



QSSUG PSFA Committee - Webinar

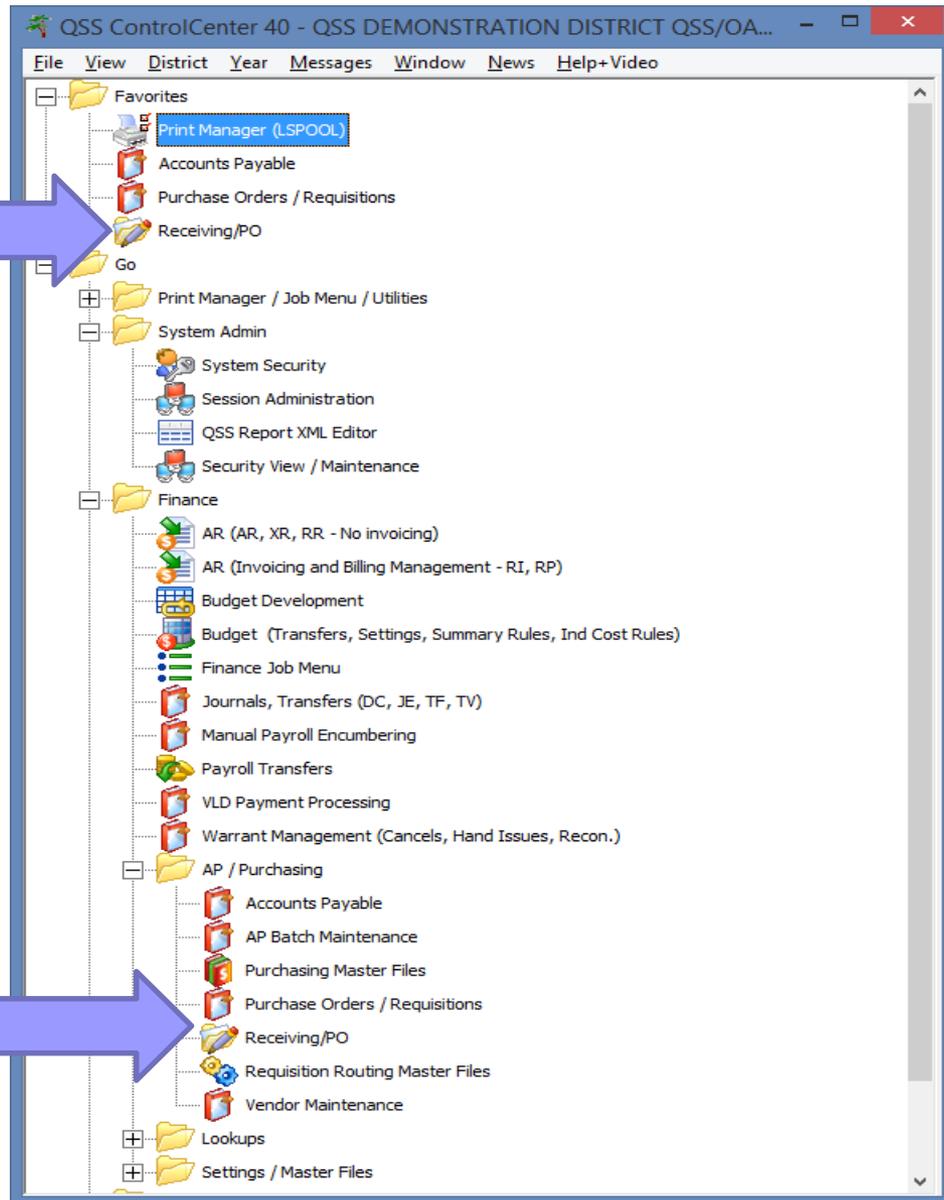
QCC Receiving
February 13, 2014
Ronnie Steward, **QSS**

Webinar Agenda

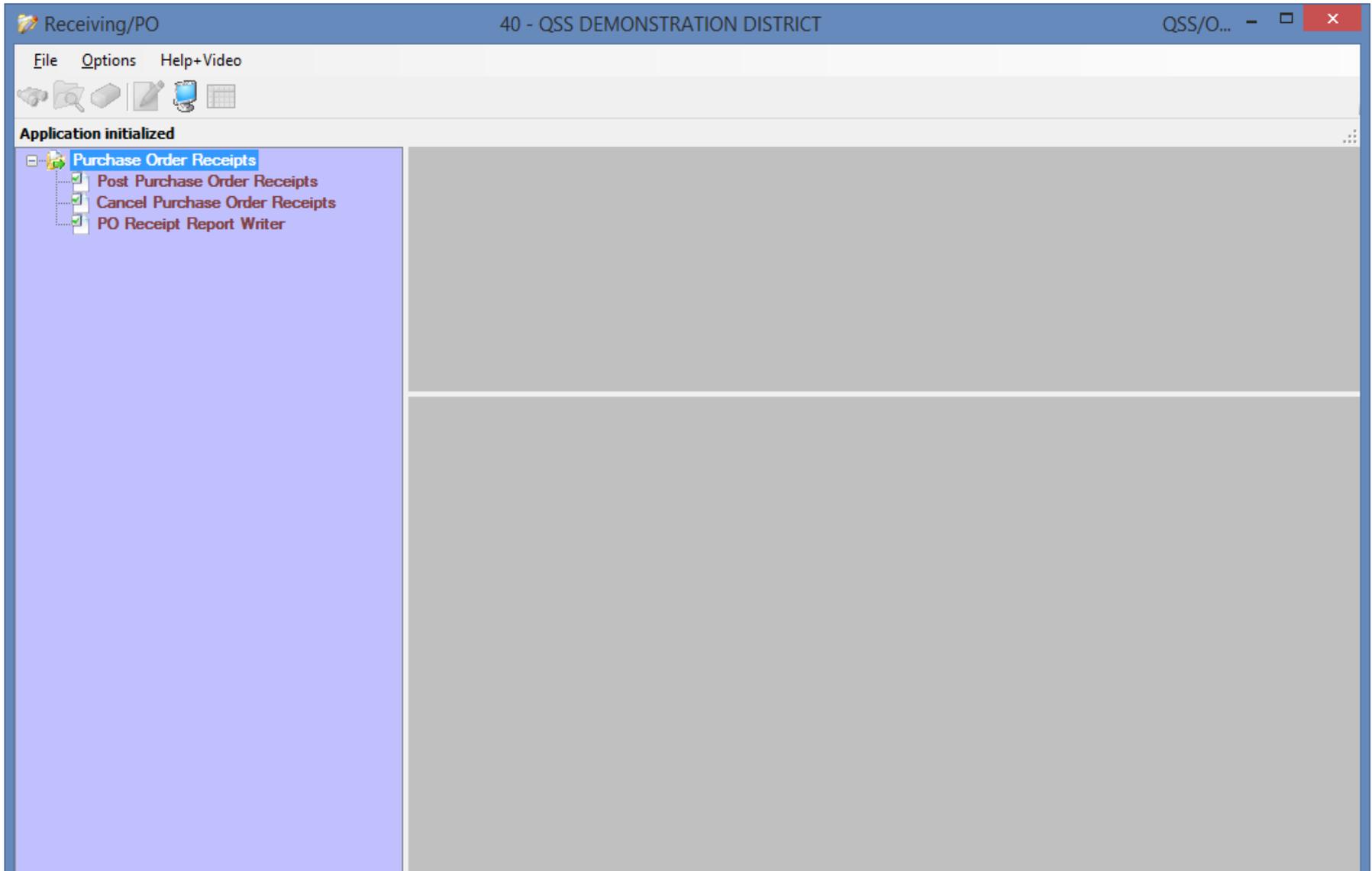
- An overview of QSS/OASIS Receiving features
- Using Receiving to receipt goods and services
- Using Receiving to create skeleton Fixed Assets records
- Using the Receipts Report Writer to request Receiving reports
- Setting up security for Fixed Assets integration

QCC Menu – Receiving/PO

Receipts of goods and services are done using the Requisition/PO application. It can be launched from two different places on the menu.

