QSSUG PSFA Committee - Webinar

QCC Purchasing Process Entry Options

December 7, 2012

Duane Percox, ***QSS***

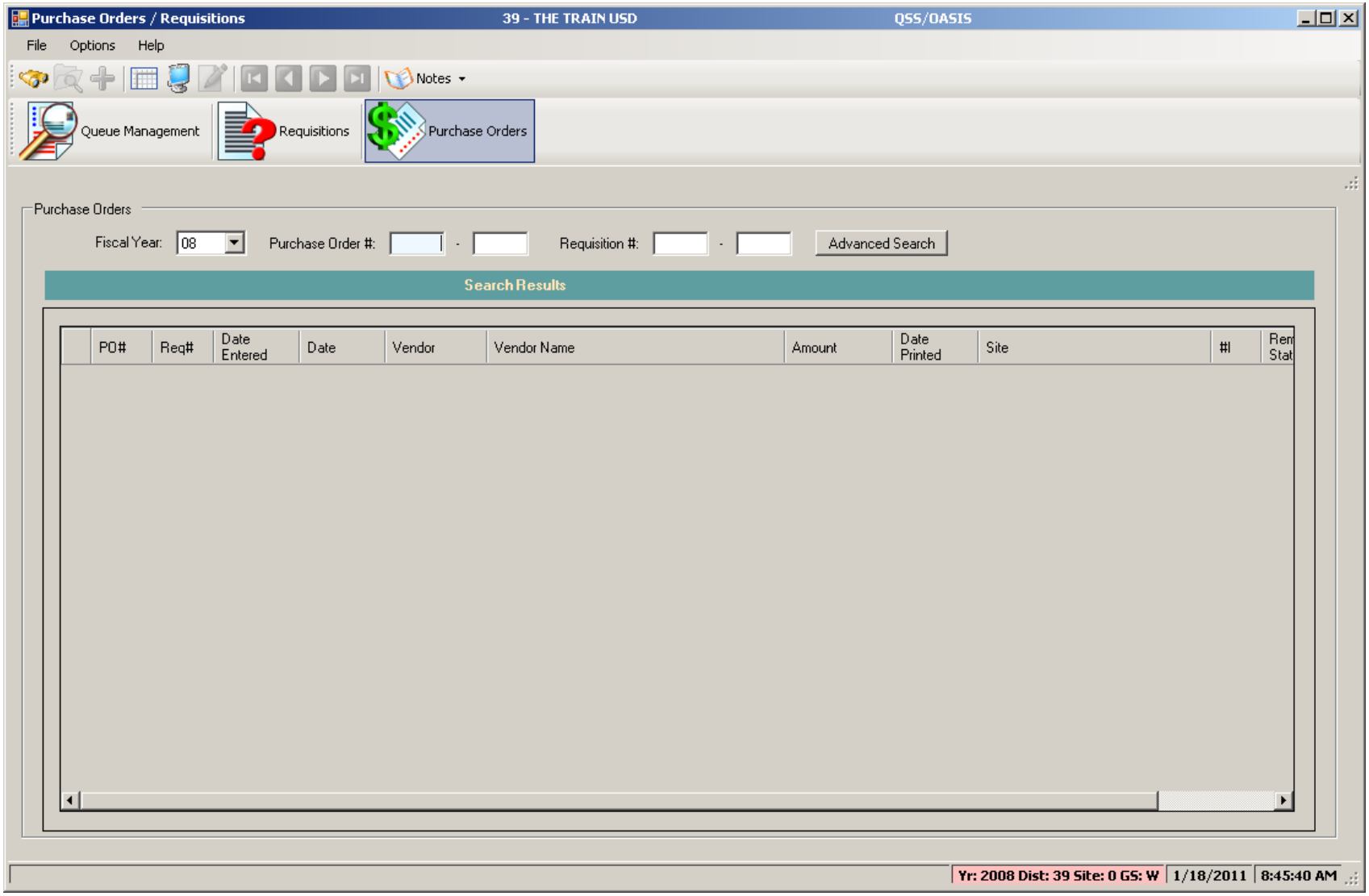
Agenda for Today

- 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

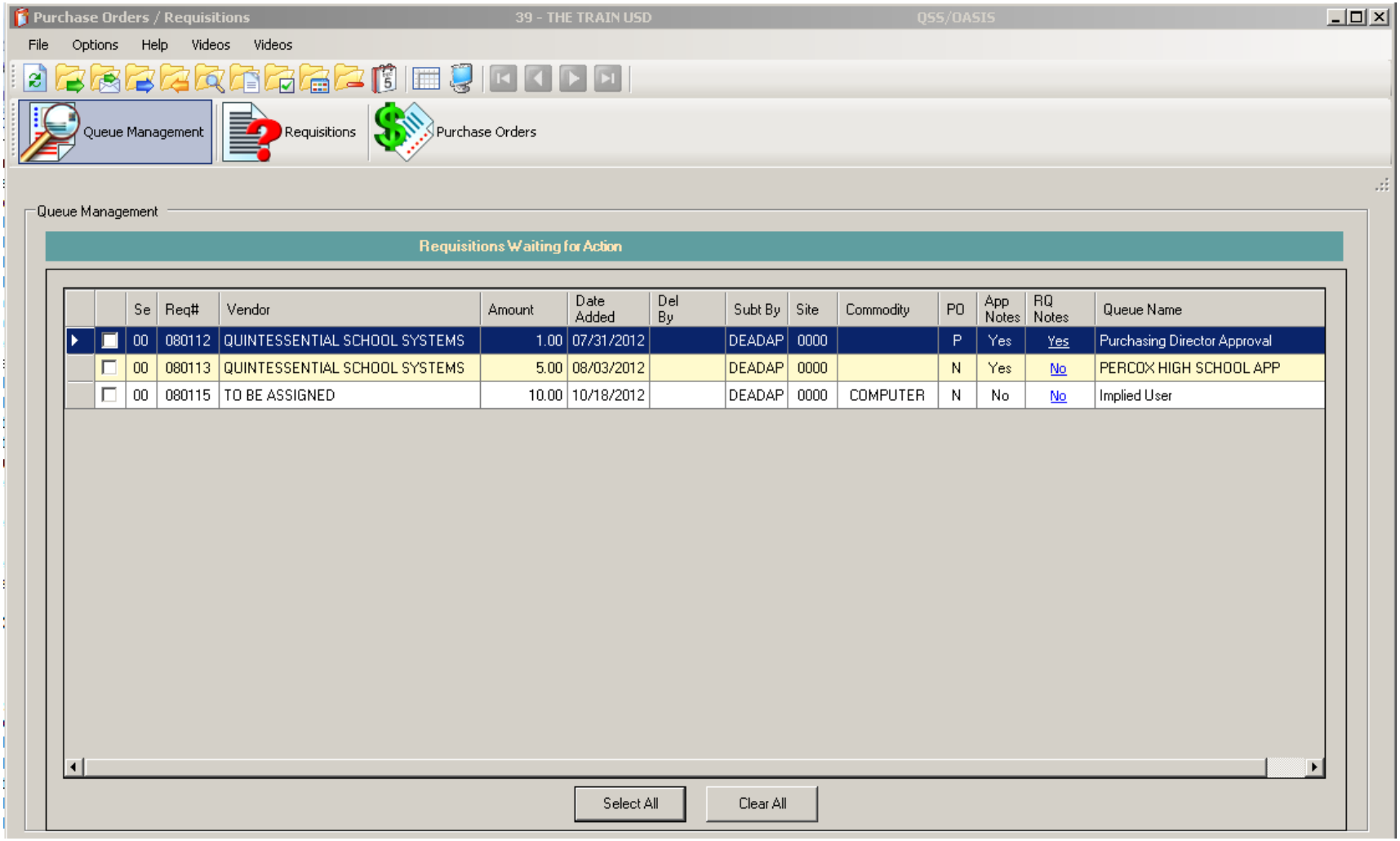
Requisition to PO Options

- 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

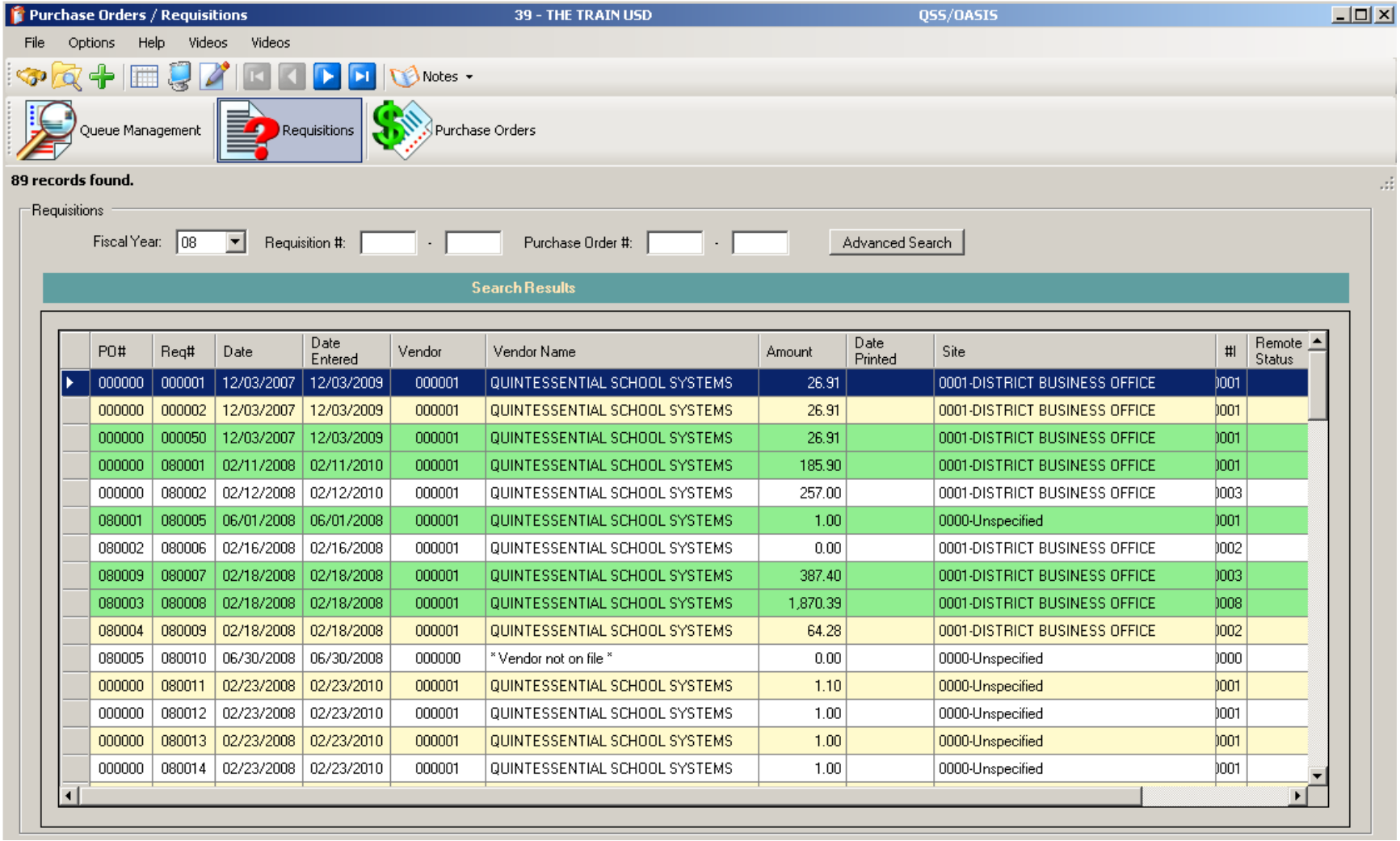


Sample Queue (RQR)



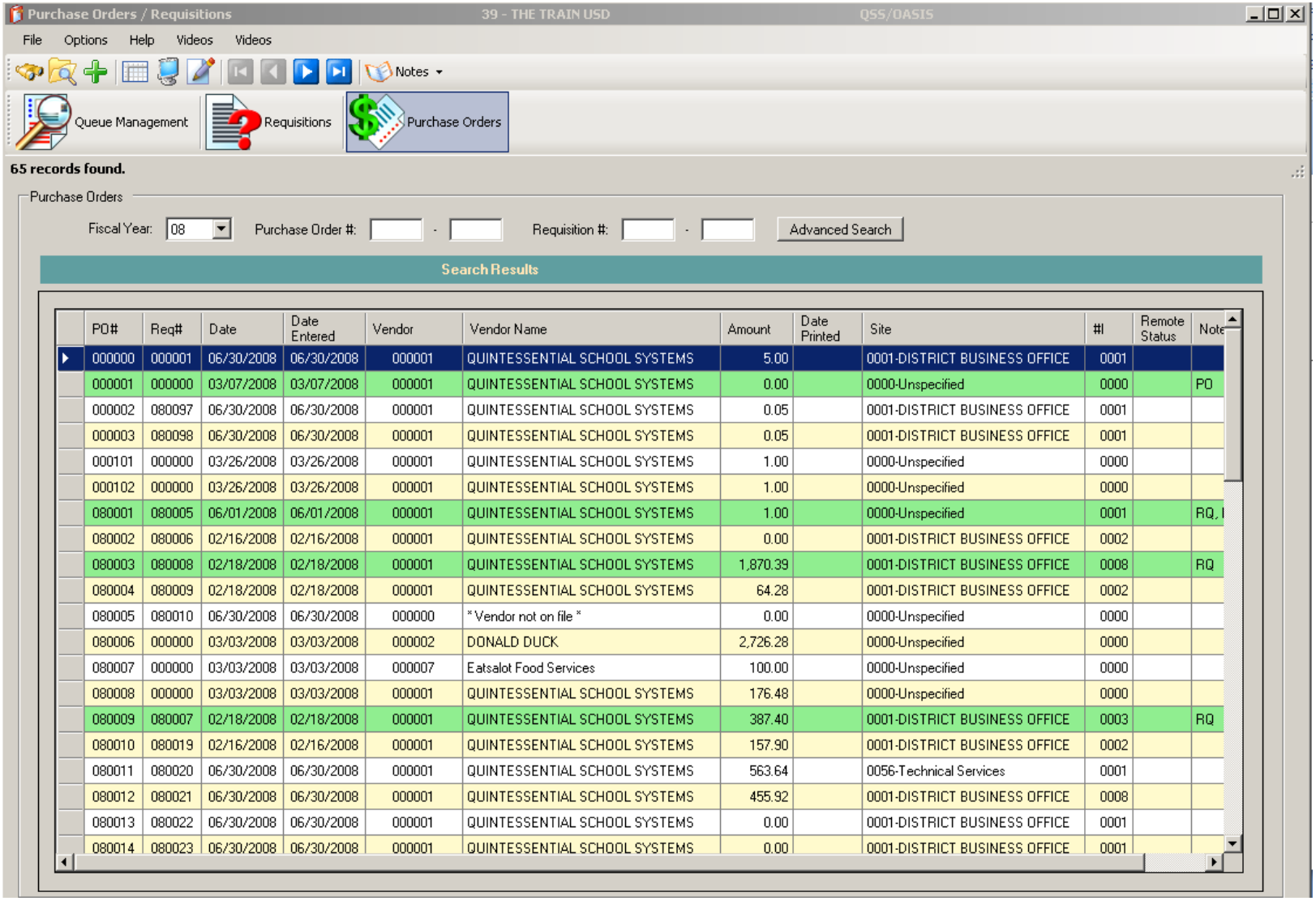
	Se	Req#	Vendor	Amount	Date Added	Del By	Subt By	Site	Commodity	PO	App Notes	RQ Notes	Queue Name
☐	00	080112	QUINTESSENTIAL SCHOOL SYSTEMS	1.00	07/31/2012		DEADAP	0000		P	Yes	Yes	Purchasing Director Approval
☐	00	080113	QUINTESSENTIAL SCHOOL SYSTEMS	5.00	08/03/2012		DEADAP	0000		N	Yes	No	PERCOX HIGH SCHOOL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

Sample List from Requisitions



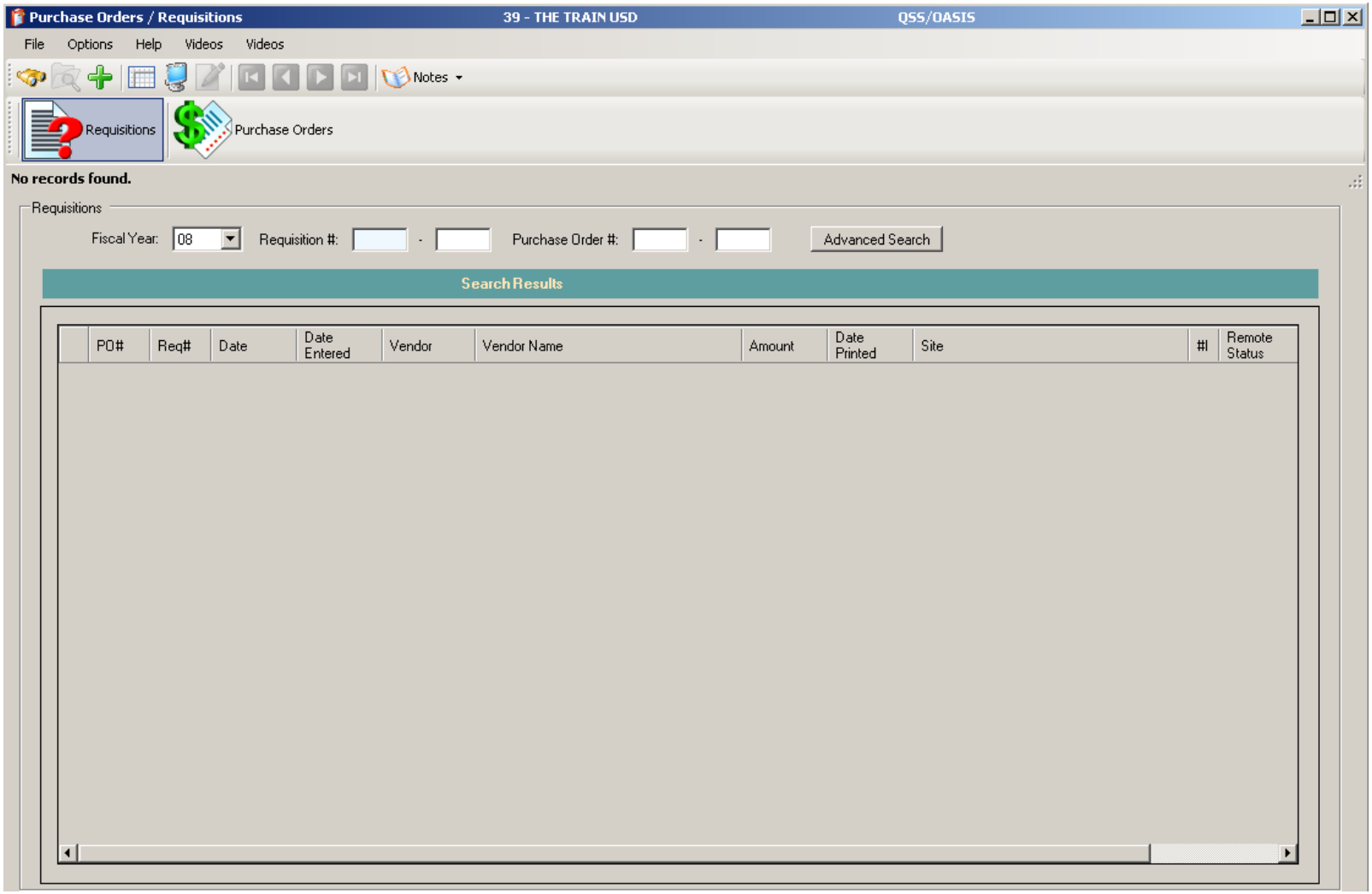
PO#	Req#	Date	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site	#	Remote Status
000000	000001	12/03/2007	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	
000000	000002	12/03/2007	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS 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

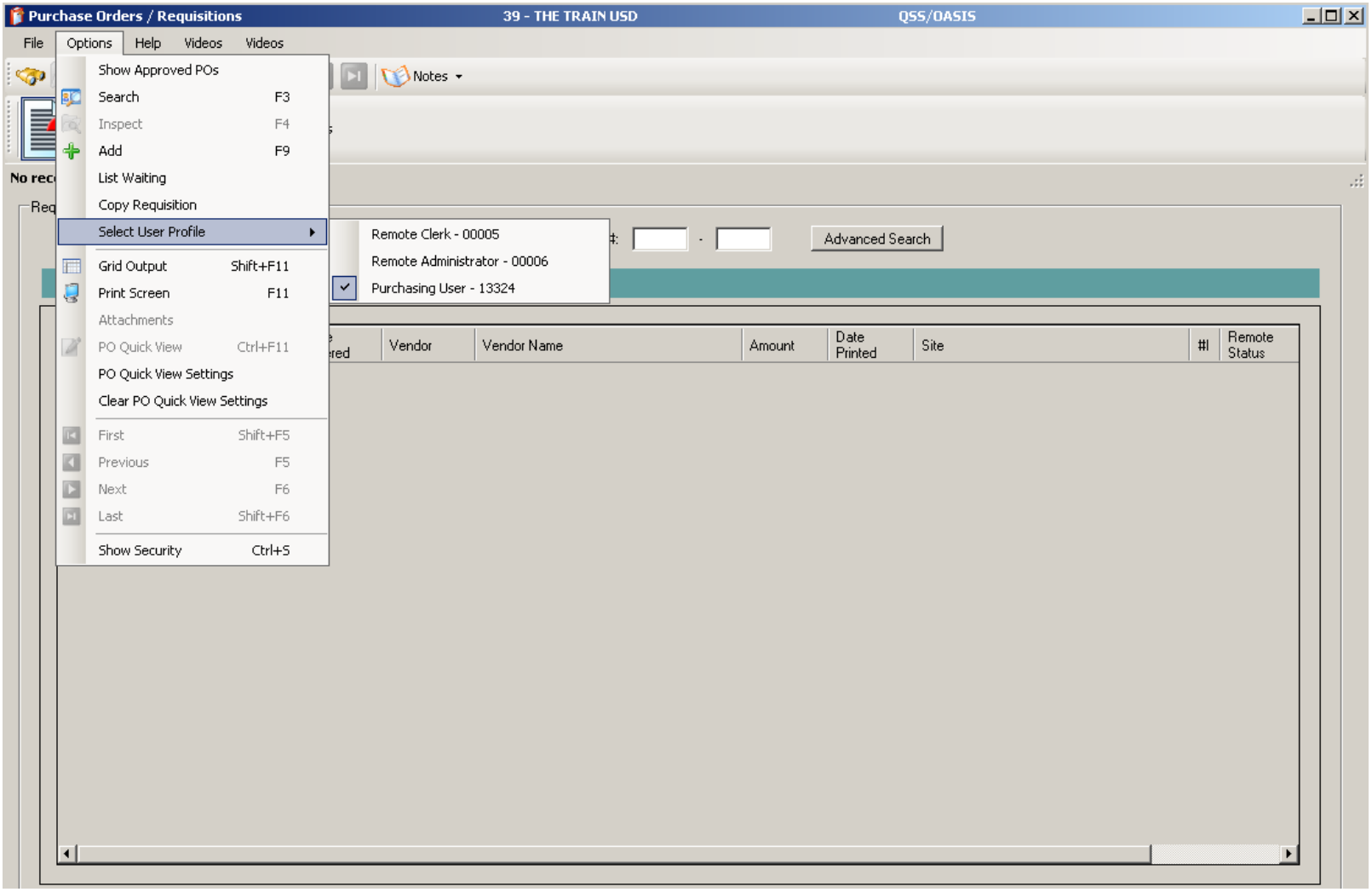


PO#	Req#	Date	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site	#I	Remote Status	Note
000000	000001	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	5.00		0001-DISTRICT BUSINESS OFFICE	0001		
000001	000000	03/07/2008	03/07/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0000-Unspecified	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	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		
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		

