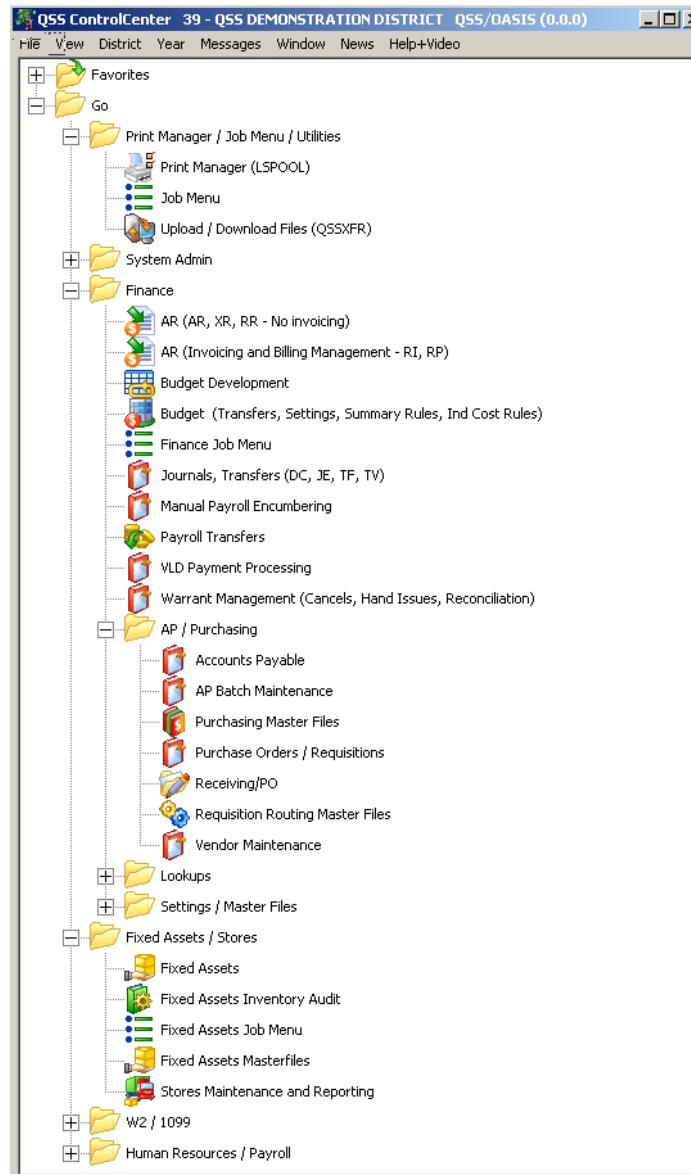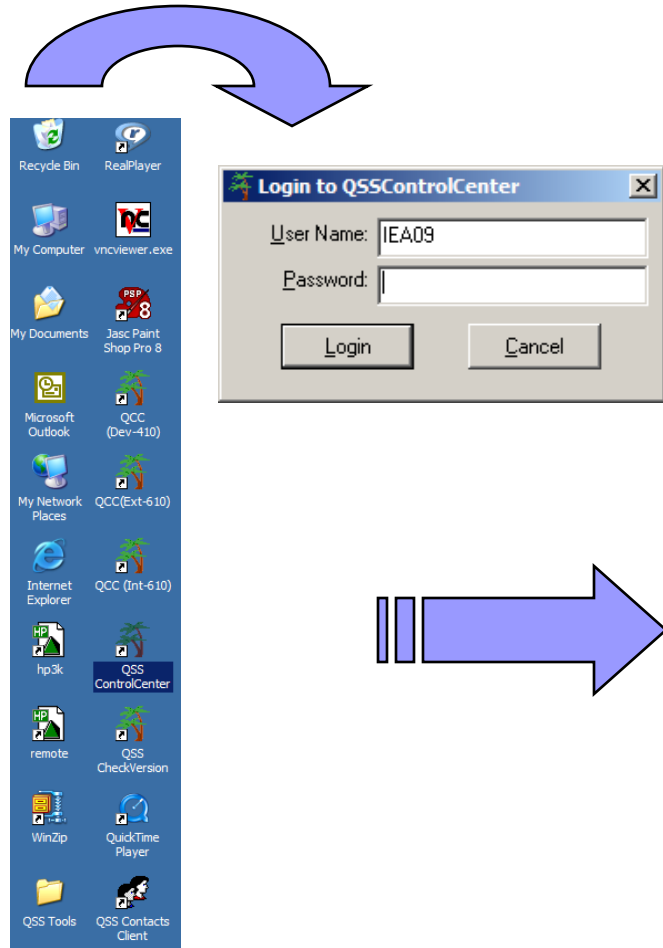# QSSUG/PSFA Webinar

