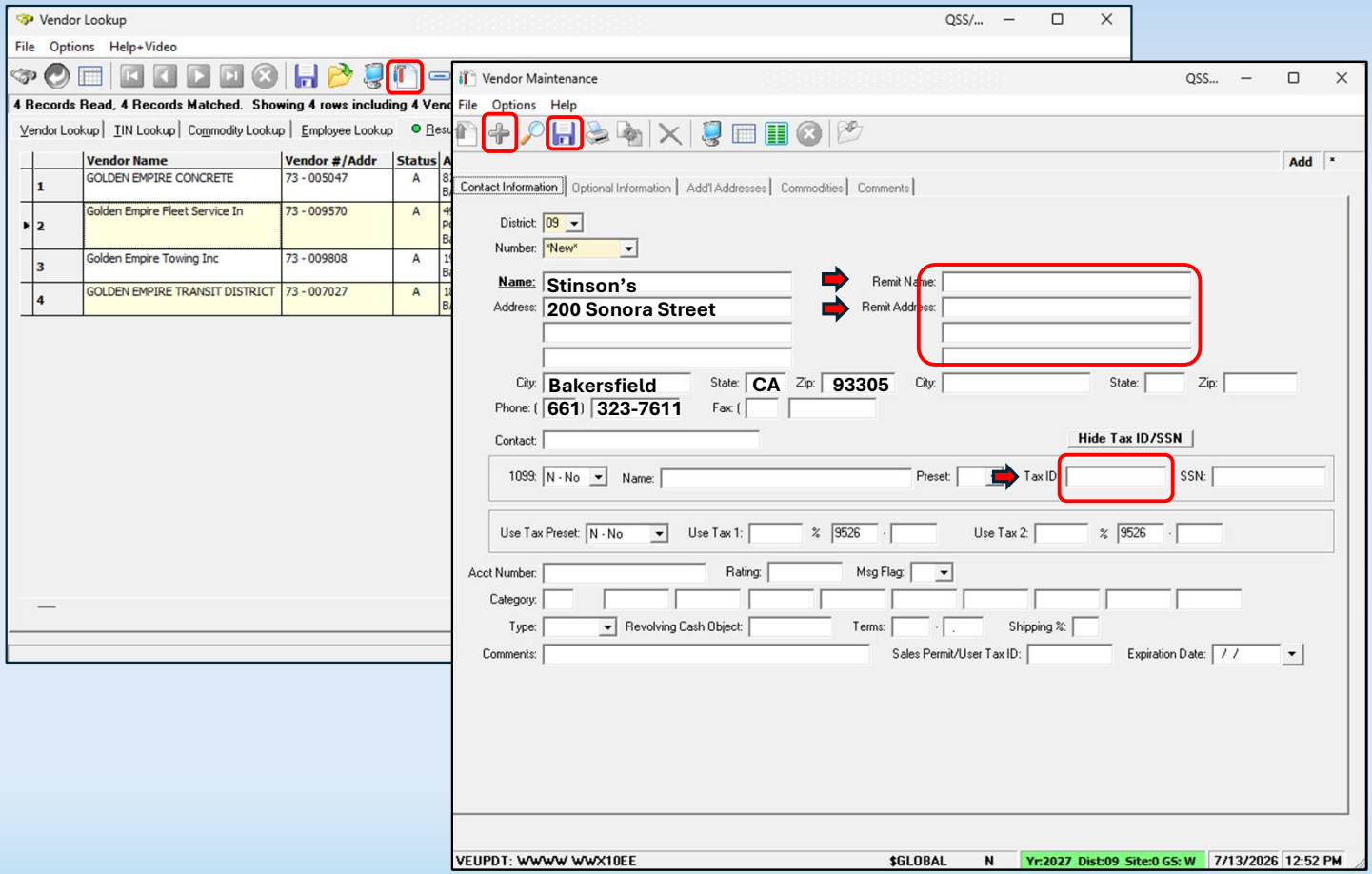
Open in Excel (Ctrl + X)

Open With Excel Wizard (Ctrl + Z)

Using Vendor Lookup in QSS

How to add a new Vendor:

Click on the Vendor Maintenance (F7) Icon



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
Name: Marco Solis
District Fiscal Services Assistant
E-mail: Masolis@kern.org
Phone number: 661-636-4112

Matthew Hughes
E-mail: mahughes@kern.org
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