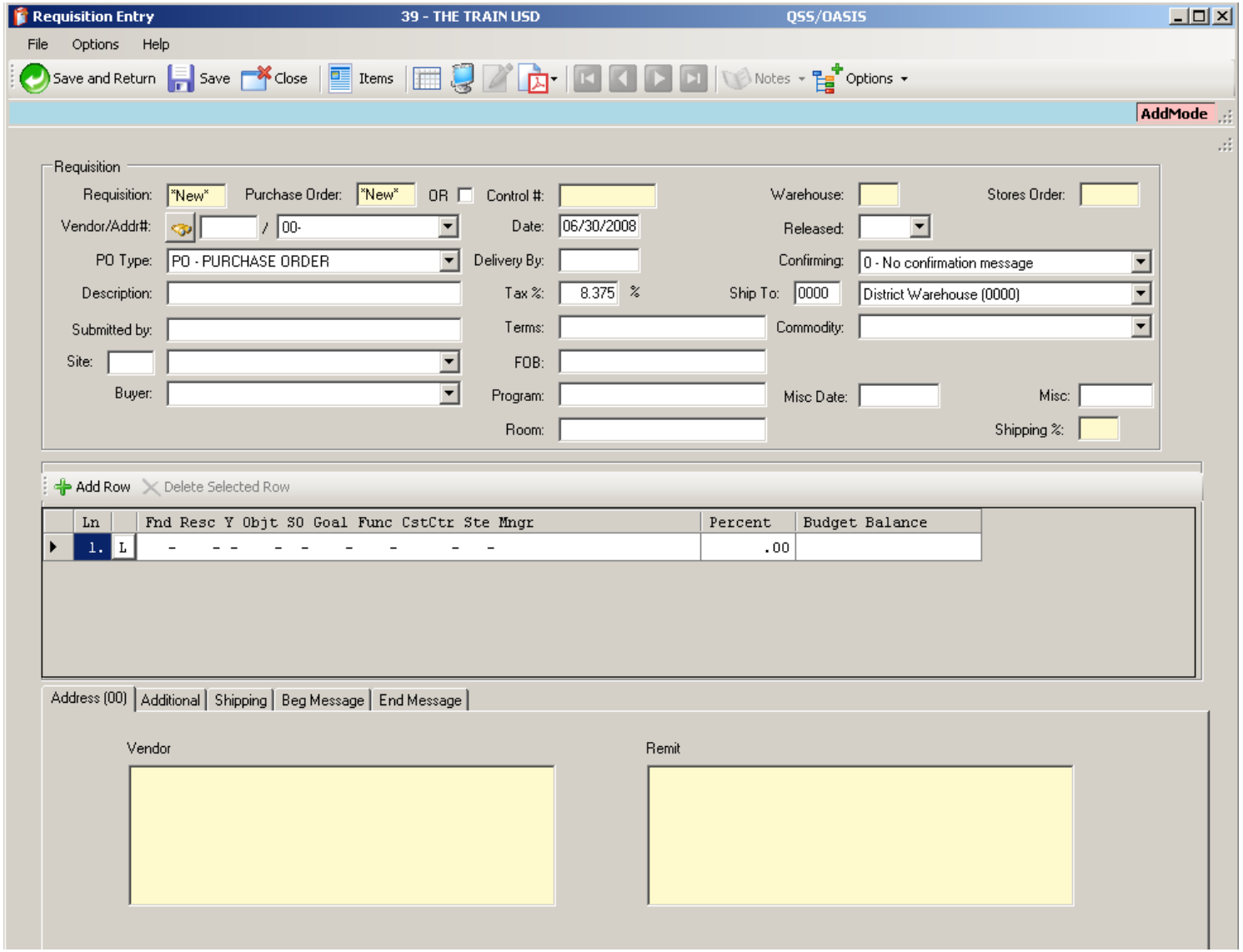
Non-RQR View


Purchase Orders / Requisitions
39 - THE TRAIN USD
QSS/OASIS
File
Options
Help
Videos
Videos
Notes
Requisitions
Purchase Orders
No 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
#I
Remote Status

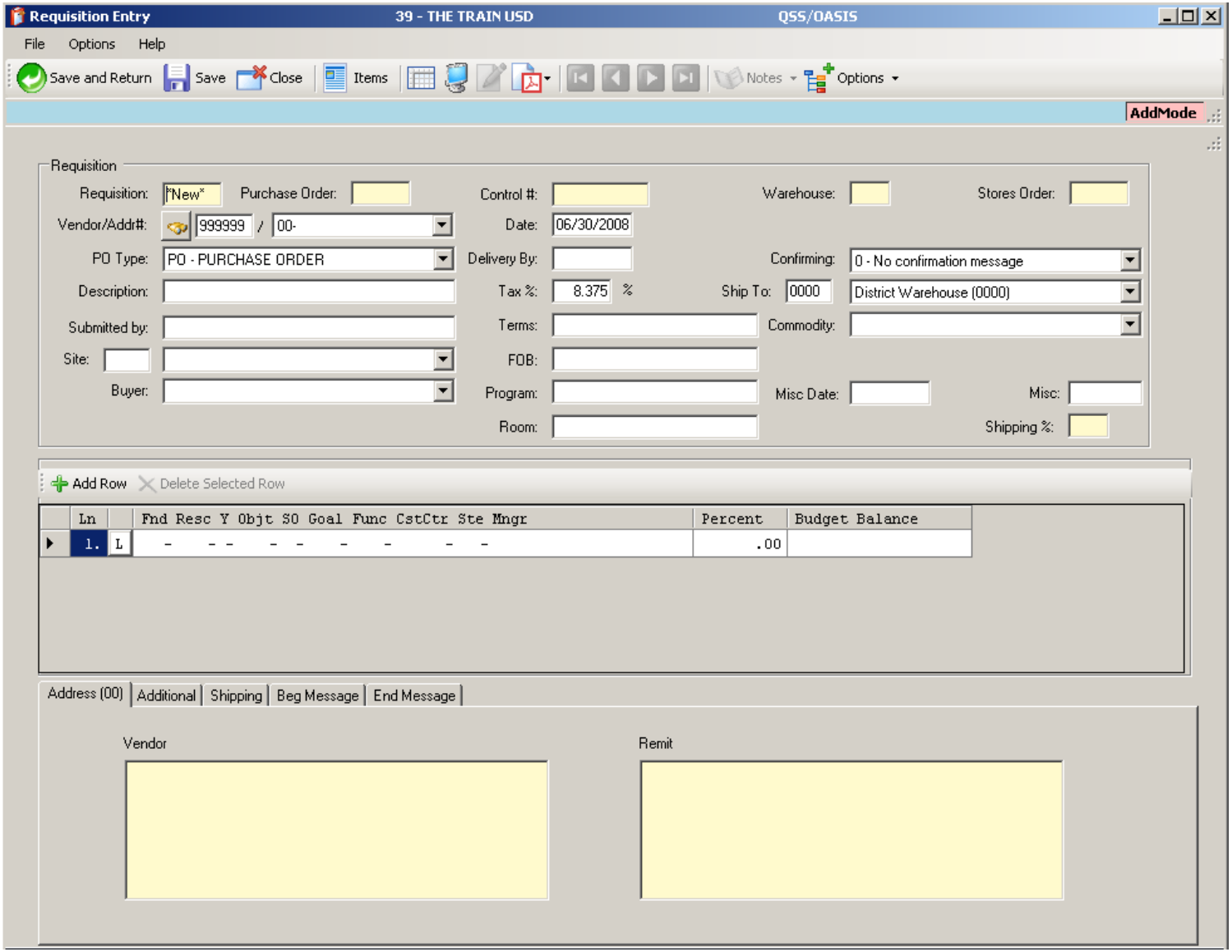
User Profile Options



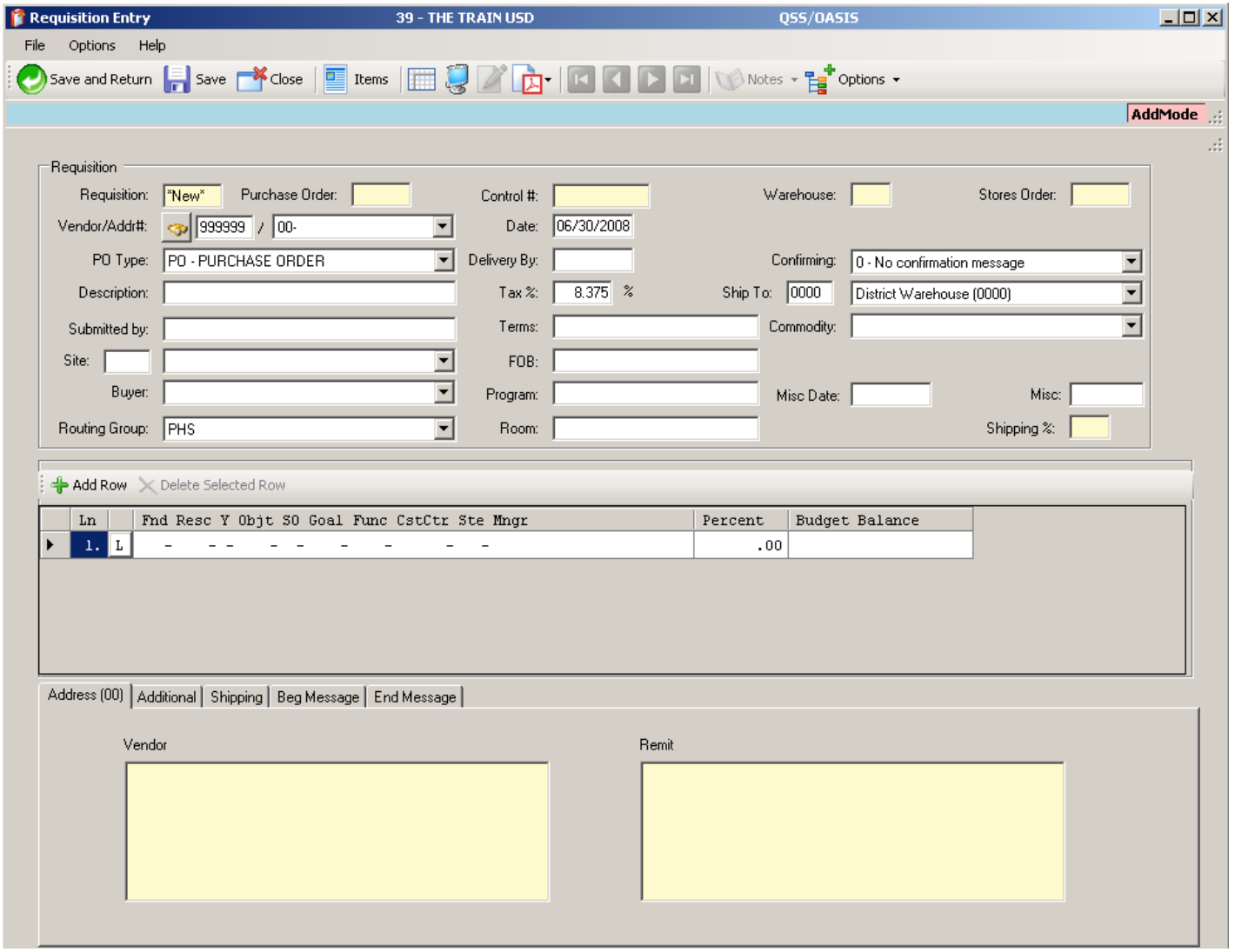
Adding – Req/PO Mode



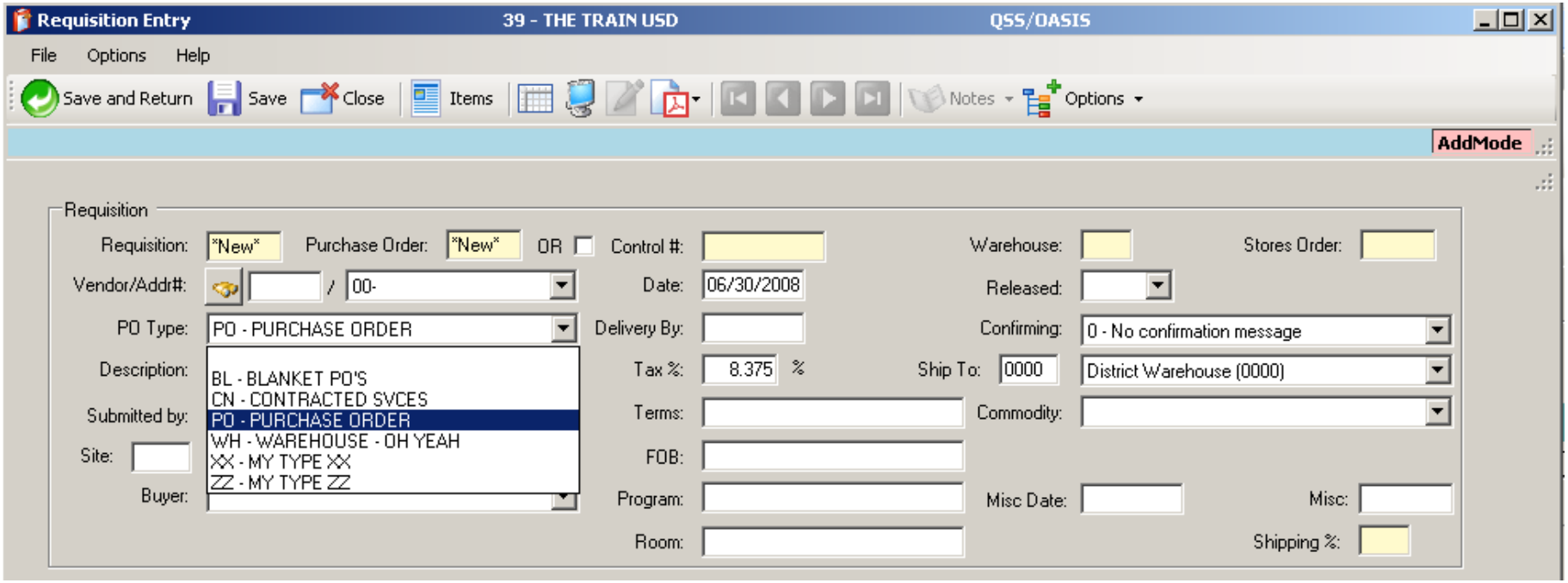
Adding – Remote / No RQR



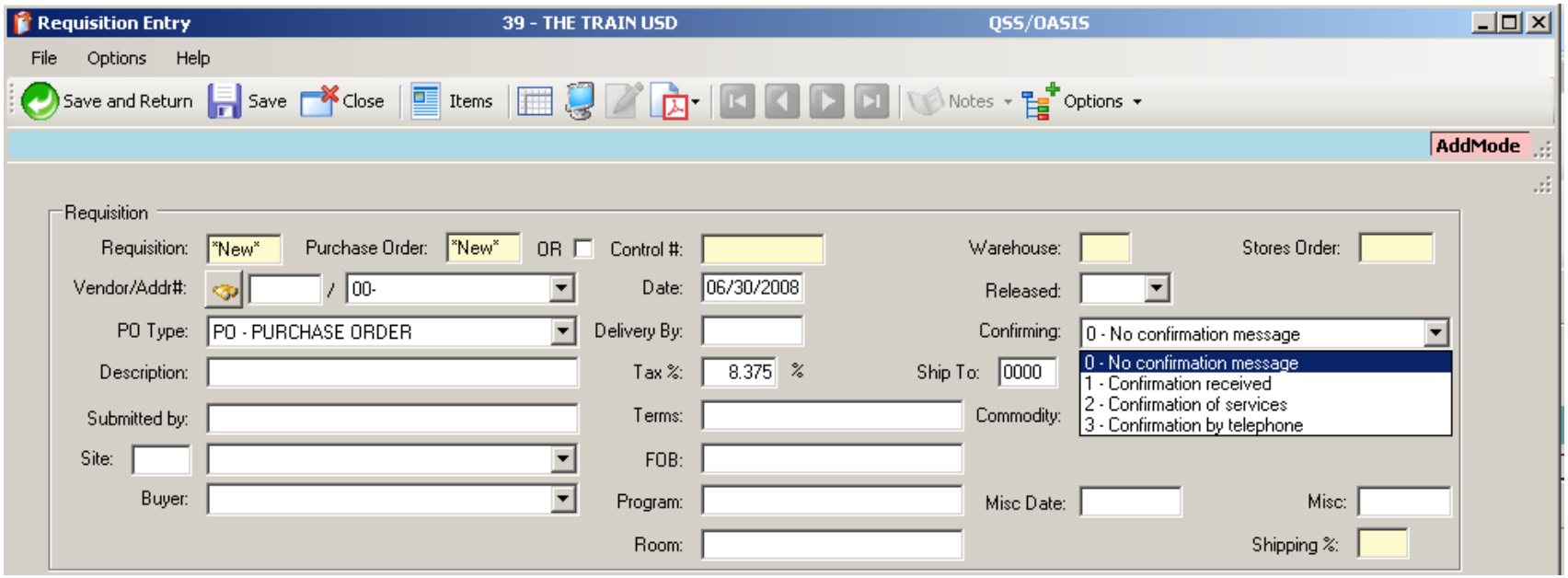
Adding – Remote with RQR



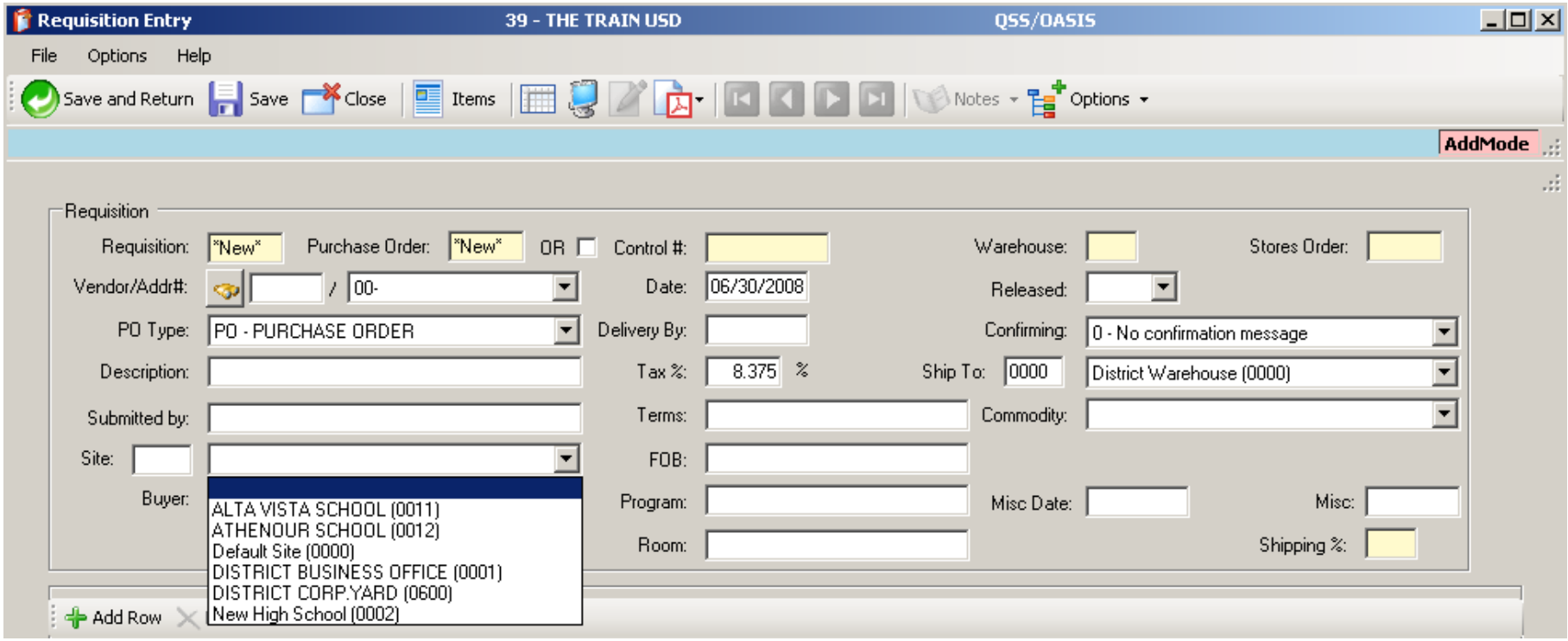
Drop Downs…


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#:
00-
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 %:
BL - BLANKET PO'S
CN - CONTRACTED SVCES
PO - PURCHASE ORDER
WH - WAREHOUSE - OH YEAH
XX - MY TYPE XX
ZZ - MY TYPE ZZ

