



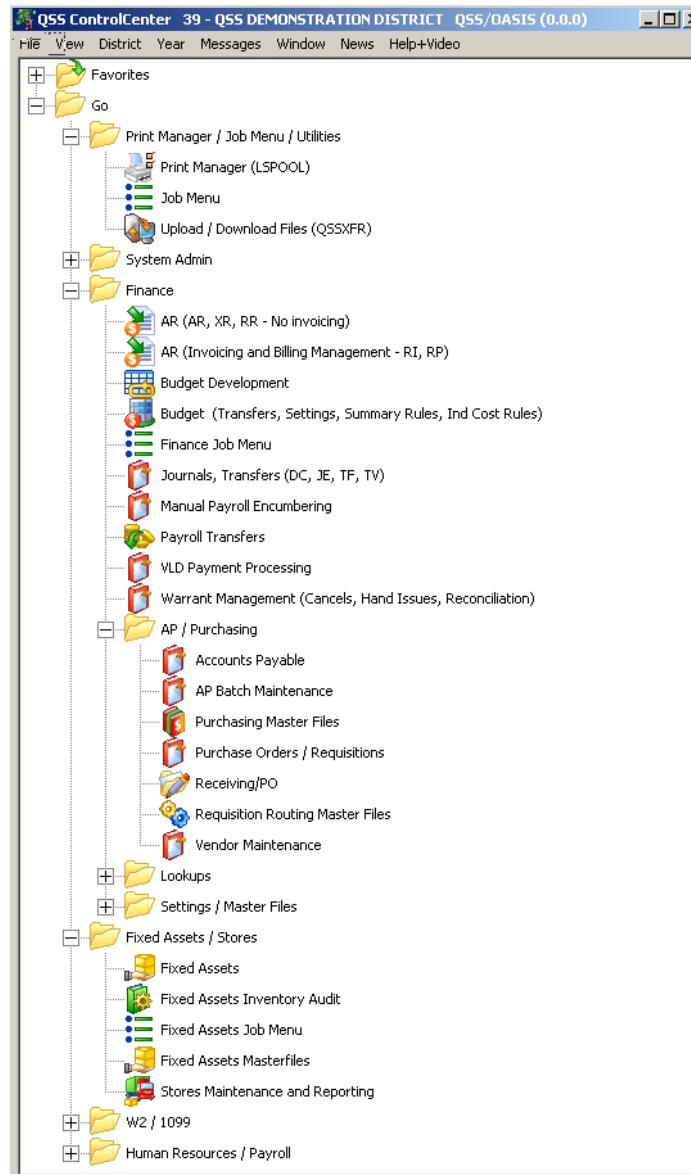
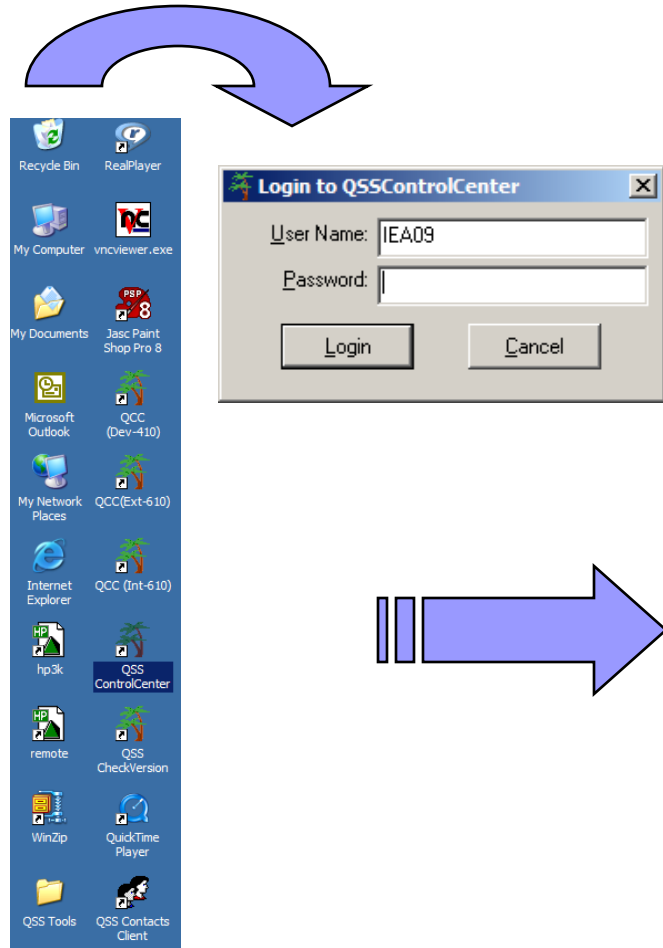
# QSSUG/PSFA Webinar