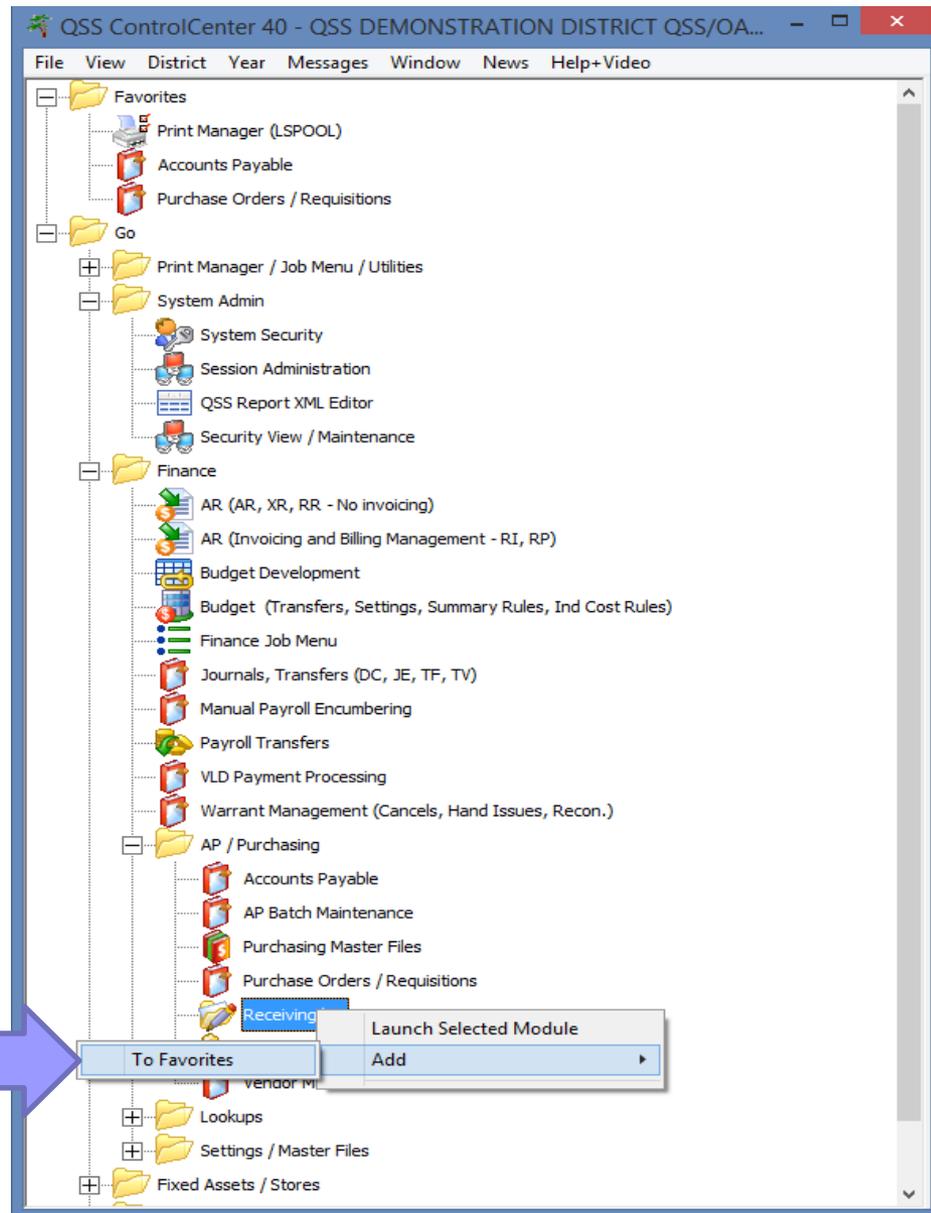


Main Screen



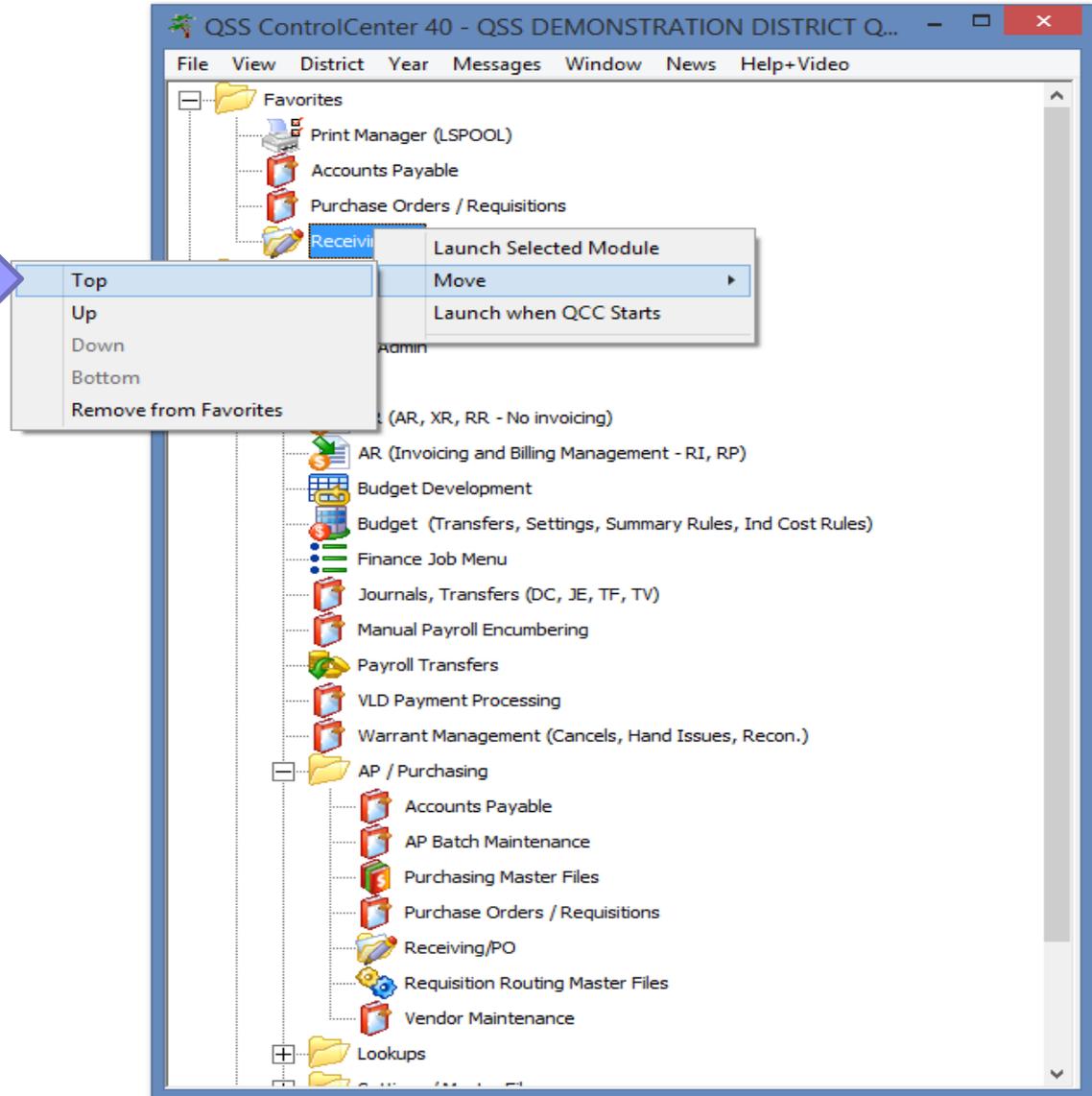
Add To Favorites

To add to favorites, click Receiving/PO on the tree view.



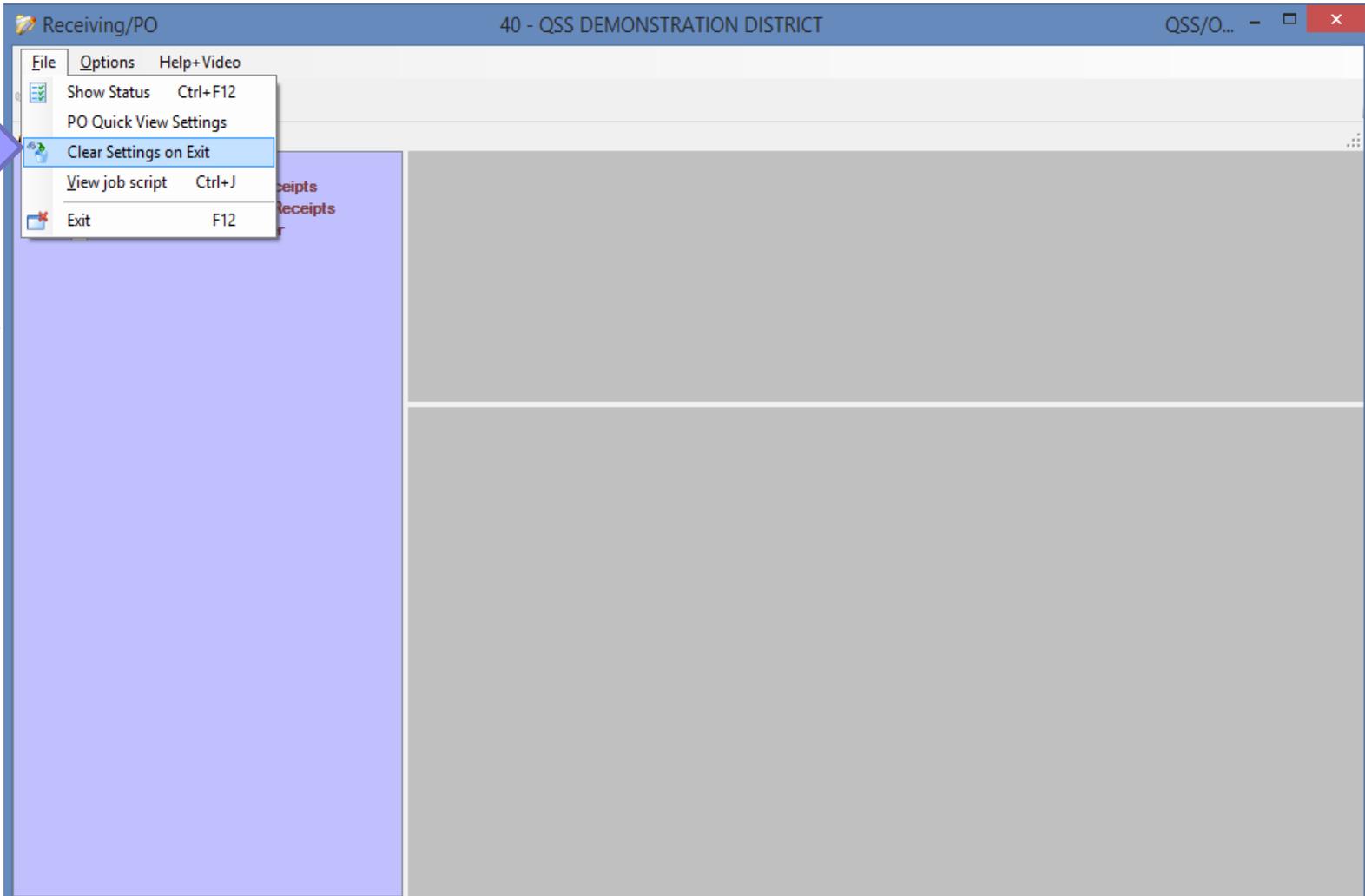
Favorite Options

Right clicking allows you to remove it from favorites, order it in favorites, and also gives you the option to launch it as soon as QCC starts.

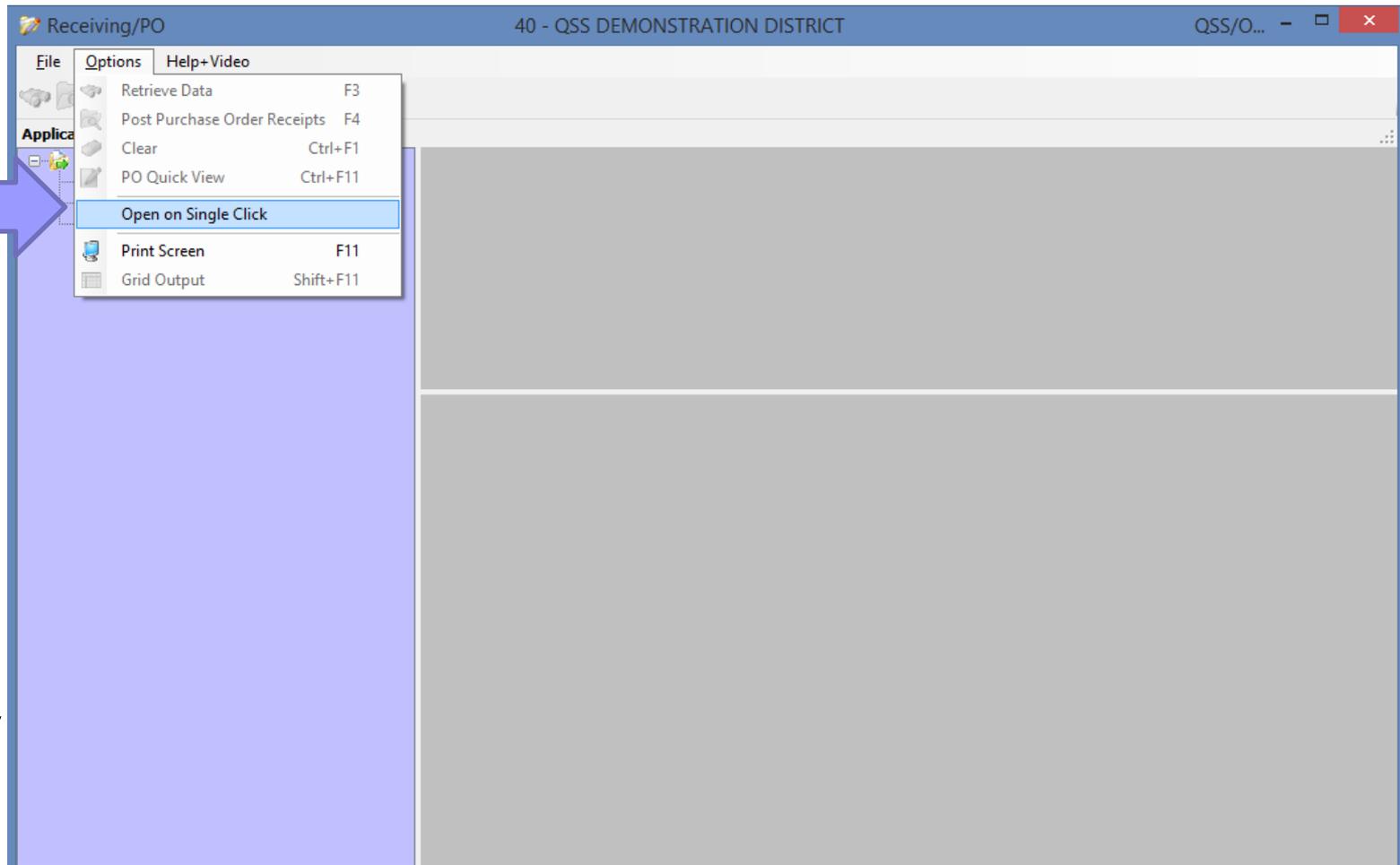


Restoring All Default Settings

To restore default settings for the application click on Clear Settings on Exit.