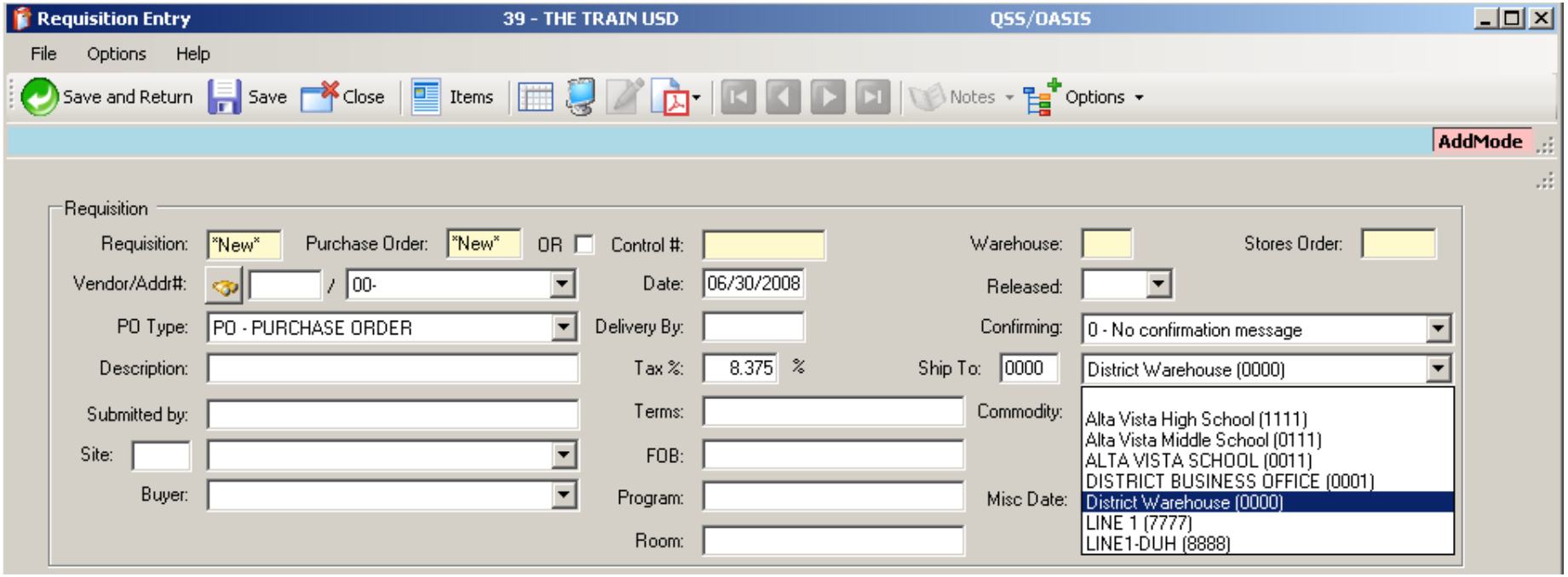
More Drop Downs…



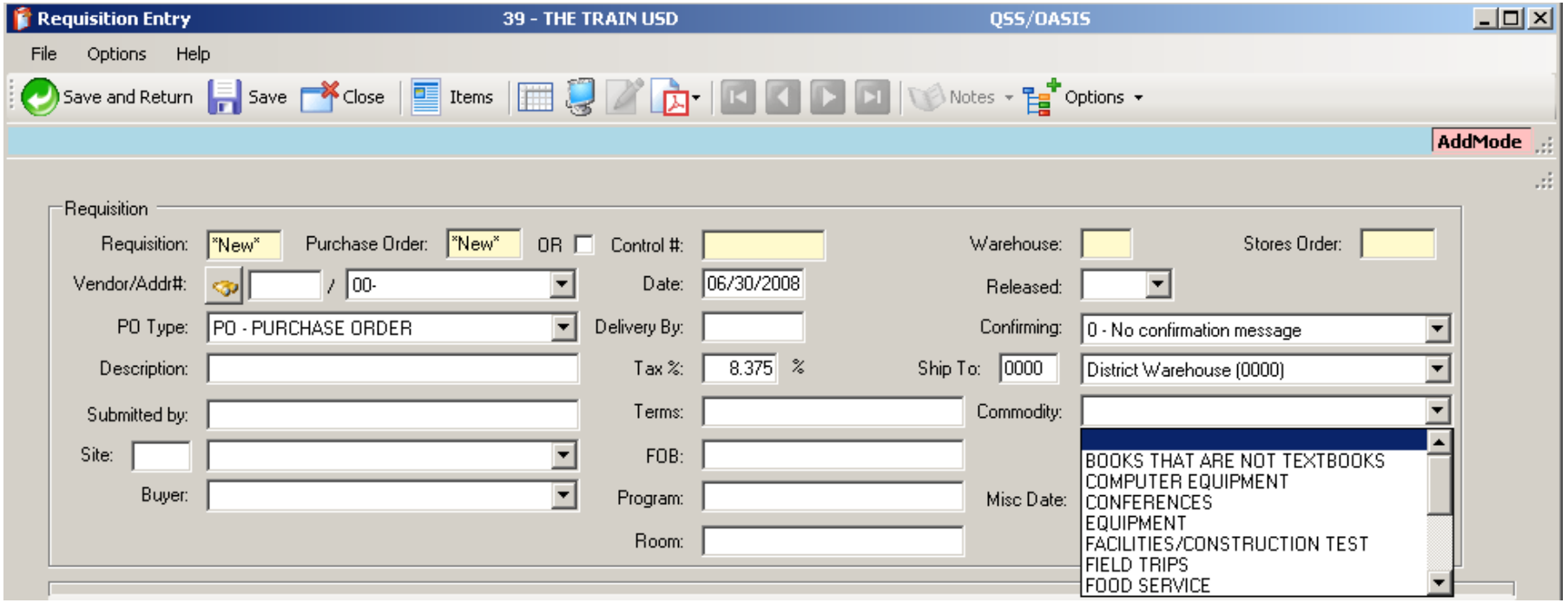
And More Drop Downs…



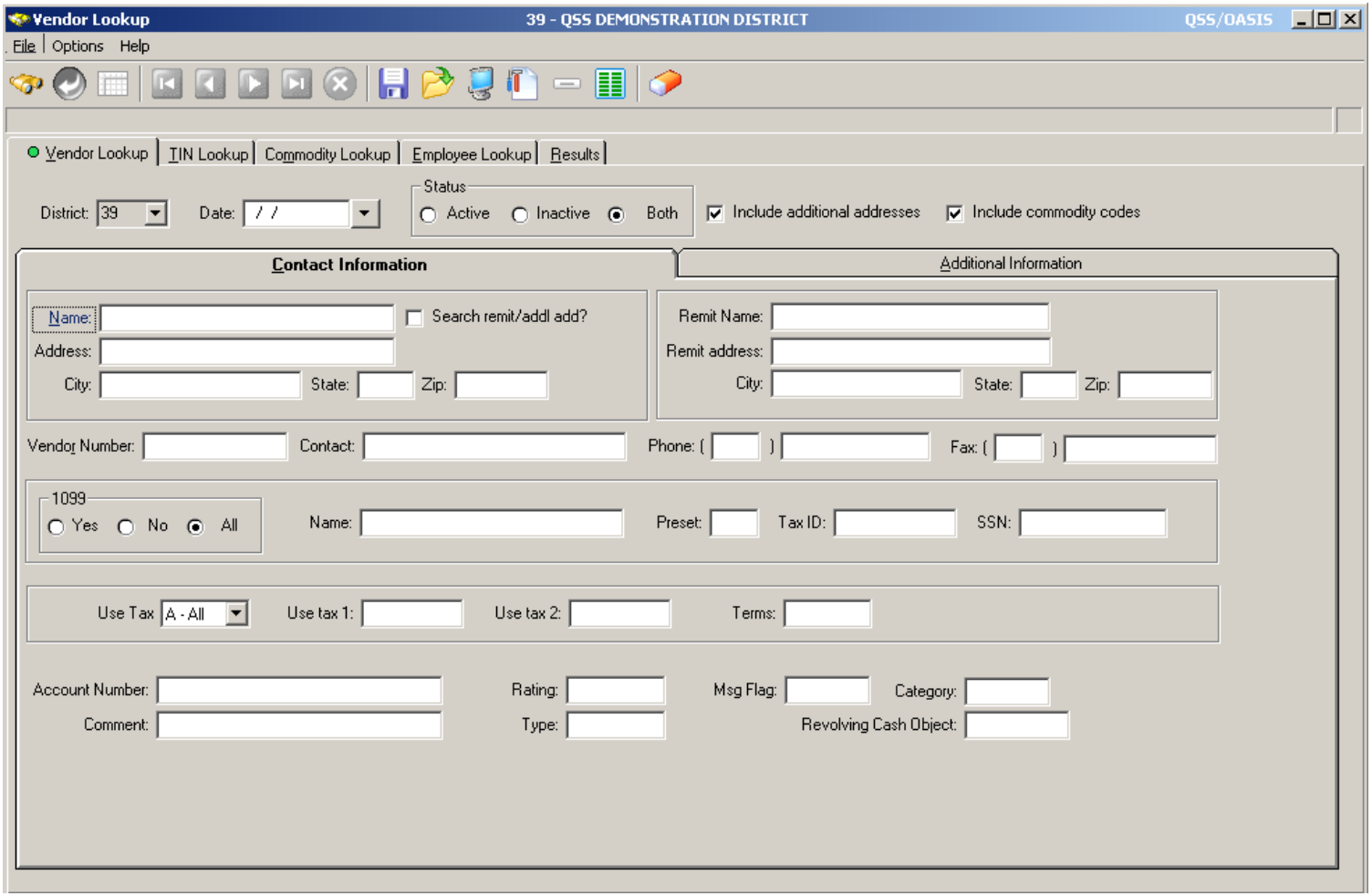
And Even More Drop Downs…



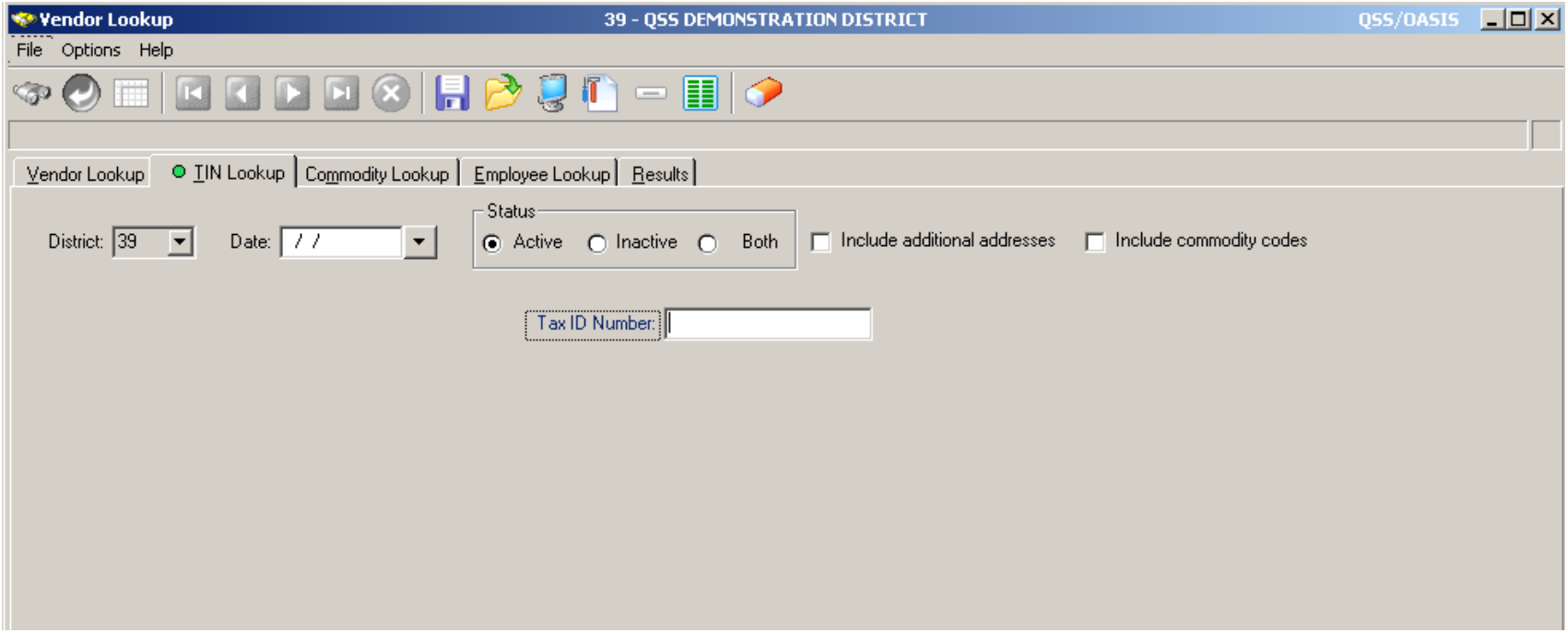
You Get the Idea!



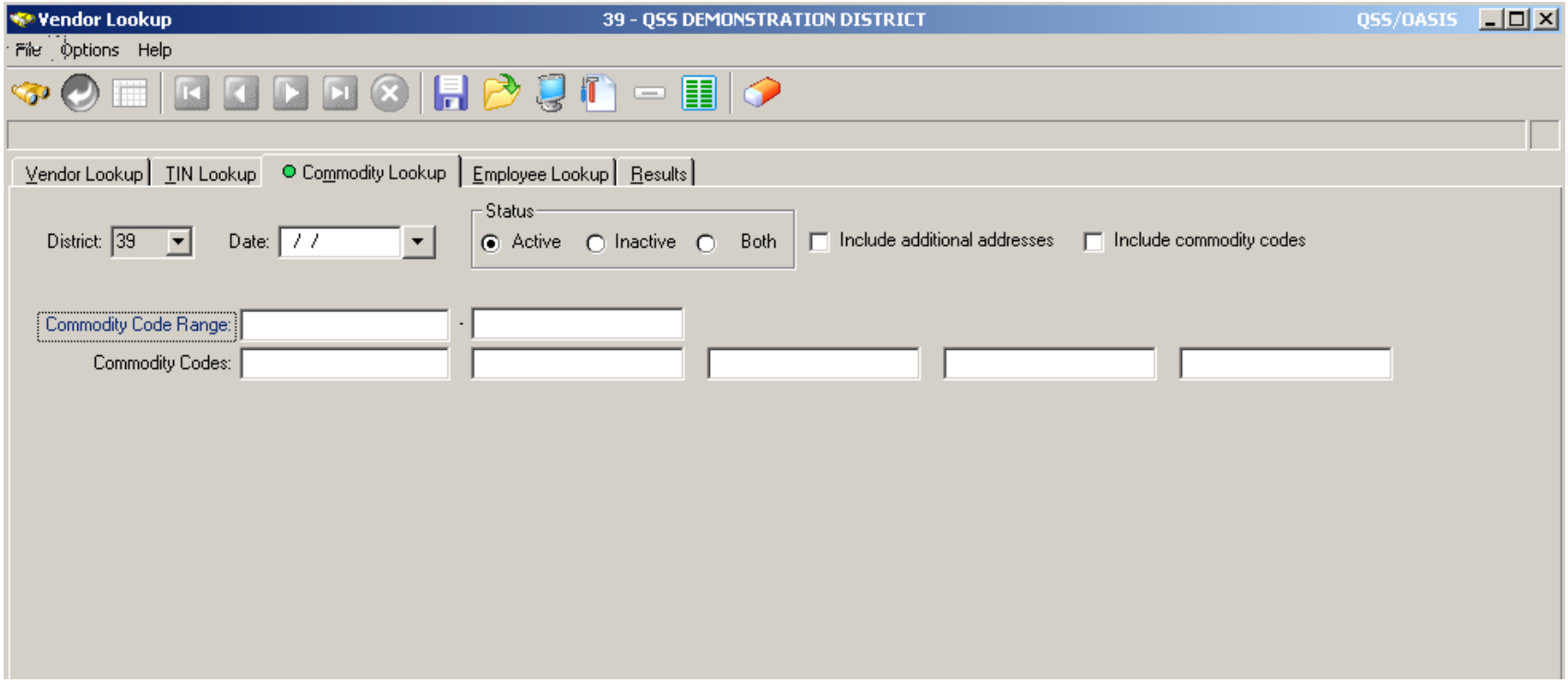
Search for Vendor – Any Field



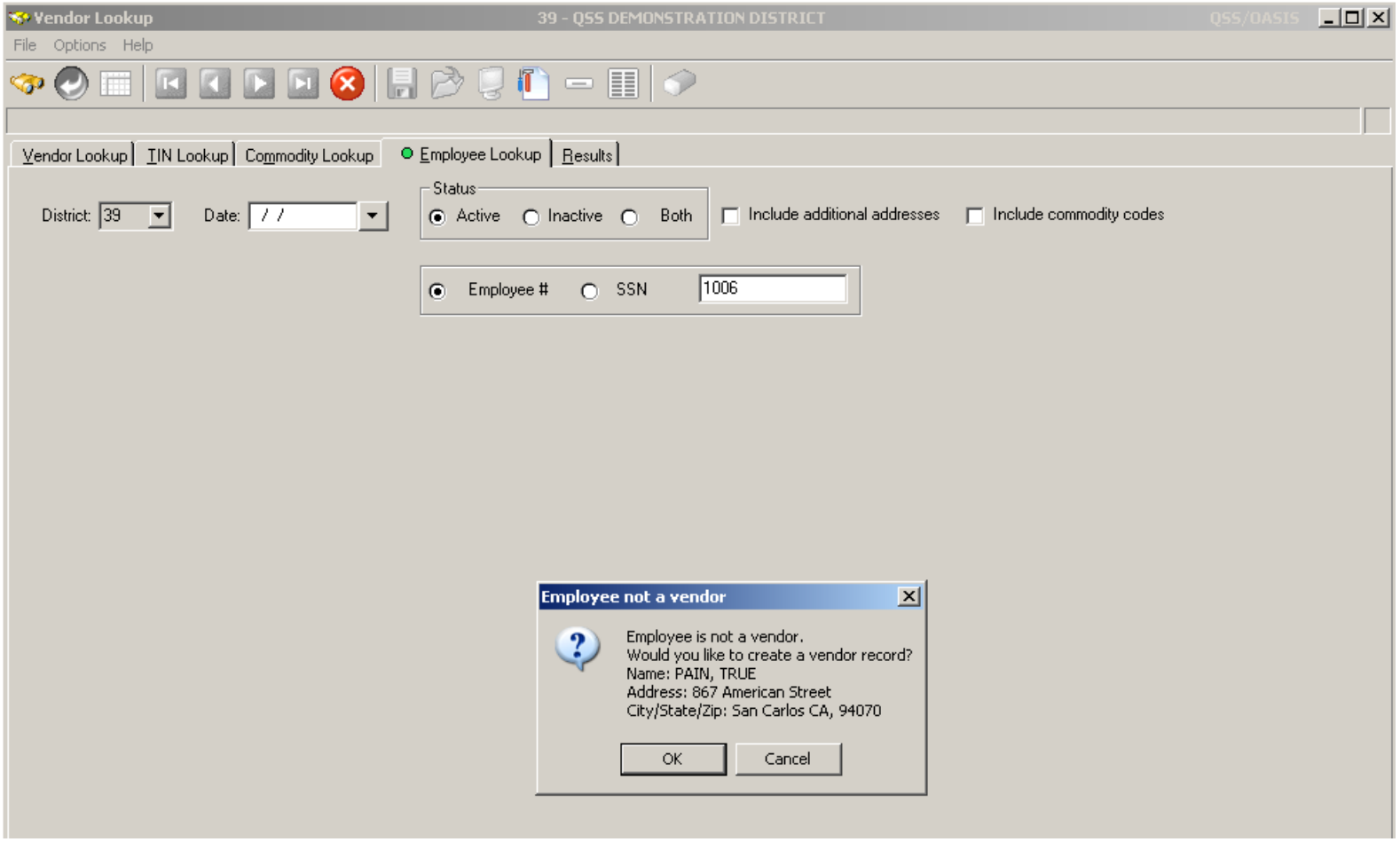
Vendor by Tax ID



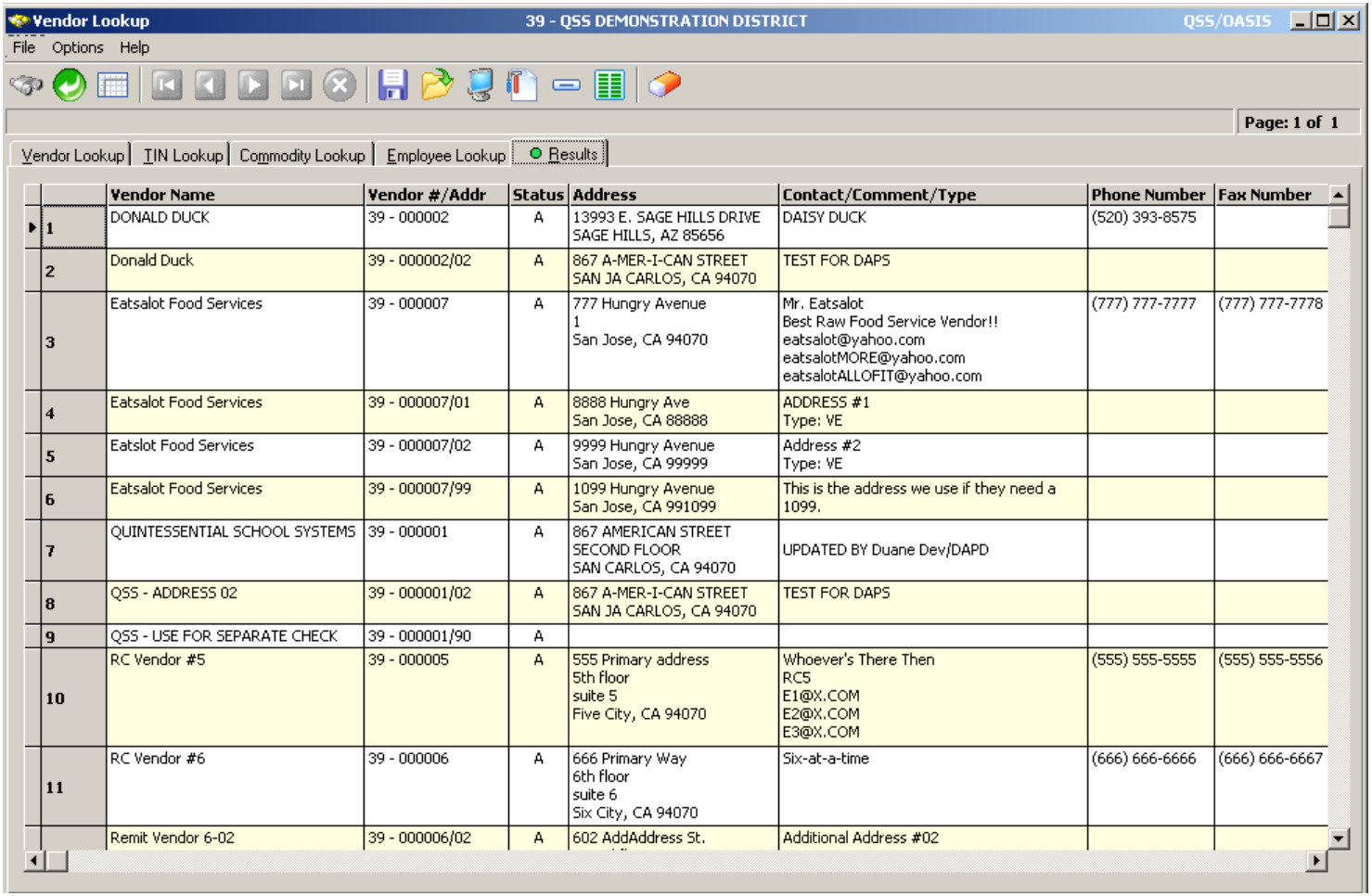
Vendor by Commodity



Employee Vendors

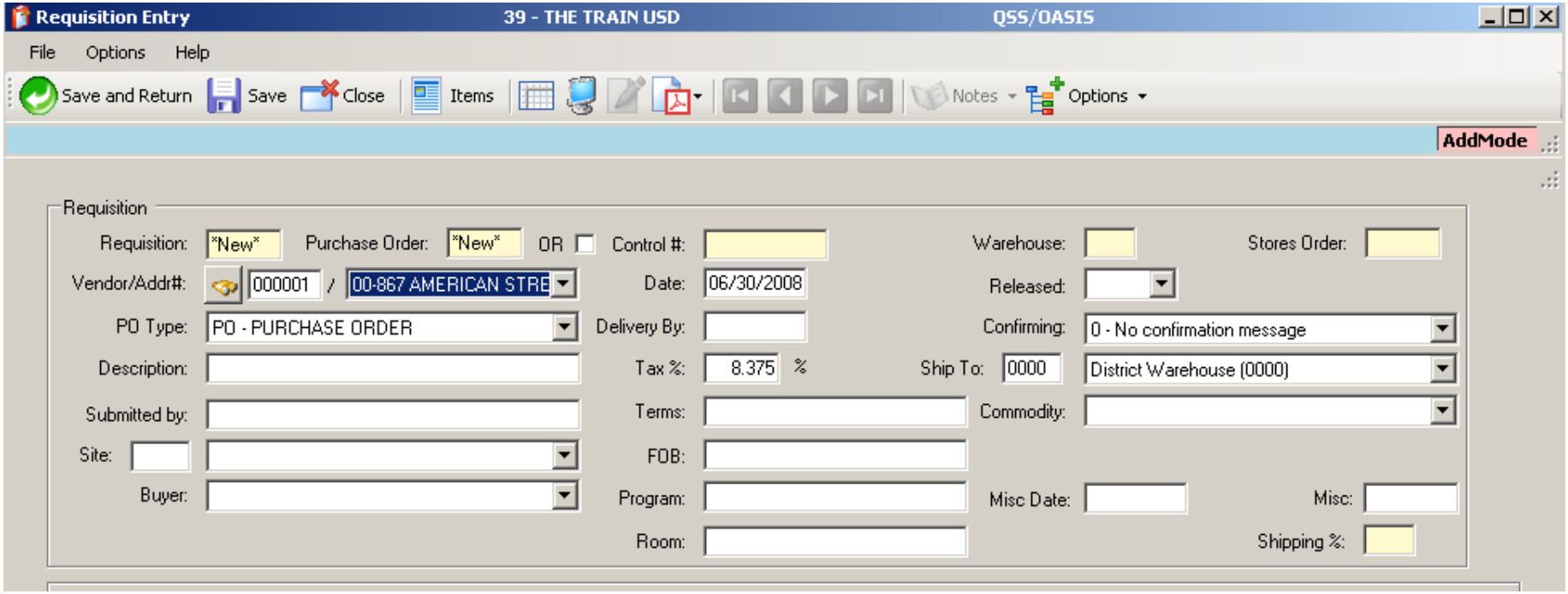


Search Results - Select

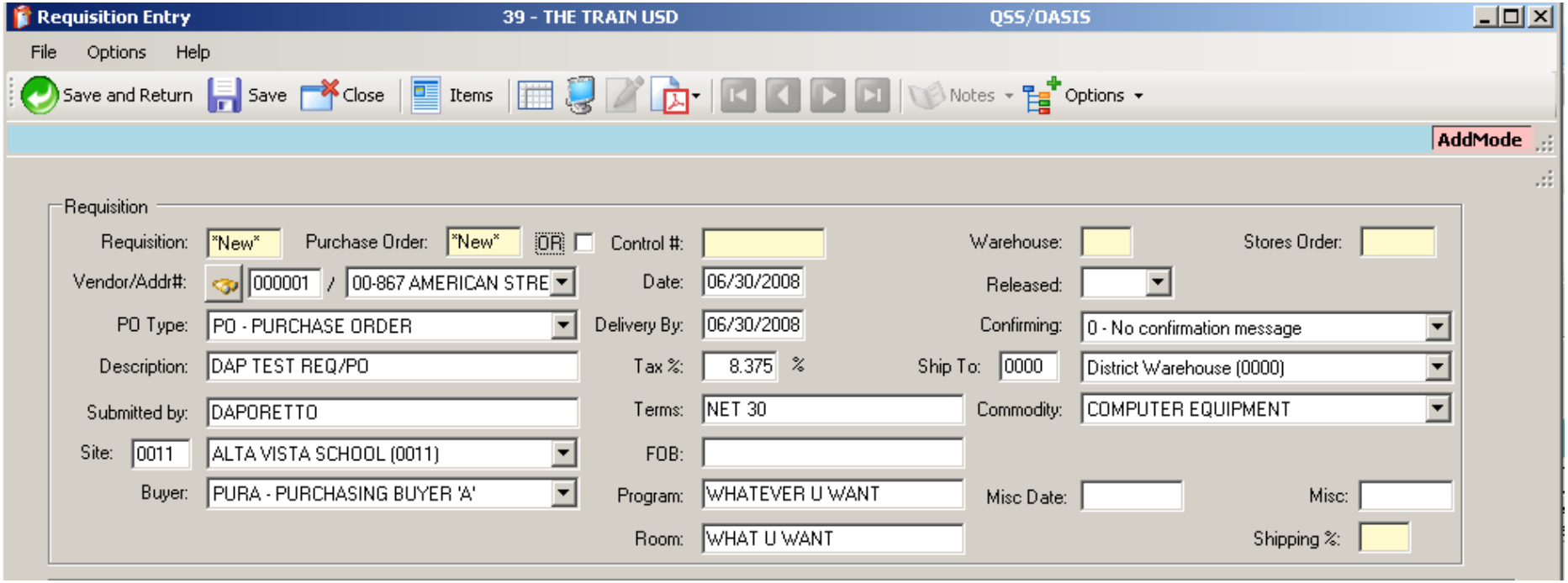


	Vendor Name	Vendor #/Addr	Status	Address	Contact/Comment/Type	Phone Number	Fax Number
1	DONALD DUCK	39 - 000002	A	13993 E. SAGE HILLS DRIVE SAGE HILLS, AZ 85656	DAISY DUCK	(520) 393-8575	
2	Donald Duck	39 - 000002/02	A	867 A-MER-I-CAN STREET SAN JA CARLOS, CA 94070	TEST FOR DAPS		
3	Eatsalot Food Services	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 RC5 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		

