



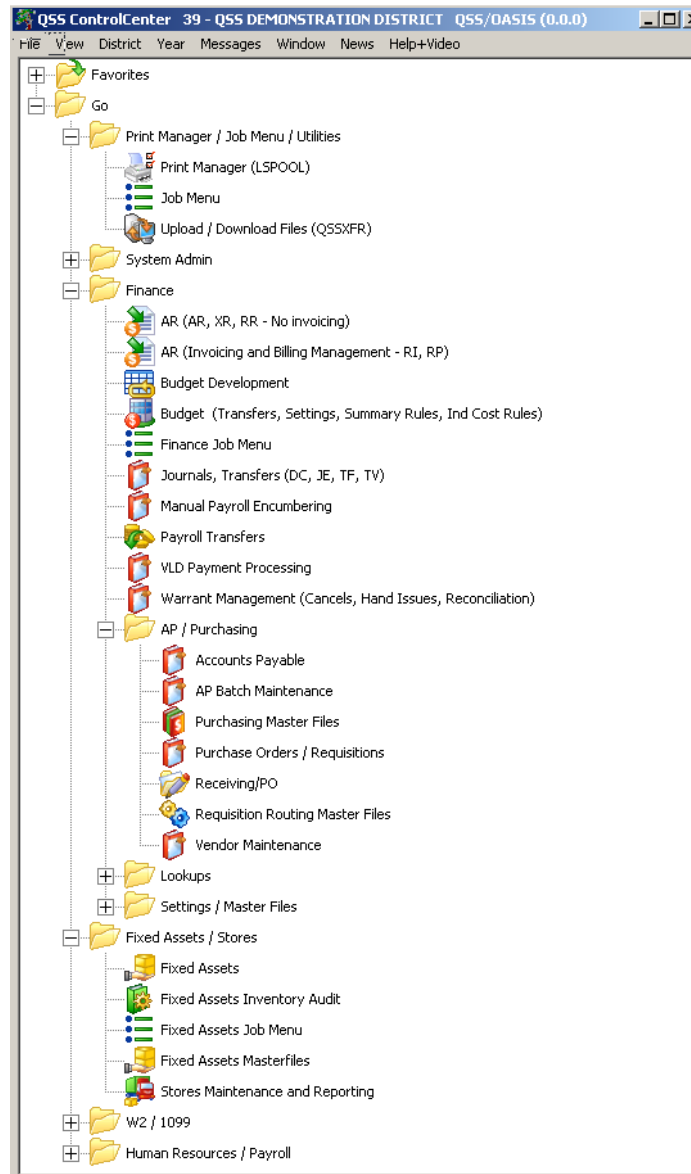
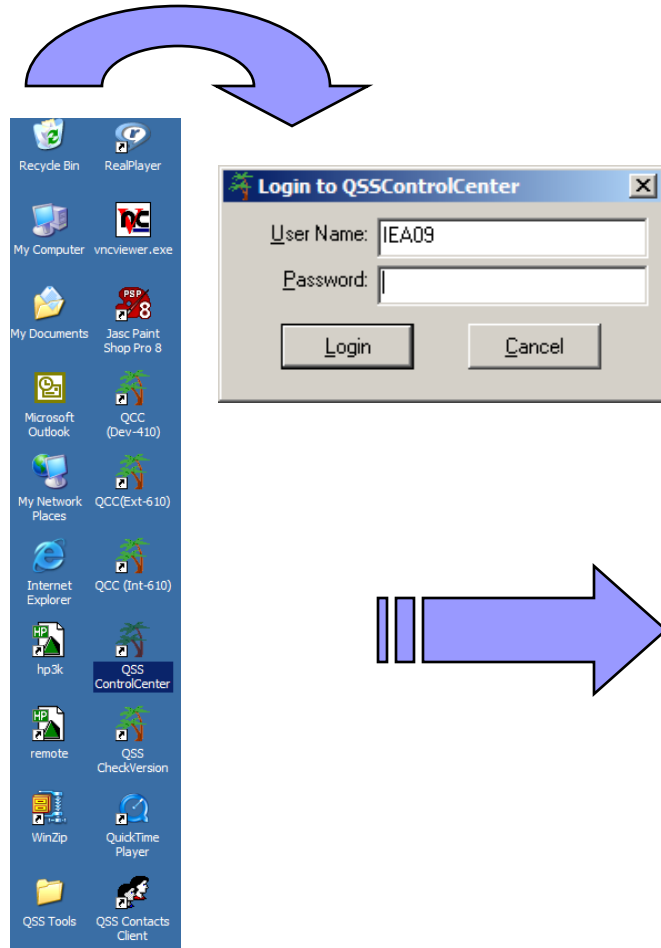
QSSUG/PSFA Webinar

Fiscal Rollover/QCC for Purchasing
and Stores

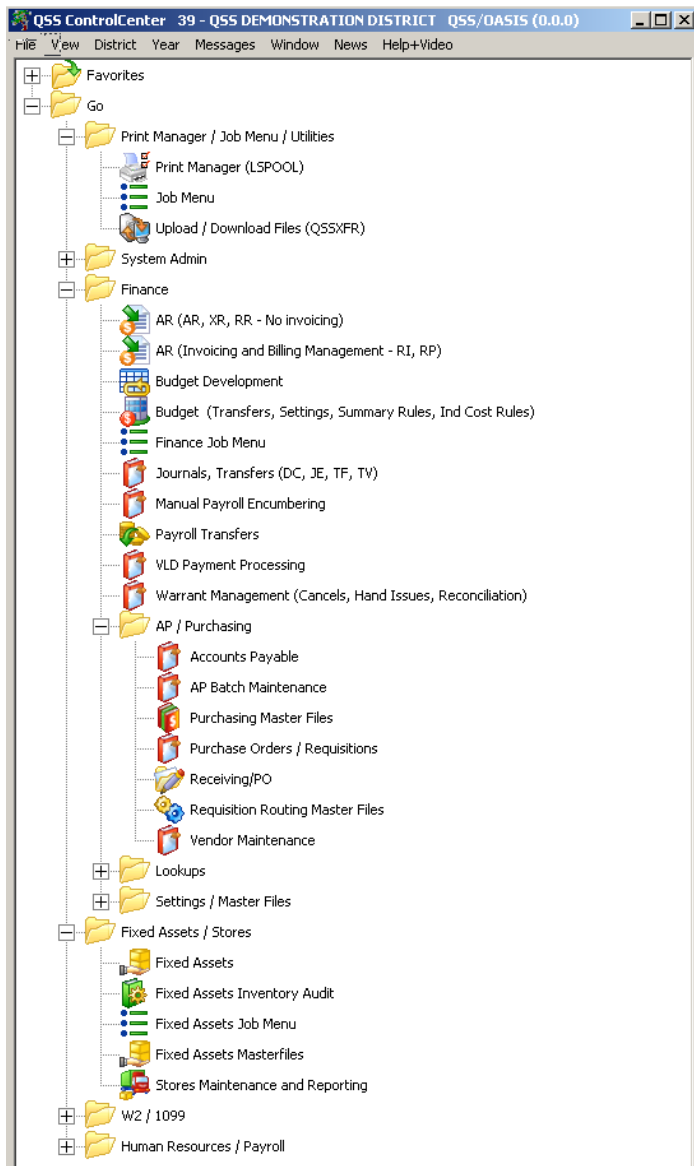
June 3, 2014

Duane Percox, **QSS**

Accessing QCC Purchasing / Stores



QCC/Purchasing / Stores Found In...



- Print manager / Job menu / Utilities
- Finance Job Menu
- AP/Purchasing (Purchase Order / Requisitions)
- Fixed Assets / Stores

QCC/Purchasing Jobs

The screenshot displays a software application window titled "Job Menu" for "39-QSS DEMONSTRATION DISTRICT" and "QSS/OASIS". The window has a menu bar with "File", "View", "Options", and "Help". Below the menu bar is a toolbar with icons for a calendar, a hand, a keyboard, a printer, and a computer monitor. The main area is a tree view showing a hierarchy of jobs. The "View" section at the top left has "Tree" selected and "Grid" unselected, with a search box to the right. The tree view is expanded to show the "Finance" folder, which contains several sub-folders and individual job items. The status bar at the bottom of the window displays "Yr:2008 Dist:39 Site:0 3/26/2011 8:31 AM".

