



QSSUG PSFA Committee - Webinar

QCC Purchasing Process Entry
Options

December 7, 2012

Duane Percox, **QSS**

Agenda for Today

- Discuss Requisition to PO Options
- Creating Requisitions
 - What to enter and why
 - Finding the correct vendor
 - Account splits
 - Integrated message library
- Checking Requisition status
- Changing / Cancelling a Requisition
- Requisition → PO
- Viewing Requisition / PO
 - Quick View
 - Integrated PDF
- Integrated Notes
- Attachments – Version H and L

Requisition to PO Options

- Req./PO - requisition and PO created at same time
- Remote Req. with simple work-flow, PO assigned at final step
- Remote Req. using RQR (requisition routing: complex hierarchical / content driven workflow)

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

Sample Queue (RQR)

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

File Options Help Videos Videos

Queue Management Requisitions Purchase Orders

Queue Management

Requisitions Waiting for Action

	Se	Req#	Vendor	Amount	Date Added	Del By	Subt By	Site	Commodity	PO	App Notes	RQ Notes	Queue Name
<input checked="" type="checkbox"/>	00	080112	QUINTESSENTIAL SCHOOL SYSTEMS	1.00	07/31/2012		DEADAP	0000		P	Yes	Yes	Purchasing Director Approval
<input type="checkbox"/>	00	080113	QUINTESSENTIAL SCHOOL SYSTEMS	5.00	08/03/2012		DEADAP	0000		N	Yes	No	PERCOX HIGH SCHOOL APP
<input type="checkbox"/>	00	080115	TO BE ASSIGNED	10.00	10/18/2012		DEADAP	0000	COMPUTER	N	No	No	Implied User

Select All Clear All

Sample List from Requisitions

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

File Options Help Videos Videos

Queue Management Requisitions Purchase Orders

89 records found.

Requisitions

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

Search Results

	PO#	Req#	Date	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site	#	Remote Status
▶	000000	000001	12/03/2007	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	
	000000	000002	12/03/2007	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	
	000000	000050	12/03/2007	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	
	000000	080001	02/11/2008	02/11/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	185.90		0001-DISTRICT BUSINESS OFFICE	0001	
	000000	080002	02/12/2008	02/12/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	257.00		0001-DISTRICT BUSINESS OFFICE	0003	
	080001	080005	06/01/2008	06/01/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0001	
	080002	080006	02/16/2008	02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0001-DISTRICT BUSINESS OFFICE	0002	
	080009	080007	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	387.40		0001-DISTRICT BUSINESS OFFICE	0003	
	080003	080008	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1,870.39		0001-DISTRICT BUSINESS OFFICE	0008	
	080004	080009	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	64.28		0001-DISTRICT BUSINESS OFFICE	0002	
	080005	080010	06/30/2008	06/30/2008	000000	* Vendor not on file *	0.00		0000-Unspecified	0000	
	000000	080011	02/23/2008	02/23/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.10		0000-Unspecified	0001	
	000000	080012	02/23/2008	02/23/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0001	
	000000	080013	02/23/2008	02/23/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0001	
	000000	080014	02/23/2008	02/23/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0001	

Sample List from PO

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

File Options Help Videos Videos

Queue Management Requisitions Purchase Orders

65 records found.

Purchase Orders

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

Search Results

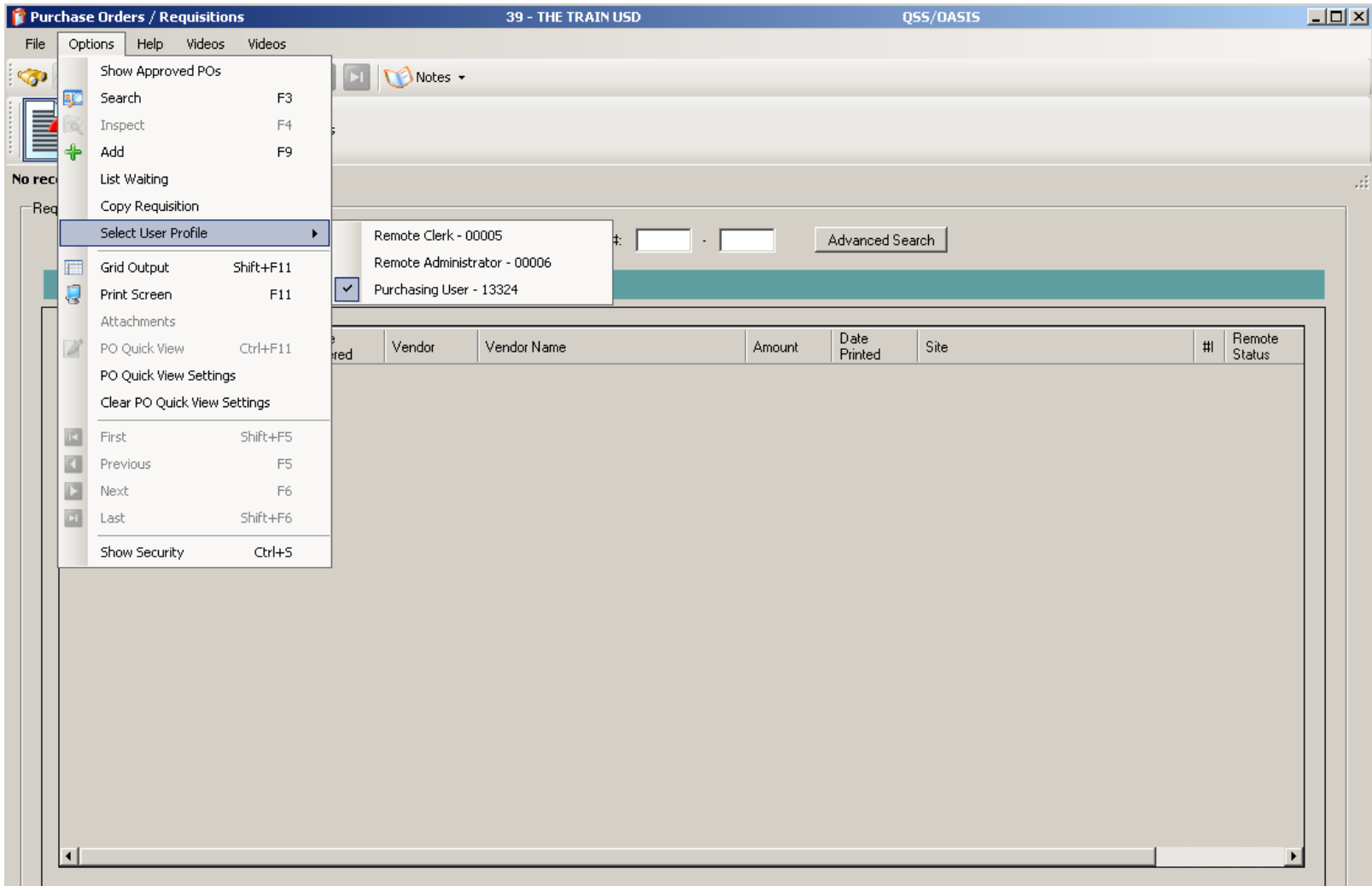
PO#	Req#	Date	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site	#	Remote Status	Note
000000	000001	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	5.00		0001-DISTRICT BUSINESS OFFICE	0001		
000001	000000	03/07/2008	03/07/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0000-Unspecified	0000		PO
000002	080097	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.05		0001-DISTRICT BUSINESS OFFICE	0001		
000003	080098	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.05		0001-DISTRICT BUSINESS OFFICE	0001		
000101	000000	03/26/2008	03/26/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0000		
000102	000000	03/26/2008	03/26/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0000		
080001	080005	06/01/2008	06/01/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0001		RQ,
080002	080006	02/16/2008	02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0001-DISTRICT BUSINESS OFFICE	0002		
080003	080008	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1,870.39		0001-DISTRICT BUSINESS OFFICE	0008		RQ
080004	080009	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	64.28		0001-DISTRICT BUSINESS OFFICE	0002		
080005	080010	06/30/2008	06/30/2008	000000	* Vendor not on file *	0.00		0000-Unspecified	0000		
080006	000000	03/03/2008	03/03/2008	000002	DONALD DUCK	2,726.28		0000-Unspecified	0000		
080007	000000	03/03/2008	03/03/2008	000007	Eatslot Food Services	100.00		0000-Unspecified	0000		
080008	000000	03/03/2008	03/03/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	176.48		0000-Unspecified	0000		
080009	080007	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	387.40		0001-DISTRICT BUSINESS OFFICE	0003		RQ
080010	080019	02/16/2008	02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	157.90		0001-DISTRICT BUSINESS OFFICE	0002		
080011	080020	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	563.64		0056-Technical Services	0001		
080012	080021	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	455.92		0001-DISTRICT BUSINESS OFFICE	0008		
080013	080022	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0001-DISTRICT BUSINESS OFFICE	0001		
080014	080023	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0001-DISTRICT BUSINESS OFFICE	0001		

Non-RQR View

The screenshot shows a software application window with the following elements:

- Title Bar:** Purchase Orders / Requisitions | 39 - THE TRAIN USD | QSS/OASIS
- Menu Bar:** File | Options | Help | Videos | Videos
- Toolbar:** Includes icons for home, add, print, and navigation, along with a 'Notes' dropdown.
- Navigation:** 'Requisitions' (with a red question mark icon) and 'Purchase Orders' (with a green dollar sign icon).
- Status:** No records found.
- Search Form:** Requisitions section with fields for Fiscal Year (08), Requisition #, and Purchase Order #, plus an 'Advanced Search' button.
- Search Results:** A table with the following headers: PO#, Req#, Date, Date Entered, Vendor, Vendor Name, Amount, Date Printed, Site, #, and Remote Status. The table body is empty.