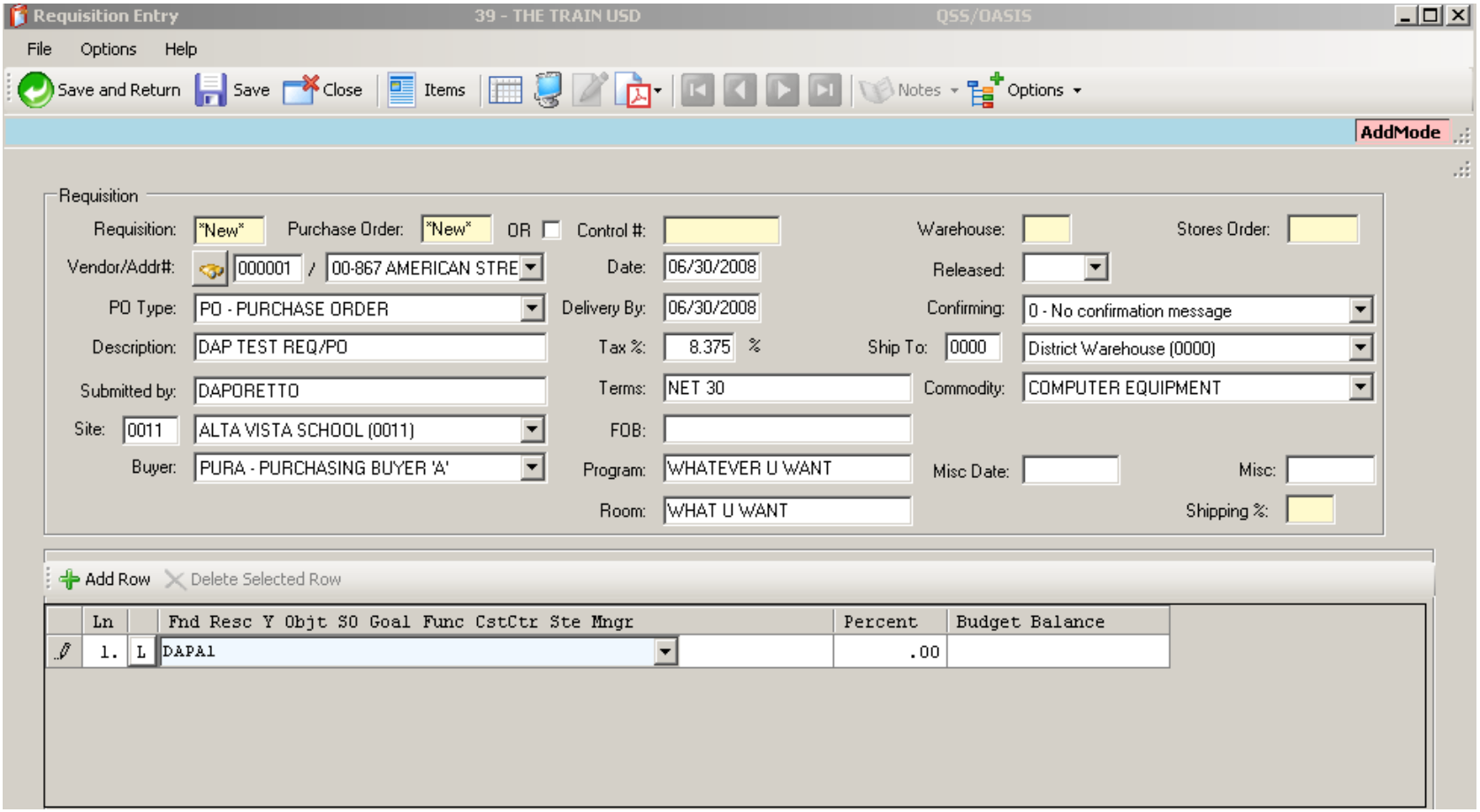
Vendor is Returned…



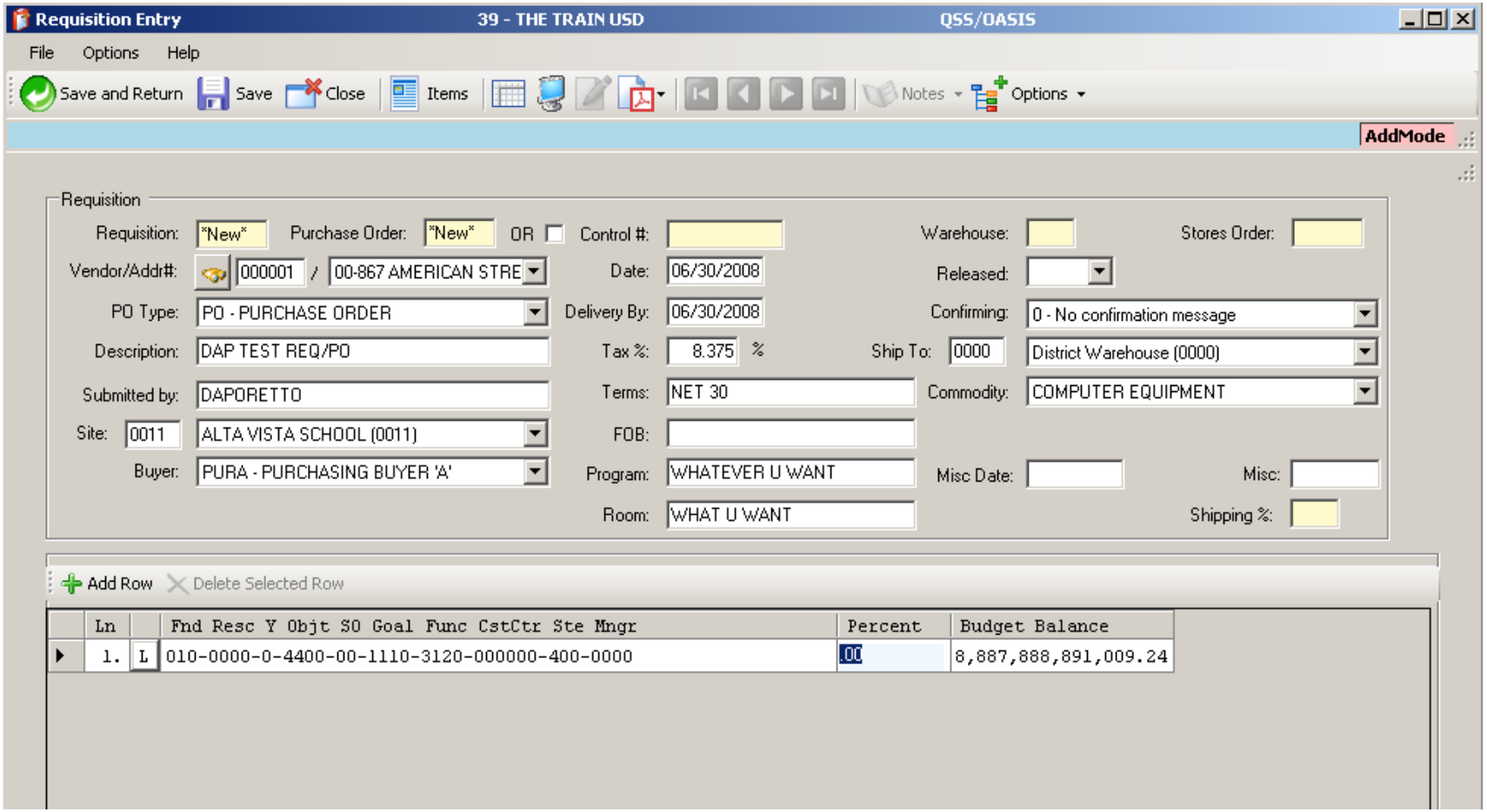
Fill In Fields (Discuss)



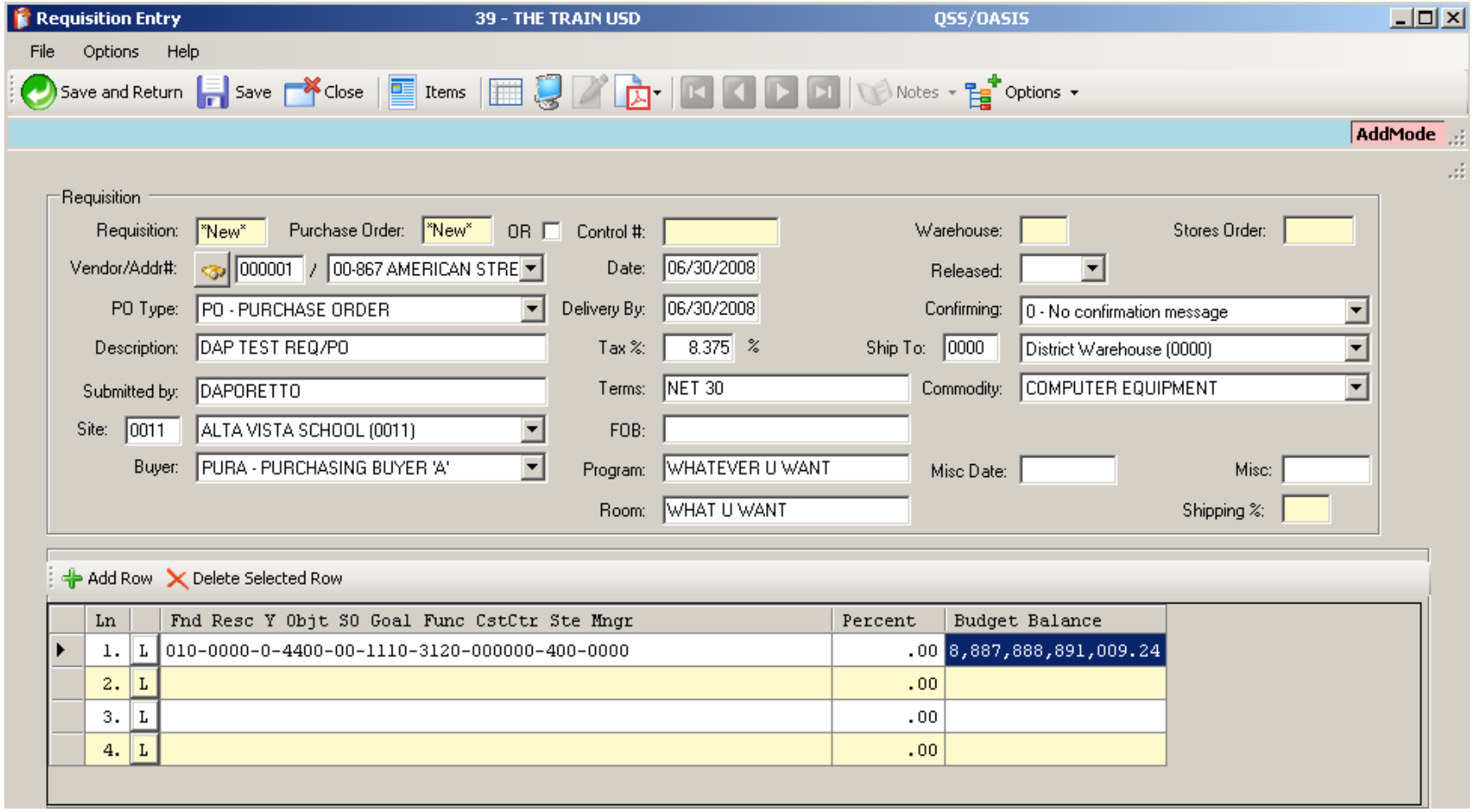
Assign Accounts…



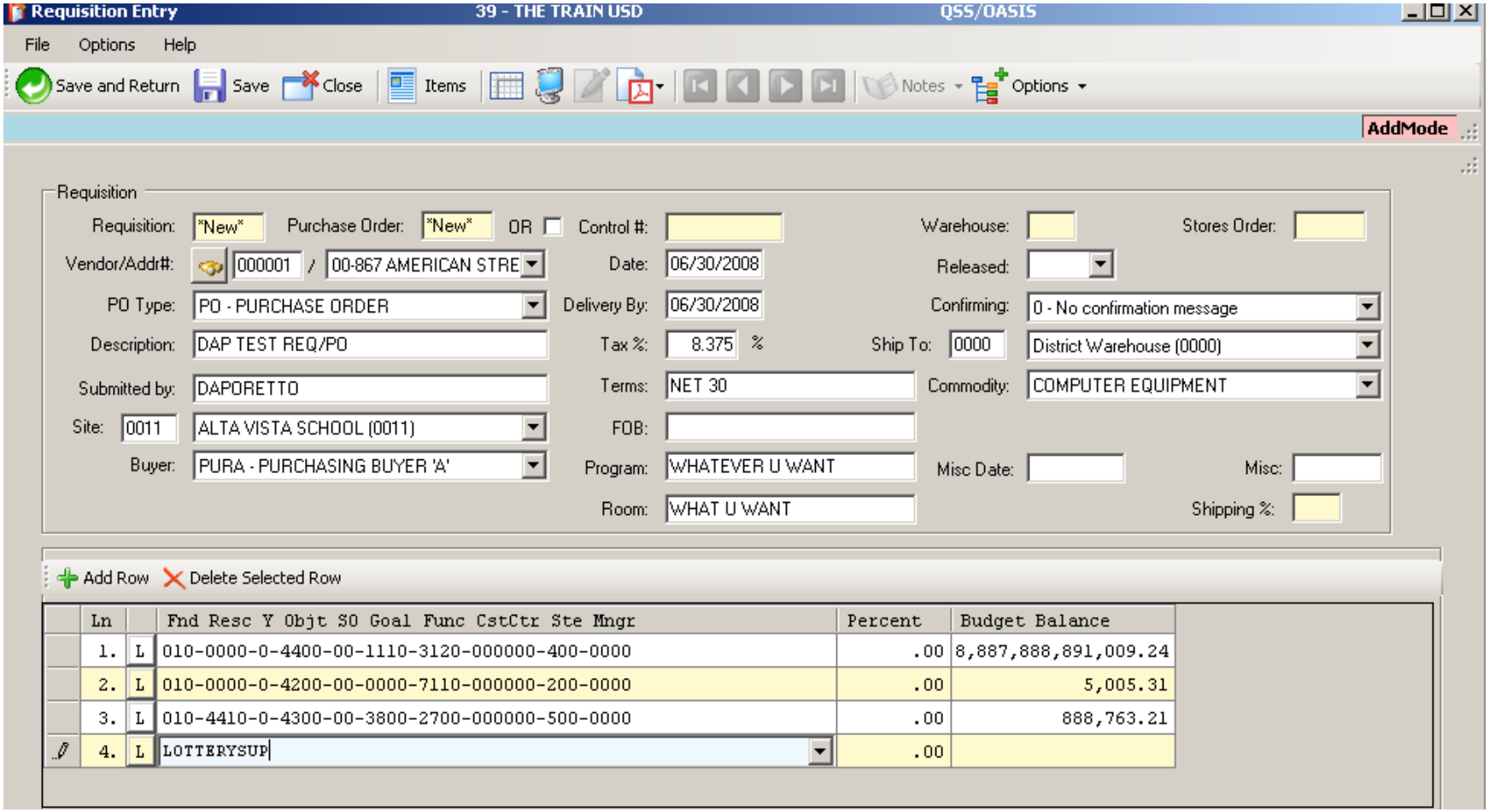
Tab from Pseudo Resolves Acct



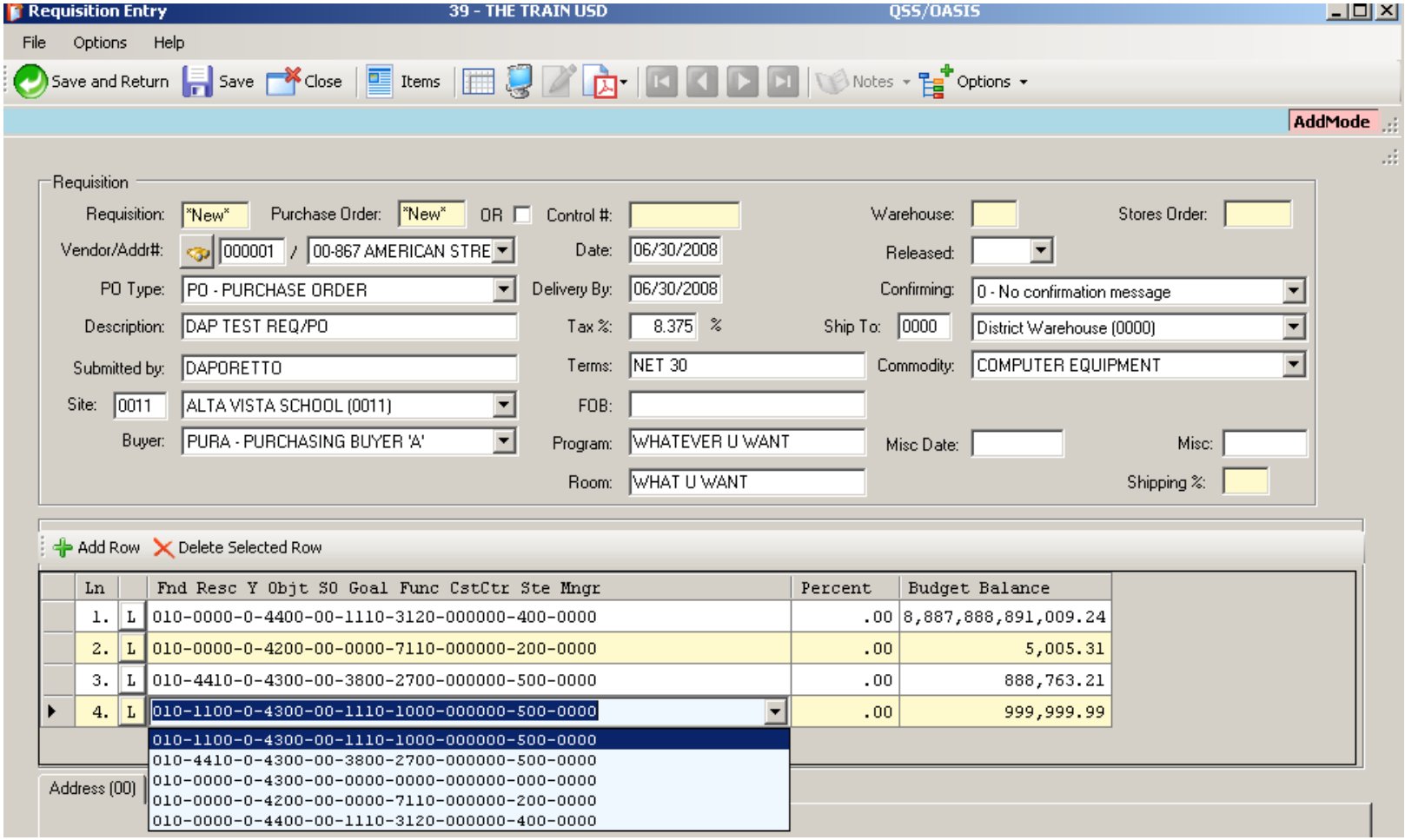
Add Three (3) Rows…



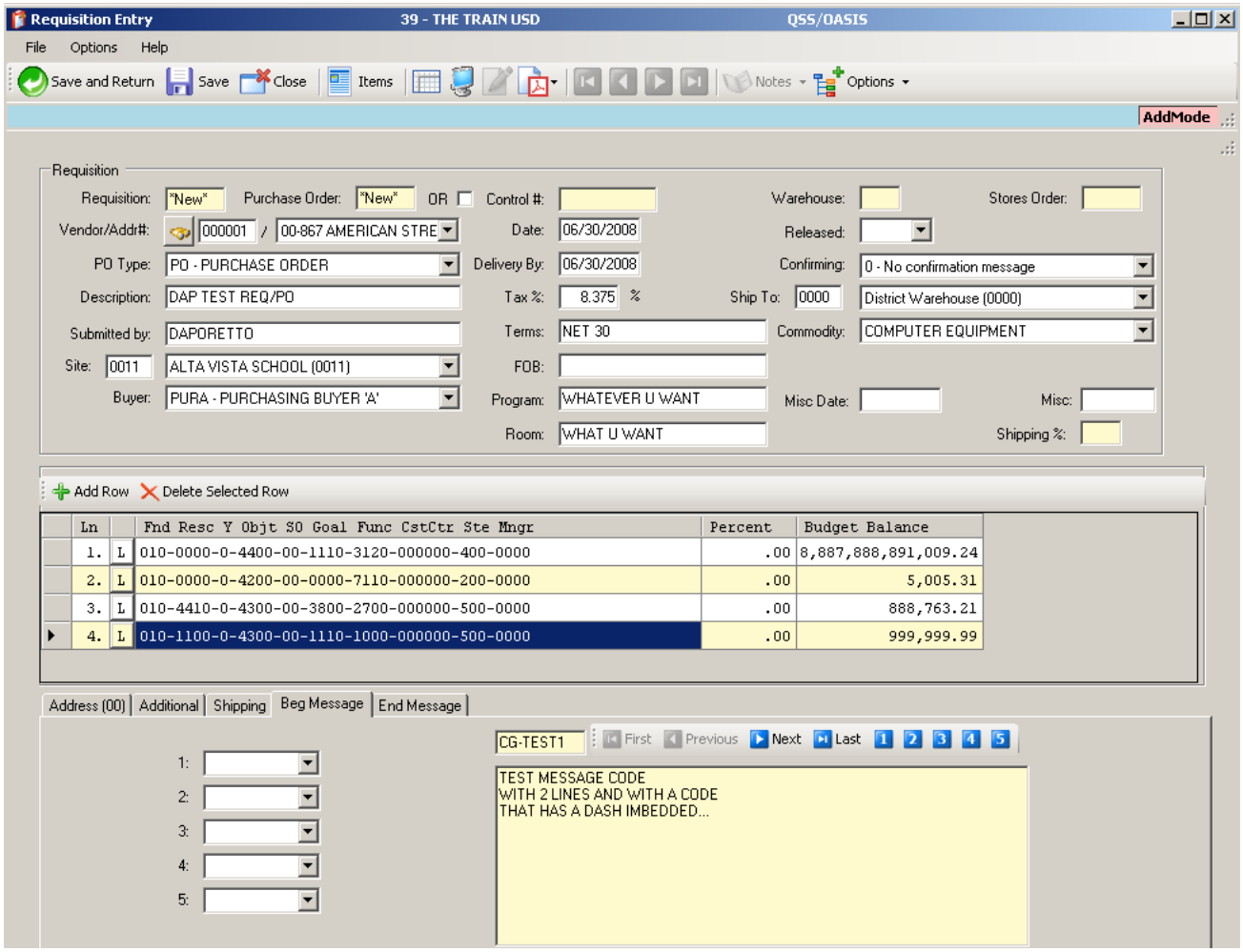
Fill Out Remaining Accts…



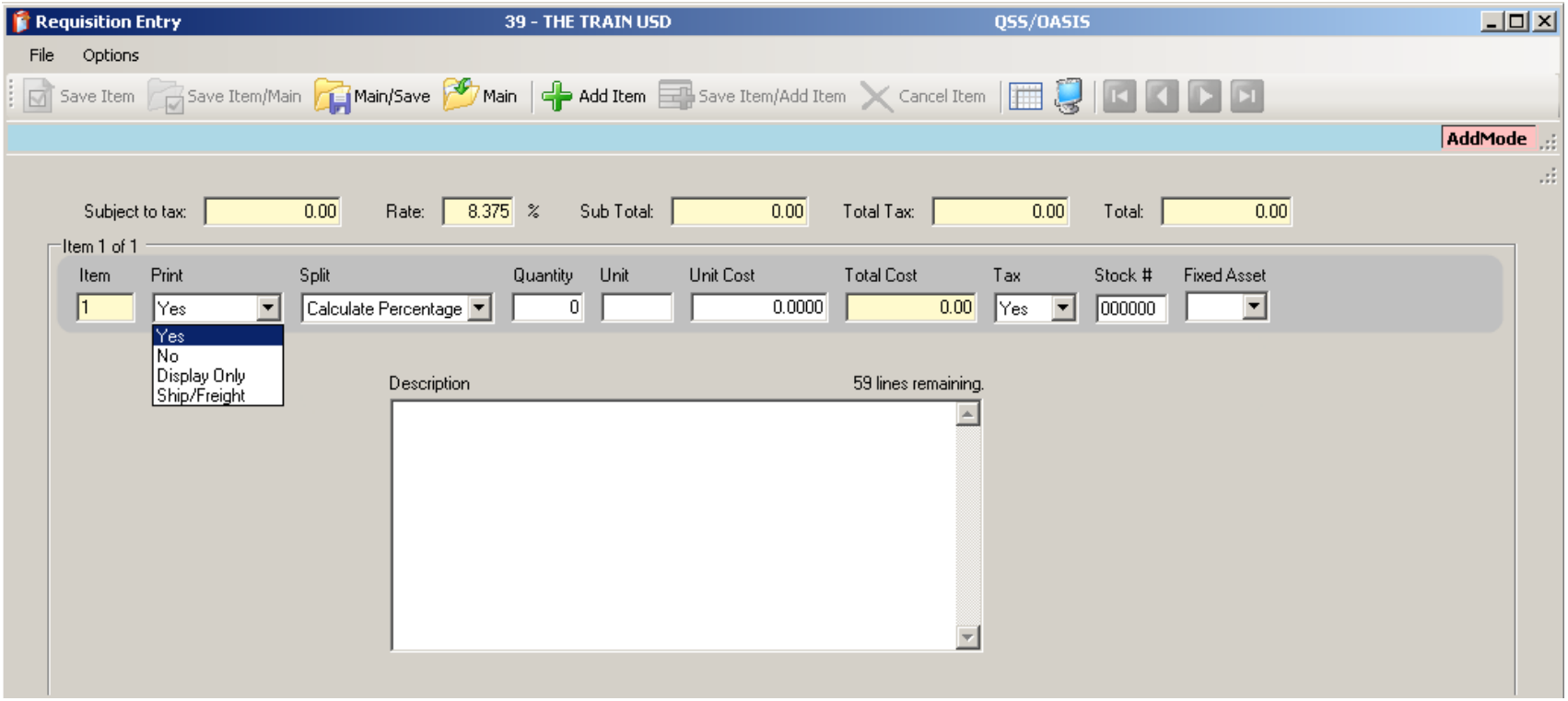
Account Drop Down – History!



