QSSUG PSFA Committee - Webinar

QCC Purchasing (POCO)

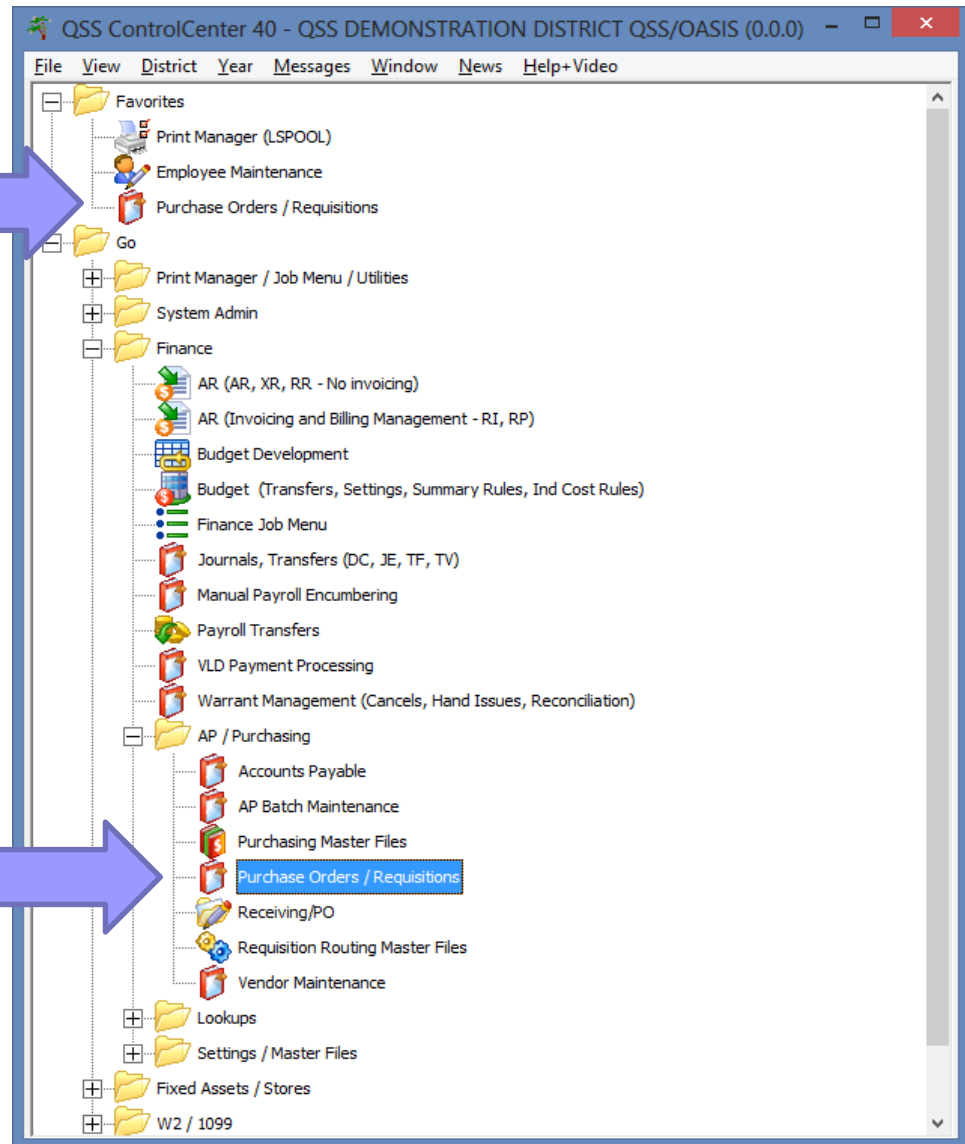November 14, 2013

Ronnie Steward, *QSS*

Webinar Agenda

- Changes/Enhancements made to the POCO software

- Processing a POCO, including adding/deleting a line

- Using POCO to cancel/uncancel a purchase order

- Illustrating the impact of POCO encumbrance changes on the PO Payment screen

- Printing/Reprinting POCO forms

PO Change Orders – Quick Review

- Called 'POCO'
- Allows changes to PO/Requisition detail with date sensitive encumbrance changes which allows for printing updated PO documents which 'balance'
- Directed change with security control and logging of before/after value
- Auto-assigned 2-digit change order number (01-99) by FY. Internal – not disclosed to vendor.
- On-line display of POCO change history with logged data (before / after); including prior FY POCO
- Change Order printing (replace PO or delta of changes) assigns auto-# 3-digit Vendor CO#

QCC Menu – Purchase Orders/Requisitions

POCOs are created by using the Purchase Orders/Requisitions application. It can be launched from two different places on the menu.

Main Screen

Add To Favorites

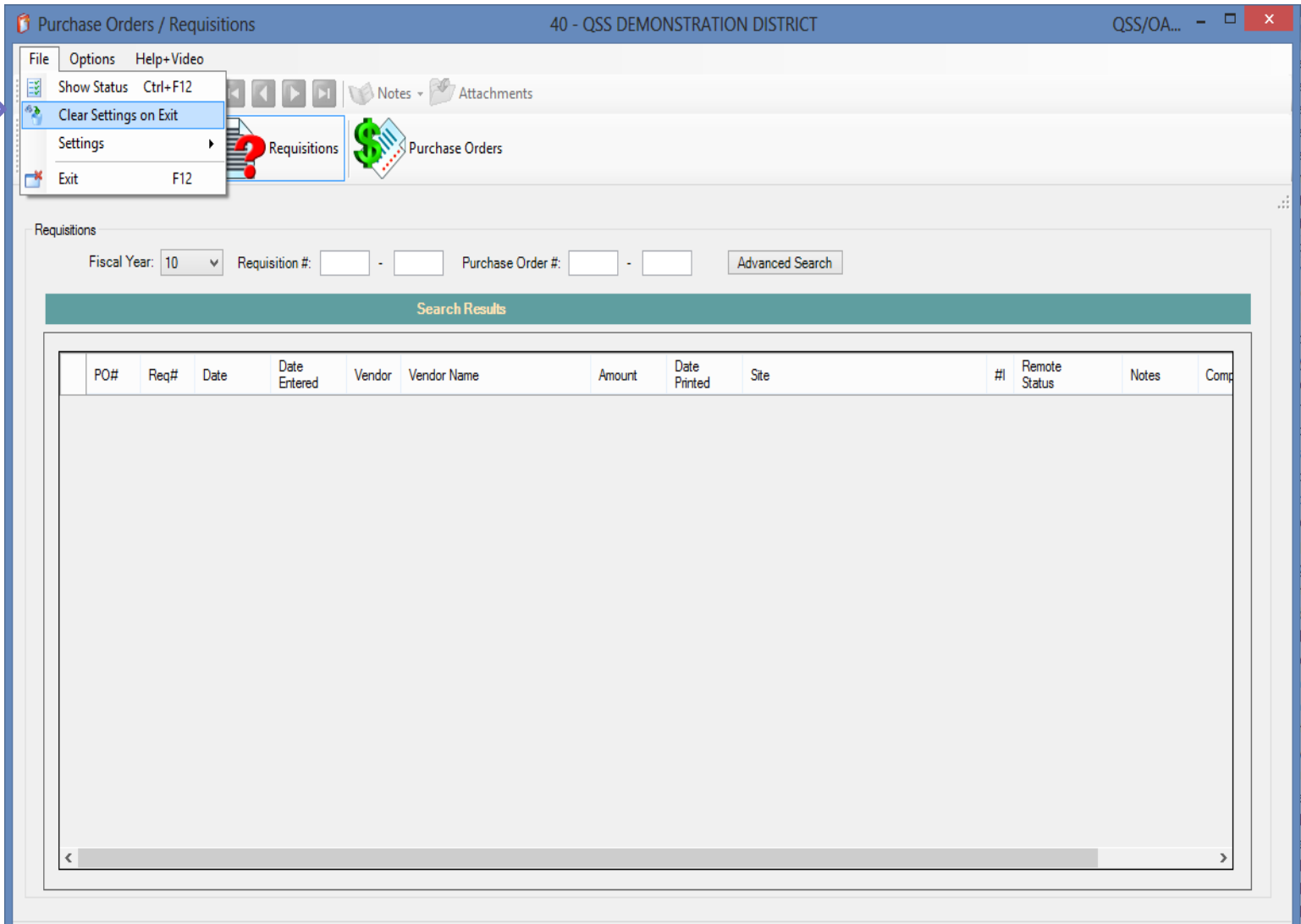To add to favorites, click on Purchase Orders / Requisitions on the tree view.
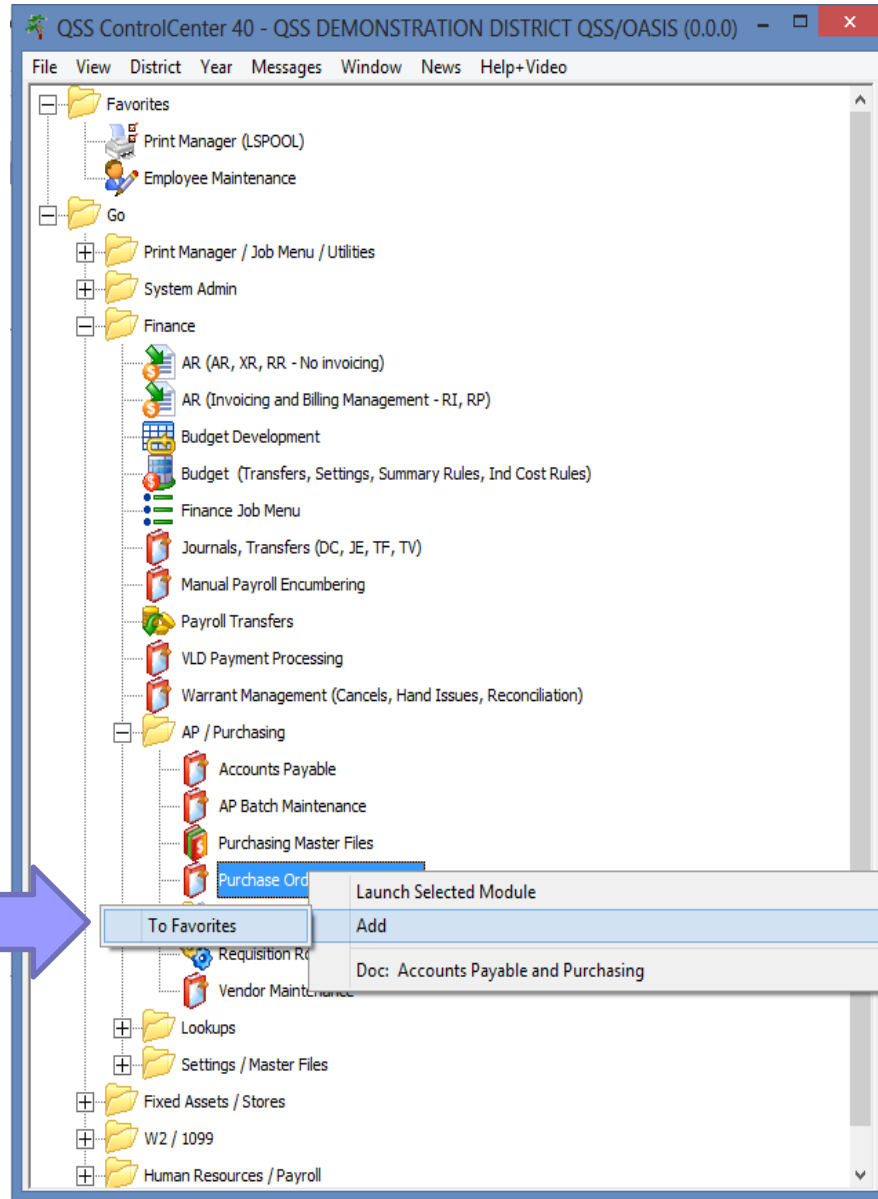
Favorite Options