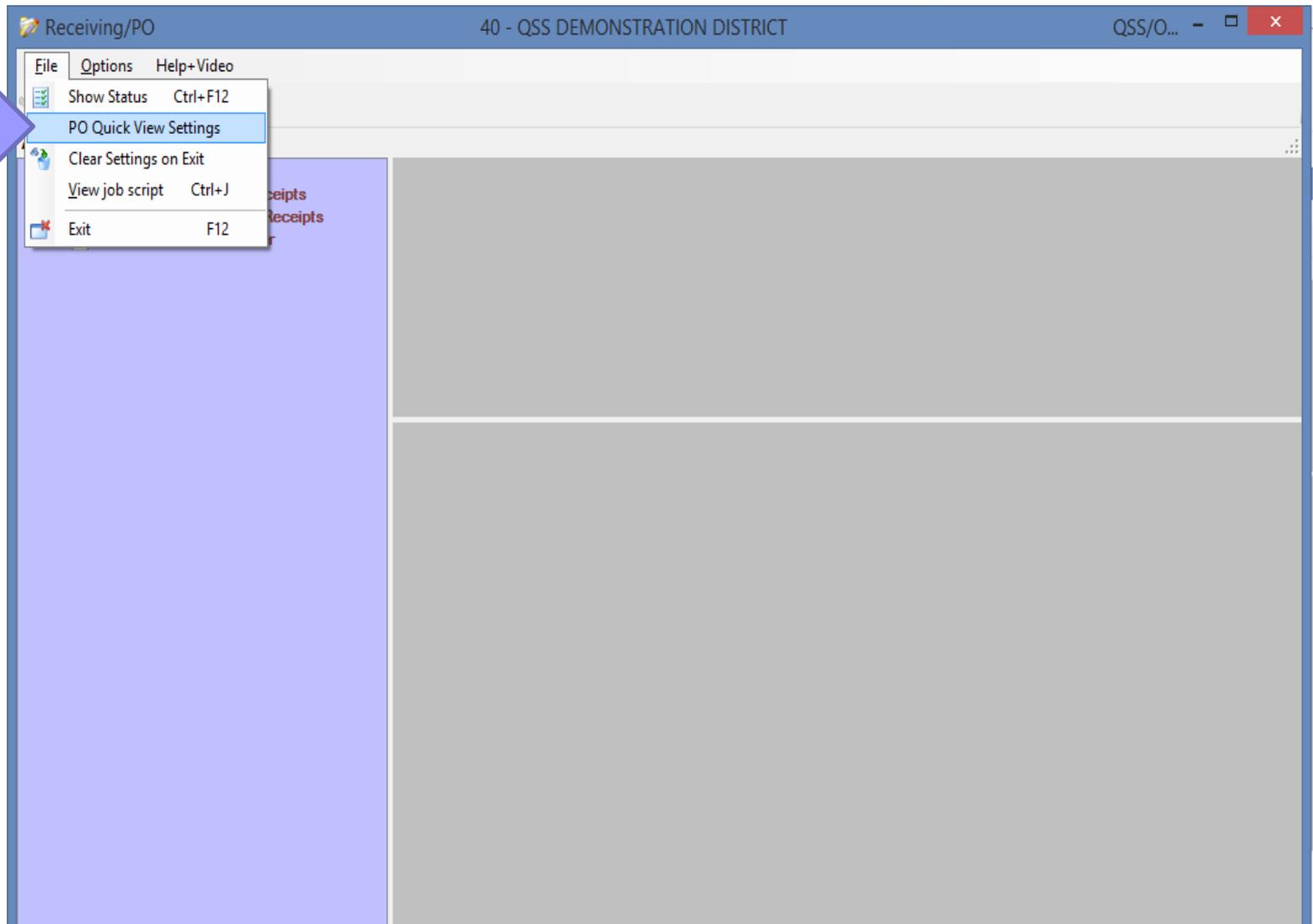


Single Click Option



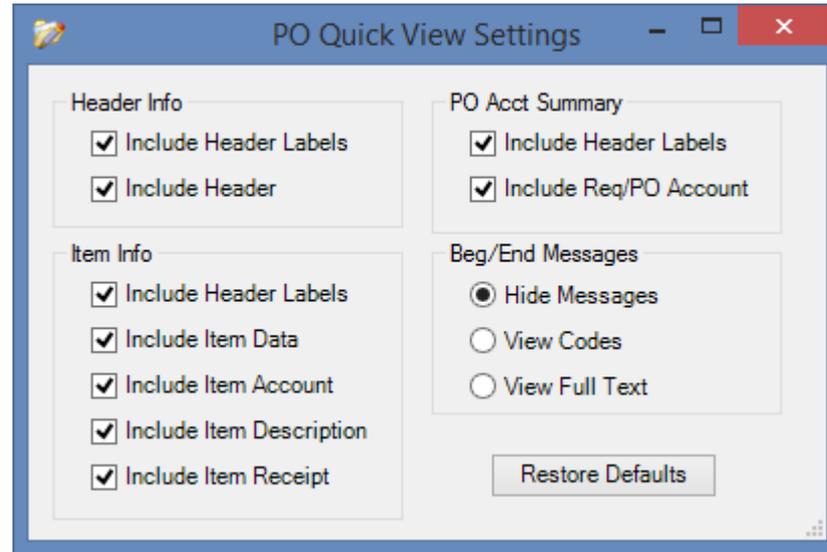
Allows you to select items in from the treeview with only a single click

PO Quick View Settings



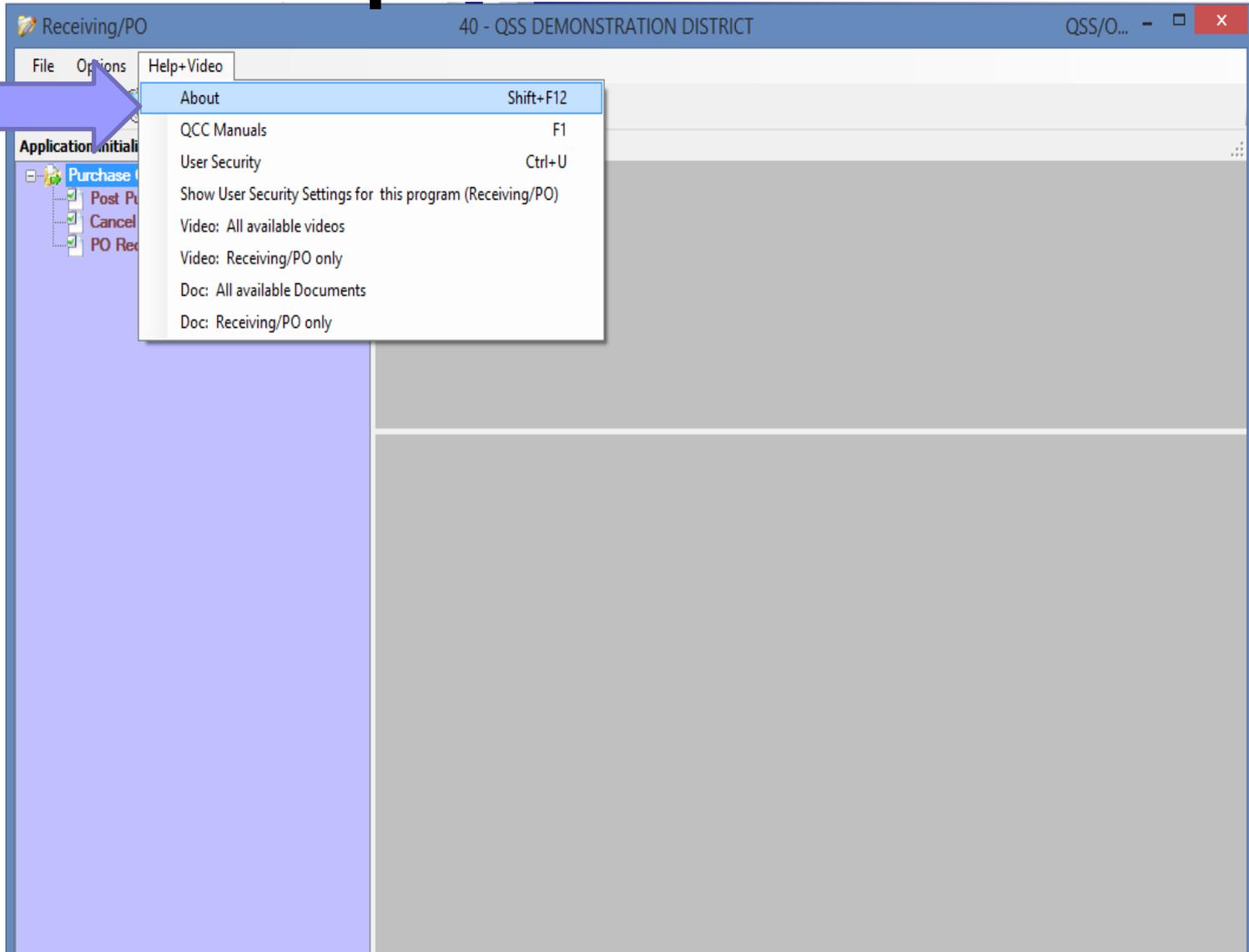
Allows you to select what appears in the PO Quick View

PO Quick View Settings



To return to the default settings used in the traditional PO Quick View screen, just click the Restore Defaults button

Help + Video



The Help menu allows you to access the manual and available videos

Adding Fixed Assets

To post an item as a fixed asset, you will want to ensure you set the Fixed Asset field on the item screen to "Yes".

The screenshot shows the 'Requisition Entry' window for '40 - QSS DEMONSTRATION DISTRICT'. The interface includes a menu bar with 'File' and 'Options', and a toolbar with various action buttons like 'Save Item', 'Add Item', and 'Cancel Item'. The main area displays item details for 'Item 1 of 1'. A blue arrow points to the 'Fixed Asset' dropdown menu, which is currently set to 'Yes'. Below the item details is a 'Description' text area and a 'Discount' section. At the bottom, there are two tables: 'Accounts' and 'Items'.

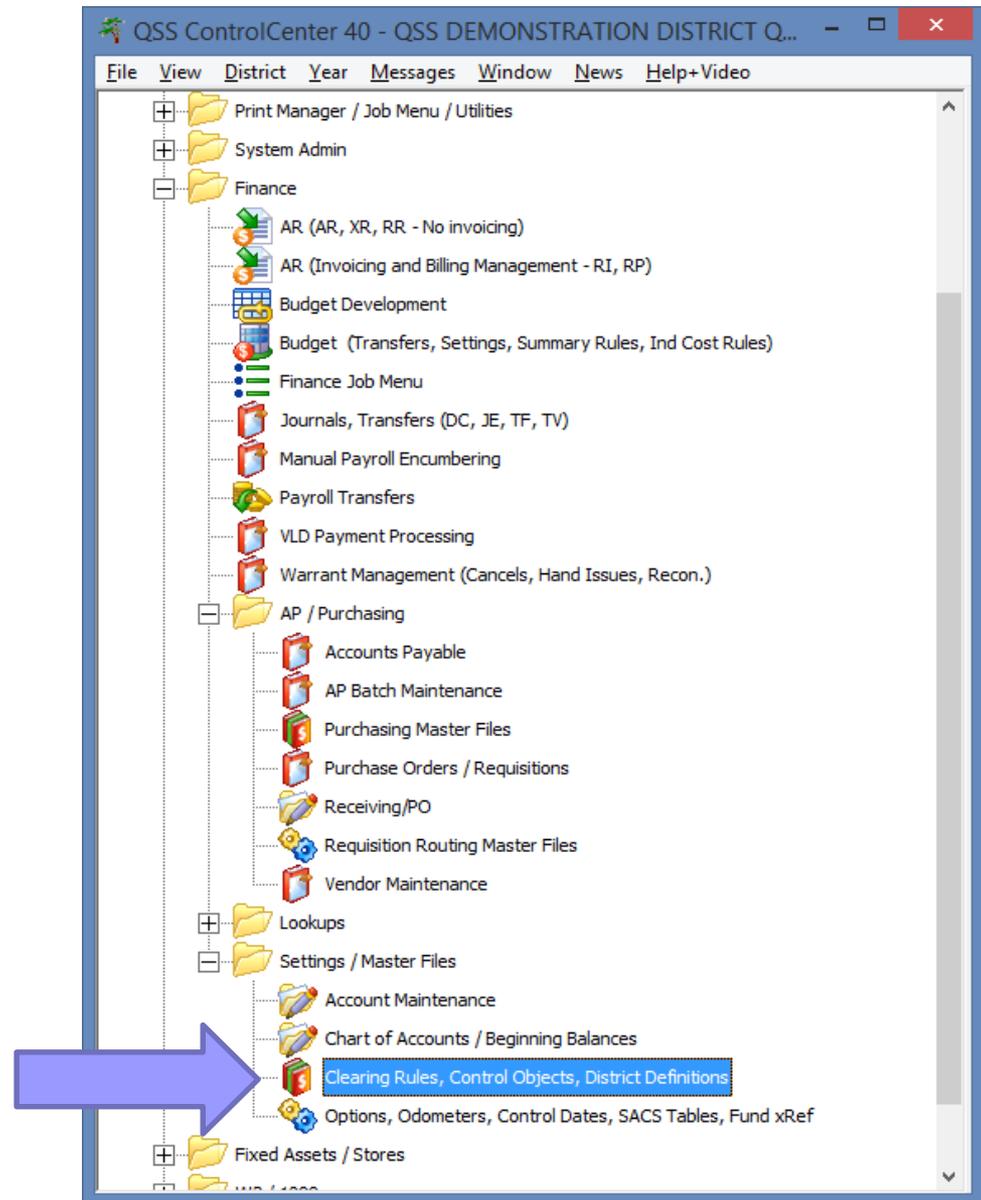
Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
1	Yes	Calculate Percentage	.00	EACH	0.0000	0.00	Yes	000000	Yes

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Amount	Percent
1.	01	7230	0	00000	3600	6500	960	5560	00	0.00	100.00

Item	Print	Split	Quantity	Unit	Unit Cost	Sub-Total	Estimated Tax	Est. Total w/ Tax	Tax	Stock#	FA	DF	Disc%	Disc Amt
------	-------	-------	----------	------	-----------	-----------	---------------	-------------------	-----	--------	----	----	-------	----------

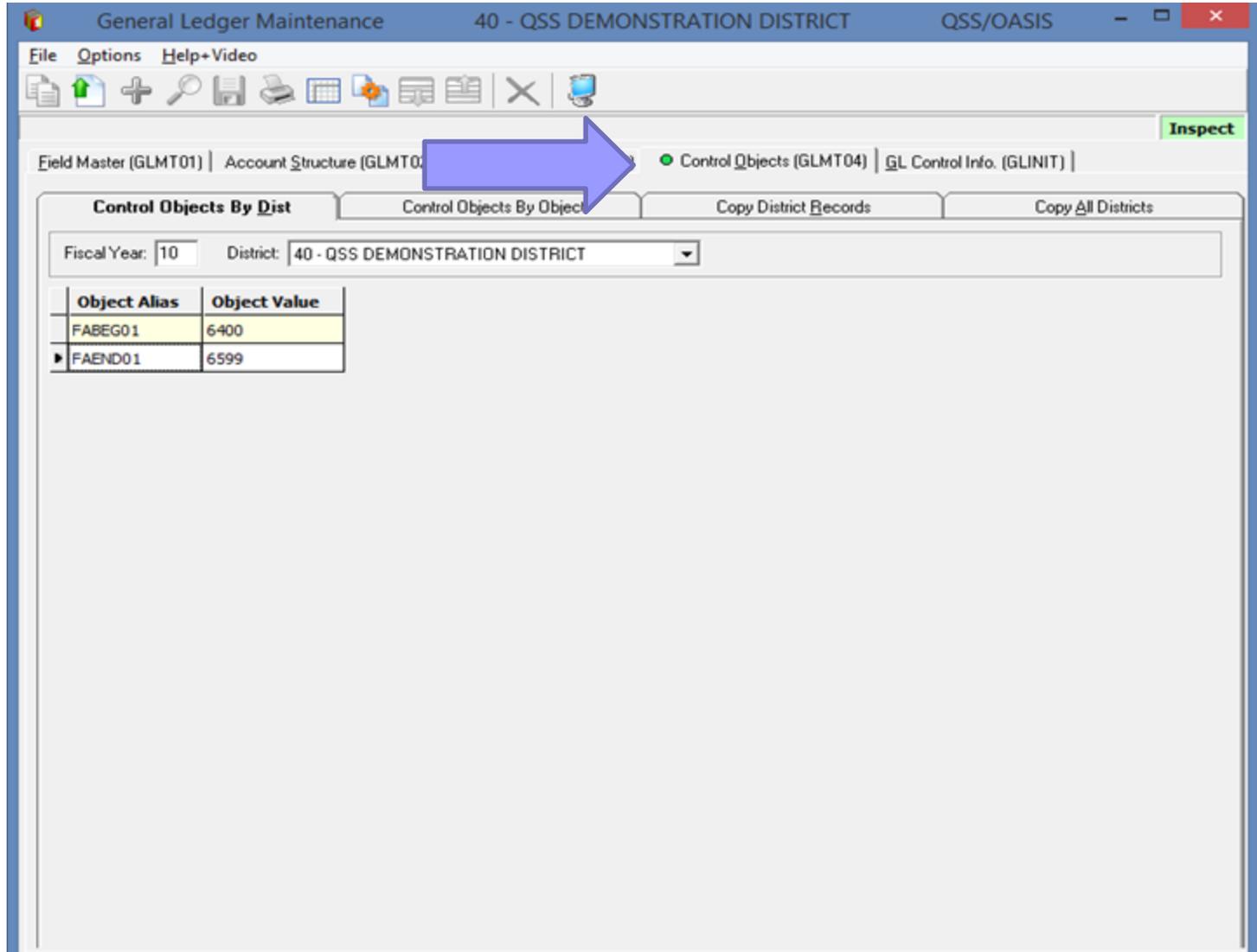
Adding Fixed Assets

Your system can be setup to automatically flag requisition items as fixed assets by using an account range.