User Profile Options



Adding – Req/PO Mode

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

AddMode

Requisition

Requisition: *New* Purchase Order: *New* OR Control #: Warehouse: Stores Order:

Vendor/Addr#: / Date: 06/30/2008 Released:

PO Type: PO - PURCHASE ORDER Delivery By: Confirming: 0 - No confirmation message

Description: Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)

Submitted by: Terms: Commodity:

Site: FOB:

Buyer: Program: Misc Date: Misc:

Room: Shipping %:

+ Add Row X Delete Selected Row

Ln	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Percent	Budget	Balance
▶ 1.	L	-	-	-	-	-	-	-	-	-	.00		

Address (00) Additional Shipping Beg Message End Message

Vendor

Remit

Adding – Remote / No RQR

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

AddMode

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:

Room: Shipping %:

+ Add Row X Delete Selected Row

Ln	Fnd	Resc	Y	Objt	S0	Goal	Func	CstCtr	Ste	Mngr	Percent	Budget	Balance
▶ 1.	L	-	-	-	-	-	-	-	-	-	.00		

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

Vendor

Remit

Adding – Remote with RQR

Requisition Entry 39 - THE TRAIN USD Q55/OASIS

File Options Help

Save and Return Save Close Items Notes Options

AddMode

Requisition

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

Vendor/Add#: / Date:

PD Type: Delivery By: Confirming:

Description: Tax %: % Ship To:

Submitted by: Terms: Commodity:

Site: FOB:

Buyer: Program: Misc Date: Misc:

Routing Group: Room: Shipping %:

+ Add Row X Delete Selected Row

Ln	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Percent	Budget Balance
▶ 1.	L	-	-	-	-	-	-	-	-	-	.00	

Address (00) Additional Shipping Beg Message End Message

Vendor

Remit

Drop Downs...

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items [Icons] Notes Options

AddMode

Requisition

Requisition: *New* Purchase Order: *New* OR Control #: Warehouse: Stores Order:

Vendor/Addr#: / Date: 06/30/2008 Released:

PO Type: PO - PURCHASE ORDER Delivery By: Confirming: 0 - No confirmation message

Description: BL - BLANKET PO'S
CN - CONTRACTED SVCES
Submitted by: PO - PURCHASE ORDER
WH - WAREHOUSE - OH YEAH
Site: Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)
ZZ - MY TYPE ZZ Terms: Commodity:

Buyer: FOB: Program: Misc Date: Misc:

Room: Shipping %:

More Drop Downs...

The screenshot shows a software window titled "Requisition Entry" with a menu bar (File, Options, Help) and a toolbar containing icons for Save and Return, Save, Close, Items, and navigation controls. The main area is a form with the following fields:

- Requisition: "New" (dropdown)
- Purchase Order: "New" (dropdown)
- OR
- Control #: [text box]
- Warehouse: [text box]
- Stores Order: [text box]
- Vendor/Addr#: [text box] / [text box]
- Date: 06/30/2008
- Released: [dropdown]
- PO Type: PD - PURCHASE ORDER (dropdown)
- Delivery By: [text box]
- Confirming: 0 - No confirmation message (dropdown)
- Description: [text box]
- Tax %: 8.375 %
- Ship To: 0000
- Submitted by: [text box]
- Terms: [text box]
- Commodity: 0 - No confirmation message (dropdown)
- Site: [text box] [dropdown]
- FOB: [text box]
- Buyer: [text box] [dropdown]
- Program: [text box]
- Misc Date: [text box]
- Misc: [text box]
- Room: [text box]
- Shipping %: [text box]

The "Confirming" dropdown menu is open, showing the following options:

- 0 - No confirmation message
- 1 - Confirmation received
- 2 - Confirmation of services
- 3 - Confirmation by telephone

And More Drop Downs...

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

AddMode

Requisition

Requisition: *New* Purchase Order: *New* OR Control #: Warehouse: Stores Order:

Vendor/Addr#: / Date: 06/30/2008 Released:

PD Type: PO - PURCHASE ORDER Delivery By: Confirming: 0 - No confirmation message

Description: Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)

Submitted by: Terms: Commodity:

Site: FOB:

Buyer: ALTA VISTA SCHOOL (0011) Misc Date: Misc:

ATHENOUR SCHOOL (0012)

Default Site (0000)

DISTRICT BUSINESS OFFICE (0001)

DISTRICT CORP.YARD (0600)

New High School (0002)

+ Add Row X

And Even More Drop Downs...

Requisition Entry 39 - THE TRAIN USD Q55/DASIS

File Options Help

Save and Return Save Close Items Notes Options

AddMode

Requisition

Requisition: *New* Purchase Order: *New* OR Control #: Warehouse: Stores Order:

Vendor/Addr#: / Date: 06/30/2008 Released:

PO Type: PO - PURCHASE ORDER Delivery By: Confirming: 0 - No confirmation message

Description: Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)

Submitted by: Terms: Commodity: Alta Vista High School (1111)
Alta Vista Middle School (0111)
ALTA VISTA SCHOOL (0011)
DISTRICT BUSINESS OFFICE (0001)
District Warehouse (0000)

Site: FOB: Misc Date: LINE 1 (7777)
LINE1-DUH (8888)

Buyer: Program: Room:

You Get the Idea!

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

AddMode

Requisition

Requisition: "New" Purchase Order: "New" OR Control #: Warehouse: Stores Order:

Vendor/Addr#: / Date: 06/30/2008 Released:

PD Type: PD - PURCHASE ORDER Delivery By: Confirming: 0 - No confirmation message

Description: Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)

Submitted by: Terms: Commodity:

Site: FOB:

Buyer: Program: Misc Date:

Room:

BOOKS THAT ARE NOT TEXTBOOKS
COMPUTER EQUIPMENT
CONFERENCES
EQUIPMENT
FACILITIES/CONSTRUCTION TEST
FIELD TRIPS
FOOD SERVICE

Search for Vendor – Any Field

The screenshot displays the 'Vendor Lookup' application window. The title bar indicates '39 - QSS DEMONSTRATION DISTRICT' and 'QSS/OASIS'. The menu bar includes 'File', 'Options', and 'Help'. A toolbar with various icons is located below the menu bar. The main interface features several tabs: 'Vendor Lookup' (selected), 'TIN Lookup', 'Commodity Lookup', 'Employee Lookup', and 'Results'. Below the tabs, there are search filters: 'District: 39', 'Date: / /', and 'Status' with radio buttons for 'Active', 'Inactive', and 'Both'. Checkboxes for 'Include additional addresses' and 'Include commodity codes' are also present. The main form is divided into two sections: 'Contact Information' and 'Additional Information'. The 'Contact Information' section includes fields for 'Name', 'Address', 'City', 'State', 'Zip', 'Vendor Number', 'Contact', 'Phone', and 'Fax'. A checkbox 'Search remit/addl add?' is located next to the 'Name' field. The 'Additional Information' section includes fields for 'Remit Name', 'Remit address', 'City', 'State', and 'Zip'. Below these sections, there are more search criteria: '1099' with radio buttons for 'Yes', 'No', and 'All', and fields for 'Name', 'Preset', 'Tax ID', and 'SSN'. At the bottom, there are fields for 'Use Tax' (dropdown menu), 'Use tax 1', 'Use tax 2', 'Terms', 'Account Number', 'Rating', 'Msg Flag', 'Category', 'Comment', 'Type', and 'Revolving Cash Object'.

Vendor by Tax ID

The screenshot shows a software window titled "Vendor Lookup" with a subtitle "39 - QSS DEMONSTRATION DISTRICT" and a system tray icon "QSS/OASIS". The window has a menu bar with "File", "Options", and "Help". Below the menu bar is a toolbar with various icons including a search icon, a refresh icon, a grid icon, navigation arrows, a close icon, a save icon, a folder icon, a printer icon, a document icon, a minus sign, a list icon, and a cube icon. The main area contains a tabbed interface with tabs for "Vendor Lookup", "IIN Lookup", "Commodity Lookup", "Employee Lookup", and "Results". The "IIN Lookup" tab is currently selected. Below the tabs are several input fields and checkboxes: "District" with a dropdown menu showing "39", "Date" with a dropdown menu showing "/", "Status" with radio buttons for "Active", "Inactive", and "Both", and two checkboxes for "Include additional addresses" and "Include commodity codes". At the bottom, there is a text input field labeled "Tax ID Number:".

Vendor Lookup 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Vendor Lookup IIN Lookup Commodity Lookup Employee Lookup Results

District: 39 Date: / / Status: Active Inactive Both Include additional addresses Include commodity codes

Tax ID Number: []

