



QSS/OASIS Webinar

QCC/Receiving

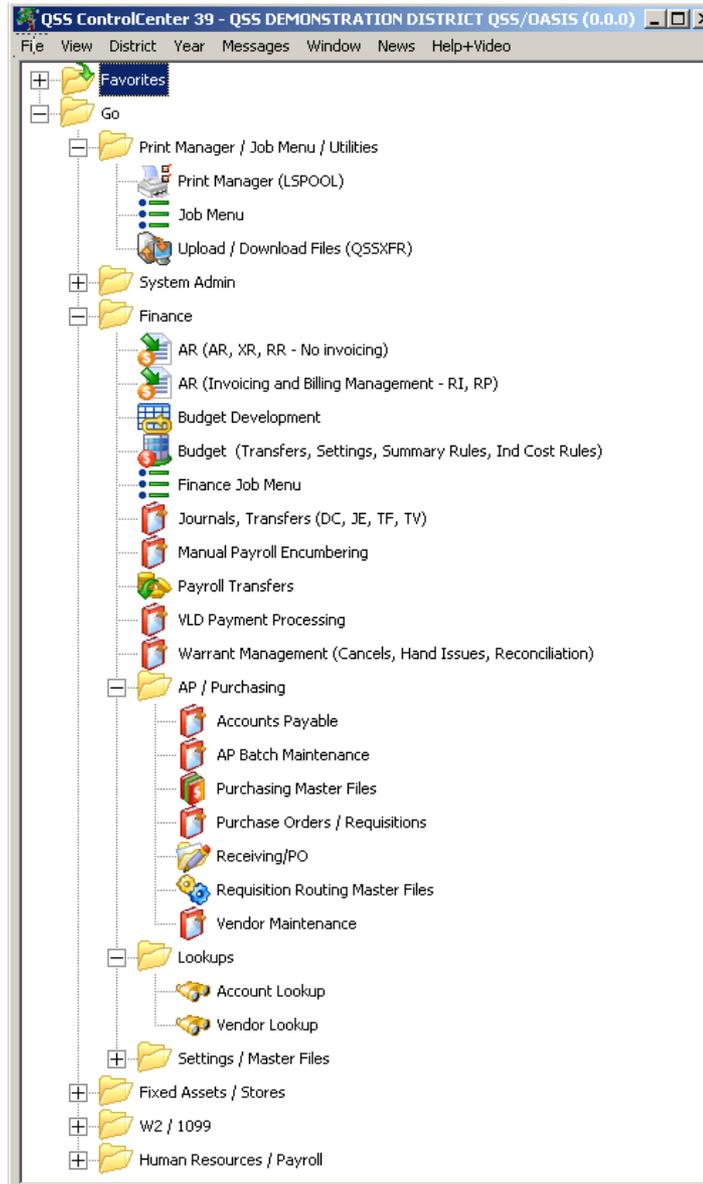
April 17, 2013

Duane Percox, **QSS**

Accessing QCC Receiving



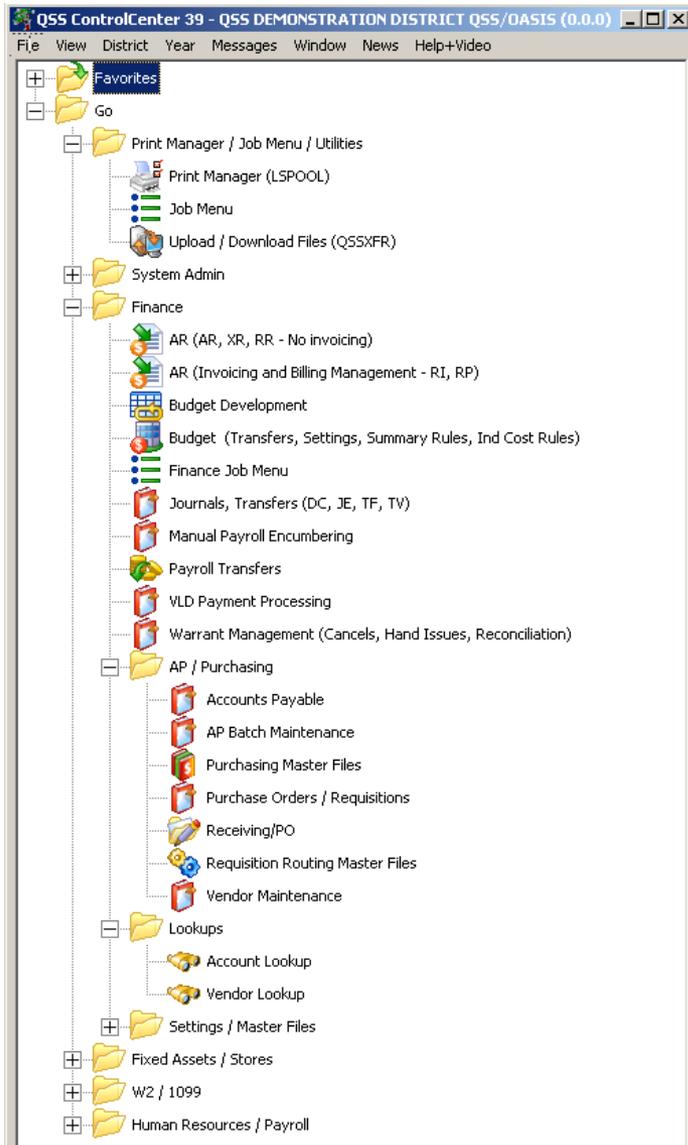
A login dialog box titled "Login to QSSControlCenter" with a close button (X). It contains two input fields: "User Name:" with the text "IEA09" and "Password:". Below the fields are two buttons: "Login" and "Cancel".



A screenshot of the "QSS ControlCenter 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS (0.0.0)" application window. The window has a menu bar with "File", "View", "District", "Year", "Messages", "Window", "News", and "Help+Video". The main area shows a tree view of folders and sub-items:

- Favorites
- Go
- Print Manager / Job Menu / Utilities
 - Print Manager (LSPOOL)
 - Job Menu
 - Upload / Download Files (QSSXFR)
- System Admin
- Finance
 - AR (AR, XR, RR - No invoicing)
 - AR (Invoicing and Billing Management - RI, RP)
 - Budget Development
 - Budget (Transfers, Settings, Summary Rules, Ind Cost Rules)
 - Finance Job Menu
 - Journals, Transfers (DC, JE, TF, TV)
 - Manual Payroll Encumbering
 - Payroll Transfers
 - VLD Payment Processing
 - Warrant Management (Cancels, Hand Issues, Reconciliation)
- AP / Purchasing
 - Accounts Payable
 - AP Batch Maintenance
 - Purchasing Master Files
 - Purchase Orders / Requisitions
 - Receiving/PO
 - Requisition Routing Master Files
 - Vendor Maintenance
- Lookups