Right clicking allows you to remove it from favorites, order it in favorites, and also gives you the option to launch it as soon as QCC starts.
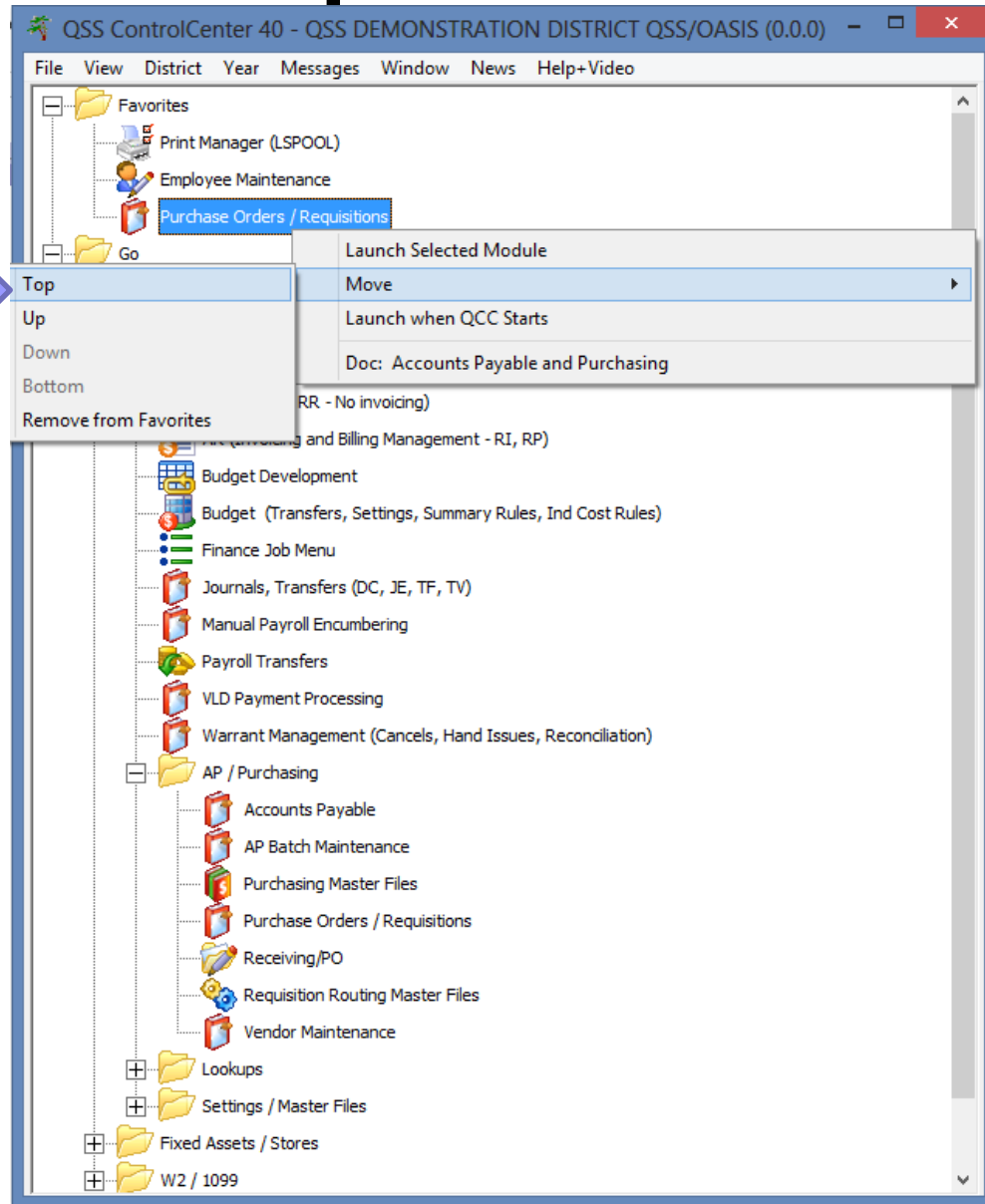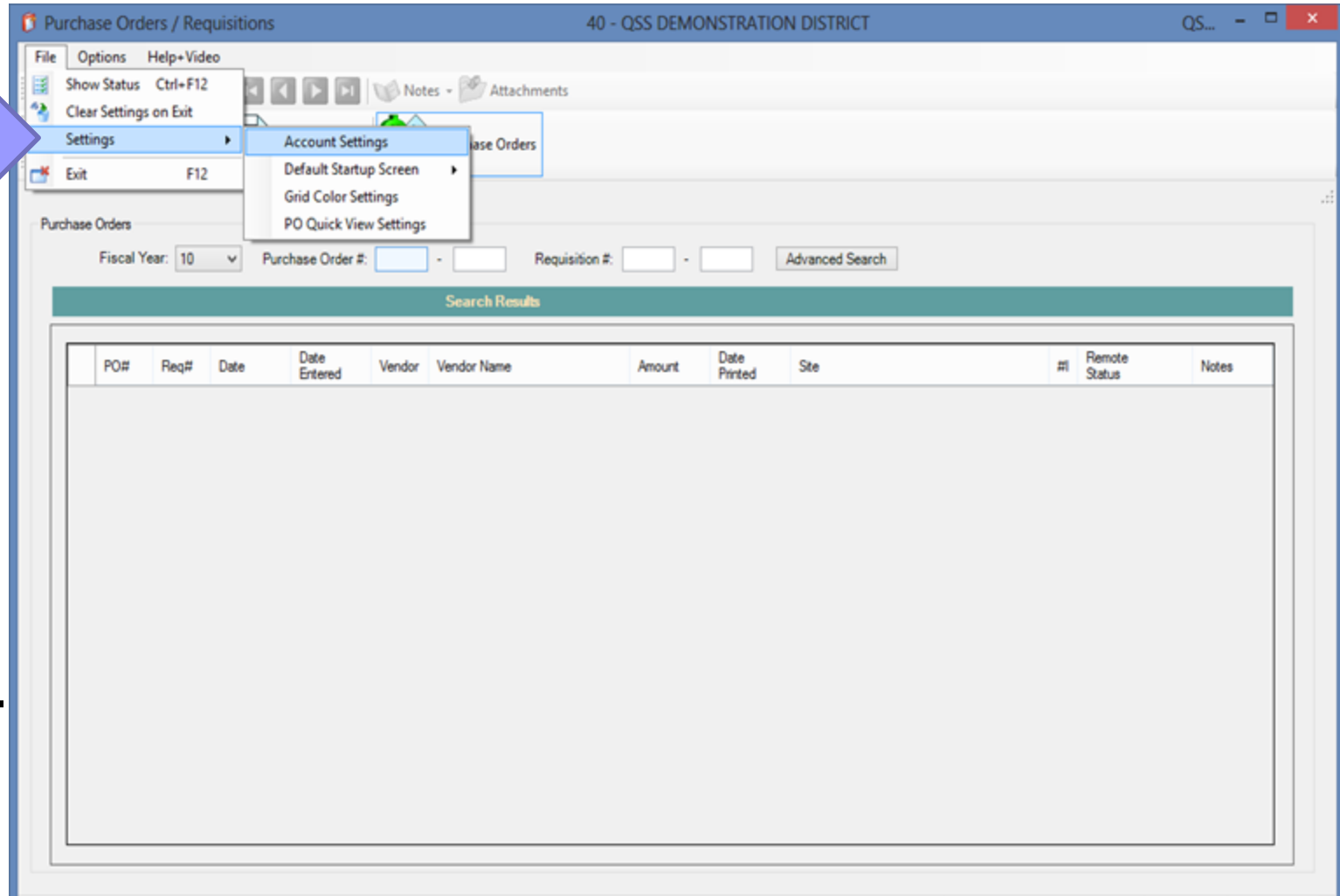
Restoring All Default Settings

To restore default settings for the application click on Clear Settings on Exit.

Application Settings

The settings menu allows you to select many default settings for the whole application.

Account Settings

This screen allows you to select how many accounts your account class control will remember. It also allows you to add accounts that will always be present, and if you want them at the top of the list or the bottom of the list.