Vendor by Commodity

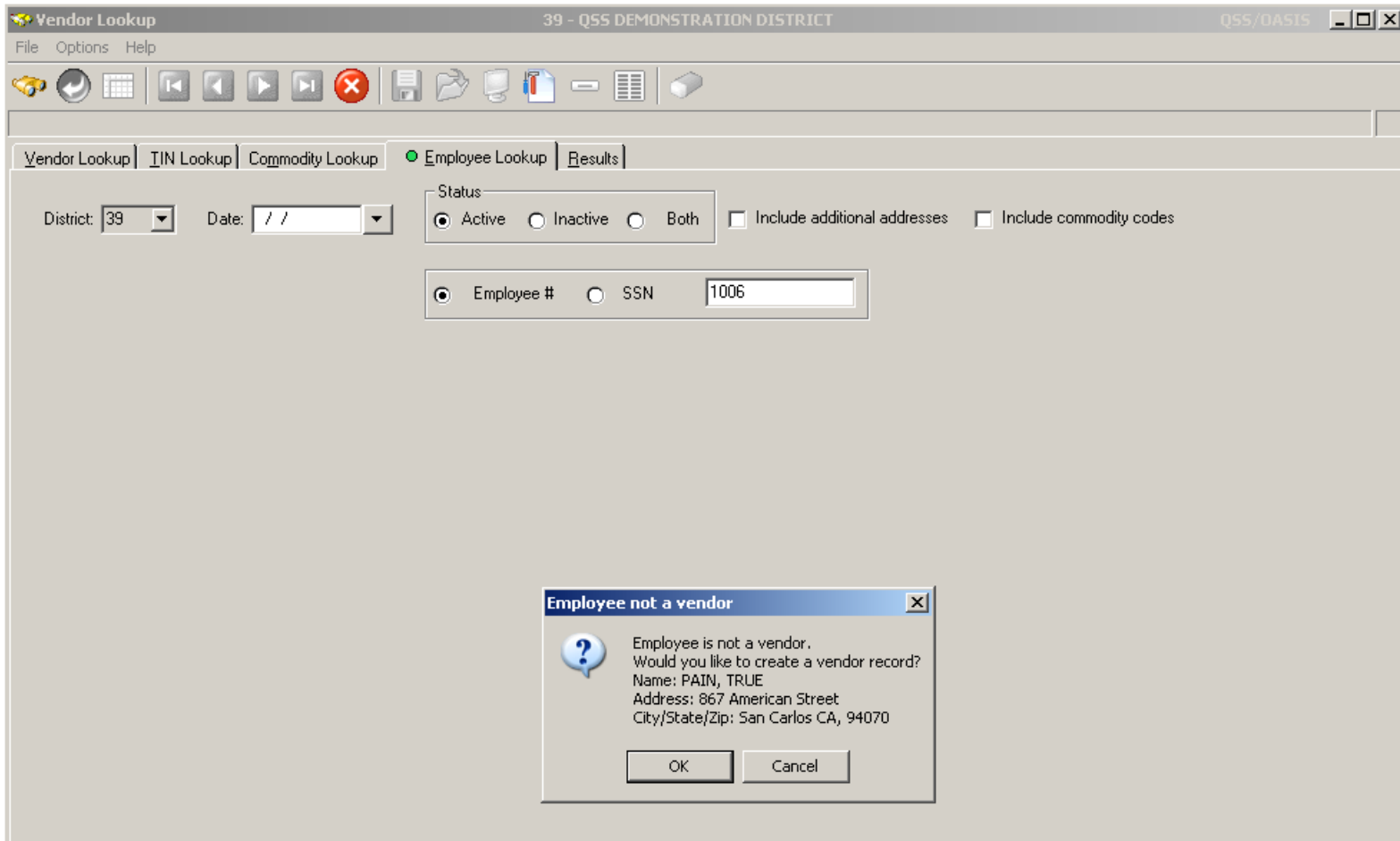
The screenshot shows a software window titled "Vendor Lookup" with a subtitle "39 - QSS DEMONSTRATION DISTRICT" and a user identifier "QSS/DASIS". The interface includes a menu bar with "File", "Options", and "Help", and a toolbar with various icons. Below the toolbar is a tabbed interface with tabs for "Vendor Lookup", "IIN Lookup", "Commodity Lookup" (which is selected), "Employee Lookup", and "Results".

The "Commodity Lookup" tab contains the following search criteria:

- District: 39 (dropdown menu)
- Date: / / (dropdown menu)
- Status: Active, Inactive, Both
- Include additional addresses
- Include commodity codes

Below these options are two input fields for "Commodity Code Range" and five input fields for "Commodity Codes".

Employee Vendors



Search Results - Select

Vendor Lookup 39 - QSS DEMONSTRATION DISTRICT QSS/DASIS

File Options Help

Page: 1 of 1

Vendor Lookup | TIN Lookup | Commodity Lookup | Employee Lookup | **Results**

	Vendor Name	Vendor #/Addr	Status	Address	Contact/Comment/Type	Phone Number	Fax Number
1	DONALD DUCK	39 - 000002	A	13993 E. SAGE HILLS DRIVE SAGE HILLS, AZ 85656	DAISY DUCK	(520) 393-8575	
2	Donald Duck	39 - 000002/02	A	867 A-MER-I-CAN STREET SAN JA CARLOS, CA 94070	TEST FOR DAPS		
3	Eatsalot Food Services	39 - 000007	A	777 Hungry Avenue 1 San Jose, CA 94070	Mr. Eatsalot Best Raw Food Service Vendor!! eatsalot@yahoo.com eatsalotMORE@yahoo.com eatsalotALLOFIT@yahoo.com	(777) 777-7777	(777) 777-7778
4	Eatsalot Food Services	39 - 000007/01	A	8888 Hungry Ave San Jose, CA 88888	ADDRESS #1 Type: VE		
5	Eatslot Food Services	39 - 000007/02	A	9999 Hungry Avenue San Jose, CA 99999	Address #2 Type: VE		
6	Eatsalot Food Services	39 - 000007/99	A	1099 Hungry Avenue San Jose, CA 991099	This is the address we use if they need a 1099.		
7	QUINTESSENTIAL SCHOOL SYSTEMS	39 - 000001	A	867 AMERICAN STREET SECOND FLOOR SAN CARLOS, CA 94070	UPDATED BY Duane Dev/DAPD		
8	QSS - ADDRESS 02	39 - 000001/02	A	867 A-MER-I-CAN STREET SAN JA CARLOS, CA 94070	TEST FOR DAPS		
9	QSS - USE FOR SEPARATE CHECK	39 - 000001/90	A				
10	RC Vendor #5	39 - 000005	A	555 Primary address 5th floor suite 5 Five City, CA 94070	Whoever's There Then RCS E1@X.COM E2@X.COM E3@X.COM	(555) 555-5555	(555) 555-5556
11	RC Vendor #6	39 - 000006	A	666 Primary Way 6th floor suite 6 Six City, CA 94070	Six-at-a-time	(666) 666-6666	(666) 666-6667
	Remit Vendor 6-02	39 - 000006/02	A	602 AddAddress St.	Additional Address #02		

Vendor is Returned...

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

AddMode

Requisition

Requisition:	*New*	Purchase Order:	*New*	OR	<input type="checkbox"/>	Control #:		Warehouse:		Stores Order:	
Vendor/Addr#:	000001 / 00-867 AMERICAN STRE	Date:	06/30/2008	Released:		Confirming:	0 - No confirmation message	Ship To:	0000	District Warehouse (0000)	
PO Type:	PO - PURCHASE ORDER	Delivery By:		Tax %:	8.375 %	Terms:		Commodity:		Submitted by:	
Description:		Site:		FOB:		Program:		Misc Date:		Misc:	
Buyer:		Room:		Shipping %:							

Fill In Fields (Discuss)

Requisition Entry 39 - THE TRAIN USD Q55/OASIS

File Options Help

Save and Return Save Close Items Notes Options

AddMode

Requisition

Requisition:	*New*	Purchase Order:	*New*	<input type="checkbox"/>	Control #:		Warehouse:		Stores Order:	
Vendor/Addr#:	000001 / 00-867 AMERICAN STRE	Date:	06/30/2008		Released:					
PO Type:	PO - PURCHASE ORDER	Delivery By:	06/30/2008		Confirming:	0 - No confirmation message				
Description:	DAP TEST REQ/PO	Tax %:	8.375 %		Ship To:	0000	District Warehouse (0000)			
Submitted by:	DAPORETTO	Terms:	NET 30		Commodity:	COMPUTER EQUIPMENT				
Site:	0011 ALTA VISTA SCHOOL (0011)	FOB:								
Buyer:	PURA - PURCHASING BUYER 'A'	Program:	WHATEVER U WANT		Misc Date:			Misc:		
		Room:	WHAT U WANT					Shipping %:		

Assign Accounts...

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

AddMode

Requisition

Requisition: Purchase Order: OR Control #:

Warehouse: Stores Order:

Vendor/Addr#: / Date: Released:

PO Type: Delivery By: Confirming:

Description: Tax %: % Ship To:

Submitted by: Terms: Commodity:

Site: FOB:

Buyer: Program: Misc Date: Misc:

Room: Shipping %:

+ Add Row X Delete Selected Row

Ln	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Percent	Budget Balance
1.	L	DAPAL									.00	

Tab from Pseudo Resolves Acct

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

AddMode

Requisition

Requisition: *New* Purchase Order: *New* OR Control #: Warehouse: Stores Order:

Vendor/Addr#: 000001 / 00-867 AMERICAN STRE Date: 06/30/2008 Released:

PO Type: PO - PURCHASE ORDER Delivery By: 06/30/2008 Confirming: 0 - No confirmation message

Description: DAP TEST REQ/PO Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)

Submitted by: DAPORETTO Terms: NET 30 Commodity: COMPUTER EQUIPMENT

Site: 0011 ALTA VISTA SCHOOL (0011) FOB:

Buyer: PURA - PURCHASING BUYER 'A' Program: WHATEVER U WANT Misc Date: Misc:

Room: WHAT U WANT Shipping %:

+ Add Row X Delete Selected Row

Ln	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Percent	Budget Balance
▶ 1.	L	010-0000-0-4400-00-1110-3120-000000-400-0000				100	8,887,888,891,009.24

Add Three (3) Rows...

Requisition Entry 39 - THE TRAIN USD QSS/DASIS

File Options Help

Save and Return Save Close Items Notes Options

AddMode

Requisition

Requisition: *New* Purchase Order: *New* OR Control #: Warehouse: Stores Order:

Vendor/Addr#: 000001 / 00-867 AMERICAN STRE Date: 06/30/2008 Released:

PO Type: PD - PURCHASE ORDER Delivery By: 06/30/2008 Confirming: 0 - No confirmation message

Description: DAP TEST REQ/PO Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)

Submitted by: DAPORETTO Terms: NET 30 Commodity: COMPUTER EQUIPMENT

Site: 0011 ALTA VISTA SCHOOL (0011) FOB:

Buyer: PURA - PURCHASING BUYER 'A' Program: WHATEVER U WANT Misc Date: Misc:

Room: WHAT U WANT Shipping %:

+ Add Row X Delete Selected Row

Ln		Fnd Resc Y	Objt S0	Goal Func	CstCtr	Ste Mngr	Percent	Budget Balance
▶ 1.	L	010-0000-0-4400-00-1110-3120-000000-400-0000					.00	8,887,888,891,009.24
2.	L						.00	
3.	L						.00	
4.	L						.00	

Fill Out Remaining Accts...

