

# EMIS MANUAL

## Section 6.2: Cash (QC/QS) Record

**Version 6.1**

August 22, 2025

## 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="#">6.1</a>	<a href="#">08-22-25</a>	<a href="#">FY26</a>	<a href="#">26-79</a>	<a href="#">Updated to accommodate CSV file submission.</a>
6.0	07-01-24	FY25	25-97	Updated Department name and logo (ODE to DEW).
5.0	7/6/23	FY24	24-51	Deleted Current Payables (QC260).
4.6	7/14/22	FY23	23-86	Deleted ODE Brief Description.
4.5	7/1/21	FY22	NA	Posted for FY22.
4.4	7/1/20	FY21	NA	Posted for FY21.
4.3	6/23/20	FY20	NA	Posted for FY20.
4.2	7/2/18	FY19	NA	Posted for FY19.
4.1	12/18/17	FY18		No FY18 changes.
4.0	9/13/17	FY17	NA	No FY17 changes.
3.1	3/7/16	FY16		Added Coming Changes section.
3.0	12/13/15	FY15H		Updated language to reflect shift from reporting periods to FY15 reporting.
2.0	5/15/14	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.

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## 6.2 CASH (QC/QS) RECORD

To be provided for each Fund/Special Cost Center. [This record is reported with the OS record type if it is being loaded into EMIS in comma separated value \(CSV\) format. The contents of the OS record type CSV file are defined with element numbers that still begin with QC.](#)

### Required Collections

The Cash (QC/QS) Record is to be reported for the Financial (H) Collection.

### General Guidelines

Data Element	Definition
Transaction Indicator—This element is not submitted to the Department.	Numerical identifier to denote specific accounting transaction.
Fund (QC110)	Three-digit code assigned by the State Auditor's Office to assure money is spent for the purposes specified.
Special Cost Center (QC120)	Four-digit code that tracks costs for temporary or specific needs in defining funds.
Account Description—This element is not submitted to the Department.	Description of account structure as maintained by State Auditor.
Fund Type—This element is not submitted to the Department.	Funds shall be one of the following types: Governmental, Fiduciary, or Proprietary.
Fund Class (QC200)	G - General Fund S - Special Revenue C - Capital Project D - Debt Service A - Agency E - Enterprise I - Internal Service P - Permanent R - Private Purpose Trust V - Investment Trust W - Pension Trust
July 1 Cash Balance (QC 210)	Beginning fiscal year available cash
Fiscal Year Receipts (QC220)	Receipts capable of being expended
Fiscal Year Expend (QC230)	Monies expended during fiscal year for goods or services.
Current Cash Encumbered (QC240)	Monies encumbered for orders in process.
Current Fund Balance (QC250)	Balance of particular fund at given time.

### Defining a Unique Record

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

Record Name	Record	Required Fields	Number
Cash Record		Cash Receipts Fund	QC110
		Special Cost Center	QC120

## 6.2 CASH (QC/QS) RECORD OVERVIEW FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
QC010	9-10	Sort Type	PIC X(2)
		Always “QC” for fixed length files and “QS” for CSV files	
	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 (filler to ignore for CSV files)	PIC X(3)
QC060	26-28	Schedule Frequency (filler to ignore for CSV files)	PIC 9(3)
QC070	29-32	Line Number (filler to ignore for CSV files)	PIC 9(4)
QC080	33-35	Schedule Number (filler to ignore for CSV files)	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)
	46-65	Filler	PIC X(21)
QC190	66-151	District Account Description	PIC X(86)
QC200	152	Fund Class	PIC X
QC210	153-164	July 1 Cash Balance	PIC S9(9)V99(s)
QC220	165-176	Fiscal Year Receipts	PIC S9(9)V99(s)
QC230	177-188	Fiscal Year Expenditures	PIC S9(9)V99(s)
QC240	189-200	Current Cash Encumbered	PIC S9(9)V99(s)
QC250	201-212	Current Fund Balance	PIC S9(9)V99(s)
	213-224	Filler	PIC X(12)
	225-300	Filler	PIC X(76)