Startup Screen

You can select which tab is open when the application starts.
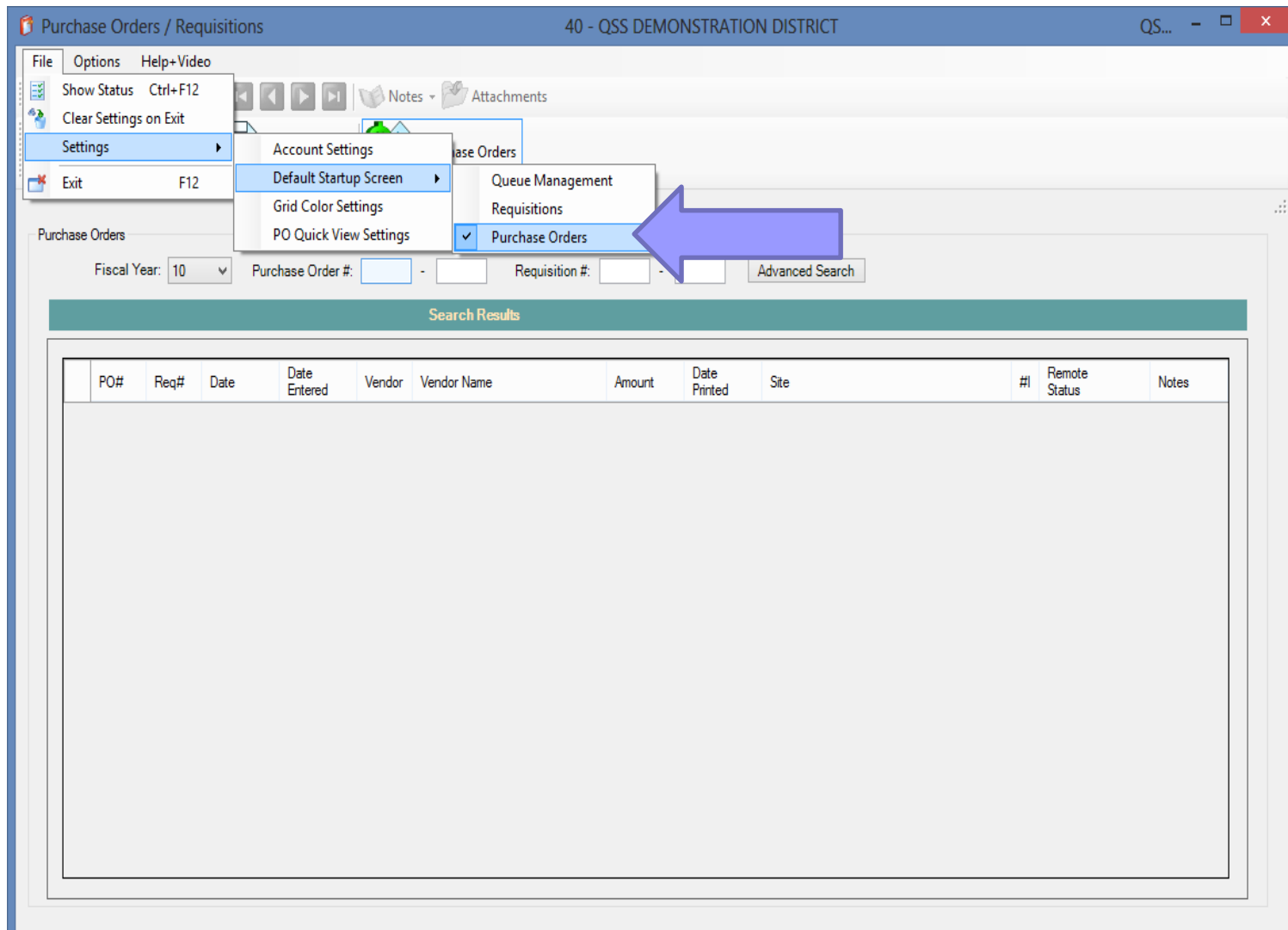
Grid Color Settings
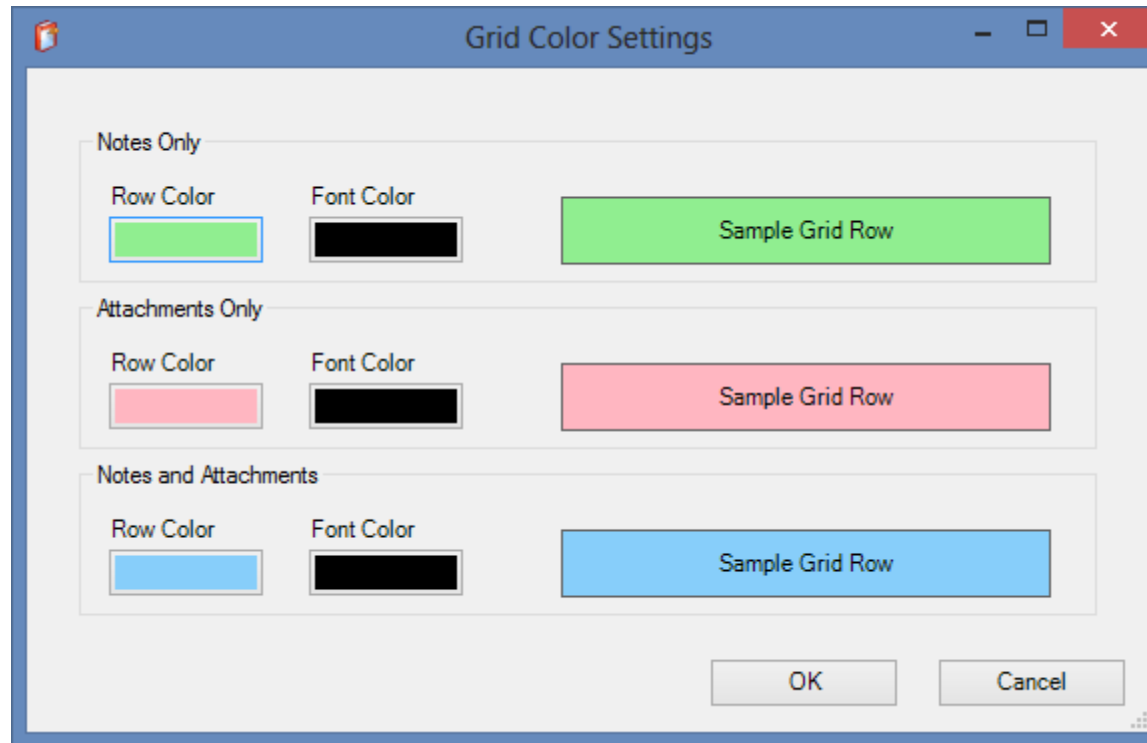
You can select the color for the rows in the grid when notes and attachments are present.

PO Quick View Settings
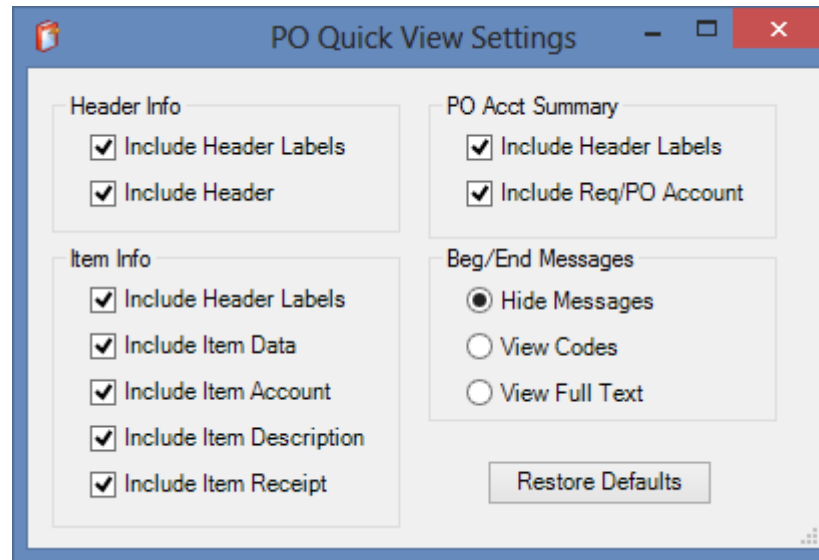
You can choose which information you want to be displayed in the quick view that is built for requisitions and purchase orders.

