

# **ODE EMIS MANUAL**

## **Section 6.4: Receipt (QC) Record**



**Version 4.6**  
December 6, 2021

## REVISION HISTORY

The revision history sections of the EMIS Manual provide a means for readers to easily navigate to the places where updates have occurred. Significant changes and updates are indicated through blue text for additions and red text with strikethroughs for deletions. Minor changes—such as typos, formatting, and grammar corrections or updates—are not marked.

Version	Date	Effective	Change #	Description
<a href="#">4.6</a>	<a href="#">12/6/21</a>	<a href="#">FY22</a>	<a href="#">22-78</a>	<a href="#">Updated Receipts from State Sources. (See change 22-78.)</a>
<a href="#">4.5</a>	<a href="#">7/1/21</a>	<a href="#">FY22</a>	<a href="#">NA</a>	<a href="#">Posted for FY22.</a>
4.4	7/1/20	FY21	NA	Posted for FY21.
4.3	6/29/20	FY20	NA	Posted for FY20.
4.2	7/2/18	FY19	NA	Posted for FY19.
4.1	6/14/18	FY18	NA	No FY18 changes.
4.0	9/13/17	FY17	NA	No FY17 changes.
3.1	4/4/16	FY16		Added Coming Changes section.
3.0	12/13/15	FY15H		Updated language to reflect shift from reporting periods to FY15 reporting.
2.0	5/14/14	FY14H	1029	Clarified OPU usage for all zeros.
2.0	5/15/14	FY14H	1014	Updated per earlier H reporting.
1.1	8/20/13	FY13H	1027	Added file layout content missed during conversion to new manual format.

## COMING CHANGES

The EMIS Manual is a living document, and each fiscal year’s version is updated throughout the school year. For information regarding specific known changes that may impact the elements in this section, see the appropriate EMIS Changes webpage.

# TABLE OF CONTENTS

REVISION HISTORY .....	II
COMING CHANGES .....	II
<b>TABLE OF CONTENTS.....</b>	<b>III</b>
<b>6.4 RECEIPT (QC) RECORD .....</b>	<b>3</b>
<i>Required Collection Request</i> .....	3
<i>General Guidelines</i> .....	3
RECEIPTS .....	3
<i>Taxes</i> .....	3
<i>Tuition from Patrons</i> .....	3
<i>Tuition – Other Districts</i> .....	3
<i>Tuition – from Other Sources</i> .....	4
<i>Transportation Fees – Other Districts</i> .....	4
<i>Transportation Fees – Other Districts In-State</i> .....	4
<i>Transportation Fees – Other Districts Outside the State</i> .....	4
<i>Transportation Fees – Other Sources</i> .....	4
<i>Earnings on Investments</i> .....	4
<i>Food Services – Students</i> .....	4
<i>Food Services – Adults</i> .....	5
<i>Food Services – Elderly Persons</i> .....	5
<i>Food Services – Special Functions</i> .....	5
<i>Extracurricular Student Activities</i> .....	5
<i>Classroom Materials and Fees</i> .....	5
<i>Miscellaneous Receipts – Local Sources</i> .....	5
<i>Other Receipts – Local Sources</i> .....	5
<i>Receipts from Intermediate Source</i> .....	6
<i>Receipts from State Sources</i> .....	6
<i>Receipts from Federal Sources</i> .....	7
<i>Other Revenue Receipts</i> .....	7
<i>Defining a Unique Record</i> .....	7
<b>6.4 RECEIPT (QC) RECORD FILE LAYOUT .....</b>	<b>8</b>

## 6.4 RECEIPT (QC) RECORD

To be provided for each fund/SCC/receipt code as indicated in the financial detail documentation.

### ***Required Collection Request***

The Receipt (QC) Record is to be reported for the Financial (H) Collection Request.

### ***General Guidelines***

**Table 1.**

<b>Data Element</b>	<b>Definition</b>
Fiscal Year Estimated Revenue (QC320)	Forecast of expendable revenue to be received during fiscal year.
Fiscal Year Actual Receipts (QC330)	Actual monies received during fiscal year.
Fiscal Year Receivable (QC340)	Monies due the district, but not yet (optional) received.

## **RECEIPTS**

The coding requirements for receipts are Fund/SCC and Receipt Code. The Receipt Codes are required at the level of detail indicated below. Additional information about the receipt codes can be found in the USAS manual. If an operational unit is reported on the Receipt Record, the OPU code that is reported must also be reported in the Operational Unit Description Record. If an OPU is reported and the receipt is district-wide in nature, then the OPU reported for the receipt must be “000”.

