

# EMIS MANUAL

## Section 6.4: Receipt (QC/QR) Record

**Version 7.0**

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="#">7.0</a>	<a href="#">08-22-25</a>	<a href="#">FY26</a>	<a href="#">26-79</a>	<a href="#">Updated to accommodate CSV file reporting.</a>
6.0	08-12-24	FY25	25-103	Removed receipt codes (codes are in USAS Manual).
6.0	08-12-24	FY25	25-97	Updated Department name and logo (ODE to DEW).
5.1	7/1/23	FY24	NA	Posted for FY24.
5.0	7/1/22	FY23	NA	Posted for FY23.
4.6	12/6/21	FY22	22-78	Updated Receipts from State Sources. (See change 22-78.)
4.5	7/1/21	FY22	NA	Posted for FY22.
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.

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## 6.4 RECEIPT (QC/QR) RECORD

To be provided for each fund/SCC/receipt code as indicated in the financial detail documentation. [This record is reported with the QR record type if it is being loaded into EMIS in comma separated value \(CSV\) format. The contents of the QR record type CSV file are defined with element numbers that still begin with QC.](#)

### **Required Collections**

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

### **General Guidelines**

**Table 1.**

Data Element	Definition
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. 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”.

### **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 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/QR) RECORD FILE LAYOUT

Number	Position	Name	PIC/Size
	1-8	Filler	PIC 9(8)
QC010	9-10	Sort Type	PIC X(2)
		Always “QC” <a href="#">for fixed length files</a> and “QR” <a href="#">for CSV files</a>	
	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 <a href="#">(filler to ignore for CSV files)</a>	PIC X(3)
QC060	26-28	Schedule Frequency <a href="#">(filler to ignore for CSV files)</a>	PIC 9(3)
QC070	29-32	Line Number <a href="#">(filler to ignore for CSV files)</a>	PIC 9(4)
QC080	33-35	Schedule Number <a href="#">(filler to ignore for CSV files)</a>	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)