Help + Video
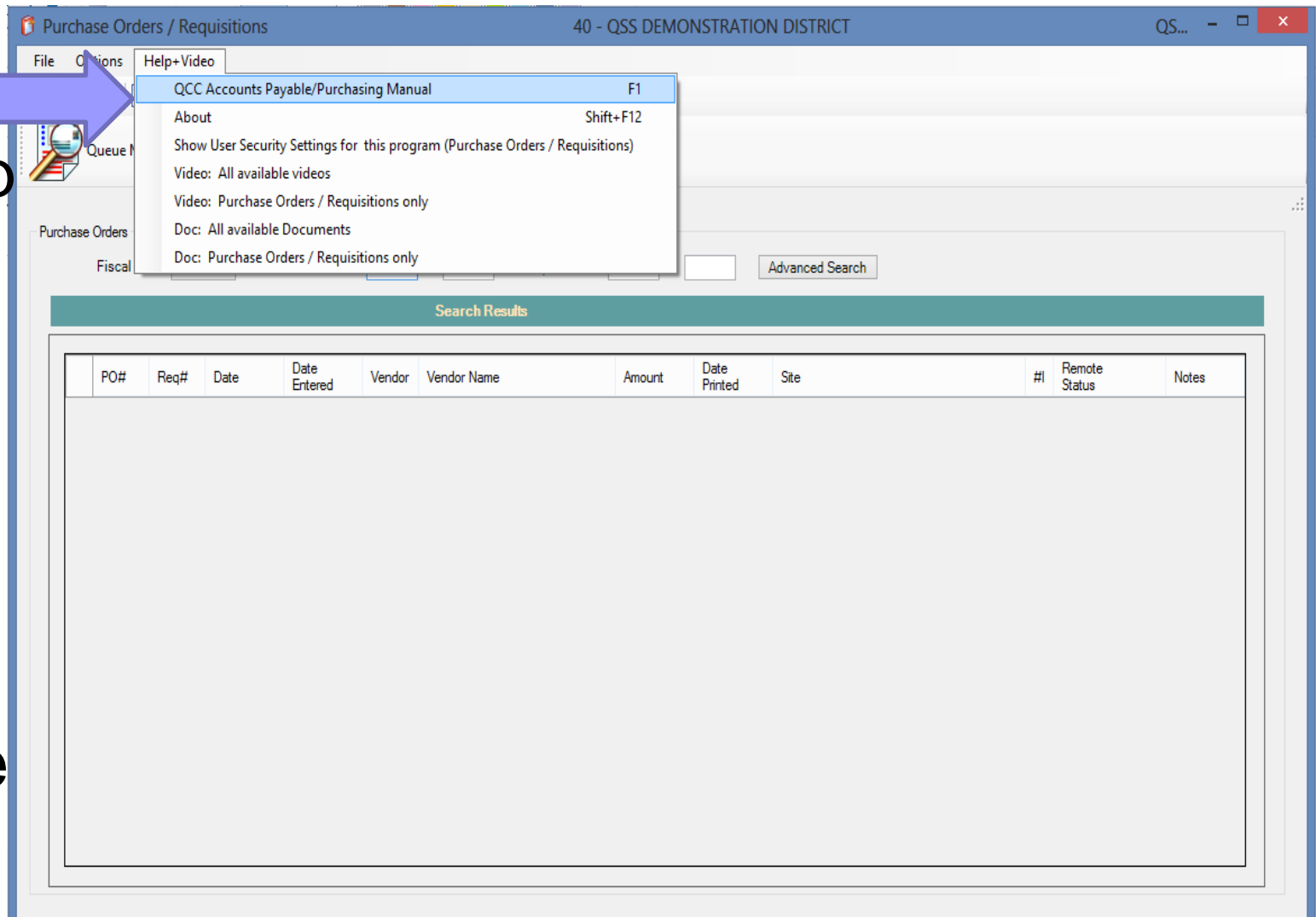
The Help menu allows you to access the manual and available videos.

Searching PO's

To search PO's, make sure you are on the Purchase Order tab and press the search button. The advance search option is also available.

Advanced Search

The advanced search screen offers many different options for looking up Purchase Orders.

Selecting PO's

You can Inspect a PO by pressing the Inspect button, double clicking a line, or right clicking and selecting Inspect.

Quick View

The menu also allows you to view a quick view of the Purchase Order/Requisition.

Notes Screen
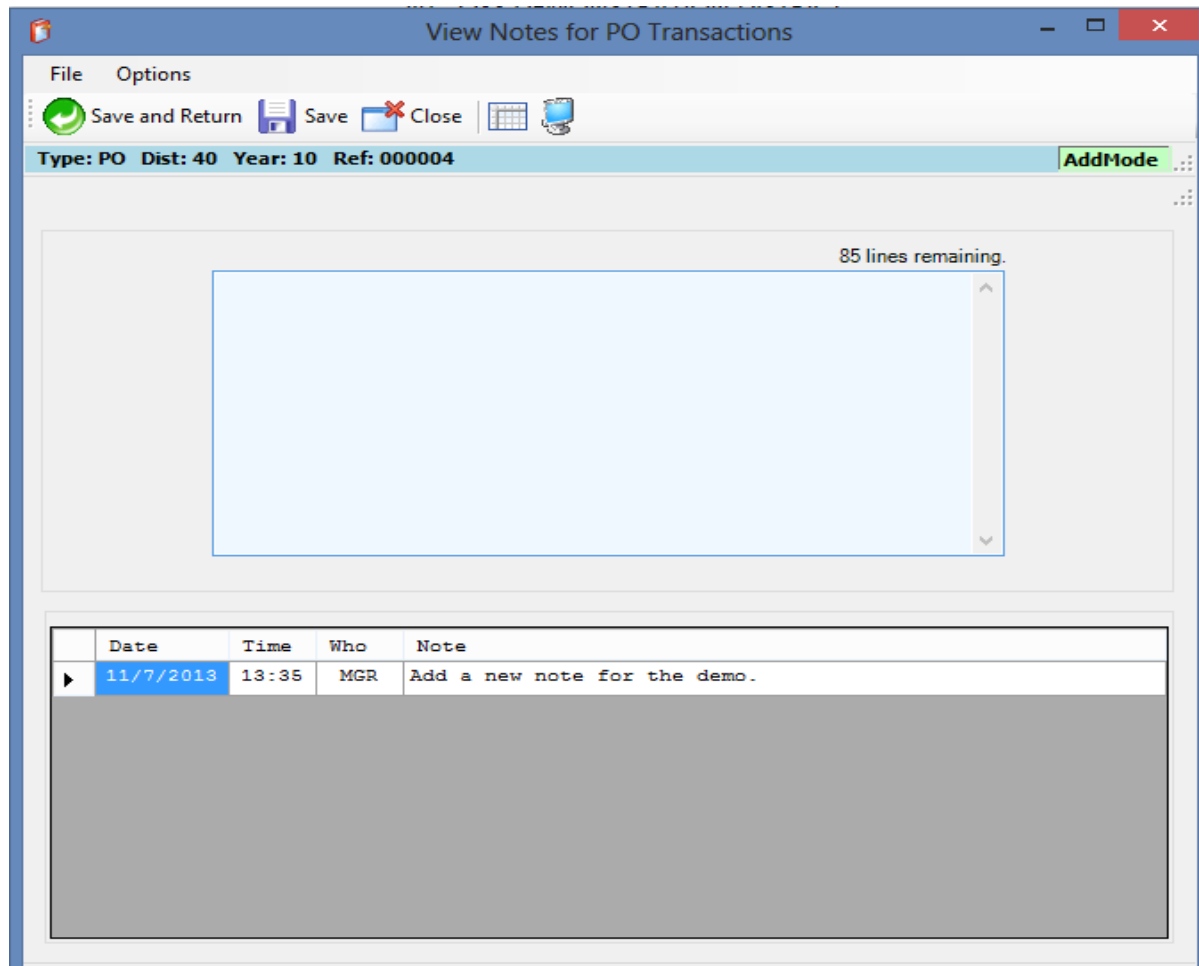
The Notes screen is also available from the menu.

Manage Attachments
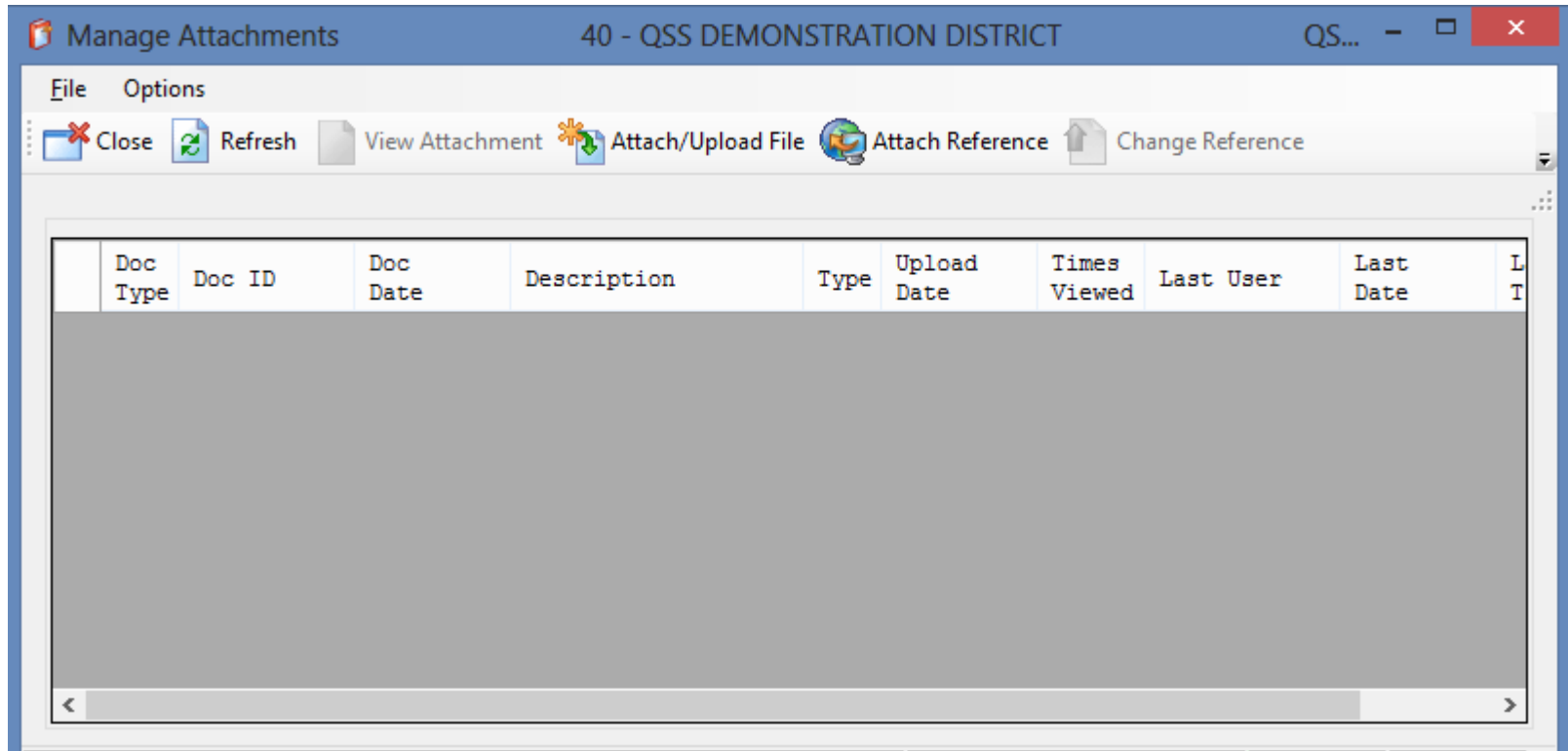
From the menu, you can also manage your attachments for a REQ/PO.