### ***Taxes***

- 1111 General Property Tax - Real Unreserved
- 1112 General Property Tax - Real Reserved
- 1120 Tang Personal Prop Tax (GRS)
- 1130 Income Tax
- 1190 Other Receipts (Local Taxes)

### ***Tuition from Patrons***

- 1211 Regular Day School
- 1212 Summer School
- 1213 Special Education
- 1214 Career-Technical Education
- 1215 Adult/Contin Ed - Basic Ed
- 1216 Adult/Contin Ed - H.S. Contin
- 1217 Adult/Contin Ed - Other Progs
- 1219 Misc. Tuition from Patrons

### ***Tuition – Other Districts***

- 1221 Regular Day School
- 1222 Summer School
- 1223 Special Education
- 1224 Career-Technical Education
- 1225 Adult/Contin Ed - Basic Ed
- 1226 Adult/Contin Ed-H.S. Contin

1229 Misc. Tuition - Other District

***Tuition – from Other Sources***

1231 Regular Day School  
 1232 Summer School  
 1233 Special Education  
 1234 Career-Technical Education  
 1235 Adult/Contin Ed - Basic Ed  
 1236 Adult/Contin Ed - H.S. Contin  
 1239 Misc. Tuition - Other Sources  
 1290 Other Tuition

***Transportation Fees – Other Districts***

1312 Summer School  
 1313 Special School

***Transportation Fees – Other Districts In-State***

1321 Regular School  
 1322 Summer School  
 1323 Special School

***Transportation Fees – Other Districts Outside the State***

1331 Regular School  
 1332 Summer School  
 1333 Special School

***Transportation Fees – Other Sources***

1341 Regular School  
 1342 Summer School  
 1343 Special School  
 1344 Extracurric (Student) Activ  
 1390 Other Transportation Fees

***Earnings on Investments***

1410 Interest on Investments  
 1420 Dividends on Investments  
 1430 Gain or Loss on Sale of Investments  
 1440 Rent Real-Property Held for Income  
 1490 Other Earnings on Investments

***Food Services – Students***

1511 Sales of Breakfasts to Students  
 1512 Sale of Type A Lunch to Students  
 1513 Sales of a la Carte to Students  
 1514 Sales of Milk to Students

***Food Services – Adults***

- 1521 Sales of Breakfasts to Adults
- 1522 Sales of Type A Lunch - Adults
- 1523 Sales of a la Carte to Adults
- 1524 Sales of Milk to Adults

***Food Services – Elderly Persons***

- 1541 Sales of Breakfasts - Elderly
- 1542 Sales of Type A Lunch - Elderly
- 1543 Sales of a la Carte - Elderly
- 1544 Sales of Milk - Elderly

***Food Services – Special Functions***

- 1551 Extracurricular (Student) Activities
- 1559 Other Receipts - Special Function
- 1590 Food Services - Other Receipts

***Extracurricular Student Activities***

- 1610 Admissions
- 1620 Sales
- 1630 Dues and Fees
- 1640 Bookstore Sales
- 1690 Other Extracurricular (Student) Activities

***Classroom Materials and Fees***

- 1710 Classroom Supplies
- 1720 Sale of Workbooks
- 1730 Sale of Textbooks
- 1740 Class Fees
- 1790 Other Classroom Material & Fee

***Miscellaneous Receipts – Local Sources***

- 1810 Rentals
- 1820 Contributions & Donations - Private
- 1830 Service Provided Other Entities
- 1840 Revenue-Community Serv Activities
- 1850 Commissions
- 1860 Fines
- 1870 Charges for Self-Insurance
- 1880 Payments to Compensate for Property Tax Exemptions
- 1890 Other Miscellaneous Receipts

***Other Receipts – Local Sources***

- 1911 Premium on the Sale of Bonds and Notes

- 1912 Premium on the Sale of Refunding Bonds
- 1913 Accrued Interest on the Sale of Bonds and Notes
- 1914 Accrued Interest on the Sale of Refunding Bonds
- 1919 Other Premiums and Accrued Interest on the Sale of Debt
- 1921 Sale of Bonds
- 1922 Sale of Refunding Bonds
- 1931 Sale of Fixed Assets
- 1932 Compensation for Loss of Assets
- 1933 Sale of Personal Property
- 1934 Insurance Proceeds
- 1941 Sale of Current Year Tax Anticipation Notes
- 1942 Sale of Current Year Revenue Anticipation Notes
- 1943 Sale of Long-Term Tax Anticipation Notes
- 1944 Sale of Energy Conservation Notes
- 1949 Sale of Other Notes
- 1950 Advancements from State Solvency Assistance Fund