Fiscal Rollover/QCC for Purchasing and Stores
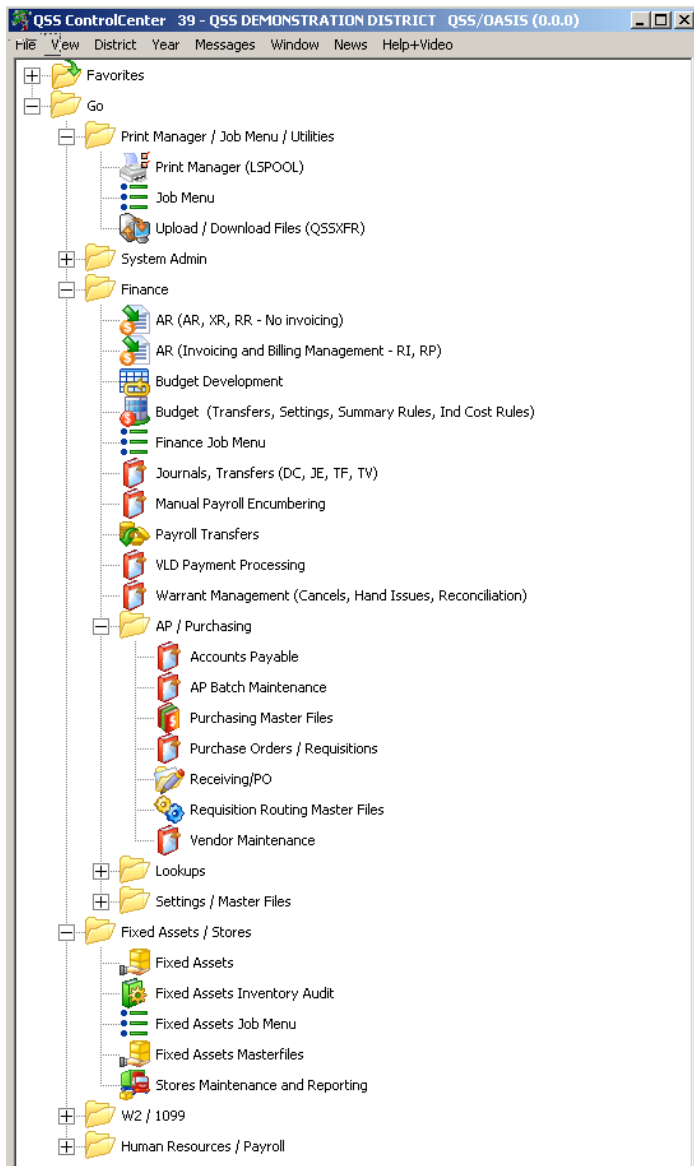
April 25, 2013

Duane Percox, *QSS*

Accessing QCC Purchasing / Stores

QCC/Purchasing / Stores Found In…

- Print manager / Job menu / Utilities

- Finance Job Menu

- AP/Purchasing (Purchase Order / Requisitions)

- Fixed Assets / Stores

QCC/Purchasing Jobs

QCC/Purchasing Main

QSS/OASIS Purchasing Overview

- PO Creation
    - Manual (vendor, accts, amounts)
    - Req/PO
    - Remote Req with simple work-flow, PO assigned at final step
    - Remote Req using RQR (requisition routing: complex hierarchical / content driven workflow)
- PO Adjustment
    - Manual ('X' – extend option)
    - Manual ('C'/'O' transactions in POPYMT)
    - POCO – PO Change Orders
- PO Printing
    - POX300 – only supported method
    - Continuous form (few use this)
    - Laser – fill-in or draw form (variable #pages, logo, signature)