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

AddMode

Requisition

Requisition: *New* Purchase Order: *New* OR Control #: Warehouse: Stores Order:

Vendor/Addr#: 000001 / 00-867 AMERICAN STRE Date: 06/30/2008 Released:

PO Type: PO - PURCHASE ORDER Delivery By: 06/30/2008 Confirming: 0 - No confirmation message

Description: DAP TEST REQ/PO Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)

Submitted by: DAPORETTO Terms: NET 30 Commodity: COMPUTER EQUIPMENT

Site: 0011 ALTA VISTA SCHOOL (0011) FOB:

Buyer: PURA - PURCHASING BUYER 'A' Program: WHATEVER U WANT Misc Date: Misc:

Room: WHAT U WANT Shipping %:

+ Add Row X Delete Selected Row

Ln		Fnd Resc Y	Objt S0	Goal Func	CstCtr	Ste Mngr	Percent	Budget Balance
1.	L	010-0000-0-4400-00-1110-3120-000000-400-0000					.00	8,887,888,891,009.24
2.	L	010-0000-0-4200-00-0000-7110-000000-200-0000					.00	5,005.31
3.	L	010-4410-0-4300-00-3800-2700-000000-500-0000					.00	888,763.21
4.	L	LOTTERYSUP					.00	

Account Drop Down – History!

Requisition Entry 39 - THE TRAIN USD Q55/OASIS

File Options Help

Save and Return Save Close Items Notes Options

AddMode

Requisition

Requisition: *New* Purchase Order: *New* OR Control #: Warehouse: Stores Order:

Vendor/Addr#: 000001 / 00-867 AMERICAN STRE Date: 06/30/2008 Released:

PO Type: PO - PURCHASE ORDER Delivery By: 06/30/2008 Confirming: 0 - No confirmation message

Description: DAP TEST REQ/PO Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)

Submitted by: DAPORETTO Terms: NET 30 Commodity: COMPUTER EQUIPMENT

Site: 0011 ALTA VISTA SCHOOL (0011) FOB:

Buyer: PURA - PURCHASING BUYER 'A' Program: WHATEVER U WANT Misc Date: Misc:

Room: WHAT U WANT Shipping %:

+ Add Row X Delete Selected Row

Ln		Fnd Resc Y	Objt S0	Goal Func	CstCtr	Ste Mngr	Percent	Budget Balance
1.	L	010-0000-0-4400-00-1110-3120-000000-400-0000					.00	8,887,888,891,009.24
2.	L	010-0000-0-4200-00-0000-7110-000000-200-0000					.00	5,005.31
3.	L	010-4410-0-4300-00-3800-2700-000000-500-0000					.00	888,763.21
4.	L	010-1100-0-4300-00-1110-1000-000000-500-0000					.00	999,999.99

Address (00)

010-1100-0-4300-00-1110-1000-000000-500-0000
 010-4410-0-4300-00-3800-2700-000000-500-0000
 010-0000-0-4300-00-0000-0000-000000-000-0000
 010-0000-0-4200-00-0000-7110-000000-200-0000
 010-0000-0-4400-00-1110-3120-000000-400-0000

Message Library

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

AddMode

Requisition

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

Vendor/Addr#: / Date: Released:

PO Type: Delivery By: Confirming:

Description: Tax %: % Ship To:

Submitted by: Terms: Commodity:

Site: FOB:

Buyer: Program: Misc Date: Misc:

Room: Shipping %:

+ Add Row - Delete Selected Row

Ln	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Percent	Budget Balance
1.	L	010-0000-0-4400-00-1110-3120-000000-400-0000									.00	8,887,888,891,009.24
2.	L	010-0000-0-4200-00-0000-7110-000000-200-0000									.00	5,005.31
3.	L	010-4410-0-4300-00-3800-2700-000000-500-0000									.00	888,763.21
4.	L	010-1100-0-4300-00-1110-1000-000000-500-0000									.00	999,999.99

Address (00) Additional Shipping Beg Message End Message

CG-TEST1 First Previous Next Last 1 2 3 4 5

1:

2:

3:

4:

5:

TEST MESSAGE CODE
WITH 2 LINES AND WITH A CODE
THAT HAS A DASH IMBEDDED...

Adding an Item – Print/Type

The screenshot shows the 'Requisition Entry' window for '39 - THE TRAIN USD' in 'QSS/OASIS' mode. The interface includes a menu bar with 'File' and 'Options', and a toolbar with buttons for 'Save Item', 'Save Item/Main', 'Main/Save', 'Main', 'Add Item', 'Save Item/Add Item', and 'Cancel Item'. A status bar at the bottom right indicates 'AddMode'.

Summary fields at the top show: Subject to tax: 0.00, Rate: 8.375 %, Sub Total: 0.00, Total Tax: 0.00, and Total: 0.00.

The main table displays 'Item 1 of 1' with the following columns: Item, Print, Split, Quantity, Unit, Unit Cost, Total Cost, Tax, Stock #, and Fixed Asset. The data for Item 1 is: Item 1, Print Yes, Split Calculate Percentage, Quantity 0, Unit, Unit Cost 0.0000, Total Cost 0.00, Tax Yes, Stock # 000000, and Fixed Asset.

A dropdown menu is open for the 'Print' column, showing options: Yes, No, Display Only, and Ship/Freight. The 'Description' field is currently empty, with a note indicating '59 lines remaining'.

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
1	Yes	Calculate Percentage	0		0.0000	0.00	Yes	000000	

Split Options

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options

Save Item Save Item/Main Save Item/Main/Save Main Add Item Save Item/Add Item Cancel Item

AddMode

Subject to tax: 0.00 Rate: 8.375 % Sub Total: 0.00 Total Tax: 0.00 Total: 0.00

Item 1 of 1

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
1	Yes	Calculate Percentage	0		0.0000	0.00	Yes	000000	

59 lines remaining.

Accounts

Ln	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Amount	Percent
1.	010-0000-0	4400-00	1110-3120	0000000-400-0000		0.00	25.00
2.	010-0000-0	4200-00	0000-7110	0000000-200-0000		0.00	25.00
3.	010-4410-0	4300-00	3800-2700	0000000-500-0000		0.00	25.00
4.	010-1100-0	4300-00	1110-1000	0000000-500-0000		0.00	25.00

Set Description Size

The screenshot shows the 'Requisition Entry' window for user '39 - THE TRAIN USD' in the 'QSS/OASIS' system. The 'Options' menu is open, and the 'Description Size' option is selected, showing a sub-menu with three choices: 'Small', 'Medium' (which is selected with a checkmark), and 'Large'. The main window displays a requisition line with a quantity of 0, unit cost of 0.0000, and total cost of 0.00. A summary bar shows a tax rate of 8.375%, a sub-total of 0.00, and a total of 0.00. A message '59 lines remaining.' is visible in the background. At the bottom, an 'Accounts' table is displayed.

Ln	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Amount	Percent
1.	010-0000-0-4400-00-1110-3120-000000-400-0000										0.00	25.00
2.	010-0000-0-4200-00-0000-7110-000000-200-0000										0.00	25.00
3.	010-4410-0-4300-00-3800-2700-000000-500-0000										0.00	25.00
4.	010-1100-0-4300-00-1110-1000-000000-500-0000										0.00	25.00

Add item – Advances to Next

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options

Save Item Save Item/Main Save Item/Main/Save Main Add Item Save Item/Add Item Cancel Item

Subject to tax: 0.00 Rate: 8.375 % Sub Total: 10.00 Total Tax: 0.00 Total: 10.00

Item 2 of 2

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
2	Yes	Calculate Percentage	0		0.0000	0.00	Yes	000000	

Description 59 lines remaining

Accounts

Ln	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Amount	Percent
1.	010-0000-0	4400-00	1110-3120-0000000-400-0000			2.50	25.00
2.	010-0000-0	4200-00	0000-7110-0000000-200-0000			2.50	25.00
3.	010-4410-0	4300-00	3800-2700-0000000-500-0000			2.50	25.00
4.	010-1100-0	4300-00	1110-1000-0000000-500-0000			2.50	25.00

Items

Item	Print	Split	Quantity	Unit	Unit Cost	Sub-Total	Estimated Tax	Est. Total w/ Tax	Tax	Stock#	FA
1	Y	CP	10	EACH	1.0000	10.00	0.00	10.00	N	000000	

Add item – Special %

Requisition Entry 39 - THE TRAIN USD Q55/OASIS

File Options

Save Item Save Item/Main Save Item/Main/Save Main Add Item Save Item/Add Item Cancel Item

AddMode

Subject to tax: 0.00 Rate: 8.375 % Sub Total: 10.00 Total Tax: 0.00 Total: 10.00

Item 2 of 2

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
2	Yes	Special Percentage	5	EACH	5.0000	25.00	No	000000	

Description 59 lines remaining

```

LINE ITEM 2 SPLIT SPECIAL %
    
```

Accounts

Ln	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Item Percent	Amount
1.	010-0000-0	4400-00	1110-3120	0000000	400-0000	30.00	2.50
2.	010-0000-0	4200-00	0000-7110	0000000	200-0000	20.00	2.50
3.	010-4410-0	4300-00	3800-2700	0000000	500-0000	10.00	2.50
4.	010-1100-0	4300-00	1110-1000	0000000	500-0000	40.00	2.50

Item Added...

Requisition Entry 39 - THE TRAIN USD Q55/OASIS

File Options

Save Item Save Item/Main Save Item/Main/Save Main Add Item Save Item/Add Item Cancel Item

AddMode

Subject to tax: 0.00 Rate: 8.375 % Sub Total: 35.00 Total Tax: 0.00 Total: 35.00

Item 3 of 3

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
3	Yes	Calculate Percentage	0		0.0000	0.00	Yes	000000	

Description 59 lines remaining

Accounts

Ln	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Amount	Percent
1.	010-0000-0	4400-00	1110-3120	0000000	400-0000	10.00	25.00
2.	010-0000-0	4200-00	0000-7110	0000000	200-0000	7.50	25.00
3.	010-4410-0	4300-00	3800-2700	0000000	500-0000	5.00	25.00
4.	010-1100-0	4300-00	1110-1000	0000000	500-0000	12.50	25.00

Items

Item	Print	Split	Quantity	Unit	Unit Cost	Sub-Total	Estimated Tax	Est. Total w/ Tax	Tax	Stock#	FA
1	Y	CP	10	EACH	1.0000	10.00	0.00	10.00	N	000000	
2	Y	SP	5	EACH	5.0000	25.00	0.00	25.00	N	000000	

Save Req/PO...