Job Menu 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File View Options Help

View
Tree Grid Search:

- Finance
 - Accounts Payable Reports
 - Accounts Receivable Reports (No Invoicing)
 - Budget Reports / Processes
 - General Ledger Reports / Processes
 - Requisition / PO Reports / Processes
 - Cancel Uncompleted Routing Requisitions (POX086)
 - Close out Open POs (PCL920)
 - Create Estimated Payables/Liabilities (POR520)
 - PO Board Report (POX600)
 - PO Board Report (POX602)
 - Purchase Order Report Writer (PORSUB)
 - Purchase Order Summary by Buyer (POR210)
 - Purchase Order Summary by Commodity (POR200)
 - Roll POs to Next Fiscal Year (POR510)
 - Update Names/Addresses of Employee-Vendors with data from HR
 - PO Change Order Printing
 - Extract/Print/Update PO Change Orders (PO Format)
 - Extract/Print/Update PO Change Orders (Detail Format)
 - PO Forms Printing
 - Extract / Print / Update Purchase Orders (site selection)
 - Extract / Print / Update Purchase Orders (logon site)
 - Requisition Prelists
 - Purchase Order Prelist - Site Selection
 - Purchase Order Prelist - Logon Site
 - Remote Requisition Prelist (Remote User) - Logon Site
 - Remote Requisition Prelist (Remote User)
 - Remote Requisition Prelist (Remote Admin) - Logon Site
 - Remote Requisition Prelist (Remote Admin)
 - Remote Requisition Prelist (Purchasing) - Logon Site
 - Remote Requisition Prelist (Purchasing)
- Warrant Reports / Processes
- Warrant Recon Reports / Processes
- Misc Finance Reports / Processes
- Fixed Assets
- Position Control
- Absence Tracking
- Payroll
- Stores
- Benefits Management

Yr:2008 Dist:39 Site:0 3/26/2011 8:31 AM

QCC/Purchasing Main

Purchase Orders / Requisitions 39 - THE TRAIN USD QSS/OASIS

File Options Help

Queue Management Requisitions Purchase Orders

Purchase Orders

Fiscal Year: 08 Purchase Order #: - Requisition #: - Advanced Search

Search Results

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

Yr: 2008 Dist: 39 Site: 0 GS: W 1/18/2011 8:45:40 AM

QSS/OASIS Purchasing Overview

■ PO Creation

- Manual (vendor, accts, amounts)
- Req/PO
- Remote Req with simple work-flow, PO assigned at final step
- Remote Req using RQR (requisition routing: complex hierarchical / content driven workflow)

■ PO Adjustment

- Manual ('X' – extend option)
- Manual ('C'/'O' transactions in POPYMT)
- POCO – PO Change Orders

■ PO Printing

- POX300 – only supported method
- Continuous form (few use this)
- Laser – fill-in or draw form (variable #pages, logo, signature)

Request Open PO Report (POR110)

Purchase Order Payment Transactions (PORSUB) 39-Q55 DEMONSTRATION DISTRICT Q55/OASIS

File Options

Main Selection* | Sort | Accounts

Purchase Order Report Writer

Report Title :

Report Type :

Primary Sort :

Detail Order :

PO Detail Order :

Include Current Liabilities :

PO Number : -

PO Date : -

Vendor Number : -

Vendor Name : -

Code Range Selection

Category : -

Vendor Type : -

PO Type : -

Individual Code Selection

Category :

Vendor Type :

PO Type :

Yr:2008 Dist:39 Site:0 3/29/2011 8:35 AM

Request: Sort Tab

Purchase Order Payment Transactions (PORSUB) 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection* Sort* Accounts

	Sort
1	F3 - Fund
▶ 2	
3	
4	
5	
6	
7	
8	
9	
10	

Note: Sort settings configured on this tab are only used with 'Primary Sort' selection '1 - Account Sort Sequence'.

Yr:2008 Dist:39 Site:0 3/29/2011 8:35 AM

Request: Acctclass Mask Tab

Purchase Order Payment Transactions (PORSUB) 39-Q55 DEMONSTRATION DISTRICT Q55/OASIS

File Options

Main Selection* Sort* Accounts

Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr
L	???	???	???	???	???	???	???	???	???
L	???	???	???	???	???	???	???	???	???
L	???	???	???	???	???	???	???	???	???
L	???	???	???	???	???	???	???	???	???
L	???	???	???	???	???	???	???	???	???
L	???	???	???	???	???	???	???	???	???
L	???	???	???	???	???	???	???	???	???
L	???	???	???	???	???	???	???	???	???
L	???	???	???	???	???	???	???	???	???
L	???	???	???	???	???	???	???	???	???

Yr:2008 Dist:39 Site:0 3/29/2011 8:35 AM

POR110 Report – Page 0

View #1 - C:\Documents and Settings\duane.Q55\Application Data\qss\UserFiles\SVR.hp3k.qss.com.PORT.29410\Duane Dev\PrintFiles\LSPL-20110329-J...

File Options

Enter search text

39 QSS DEMONSTRATION DISTRICT OPEN PURCHASE ORDERS J1640 POR110 H.00.14 03/29/11 PAGE 0
 SAMPLE FOR WEBINAR PO#: 000000-999999 PO type:

Account Strings Selected:

Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr
1.	-	-	-	-	-	-	-	-	-
2.	-	-	-	-	-	-	-	-	-
3.	-	-	-	-	-	-	-	-	-
4.	-	-	-	-	-	-	-	-	-
5.	-	-	-	-	-	-	-	-	-
6.	-	-	-	-	-	-	-	-	-
7.	-	-	-	-	-	-	-	-	-
8.	-	-	-	-	-	-	-	-	-
9.	-	-	-	-	-	-	-	-	-
10.	-	-	-	-	-	-	-	-	-

Account Breaks on: Fund
 Select PO'S from: 000000 To 999999

Select PO dates from: To

Select vendors from: To

Select vendor names from: To

Primary sort: PO Type, Account break values

Detail line order by: Purchase order number

PO detail order by: Purchase order number

Include Current Liabilities: N

Pages(Lines): 0/3 (132) 3/29/2011 2:01 PM

POR110 Report - Data

View #1 - C:\Documents and Settings\duane.QSS\Application Data\qss\UserFiles\SVR.hp3k.qss.com.PORT.29410\Duane Dev\PrintFiles\LSPL-20110329-J...

File Options

Enter search text

39 QSS DEMONSTRATION DISTRICT OPEN PURCHASE ORDERS J1640 POR110 H.00.14 03/29/11 PAGE 1
 SAMPLE FOR WEBINAR PO#: 000000-999999 PO type:

Fund :010 FUND 010

NUMBER	VENDOR NAME	DESCRIPTION	ENCUMBERED	STAT	LIQUIDATED	BALANCE	ENTERED
080003	000001 QUINTESSENTIAL SCHOOL SYSTEMS	Webinar					
1.	010-0000-0-4200-00-1110-2420-000000-300-0000		851.43			851.43	02/18/2008
2.	010-0000-0-4300-00-0000-0000-000000-000-0000		1,018.96			1,018.96	
3.	010-0000-0-1100-00-1110-1000-000000-017-0000		0.00				
	TOTAL AMOUNT		1,870.39		0.00	1,870.39	
080004	000001 QUINTESSENTIAL SCHOOL SYSTEMS	Testing Shipping %					
1.	010-0000-0-4300-00-0000-0000-000000-000-0000		113.56			113.56	02/18/2008
080006	000002 DONALD DUCK	sample for conference session					
1.	010-3012-0-4200-00-1110-1000-000000-000-0000		2,546.33	R	2,475.46	70.87	03/03/2008
2.	010-1100-0-4300-00-1110-1000-000000-000-0000		178.95	L	178.95		
	TOTAL AMOUNT		2,725.28		2,654.41	70.87	
080007	000007 Eatsalot Food Services	Food Service PO					
1.	010-0000-0-1900-00-1110-2100-000000-300-8550		100.00	R	52.50	47.50	03/03/2008
080009	000001 QUINTESSENTIAL SCHOOL SYSTEMS	Webinar - Supplies					
1.	010-0000-0-4300-00-0000-0000-000000-000-0000		387.40	0		387.40	02/18/2008
080010	000001 QUINTESSENTIAL SCHOOL SYSTEMS	sample widget order					
1.	010-0000-0-4300-00-0000-0000-000000-000-0000		109.83			109.83	02/16/2008
080011	000001 QUINTESSENTIAL SCHOOL SYSTEMS	Webinar stuff					
1.	010-0000-0-4300-00-0000-7110-000000-100-0000		0.00	C			06/30/2008
2.	010-0000-0-4300-00-0000-7120-000000-200-0000		563.64			563.64	
	TOTAL AMOUNT		563.64		0.00	563.64	
080012	000001 QUINTESSENTIAL SCHOOL SYSTEMS	Webinar Stuff					
1.	010-0000-0-4300-00-0000-7120-000000-200-0000		0.00	C			06/30/2008
2.	010-0000-0-4300-00-0000-7110-000000-100-0000		250.23			250.23	
3.	010-0000-0-4300-00-0000-2700-000000-015-0000		5.00			5.00	
4.	010-0000-0-4300-00-0000-0000-000000-000-0000		200.69			200.69	
	TOTAL AMOUNT		455.92		0.00	455.92	

Pages(Lines): 0/3 (132) 3/29/2011 2:01 PM

Request PO's Rollover Report

PO Rollover Report/Update (PDR510) Year: 08 Dist: 39 - Q55 DEMONSTRATION DISTRICT Q55/OASIS

File Options

Main Selection Accounts

Report Title : For Webinar

Select Payments Entered By User : (Leave blank for all users)

Update? N - Produce report (only)

Fiscal Year Update

Increment FY Field During Update : N - Roll accounts as they are

Note: This question is only relevant to sites that have a FY field in the account string.