***Receipts from Intermediate Source***

- 2100 Unrestricted Grants-in-Aid
- 2200 Restricted Grants-in-Aid
- 2300 Revenue for/on Behalf School District
- 2400 Revenue in Lieu of Taxes

***Receipts from State Sources***

- 3100 Unrestricted Grants-in-Aid
- 3110 School Foundation Basic Allowance
- 3120 Special Education
- 3131 10 and 2.5 Percent Rollbacks
- 3132 Homestead Exemption
- 3133 \$10,000 Personal Property Tax Exemption
- 3134 Electric Deregulation Property Tax Replacement
- 3135 Tangible Personal Property Tax Loss
- 3139 Other Property Tax Allocations
- 3140 Career-Technical Education
- 3150 Pupil Transportation
- 3160 Disadvan Pupil Impacted Aid
- 3170 Bus Purchase Allowance
- 3180 School Lunch
- 3190 Other Unrestrc Grants-In-Aid
- 3211 [Poverty Based Assistance \(formerly Disadvantaged Pupil Impact Aid\)](#)  
~~Disadvantaged Pupil Impact Aid~~
- 3212 Bus Purchase Allowance
- 3213 School Lunch
- 3214 Textbook - Instructional Materials

- [3215 Career Technical Education](#)
- [3216 Gifted Education](#)
- [3217 English Learner Funding](#)
- [3218 Student Wellness and Success Funding](#)
- 3219 Other Restricted Grants-in-Aid Received from the State
- 3220 Restricted Grants-in-Aid Received from State Gov't through Intermediate Sources
- 3300 Revenue for/on Behalf School District
- 3400 Revenue in Lieu of Taxes

***Receipts from Federal Sources***

- 4110 Unrestricted Grant Direct - Federal Government
- 4120 Unrestricted Grant Federal from State
- 4130 Unrestricted Grant Federal from Intermediate
- 4210 Restricted Grant Direct - Federal Government
- 4220 Restricted Grant Federal from State
- 4230 Restricted Grant Federal from Intermediate
- 4300 Revenue for/on Behalf School District
- 4400 Revenue in Lieu of Taxes

***Other Revenue Receipts***

- 5100 Transfers-in
- 5210 Advances in - Initial
- 5220 Advances in - Return
- 5300 Refund of Prior Year Expenditures

***Defining a Unique Record***

Each EMIS record has specific fields that must be unique on each row of data reported to ODE. For the Receipt Record, each combination of values in the following fields must be unique.

Record Name	Record	Required Fields	Number
Receipt Record		Fund	QC110
		Special Cost Center	QC120
		Receipt	QC310
		Subject	QC150
		Operational Unit	QC160



## 6.4 RECEIPT (QC) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
QC010	9-10	Sort Type	PIC X(2)
		Always "QC"	
	11	Filler	PIC X
QC020	12-15	Fiscal Year, e.g., 2020 (CCYY)	PIC X(4)
QC030	16	Data Set	PIC X
		H - Financial	
QC040	17-22	District IRN	PIC X(6)
QC050	23-25	Schedule Sequence	PIC X(3)
QC060	26-28	Schedule Frequency	PIC 9(3)
QC070	29-32	Line Number	PIC 9(4)
QC080	33-35	Schedule Number	PIC X(3)
	36-37	Filler	PIC X(2)
QC110	38-40	Fund	PIC X(3)
QC120	41-44	Special Cost Center	PIC X(4)
QC310	45-48	Receipt	PIC X(4)
QC150	49-54	Subject (optional)	PIC X(6)
QC160	55-57	Operational Unit (optional)	PIC X(3)
	58-65	Filler	PIC X(8)
QC320	66-77	Fiscal Year Estimated Revenue	PIC S9(9)V99(s)
QC330	78-89	Fiscal Year Actual Receipts	PIC S9(9)V99(s)
QC340	90-101	Fiscal Year Receivables (Optional)	PIC S9(9)V99(s)
QC345	102	Debt Retirement/General Fund	PIC X
	103-300	Filler	PIC X(198)