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

Add successful. AddMode

Requisition

Requisition: "New" Purchase Order: "New" OR Control #: Warehouse: Stores Order:

Vendor/Addr#: 000001 / 00-867 AMERICAN STRE Date: 06/30/2008 Released:

PO Type: PO - PURCHASE ORDER Delivery By: 06/30/2008 Confirming: 0 - No confirmation message

Description: DAP TEST REQ/PO Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)

Submitted by: DAPORETTO Terms: NET 30 Commodity: COMPUTER EQUIPMENT

Site: 0011 ALTA VISTA SCHOOL (0011) FOB:

Buyer: PURA - PURCHASING BUYER 'A' Program: WHATEVER U WANT Misc Date: Misc:

Room: WHAT U WANT Shipping %:

+ Add Row X Delete Selected Row

Ln	Fnd	Resc	Y	Objt	S0	Goal	Func	CstCtr	Ste	Mngr	Percent	Budget Balance
1.	L	010-0000-0-4400-00-1110-3120-000000-400-0000									25.00	8,887,888,891,009.24
2.	L	010-0000-0-4200-00-0000-7110-000000-200-0000									25.00	5,005.31
3.	L	010-4410-0-4300-00-3800-2700-000000									Requisition Entry	763.21
4.	L	010-1100-0-4300-00-1110-1000-000000									Requisition Number 080124 and PO Number 080091 have been added.	999.99

OK

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

Using Message Library (F4)

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options

Save Item Save Item/Main Save Item/Main/Save Main + Add Item Save Item/Add Item Cancel Item

FY: 08 RQ: 080124 PO: 080091 VE: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS ChangeMode

Change Order: N/A Date Paid: N/A Date Printed: N/A DAPX-12/07/2012-08:27:06

Subject to tax: 0.00 Rate: 8.375 % Sub Total: 35.00 Total Tax: 0.00 Total: 35.00

Item 3 of 3

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
3	Yes	Calculate Percentage	0		0.0000	0.00	Yes	000000	

Description 59 lines remaining.

=DAPMSG

Accounts

Ln	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Amount	Percent
1.	010-0000-0-4400-00-1110-3120-000000-400-0000					10.00	25.00
2.	010-0000-0-4200-00-0000-7110-000000-200-0000					7.50	25.00
3.	010-4410-0-4300-00-3800-2700-000000-500-0000					5.00	25.00
4.	010-1100-0-4300-00-1110-1000-000000-500-0000					12.50	25.00

Resolved Message

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options

Save Item Save Item/Main Save Item/Main/Save Main Add Item Save Item/Add Item Cancel Item

FY: 08 RQ: 080124 PO: 080091 VE: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS ChangeMode

Change Order: N/A Date Paid: N/A Date Printed: N/A DAPX-12/07/2012-08:27:06

Subject to tax: 0.00 Rate: 8.375 % Sub Total: 35.00 Total Tax: 0.00 Total: 35.00

Item 3 of 3

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
3	Yes	Calculate Percentage	0		0.0000	0.00	Yes	000000	

Description 50 lines remaining.

```
THIS IS LINE NUMBER 1
AND THIS IS LINE 2
AND THIS IS LINE 3
.
.
.
.
.
```

Requisition Options

Requisition Entry 39 - THE TRAIN USD QSS/DASIS

File Options Help

Save and Return Save Close Change Inspect Items Notes Options

FY: 08 RQ: 080115 PO: VE: 999999/00 TO BE ASSIGNED

[Change Order: N/A](#) [Date Paid: N/A](#) [Date Printed: N/A](#)

Requisition

Requisition: 080115 Purchase Order: Warehouse: Control #: Date: 06/30/2008 Released: 0 - No confirmation m

Vendor/Addr#: 999999 / 00- Delivery By: Tax %: 8.375 % Ship To: 8888 LINE1-DUH (8888)

PD Type: PD - PURCHASE ORDER Commodity: COMPUTER EQUIPM

Description: TEST FOR DAP FDB: Attachment Req/PO: f

Submitted by: DAP THE ORETTO Terms: Misc Date:

Site: 0000 Default Site (0000) Program: Room:

Buyer: BURP - PURCHASING BUYER 'B'

+ Add Row X Delete Selected Row

Ln	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Percent	Budget Balance
▶ 1.	L	010-0000-0-4200-00-0000-7110-000000-200-0000				100.00	4,997.81

Options

- Assign PO Number
- Board Action Update
- Budget Action Update
- Cancel Requisition
- Delete Requisition
- Return to Originator
- Hold for Review
- Hold/Unapprove PO
- Inspect Budget/Board/Purchasing
- Make a Copy of Requisition
- Requisition Status
- Reset Print Date
- Signoff to Purchasing
- Transfer Back To Remote

Cancel Requisition

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Change Inspect Items Notes Options

FY: 08 RQ: 080115 PO: VE: 999999/00 TO BE ASSIGNED InspectMode

Change Order: N/A Date Paid: N/A Date Printed: N/A DAPX-10/18/2012-11:57:15

Requisition

Requisition: 080115 Purchase Order: Warehouse: Stores Order:

Vendor/Addr#: 999999 / 00- Date: 06/30/2008 Released:

PO Type: PO - PURCHASE ORDER Delivery By: Confirming: 0 - No confirmation message

Description: TEST FOR DAP Tax %: 8.375 % Ship To: 8888 LINE1-DUH (8888)

Submitted by: DAP THE ORETTO Terms: Commodity: COMPUTER EQUIPMENT

Site: 0000 Default Site (0000) FOB: Attachment Req/PO: N/N

Buyer: BURP - PURCHASING BUYER 'B' Program: Misc Date: Misc: Shipping %:

Room:

+ Add Row X Delete Selected Row

Ln	Fnd Resc Y	Objt S0	Goal Func	CstCtr	Ste Mngr	Percent	Budget Balance
▶ 1.	L	010-0000-0-4200-00-0000-7110-000000-200-0000				100.00	4,997.81

Requisition Entry
 Cancel Requisition Successful.
 OK

Address (00) Additional Shipping Beg Message End Message

Verify Req is Cancelled

Requisition Entry 39 - THE TRAIN USD Q55/DASIS

File Options Help

Save and Return Save Close Change Inspect Items [Icons] Notes Options

FY: 08 RQ: 080115 PO: VE: 999999/00 TO BE ASSIGNED InspectMode

[Cancelled Requisition](#) [Change Order: N/A](#) [Date Paid: N/A](#) [Date Printed: N/A](#) [DAPX-12/07/2012-08:32:54](#)

Requisition

Requisition: 080115 Purchase Order: Control #: Warehouse: Stores Order:

Vendor/Addr#: 999999 / 00- Date: 06/30/2008 Released:

PO Type: PO - PURCHASE ORDER Delivery By: Confirming: 0 - No confirmation message

Description: TEST FOR DAP Tax %: 8.375 % Ship To: 8888 LINE1-DUH (8888)

Submitted by: DAP THE ORETTO Terms: Commodity: COMPUTER EQUIPMENT

Site: 0000 Default Site (0000) FOB: [Attachment Req/PO: N/N](#)

Buyer: BURP - PURCHASING BUYER 'B' Program: Misc Date: Misc:

Room: Shipping %:

+ Add Row X Delete Selected Row

Ln	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Percent	Budget Balance
▶ 1.	L	010-0000-0-4200-00-0000-7110-000000-200-0000									100.00	5,007.81

Document Handling

- Notepad
 - RQ and PO Notes
 - Optional dynamic discovery of on-file notes
- Attachments
 - Manual – Version H and Version L
 - Integrated w/upload – Version L
- PDF forms
 - Version H and L. Requires licensing PDF Interface
 - PO and/or POCO forms
 - Logical viewable copies defined in PO/POCO driver file. Security by end-user to logical viewable copy
 - “Forms to Vendor” option in Purchasing
 - Viewable in Requisition & Purchasing screens
 - Future: viewable in APY and other (as this evolves)

Green Rows Have Notes

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

File Options Help

Queue Management Requisitions Purchase Orders

59 records found.

Purchase Orders

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

Search Results

PO#	Req#	Date Entered	Date	Vendor	Vendor Name	Amount	Date Printed	Site	#	Remote Status	Notes
000000	000001	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	5.00		0001-DISTRICT BUSINESS OFFICE	0001		
000001	000000	03/07/2008	03/07/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0000-Unspecified	0000		PO
000002	080097	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.05		0001-DISTRICT BUSINESS OFFICE	0001		
000003	080098	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.05		0001-DISTRICT BUSINESS OFFICE	0001		
000101	000000	03/26/2008	03/26/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0000		
000102	000000	03/26/2008	03/26/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0000		
080001	080005	06/01/2008	06/01/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0001		RQ, PO
080002	080006	02/16/2008	02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0001-DISTRICT BUSINESS OFFICE	0002		
080003	080008	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1,870.39		0001-DISTRICT BUSINESS OFFICE	0008		RQ
080004	080009	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	64.28		0001-DISTRICT BUSINESS OFFICE	0002		
080005	080010	06/30/2008	06/30/2008	000000	* Vendor not on file *	0.00		0000-Unspecified	0000		
080006	000000	03/03/2008	03/03/2008	000002	DONALD DUCK	2,725.28		0000-Unspecified	0000		
080007	000000	03/03/2008	03/03/2008	000007	Eatsalot Food Services	100.00		0000-Unspecified	0000		
080008	000000	03/03/2008	03/03/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	176.48		0000-Unspecified	0000		
080009	080007	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	387.40		0001-DISTRICT BUSINESS OFFICE	0003		RQ
080010	080019	02/16/2008	02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	157.90		0001-DISTRICT BUSINESS OFFICE	0002		
080011	080020	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	563.64		0056-Technical Services	0001		
080012	080021	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	455.92		0001-DISTRICT BUSINESS OFFICE	0008		