 - Account Lookup
 - Vendor Lookup
- Settings / Master Files
- Fixed Assets / Stores
- W2 / 1099
- Human Resources / Payroll

QCC/Purchasing Found In...



- Print manager / Job menu / Utilities
- Finance Job Menu
- AP/Purchasing (Receiving/PO)

QSS/OASIS Receiving Overview

- Receipt PO Line Items
 - Central Receiving
 - Integrated with PO Quick View
 - Would consider supporting site receiving, but need funding

- Receipt PO Line Items Integrated w/Fixed Assets
 - At time of receipt or post receipt (different staff)
 - Line item grouping and asset basis to support asset creation
 - Integrated with PO Quick View
 - Integrated with APY

- Auto-Flagging Line Items as Assets
 - Driven by object code range
 - Security to control asset flag adjustment

QCC/Receiving Main



PO Receipt Report Writer

PO Receipt Report Writer 39 - THE TRAIN USD QSS/OASIS

File Options

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:

Account Tab

PO Receipt Report Writer 39 - THE TRAIN USD QSS/OASIS

File Options

PO Receipt Report Writer

Report Selections Accounts

Sort sequence: [dropdown] [dropdown] [dropdown] [dropdown] [dropdown] [dropdown] [dropdown] [dropdown] [dropdown] [dropdown]

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

Report Options

PO Receipt Report Writer 39 - THE TRAIN USD QSS/OASIS

File Options

PO Receipt Report Writer

Report Selections Accounts

Report title:

Report type: 1 Past due as of:

Sort by: 1 - Receiving History - all PO's
2 - Open PO Items Receiving Report
3 - Past Due PO Report
4 - Receiving Activity Report

Detail order:

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:

Sort Options

PO Receipt Report Writer 39 - THE TRAIN USD QSS/OASIS

File Options

PO Receipt Report Writer

Report Selections Accounts

Report title:

Report type: 1 Past due as of:

Sort by: 1

Detail order: **1 - Acct fields sort sequence**
2 - Category, vendor type
3 - Vendor Type, Category
4 - PO Type
5 - Date of Receipt
6 - Receipt ID
7 - Days Past Due
8 - PO, Date of Receipt (Report Type 4 only)

PO detail order:

Select PO's from:

Select PO dates from:

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:

Detail Line Sort

PO Receipt Report Writer

39 - THE TRAIN USD QSS/OASIS

File Options

Report Selections Accounts

Report title:

Report type: Past due as of:

Sort by:

Detail order:

PO detail order:

- 1 - Purchase Order Number
- 2 - Date
- 3 - Vendor name
- 4 - Vendor remit name

Select PO's from:

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:

PO Detail Sort

PO Receipt Report Writer 39 - THE TRAIN USD QSS/OASIS

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: 1 - Purchase Order Number
2 - PO type + Purchase Order Number

Select PO dates from: to

Receipt dates from: to

Select vendors from: to

Category: to (enter a range)

Vendor type: to

PO type: to

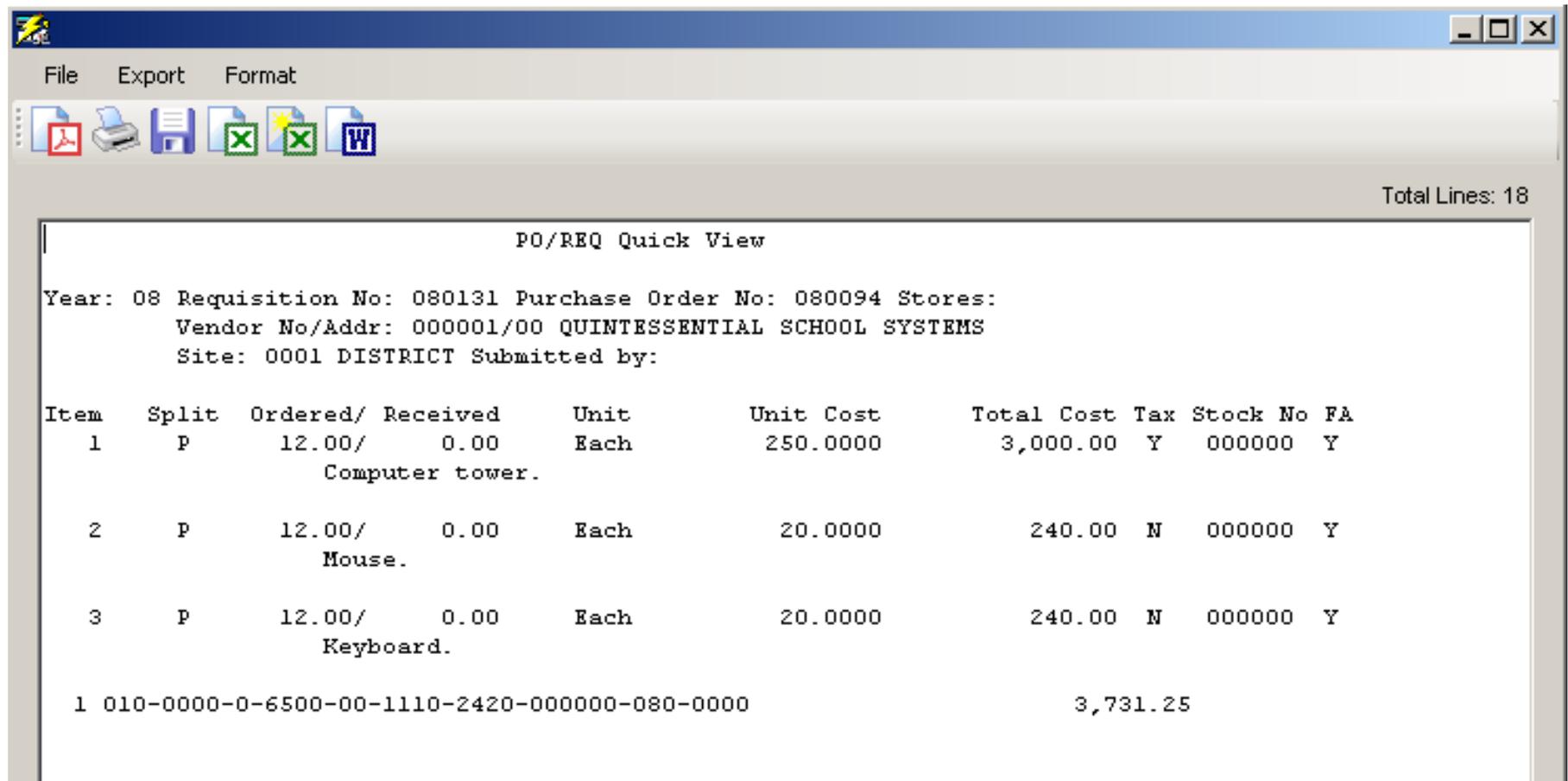
Category:

Type:

PO type:

Receipt IDs:

Sample – 12 Computers



The screenshot shows a software window with a menu bar (File, Export, Format) and a toolbar with icons for PDF, printer, save, and other functions. The main content area displays a 'PO/REQ Quick View' for a purchase order. The order details include Year: 08, Requisition No: 080131, Purchase Order No: 080094, and Vendor: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS. The table below lists three items: a computer tower, a mouse, and a keyboard, each with its unit cost and total cost.

Total Lines: 18

PO/REQ Quick View

Year: 08 Requisition No: 080131 Purchase Order No: 080094 Stores:
Vendor No/Addr: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS
Site: 0001 DISTRICT Submitted by:

Item	Split	Ordered/	Received	Unit	Unit Cost	Total Cost	Tax	Stock No	FA
1	P	12.00/	0.00	Each	250.0000	3,000.00	Y	000000	Y
Computer tower.									
2	P	12.00/	0.00	Each	20.0000	240.00	N	000000	Y
Mouse.									
3	P	12.00/	0.00	Each	20.0000	240.00	N	000000	Y
Keyboard.									
1	010-0000-0-6500-00-1110-2420-0000000-080-0000					3,731.25			

Sample – Office & Teacher Re-supply

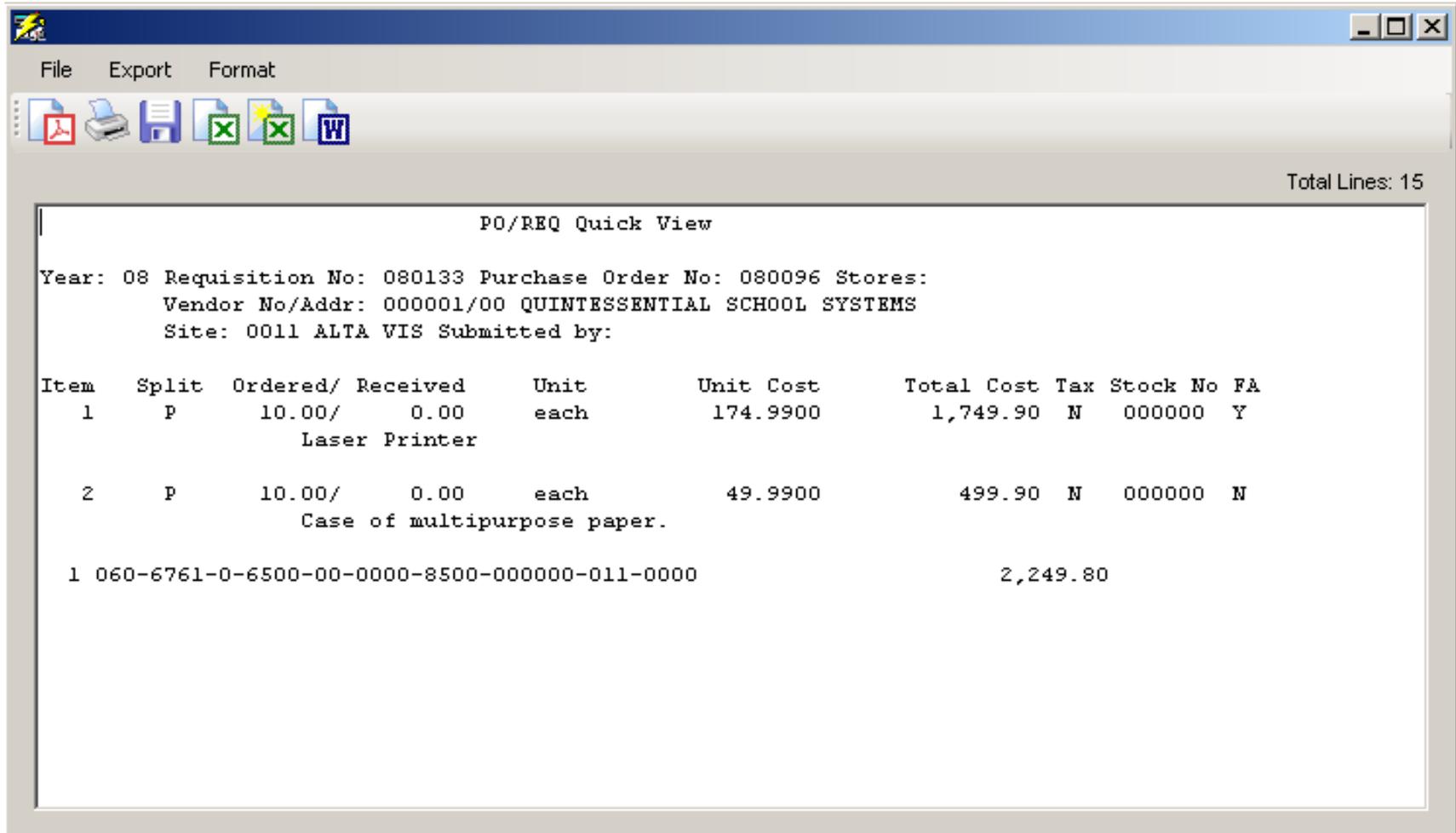
PO/REQ Quick View

Year: 08 Requisition No: 080132 Purchase Order No: 080095 Stores:
 Vendor No/Addr: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS
 Site: 0001 DISTRICT Submitted by:

Total Lines: 30

Item	Split	Ordered/	Received	Unit	Unit Cost	Total Cost	Tax	Stock No	FA
1	P	100.00/ Pens.	0.00	Each	0.5000	50.00	N	000000	Y
2	P	100.00/ Pencils.	0.00	each	0.2500	25.00	N	000000	Y
3	P	100.00/ Tape.	0.00	each	0.7500	75.00	N	000000	Y
4	P	100.00/ Staples	0.00	each	0.9000	90.00	N	000000	Y
5	P	20.00/ Chalk.	0.00	each	1.0000	20.00	N	000000	Y
6	P	20.00/ Eraser.	0.00	each	1.0000	20.00	N	000000	Y
7	P	20.00/ Markers.	0.00	each	1.2500	25.00	N	000000	Y
1 060-6761-0-6500-00-0000-8500-000000-017-0000						305.00			

Sample – Mixed Asset / Non-Asset



PO/REQ Quick View

Year: 08 Requisition No: 080133 Purchase Order No: 080096 Stores:
Vendor No/Addr: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS
Site: 0011 ALTA VIS Submitted by:

Item	Split	Ordered/	Received	Unit	Unit Cost	Total Cost	Tax	Stock No	FA
1	P	10.00/	0.00	each	174.9900	1,749.90	N	000000	Y
Laser Printer									
2	P	10.00/	0.00	each	49.9900	499.90	N	000000	N
Case of multipurpose paper.									
1 060-6761-0-6500-00-0000-8500-0000000-011-0000						2,249.80			

Total Lines: 15

Sample – 10 Dry Erase Board Sets

PO/REQ Quick View

Year: 08 Requisition No: 080134 Purchase Order No: 080097 Stores:
 Vendor No/Addr: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS
 Site: 0001 DISTRICT Submitted by:

Item	Split	Ordered/	Received	Unit	Unit Cost	Total Cost	Tax	Stock No	FA
1	P	10.00/	0.00	each	99.9900	999.90	N	000000	Y
Dry erase board.									
2	P	10.00/	0.00	each	18.2900	182.90	N	000000	Y
Dry Erase Kit.									
3	P	10.00/	0.00	each	49.9900	499.90	N	000000	Y
Easel.									
1 010-0000-0-6500-00-1110-2420-000000-900-0000						1,682.70			

Total Lines: 18

Sample – 5 iPad Sets

PO/REQ Quick View

Year: 08 Requisition No: 080135 Purchase Order No: 080098 Stores:
 Vendor No/Addr: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS
 Site: 0011 ALTA VIS Submitted by:

Item	Split	Ordered/	Received	Unit	Unit Cost	Total Cost	Tax	Stock No	FA
1	P	5.00/ iPad	0.00	each	499.0000	2,495.00	N	000000	Y
2	P	5.00/ Smart cover for iPad.	0.00	each	39.0000	195.00	N	000000	Y
3	P	5.00/ Wireless keyboard.	0.00	each	69.0000	345.00	N	000000	Y
4	P	0.00/	0.00		0.0000	0.00	Y	000000	Y
1 010-0000-0-6500-00-0000-8200-000000-600-0000						3,035.00			

Total Lines: 21

Find PO – Simple Search

Post Purchase Order Receipts 39 - THE TRAIN USD QSS/OASIS

File Options Help+Video

5 records found.

Purchase Order Receipts

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

Fiscal Year: 08 Purchase Order #: 080094 - 080098 Requisition #: Advanced Search

Search Results

PO#	Req#	Date	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site
080094	080131	04/13/2008	04/13/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	3,731.25		0001-DISTRICT BUSINESS OFFICE
080095	080132	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	305.00		0001-DISTRICT BUSINESS OFFICE
080096	080133	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	2,249.80		0011-ALTA VISTA SCHOOL
080097	080134	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1,682.70		0001-DISTRICT BUSINESS OFFICE
080098	080135	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	3,035.00		0011-ALTA VISTA SCHOOL

Right Click to Post Receipts

Post Purchase Order Receipts 39 - THE TRAIN USD QSS/OASIS

File Options Help+Video

5 records found.

Purchase Order Receipts

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

Fiscal Year: 08 Purchase Order #: 080094 - 080098 Requisition #: Advanced Search

Search Results

PO#	Req#	Date	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site
080094	080131	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	3,731.25		0001-DISTRICT BUSINESS OFFICE
080095	080132	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	305.00		0001-DISTRICT BUSINESS OFFICE
080096	080133	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	2,249.80		0011-ALTA VISTA SCHOOL
080097	080134	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1,682.70		0001-DISTRICT BUSINESS OFFICE
080098	080135	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	3,035.00		0011-ALTA VISTA SCHOOL

Post Purchase Order Receipts

Main Receipt Window for PO

Post Purchase Order Receipts 39 - THE TRAIN USD QSS/OASIS

File Options

Save Close Show Receipts

ChangeMode

PO Number: 080094
 Req Number: 080131
 Date Received: 06/30/2008
 Stores Order:
 Vendor: 000001 - QUINTESSENTIAL SCHOOL SYSTEMS

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	Grp	Asset Basis	Description
1	1	12	0	Each	250.0000							Computer tower.
2	2	12	0	Each	20.0000							Mouse.
3	3	12	0	Each	20.0000							Keyboard.

Using the Group and Asset Basis

Post Purchase Order Receipts 39 - THE TRAIN USD Q55/OASIS

File Options

Save Close Show Receipts

ChangeMode

PO Number: 080094
 Req Number: 080131
 Date Received: 06/30/2008
 Stores Order:
 Vendor: 000001 - QUINTESSENTIAL SCHOOL SYSTEMS

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	Grp	Asset Basis	Description
1	1	12	0	Each	250.0000		12	F	Y	A	12	Computer tower.
2	2	12	0	Each	20.0000		12	F	Y	A	12	Mouse.
3	3	12	0	Each	20.0000		12	F	Y	A	12	Keyboard.

Can Receipt Partial

Post Purchase Order Receipts 39 - THE TRAIN USD QSS/OASIS

File Options

Save Close Show Receipts

ChangeMode

PO Number: 080096
 Req Number: 080133
 Date Received: 04/17/2013
 Stores Order:
 Vendor: 000001 - QUINTESSENTIAL SCHOOL SYSTEMS

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	Grp	Asset Basis	Description
1	1	10	0	each	174.9900		1		Y			Laser Printer
2	2	10	0	each	49.9900				N			Case of multipurpose paper.