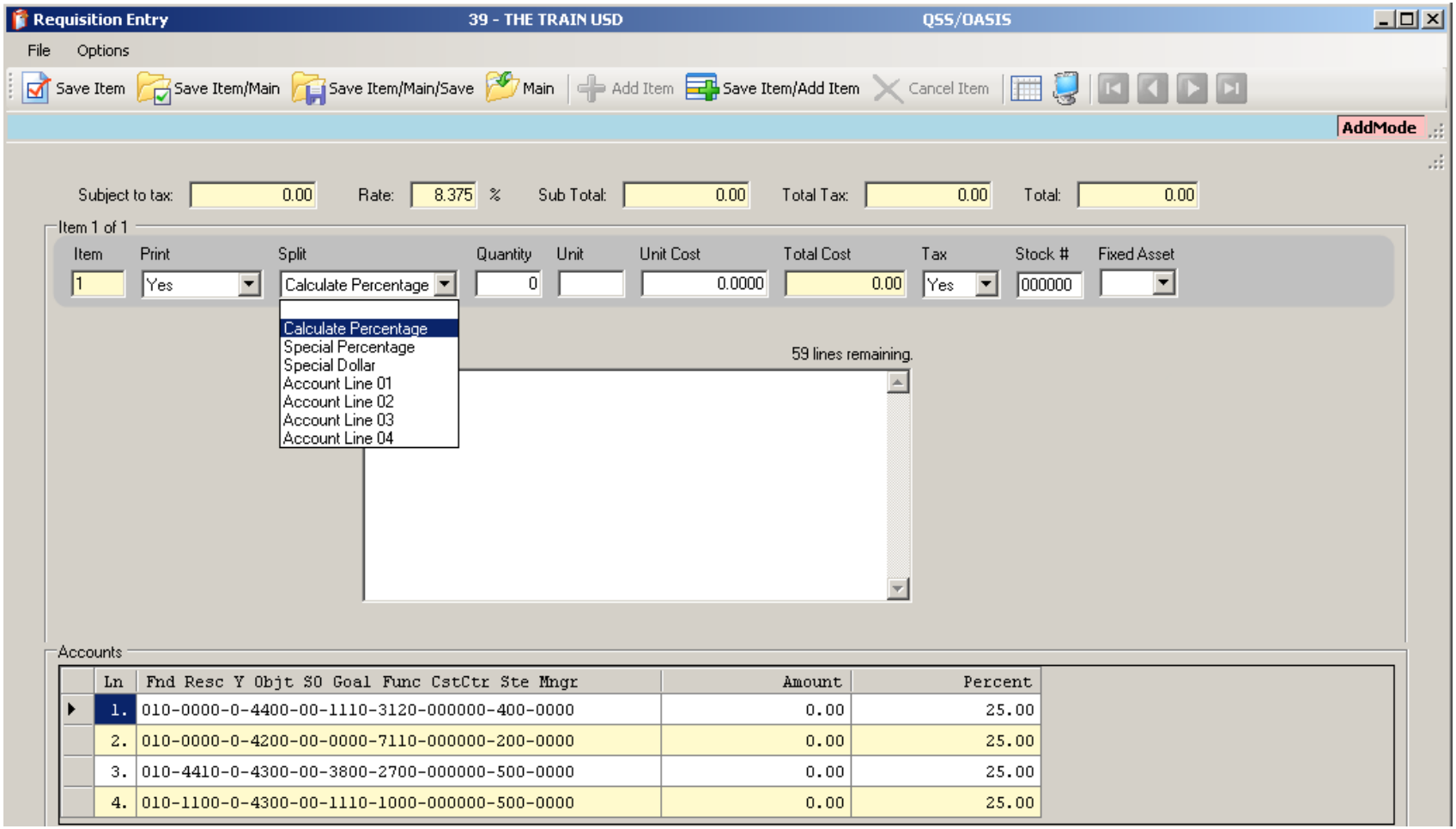
Message Library



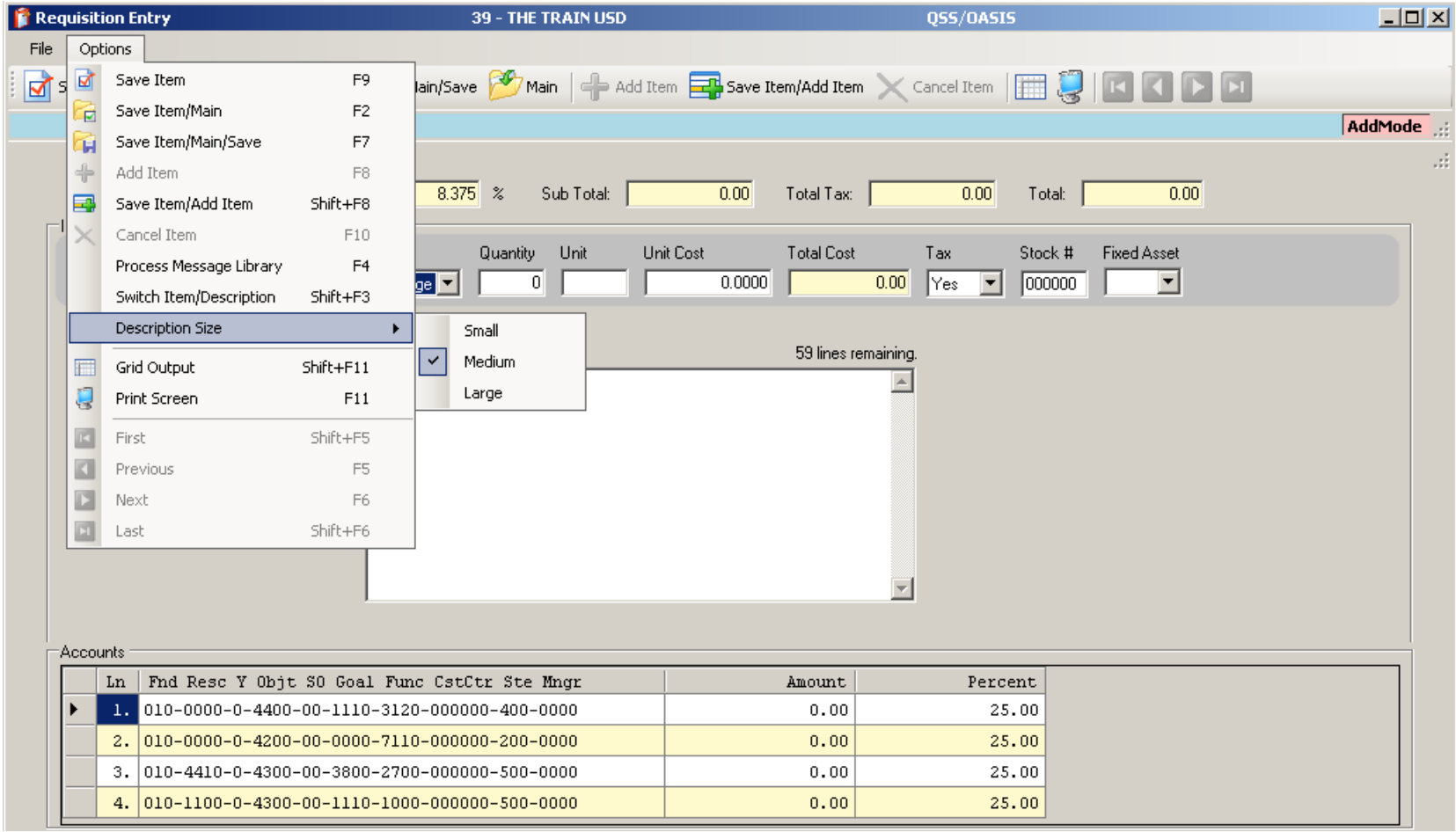
Adding an Item – Print/Type



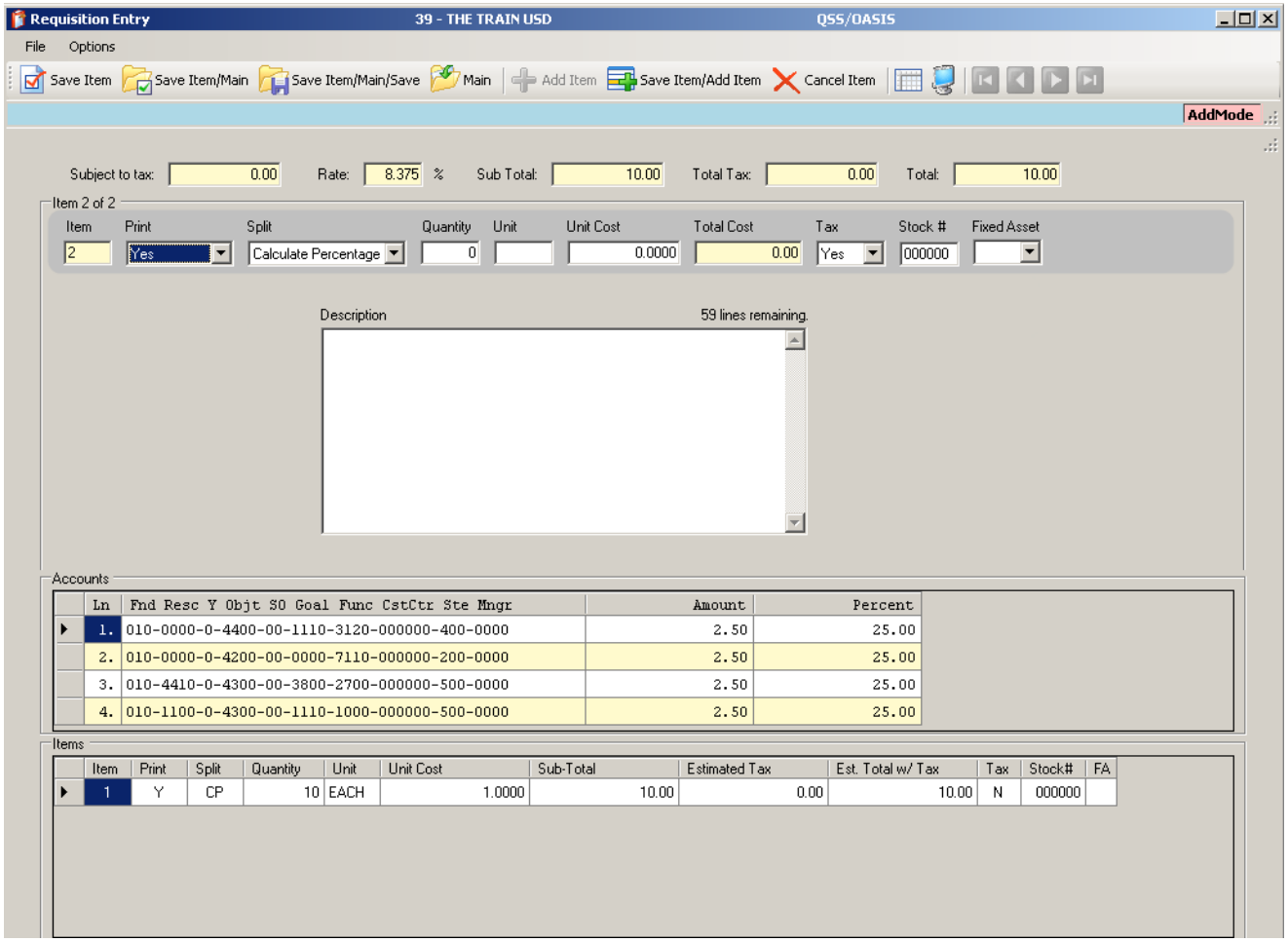
Split Options



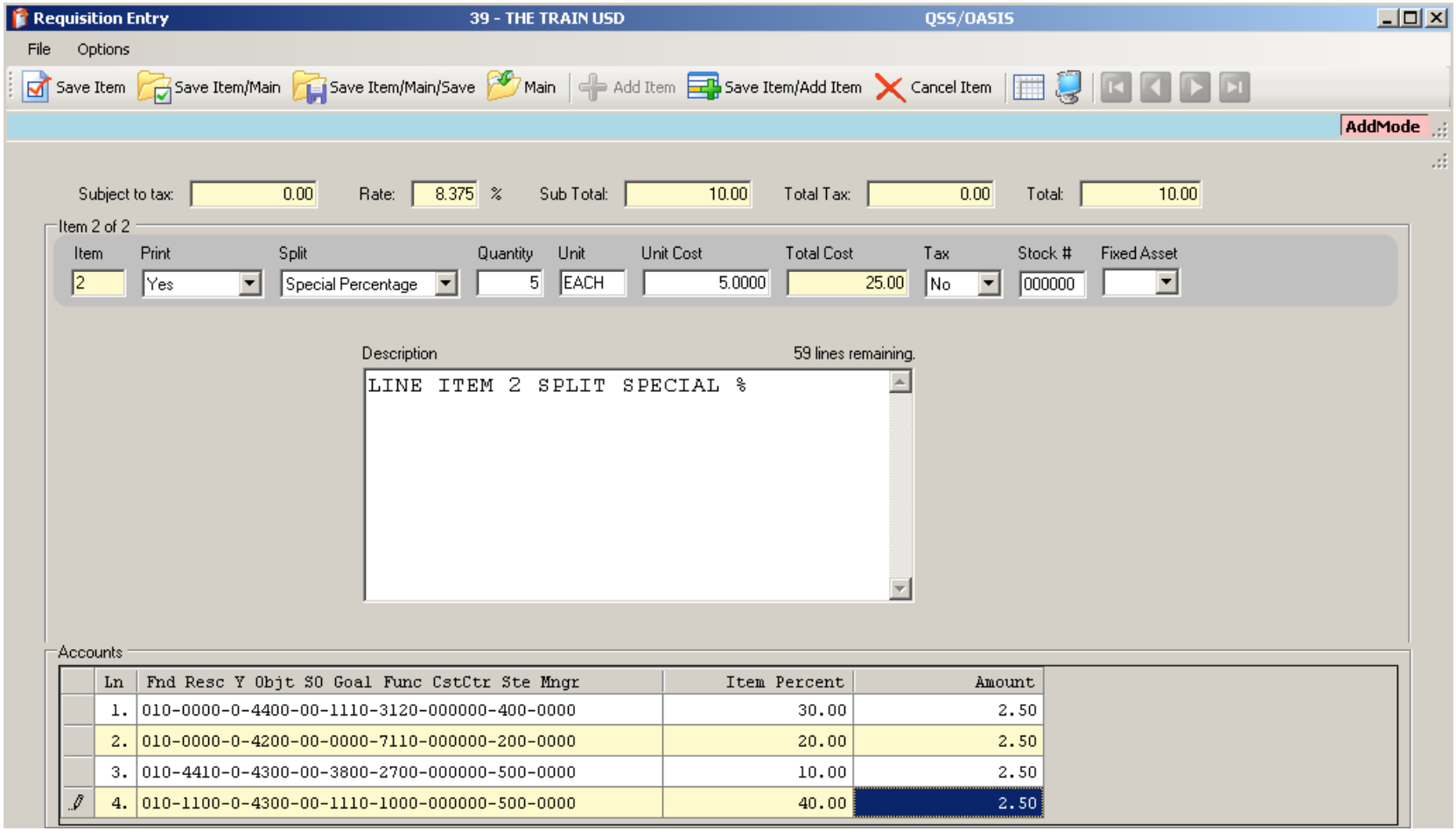
Set Description Size



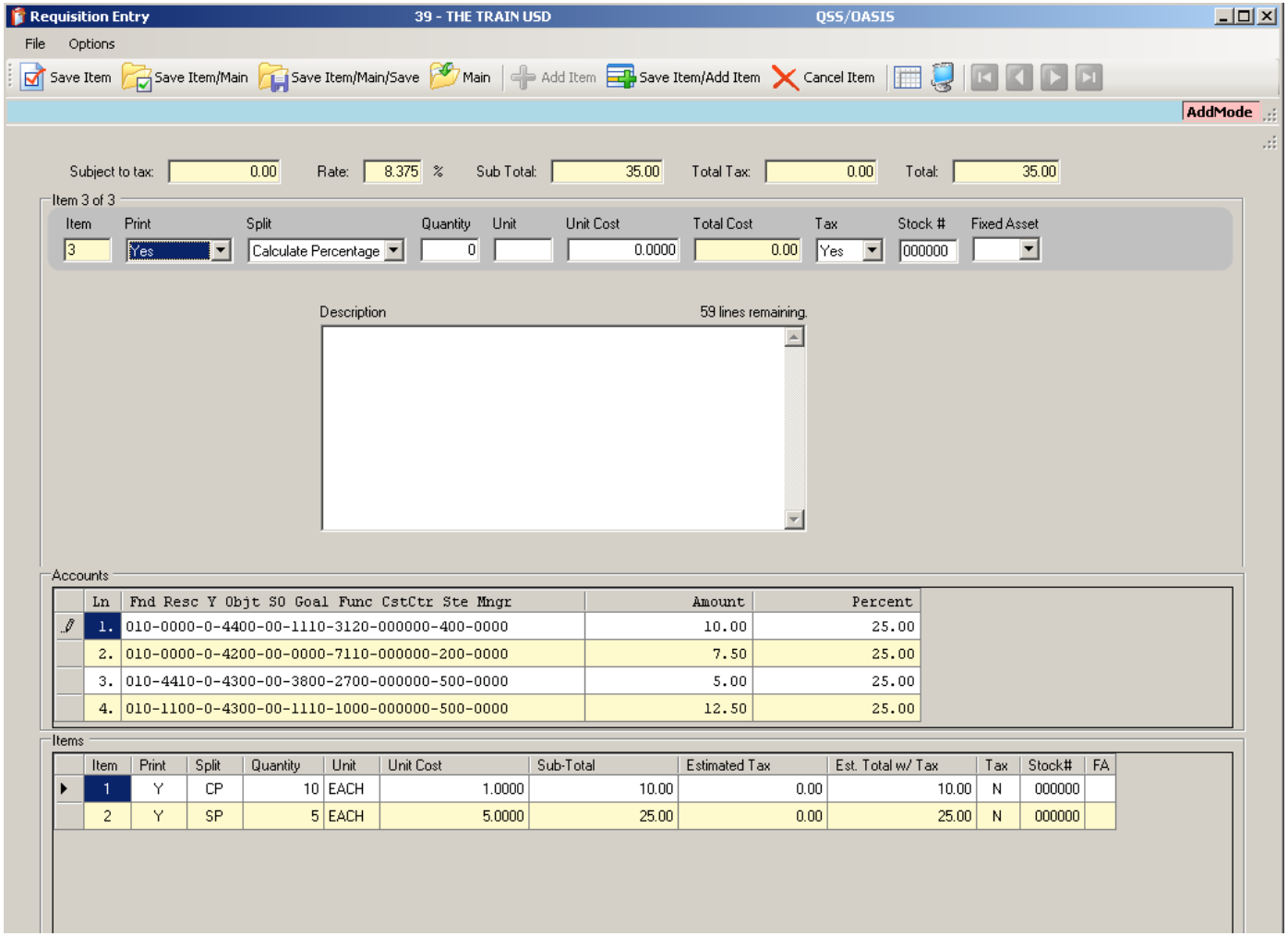
Add item – Advances to Next



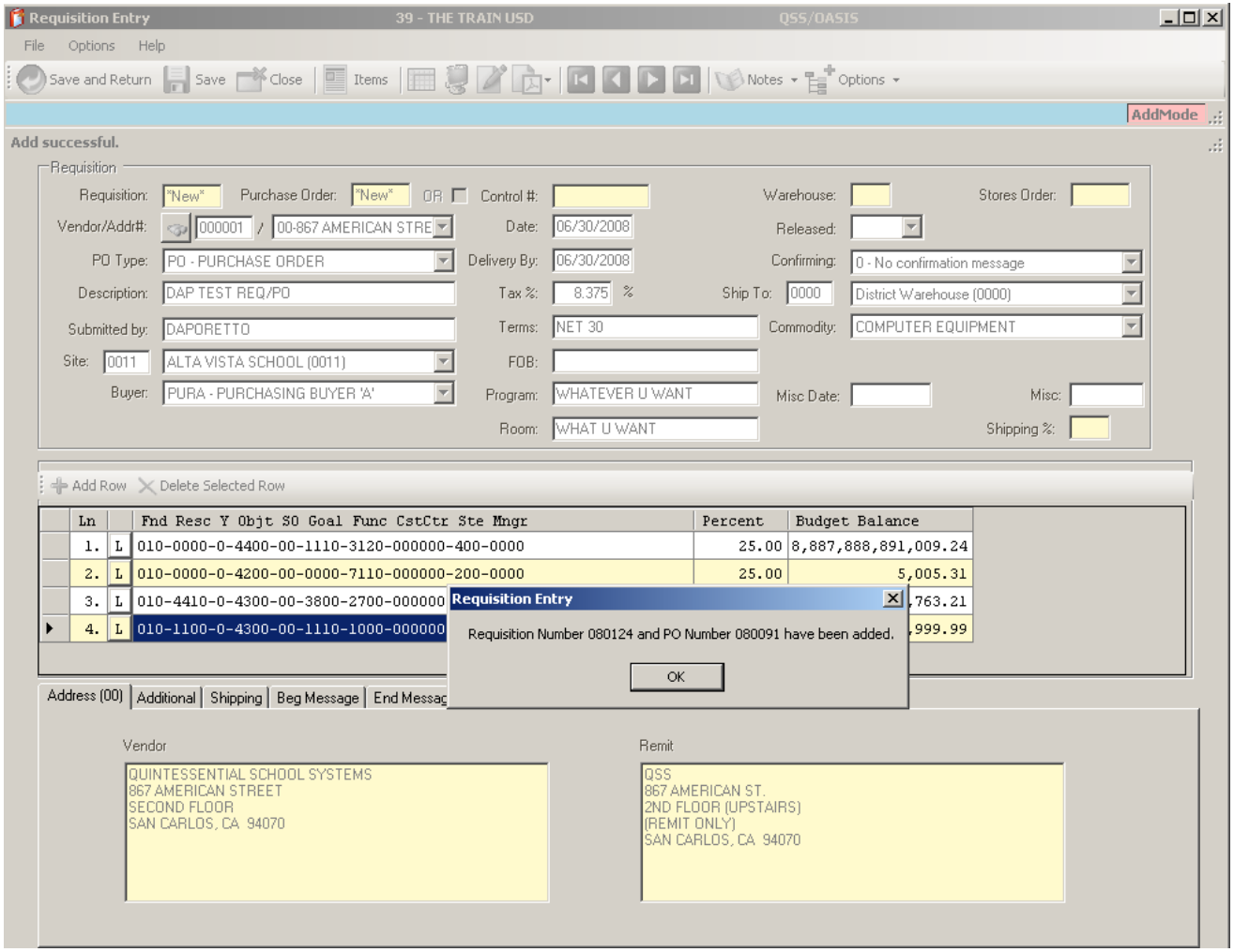
Add item – Special %



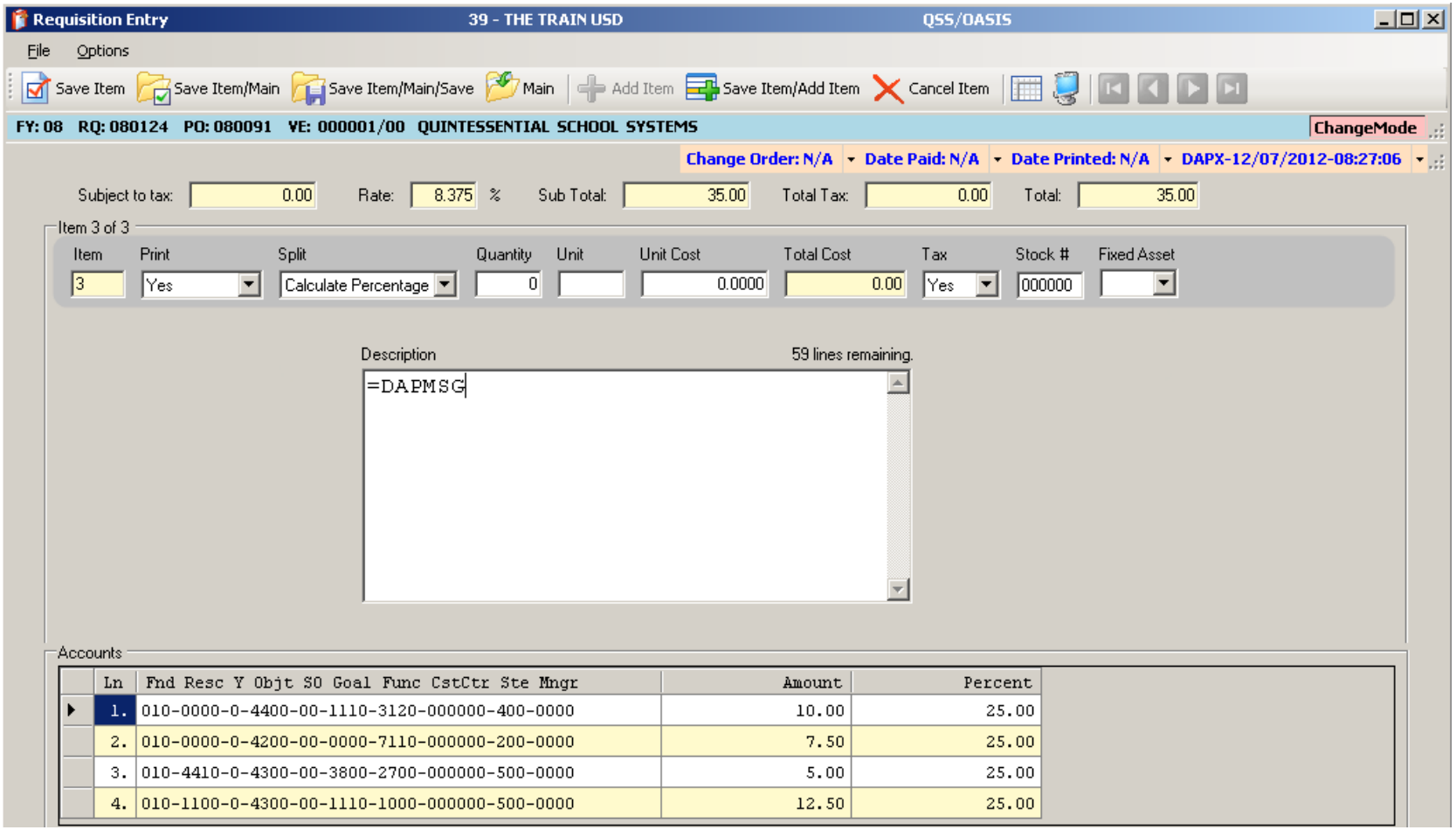
Item Added…


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: 35.00
Total Tax: 0.00
Total: 35.00
Item 3 of 3
Item 3
Print Yes
Split Calculate Percentage
Quantity 0
Unit
Unit Cost 0.0000
Total Cost 0.00
Tax Yes
Stock # 000000
Fixed Asset
Description
59 lines remaining.
Accounts
Ln | Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr | Amount | Percent
1. 010-0000-0-4400-00-1110-3120-000000-400-0000 | 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
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