Important Notice
When this job is launched in 'Update' mode, each 'R' transaction will be "rolled" into a purchase order in the new year and can potentially update volumes of data.

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 1:32:44 PM

POR520 Sample – Nothing Flagged

View #1 - C:\Documents and Settings\duane.Q55\Application Data\qss\UserFiles\SVR.hp3k.qss.com.POR.T.29410\Duane Dev\PrintFiles\LSPL-20110329-11623-000316...

File Options

Enter search text

39 QSS DEMONSTRATION DISTRICT FOR WEBINAR PO Rollover Report J1623 POR510 H.01.00 03/29/11 PAGE ** Prelist **

Vendor Name	PO Num	Line num	Fnd	Resc	Y	Objt	S0	Goal	Func	CstCtr	Ste	Mngr	Amount	Message
0														
39 QSS DEMONSTRATION DISTRICT FOR WEBINAR													0	H.01.00 03/29/11 PAGE ** Prelist **

Account classifications selected

Fnd	Resc	Y	Objt	S0	Goal	Func	CstCtr	Ste	Mngr
1.	-	-	-	-	-	-	-	-	-
2.	-	-	-	-	-	-	-	-	-
3.	-	-	-	-	-	-	-	-	-
4.	-	-	-	-	-	-	-	-	-
5.	-	-	-	-	-	-	-	-	-
6.	-	-	-	-	-	-	-	-	-
7.	-	-	-	-	-	-	-	-	-
8.	-	-	-	-	-	-	-	-	-
9.	-	-	-	-	-	-	-	-	-
10.	-	-	-	-	-	-	-	-	-

Field ranges selected

FI	RANGE
-----	-----

Report total: 0.00

*** No records qualified ***

Pages(Lines): 00 (25) 3/29/2011 9:07 AM

PO Payments – Flag L/R

Accounts Payable - PO Payments (PO) 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options View Help

Search (F3)

Quick Search

Purchase Order #: - Requisition #: -

Advanced Search

Quick Pay

PO #: Line #:

Add Payment

Search Results (Double-Click a cell or Control-Enter to view details)

	PO Number	Date Entered	Vendor Number	Vendor Name	Amount	Remote Req	Date Printed	Site No	Site Description
7	080006	03/03/2008	000002	DONALD DUCK	\$2,725.28			0000	Unspecified
8	080007	03/03/2008	000007	Eatsalot Food Services	\$100.00			0000	Unspecified
9	080008	03/03/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	\$176.48			0000	Unspecified
10	080009	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	\$387.40		06/30/2008	0001	DISTRICT BUSINESS OFFICE
11	080010	02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	\$109.83		06/30/2008	0001	DISTRICT BUSINESS OFFICE
12	080011	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	\$563.64		06/30/2008	0056	Technical Services
13	080012	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	\$455.92		06/30/2008	0001	DISTRICT BUSINESS OFFICE
14	080013	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	\$0.00			0001	DISTRICT BUSINESS OFFICE
15	080014	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	\$0.00			0001	DISTRICT BUSINESS OFFICE
16	080017	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	\$15.00			0001	DISTRICT BUSINESS OFFICE
▶ 17	080018	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	\$10.00		06/30/2008	0000	Unspecified
18	080019	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	\$600.00		06/30/2008	0001	DISTRICT BUSINESS OFFICE
19	080020	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	\$1,000.00		06/30/2008	0001	DISTRICT BUSINESS OFFICE
20	080021	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	\$1,000.00		06/30/2008	0001	DISTRICT BUSINESS OFFICE

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 8:53:06 AM

PO Before Flagging...

PO Payment - Payments

File Options

Requisition Number: 080027 PO Number: 080018 Description: TEST FOR DAPSTER

Vendor No/Address: 000001 / 00 QUINTESSENTIAL SCHOOL SYSTEMS Discount: 0.00 %

	Fnd	Resc	Y	Objt	S0	Goal	Func	CstCtr	Ste	Mngr	Original	Amount	Status
▶ 1	010	0000	0	5200	00	0000	2700	000000	100	0000	\$10.00	\$10.00	

Status	Date	Invoice Description	Liquidate	Payment	Discount Flag	Discount %	Net	Balance	Use Tax	UT Rate	UT Amount	1099	Date Paid	Warrant	Bat

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 8:53:28 AM

L/R Flags are Payment Types

Add PO Payment

File Options

Add

PO number: 080018 - TEST FOR DAPSTER
Line: 0001 Account: 010-0000-0-5200-00-0000-2700-0000000-100-0000
Budget Balance: \$5,615.00
Vendor: 000001 - QUINTESSENTIAL SCHOOL SYSTEMS

Balance:

Status:

Invoice date:

Invoice Description:

Batch number:

Payment Due:

Liquidate:

Payment:

Use Tax: Use Tax Amount: \$0.00

1099:

Discount: Discount: %

Remit Payments:

Address No:

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 8:53:39 AM

Use 'R' to Roll PO to Next FY

Add PO Payment

File Options

Add

PO number: 080018 - TEST FOR DAPSTER
Line: 0001 Account: 010-0000-0-5200-00-0000-2700-000000-100-0000
Budget Balance: \$5,615.00
Vendor: 000001 - QUINTESSENTIAL SCHOOL SYSTEMS

Balance:

Status:

Invoice date:

Invoice Description:

Batch number:

Payment Due:

Liquidate:

Payment:

Use Tax: Use Tax Amount: \$0.00

1099:

Discount: Discount: %

Remit Payments:

Address No:

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 9:01:06 AM

PO After Flagging

PO Payment - Payments

File Options

Requisition Number: 080027 PO Number: 080018 Description: TEST FOR DAPSTER

Vendor No/Address: 000001 / 00 QUINTESSENTIAL SCHOOL SYSTEMS Discount: 0.00 %

	Fnd	Resc	Y	Objt	S0	Goal	Func	CstCtr	Ste	Mngr	Original	Amount	Status
▶ 1	010	0000	0	5200	00	0000	2700	000000	100	0000	\$10.00	\$10.00	R

	Status	Date	Invoice Description	Liquidate	Payment	Discount Flag	Discount %	Net	Balance	Use Tax	UT Rate	UT Amount	1099	Date Paid	Warrant	Bat
▶ 1	R	06/30/2008	WILL GET SHIPMENT IN AUG	\$10.00	\$0.00	N	0.00	\$0.00	\$0.00	N	0.000	\$0.00	Y		00000000	0

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 2:08:18 PM

PO After Entering L+R

PO Payment - Payments

File Options

Requisition Number: PO Number: Description:

Vendor No/Address: / Discount: %

	Fnd	Resc	Y	Objt	S0	Goal	Func	CstCtr	Ste	Mngr	Original	Amount	Status
▶ 1	010	-6010	-0	-5200	-00	-7110	-7200	-000000	-500	-0000	\$176.48	\$176.48	R

	Status	Date	Invoice Description	Liquidate	Payment	Discount Flag	Discount %	Net	Balance	Use Tax	UT Rate	UT Amount	1099	Date Paid	Warrant	Bat
1	P	06/30/2008	fafdadf	\$1.48	\$1.48	N	0.00	\$1.48	\$175.00	N	0.000	\$0.00	Y		00000000	157
2	P	06/30/2008	original entry	\$0.00	\$15.00	N	0.00	\$15.00	\$175.00	N	0.000	\$0.00	Y		00000000	157
3	L	06/30/2008	WE GOT PARTIAL SHIPMENT	\$75.00	\$0.00	N	0.00	\$0.00	\$100.00	N	0.000	\$0.00	Y		00000000	0
▶ 4	R	06/30/2008	WILL GET REST IN JULY	\$100.00	\$0.00	N	0.00	\$0.00	\$0.00	N	0.000	\$0.00	Y		00000000	0

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 8:59:29 AM

PO With Activity – ‘R’ Some...