Available Note Types are Bold

Search Results

PO#	Req#	Date Entered	Date	Vendor	Vendor Name	Amount	Date Printed	Site	#I	Remote Status	Notes
000000	000001	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	5.00		0001-DISTRICT BUSINESS OFFICE	0001		
000001	000000	03/07/2008	03/07/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0000-Unspecified	0000		PO
000002	080097	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.05		0001-DISTRICT BUSINESS OFFICE	0001		
000003	080098	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.05		0001-DISTRICT BUSINESS OFFICE	0001		
000101	000000	03/26/2008	03/26/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0000		
000102	000000	03/26/2008	03/26/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0000		
▶ 080			06/01/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0001		RQ, PO
080			02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0001-DISTRICT BUSINESS OFFICE	0002		
080					QUINTESSENTIAL SCHOOL SYSTEMS	1,870.39		0001-DISTRICT BUSINESS OFFICE	0008		RQ
080					QUINTESSENTIAL SCHOOL SYSTEMS	64.28		0001-DISTRICT BUSINESS OFFICE	0002		
080000	000000	06/30/2008			* Vendor not on file *	0.00		0000-Unspecified	0000		
080006	000000	03/03/2008			DONALD DUCK	2,725.28		0000-Unspecified	0000		

Same, but from Requisitions

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	Remote Status
000000	000001	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	12/03/2007		
000000	000002	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	12/03/2007		
000000	000050	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	12/03/2007	RQ	
000000	080001	02/11/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	185.90		0001-DISTRICT BUSINESS OFFICE	0001	02/11/2008	RQ	
000000	080002	02/12/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	257.00		0001-DISTRICT BUSINESS OFFICE	0003	02/12/2008		
080001	080005	06/01/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0001	06/01/2008	RQ, PO	
080002	080006	02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0001-DISTRICT BUSINESS OFFICE	0002	02/16/2008		
080009	080007	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	387.40		0001-DISTRICT BUSINESS OFFICE	0003	02/18/2008	RQ	
080003	080008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1,870.39		0001-DISTRICT BUSINESS OFFICE	0008	02/18/2008	RQ	
080004	080009	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	64.28		0001-DISTRICT BUSINESS OFFICE	0002	02/18/2008		
080005	080010	06/30/2008	000000	* Vendor not on file *	0.00		0000-Unspecified	0000	06/30/2008		

Expanding the Note Information

Search Results

PO#	Req#	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site	#	Date	Notes	Remote Status
000000	000001	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	12/03/2007		
000000	000002	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	12/03/2007		
000000	000050	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	12/03/2007	RQ	
000000	080001	02/11/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	185.90		0001-DISTRICT BUSINESS OFFICE	0001	02/11/2008	RQ	
000000	080002	02/12/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	257.00		0001-DISTRICT BUSINESS OFFICE	0003	02/12/2008		
080005	080005	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0001	06/01/2008	RQ, PO	
080005	080005	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0001-DISTRICT BUSINESS OFFICE	0002	02/16/2008		
080005	080005	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	387.40		0001-DISTRICT BUSINESS OFFICE	0003	02/18/2008	RQ	
080005	080005	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1,870.39		0001-DISTRICT BUSINESS OFFICE	0008	02/18/2008	RQ	
080005	080005	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	64.28		0001-DISTRICT BUSINESS OFFICE	0002	02/18/2008		
080005	080010	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0000-Unspecified	0000	06/30/2008		

Inspect

PO Quick View

Notes ▶

Attachments

PO Note

RQ Note

PM Note

Queue – Identify Approval Notes and RQ Notes

The screenshot shows a software window titled "Purchase Orders / Requisitions" with a user ID of "39 - THE TRAIN USD" and a session ID of "Q55/OASIS". The window has a menu bar with "File", "Options", and "Help". Below the menu bar is a toolbar with various icons for file operations and navigation. A ribbon-style interface at the bottom of the toolbar includes "Queue Management" (with a magnifying glass icon), "Requisitions" (with a red question mark icon), and "Purchase Orders" (with a green dollar sign icon).

The main content area is titled "Queue Management" and contains a sub-header "Requisitions Waiting for Action". Below this is a table with the following columns: Se, Req#, Vendor, Amount, Date Added, Del By, Subt By, Site, Commodity, PD, App Notes, RQ Notes, and Queue Name. The table contains two rows of data.

Se	Req#	Vendor	Amount	Date Added	Del By	Subt By	Site	Commodity	PD	App Notes	RQ Notes	Queue Name	
<input checked="" type="checkbox"/>	00	080112	QUINTESSENTIAL SCHOOL SYSTEMS	1.00	07/31/2012		DEADAP	0000		N	Yes	Yes	PERCOX HIGH SCHOOL APP
<input type="checkbox"/>	00	080113	QUINTESSENTIAL SCHOOL SYSTEMS	5.00	08/03/2012		DEADAP	0000		N	Yes	No	PERCOX HIGH SCHOOL APP

At the bottom of the table area, there are two buttons: "Select All" and "Clear All".

Attachment Indicator

Purchase Order Encumbering 39 - THE TRAIN USD QSS/DASIS

File Options Help

Save and Return Save Change Extend Delete PO Change Order Notes

PO: 080001 RQ: 080005 VE: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS InspectMode

Date Printed: N/A Date Paid: N/A Change Order: N/A DAPD-02/18/2010-09:02:08

Purchase Order

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

Description:

Date: Date Paid:

Status:

Vendor: /

PO Type:

Requisition

Requisition:

Submitted by:

Ship to:

Address (00)

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	SO	Goal	Func	CstCtr	Ste	Mngr	Amount	Status
▶ 1.	L	010-0000-0-4300-00-0000-0000-0000000-000-0000									\$1.00	F - Final payment

Total PO Amount:

Manual Attachment Screen

Attachments Information

File Options

Save and Return Save Close

PO: 080001 RQ: 080005

Requisition Attachment

Action:

Location: [HTTP://WWW.QSS.COM/REQS/3908080005.HTML](http://www.qss.com/REQS/3908080005.HTML)

Comments:

Purchase Order Attachment

Action:

Location:

Comments:

Attachments Information

File Options

Save and Return Save Close

PO: 080001 RQ: 080005

Requisition Attachment

Action:

Location:

Comments:

Purchase Order Attachment

Action:

Location:

Comments:

Version L - Attachments

Purchase Orders / Requisitions 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Queue Management Requisitions Purchase Orders

2395 records found.