Adding Fixed Assets

On the Control Objects tab you can setup ranges of objects that cause the Fixed Asset field to default to “Yes” for a line item. You are allowed to setup up to 99 ranges. When an account is used in Purchasing with an object in the range defined, the Fixed Asset field on the line items will default to “Yes”.



The screenshot shows the 'General Ledger Maintenance' window for '40 - QSS DEMONSTRATION DISTRICT'. The 'Control Objects (GLMT04)' tab is selected, indicated by a blue arrow. The interface includes a menu bar (File, Options, Help+Video), a toolbar with various icons, and a main workspace. The workspace contains a 'Control Objects By Dist' tab, a 'Fiscal Year' field set to '10', and a 'District' dropdown menu set to '40 - QSS DEMONSTRATION DISTRICT'. Below these fields is a table with two columns: 'Object Alias' and 'Object Value'.

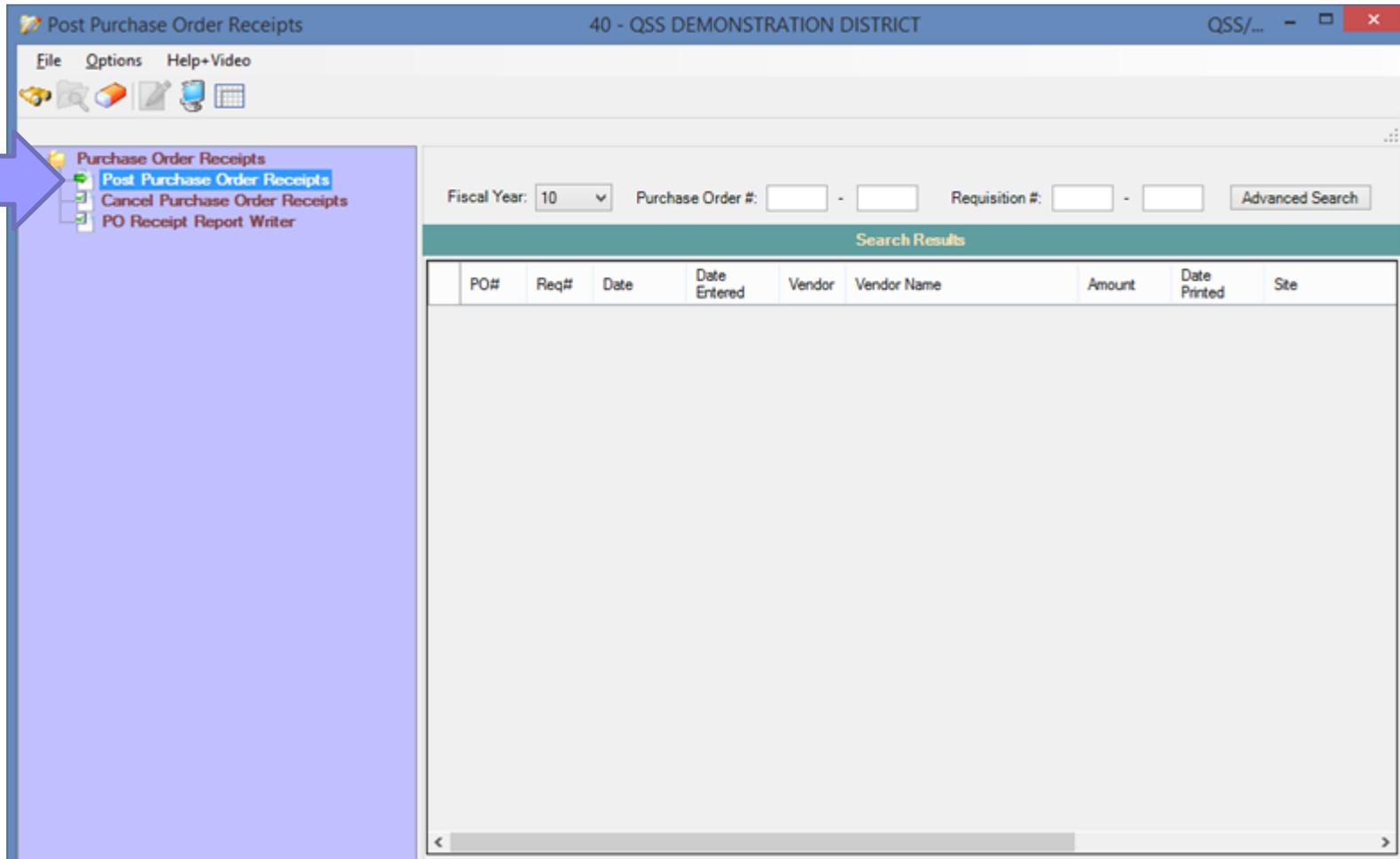
Object Alias	Object Value
FABEG01	6400
FAEND01	6599

Adding Fixed Assets

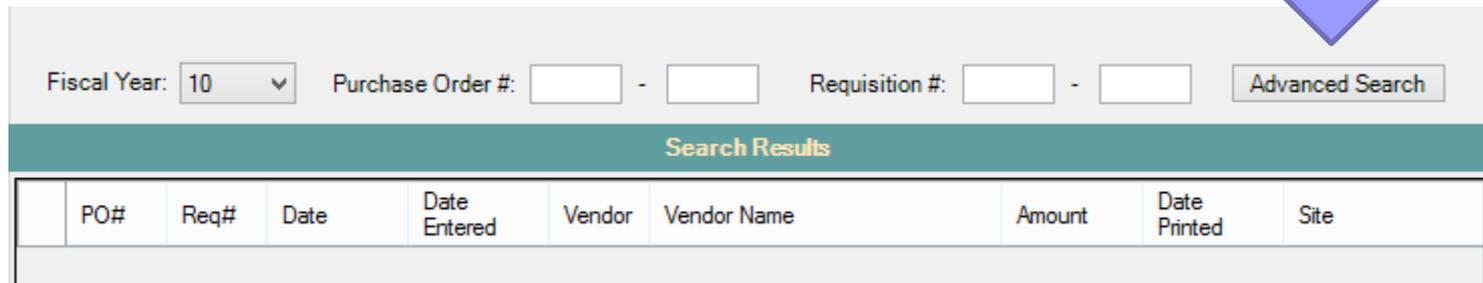
Your system can also be setup to allow you to post anything as a fixed asset. If position 10 of the PR0002 usersec is set to blank or “No” then the user must MANUALLY set the Fixed Asset field to “Y” for a line item. If you set position 10 to “Yes” any item on a requisition can be received as a fixed asset, even if it was not setup as a fixed asset on the requisition.

Posting PO Receipts

To post a receipt select the Post Purchase Order Receipts option from the treeview



Posting PO Receipts



Fiscal Year: 10 ▾ Purchase Order #: - Requisition #: -

Search Results

PO#	Req#	Date	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site
-----	------	------	--------------	--------	-------------	--------	--------------	------

If you are familiar with the Purchase Order screen in the Purchase Orders/Requisition application, you will notice that the lookup is the exact same. If you do not know the PO # or Requisition # you are looking for, you can use the Advanced Search to help you find the PO you need to work with.

Posting PO Receipts

Enter the information you do know on this screen, and you should quickly be able to find the Purchase Order you need to work with.

Purchase Order Lookup 40 - QSS DEMONSTRATION DISTRICT QS... - □ ×

File Options

Search Clear Fields Close

General Information Accounts

Ranges

Purchase Order #: [] - [] Requisition #: [] - [] Stores Stock #: [] - []

Total Amount: [] - [] Control #: [] - []

Line Item Amount: [] - [] Quantity: [] - []

Unit Price Amount: [] - []

Dates

Entered Date: []/[]/[] - []/[]/[] Printed Date: []/[]/[] - []/[]/[]

Paid Date: []/[]/[] - []/[]/[] Fiscal Year: 10

Flags

PO Status: [] PO Type: [] RelForProc: [] Include Drafts: []

Budget: [] Board: [] Purchasing: [] Reqs W/O Accts: []

Asset: [] Cancelled: []

Miscellaneous

Buyer Codes: [] [] [] [] []

Vendor Number: [] [] [] [] []

Ordering Sites: 0001 [] [] [] [] Commodity: []

Description Text: [] Submitter: []

Line Item Desc: [] Unit of Issue: [] Unpaid POs

Posting PO Receipts

6 records found.

Purchase Order Receipts

- Post Purchase Order Receipts
- Cancel Purchase Order Receipts
- PO Receipt Report Writer

Fiscal Year: 10 Purchase Order #: [] - [] Requisition #: [] - [] Advanced Search

Search Results

PO#	Req#	Date	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site
001630	502064	06/30/2010						0001-QSS CHARTE
001631	502065	06/30/2010						0001-QSS CHARTE
001632	502069	06/30/2010	06/30/2010	000368	Apple Computer			0001-QSS CHARTE
001634	502066	06/30/2010	06/30/2010	016920	Best Buy	646.50		0001-QSS CHARTE
001635	502067	06/30/2010	06/30/2010	000368	Apple Computer	10,775.00		0001-QSS CHARTE
001637	502068	06/30/2010	06/30/2010	000368	Apple Computer	10,775.00		0001-QSS CHARTE

Once you have results returned to the grid, you can view the Purchase Order by right clicking on the row in the grid, using the icon in the toolbar, using the option menu, or by pressing F4.

Posting PO Receipts



The PO Quick View option is also available one you have results in your grid. Note this screen, because once a fixed asset has been added you will see some differences here.

PO/REQ Quick View

Year: 2010 Requisition No: 502064 Purchase Order No: 001630 Stores:
Vendor No/Addr: 016920/00 Best Buy
Site: 0001 QCHAR Submitted by:

Item	Split	Ordered/	Received	Unit	Unit Cost	Total Cost	Discount	Tax	Stock No
F 1	P	1.00/	0.00	EACH	10.0000	10.00	.00	Y	000000
		01.0000.0.0000.2100.4300.830.4400.00			100.0000%	10.00			
		Basic Req							

Account Summary:

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Amount
1	01.0000	0.0000	2100	4300	830	4400	00			10.78

Posting PO Receipts

The Post screen will allow you to use the standard buttons found throughout our Financial applications

Post Purchase Order Receipts 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close Print

ChangeMode

PO Number: 001630
Req Number: 502064
Date Received: 02/11/2014
Stores Order:
Vendor: 016920 - Best Buy