Purchase Order Inspect Screen

From the PO Inspect screen, you can enter the Change Order screen, or look at the Change Order History screen.

Change Order Screen

This screen allows you to start a new POCO and review previously entered POCOs for this PO.

Adding an item

To add an item to the PO, select Add Item from the Options menu.
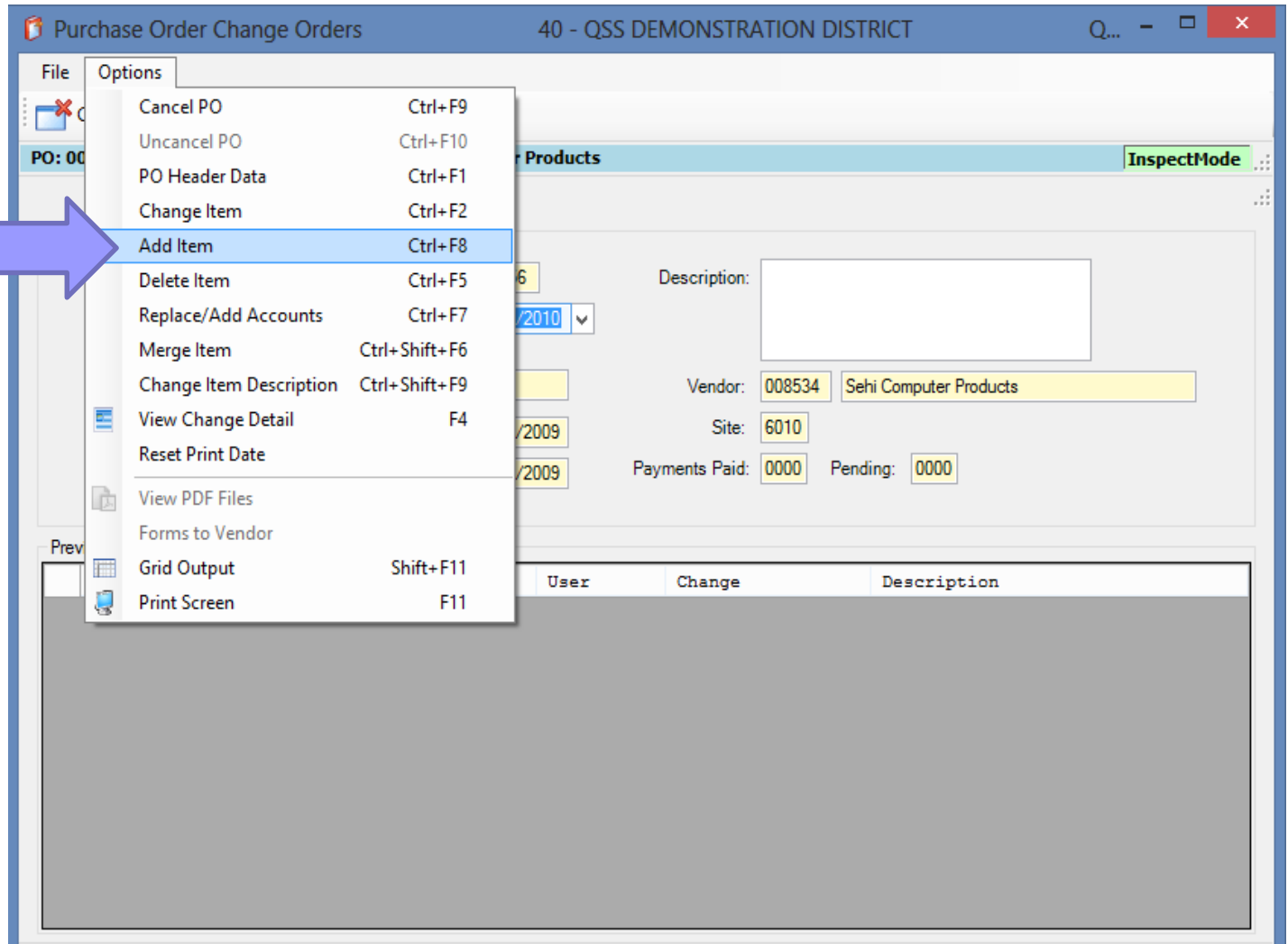
Adding an item

This screen is almost identical to the Requisition Entry screen for items. You should be able to easily enter the data on the screen.

Adding an item

You can default custom messages by pressing F4 or selecting Process Message Library.

Adding an item

Enter a message preceded by the special character defined in the PXENCM USERSEC. Then press F4 to load the message.

Adding an item

The description is filled in with the message from the message library.

Adding an item

To enter a discount, press F3 to make the discount fields editable. (Version L only)

Adding an item

Select the type of discount, then enter the Percentage or Amount as needed.

Adding an item (Version L)

- The Global Discount is a percentage that is used on all items

- The Item Percentage applies the discount only to this item based on the percentage you enter

- The Item Dollar applies the discount only to this item based on the dollar amount you enter

Adding an item

Switch Item/ Description is a fast way to move to the Description field, or back to the Print field. Shift + F3 is the hotkey available.

Adding an item

The Description Size option allows you to choose the size of font you want used in the Description field.

Adding an item

Once you've made all the changes to the item you wish to add, simply press the Save button.

Adding an item

If the save is successful, you will be returned to the main POCO screen and the new change order information will be displayed.

Adding an item

To view the detail of the change, select the Change Detail option from the toolbar.

Adding an item

The Change Detail screen shows all the information from all changes to the purchase order. The Quick View (InstaPrint) is available from this screen.

Adding an item

Once you return to the main Purchase Order screen, a change order number will be displayed. Clicking the link will bring up the Change Order History screen.

Adding an item

The Change Order History screen also allows access to the Change Detail screen.

Deleting an item

To delete an item, simply choose the Delete Item option from the menu.

Deleting an item

On the Delete Item screen, you can browse the items by using the VCR buttons or by double-clicking an item in the grid.

Deleting an item

To mark an item for deletion, click the Delete Item menu option. Notice that a "Y" is placed in the grid marking the item for deletion.

Deleting an item

Using the Delete All menu item will mark all items for deletion.

Deleting an item

The Clear All option in the toolbar will remove any item you've marked for deletion.

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Deleting an item

Once you've verified you have marked the correct items for deletion, click the Save button.

Deleting an item

As a precaution, you'll receive a message asking you to confirm the deletion.

Deleting an item

If the delete is successful, you'll be returned to the main POCO screen with the new change order displayed.

Deleting an item

You can once again go into the Change Detail screen and view a detailed listing of the change.

PO Payments Screen

You can access the PO Payments screen by choosing it from the QSS main menu.
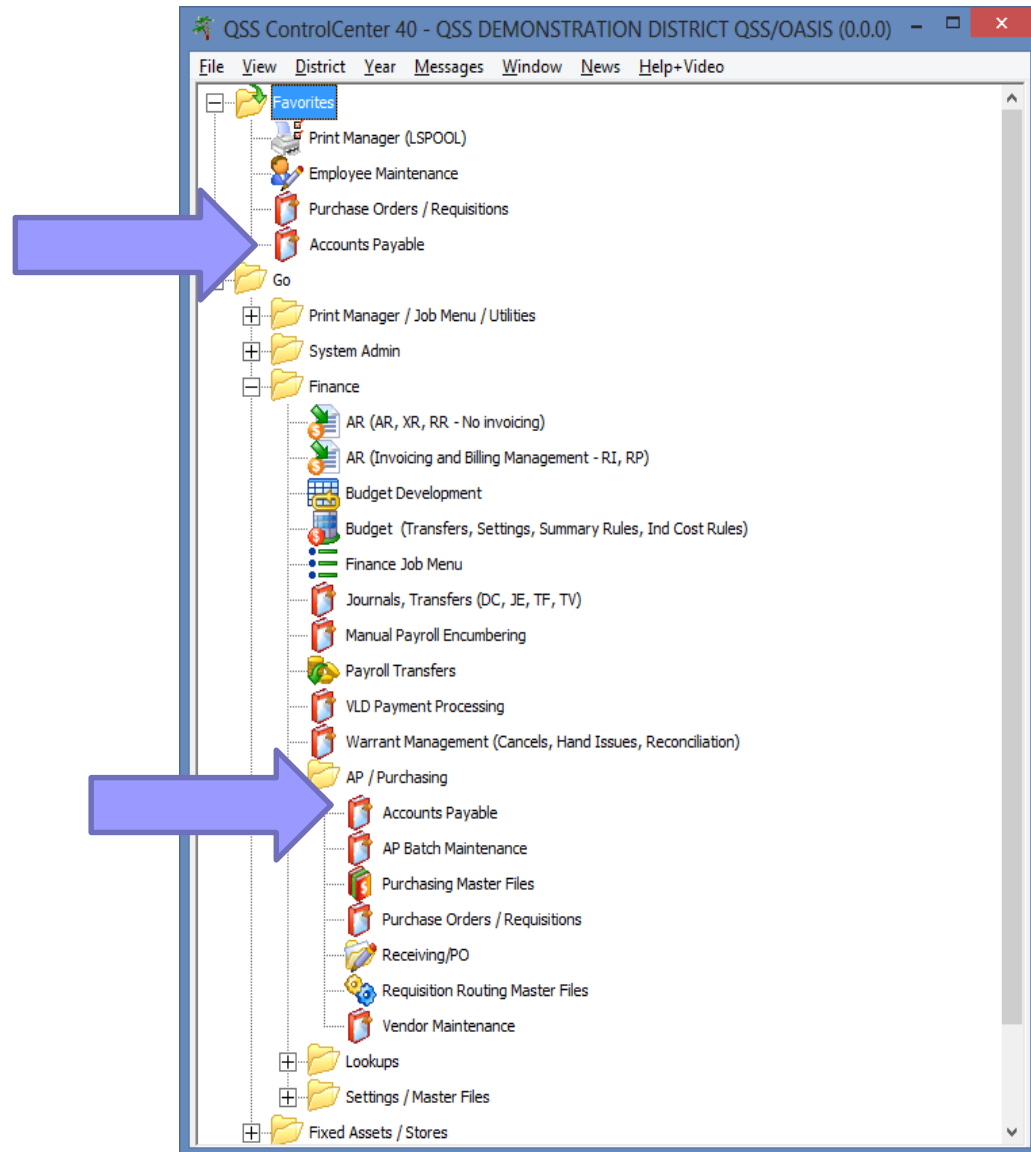
PO Payments Screen

Once you're in Accounts Payable, select PO Payments from the tree view.