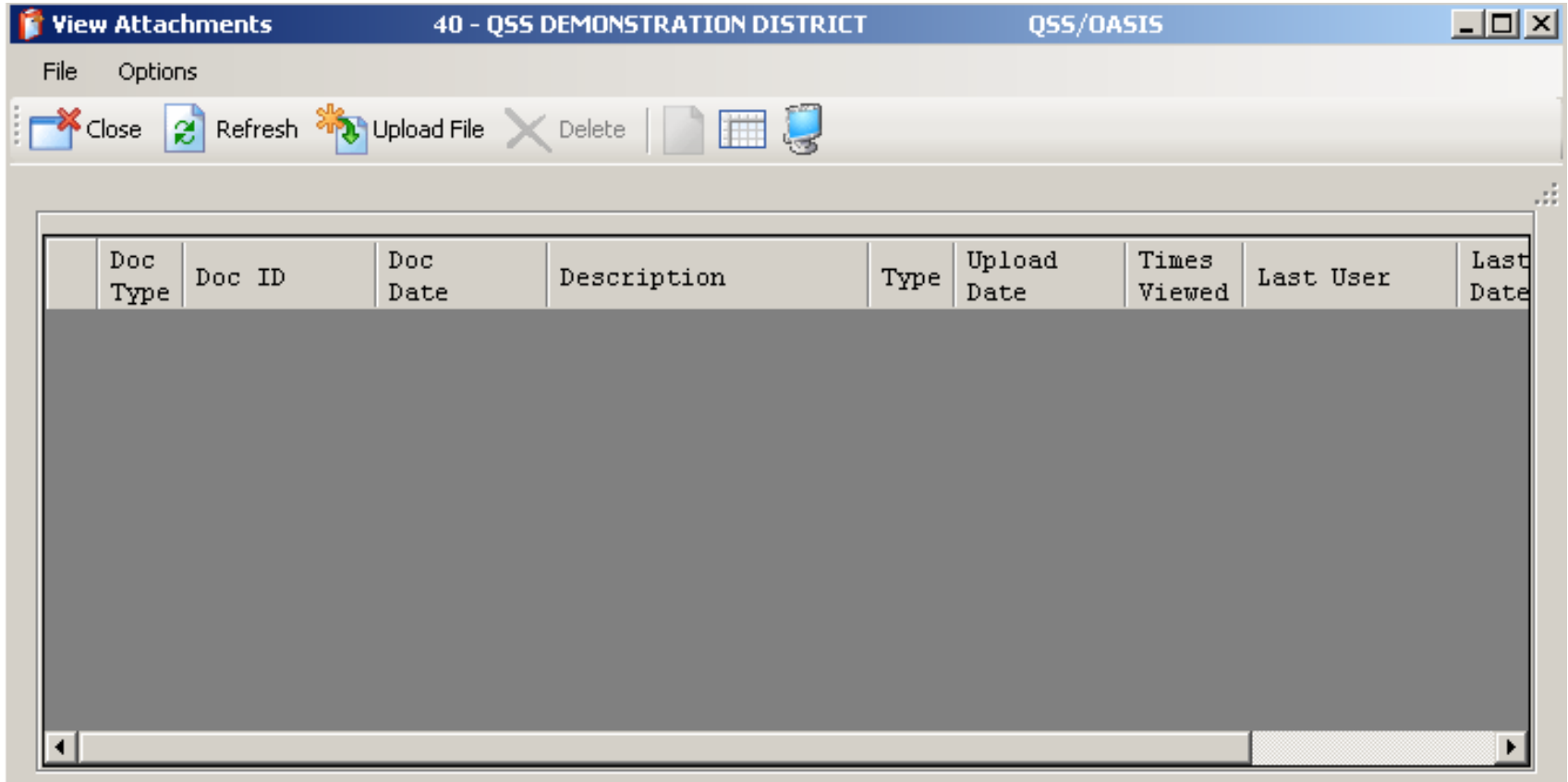
Purchase Orders

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

Search Results

	PO#	Req#	Date	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site	#
	000001	500014	07/01/2009	07/01/2009	017610	John D Kroeger Associates	10,000.00	06/26/2009	8035-BUSINESS SRVCS	00C
	000002	500015	07/01/2009	07/01/2009	002230	Dameron Hospital	1,500.00	06/26/2009	8035-BUSINESS SRVCS	00C
	000003	500018	07/01/2009	07/01/2009	000667	Barnes And Noble	1,000.00	06/26/2009	1840-SERENADE, DANDY CHARTER	00C
	000004	500019	07/01/2009	07/01/2009	014937	Carnegie Learning	4,985.40	06/26/2009	1840-SERENADE, DANDY CHARTER	00C
	000005	500025	07/01/2009	07/01/2009	004787	International Reading Assn	69.00	06/26/2009	1840-SERENADE, DANDY CHARTER	00C
	000006	500026	07/01/2009	07/01/2009	002294	Delk Pest Control	500.00	06/26/2009	1840-SERENADE, DANDY CHARTER	00C
	000007	500030	07/01/2009	07/01/2009	001330	CA State Dept Of Justice	750.00	06/26/2009	1840-SERENADE, DANDY CHARTER	00C
	000008	500084	07/01/2009	07/01/2009	017556	Intercom Network	3,350.00	06/26/2009	8185-TECHNOLOGY SRVCS	00C
	000009	500085	07/01/2009	07/01/2009	018368	Acom Solutions	84.00	06/26/2009	8185-TECHNOLOGY SRVCS	00C
	000010	500086	07/01/2009	07/01/2009	014786	Argent Software	12,438.00	06/26/2009	8185-TECHNOLOGY SRVCS	00C
	000011	500089	07/01/2009	07/01/2009	017497	Bluecat Networks Inc	4,158.00	06/26/2009	8185-TECHNOLOGY SRVCS	00C
	000012	500091	07/01/2009	07/01/2009	011421	Citrix Inc	7,500.00	06/26/2009	8185-TECHNOLOGY SRVCS	00C
	000013	500092	07/01/2009	07/01/2009	015455	Diskeeper Corporation	2,562.65	06/26/2009	8185-TECHNOLOGY SRVCS	00C
	000014	500093	07/01/2009	07/01/2009	016175	Edustructures	18,770.25	06/26/2009	8185-TECHNOLOGY SRVCS	00C
▶	000015	500094	07/01/2009	07/01/2009	018217	EG Innovations	5,183.93	06/26/2009	8185-TECHNOLOGY SRVCS	00C
00		Inspect		07/01/2009	014173	Elite Network Solutions	1,289.00	06/26/2009	8185-TECHNOLOGY SRVCS	00C
00		PO Quick View		07/01/2009	012297	Eschool Solutions	14,044.10	06/26/2009	8185-TECHNOLOGY SRVCS	00C
00		Notes		07/01/2009	014388	Expert Network Consultants	6,469.20	06/26/2009	8185-TECHNOLOGY SRVCS	00C
00		Attachments		07/01/2009	014475	Faronics Technologies USA Inc	298.80	06/26/2009	8185-TECHNOLOGY SRVCS	00C
	000020	500099	07/01/2009	07/01/2009	016492	Formax	1,984.69	06/26/2009	8185-TECHNOLOGY SRVCS	00C

View Available Attachments & Add



Select File to Attach

Upload Attachment 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Upload File Select File to Upload Close

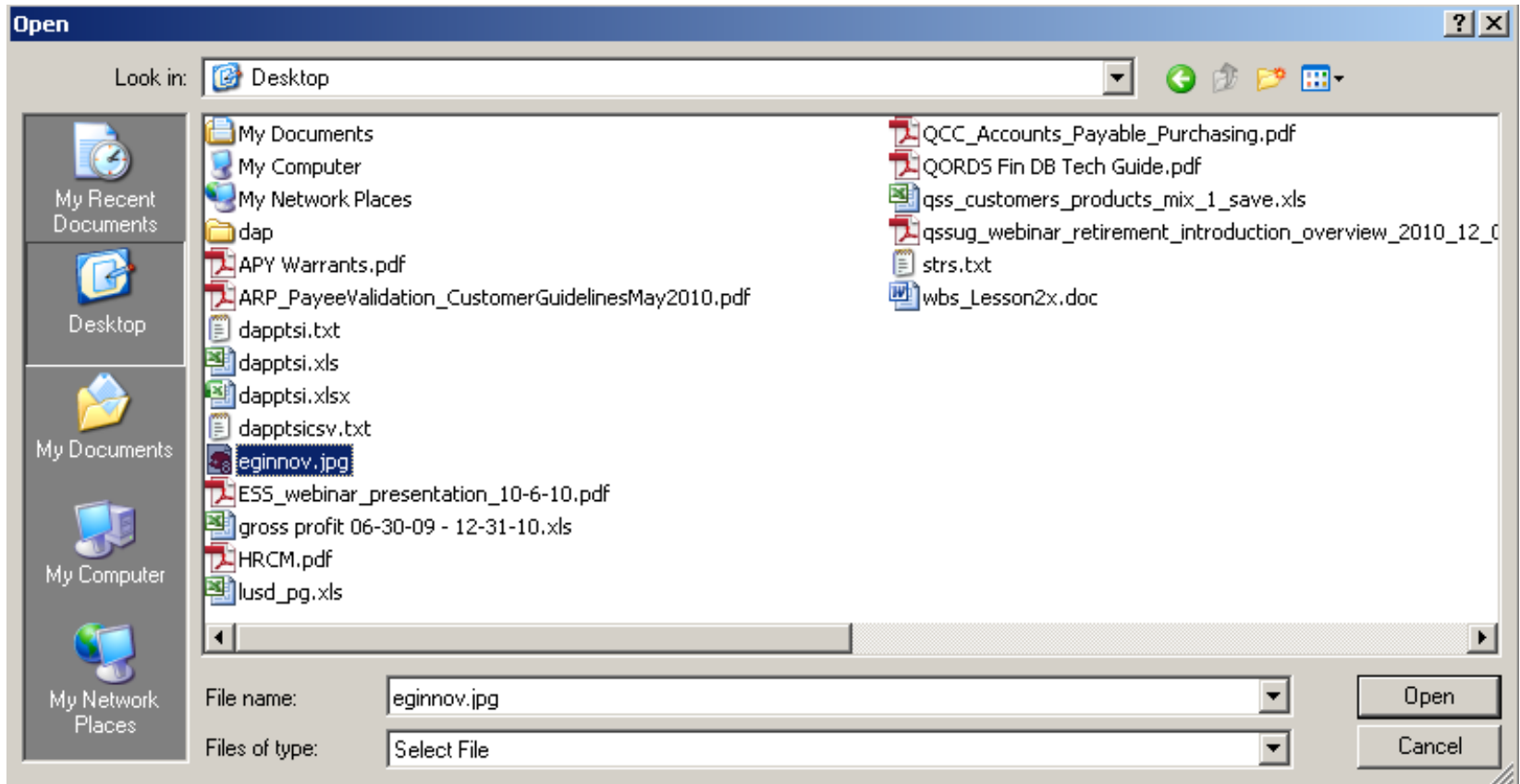
File :

File Type:

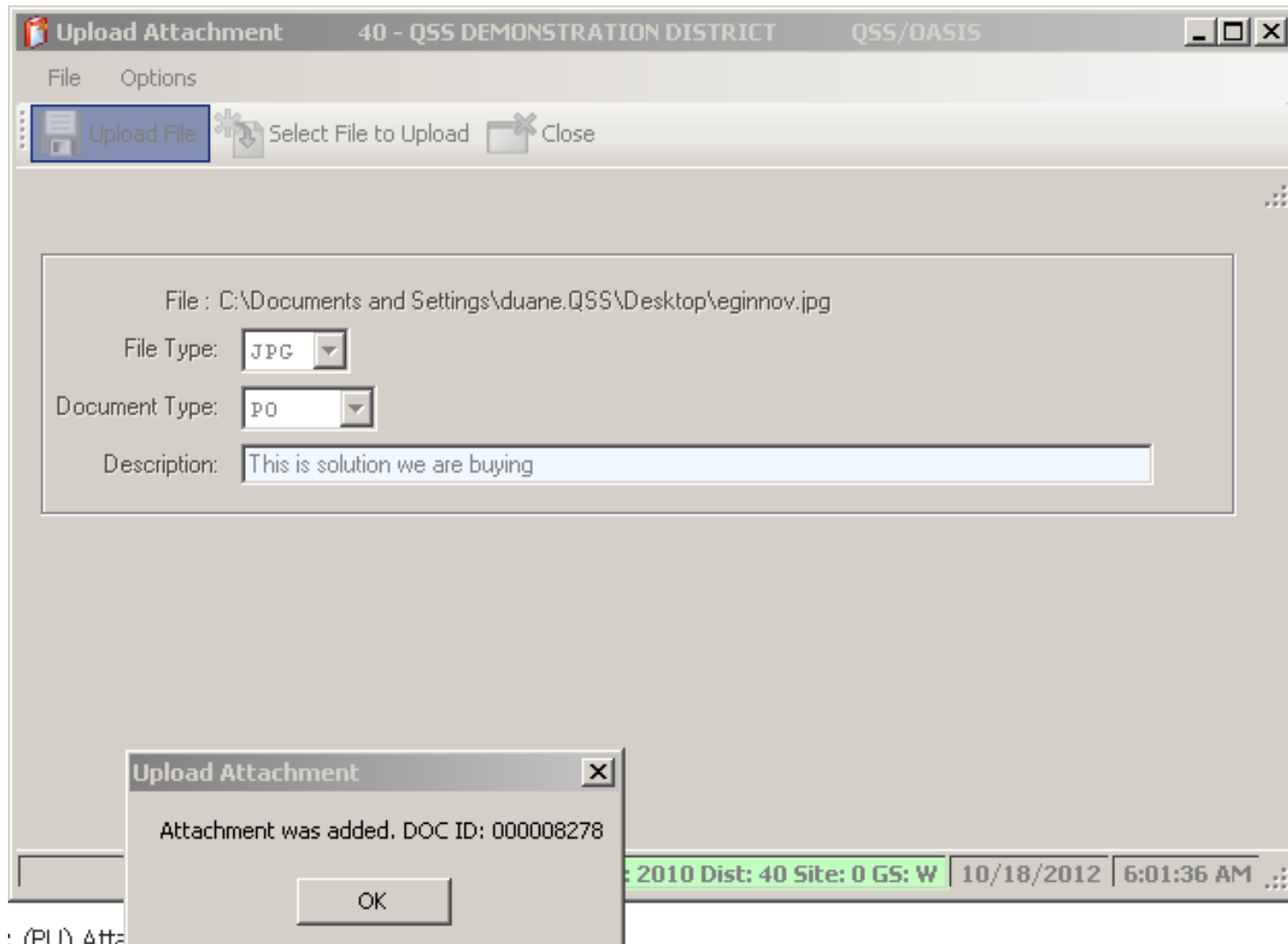
Document Type:

Description:

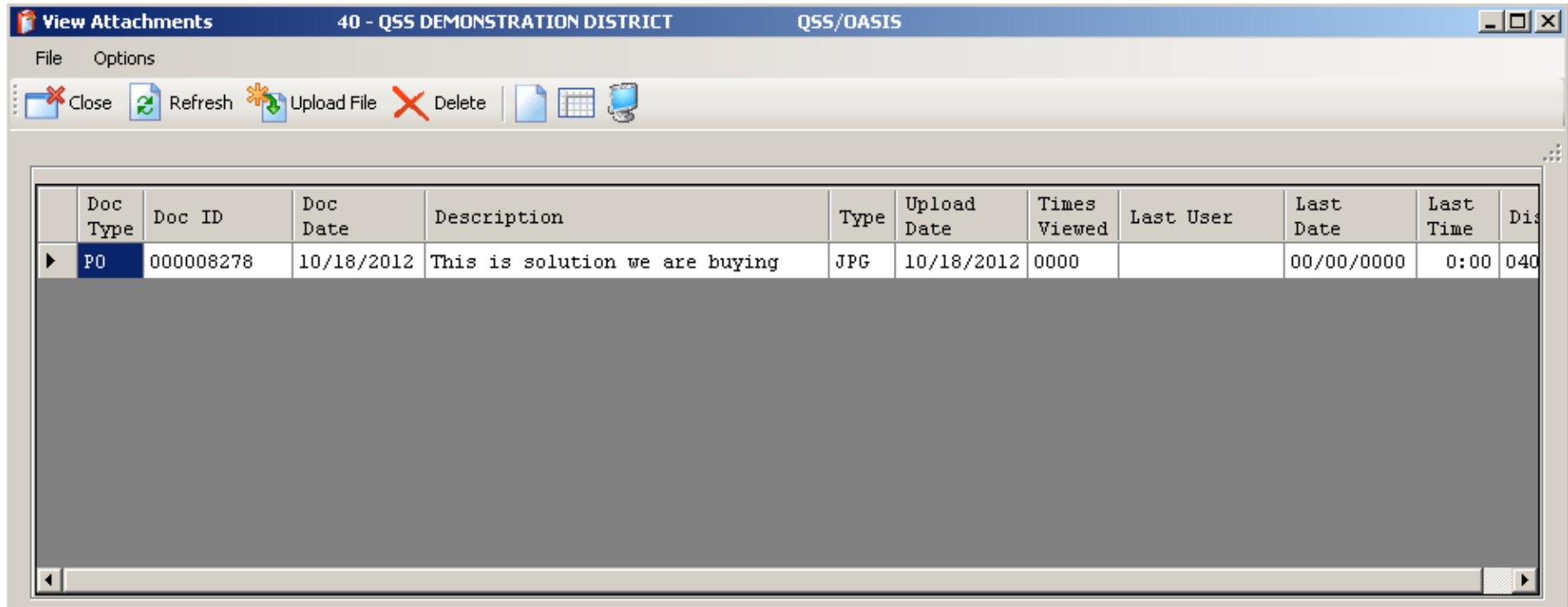
JPG Screen Shot from Desktop



Document is Attached



Shows in List of Attachments



The screenshot shows a web application window titled "View Attachments" with the following details:

- Page Title: 40 - QSS DEMONSTRATION DISTRICT
- Page Subtitle: QSS/OASIS
- Menu: File Options
- Toolbar: Close, Refresh, Upload File, Delete, and other utility icons.

The main content area contains a table with the following data:

	Doc Type	Doc ID	Doc Date	Description	Type	Upload Date	Times Viewed	Last User	Last Date	Last Time	Dis
▶	PO	000008278	10/18/2012	This is solution we are buying	JPG	10/18/2012	0000		00/00/0000	0:00	040

View the Attachment

000008278.JPG @ 83% (Background)

Overview

- Business Service Management
- Value Proposition
- Features Summary
- Supported Applications
- Management Console
- Alarm Manager
- Configuration & Change Manager
- Virtual Appliance
- Cloud Ready Monitoring
- MSP Ready Monitoring
- ITIL® Adoption using eG
- Success Stories
- Whitepapers
- Press
- Awards
- Presentations
- Demo

End To End Monitoring Solution for The Next Gen IT Infrastructure

Watch the Demo

Emerging next generation, dynamic IT infrastructures pose key enterprise monitoring and management challenges:

- ▶ Users use networks to access business services. **Hence, user complaints always relate to business service performance (e.g., slow response time, poor access, etc.)**. They do not know or care about the servers, applications, or network devices.
- ▶ **Applications cause 73% of IT infrastructure failures**. You need a management solution that can take care of your key enterprise applications and not just your network devices.
- ▶ Your network is no longer based on the simple client-server architecture. **Failure in one application (e.g., database) affects all the other applications (e.g., database, middleware) involved in supporting the business service**. Multi-tier architectures provide scalability, but they also pose challenges. A business service involves multiple, dependent applications and network elements. Inter-dependencies between the service components making it difficult for you to identify the true culprit. Consequently, problem identification and correction is a huge challenge. Silo monitoring is no longer a viable problem diagnosis solution in IT infrastructures. You need **end-to-end service monitoring**, not silo monitoring.

Diagram: A network architecture diagram showing a USER connected to a FIREWALL, which connects to a WEB SERVER, an APP SERVER, and a DB SERVER. The WEB SERVER, APP SERVER, and DB SERVER are all connected to a NETWORK. The APP SERVER is also connected to a DB SERVER. The APP SERVER is labeled with 'Application' and 'DB Server'. The DB SERVER is labeled with 'DB Server' and 'DB Database'. The APP SERVER is also labeled with 'APP MANAGER' and 'WEB MANAGER'.

Text: "As IT infrastructures grow in complexity through the use of varying technology platforms, IT organizations are continually challenged to meet their SLAs for critical business services. Enterprises and service providers need monitoring solutions that can track the end-to-end health and availability of these challenging business services (including their dependencies) while delivering the right information to the appropriate

Pan Tool: Click and drag to pan images larger than the window. (x:419 y:240) -- Image: 973 x 767 x 16 million

PDF Icon for On-File PDF

Purchase Order Encumbering 39 - THE TRAIN USD QSS/DASIS

File Options Help

Save and Return Save Change Extend Delete PO Change Order Notes

PO: 080001 RQ: 080005 VE: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS **InspectMode**

Date Printed: N/A Date Paid: N/A Change Order: N/A DAPD-02/18/2010-09:02:08

Purchase Order

Purchase Order: 080001 [Attachment Req/PO: Y/N](#)

Description: TEST FOR DAP

Date: 06/01/2008 Date Paid:

Status: Y - Yes

Vendor: 000001 / 00

PO Type: PO - PURCHASE ORDER

Requisition

Requisition: 080005

Submitted by: DAPSTER

Ship to: 0000 District Warehouse

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 SO	Goal Func	CstCtr	Ste Mngr	Amount	Status
▶ 1.	L	010-0000-0-4300-00-0000-0000-000000-000-0000				\$1.00	F - Final payment

Available forms to View

Purchase Order Encumbering 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Change Extend Delete PO Change Order

PO: 080001 RQ: 080005 VE: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS

Date Printed: N/A Date Paid: N/A

Purchase Order Purchase Order: 080001 Attachment Req/PO: Y/N Description: TEST FOR DAP Date: 06/01/2008 Date Paid: Status: Y - Yes Vendor: 000001 / 00 PO Type: PO - PURCHASE ORDER	Requisition Requisition: 080005 Submitted by: DAPSTER Ship to: 0000 District Warehouse
--	--

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
---	---

- Complete PO (4) 10/17/2012
- Accounting Copy (2) 10/17/2012
- Vendor Copy (1) 10/17/2012
- Receiving Copy (1) 10/17/2012
- Purchase Order - All Copies (5) 07/10/2007
- Vendor Copy (1) 07/10/2007
- Purchasing Copy (1) 07/10/2007
- Accounts Payable Copy (1) 07/10/2007
- Receiving Copy (1) 07/10/2007
- Acknowledgement Copy (1) 07/10/2007
- Vendor Copy POCO (1)

Select Vendor Copy...

QCC Document Reader (700000010)

File Option

1 / 1 60.7% Tools Sign Comment

UNIFIED SCHOOL DISTRICT
on, CA 94566 * Phone: .8085

TO: Reliable Office Solutions
 3570 14th Street
 Riverside CA 92501

Vendor Phone: (951)682-8800 Fax: (951)682-0110

PURCHASE ORDER No. 006125
MERCHANTS AND/OR SERVICES MUST SHOW THIS NUMBER ON INVOICES, PACKAGES AND CORRESPONDENCE.

SHIP TO:
 Vista del Lago High School
 15150 Lasselle Street
 Moreno Valley, CA 92551

DELIVER BY	FOR	TERMS	BUYER	
	Destination	Net 30	PUR3	
ORDER DATE	SUBMITTED BY	SITE NAME	VENDOR NO.	REQ. NO.
04/15/2010	FINK	VISTA DEL LAGO HIGH SCHOOL	032863	009628

PLEASE ENTER OUR ORDER FOR THE FOLLOWING

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE	STORE NO.
1	1	AUTHORIZED USERS: *End user e-mail address: _____	1,310.000	1,310.00	
				SUB-TOTAL 1,310.00	
				TAX 0.00	
				SHIPPING & HANDLING 0.00	
				TOTAL 1,310.00	
1		03-304-1100-0-1144-1000-4300-0000-0000	1,310.00		

INVOICE IN DUPLICATE TO:
 UNIFIED SCHOOL DISTRICT
 ACCOUNTS PAYABLE
 STREET
 CA 94566

X
 AUTHORIZED SIGNATURE _____

VENDOR COPY