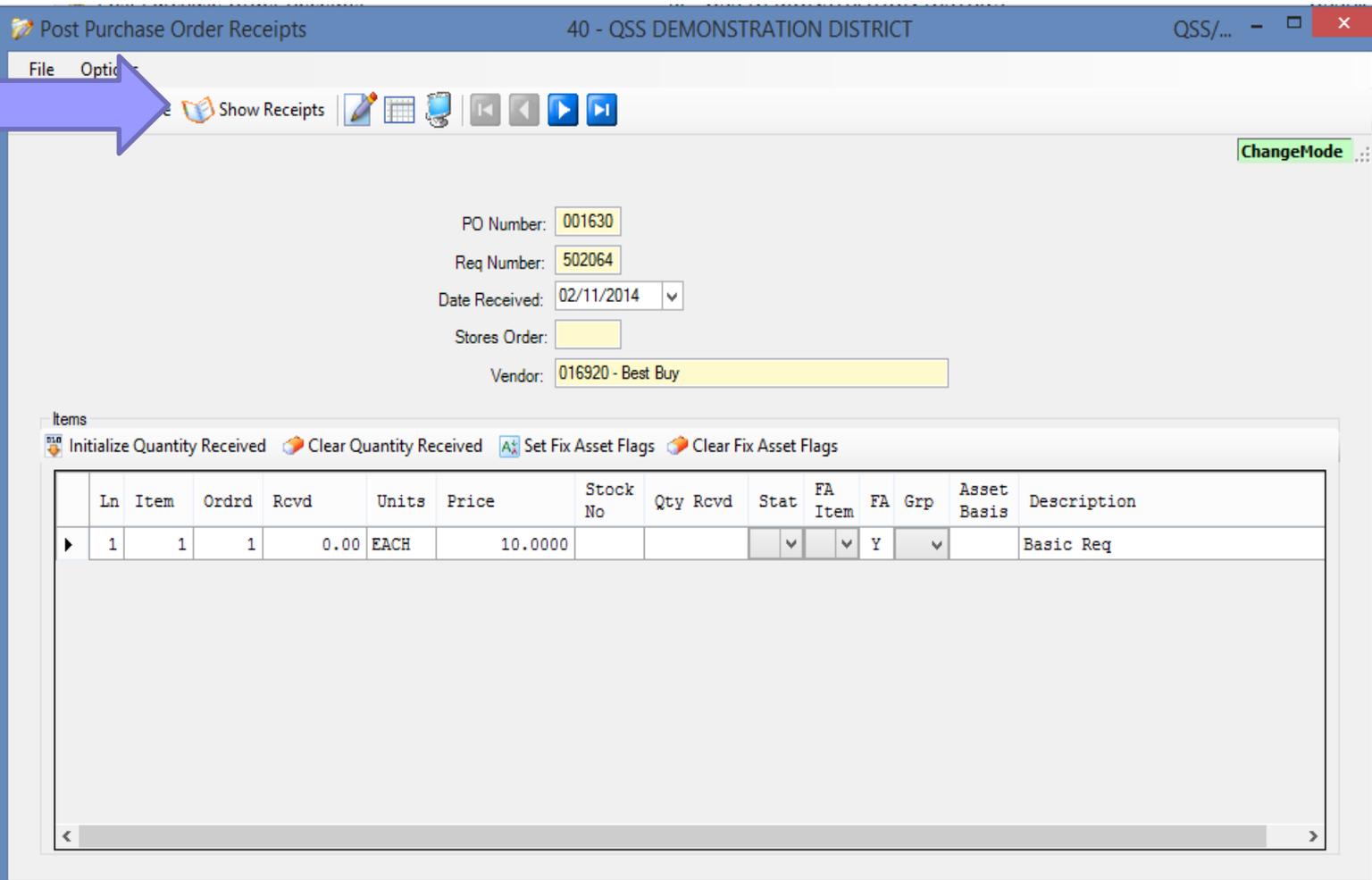
Items

Initialize Quantity Received Clear Quantity Received Set Fix Asset Flags Clear Fix Asset Flags

Ln	Item	Ordrd	Rcvd	Units	Price	Stock No	Qty Rcvd	Stat	FA Item	FA	Grp	Asset Basis	Description
1	1	1	0.00	EACH	10.0000					Y			Basic Req

Posting PO Receipts

The Show Receipts option allows you to view any prior postings.



Post Purchase Order Receipts 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Show Receipts

ChangeMode

PO Number: 001630
Req Number: 502064
Date Received: 02/11/2014
Stores Order:
Vendor: 016920 - Best Buy

Items

Initialize Quantity Received Clear Quantity Received Set Fix Asset Flags Clear Fix Asset Flags

Ln	Item	Ordrd	Rcvd	Units	Price	Stock No	Qty Rcvd	Stat	FA Item	FA	Grp	Asset Basis	Description
1	1	1	0.00	EACH	10.0000					Y			Basic Req

Posting PO Receipts

This PO has a partial receipt of an item.

The screenshot shows a software window titled 'Post Purchase Order Receipts' with a subtitle '40 - QSS DEMONSTRATION DISTRICT'. The window contains a menu bar with 'File' and 'Options', and a toolbar with a 'Close' button. Below the menu is a light blue box with the following details:

- Purchase Order Number: 001632
- Requisition Number: 502069
- Date Received: 02/11/2014
- Vendor: 000368 - Apple Computer

Below this is a table with the following columns: Item, Ordrd/Rcvd, Unit, Unit Cost, Total Cost, Tx, Stk No, FA. The table contains three rows of data, with a blue arrow pointing to the 'Total Cost' column of the second row.

Item	Ordrd/Rcvd	Unit	Unit Cost	Total Cost	Tx	Stk No	FA
1	17/0.00	EACH	1,000.0000	17,000.00	Y	000000	Y
2	17/5.00	EACH	1,200.0000	20,400.00	Y	000000	Y
	Receipts: 02/11/2014		Qty Rcvd: 5	P			
3	17/0.00	EACH	750.0000	12,750.00	Y	000000	Y

Posting PO Receipts

First you will need to enter the date you want to use for the receipt. The screen will default to the current date.

Post Purchase Order Receipts 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close Show Receipts

ChangeMode

PO Number: 001630
Req Number: 502064
Date Received: 02/11/2014
Stores Order:
Vendor: 016920 - Best Buy

Items

Initialize Quantity Received Clear Quantity Received Set Fix Asset Flags Clear Fix Asset Flags

Ln	Item	Ordrd	Rcvd	Units	Price	Stock No	Qty Rcvd	Stat	FA Item	FA	Grp	Asset Basis	Description
1	1	1	0.00	EACH	10.0000					Y			Basic Req

Posting PO Receipts

If you are going to set the FA Item flag to yes, then the Quantity Received must be a whole number.

Post Purchase Order Receipts 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

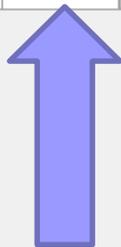
Save Close Show Receipts

PO Number: 001630
Req Number: 502064
Date Received: 02/11/2014
Stores Order:
Vendor: 016920 - Best Buy

Items

Initialize Quantity Received Clear Quantity Received Set Fix Asset Flags Clear Fix Asset Flags

Ln	Item	Ordrd	Rcvd	Units	Price	Stock No	Qty Rcvd	Stat	FA Item	FA	Grp	Asset Basis	Description
1	1	1	0.00	EACH	10.0000					Y			Basic Req



Posting PO Receipts

The status column is for indicating if this is a Partial receipt of this item, or if it is the Final receipt of the item.

Post Purchase Order Receipts 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close Show Receipts

PO Number: 001630
Req Number: 502064
Date Received: 02/11/2014
Stores Order:
Vendor: 016920 - Best Buy

Items

Initialize Quantity Received Clear Quantity Received Set Fix Asset Flags Clear Fix Asset Flags

Ln	Item	Ordrd	Rcvd	Units	Price	Stock No	Qty Rcvd	Stat	FA Item	FA	Grp	Asset Basis	Description
1	1	1	0.00	EACH	10.0000			▼	▼	Y	▼		Basic Req

F - Final
P - Partial

Posting PO Receipts

The FA Item value can only be set to Yes if the FA field indicates that this is a fixed asset. By setting this to Yes you are indicating you want to create a fixed asset.

Post Purchase Order Receipts 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close Show Receipts

PO Number: 001630
Req Number: 502064
Date Received: 02/11/2014
Stores Order:
Vendor: 016920 - Best Buy

Items

Initialize Quantity Received Clear Quantity Received Set Fix Asset Flags Clear Fix Asset Flags

Ln	Item	Ordrd	Rcvd	Units	Price	Stock No	Qty Rcvd	Stat	FA Item	FA	Grp	Asset Basis	Description
1	1	1	0.00	EACH	10.0000				Y	Y			Basic Req

Y - Yes
N - No

Posting PO Receipts

You may group lines together to add as fixed assets, however you must have at least two lines with the same group code.

Post Purchase Order Receipts 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close Show Receipts

ChangeMode

PO Number: 001630
Req Number: 502064
Date Received: 02/11/2014
Stores Order:
Vendor: 016920 - Best Buy

Items

Initialize Quantity Received Clear Quantity Received Set Fix Asset Flags Clear Fix Asset Flags

Ln	Item	Ordrd	Rcvd	Units	Price	Stock No	Qty Rcvd	Stat	FA Item	FA Grp	Asset Basis	Description
1	1	1	0.00	EACH	10.0000					Y		Basic Req

A B C D E F G H I J K L M ..

Posting PO Receipts

If you had multiple items that you would like to bundle together to create a fixed asset you can enter an Asset Basis. The Asset Basis must divide evenly into the Quantity Received.

Post Purchase Order Receipts 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close Show Receipts

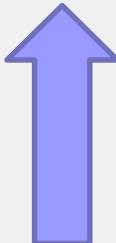
PO Number: 001630
Req Number: 502064
Date Received: 02/11/2014
Stores Order:
Vendor: 016920 - Best Buy

ChangeMode

Items

Initialize Quantity Received Clear Quantity Received Set Fix Asset Flags Clear Fix Asset Flags

Ln	Item	Ordrd	Rcvd	Units	Price	Stock No	Qty Rcvd	Stat	FA Item	FA	Grp	Asset Basis	Description
1	1	1	0.00	EACH	10.0000					Y			Basic Req



Posting PO Receipts

The Initialize Quantity Received button will set the Qty Rcvd for all items to the outstanding balance of the line, and set the status flag to final.

Post Purchase Order Receipts 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close Show Receipts

ChangeMode

PO Number: 001630
Req Number: 502064
Date Received: 02/11/2014
Stores Order:
Vendor: 016920 - Best Buy

Items

Initialize Quantity Received Clear Quantity Received Set Fix Asset Flags Clear Fix Asset Flags

Ln	Ord	Rcvd	Units	Price	Stock No	Qty Rcvd	Stat	FA Item	FA Grp	Asset Basis	Description
1	1	0.00	EACH	10.0000		1.00	F		Y		Basic Req

Posting PO Receipts

The Set Asset Flags button will set every item that is eligible to be a fixed asset to be "Y".

Post Purchase Order Receipts 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close Show Receipts

PO Number: 001630
Req Number: 502064
Date Received: 02/11/2014
Stores Order:
Vendor: 016920 - Best Buy

Items

Initialize Quantity Received Clear Quantity Received Set Fix Asset Flags Clear Fix Asset Flags

Ln	Item	Ordrd	Rcvd	Units	Price	Qty Rcvd	Stat	FA Item	FA	Grp	Asset Basis	Description
1	1	1	0.00	EACH	10.0000	1.00	F	Y	Y			Basic Req

Posting PO Receipts

Once you have completed your changes, press save to create the posting. Then you will be able to create fixed assets **IF** the FA flag is set to "Y" for one or more received items.



Post Purchase Order Receipts 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close Show Receipts

ChangeMode

PO Number: 001630
Req Number: 502064
Date Received: 02/11/2014
Stores Order:
Vendor: 016920 - Best Buy

Items

Initialize Quantity Received Clear Quantity Received Set Fix Asset Flags Clear Fix Asset Flags

Ln	Item	Ordrd	Rcvd	Units	Price	Stock No	Qty Rcvd	Stat	FA Item	FA	Grp	Asset Basis	Description
1	1	1	0.00	EACH	10.0000		1.00	F	Y	Y			Basic Req

Creating the Fixed Asset

Post Purchase Order Receipts 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close Grouped Item Description

ChangeMode

Identification

Asset: Condition:

Description: Vehicle #:

Tag: License #:

Category: Color:

Type: Insurance Code:

Serial: Insurance Expires:

Barcode #: Warranty Expires:

Barcode Loc: Warranty Length:

Manufacturer: Manufacture Date:

Mfg. Part#: Registration Expires:

Mfg. Model: Model Year:

Acquisition and AP Payment Information

Reason: Acquired:

Vendor:

Warrant#: Issue Date:

Invoice: Auto APY? PO#:

FU RESC Y GOAL FUNC OBJT SCH MNGT BU

Account:

GL Fund: Sub Fund: Object:

Location

Site: Department:

Building:

Floor:

Room:

Desc:

Cost

Quantity:

Unit Cost:

Market Value:

Replacement:

Salvage:

Project

Local: State: Federal:

Assets

Ln	Asset	Description	Cat	Type	Quantity	Unit Cost	Vendor	Vendor Name
1		Basic Req			1.00	\$10.78	016920	Unknown

After saving you will be brought into the Fixed Asset screen to enter all the fixed assets you received. **WARNING:** If you close without saving your changes there will be no way to go back in Receiving and create the fixed asset.

Creating the Fixed Asset

Post Purchase Order Receipts 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close Grouped

ChangeMode

Identification

Asset: Condition:

Description: Vehicle #:

Tag: License #:

Category: Color:

Type: Insurance Code:

Serial: Insurance Expires:

Barcode #: Warranty Expires:

Barcode Loc: Warranty Length:

Manufacturer: Manufacture Date:

Mfg. Part#: Registration Expires:

Mfg. Model: Model Year:

Acquisition and AP Payment Information

Reason: Acquired:

Vendor:

Warrant#: Issue Date:

Invoice: Auto APY? PO#:

FU RESC Y GOAL FUNC OBJT SCH MNGT BU

Account:

GL Fund: Sub Fund: Object:

Location

Site: Department:

Building:

Floor:

Room:

Desc:

Cost

Quantity:

Unit Cost:

Market Value:

Replacement:

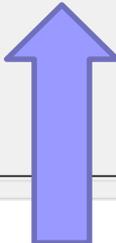
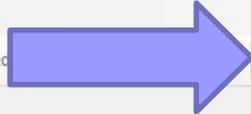
Salvage:

Project

Local: State: Federal:

Assets

Ln	Asset	Description	Cat	Type	Quantity	Unit Cost	Vendor	Vendor Name
▶ 1		Basic Req			1.00	\$10.78	016920	Unknown



If you have multiple Fixed Assets to enter, you may browse using the VCR buttons or by double clicking the Assets grid at the bottom of the screen.