Request Open PO Report (POR110)

Request: Sort Tab

Request: Acctclass Mask Tab

POR110 Report – Page 0

POR110 Report - Data

Request PO's Rollover Report

POR520 Sample – Nothing Flagged

View #1 - C:\Documents and Settings\duane.QSS\Application Data\qss\UserFiles\SVR.hp3k.qss.com.PORT.29410\Duane Dev\PrintFiles\LSPL-20110329-J1623-000316...

File Options

Enter search text

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

Vendor Name                    PO Num Line num Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr     Amount     Message
-----------------------------------------------------------------------------------------------------------------


39 QSS DEMONSTRATION DISTRICT              PO Rollover Report              J1623   POR510   H.01.00 03/29/11 PAGE     0
FOR WEBINAR                                                                                 ** Prelist **

-----------------------------------------------------------------------------------------------------------------



          Account classifications selected                      Field ranges selected

          Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr          FI    RANGE
          ------------------------------------------          -----------------------

     1.     -    - -   -   -   -    -     - -
     2.     -    - -   -   -   -    -     - -
     3.     -    - -   -   -   -    -     - -
     4.     -    - -   -   -   -    -     - -
     5.     -    - -   -   -   -    -     - -
     6.     -    - -   -   -   -    -     - -
     7.     -    - -   -   -   -    -     - -
     8.     -    - -   -   -   -    -     - -
     9.     -    - -   -   -   -    -     - -
    10.     -    - -   -   -   -    -     - -



                                         Report total:            0.00
*** No records qualified ***
```

Pages(Lines): 0/0 (25)   3/29/2011 9:07 AM

PO Payments – Flag L/R

PO Before Flagging…

L/R Flags are Payment Types

Use 'R' to Roll PO to Next FY

PO After Flagging

PO After Entering L+R

PO With Activity – 'R' Some…

Enter the 'R' for $50.00

Roll $50/Auto-Cancel $47.50

L+R+Auto-Close

How 'L' Was Entered

How 'R' Was Entered

Second Budget – Want all 'L'

Enter the 'L'

Result of Entry

PO Rollover After Flagging

Rollover Report

Liability Report After Flagging

Liability Rollover Report

Auto-Close Process

Auto-Close Report (Page 0)

Auto-Close Report

Reqs in Pipe-Line…

Cancel In-Process Requisitions

Choose '3' for All Req. Types

POX086 – Page 0


```
39 QSS DEMONSTRATION DISTRICT          Year End Requisition Cancellation        J1629    POX086   H.00.00 03/29/11 PAGE    0
                                              Fiscal Year: 08
LIST OF REQS TO CANCEL                        Sort By: Req No.                   Mode: Report Only

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



                                   Year End Requisition Cancellation


                       Report Title: LIST OF REQS TO CANCEL

                          Sort By: Req No.                           |
                            Mode: Report Only

                       Fiscal Year: 08
                     Selected Sites: All Sites

              Cancel Requisiiton Types: All Unapproved Reqs
                  Cancellation Post Date: 00/00/0000
```

POX086 – Req. Listing

PO M/F – Requisition Control

Update Year Ending

Enable Year Starting

Option Settings…

PCL – Requires Odo#

ODO Values for FY1

Finance Maintenance — 39-QSS DEMONSTRATION DISTRICT — QSS/OASIS

File   Options   Help+Video

Inspect

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

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

Fiscal Year: 08   District: 39 - THE TRAIN USD

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

ODO Values for FY2

PCL (EP) ODO… Setup in FY1

Finance Maintenance – Odometers 39 – QSS DEMONSTRATION DISTRIC...

File   Options

Change

Line Number: 3

Fiscal Year: 08

District: 39

Abbr.: EP

Program: PCL010

Program Description: Estimated Payables

Odometer Number: 800504

Queue Mgt. In Closing Year

Next Yr is Open - Toggle

Nothing in Queue in Next FY

Can Toggle Back…