PO Payment - Payments

File Options

Requisition Number: PO Number: Description:

Vendor No/Address: / Discount: %

	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Original	Amount	Status
▶ 1	010	0000	0	1900	00	1110	2100	000000	300	8550	\$100.00	\$100.00	P

	Status	Date	Invoice Description	Liquidate	Payment	Discount Flag	Discount %	Net	Balance	Use Tax	UT Rate	UT Amount	1099	Date Paid	Warrant	Bat
1	P	06/30/2008	some invoice number here	\$1.00	\$1.00	N	0.00	\$1.00	\$99.00	N	0.000	\$0.00	N		00000000	7
2	P	06/30/2008	something typed here	\$1.00	\$1.00	N	0.00	\$1.00	\$98.00	N	0.000	\$0.00	N		00000000	157
▶ 3	P	06/30/2008	type something here 3rd pay	\$0.50	\$0.50	N	0.00	\$0.50	\$97.50	N	0.000	\$0.00	N		00000000	157

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 9:01:40 AM

Enter the 'R' for \$50.00

Add PO Payment

File Options

Balance: \$97.50

Status: R - Roll to next fiscal year as a PO

Invoice date: 06/30/2008

Invoice Description: ROLL \$50/AUTOCANCEL \$47.50

Liquidate: \$50.00

Payment: \$0.00

Use Tax: Y - 10 Use Tax Amount: \$0.00

1099: 2

Discount: Discount: 0.00 %

Remit Payments:

Address No: 00 Eatsalot Food Services
777 Hungry Avenue
San Jose, CA 94070

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 9:02:20 AM

Roll \$50/Auto-Cancel \$47.50

PO Payment - Payments

File Options

Requisition Number: PO Number: Description:

Vendor No/Address: / Discount: %

	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Original	Amount	Status
▶ 1	010	0000	0	1900	00	1110	2100	0000000	300	8550	\$100.00	\$100.00	R

	Status	Date	Invoice Description	Liquidate	Payment	Discount Flag	Discount %	Net	Balance	Use Tax	UT Rate	UT Amount	1099	Date Paid	Warrant	Bat
1	P	06/30/2008	some invoice number here	\$1.00	\$1.00	N	0.00	\$1.00	\$99.00	N	0.000	\$0.00	N		00000000	7
2	P	06/30/2008	something typed here	\$1.00	\$1.00	N	0.00	\$1.00	\$98.00	N	0.000	\$0.00	N		00000000	157
3	P	06/30/2008	type something here 3rd pay	\$0.50	\$0.50	N	0.00	\$0.50	\$97.50	N	0.000	\$0.00	N		00000000	157
▶ 4	R	06/30/2008	ROLL \$50/AUTOCANCEL \$47.50	\$50.00	\$0.00	N	0.00	\$0.00	\$47.50	Y	0.000	\$0.00	2		00000000	0

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 9:02:33 AM

L+R+Auto-Close

PO Payment - Payments

File Options

Requisition Number: PO Number: Description:

Vendor No/Address: / Discount: %

	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Original	Amount	Status
▶ 1	010	3012	0	4200	00	1110	1000	000000	000	0000	\$2,546.33	\$2,546.33	R
2	010	1100	0	4300	00	1110	1000	000000	000	0000	\$178.95	\$178.95	P

	Status	Date	Invoice Description	Liquidate	Payment	Discount Flag	Discount %	Net	Balance	Use Tax	UT Rate	UT Amount	1099	Date Paid	Warrant	Bat
1	P	06/30/2008	eeeye	\$150.00	\$150.00	N	0.00	\$150.00	\$2,396.33	N	0.000	\$0.00	1		00000000	157
2	P	06/16/2008	unique invoice date	\$125.46	\$125.46	N	0.00	\$125.46	\$2,270.87	N	0.000	\$0.00	1		00000000	157
3	L	06/30/2008	PARTIAL LIABILITY	\$1,200.00	\$0.00	N	0.00	\$0.00	\$1,070.87	N	0.000	\$0.00	1		00000000	0
▶ 4	R	06/30/2008	PARTIAL ROLL OF PO	\$1,000.00	\$0.00	N	0.00	\$0.00	\$70.87	N	0.000	\$0.00	1		00000000	0

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 9:04:12 AM

How 'L' Was Entered

Add PO Payment

File Options

Add

PD number: 080006 - sample for conference session
Line: 0001 Account: 010-3012-0-4200-00-1110-1000-000000-000-0000
Budget Balance: -\$2,561.33
Vendor: 000002 - DONALD DUCK

Balance:

Status:

Invoice date:

Invoice Description:

Batch number:

Payment Due:

Liquidate:

Payment:

Use Tax: Use Tax Amount: \$0.00

1099:

Discount: Discount: %

Remit Payments:

Address No:

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 9:03:28 AM

How 'R' Was Entered

Add PO Payment

File Options

Add

PD number: 080006 - sample for conference session
Line: 0001 Account: 010-3012-0-4200-00-1110-1000-000000-000-0000
Budget Balance: -\$2,561.33
Vendor: 000002 - DONALD DUCK

Balance:

Status:

Invoice date:

Invoice Description:

Batch number:

Payment Due:

Liquidate:

Payment:

Use Tax: Use Tax Amount: \$0.00

1099:

Discount: Discount: %

Remit Payments:

Address No:

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 9:03:57 AM

Second Budget – Want all ‘L’

PO Payment - Payments

File Options

Requisition Number: PO Number: Description:

Vendor No/Address: / Discount: %

	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Original	Amount	Status
1	010	3012	0	4200	00	1110	1000	000000	000	0000	\$2,546.33	\$2,546.33	R
▶ 2	010	1100	0	4300	00	1110	1000	000000	000	0000	\$178.95	\$178.95	P

	Status	Date	Invoice Description	Liquidate	Payment	Discount Flag	Discount %	Net	Balance	Use Tax	UT Rate	UT Amount	1099	Date Paid	Warrant	Bat
1	P	06/30/2008	373654	\$0.00	\$15.00	Y	0.00	\$15.00	\$178.95	Y	10.000	\$1.50	1		00000000	157
▶ 2	P	06/30/2008	666	\$12.00	\$12.00	Y	0.00	\$12.00	\$166.95	N	0.000	\$0.00	1		00000000	157

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 9:04:33 AM

Enter the 'L'

Add PO Payment

File Options

Add

PO number: 080006 - sample for conference session
Line: 0002 Account: 010-1100-0-4300-00-1110-1000-000000-000-0000
Budget Balance: -\$757.78
Vendor: 000002 - DONALD DUCK

Balance:

Status:

Invoice date:

Invoice Description:

Batch number:

Payment Due:

Liquidate:

Payment:

Use Tax: Use Tax Amount: \$0.00

1099:

Discount: Discount: %

Remit Payments:

Address No:

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 9:04:58 AM

Result of Entry

PO Payment - Payments

File Options

Requisition Number: PO Number: Description:

Vendor No/Address: / Discount: %

	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Original	Amount	Status
1	010	3012	0	4200	00	1110	1000	0000000	000	0000	\$2,546.33	\$2,546.33	P
2	010	1100	0	4300	00	1110	1000	0000000	000	0000	\$178.95	\$178.95	L

	Status	Date	Invoice Description	Liquidate	Payment	Discount Flag	Discount %	Net	Balance	Use Tax	UT Rate	UT Amount	1099	Date Paid	Warrant	Bat
1	P	06/30/2008	373654	\$0.00	\$15.00	Y	0.00	\$15.00	\$178.95	Y	10.000	\$1.50	1		00000000	157
2	P	06/30/2008	666	\$12.00	\$12.00	Y	0.00	\$12.00	\$166.95	N	0.000	\$0.00	1		00000000	157
3	L	06/30/2008	LIAB ALL FOR THIS ACCDUNT	\$166.95	\$0.00	N	0.00	\$0.00	\$0.00	N	0.000	\$0.00	1		00000000	0

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 9:05:12 AM

PO Rollover After Flagging

PO Rollover Report/Update (PDR510) Year: 08 Dist: 39 - Q55 DEMONSTRATION DISTRICT Q55/OASIS

File Options

Main Selection Accounts

Report Title : AFTER FLAGGING PO'S

Select Payments Entered By User : (Leave blank for all users)

Update? N - Produce report (only)

Fiscal Year Update

Increment FY Field During Update N - Roll accounts as they are

Note: This question is only relevant to sites that have a FY field in the account string.

Important Notice
When this job is launched in 'Update' mode, each 'R' transaction will be "rolled" into a purchase order in the new year and can potentially update volumes of data.

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 9:05:47 AM

Rollover Report

View #1 - C:\Documents and Settings\duane.Q55\Application Data\qss\UserFiles\SVR.hp3k.qss.com.PORT.29410\Duane Dev\PrintFiles\LSPL-20110329-J1625-000316...

File Options

Enter search text

39 QSS DEMONSTRATION DISTRICT
AFTER FLAGGING PO'S

P0 Rollover Report J1625 POR510 H.01.00 03/29/11 PAGE 0
** Prelist **

Account classifications selected

Fnd	Resc	Y	Objt	S0	Goal	Func	CstCtr	Ste	Mngr
1.	-	-	-	-	-	-	-	-	-
2.	-	-	-	-	-	-	-	-	-
3.	-	-	-	-	-	-	-	-	-
4.	-	-	-	-	-	-	-	-	-
5.	-	-	-	-	-	-	-	-	-
6.	-	-	-	-	-	-	-	-	-
7.	-	-	-	-	-	-	-	-	-
8.	-	-	-	-	-	-	-	-	-
9.	-	-	-	-	-	-	-	-	-
10.	-	-	-	-	-	-	-	-	-

Field ranges selected

FI	RANGE

39 QSS DEMONSTRATION DISTRICT
AFTER FLAGGING PO'S

P0 Rollover Report J1625 POR510 H.01.00 03/29/11 PAGE 1
** Prelist **

Vendor Name	PO Num	Line num	Fnd	Resc	Y	Objt	S0	Goal	Func	CstCtr	Ste	Mngr	Amount	Message
2 DONALD DUCK	80006	1 =>	1	010-3012-0-4200-00-1110-1000-000000-000-0000									1,000.00	
7 Eatsalot Food Services	80007	1 =>	1	010-0000-0-1900-00-1110-2100-000000-300-8550									50.00	
1 QUINTESSENTIAL SCHOOL SYSTEMS	80008	1 =>	1	010-6010-0-5200-00-7110-7200-000000-500-0000									100.00	
1 QUINTESSENTIAL SCHOOL SYSTEMS	80018	1 =>	1	010-0000-0-5200-00-0000-2700-000000-100-0000									10.00	
Report total:												1,160.00		

Pages(Lines): 0/1 (36) 3/29/2011 9:06 AM

Liability Report After Flagging

PO to Liabilities Report/Update (POR520) Year: 08 Dist: 39 - Q55 DEMONSTRATION DISTRICT Q55/OASIS

File Options

Main Selection Accounts

Report Title : AFTER FLAGGING LIABS

Select Payments Entered By User : (Leave blank for all users)

Update? N - Produce report (only)

Fiscal Year Update

Increment FY Field During Update N - Roll accounts as they are

NOTE: This question is only relevant to sites that have a FY field in the account string.