Creating the Fixed Asset

Post Purchase Order Receipts 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close Grouped Item Description

Save [F9] ChangeMode

Identification

Asset: 1 Condition:

Description: Basic Req Vehicle #:

Tag: 1 License #:

Category: 03 Color:

Type: 0099 Insurance Code:

Serial: Insurance Expires:

Barcode #: Warranty Expires:

Barcode Loc: Warranty Length: 0 Y

Manufacturer: Manufacture Date:

Mfg. Part#: Registration Expires:

Mfg. Model: Model Year:

Project

Local: State: Federal:

Acquisition and AP Payment Information

Reason: Acquired: 02/11/2014

Vendor: 016920 Unknown

Warrant#: 00000000 Issue Date:

Invoice: Auto APY? PO#: 001630

FU RESC Y GOAL FUNC OBJT SCH MNGT BU

Account: 01.0000.0.0000.2100.4300.830.4400.00

GL Fund: 00000001 Sub Fund: 00000000 Object: 00004300

Location

Site: 0001 Department: NO DEPT

Building:

Floor: NO FLOOR

Room:

Desc:

Cost

Quantity: 1.00

Unit Cost: \$10.78

Market Value: \$0.00

Replacement: \$0.00

Salvage: \$0.00

Assets

Ln	Asset	Description	Cat	Type	Quantity	Unit Cost	Vendor	Vendor Name
▶ 1		1 Basic Req	03		1.00	\$10.78	016920	Unknown

Yr: 2010 Dist: 40 Site: 0 GS: W 2/11/2014 8:11:18 PM



Once you have entered the information for the fixed asset, press the Save button.

Creating the Fixed Asset

If you go into the Fixed Assets application, you will now see the fixed asset we created in Receiving.

The screenshot shows the 'Fixed Assets' application window for '40 - QSS DEMONSTRATION DISTRICT'. The window has a menu bar with 'File', 'Options', and 'Help+Video'. Below the menu bar is a toolbar with various icons. The main area is divided into several sections:

- Main:** Identification fields: Asset (0000000001), Description (Basic Req), Tag (0000000001), Category (03 - COMPUTER SOFTV), Type (0099 - COMPUTER SOF), Serial, Barcode #, Barcode Loc, Manufacturer, Mfg. Part#, Mfg. Model, Condition, Vehicle #, License #, Color, Insurance Code, Insurance Expires, Warranty Expires, Warranty Length (0 Years), Manufacture Date, Registration Expires, Model Year.
- Location:** Site (0001 - RICHARDS RANCH EI), Dept, Building, Floor, Room, Description.
- Cost:** Quantity (1), Unit Cost (\$10.78), Market Value (\$10.06), Replacement (\$0.00), Salvage (\$0.00), Current Depreciation (\$0.72), Depreciation to Date (\$0.09).
- Project:** Local, State, Federal.
- Acquisition and AP Payment Information:** Reason, Acquired (02/11/2014), Vendor (016920), Name (Unknown), Warrant#, Invoice, Auto APY?, PO# (001630), Account (01.0000.0.0000.2100.4300.830.4400.00), GL Fund (00000001), Sub Fund (00000000), Object (00004300).
- Disposition/Status:** Reason, Date, Current Status: Last Change: 02/11/2014 by MGR.

At the bottom right, there is a status bar showing: Yr:2010 Dist:40 Site:0 GS: W 2/11/2014 8:15 PM.

Creating the Fixed Asset

The following usersecs affect how fixed assets are created. Please refer to the Module, Task, and User Security (MTUS) manual for their definitions:

- FAT050 (pg 3-9 in version 41)
- FA01MF (pg 3-4 in version 41)

Creating the Fixed Asset

The FADFLTLO usersec is not in the latest MTUS manual. It allows you to default values for a fixed asset. It is defined as follows:

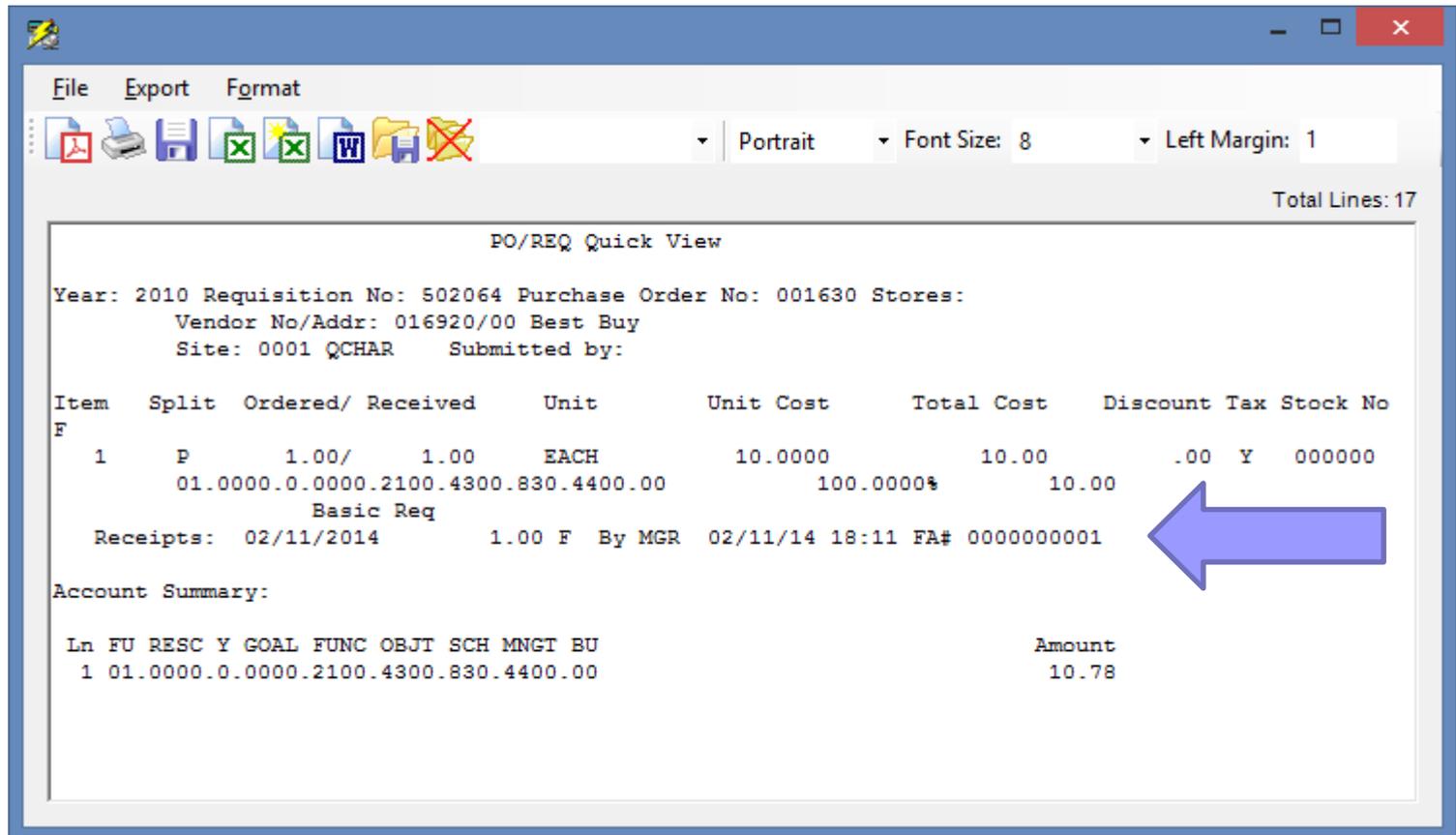
- 01-08 – default department
- 09-16 – default building
- 17-24 – default floor
- 25-32 – default room

Creating the Fixed Asset

The PR02FA usersec is not in the latest MTUS manual. This is a one byte sentinel that allows the user to get the messages from the message library when entering a description for the fixed asset.

Creating the Fixed Asset

In the PO Quick View you can now see the updates we just made to this Purchase Order.



The screenshot shows a 'PO/REQ Quick View' window with a menu bar (File, Export, Format) and a toolbar. The main content area displays the following information:

Year: 2010 Requisition No: 502064 Purchase Order No: 001630 Stores:
Vendor No/Addr: 016920/00 Best Buy
Site: 0001 QCHAR Submitted by:

Item	Split	Ordered/	Received	Unit	Unit Cost	Total Cost	Discount	Tax	Stock No
F									
1	P	1.00/	1.00	EACH	10.0000	10.00	.00	Y	000000
		01.0000.0.0000.2100.4300.830.4400.00				100.0000%	10.00		
		Basic Req							
		Receipts: 02/11/2014 1.00 F By MGR 02/11/14 18:11 FA# 0000000001							

Account Summary:

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Amount
1	01.0000	0.0000	.2100	.4300	.830	.4400	.00			10.78

A blue arrow points to the 'Basic Req' line in the table.

Canceling a Receipt

Cancel Purchase Order Receipts

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QSS/...

File Options Help+Video

Purchase Order Receipts

- Post Purchase Order Receipts
- Cancel Purchase Order Receipts**
- PO Receipt Report Writer

Fiscal Year: 10 Purchase Order #: - Requisition #: - Advanced Search

Search Results

PO#	Req#	Date	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site
-----	------	------	--------------	--------	-------------	--------	--------------	------

To cancel a receipt select the Cancel Purchase Order Receipts option.

Canceling a Receipt

Cancel Purchase Order Receipts 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options Help+Video

1 record found.

Purchase Order Receipts

- Post Purchase Order Receipts
- Cancel Purchase Order Receipts**
- PO Receipt Report Writer

Fiscal Year: 10 Purchase Order #: 1630 - Requisition #: Advanced Search

Search Results

PO#	Req#	Date	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site
001630	502064	06/30/2010	06/30/2010	016920	Best Buy	10.78		0001-QSS CHARTE

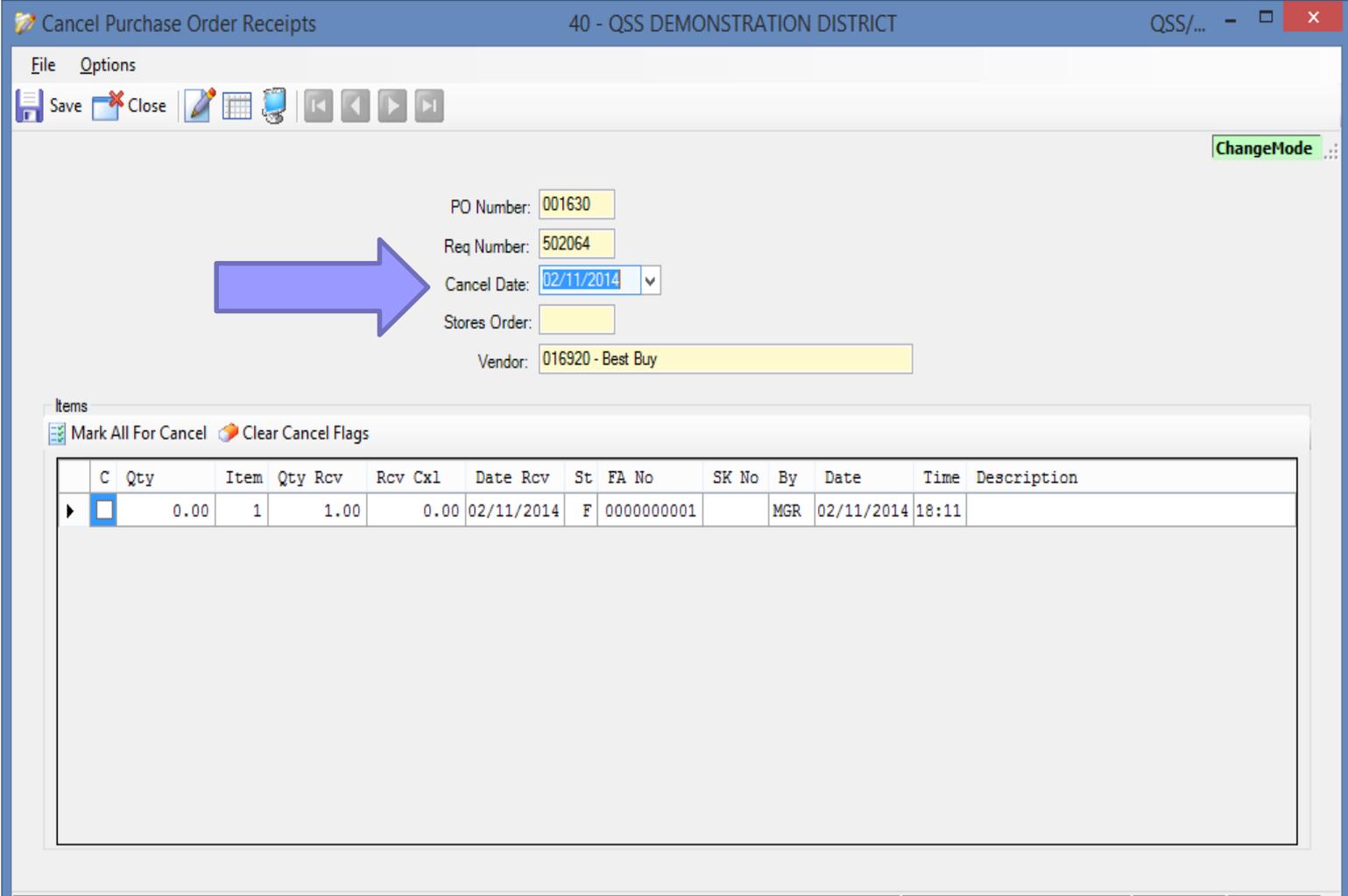
Cancel Purchase Order Receipts

PO Quick View

This screen has the same navigation features as the Post Purchase Order Receipts screen.