PO Payments Screen

You can search by entering the PO number you're looking for, then clicking the Search button. The results will be returned in the grid at the bottom of the screen.

PO Payments Screen

For each change order, a line was closed and reopened with the new encumbered amount.

Cancelling a PO

To cancel a PO, enter the date and description, then select Cancel PO from the Options menu.

Cancelling a PO

The header information for the PO will be displayed, along with a field asking if you really want to cancel the PO, and a field for the cancelation reason.

Cancelling a PO

Once the fields are entered, click the Save button.

Cancelling a PO

If the cancel is successful, you'll be returned to the main POCO screen with the new change order displayed.

Cancelling a PO

You can go into the Change Detail screen and view a detailed listing of the change.

Cancelling a PO

In the PO Payment screen, the amount is liquidated

PO Payment - Details

File   Options

Next PO#: <Enter PO#>   <Line>   Quick View Next PO   PO Quick View   Inspect

Requisition Number: 501856   PO Number: 001556   FY: 10   Description: PRINTER INK

Vendor No./Address No.   008534 / 00   Discount: 0.00 %

Attach: N

Vendor name/address	Remit name/address
Sehi Computer Products 1275 Puerta Del Sol San Clemente, CA 92673	Sehi Computer Products 1275 Puerta Del Sol San Clemente, CA 92673

	FU RESC Y GOAL FUNC OBJT SCH MNGT BU	$ Original	$ Amount	Status
▶ 1	01.9650.0.7111.2700.4300.640.6762.00	79.02	0.00	C

	Payment Type	Date	Invoice Description	$ Payment	$ Liquidate	Discount	Discount %	$ Net	$ Balance	Use Tax	UT Rate %	$ UT Amount	UT Obj	1099	Vendor Address
1	C - Close	06/30/2010	POC010 CO# 01	0.00	79.02		0	0.00	0.00		0	0			00
2	O - Reopen	06/30/2010	POC010 CO# 01	0.00	104.02		0	0.00	104.02		0	0			00
3	C - Close	06/30/2010	POC010 CO# 02	0.00	104.02		0	0.00	0.00		0	0			00
4	O - Reopen	06/30/2010	POC010 CO# 02	0.00	91.84		0	0.00	91.84		0	0			00
5	C - Close	06/30/2010	No longer needed. *	0.00	91.84		0	0.00	0.00		0	0			00
			Totals:	0.00	79.02			0.00				0.00			

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Uncancelling a PO

What if you make a mistake, and you really need the PO? Simply Uncancel the PO!

Uncancelling a PO

Header information for the PO is displayed along with two prompts making sure you want to Uncancel the Purchase Order.

Uncancelling a PO

After entering a description and setting the prompt to "yes", click the Save button.

Uncancelling a PO

If the save is successful, you'll be returned to the main screen and the new line will be displayed.

Uncancelling a PO

You can go into the Change Detail screen and view a detailed listing of the change.

Uncancelling a PO

Notice that the amount for the PO is now encumbered again in the PO Payments screen.
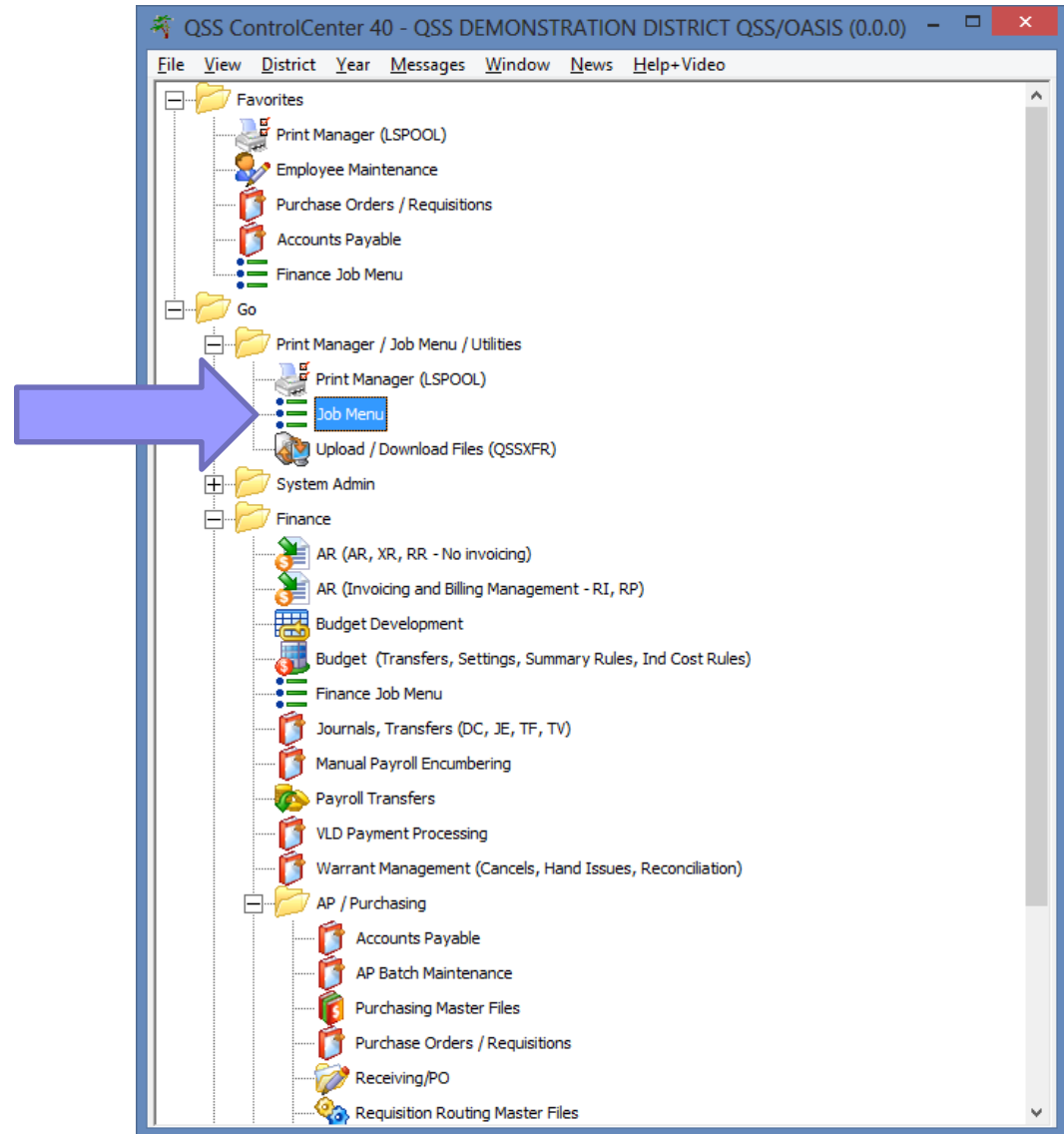
Printing the POCO