Important Notice
When this job is launched in 'Update' mode, each 'L' transaction will be "rolled" into a payable in the new year and can potentially update volumes of data.

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 9:07:42 AM

Liability Rollover Report

View #1 - C:\Documents and Settings\duane.QSS\Application Data\qss\UserFiles\SVR.hp3k.qss.com.PORT.29410\Duane Dev\PrintFiles\LSPL-20110329-J1626-000316...

File Options

Enter search text

39 QSS DEMONSTRATION DISTRICT PO to Liabilities Report J1626 POR520 H.01.00 03/29/11 PAGE 0
 AFTER FLAGGING LIABS ** Prelist **

Account classifications selected

Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr
1.	-	-	-	-	-	-	-	-	-
2.	-	-	-	-	-	-	-	-	-
3.	-	-	-	-	-	-	-	-	-
4.	-	-	-	-	-	-	-	-	-
5.	-	-	-	-	-	-	-	-	-
6.	-	-	-	-	-	-	-	-	-
7.	-	-	-	-	-	-	-	-	-
8.	-	-	-	-	-	-	-	-	-
9.	-	-	-	-	-	-	-	-	-
10.	-	-	-	-	-	-	-	-	-

Field ranges selected

FI	RANGE
-----	-----

39 QSS DEMONSTRATION DISTRICT PO to Liabilities Report J1626 POR520 H.01.00 03/29/11 PAGE 1
 AFTER FLAGGING LIABS ** Prelist **

Vendor Name	PO Num	Line	EP Num	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Amount	Message
2 DONALD DUCK	80006	1 =>		010	3012	0	4200	00	1110	1000	000000	000	0000	1,200.00	
		2 =>		010	1100	0	4300	00	1110	1000	000000	000	0000	166.95	
1 QUINTESSENTIAL SCHOOL SYSTEMS	80008	1 =>		010	6010	0	5200	00	7110	7200	000000	500	0000	75.00	
Report total:													1,441.95		

Pages(Lines): 0/1 (33) 3/29/2011 9:09 AM

Auto-Close Process

The screenshot shows a software window titled "Close Out Open Purchase Orders (PCL920)" with a menu bar containing "File" and "Options". The window has a toolbar with icons for file operations. The main area is divided into two tabs: "Main Selection" and "Accounts", with "Accounts" currently selected. Inside the "Accounts" tab, there is a form with the following fields:

- Posting Date: 06/30/2008
- Invoice Date: 06/30/2008
- Invoice Description: AUTO-CLOSE PO/PRELIST
- Select Purchase Orders Dated: []/[]/[] - []/[]/[]
- Update Mode: [N]

The status bar at the bottom of the window displays: "Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 9:10:07 AM".

Auto-Close Report (Page 0)

View #1 - C:\Documents and Settings\duane.Q55\Application Data\qss\UserFiles\SVR.hp3k.qss.com.PORT.29410\Duane Dev\PrintFiles\LSPL-20110329-J1627-000316...

File Options

Enter search text

39 QSS DEMONSTRATION DISTRICT PO Disencumberance Report J1627 PCL920 H.01.01 03/29/11 PAGE 0
 AUTO-CLOSE PO/PRELIST ** Prelist **

Account classifications selected								Field ranges selected			
Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngtr	FI	RANGE
1.	-	-	-	-	-	-	-	-	-		
2.	-	-	-	-	-	-	-	-	-		
3.	-	-	-	-	-	-	-	-	-		
4.	-	-	-	-	-	-	-	-	-		
5.	-	-	-	-	-	-	-	-	-		
6.	-	-	-	-	-	-	-	-	-		
7.	-	-	-	-	-	-	-	-	-		
8.	-	-	-	-	-	-	-	-	-		
9.	-	-	-	-	-	-	-	-	-		
10.	-	-	-	-	-	-	-	-	-		

Posting date: 06/30/2008
 Invoice date: 06/30/2008
 Invoice desc: AUTO-CLOSE PO/PRELIST

PO date range: 00/00/0000 - 99/99/9999
 Run mode: Report only

Pages(Lines): 0/1 (53) 3/29/2011 9:11 AM

Auto-Close Report

View #1 - C:\Documents and Settings\duane.QSS\Application Data\qss\UserFiles\SVR.hp3k.qss.com.PORT.29410\Duane Dev\PrintFiles\LSPL-20110329-J1627-000316...

File Options

Enter search text

39 QSS DEMONSTRATION DISTRICT
AUTO-CLOSE PO/PRELIST

P0 Disencumbrance Report J1627 PCL920 H.01.01 03/29/11 PAGE 1
** Prelist **

Vendor Name	P0 Num	Ln	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Amount	P0 Date
2 DONALD DUCK	80006	1	010-3012-0-4200-00-1110-1000-000000-000-0000										70.87	03/03/2008
7 Eatsalot Food Services	80007	1	010-0000-0-1900-00-1110-2100-000000-300-8550										47.50	03/03/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	1	1	010-0000-0-4300-00-0000-8200-000000-600-0000										123.00	03/07/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	80003	1	010-0000-0-4200-00-1110-2420-000000-300-0000										851.43	02/18/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	80003	2	010-0000-0-4300-00-0000-0000-000000-000-0000										1,018.96	02/18/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	80004	1	010-0000-0-4300-00-0000-0000-000000-000-0000										113.56	02/18/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	80009	1	010-0000-0-4300-00-0000-0000-000000-000-0000										387.40	02/18/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	80010	1	010-0000-0-4300-00-0000-0000-000000-000-0000										109.83	02/16/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	80011	2	010-0000-0-4300-00-0000-7120-000000-200-0000										563.64	06/30/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	80012	2	010-0000-0-4300-00-0000-7110-000000-100-0000										250.23	06/30/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	80012	3	010-0000-0-4300-00-0000-2700-000000-015-0000										5.00	06/30/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	80012	4	010-0000-0-4300-00-0000-0000-000000-000-0000										200.69	06/30/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	80017	1	010-0000-0-1100-00-1110-1000-000000-011-0000										15.00	06/30/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	80019	2	010-0000-0-4300-00-0000-2700-000000-017-0000										175.00	06/30/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	80019	3	010-0000-0-4200-00-1110-2420-000000-300-0000										125.00	06/30/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	80019	4	010-0000-0-4300-00-0000-7110-000000-100-0000										300.00	06/30/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	80020	1	010-0000-0-4300-00-0000-0000-000000-000-0000										200.00	06/30/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	80020	2	010-0000-0-4300-00-0000-2700-000000-017-0000										300.00	06/30/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	80020	3	010-0000-0-4200-00-1110-2420-000000-300-0000										275.00	06/30/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	80020	4	010-0000-0-4300-00-0000-7110-000000-100-0000										225.00	06/30/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	80021	1	010-0000-0-4300-00-0000-0000-000000-000-0000										500.00	06/30/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	80021	2	010-0000-0-4300-00-0000-2700-000000-017-0000										200.00	06/30/2008
1 QUINTESSENTIAL SCHOOL SYSTEMS	80021	3	010-0000-0-4200-00-1110-2420-000000-300-0000										300.00	06/30/2008
Total													6,357.11	

Pages(Lines): 0/1 (53) 3/29/2011 9:11 AM

Reqs in Pipe-Line...