Fiscal Rollover/QCC for Purchasing  
and Stores

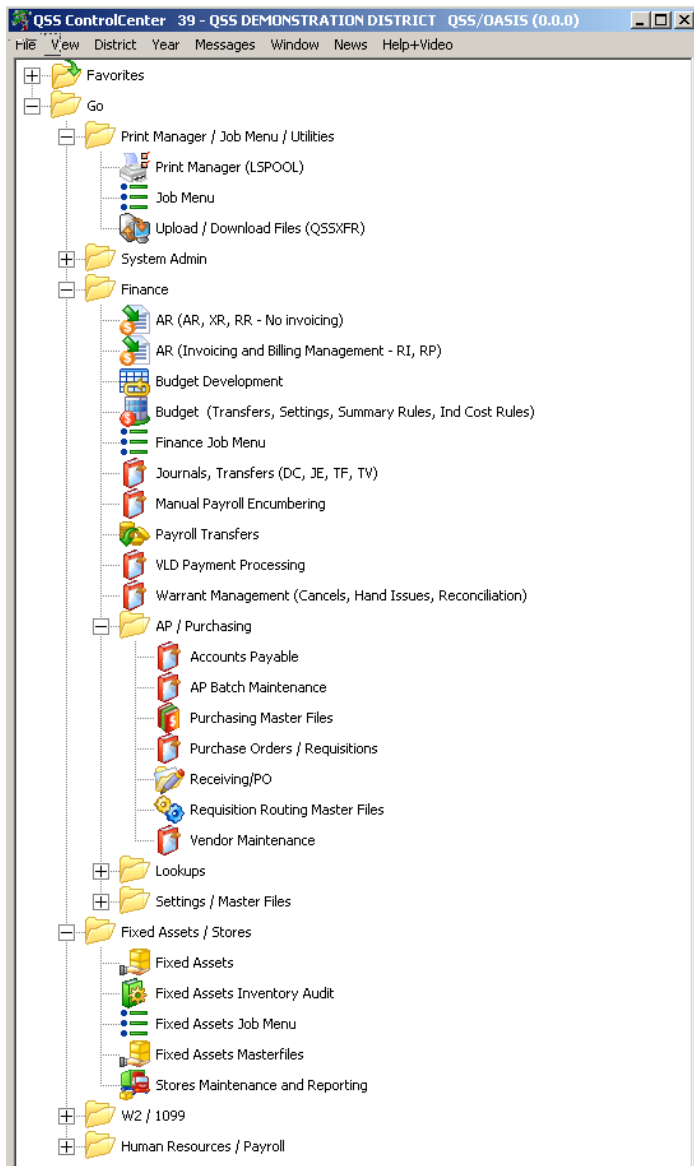
April 25, 2013

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

The screenshot displays a software application window titled "Job Menu" for "39-QSS DEMONSTRATION DISTRICT" and "QSS/OASIS". The window has a menu bar with "File", "View", "Options", and "Help". Below the menu bar is a toolbar with icons for a calendar, a hand, a keyboard, a printer, and a computer. The main area is a tree view showing a hierarchy of jobs. The "Finance" folder is expanded, showing a list of purchasing-related jobs. At the bottom of the window, there is a status bar with the text "Yr:2008 Dist:39 Site:0 3/26/2011 8:31 AM".