Canceling a Receipt

First you will need to enter a Cancel Date.



Cancel Purchase Order Receipts 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close

PO Number: 001630

Req Number: 502064

Cancel Date: 02/11/2014

Stores Order:

Vendor: 016920 - Best Buy

Items

Mark All For Cancel Clear Cancel Flags

	C	Qty	Item	Qty Rcv	Rcv Cxl	Date Rcv	St	FA No	SK No	By	Date	Time	Description
▶	<input type="checkbox"/>	0.00	1	1.00	0.00	02/11/2014	F	0000000001		MGR	02/11/2014	18:11	

Canceling a Receipt

Mark all
of the
items
you
want to
cancel.

Cancel Purchase Order Receipts 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close

ChangeMode

PO Number: 001630
Req Number: 502064
Cancel Date: 02/11/2014
Stores Order:
Vendor: 016920 - Best Buy

Items

Mark All For Cancel Clear Cancel Flags

C	Qty	Item	Qty Rcv	Rcv Cxl	Date Rcv	St	FA No	SK No	By	Date	Time	Description
<input checked="" type="checkbox"/>	.00	1	1.00	0.00	02/11/2014	F	0000000001		MGR	02/11/2014	18:11	

Canceling a Receipt

You must enter the Quantity you wish to cancel, and it cannot be greater than the Qty Rcv value.

Cancel Purchase Order Receipts 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close

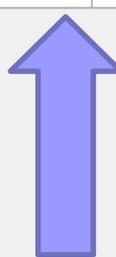
ChangeMode

PO Number: 001630
Req Number: 502064
Cancel Date: 02/11/2014
Stores Order:
Vendor: 016920 - Best Buy

Items

Mark All For Cancel Clear Cancel Flags

C	Qty	Item	Qty Rcv	Rcv Cxl	Date Rcv	St	FA No	SK No	By	Date	Time	Description	
▶	<input checked="" type="checkbox"/>	1.00	1	1.00	0.00	02/11/2014	F	0000000001		MGR	02/11/2014	18:11	



Canceling a Receipt

In the PR0002 usersec there are four values that affect an item being canceled.

- If Position 24 must be set to “Y” for you to be able to cancel a receipt.
- If Position 25 is set to “Y” you are required to enter a Description for each item canceled.
- In Position 26 and 27 you can enter a two character disposition reason code for fixed asset receipts that are canceled. (It must be a valid code defined in the Fixed Asset system)
- If Position 28 is set to “Y” it requires that you cancel the entire quantity for the item.

Canceling a Receipt

For each item you may enter a reason for why you are creating the cancelation.

Cancel Purchase Order Receipts 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close

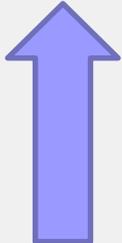
ChangeMode

PO Number: 001630
Req Number: 502064
Cancel Date: 02/11/2014
Stores Order:
Vendor: 016920 - Best Buy

Items

Mark All For Cancel Clear Cancel Flags

C	Qty	Item	Qty Rcv	Rcv Cxl	Date Rcv	St	FA No	SK No	By	Date	Time	Description
<input checked="" type="checkbox"/>	1.00	1	1.00	0.00	02/11/2014	F	0000000001		MGR	02/11/2014	18:11	Returning/Damaged



Canceling a Receipt



Cancel Purchase Order Receipts 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close

ChangeMode

PO Number: 001630
Req Number: 502064
Cancel Date: 02/11/2014
Stores Order:
Vendor: 016920 - Best Buy

Items

Mark All For Cancel Clear Cancel Flags

C	Qty	Item	Qty Rcv	Rcv Cxl	Date Rcv	St	FA No	SK No	By	Date	Time	Description
<input checked="" type="checkbox"/>	1.00	1	1.00	0.00	02/11/2014	F	0000000001		MGR	02/11/2014	18:11	Returning/Damaged

Once you have completed your changes, press save to update the data.

Canceling a Receipt

The PO Quick View is updated to reflect the changes you made.

The screenshot shows a software window titled "PO/REQ Quick View" with a menu bar (File, Export, Format) and a toolbar. The main content area displays the following information:

Year: 2010 Requisition No: 502064 Purchase Order No: 001630 Stores:
Vendor No/Addr: 016920/00 Best Buy
Site: 0001 QCHAR Submitted by:

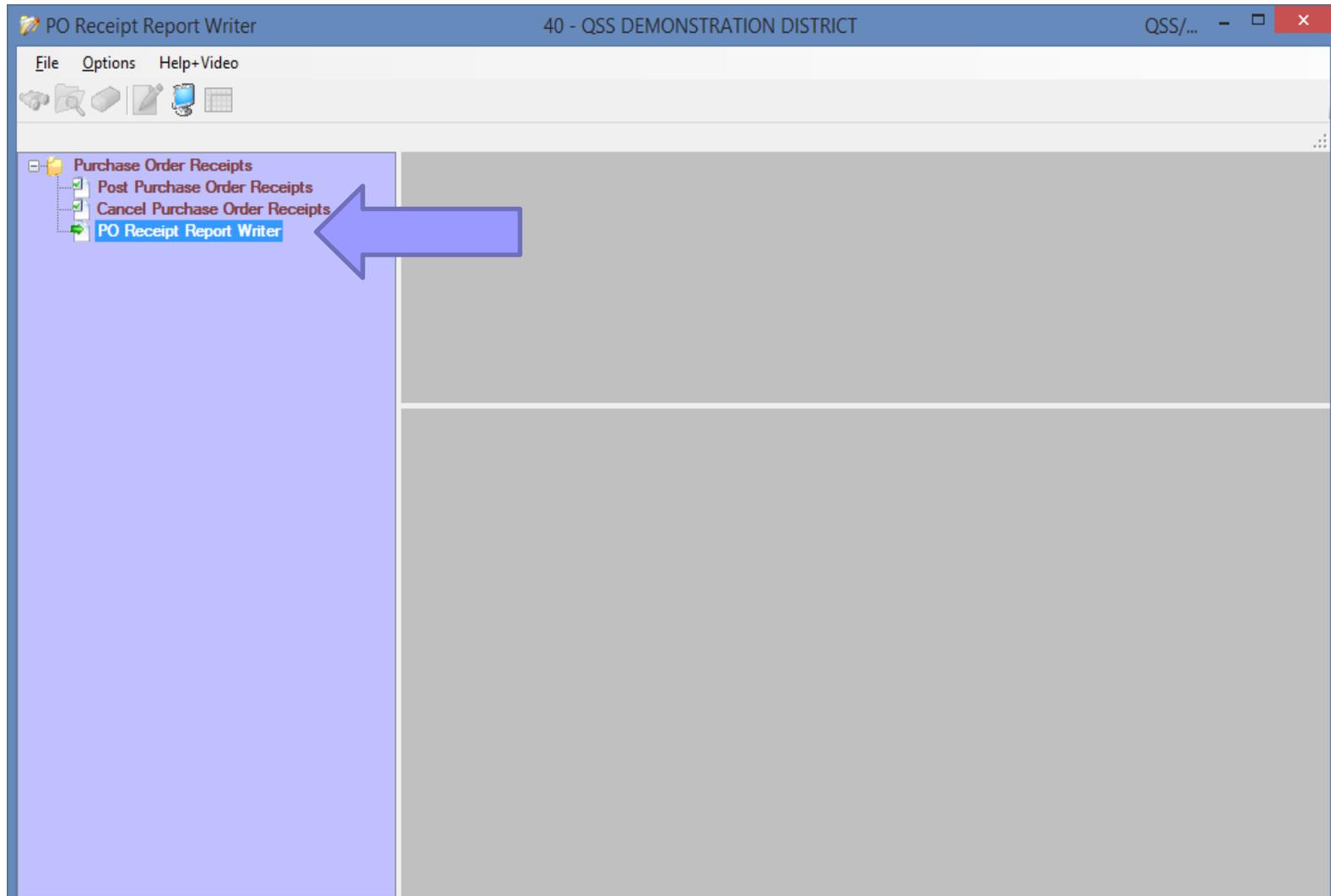
Item	Split	Ordered/	Received	Unit	Unit Cost	Total Cost	Discount	Tax	Stock No
F 1	P	1.00/	0.00*	EACH	10.0000	10.00	.00	Y	000000
		01.0000.0.0000.2100.4300.830.4400.00				100.0000%	10.00		
		Basic Req							
		Receipts:	02/11/2014	-1.00 C	By MGR	02/11/14 19:42			
			02/11/2014	1.00 F	MGR	02/11/14 18:11 FA# 00000000001			

Account Summary:

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Amount
1	01.0000	.0.0000	.2100	.4300	.830	.4400	.00			10.78

A blue arrow points to the "FA# 00000000001" field in the Receipts section.

Receipts Report Writer



To create a report, use the PO Receipts Report Writer

Receipts Report Writer

The Report Writer allows you to launch reports to track information on receipts.

PO Receipt Report Writer 40 - QSS DEMONSTRATION DISTRICT

File Options

PO Receipt Report Writer

Report Selections Accounts

Report title:

Report type: 1 Past due as of:

Sort by: 1

Detail order: 1

PO detail order: 1

Select PO's from: to

Select PO dates from: to

Receipt dates from: to

Select vendors from: to

Category: to (enter a range)

Vendor type: to

PO type: to

Category:

Type:

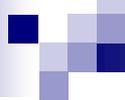
PO type:

Receipt IDs:

Receipts Report Writer

The report type field gives you four different options to select:

1. Receiving History - all PO's. PO Receipts History (PRV110) lists receipts against all POs that you select. It includes both POs with outstanding receipts and with all goods received.
2. Open PO Items Receiving Report. The PO Open Receipts Report (PRV120) report lists only POs with open receipts. It prints all line items for each selected PO. For example, a PO has 10 line items, but only a single line item has outstanding receipts. The report prints the full details of receipts for all 10 line items.
3. Past Due PO Report. The PO Past Due Receipts Report (PRV130) lists POs for which goods have not been received by the deliver-by date for a PO. This report lists only POs with zero items received. The report excludes Pos for which you have posted partial receipts.
4. Receiving Activity Report. The PO Receiving Activity (PRV140) report lists the receiving activity by day. It lists each date on which goods were received, then it lists the details of the receipts for each day.



Receipts Report Writer

The “Past Due as of” field is FOR REPORT TYPE 3 ONLY. Type a date in MMDDYY order. The report includes POs with goods that were not received by the **Deliver-by** date for the PO.

Receipts Report Writer

The primary sort field allows you to select a sort option from the list below:

1. Account field sort sequence. The report begins a new page each time an account field changes in the **Sort sequence** that you define on the second launch screen.
2. Category, vendor type. The report groups receipts by the vendor category and type assigned with Update Vendor Master File (VDUPDT). You can assign each vendor to up to 10 categories (4 characters) and a single type code (2 character). The report begins a new page each time the category or type changes.
3. Vendor Ty, Category. The report groups vendors by type code and category code from the Vendor Master File.
4. PO Type. The report groups receipts by the PO type assigned when requisitions were created with Requisition Entry for Purchase Orders (PXENCM). The report begins a new page whenever the PO type code changes.
5. Date Rcpt. The report groups the transactions by the date the goods were received. The report begins a new page for each day's receipts.
6. Rcpt ID. The report groups the receipts by the 4-character audit ID of the person who posted the receipts. The report begins a new page each time the ID of the receiver changes.

Receipts Report Writer

The Detail Order field allows you to select the order in which PO's are listed within each Primary Sort group.

1. PO#. Within each **Primary sort** group (such as PO type or date of receipt) the report lists POs in numerical order.
2. Date. The receipts are sorted by the date of the PO.
3. Vendor name. Within each sort group, the POs are sorted by vendor name.
4. Vnd remit name. Within each sort group, the POs are sorted by the remit name for vendors.