Purchase Orders / Requisitions 39 - THE TRAIN USD QSS/OASIS

File Options Help

Queue Management Requisitions Purchase Orders

Requisitions

Fiscal Year: 08 Requisition #: Purchase Order #: Advanced Search

Search Results

PO#	Req#	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site	#	Date	Notes
000000	000001	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	01	12/03/2007	
000000	080013	02/23/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	01	02/23/2008	
000000	080012	02/23/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	01	02/23/2008	
000000	080014	02/23/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	01	02/23/2008	
000000	080015	02/23/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.10		0000-Unspecified	01	02/23/2008	
000000	080016	02/23/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	2.20		0000-Unspecified	01	02/23/2008	
000000	080018	03/06/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	11,875.00		0001-DISTRICT BUSINESS OFFICE	02	03/06/2008	
000000	080017	03/01/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	295.90		0001-DISTRICT BUSINESS OFFICE	01	03/01/2008	
000000	080011	02/23/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.10		0000-Unspecified	01	02/23/2008	
000000	000002	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	01	12/03/2007	
000000	080002	02/12/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	293.50		0001-DISTRICT BUSINESS OFFICE	03	02/12/2008	
000000	000050	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	01	12/03/2007	
000000	080001	02/11/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	185.90		0001-DISTRICT BUSINESS OFFICE	01	02/11/2008	
080001	080005	06/01/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00	03/01/2008	0000-Unspecified	01	06/01/2008	
080002	080006	02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00	03/01/2008	0001-DISTRICT BUSINESS OFFICE	02	02/16/2008	
080003	080008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1,870.39	03/01/2008	0001-DISTRICT BUSINESS OFFICE	08	02/18/2008	
080004	080009	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	113.56	03/01/2008	0001-DISTRICT BUSINESS OFFICE	02	02/18/2008	
080005	080010	06/30/2008	000000	* Vendor not on file *	0.00		0000-Unspecified	00	06/30/2008	
080009	080007	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	387.40	06/30/2008	0001-DISTRICT BUSINESS OFFICE	03	02/18/2008	
080010	080019	02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	109.83	06/30/2008	0001-DISTRICT BUSINESS OFFICE	02	02/16/2008	
080011	080020	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	563.64	06/30/2008	0056-Technical Services	01	06/30/2008	
080012	080021	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	455.92	06/30/2008	0001-DISTRICT BUSINESS OFFICE	08	06/30/2008	

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 1:43:34 PM

Cancel In-Process Requisitions

Year-End Requisition Cancellation (POX086) Year: 08 Dist: 39 - Q55 DEMONSTRATION DISTRICT Q55/OASIS

File Options

Main Selection

Report Title: PREPARE FOR CANCELLING R-REQS

Sort: 3 - Req No.

Mode: 1 - Report Only

Fiscal Year: 08

Select Sites:

Cancellation Type: 1 - Unapproved Reqs Without Routing Only

Cancellation Post Date: 1 - Unapproved Reqs Without Routing Only
2 - Unapproved Reqs With Routing Only
3 - All Unapproved Reqs

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 9:12:43 AM

Choose '3' for All Req. Types

Year-End Requisition Cancellation (POX086) Year: 08 Dist: 39 - Q55 DEMONSTRATION DISTRICT Q55/OASIS

File Options

Main Selection

Report Title: LIST OF REQS TO CANCEL

Sort: 3 - Req No.

Mode: 1 - Report Only

Fiscal Year: 08

Select Sites:

Cancellation Type: 3 - All Unapproved Reqs

Cancellation Post Date: / /

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 9:14:50 AM

POX086 – Page 0

View #1 - C:\Documents and Settings\duane.QSS\Application Data\qss\UserFiles\SVR.hp3k.qss.com.PORT.29410\Duane Dev\PrintFiles\LSPL-20110329-J1629-000316...

File Options

Enter search text

39 QSS DEMONSTRATION DISTRICT Year End Requisition Cancellation J1629 POX086 H.00.00 03/29/11 PAGE 0
Fiscal Year: 08

LIST OF REQS TO CANCEL Sort By: Req No. Mode: Report Only

Req No.	Site	Vendor	Items	Accts	Originator	Last Queue	Status
---------	------	--------	-------	-------	------------	------------	--------

Year End Requisition Cancellation

Report Title: LIST OF REQS TO CANCEL

Sort By: Req No. |

Mode: Report Only

Fiscal Year: 08

Selected Sites: All Sites

Cancel Requisition Types: All Unapproved Reqs

Cancellation Post Date: 00/00/0000

Pages(Lines): 0/1 (33) 3/29/2011 9:15 AM

POX086 – Req. Listing

View #1 - C:\Documents and Settings\duane.Q55\Application Data\qss\UserFiles\SVR.hp3k.qss.com.PORT.29410\Duane Dev\PrintFiles\LSPL-20110329-J1629-000316...

File Options

j1629

39 QSS DEMONSTRATION DISTRICT Year End Requisition Cancellation J1629 POX086 H.00.00 03/29/11 PAGE 1
 Fiscal Year: 08
 LIST OF REQS TO CANCEL Sort By: Req No. Mode: Report Only

Req No.	Site	Vendor	Items	Accts	Originator	Last Queue	Status
000001	0001 DISTRICT BUSINESS OFFICE	000001 QUINTESSENTIAL SCHOOL SYSTEMS	1	1			RQ
000002	0001 DISTRICT BUSINESS OFFICE	000001 QUINTESSENTIAL SCHOOL SYSTEMS	1	1			RQ
000050	0001 DISTRICT BUSINESS OFFICE	000001 QUINTESSENTIAL SCHOOL SYSTEMS	1	1			RQ
080001	0001 DISTRICT BUSINESS OFFICE	000001 QUINTESSENTIAL SCHOOL SYSTEMS	1	1			RQ
080002	0001 DISTRICT BUSINESS OFFICE	000001 QUINTESSENTIAL SCHOOL SYSTEMS	3	1			RQ
080011	0000 Unspecified	000001 QUINTESSENTIAL SCHOOL SYSTEMS	1	1			RQ
080012	0000 Unspecified	000001 QUINTESSENTIAL SCHOOL SYSTEMS	1	1			RQ
080013	0000 Unspecified	000001 QUINTESSENTIAL SCHOOL SYSTEMS	1	1			RQ
080014	0000 Unspecified	000001 QUINTESSENTIAL SCHOOL SYSTEMS	1	1			RQ
080015	0000 Unspecified	000001 QUINTESSENTIAL SCHOOL SYSTEMS	1	1			RQ
080016	0000 Unspecified	000001 QUINTESSENTIAL SCHOOL SYSTEMS	1	1			RQ
080017	0001 DISTRICT BUSINESS OFFICE	000001 QUINTESSENTIAL SCHOOL SYSTEMS	1	1	DEA11	DEA11	RT
080018	0001 DISTRICT BUSINESS OFFICE	000001 QUINTESSENTIAL SCHOOL SYSTEMS	2	1	DEA11	DEA11	RT

Pages(Lines): 0/1 (33) 3/29/2011 9:17 AM

PO M/F – Requisition Control

Purchasing Master File Maintenance 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File View Options Help

Inspect

- Purchasing
 - Shipping Addresses (SHIP)
 - Purchase Order Types (PO)
 - Buyer Codes (BUYR)
 - Commodity Codes (CMDY)
 - Purchase Order Type Odometers (DDO)
 - Purchase Order/Requisition Control (SET)**
- Miscellaneous
 - Message Library (MSG)

DI: 39 FY: 2008 Name: Code: Code Range From: Code Range To:

Purchase Order/Requisition Control District Master File

Fiscal Year	Active Flag	Add Disabled	Change Disabled	Queue Mgmt Disabled
08	Y			
09	Y			

Yr:2008 Dist:39 Site:0 GS: W 3/29/2011 2:28 PM

Update Year Ending

Change P.O./Requisition Control 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

Save Cancel Print Refresh Back Forward Stop

Change

Requisition Controls: 08 : Y

Fiscal Year: 08

Active: Y

Add Disabled: 06/01/08

Change Disabled: //

Queue Mgmt Disabled: //

Yr:2008 Dist:39 Site:0 GS: W 3/29/2011 9:28 AM

Enable Year Starting

Change P.O./Requisition Control 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

Save Cancel Print Refresh Back Forward Stop Home

Change

Requisition Controls : 09 : Y

Fiscal Year : 09

Active :

Add Disabled : //

Change Disabled : //

Queue Mgmt Disabled : //

Yr:2008 Dist:39 Site:0 GS: W 3/29/2011 9:31 AM

Option Settings...