View:  Tree  Grid Search:

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

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

# QCC/Purchasing Main

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

File Options Help

Queue Management Requisitions Purchase Orders

Purchase Orders

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

Search Results

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

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

# QSS/OASIS Purchasing Overview

## ■ PO Creation

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

## ■ PO Adjustment

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

## ■ PO Printing

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

# Request Open PO Report (POR110)

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

File Options

Main Selection\* | Sort | Accounts

### Purchase Order Report Writer

Report Title:

Report Type:

Primary Sort:

Detail Order:

PO Detail Order:

Include Current Liabilities:

PO Number:  -

PO Date:  -

Vendor Number:  -

Vendor Name:  -

Code Range Selection

Category:  -

Vendor Type:  -

PO Type:  -

Individual Code Selection

Category:

Vendor Type:

PO Type:

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

# Request: Sort Tab

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

File Options

Main Selection\*  Sort\*  Accounts

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

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

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



# Request: Acctclass Mask Tab

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

File Options

Main Selection\* Sort\* Accounts

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

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

# POR110 Report – Page 0

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

File Options

Enter search text

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

-----

Account Strings Selected:

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

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

Select PO dates from: To

Select vendors from: To

Select vendor names from: To

Primary sort: PO Type, Account break values

Detail line order by: Purchase order number

PO detail order by: Purchase order number

Include Current Liabilities: N

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

# POR110 Report - Data

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

File Options

Enter search text

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

Fund :010 FUND 010

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

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

# Request PO's Rollover Report

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

File Options

Main Selection Accounts

Report Title : For Webinar

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

Update? N - Produce report (only)

Fiscal Year Update

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

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

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

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

# POR520 Sample – Nothing Flagged

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

File Options

Enter search text

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

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

Account classifications selected

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

Field ranges selected

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

Report total: 0.00

\*\*\* No records qualified \*\*\*

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

# PO Payments – Flag L/R

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

File Options View Help

Search (F3)

Quick Search

Purchase Order #:  -  Requisition #:  -

Advanced Search

Quick Pay

PO #:  Line #:

Add Payment

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

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

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

# PO Before Flagging...

**PO Payment - Payments**

File Options

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

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

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

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

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

# L/R Flags are Payment Types

**Add PO Payment**

File Options

**Add**

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

Balance:

Status:

Invoice date:

Invoice Description:

Batch number:

Payment Due:

Liquidate:

Payment:

Use Tax:  Use Tax Amount: \$0.00

1099:

Discount:  Discount:  %

Remit Payments:

Address No:

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



# Use 'R' to Roll PO to Next FY

**Add PO Payment**

File Options

**Add**

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

Balance:

Status:

Invoice date:

Invoice Description:

Batch number:

Payment Due:

Liquidate:

Payment:

Use Tax:  Use Tax Amount: \$0.00

1099:

Discount:  Discount:  %

Remit Payments:

Address No:

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

# PO After Flagging

**PO Payment - Payments**

File Options

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

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

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

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

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

# PO After Entering L+R

**PO Payment - Payments**

File Options

Requisition Number:  PO Number:  Description:

Vendor No/Address:  /   Discount:  %

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

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

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

# PO With Activity – ‘R’ Some...

**PO Payment - Payments**

File Options

Requisition Number:  PO Number:  Description:

Vendor No/Address:  /   Discount:  %

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

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

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

# Enter the 'R' for \$50.00

**Add PO Payment**

File Options

Balance: \$97.50

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

Invoice date: 06/30/2008

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

Liquidate: \$50.00

Payment: \$0.00

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

1099: 2

Discount:  Discount: 0.00 %

Remit Payments:

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

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

# Roll \$50/Auto-Cancel \$47.50

**PO Payment - Payments**

File Options

Requisition Number:  PO Number:  Description:

Vendor No/Address:  /   Discount:  %

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

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

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

# L+R+Auto-Close

**PO Payment - Payments**

File Options

Requisition Number:  PO Number:  Description:

Vendor No/Address:  /   Discount:  %

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

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

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

# How 'L' Was Entered

**Add PO Payment**

File Options

**Add**

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

Balance:

Status:

Invoice date:

Invoice Description:

Batch number:

Payment Due:

Liquidate:

Payment:

Use Tax:  Use Tax Amount: \$0.00

1099:

Discount:  Discount:  %

Remit Payments:

Address No:

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



# How 'R' Was Entered

**Add PO Payment**

File Options

**Add**

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

Balance:

Status:

Invoice date:

Invoice Description:

Batch number:

Payment Due:

Liquidate:

Payment:

Use Tax:  Use Tax Amount: \$0.00

1099:

Discount:  Discount:  %

Remit Payments:

Address No:

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

# Second Budget – Want all ‘L’

**PO Payment - Payments**

File Options

Requisition Number:  PO Number:  Description:

Vendor No/Address:  /   Discount:  %

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

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

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

# Enter the 'L'

**Add PO Payment**

File Options

**Add**

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

Balance:

Status:

Invoice date:

Invoice Description:

Batch number:

Payment Due:

Liquidate:

Payment:

Use Tax:  Use Tax Amount: \$0.00

1099:

Discount:  Discount:  %

Remit Payments:

Address No:

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

# Result of Entry

**PO Payment - Payments**

File Options

Requisition Number:  PO Number:  Description:

Vendor No/Address:  /   Discount:  %

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

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

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

# PO Rollover After Flagging

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

File Options

Main Selection Accounts

Report Title : AFTER FLAGGING PO'S

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

Update? N - Produce report (only)

Fiscal Year Update

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

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

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

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

# Rollover Report

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

File Options

Enter search text

39 QSS DEMONSTRATION DISTRICT  
AFTER FLAGGING PO'S

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

---

Account classifications selected

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

Field ranges selected

FI	RANGE

39 QSS DEMONSTRATION DISTRICT  
AFTER FLAGGING PO'S

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

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

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

# Liability Report After Flagging

The screenshot shows a software window titled "PO to Liabilities Report/Update (POR520)" with a menu bar containing "File" and "Options". The window has a toolbar with icons for file operations and a main content area with a "Main Selection" tab and an "Accounts" sub-tab. The main content area contains the following fields and options:

- Report Title:
- Select Payments Entered By User:  (Leave blank for all users)
- Update?:
- Fiscal Year Update:
  - Increment FY Field During Update:
  - NOTE: This question is only relevant to sites that have a FY field in the account string.
- Important Notice**  
When this job is launched in 'Update' mode, each 'L' transaction will be "rolled" into a payable in the new year and can potentially update volumes of data.

The status bar at the bottom of the window displays: Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 9:07:42 AM

# Liability Rollover Report

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

File Options

Enter search text

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

---

Account classifications selected

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

Field ranges selected

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

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

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

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



# Auto-Close Process

Close Out Open Purchase Orders (PCL920) Year: 08 Dist: 39 - QSS DEMONSTRATION DISTRICT QSS/DASIS

File Options

Main Selection Accounts

Posting Date: 06/30/2008

Invoice Date: 06/30/2008

Invoice Description: AUTO-CLOSE PO/PRELIST

Select Purchase Orders Dated: / / - / /

Update Mode: N

Yr: 2008 Dist: 39 Site: 0 GS: W 3/29/2011 9:10:07 AM

# Auto-Close Report (Page 0)

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

File Options

Enter search text

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

-----

Account classifications selected								Field ranges selected			
Fnd	Resc	Y	Objt	S0	Goal	Func	CstCtr	Ste	Mngr	FI	RANGE
1.	-	-	-	-	-	-	-	-	-		
2.	-	-	-	-	-	-	-	-	-		
3.	-	-	-	-	-	-	-	-	-		
4.	-	-	-	-	-	-	-	-	-		
5.	-	-	-	-	-	-	-	-	-		
6.	-	-	-	-	-	-	-	-	-		
7.	-	-	-	-	-	-	-	-	-		
8.	-	-	-	-	-	-	-	-	-		
9.	-	-	-	-	-	-	-	-	-		
10.	-	-	-	-	-	-	-	-	-		