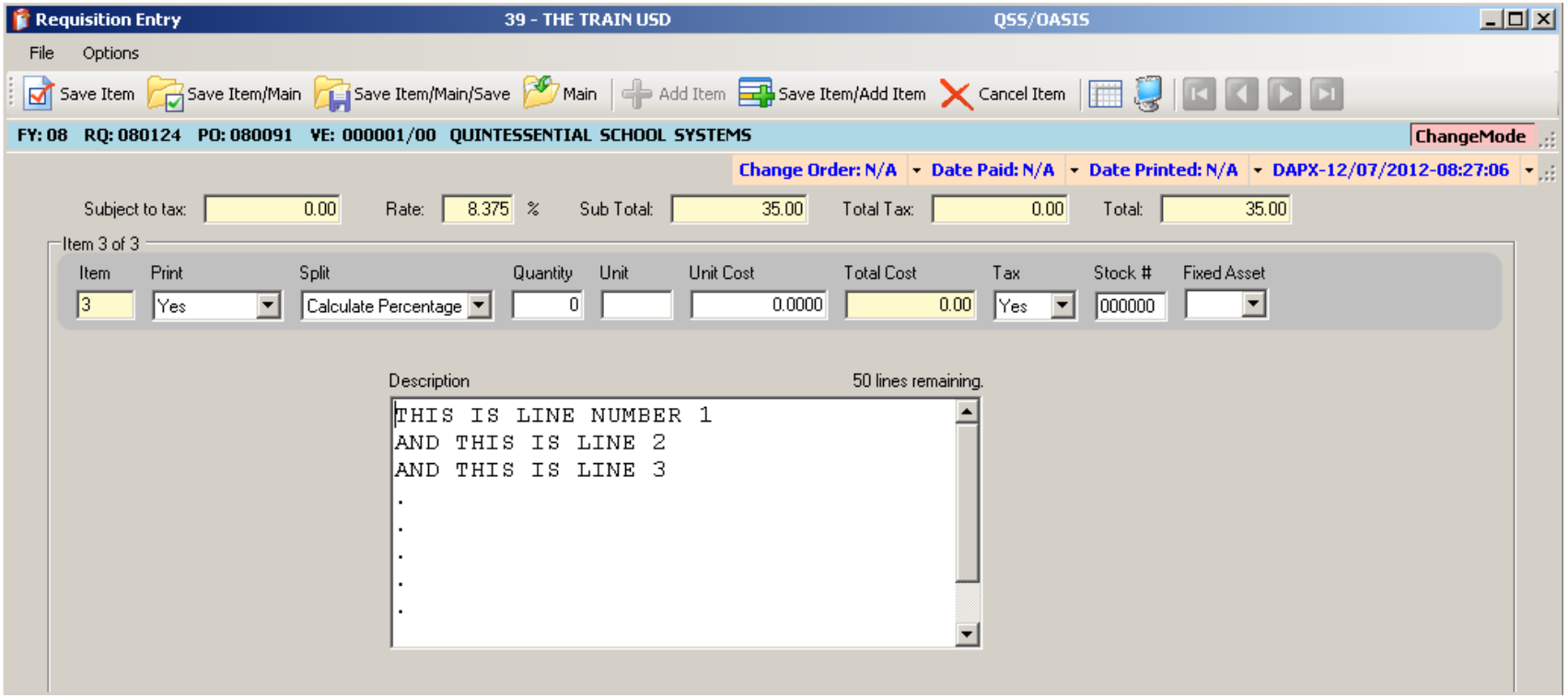
Save Req/PO…


Requisition Entry
39 - THE TRAIN USD
QSS/OASIS
File
Options
Help
Save and Return
Save
Close
Items
Notes
Options
AddMode
Add successful.
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
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 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 ,763.21
4. L 010-1100-0-4300-00-1110-1000-000000 ,999.99
Requisition Entry
Requisition Number 080124 and PO Number 080091 have been added.
OK
Address (00)
Additional
Shipping
Beg Message
End Messag
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

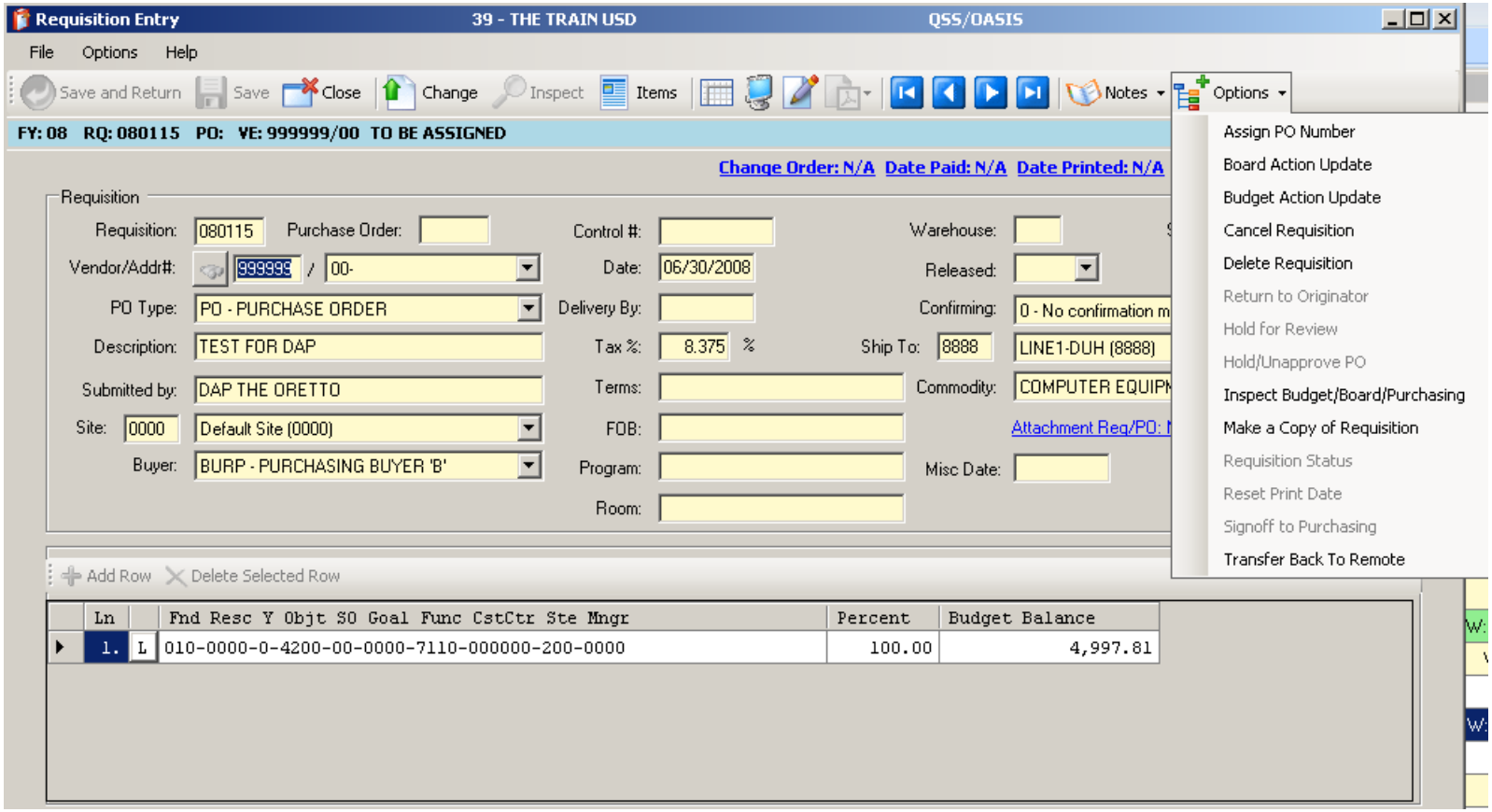
Using Message Library (F4)



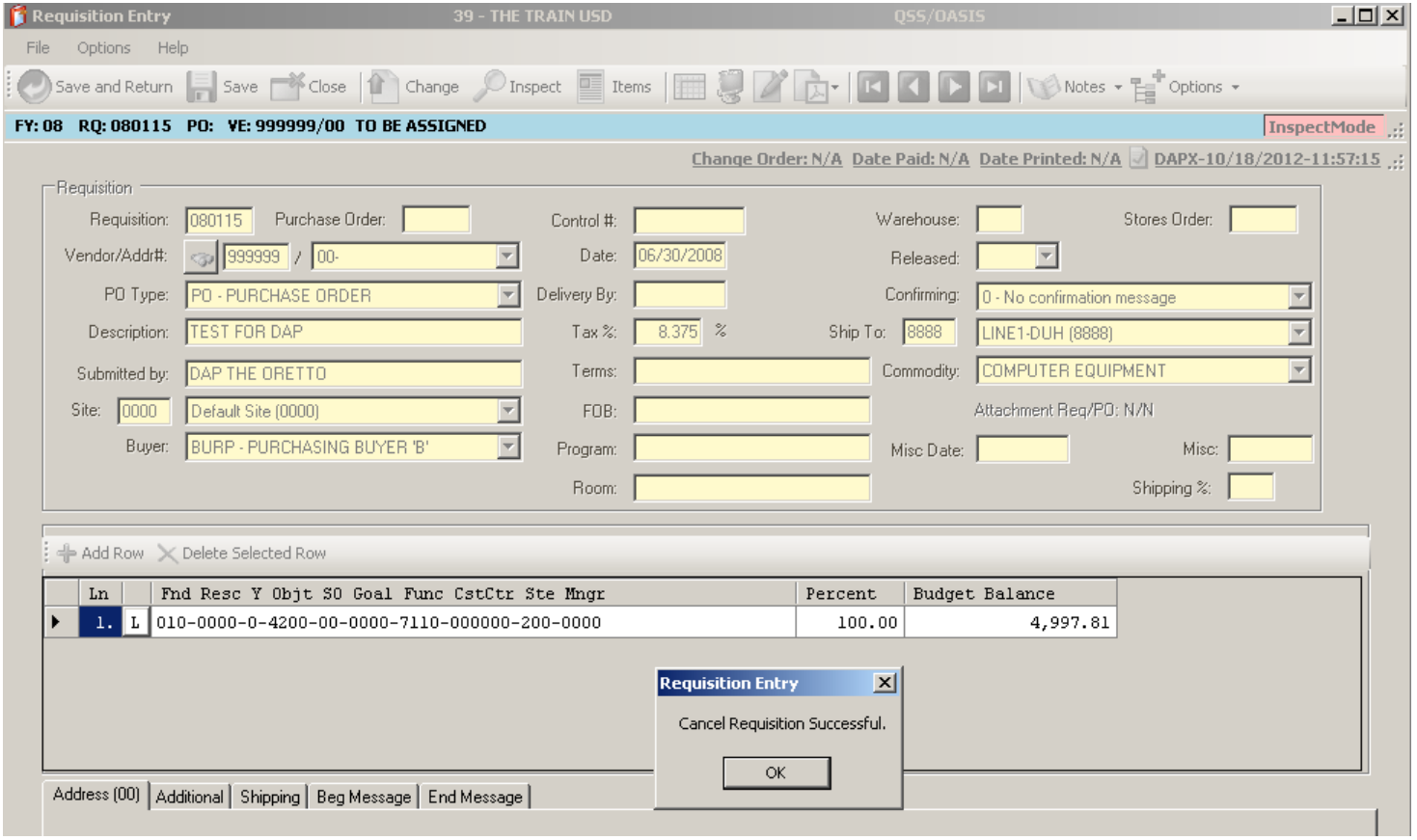
Resolved Message



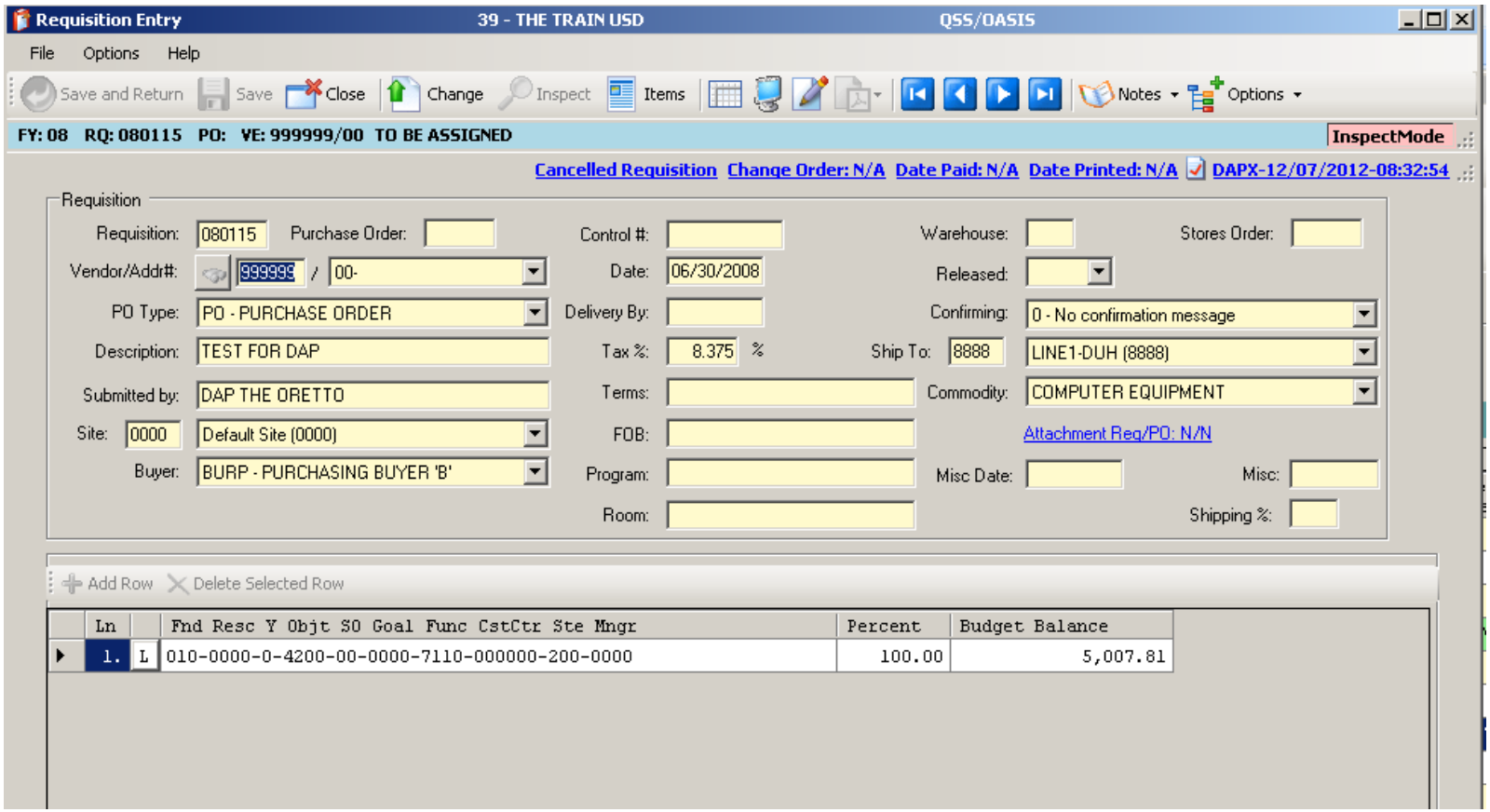
Requisition Options



Cancel Requisition



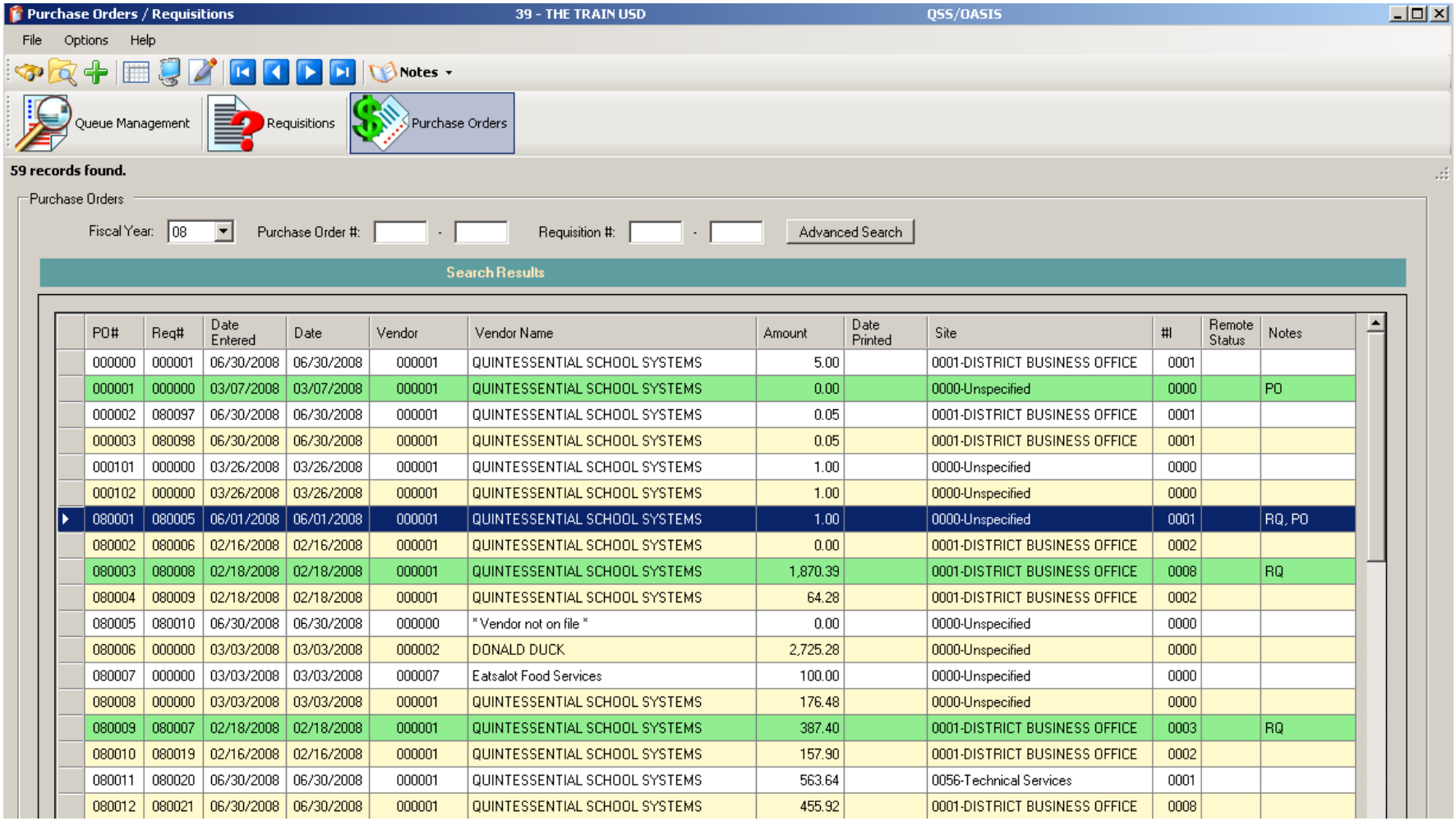
Verify Req is Cancelled



Document Handling

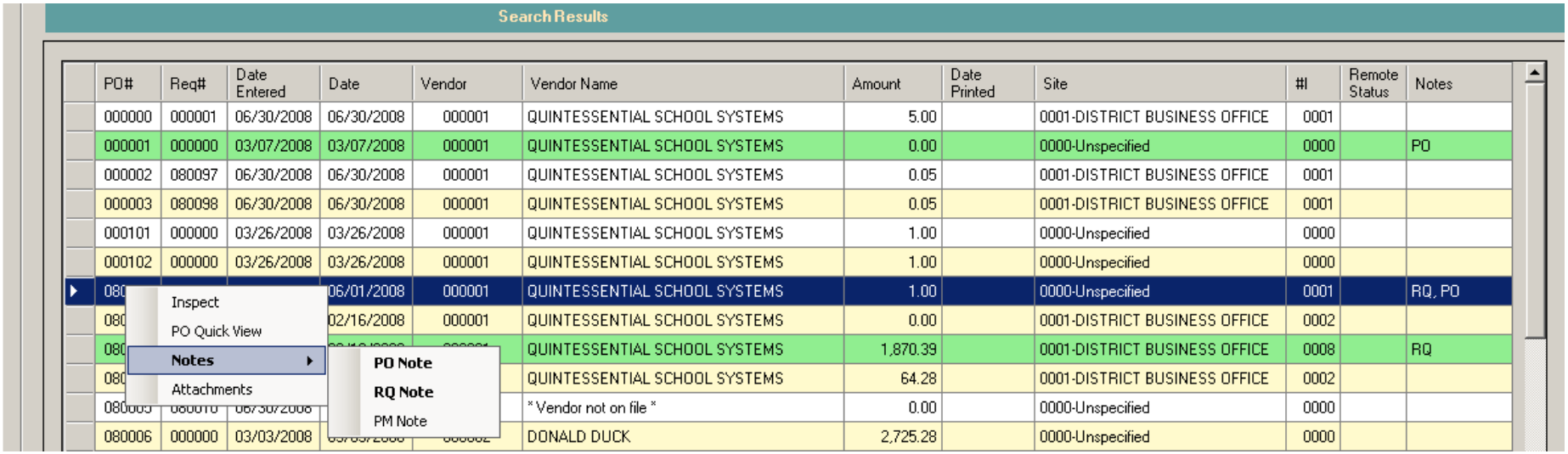
- Notepad
  - RQ and PO Notes
  - Optional dynamic discovery of on-file notes
- Attachments
  - Manual – Version H and Version L
  - Integrated w/upload – Version L
- PDF forms
  - Version H and L. Requires licensing PDF Interface
  - PO and/or POCO forms
  - Logical viewable copies defined in PO/POCO 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

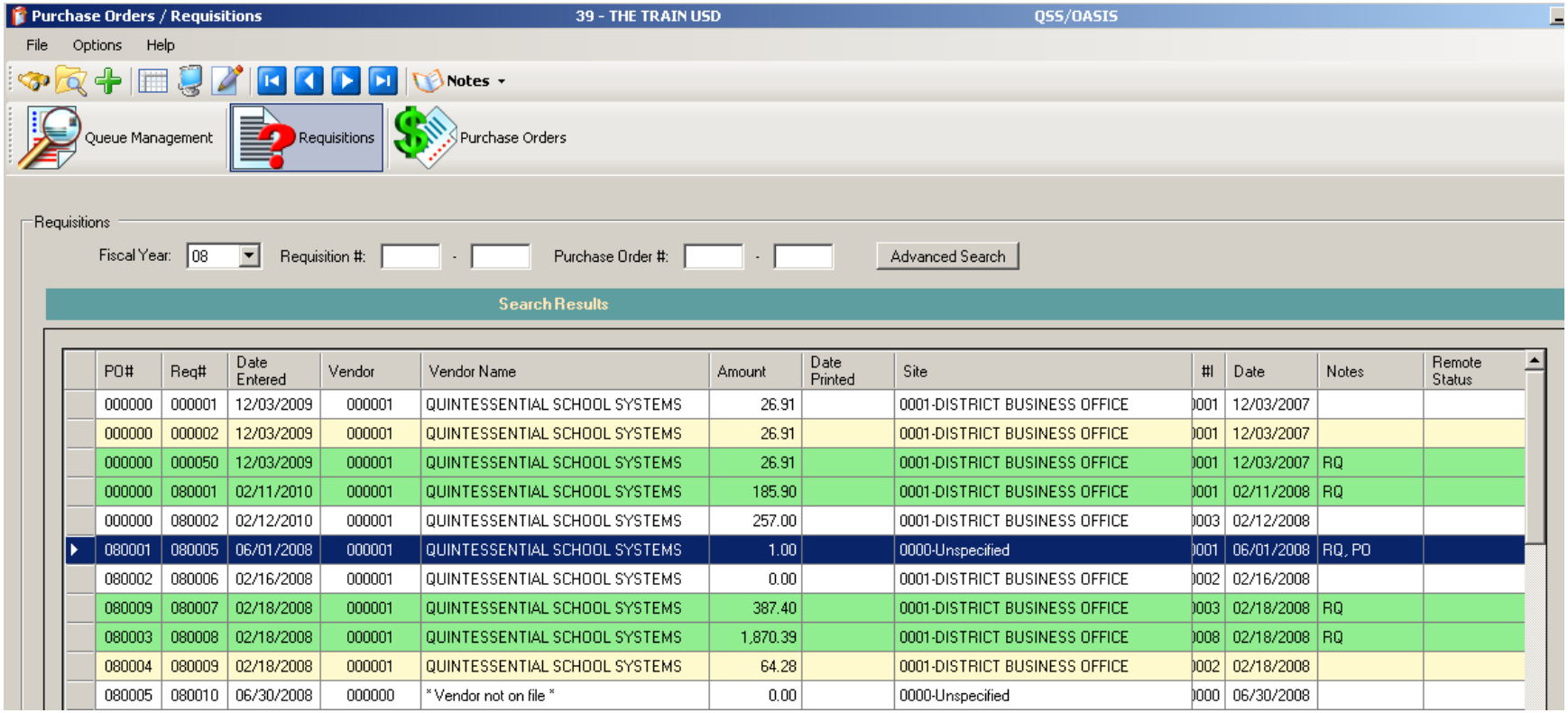


PO#	Req#	Date Entered	Date	Vendor	Vendor Name	Amount	Date Printed	Site	#I	Remote Status	Notes
000000	000001	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	5.00		0001-DISTRICT BUSINESS OFFICE	0001		
000001	000000	03/07/2008	03/07/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0000-Unspecified	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		
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