Finance Maintenance 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Change

Program Options (GDUPT) | Field Relationship Tables (FLD000) | County Fund Cross Ref (CFUPDT)

Program Options by Dist | Program Options by Prog | Dometers | Control Dates | Data Formats

District: 39 - THE TRAIN USD

	Name	Abbr	Description	Data Matrix
1	08POXD		Unknown	Y08_060508_061008_0615
2	09POXD		Unknown	Y000000000000000000000000000000
3	BCUPDT	BD	Accounts Payable - Batching	NY
4	BDE002	BA	Budgt Dvlpmnt - budget actions	NY00XX
5	CAFMAC		Unknown	Y N
6	CRMEMO	CM	Credit Memos	NY00XX Y
7	DCUPDT	DC	Cash Receipts (Deposits)	NY
8	LBPYMT	LB	Unrecognized Liabilities	NN00XX Y
9	PAY270		Unknown	01020503040607080910000000000000
10	PAY320		Unknown	01020306090708100504000000000000
11	PCL010	EP	Estimated Payables	NY
12	PVPYMT	PV	Pay Vouchers	NY00XX Y
13	PXENCM	PX	Purchase Order Requisitions	NY00XX1000 15000 100000
14	TCPYMT	TC	Travel Claims	NY00XX Y

Yr:2008 Dist:39 Site:0 GS: W 3/29/2011 2:38 PM

PCL – Requires Odo#

Finance Maintenance - Program Options by Dist 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Change

Line No.: 11 Dist: 39
Program: PCL010 Abbr.: EP Desc: Estimated Payables

Caption	Legal Values	Req.	Num.	Max.	Edit Data	Data
Force date to	Y,N	Y	N	1	N	N
Autonumber?	Y,N	Y	N	1	Y	Y
Data :		False	False	48		

Yr:2008 Dist:39 Site:0 GS: W 3/29/2011 2:36 PM

ODO Values for FY1

Finance Maintenance 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Inspect

Program Options (GOUPTD) | Field Relationship Tables (FLD000) | County Fund Cross Ref (CFUPDT)

Program Options by Dist | Program Options by Prog | **Odometers** | Control Dates | Data Formats

Fiscal Year: 08 District: 39 - THE TRAIN USD

	Abbr	Program	Program Description	Odometer Number	FY Controlled
1	BA	BDE002	Budget Dvlpmt - budget actions	080001	
2	DC	DCUPDT	Cash Receipts (Deposits)	000889	
3	EP	PCL010	Estimated Payables	800504	
4	PO	POENCM	Purchase Order Encumbering	080101	
5	PV	PVPYMT	Pay Vouchers	001032	
6	PX	PXENCM	Purchase Order Requisitions	080139	
7	TP	TPUPDT	Payroll Transfers (TP)	080001	
8	TR	PGUPDT	Payroll Transfers	080001	
9	VE	VEUPDT	Accounts Payable Vendor Setup	100039	NOT FY Controlled

ODO Values for FY2

Finance Maintenance 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Record updated successfully (ODOMETER) Change

Program Options (GOUPDT) | Field Relationship Tables (FLD000) | County Fund Cross Ref (CFUPDT)

Program Options by Dist | Program Options by Prog | **Odometers** | Control Dates | Data Formats

Fiscal Year: 09 District: 39 - THE TRAIN USD







	Abbr	Program	Program Description	Odometer Number	FY Controlled
1	BD	BCUPDT	Accounts Payable - Batching	000009	
2	DC	DCUPDT	Cash Receipts (Deposits)	090001	
3	EP	PCL010	Estimated Payables	090500	
4	PO	POENCM	Purchase Order Encumbering	095000	
5	PV	PVPYMT	Pay Vouchers	390047	
6	TC	TCPYMT	Travel Claims	090001	
7	VE	VELPDT	Accounts Payable Vendor Setup	100039	NOT FY Controlled

Yr:2008 Dist:39 Site:0 GS: W 3/29/2011 2:37 PM

PCL (EP) ODO... Setup in FY1

Finance Maintenance - Odometers 39 - QSS DEMONSTRATION DISTRIC... [-] [□] [X]

File Options

    |  

Change

Line Number:

Fiscal Year:

District:

Abbr.:

Program:

Program Description:

Odometer Number:

Queue Mgt. In Closing Year

Purchase Orders / Requisitions 39 - THE TRAIN USD Q55/OASIS

File Options Help

Queue Management Requisitions Purchase Orders

Queue Management

Requisitions Waiting for Action

	Se	Req#	Vendor	Amount	Date Added	Del By	Subt By	Site	Commodity	PO	NT	Q#	Special Notes
<input checked="" type="checkbox"/>	00	020013	QUINTESSENTIAL SCHOOL SYSTEMS	3,132.66	02/05/2010		DEABTEC2	0000		N		1	
<input type="checkbox"/>	03	020015	QUINTESSENTIAL SCHOOL SYSTEMS	274.68	02/05/2010		DEABTEC2	0000		N		1	
<input type="checkbox"/>	00	020016	QUINTESSENTIAL SCHOOL SYSTEMS	11.31	02/08/2010		DEABTEC2	0000		N		1	
<input type="checkbox"/>	00	020017	QUINTESSENTIAL SCHOOL SYSTEMS	5.00	05/05/2010		DEABTEC2	0000		N		1	
<input type="checkbox"/>	08	190012	QUINTESSENTIAL SCHOOL SYSTEMS	2.00	05/06/2009		DEABTEC2	0000		N	Y	1	Must change or approve with note.

Select All Clear All

Queue Legend

Queue	Owner	Absent	Return
1 - Implied User			
2 - Purchasing Administrator	DEAPADM	Y	01/01/2009
3 - Purchasing Buyer N-Z	DEAPBYR2	N	
4 - Purchasing Clerk N-Z	DEAPCLK2	N	
5 - Purchasing Director Approval	DEAPDIR	N	

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 2:54:54 PM

Next Yr is Open - Toggle

Purchase Orders / Requisitions 39 - THE TRAIN USD Q55/OASIS

File Options Help

- Show Approved POs
- Refresh Queue
- Select Processing Queue
- Approve
- Approve with note
- Refer
- Re Route
- Inspect F4
- View
- Assign PO
- Show
- Cancel
- Set Absence
- Select User Profile
- Toggle Year**
 - 2008
 - 2009
- Grid Output Shift+F11
- Print Screen F11
- First Shift+F5
- Previous F5
- Next F6
- Last Shift+F6
- Show Security Ctrl+S

Requisitions Waiting for Action

	Amount	Date Added	Del By	Subt By	Site	Commodity	PD	NT	Q#	Special Notes
SCHOOL SYSTEMS	3,132.66	02/05/2010		DEABTEC2	0000		N		1	
SCHOOL SYSTEMS	274.68	02/05/2010		DEABTEC2	0000		N		1	
SCHOOL SYSTEMS	11.31	02/08/2010		DEABTEC2	0000		N		1	
SCHOOL SYSTEMS	5.00	05/05/2010		DEABTEC2	0000		N		1	
	2.00	05/06/2009		DEABTEC2	0000		N	Y	1	Must change or approve with note.

Select All Clear All

Queue Legend

	Owner	Absent	Return
	DEAPADM	Y	01/01/2009
3 - Purchasing Buyer N-Z	DEAPBYR2	N	
4 - Purchasing Clerk N-Z	DEAPCLK2	N	
5 - Purchasing Director Approval	DEAPDIR	N	

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 2:55:04 PM

Nothing in Queue in Next FY

Purchase Orders / Requisitions 39 - THE TRAIN USD QSS/OASIS

File Options Help

Queue Management Requisitions Purchase Orders

Queue Management

Requisitions Waiting for Action

Se	Req#	Vendor	Amount	Date Added	Del By	Subt By	Site	Commodity	PO	NT	Q#	Special Notes
<input type="button" value="Select All"/> <input type="button" value="Clear All"/>												

Queue Legend

Queue	Owner	Absent	Return
1 - Implied User			
2 - Purchasing Administrator	DEAPADM	Y	01/01/2009
3 - Purchasing Buyer N-Z	DEAPBYR2	N	
4 - Purchasing Clerk N-Z	DEAPCLK2	N	
5 - Purchasing Director Approval	DEAPDIR	N	

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 2:55:37 PM

Can Toggle Back...

Purchase Orders / Requisitions 39 - THE TRAIN USD QSS/DASIS

File Options Help

- Show Approved POs
- Refresh Queue
- Select Processing Queue
- Approve
- Approve with note
- Refer
- Re Route
- Inspect F4
- View
- Assign PO
- Show
- Cancel
- Set Absence
- Select User Profile
- Toggle Year**
 - 2008
 - 2009
- Grid Output Shift+F11
- Print Screen F11
- First Shift+F5
- Previous F5
- Next F6
- Last Shift+F6
- Show Security Ctrl+S

Requisitions Waiting for Action

Amount	Date Added	Del By	Subt By	Site	Commodity	PO	NT	Q#	Special Notes
Select All Clear All									

Queue Legend

	Owner	Absent	Return
3 - Purchasing Buyer N-Z	DEAPADM	Y	01/01/2009
4 - Purchasing Clerk N-Z	DEAPCLK2	N	
5 - Purchasing Director Approval	DEAPDIR	N	

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 3:01:07 PM

Synchronize Rolled PO for Req Info

Purchase Order Encumbering 39 - The Train USD QSS/OASIS

File Options Help

- Save and Return F2
- Save F9
- Set Override Password Alt+P
- Change Purchase Order Ctrl+F9
- Extend Purchase Order Ctrl+F1
- Change Order Ctrl+F2
- Delete Purchase Order Ctrl+F8
- Inspect Purchase Order Ctrl+F5
- Delete Row Ctrl+F7
- Add Account Ctrl+Shift+F6
- Change Account Ctrl+Shift+F9
- Return Additional Address F8
- PO/Req Xyr Synchronize Ctrl+C**
- PO/Req Xyr Remove Synchronization Ctrl+U
- Grid Output Shift+F11
- Print Screen F11
- View PDF Files
- PO Quick View Ctrl+F11
- PO Quick View Settings
- Clear PO Quick View Settings
- First Shift+F5
- Previous F5
- Next F6
- Last Shift+F6

Requisition

Requisition:

Submitted by:

Ship to:

Remit

QSS
867 AMERICAN ST.
2ND FLOOR (UPSTAIRS)
(REMIT ONLY)
SAN CARLOS, CA 94070

tr Ste Mngr	Amount	Status
00-000-0000	\$3,247.50	<input type="text"/>

Total PO Amount: \$3,247.50

Synchronize (F9) after Review

PO/Req Xyr Synchronize 39 - The Train USD QSS/OASIS

File Options

Synchronize Close

FY: 09 RQ: 000010 PO: 000010 VE: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS InspectMode

Change Order: 01 Date Paid: N/A Date Printed: N/A DAPD-02/10/2009-14:26:01

New Requisition Number To Assign:

Requisition

Requisition: Purchase Order: Control #: Warehouse: Stores Order:

Vendor/Addr#: / Date:

PO Type: Delivery By: Confirming:

Description: Tax %: % Ship To:

Submitted by: Terms: Commodity:

Site: FOB:

Buyer: Program: Misc Date: Misc:

Routing Group: Room: Shipping %:

Accounts

Ln	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Prior Encumbrance	Remaining Balance
▶ 1.	010-0000-0-4300-00-0000-0000-0000000-000-0000					3,247.50	3,247.50

Address (00) | Additional | Shipping | Beg Message | End Message

Vendor

QUINTESSENTIAL SCHOOL SYSTEMS
 867 AMERICAN STREET
 SECOND FLOOR
 SAN CARLOS, CA 94070

Remit

QSS
 867 AMERICAN ST.
 2ND FLOOR (UPSTAIRS)
 (REMIT ONLY)
 SAN CARLOS, CA 94070

Synchronize Confirmed

Purchase Order Encumbering 39 - The Train USD QSS/DASIS

File Options Help

Save and Return Save Change Extend Delete PO Change Order

PO: 000010 RQ: 000010 VE: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS **InspectMode**

PO/Req Successfully resynced. [Date Printed: N/A](#) [Date Paid: N/A](#) [Change Order: N/A](#) [DAPX-06/03/2014-07:02:34](#)

Purchase Order

Purchase Order: [Attachment Req/PO: N/N](#)

Description:

Date: Date Paid:

Status:

Vendor: /

PO Type:

Requisition

Requisition:

Submitted by:

Ship to:

Address (00) Additional

Vendor

QUINTESSENTIAL SCHOOL SYSTEMS
867 AMERICAN STREET
SECOND FLOOR
SAN CARLOS, CA 94070

Remit

QSS
867 AMERICAN ST.
2ND FLOOR (UPSTAIRS)
(REMIT ONLY)
SAN CARLOS, CA 94070

Delete Selected Row Add Account Change Account

Ln	Fnd	Resc	Y	Objt	S0	Goal	Func	CstCtr	Ste	Mngr	Amount	Status
▶ 1.	L			010-0000-0-4300-00-0000-0000-000000-000-0000							\$3,247.50	<input type="text"/>

Total PO Amount:

Remove Synchronization

The screenshot displays the 'Purchase Order Encumbering' application window. The title bar shows '39 - The Train USD' and 'QSS/OASIS'. The 'Options' menu is open, highlighting 'PO/Req Xyr Remove Synchronization' with the keyboard shortcut 'Ctrl+U'. Other menu items include 'Save and Return', 'Save', 'Set Override Password', 'Change Purchase Order', 'Extend Purchase Order', 'Change Order', 'Delete Purchase Order', 'Inspect Purchase Order', 'Delete Row', 'Add Account', 'Change Account', 'Return Additional Address', 'PO/Req Xyr Synchronize', 'Grid Output', 'Print Screen', 'View PDF Files', 'PO Quick View', 'PO Quick View Settings', 'Clear PO Quick View Settings', 'First', 'Previous', 'Next', and 'Last'. The main window content shows 'SCHOOL SYSTEMS' in 'InspectMode'. It includes fields for 'Requisition: 000010', 'Submitted by: COPY OF DAPSTER DAPPERMAN', and 'Ship to: 0011 ALTA VISTA SCHOOL'. A 'Remit' section contains the address: 'QSS, 867 AMERICAN ST., 2ND FLOOR (UPSTAIRS), (REMIT ONLY), SAN CARLOS, CA 94070'. A table at the bottom shows a line item with 'Amount \$3,247.50'. The 'Total PO Amount' is displayed as '\$3,247.50'.

Purchase Order Encumbering 39 - The Train USD QSS/OASIS

File Options Help

- Save and Return F2
- Save F9
- Set Override Password Alt+P
- Change Purchase Order Ctrl+F9
- Extend Purchase Order Ctrl+F1
- Change Order Ctrl+F2
- Delete Purchase Order Ctrl+F8
- Inspect Purchase Order Ctrl+F5
- Delete Row Ctrl+F7
- Add Account Ctrl+Shift+F6
- Change Account Ctrl+Shift+F9
- Return Additional Address F8
- PO/Req Xyr Synchronize Ctrl+C
- PO/Req Xyr Remove Synchronization Ctrl+U**
- Grid Output Shift+F11
- Print Screen F11
- View PDF Files
- PO Quick View Ctrl+F11
- PO Quick View Settings
- Clear PO Quick View Settings
- First Shift+F5
- Previous F5
- Next F6
- Last Shift+F6

SCHOOL SYSTEMS InspectMode

Date Printed: N/A Date Paid: N/A Change Order: 01 DAPD-05/31/2010-13:09:07

Requisition
Requisition: 000010
Submitted by: COPY OF DAPSTER DAPPERMAN
Ship to: 0011 ALTA VISTA SCHOOL

Remit
QSS
867 AMERICAN ST.
2ND FLOOR (UPSTAIRS)
(REMIT ONLY)
SAN CARLOS, CA 94070

Tr Ste Mngr	Amount	Status
00-000-0000	\$3,247.50	

Total PO Amount: \$3,247.50

Remove Synchronize (F9) after Review

PD/Req Xyr Remove Synchronization 39 - The Train USD QSS/OASIS

File Options

Remove Synchronization Close

FY: 10 RQ: 000010 PO: 000010 VE: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS InspectMode

Change Order: 01 Date Paid: N/A Date Printed: N/A DAPD-05/31/2010-13:09:07

Requisition

Requisition: 000010 Purchase Order: 000010 Control #: Warehouse: Stores Order:

Vendor/Addr#: 000001 / 00-867 AMERICAN STRE Date: 07/19/2009

PO Type: PO - PURCHASE ORDER Delivery By: 08/31/2009 Confirming: 0 - No confirmation message

Description: DAP'S TEST REQUISITIONxxxxxxxx Tax %: 8.250 % Ship To: 0011 ALTA VISTA SCHOOL (0011)

Submitted by: COPY OF DAPSTER DAPPERMAN Terms: Commodity: BOOKS THAT ARE NOT TEXTBOOKS

Site: 0600 DISTRICT CORP.YARD (0600) FOB:

Buyer: PAD - DAPMAN THE BUYER MAN Program: Misc Date: Misc:

Routing Group: Room: Shipping %:

Accounts

Ln	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Prior Encumbrance	Remaining Balance
1.	010-0000-0	4300-00	0000-0000-0000000-000-0000			3,247.50	3,247.50

Address (00) Additional Shipping Beg Message End Message

Vendor

QUINTESSENTIAL SCHOOL SYSTEMS
867 AMERICAN STREET
SECOND FLOOR
SAN CARLOS, CA 94070

Remit

QSS
867 AMERICAN ST.
2ND FLOOR (UPSTAIRS)
(REMIT ONLY)
SAN CARLOS, CA 94070

Remove Synchronization Confirmed

Purchase Order Encumbering 39 - The Train USD QSS/OASIS

File Options Help

Save and Return Save Change Extend Delete PO Change Order Notes

PO: 000010 RQ: n/a VE: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS **InspectMode**

PO/Req successfully removed synchronization. [Date Printed: N/A](#) [Date Paid: N/A](#) [Change Order: 01](#) [DAPD-05/31/2010-13:09:07](#)

Purchase Order

Purchase Order: [Attachment Req/PO: N/N](#)

Description:

Date: Date Paid:

Status:

Vendor: /

PO Type:

Requisition

Requisition:

Submitted by:

Ship to:

Address (00) Additional

Vendor

QUINTESSENTIAL SCHOOL SYSTEMS
867 AMERICAN STREET
SECOND FLOOR
SAN CARLOS, CA 94070

Remit

QSS
867 AMERICAN ST.
2ND FLOOR (UPSTAIRS)
(REMIT ONLY)
SAN CARLOS, CA 94070

✕ Delete Selected Row + Add Account 📄 Change Account

Ln	Fnd	Resc	Y	Objt	S0	Goal	Func	CstCtr	Ste	Mngr	Amount	Status
▶ 1.	L	010-0000-0-4300-00-0000-0000-000000-000-0000									\$3,247.50	<input type="text"/>

Total PO Amount:

New FY Budget Check Control (Reqs)

- Usersec: POXBAL
- Overrides District / PXENCM setting
- Set up to four (4) year range settings
- Example Parm: "2008-2008HHH;2009-2009SSS"