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

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

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

# Auto-Close Report

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

File Options

Enter search text

39 QSS DEMONSTRATION DISTRICT  
AUTO-CLOSE PO/PRELIST

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

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

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

# Reqs in Pipe-Line...

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

File Options Help

Queue Management Requisitions Purchase Orders

Requisitions

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

Search Results

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

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

# Cancel In-Process Requisitions

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

File Options

Main Selection

Report Title:

Sort:

Mode:

Fiscal Year:

Select Sites:

Cancellation Type:

Cancellation Post Date:

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

# Choose '3' for All Req. Types

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

File Options

Main Selection

Report Title: LIST OF REQS TO CANCEL

Sort: 3 - Req No.

Mode: 1 - Report Only

Fiscal Year: 08

Select Sites: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Cancellation Type: 3 - All Unapproved Reqs

Cancellation Post Date: [ ]/[ ]/[ ]

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

# POX086 – Page 0

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

File Options

Enter search text

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

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

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

-----

Year End Requisition Cancellation

Report Title: LIST OF REQS TO CANCEL

Sort By: Req No.      |

Mode: Report Only

Fiscal Year: 08

Selected Sites: All Sites

Cancel Requisition Types: All Unapproved Reqs

Cancellation Post Date: 00/00/0000

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

# POX086 – Req. Listing

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

File Options

j1629

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

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

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



# PO M/F – Requisition Control

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

File View Options Help

**Inspect**

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

DI: 39 FY: 2008

Name: \_\_\_\_\_ Code: \_\_\_\_\_

Code Range From: \_\_\_\_\_ Code Range To: \_\_\_\_\_

Purchase Order/Requisition Control District Master File

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

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

# Update Year Ending

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

Options

Save Cancel Print Refresh Back Forward Stop

Change

Requisition Controls: 08 : Y

Fiscal Year: 08

Active: Y

Add Disabled: 06/01/08

Change Disabled: //

Queue Mgmt Disabled: //

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

# Enable Year Starting

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

Options

Save Cancel Print Refresh Back Forward Stop

Change

Requisition Controls : 09 : Y

Fiscal Year : 09

Active :

Add Disabled : //

Change Disabled : //

Queue Mgmt Disabled : //

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

# Option Settings...

Finance Maintenance 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Change

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

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

District: 39 - THE TRAIN USD

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

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

# PCL – Requires Odo#

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

File Options

Change

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

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

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

# ODO Values for FY1

Finance Maintenance 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Inspect

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

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

Fiscal Year: 08 District: 39 - THE TRAIN USD

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

# ODO Values for FY2

Finance Maintenance 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Record updated successfully (ODOMETER) Change

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

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

Fiscal Year: 09 District: 39 - THE TRAIN USD







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

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

# PCL (EP) ODO... Setup in FY1

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

File Options

    |  

Change

Line Number:

Fiscal Year:

District:

Abbr.:

Program:

Program Description:

**Odometer Number:**



# Queue Mgt. In Closing Year

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

File Options Help

Queue Management Requisitions Purchase Orders

Queue Management

Requisitions Waiting for Action

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

Select All Clear All

Queue Legend

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

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

# Next Yr is Open - Toggle

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

File Options Help

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

Requisitions Waiting for Action

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

Select All Clear All

Queue Legend

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

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

# Nothing in Queue in Next FY

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

File Options Help

Queue Management Requisitions Purchase Orders

Queue Management

Requisitions Waiting for Action

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

Queue Legend

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

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

# Can Toggle Back...

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

File Options Help

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

Requisitions Waiting for Action

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

Queue Legend

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

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