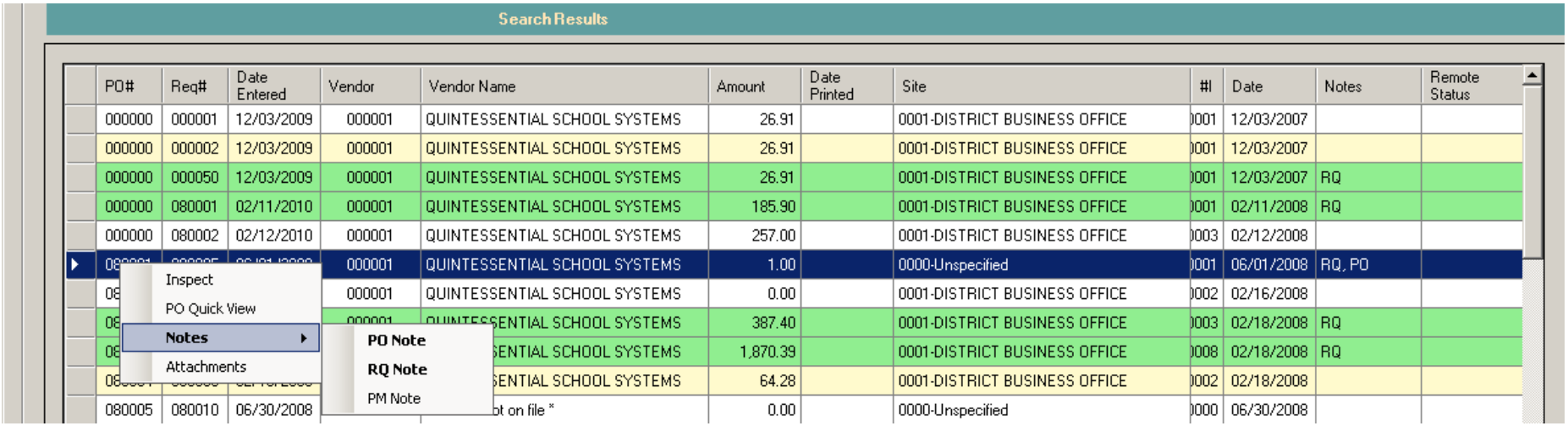


Same, but from Requisitions

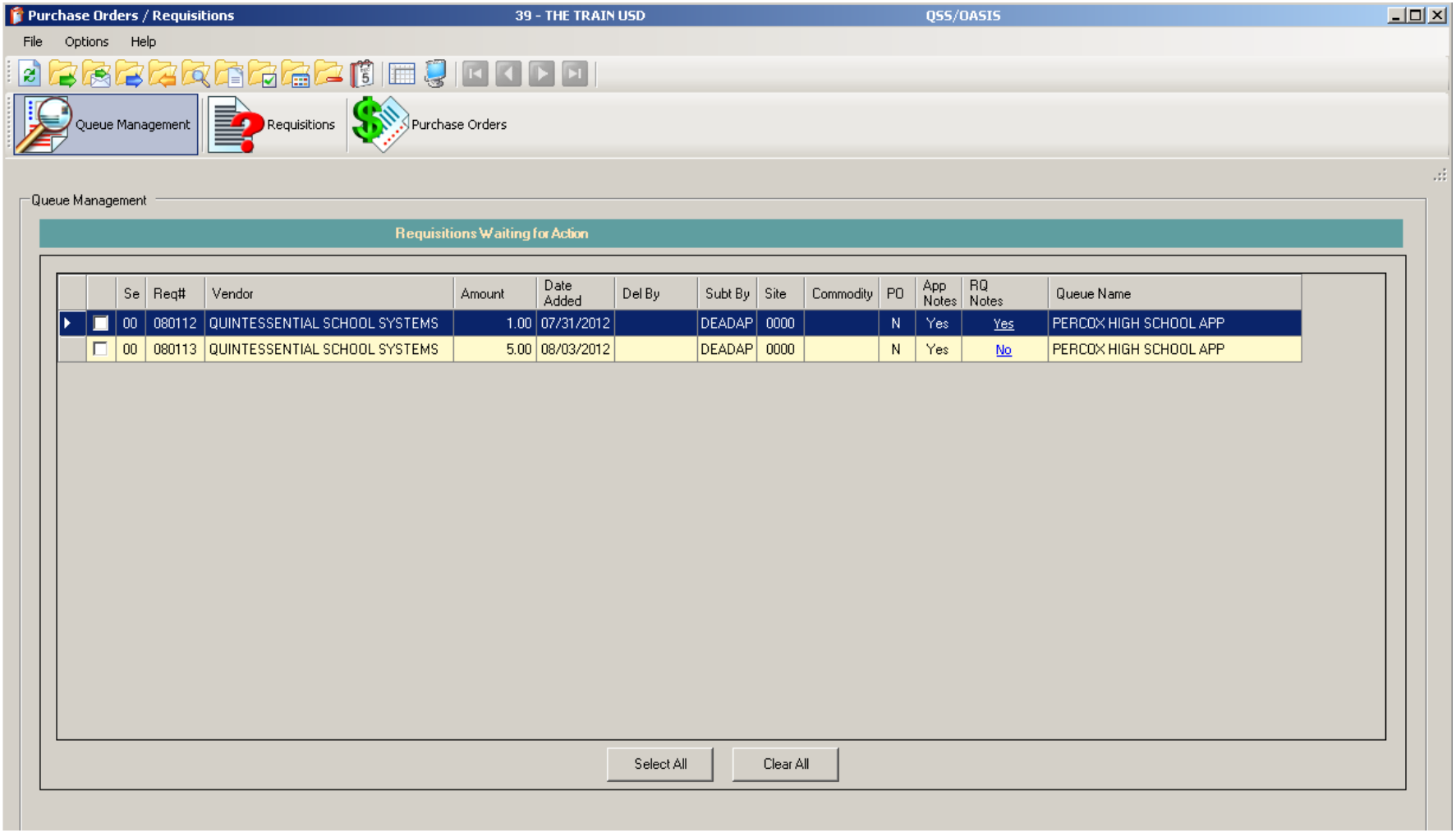


PO#	Req#	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site	#l	Date	Notes	Remote Status
000000	000001	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	12/03/2007		
000000	000002	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS 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		

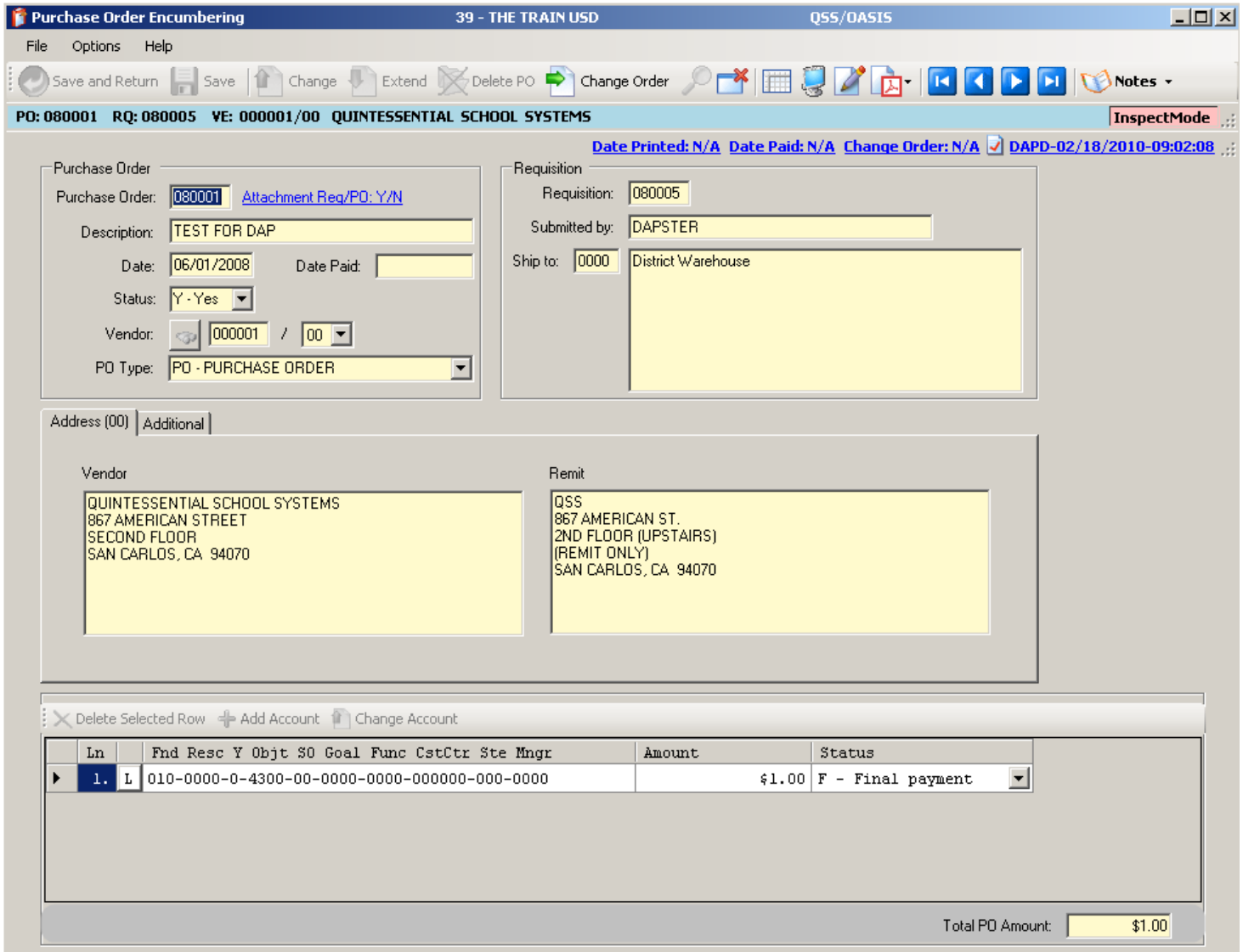
Expanding the Note Information



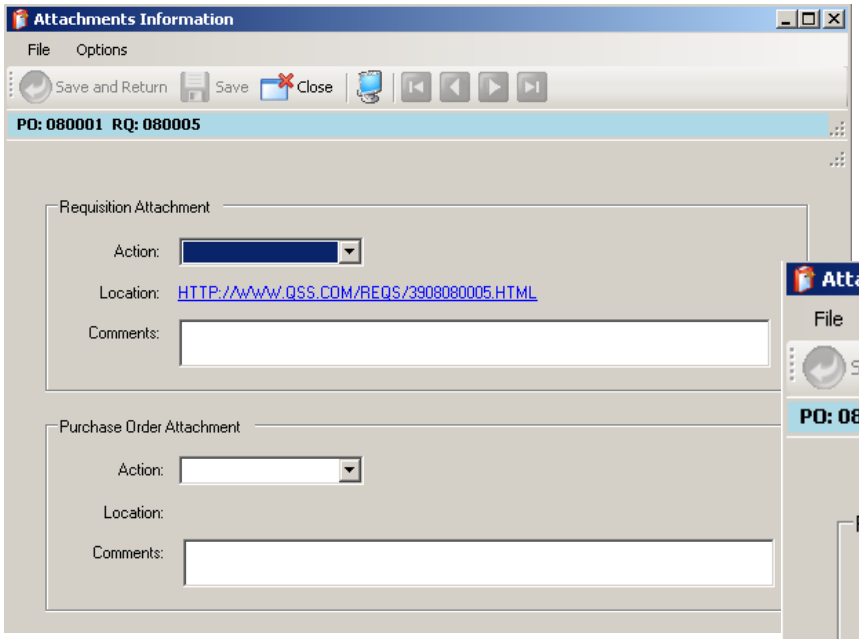
Queue – Identify Approval Notes and RQ Notes