Creating Asset and APY Link...

Post Purchase Order Receipts 39 - THE TRAIN USD Q55/OASIS

File Options

Save Close Grouped Item Description

ChangeMode

Identification

Asset: *New* Condition: [v]
 Description: Laser Printer Vehicle #: []
 Tag: *New* License #: []
 Category: [v] Color: []
 Type: [v] Insurance Code: []
 Serial: [] Insurance Expires: [v]
 Barcode #: *New* Warranty Expires: [v]
 Barcode Loc: [] Warranty Length: 0 Y [v]
 Manufacturer: [] Manufacture Date: [v]
 Mfg. Part#: [] Registration Expires: [v]
 Mfg. Model: [] Model Year: []

Acquisition and AP Payment Information

Reason: [v] Acquired: 04/17/2013 [v]
 Vendor: 000001 QUINTESSENTIAL SCHOOL SYSTEMS
 Warrant#: 00000000 Issue Date: [v]
 Invoice: [] Auto APY? PO#: 080096

Account: 060-6761-0-6500-00-0000-8500-000000-011-0000
 GL Fund: 00000060 Sub Fund: 00006761 Object: 00006500

Location

Site: [v] Department: NO DEPT
 Building: [v]
 Floor: NO FLOOR
 Room: [v]
 Desc: []

Cost

Quantity: 1
 Unit Cost: \$174.99
 Market Value: \$0.00
 Replacement: \$0.00
 Salvage: \$12.25

Project

Local: [] State: [] Federal: []

Assets

In	Asset	Description	Cat	Type	Quantity	Unit Cost	Vendor	Vendor Name
▶ 1	* New *	Laser Printer			1	\$174.99	000001	QUINTESSENTIAL SCHOOL SYSTEMS

Fill Out ... then Save...

Post Purchase Order Receipts 39 - THE TRAIN USD QSS/OASIS

File Options

Save Close Grouped Item Description

ChangeMode

Identification

Asset: * New * Condition: [v]
 Description: Laser Printer Vehicle #: []
 Tag: * New * License #: []
 Category: 01 Color: []
 Type: 0001 Insurance Code: []
 Serial: 123456789 Insurance Expires: [v]
 Barcode #: * New * Warranty Expires: [v]
 Barcode Loc: [] Warranty Length: 0 Y [v]
 Manufacturer: HP Manufacture Date: [v]
 Mfg. Part#: [] Registration Expires: [v]
 Mfg. Model: [] Model Year: []

Acquisition and AP Payment Information

Reason: [v] Acquired: 04/17/2013 [v]
 Vendor: 000001 QUINTESSENTIAL SCHOOL SYSTEMS
 Warrant#: 00000000 Issue Date: [v]
 Invoice: [] Auto APY? [x] PO#: 080096
 Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr
 Account: 060-6761-0-6500-00-0000-8500-000000-011-0000
 GL Fund: 00000060 Sub Fund: 00006761 Object: 00006500

Location

Site: 0000 Department: NO DEPT
 Building: [v]
 Floor: NO FLOOR
 Room: [v]
 Desc: []

Cost

Quantity: 1
 Unit Cost: \$174.99
 Market Value: \$0.00
 Replacement: \$0.00
 Salvage: \$12.25

Project

Local: [] State: [] Federal: []

Assets

Ln	Asset	Description	Cat	Type	Quantity	Unit Cost	Vendor	Vendor Name
1	* New *	Laser Printer	01	0001	1	\$174.99	000001	QUINTESSENTIAL SCHOOL SYSTEMS

After Saving...