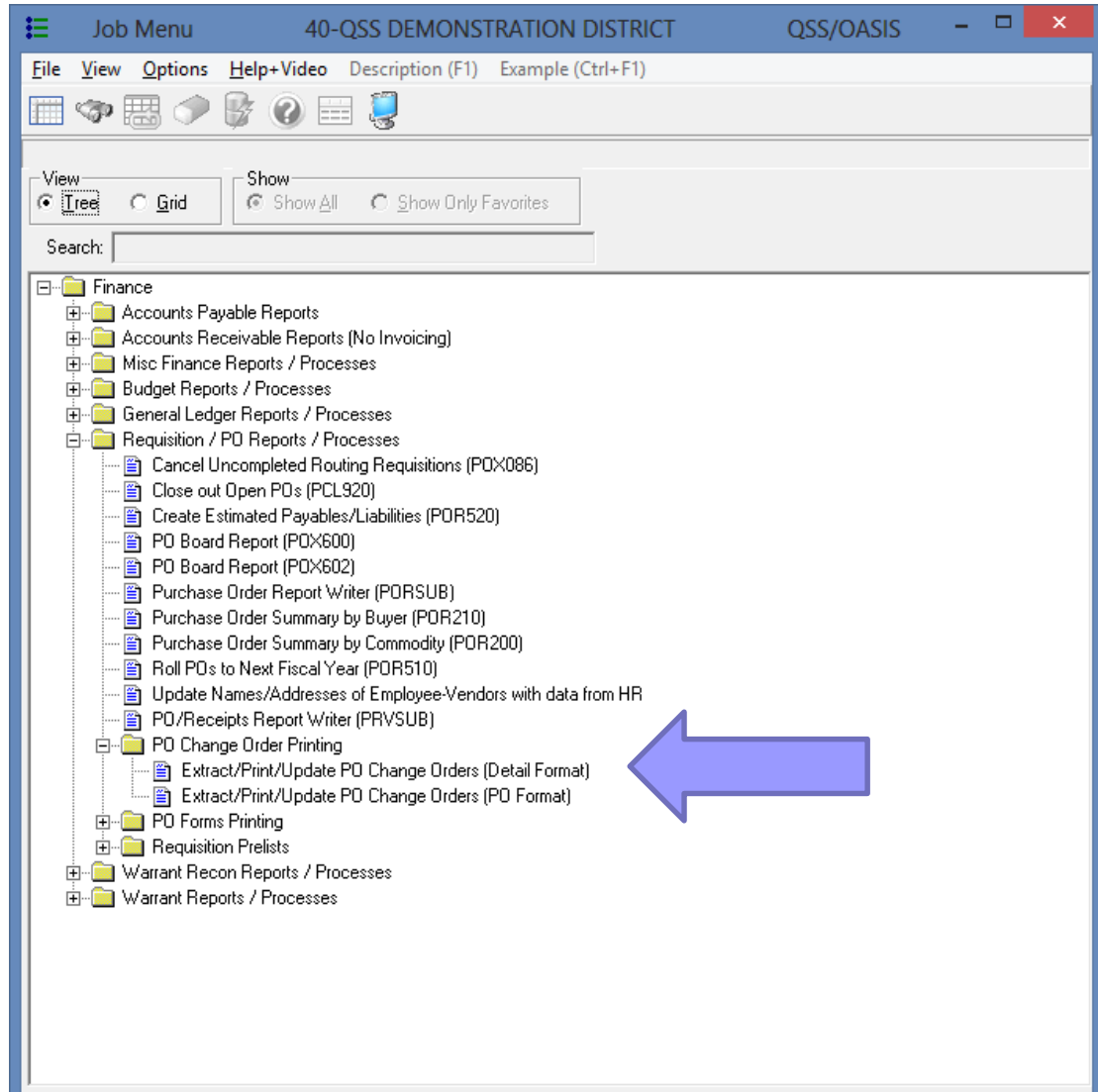To print or reprint a POCO, select the Finance Job Menu from the main QCC form.
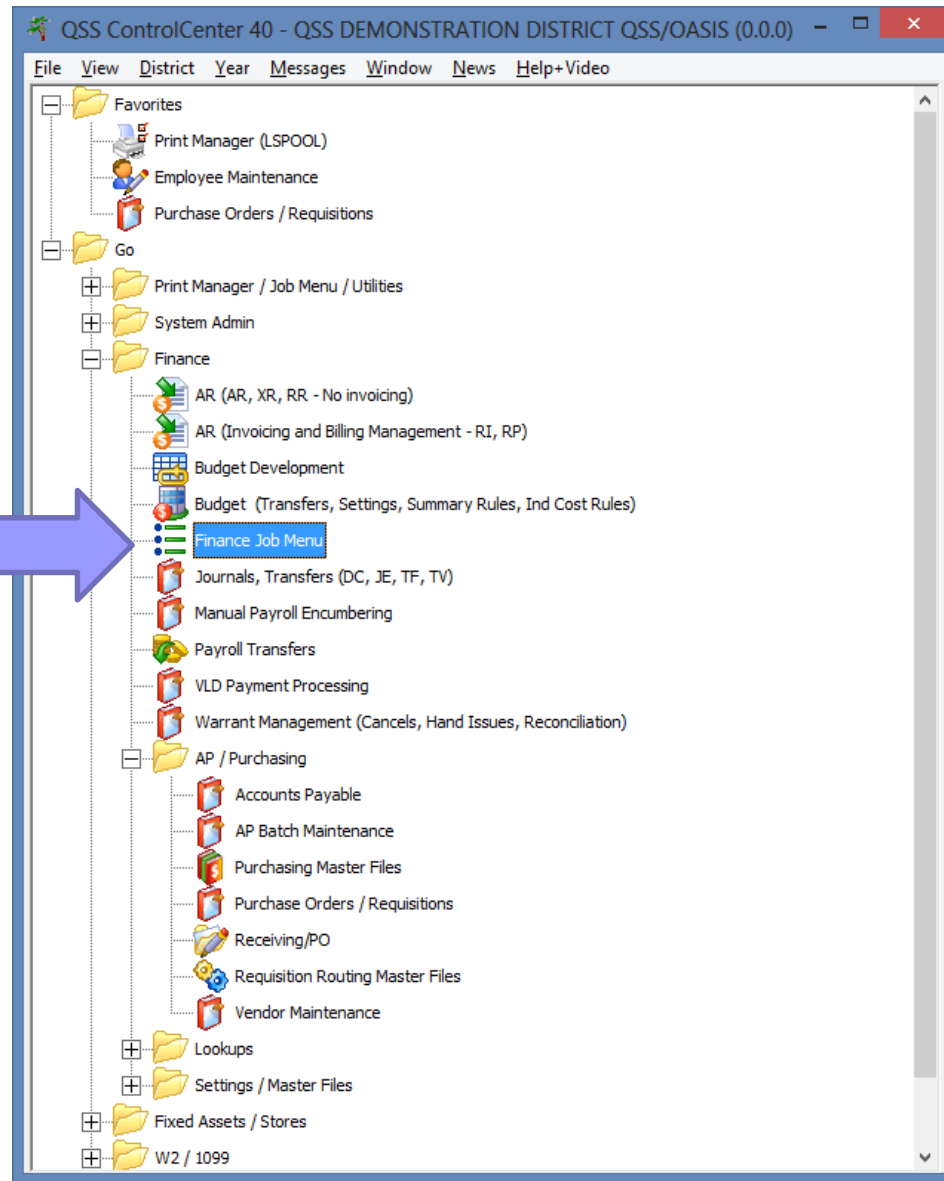
Printing the POCO

You can also print or reprint a POCO from the Job Menu.

Printing the POCO

Under the Requisition / PO Reports / Processes menu you'll find the PO Change Order Printing menu.

Printing the POCO

- If you choose Detail Format, the POCO will print with the from/to values

- If you choose PO Format, the POCO will print with the changes overwriting the original values

Printing the POCO

Regardless of the choice you make, both options have the same criteria for launching the report.

Printing the POCO
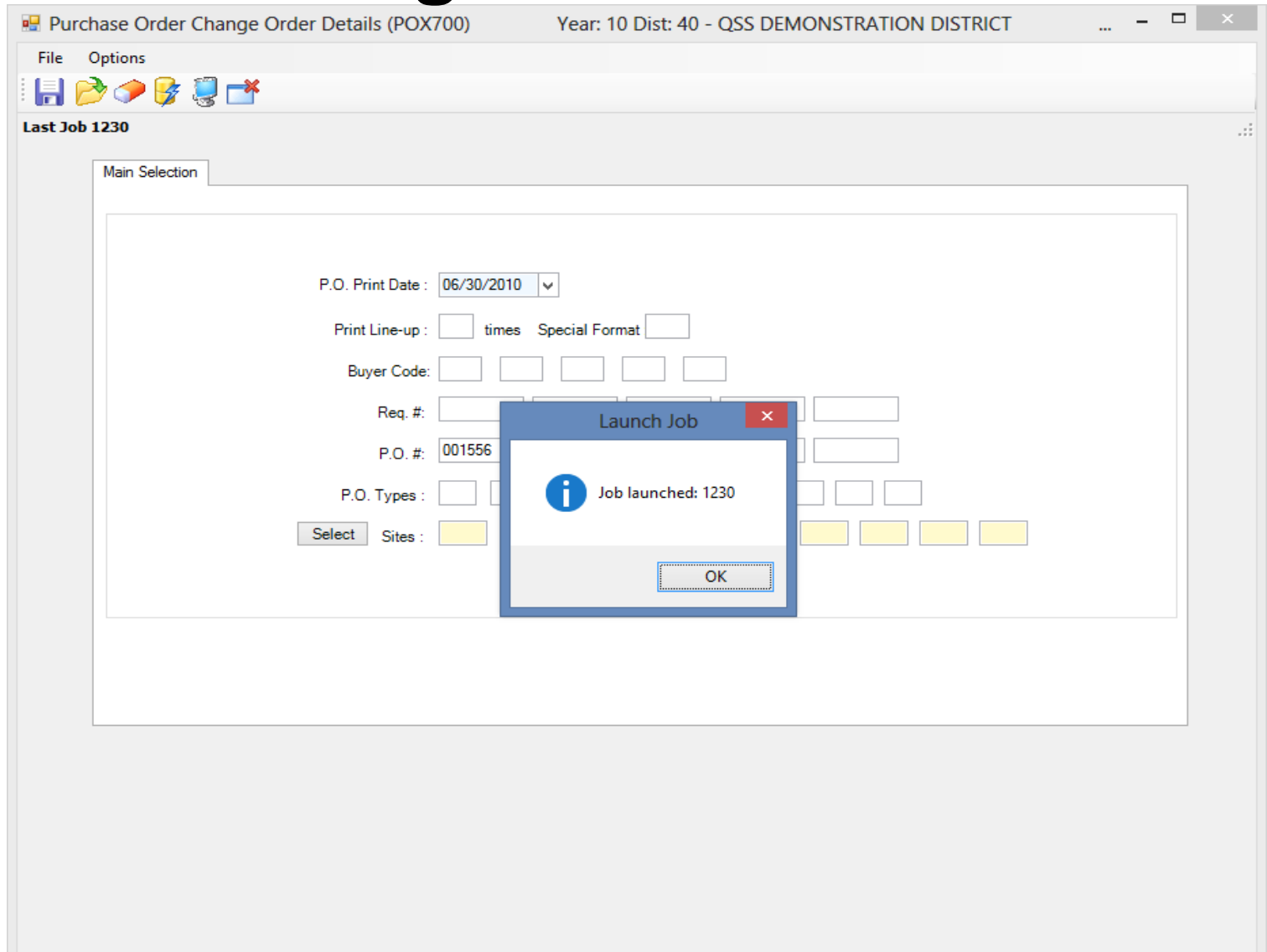
Enter the print date and the PO number to be printed, then click the Submit button.
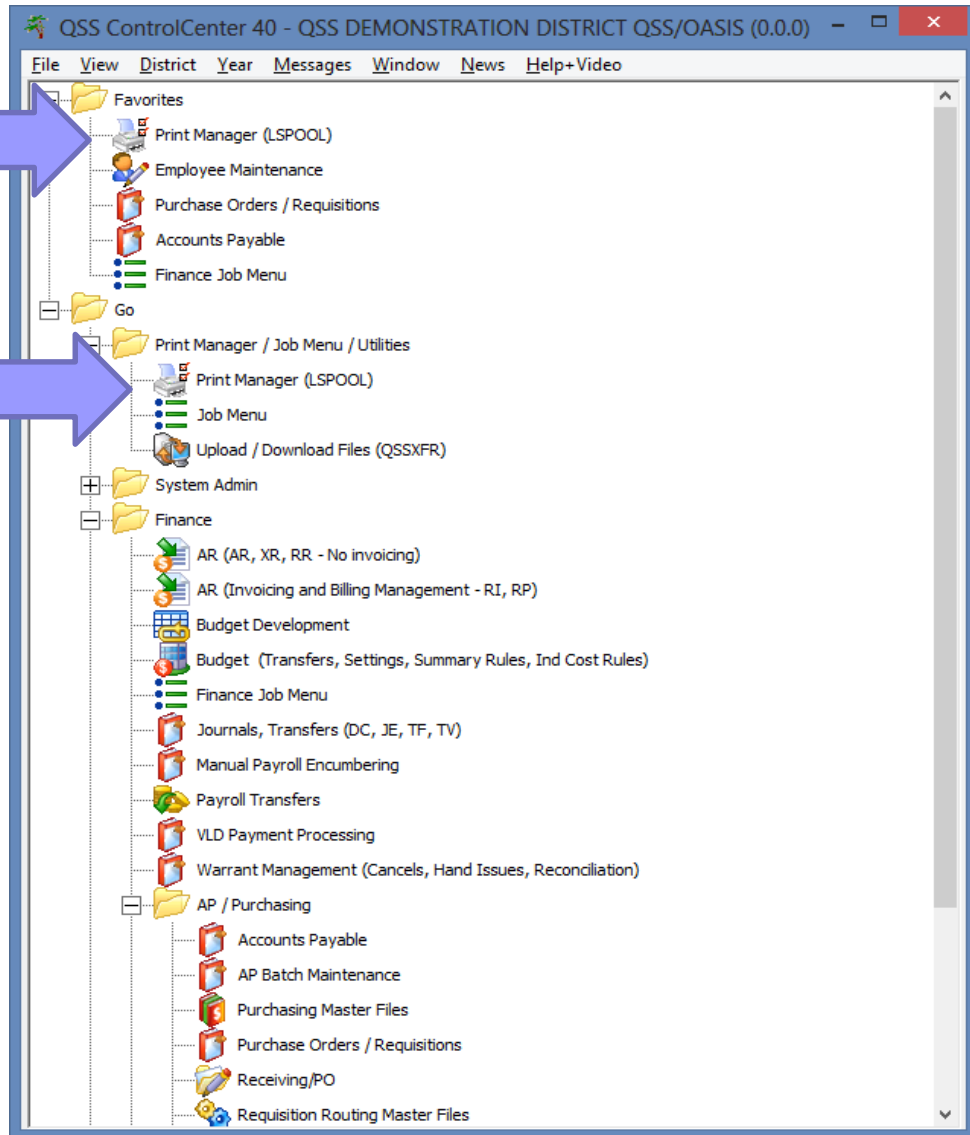
Printing the POCO