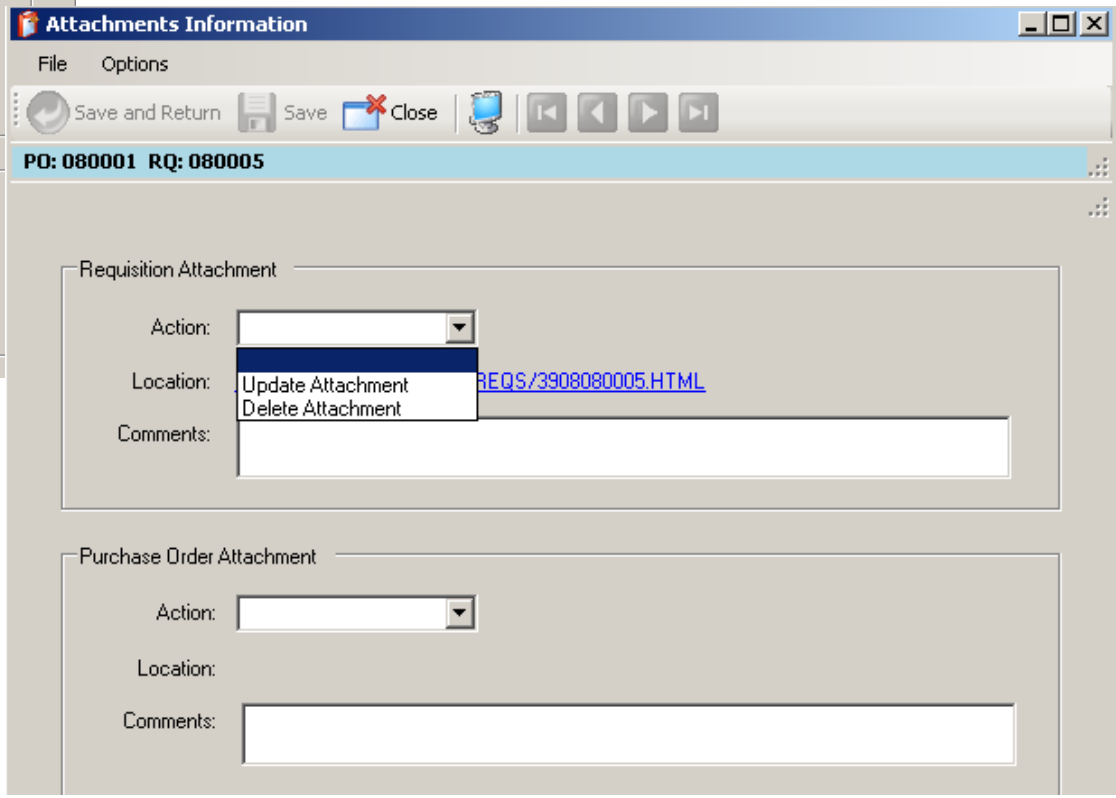


Attachment Indicator

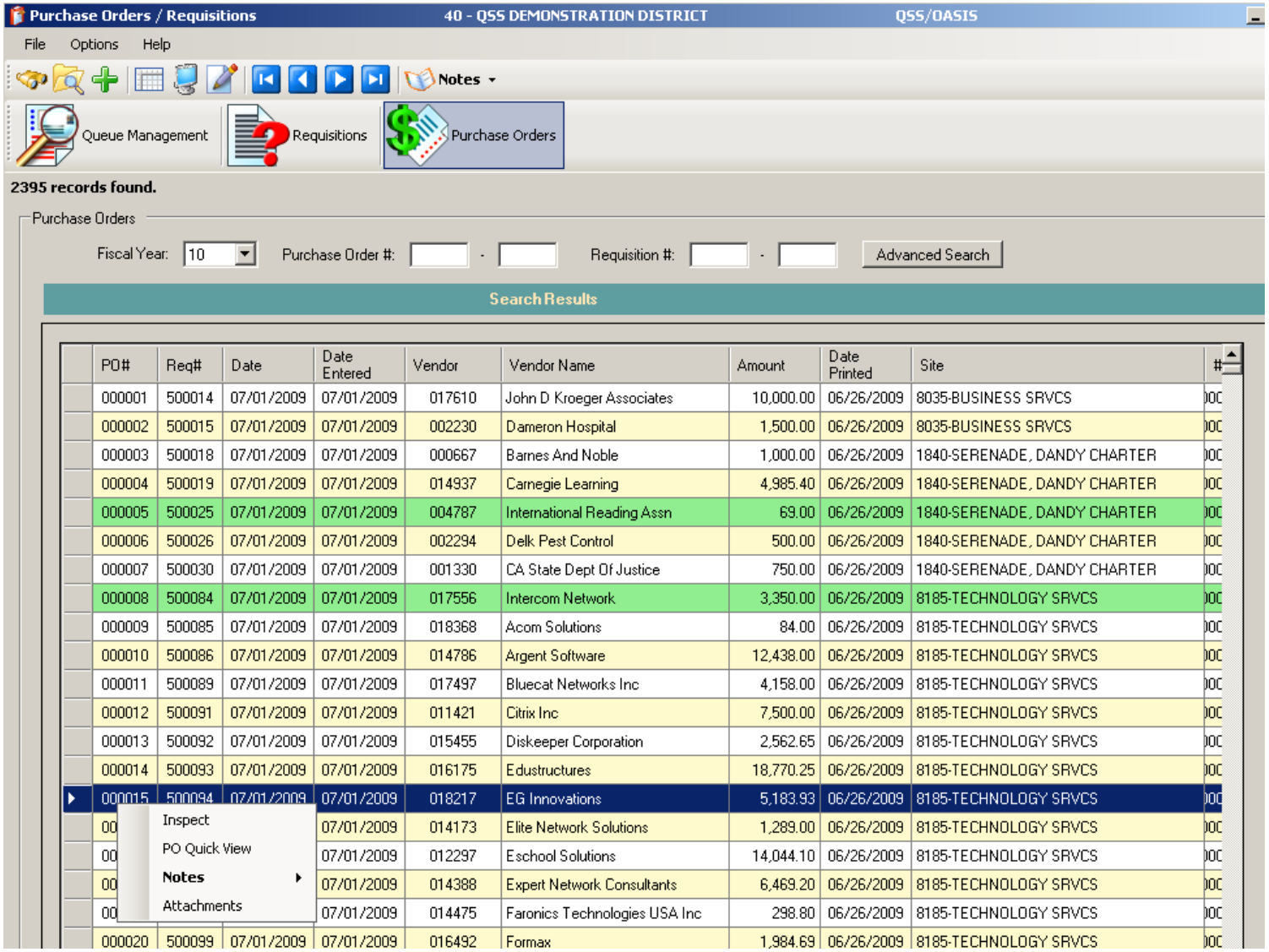


Manual Attachment Screen

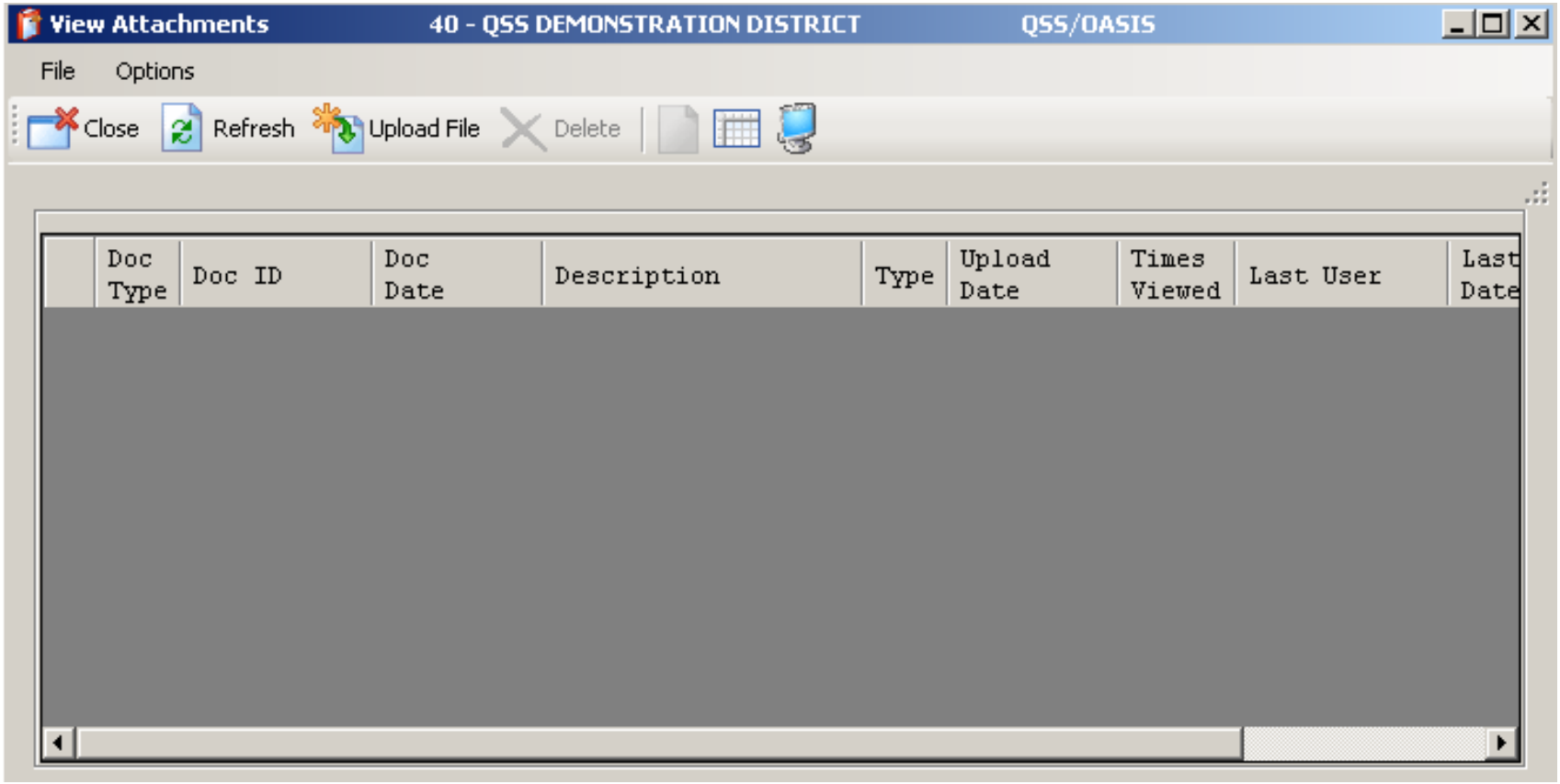




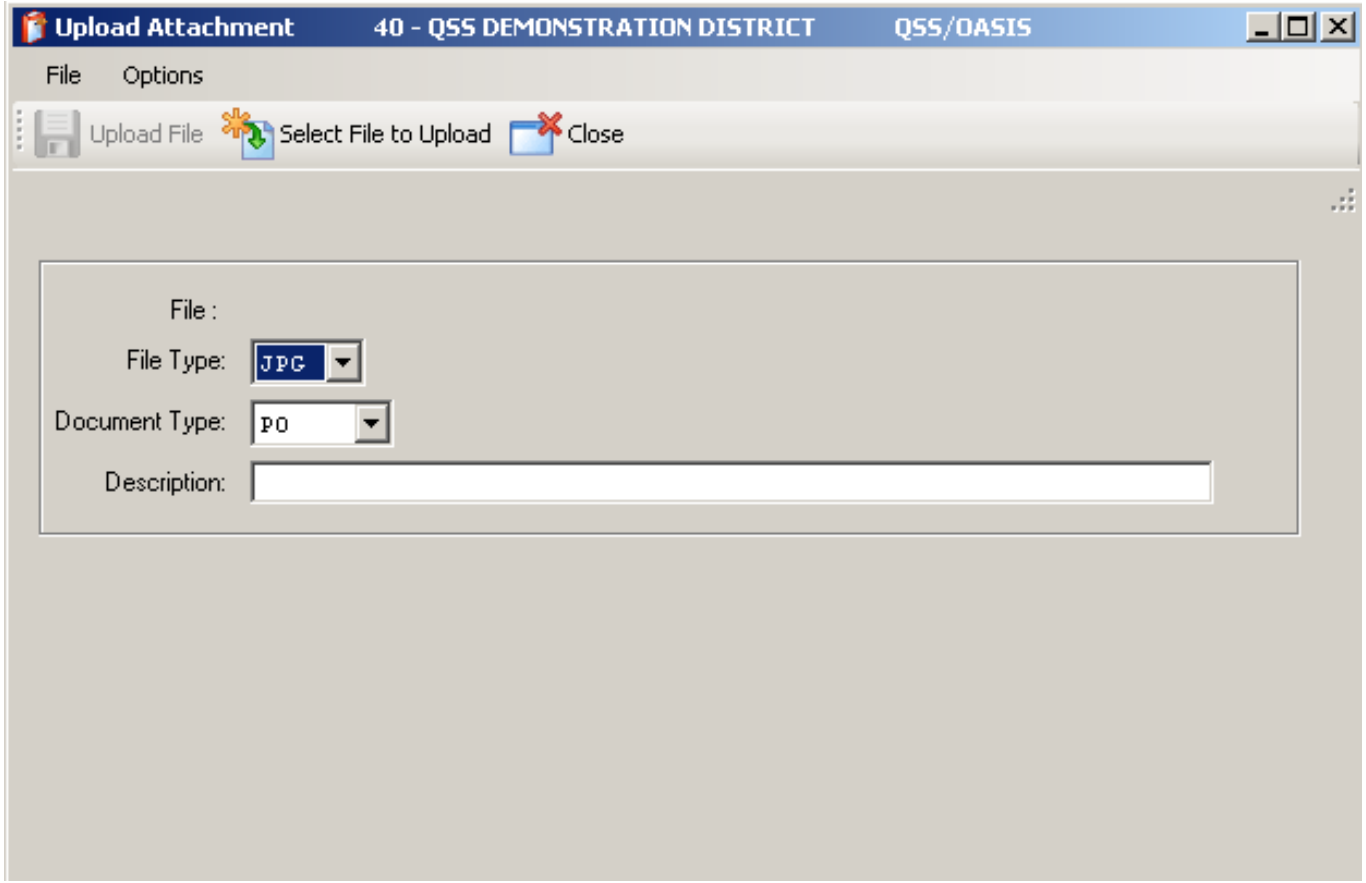
Version L - Attachments



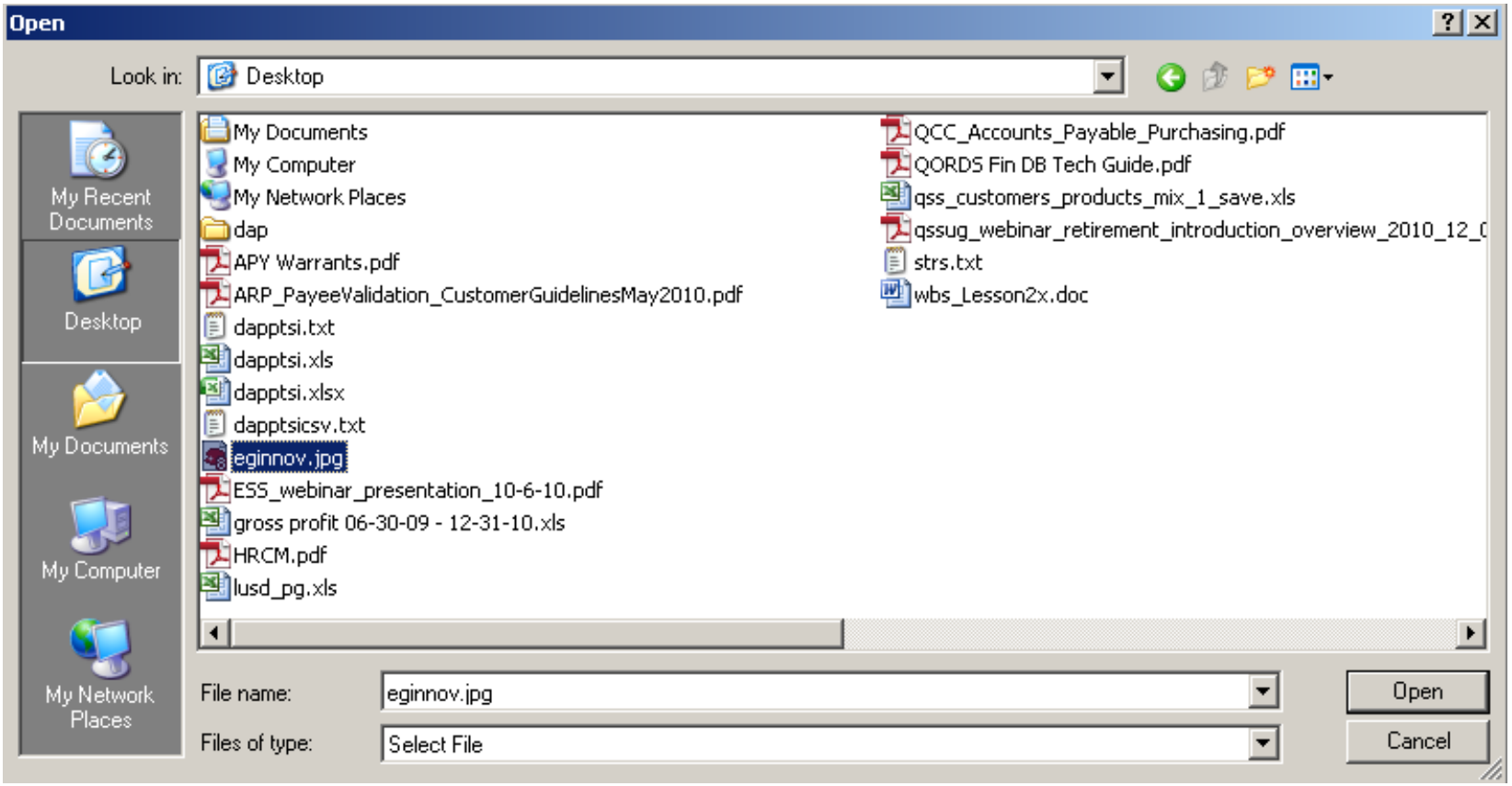
View Available Attachments & Add



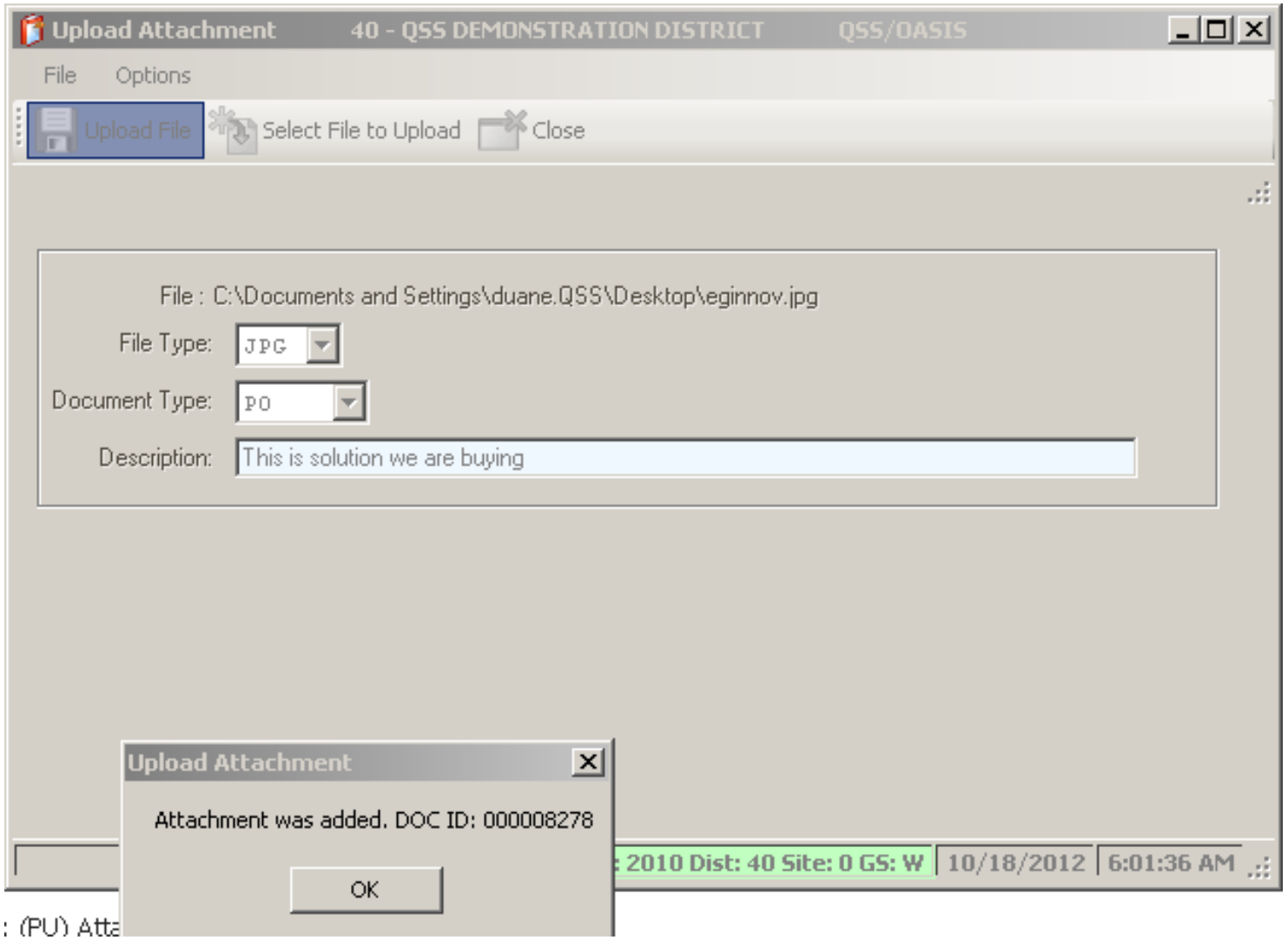
Select File to Attach



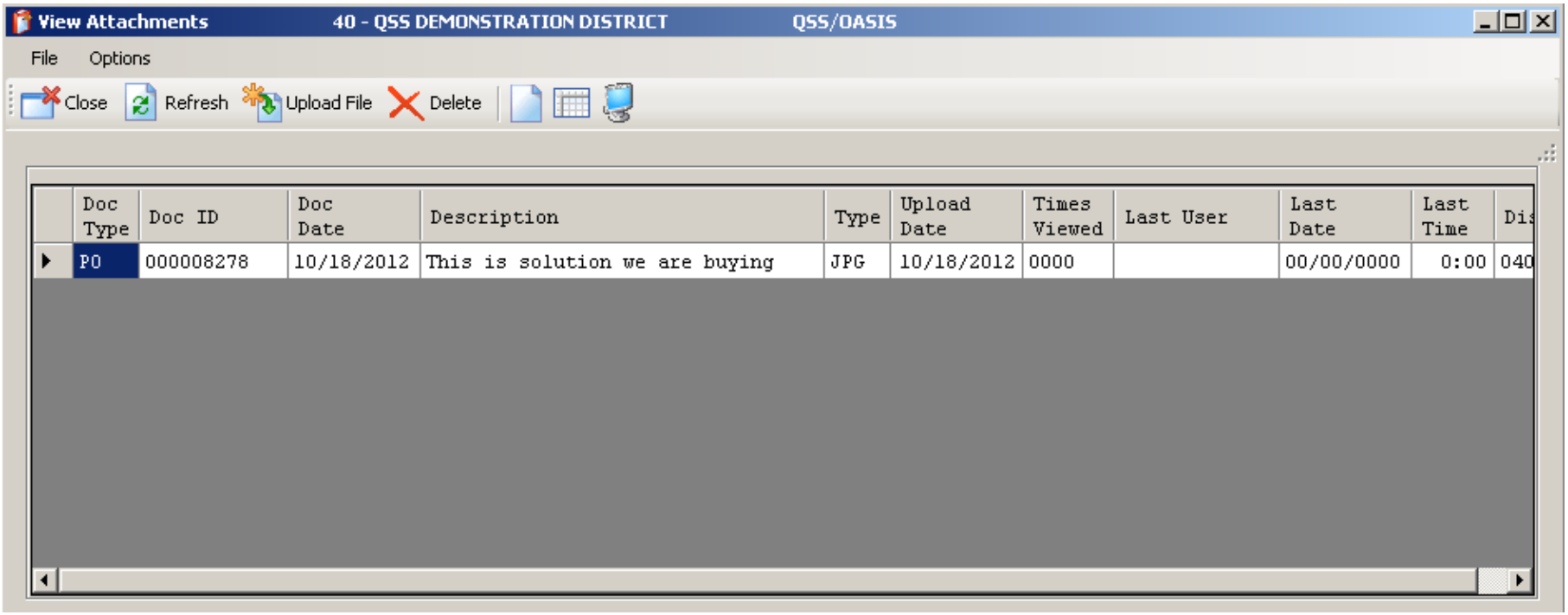
JPG Screen Shot from Desktop



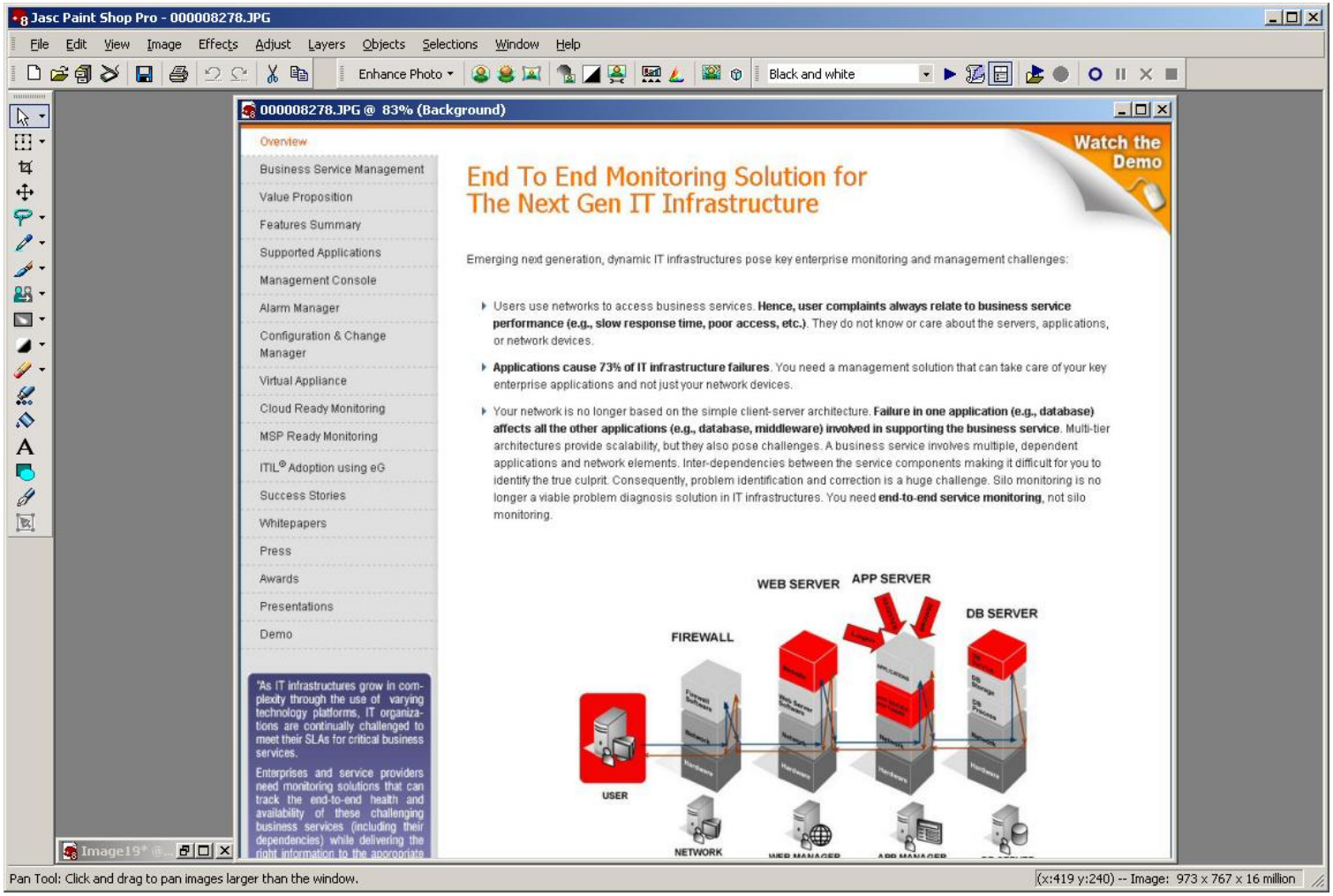
Document is Attached



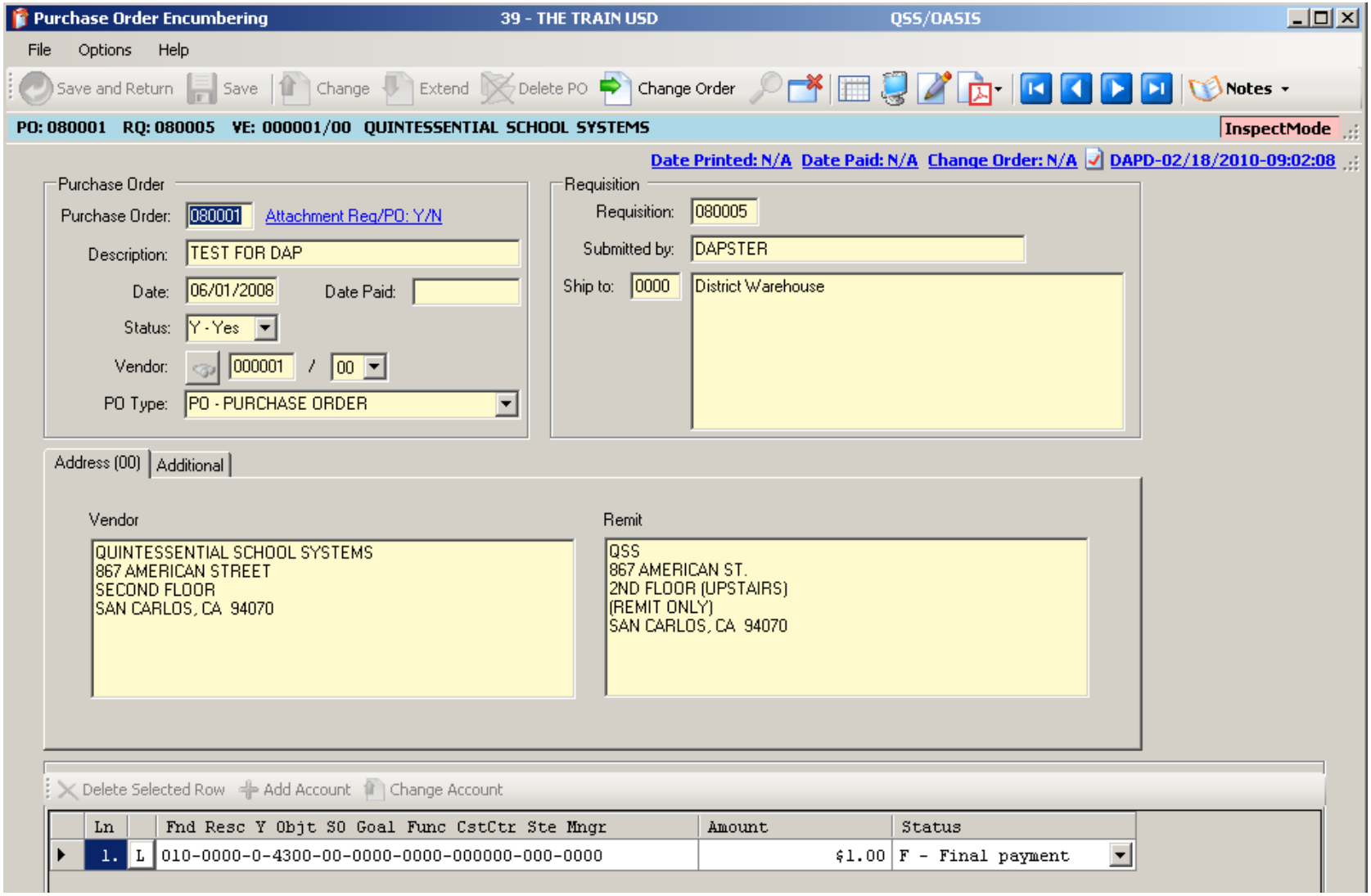
Shows in List of Attachments



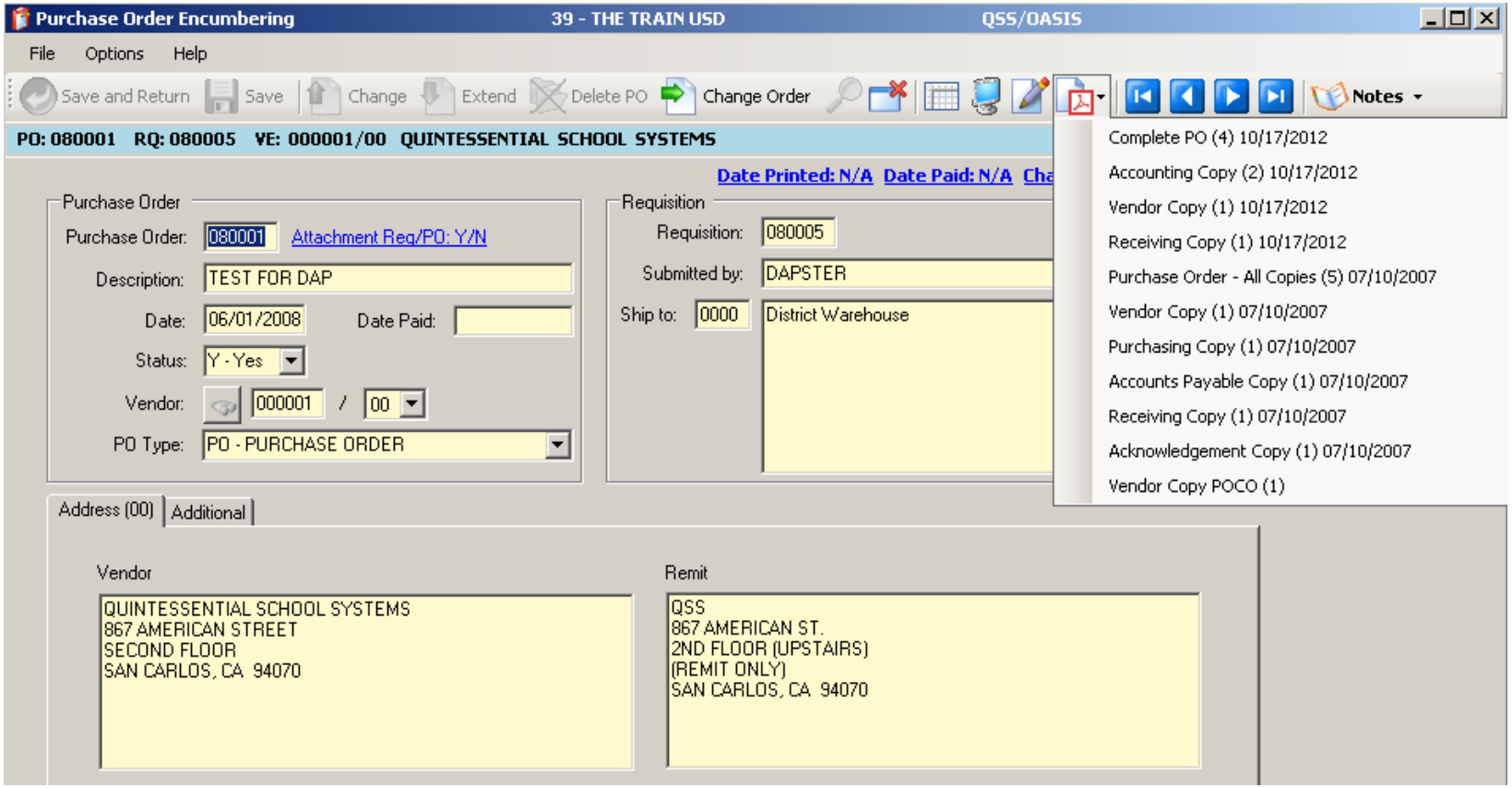
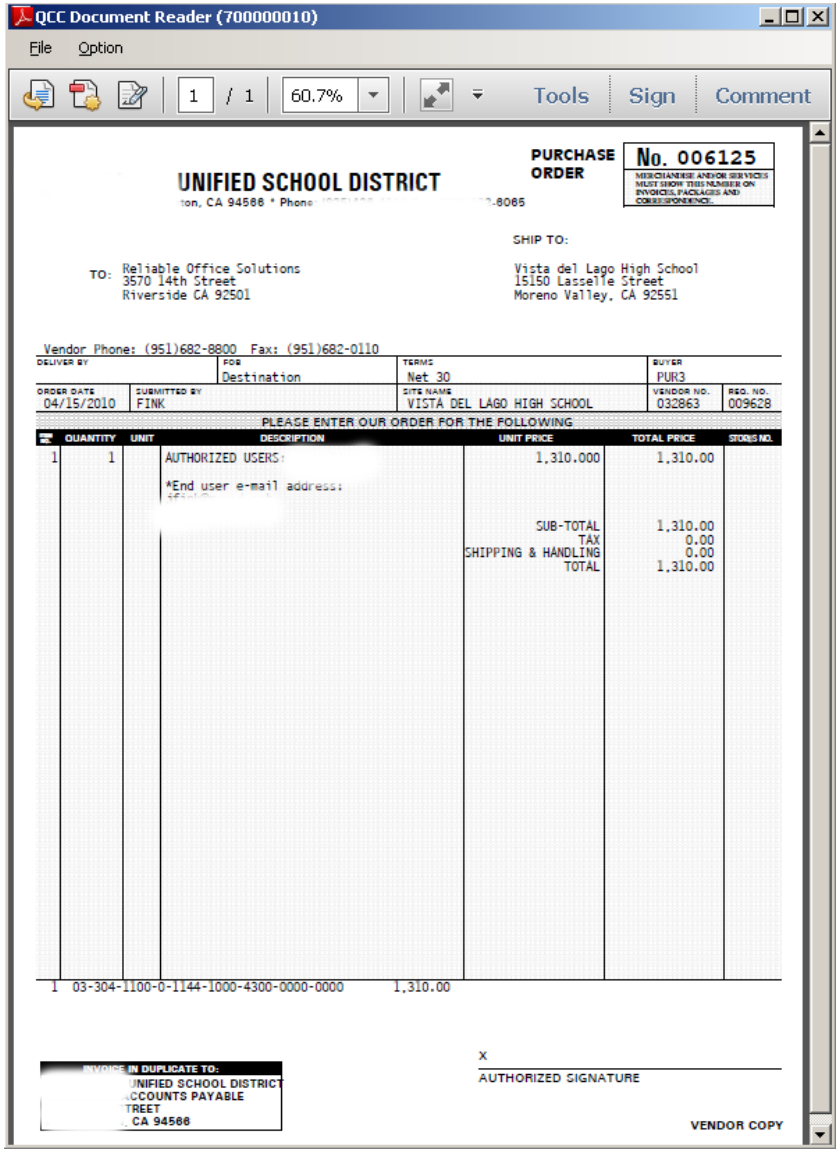
View the Attachment



PDF Icon for On-File PDF



Available forms to View



Select Vendor Copy…