Post Purchase Order Receipts 39 - THE TRAIN USD Q55/OASIS

File Options

Save Close Grouped Item Description

ChangeMode

Identification

Asset: 0000000145 Condition: [v]
 Description: Laser Printer Vehicle #: [v]
 Tag: 0000000145 License #: [v]
 Category: 01 Color: [v]
 Type: 0001 Insurance Code: [v]
 Serial: 123456789 Insurance Expires: [v]
 Barcode #: 0000000145 Warranty Expires: [v]
 Barcode Loc: [v] Warranty Length: 0 Y
 Manufacturer: HP Manufacture Date: [v]
 Mfg. Part#: [v] Registration Expires: [v]
 Mfg. Model: [v] Model Year: [v]

Acquisition and AP Payment Information

Reason: [v] Acquired: [v]
 Vendor: 000001 QUINTESSENTIAL SCHOOL SYSTEMS
 Warrant#: 00000000 Issue Date: [v]
 Invoice: [v] Auto APY? [] PO#: 080096
 Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr
 Account: 060-6761-0-6500-00-0000-8500-000000-011-0000
 GL Fund: 00000060 Sub Fund: 00006761 Object: 00006500

Location

Site: 0000 Department: NO DEPT
 Building: [v]
 Floor: NO FLOOR
 Room: [v]
 Desc: [v]

Cost

Quantity: 1
 Unit Cost: \$174.99
 Market Value: \$138.53
 Replacement: \$174.99
 Salvage: \$35.00

Project

Local: [v] State: [v] Federal: [v]

Assets

Ln	Asset	Description	Cat	Type	Quantity	Unit Cost	Vendor	Vendor Name
1	0000000145	Laser Printer	01	0001	1	\$174.99	000001	QUINTESSENTIAL SCHOOL SYSTEMS

PO Receipt Window After Update

Post Purchase Order Receipts 39 - THE TRAIN USD QSS/OASIS

File Options

Save Close Show Receipts

ChangeMode

PO Number: 080096
 Req Number: 080133
 Date Received: 04/17/2013
 Stores Order:
 Vendor: 000001 - QUINTESSENTIAL SCHOOL SYSTEMS

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	Grp	Asset Basis	Description
1	1	10	1	each	174.9900							Laser Printer
2	2	10	0	each	49.9900							Case of multipurpose paper.

Show Receipts...

The screenshot shows a software window titled "Post Purchase Order Receipts" with a menu bar containing "File" and "Options". Below the menu bar is a toolbar with a "Close" button and a printer icon. The main content area is divided into two sections. The top section is a grey box containing the following details:

- Purchase Order Number: 080096
- Requisition Number: 080133
- Date Received: 04/17/2013
- Vendor: 000001 - QUINTESSENTIAL SCHOOL SYSTEMS

The bottom section is a table with the following columns: Item, Ordrd/Rcvd, Unit, Unit Cost, Total Cost, Tx, Stk No, and FA. The table contains two rows of data:

Item	Ordrd/Rcvd	Unit	Unit Cost	Total Cost	Tx	Stk No	FA
1	10/1	each	174.9900	1,749.90	N	000000	Y
	Receipts:	04/17/2013	Qty Rcvd: 1	P	FA #:	0000000145	
2	10/0	each	49.9900	499.90	N	000000	Y

PO Quick View

File Export Format

Total Lines: 16

PO/REQ Quick View

Year: 08 Requisition No: 080133 Purchase Order No: 080096 Stores:
 Vendor No/Addr: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS
 Site: 0011 ALTA VIS Submitted by:

Item	Split	Ordered/	Received	Unit	Unit Cost	Total Cost	Tax	Stock No	FA
1	P	10.00/	1.00	each	174.9900	1,749.90	N	000000	Y
Laser Printer									
Receipts: 04/17/2013 1.00 P By DAPX 04/17/13 7:37 FA# 0000000145									
2	P	10.00/	0.00	each	49.9900	499.90	N	000000	N
Case of multipurpose paper.									
1 060-6761-0-6500-00-0000-8500-0000000-011-0000						2,249.80			

Cancel Receipts

Cancel Purchase Order Receipts 39 - THE TRAIN USD Q55/OASIS

File Options

Save Close

ChangeMode

PO Number: 080096

Req Number: 080133

Cancel Date: 04/17/2013

Stores Order:

Vendor: 000001 - QUINTESSENTIAL SCHOOL SYSTEMS

Items

Mark All For Cancel Clear Cancel Flags

C	Qty	Item	Qty Rcv	Rcv Cx1	Date Rcv	St	FA No	SK No	By	Date	Time	Description
▶	0	1	1	0	04/17/2013	P	0000000145		DAPX	04/17/2013	7:37	