A screen will pop up with the job number.

Printing the POCO

Go to Print Manager (LSPOOL) to print the file that was created.

Printing the POCO

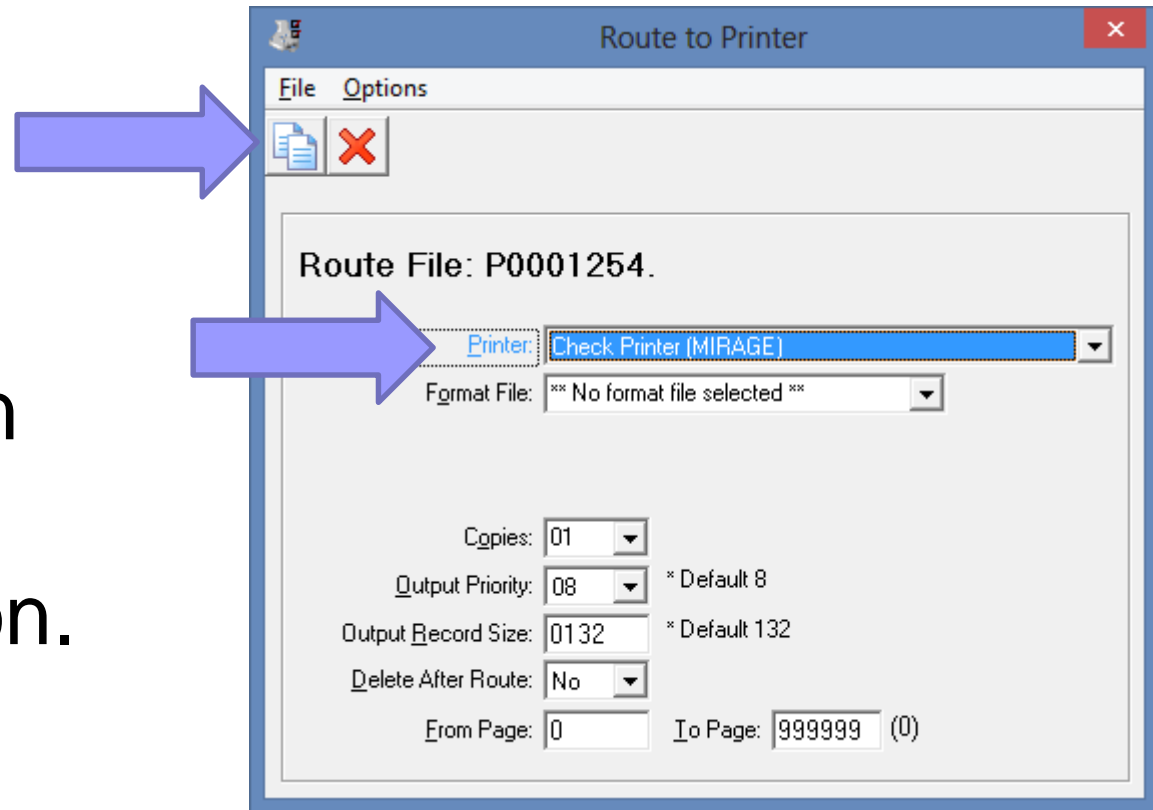You can locate the file using the job number.

Printing the POCO

Depending on your environment, click Print or Route to send the output to the laser printer. This is an example of Route.
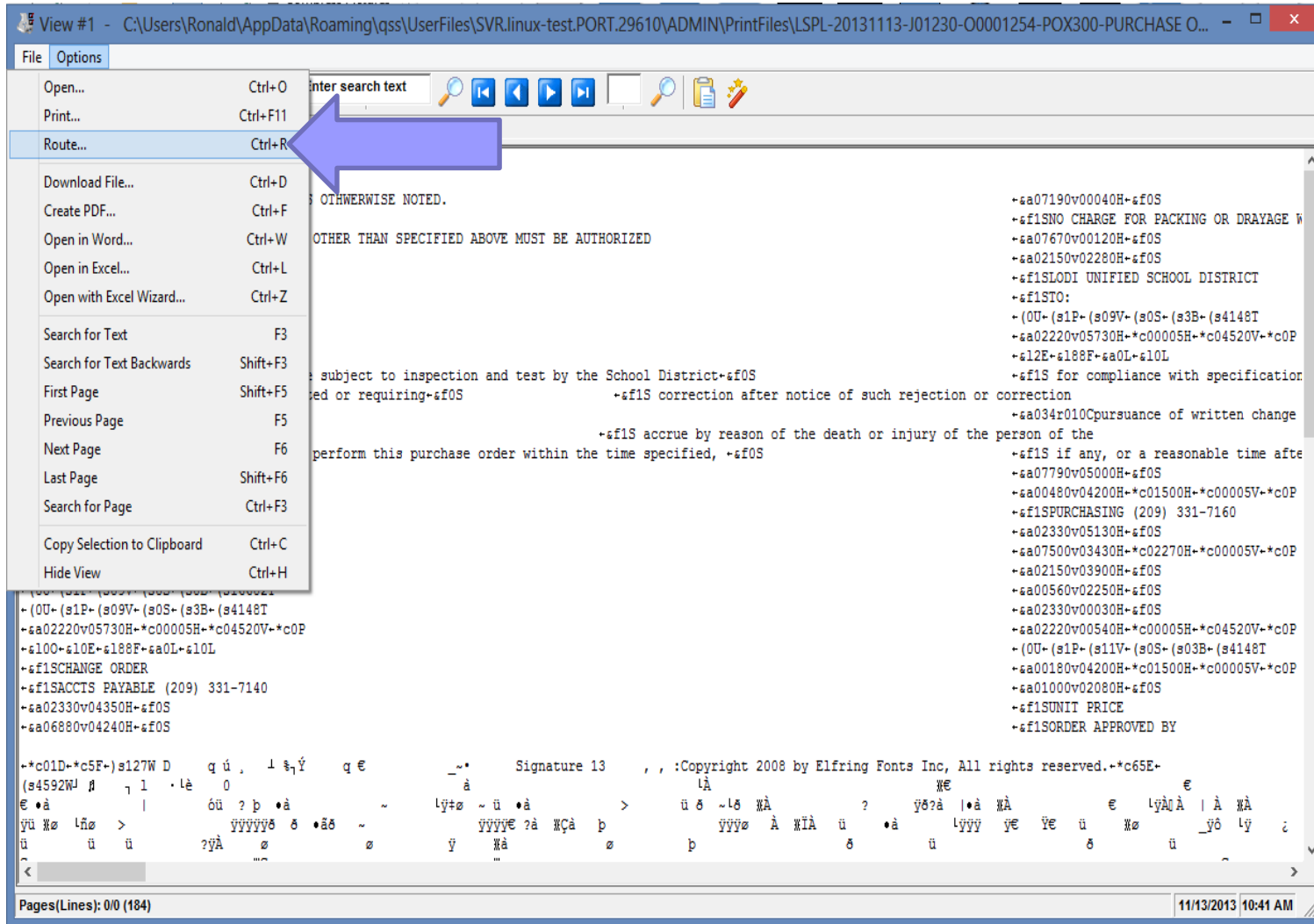
Printing the POCO

Select the destination printer, then click the Route button.

Printing the POCO

The new Change Order will print on the selected printer.

? Questions ?

At this time, you're welcome to raise your hand if you'd like us to answer any questions.

We'd Like Your Feedback