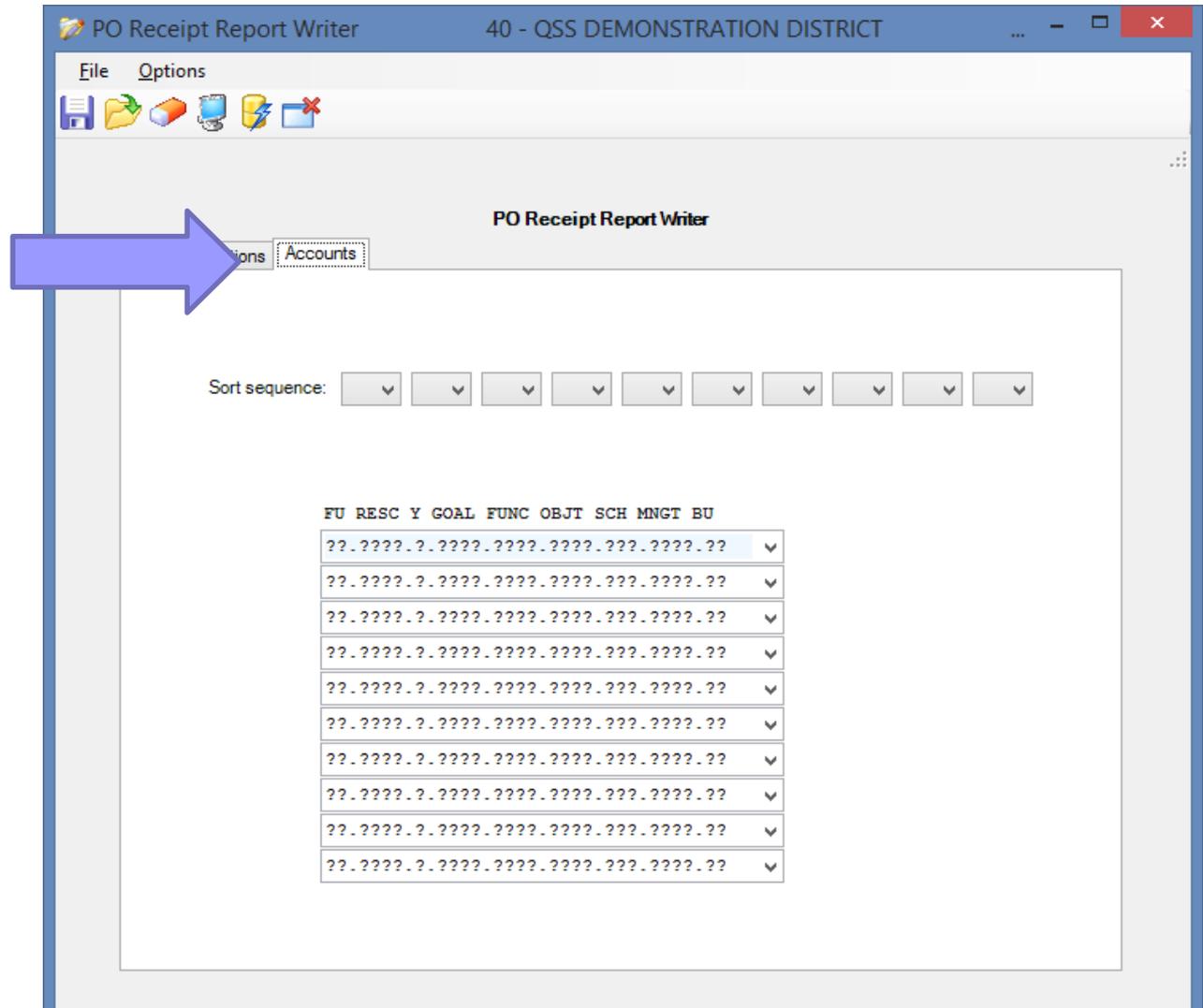
Receipts Report Writer

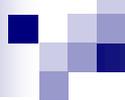
The PO detail order field allows you to select how to print PO numbers

1. PO#. Print only the PO number.
2. PO type + PO#. Print the PO type and PO number.

Receipts Report Writer

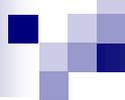
For Report Types 1, 2 and 3 you can enter data on the Accounts tab.





Receipts Report Writer

The sort sequence allows you to type a sort sequence for accounts. This selection makes sense only if you pick **Primary sort** option 1 on the previous screen. Type up to 10 account fields by which to sort the accounts to which receipts are charged.



Receipts Report Writer

The account mask fields allows you to enter up to 10 different account masks. An account is included in the report if it matches any one of the masks.

Receipts Report Writer

Once you are ready to create you report press the Submit Job button.

PO Receipt Report Writer 40 - QSS DEMONSTRATION DISTRICT

File Options

Submit job [Shift+F1]

PO Receipt Report Writer

Report Selections Accounts

Report title:

Report type: Past due as of:

Sort by:

Detail order:

PO detail order:

Select PO's from: to

Select PO dates from: to

Receipt dates from: to

Select vendors from: to

Category: to (enter a range)

Vendor type: to

PO type: to

Category:

Type:

PO type:

Receipt IDs:

Receipts Report Writer

Make sure to note the Job Number that was created for your report.



PO Receipt Report Writer 40 - QSS DEMONSTRATION DISTRICT

File Options

Report request processed successfully. Job No: 1235

PO Receipt Report Writer

Report Selections Accounts

Report title: Ronnie's Test Report

Report type: 1 Past due as of: []

Sort by: 1

Detail order: 1

PO detail order: 1

Select PO's from: [] to []

Select PO dates from: [] to []

Receipt dates from: [] to []

Select vendors from: [] to []

Category: [] to [] (enter a range)

Vendor type: [] to []

PO type: [] to []

Category: [] [] [] [] [] [] [] [] [] []

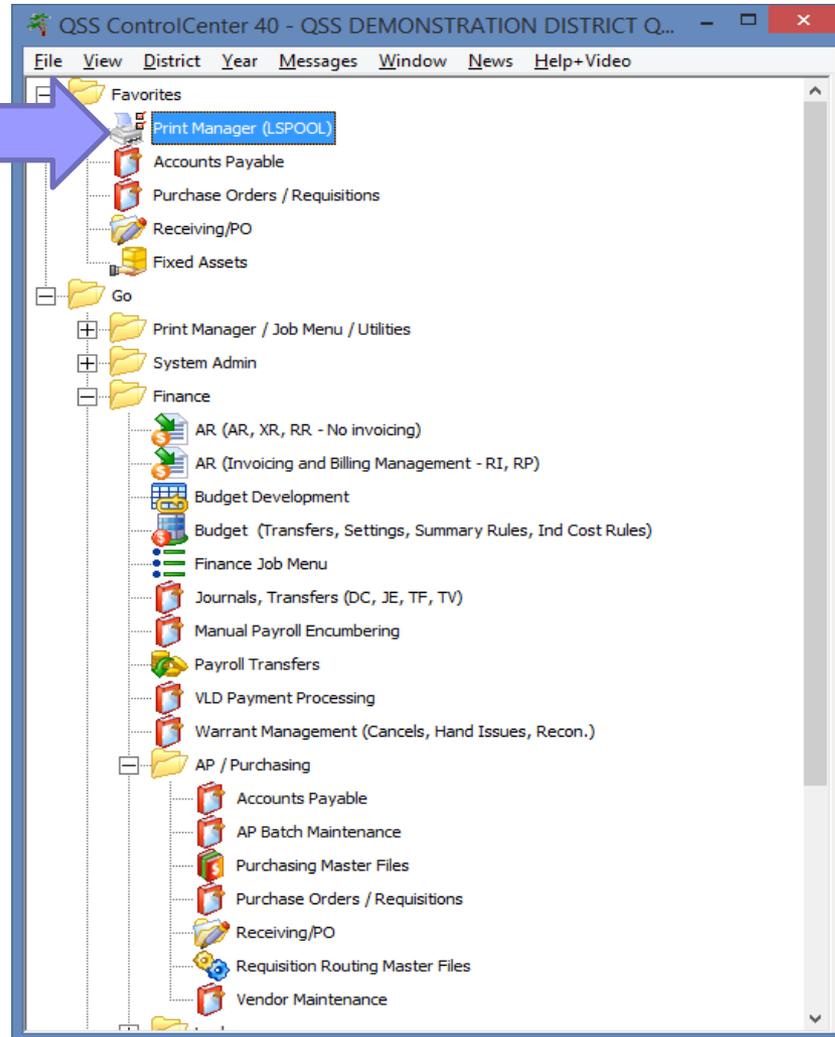
Type: [] [] [] [] [] [] [] [] [] []

PO type: [] [] [] [] [] [] [] [] [] []

Receipt IDs: [] [] [] [] [] [] [] [] [] []

Receipts Report Writer

Return to the QCC Control Center and select Print Manager (LSPOOL) to view your report.



Receipts Report Writer

You can open your report after you have verified the Job# and the Report Title.

The screenshot shows the Print Manager (LSpool) interface. The title bar indicates '40 - QSS DEMONSTRATION DISTRICT' and 'QSS/OASIS'. The menu bar includes 'File', 'View', 'Options', and 'Help+Video'. The toolbar contains various icons for file operations. The main window displays a tree view on the left with folders for 'MGR', 'All Files', 'Dates', 'Job#', 'Program Title', and 'Report Title'. The main area shows a table of print jobs with the following columns: Ret., LN, Slct, R, P, File #, Date/Time, Job#, Beg/End (Lines), Report Title, Program Title, Program, User, and PFile. A single row is highlighted in green, representing a job with the following details: Ret. 001, LN Y, Slct Y, R N, P, File # 001259, Date/Time 02/11/2014 09:14 PM, Job# J01235, Beg/End (Lines) 0/1 (95), Report Title Ronnie's Test Report, Program Title PO RECEIPTS HISTORY, Program PRV110, User MGR, and PFile Exists. Three blue arrows point upwards to the Job#, Report Title, and Program Title columns of this row.

Ret.	LN	Slct	R	P	File #	Date/Time	Job#	Beg/End (Lines)	Report Title	Program Title	Program	User	PFile
001	Y	Y	N		001259	02/11/2014 09:14 PM	J01235	0/1 (95)	Ronnie's Test Report	PO RECEIPTS HISTORY	PRV110	MGR	Exists

Receipts Report Writer

View #1 - C:\Users\Ronald\AppData\Roaming\qss\UserFiles\SVR.linux-test.PORT.29610\ADMIN\PrintFiles\LSPL-20140211-J01235-O0001259-PRV110-PO RECEIPTS... - [X]

File Options

Enter search text

040 QSS DEMONSTRATION DISTRICT PO RECEIPTS HISTORY J1235 PRV110 L.00.00 02/11/14 PAGE 1
 Ronnie's Test Report

NUMBER	DATE	VENDOR NAME	Unit	Iss	Unit Price	Total Price	Subj Tax	Sk No	FA Flag
001630	06/30/2010	016920 Best Buy							
	1	N	1	0	EACH	10.0000	10.00	Y	000000
		Basic Req							
	02/11/2014	Qty Rcvd: -1			Status: C	Rcvd By: MGR	02/11/14 19:42		
		Returning/Damaged							
	02/11/2014		1		F	MGR	02/11/14 18:11	FA# 0000000001	
001632	06/30/2010	000368 Apple Computer							
	1	N	17	0	EACH	1,000.0000	17,000.00	Y	000000
		17 new Apple Laptop computers							
	2	N	17	0	EACH	1,200.0000	20,400.00	Y	000000
		17 new Projectors.							
	02/11/2014	Qty Rcvd: -5			Status: C	Rcvd By: MGR	02/11/14 18:19		
		Didn't receive.							
	02/11/2014		5		P	MGR	02/11/14 16:41		
	3	N	17	0	EACH	750.0000	12,750.00	Y	000000
		17 new File Cabinets.							
	TOTAL:		51	0					
Grand Totals:			52	0					



? Questions ?

At this time, you're welcome to raise your hand if you'd like us to answer any questions.

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QSS Users Group Purchasing, Stores and Fixed Assets (PSFA) Committee co-chairs Rose Garcia of Berkeley USD and Linda Crawford of Stanislaus COE have made arrangements with **Quintessential School Systems** to have the PSFA Committee sponsor the following QSS webinars on a variety of purchasing, stores, and fixed asset topics.

Click on this link for the seminar and webinar schedule in PDF format: [2013-2014 QSSUG PSFA Schedule](#). Registration and mailing information is below this chart.

Date and Time (Pacific)	Webinar	Presenter / Q/A	PSFA Member Registration Cost	Non-Member Registration Cost
Tuesday October 22, 2013 10am - 12noon	Stores Administration Download flyer/registration Download flyer Give Feedback	Don Hemwall Mike Smith	\$0.00	\$250.00
Thursday November 14, 2013 10am - 12noon	POCO (Purchase Order Change Orders) Download flyer/registration Download flyer Give Feedback	Ronnie Steward Craig Grilley	\$0.00	\$250.00
Tuesday December 10, 2013 10am - 12noon	End-User Routing Download flyer/registration Download flyer Give Feedback	JP Hollingsworth Craig Grilley	\$0.00	\$250.00
Tuesday January 07, 2014 10am - 12noon	Tips & Tricks Download flyer/registration Download flyer Give Feedback	Don Hemwall Duane Percox	\$0.00	\$250.00
Tuesday January 28, 2014 10am - 12noon	Stores Administration Download flyer/registration Download flyer Give Feedback	Don Hemwall Mike Smith	\$0.00	\$250.00
Thursday February 13, 2014 10am - 12noon	Receiving Download flyer/registration Download flyer Give Feedback	Ronnie Steward Craig Grilley	\$0.00	\$250.00

