

QSSUG PSFA Committee - Webinar

QCC Purchasing (POCO)

November 14, 2013

Ronnie Steward, **QSS**

Webinar Agenda

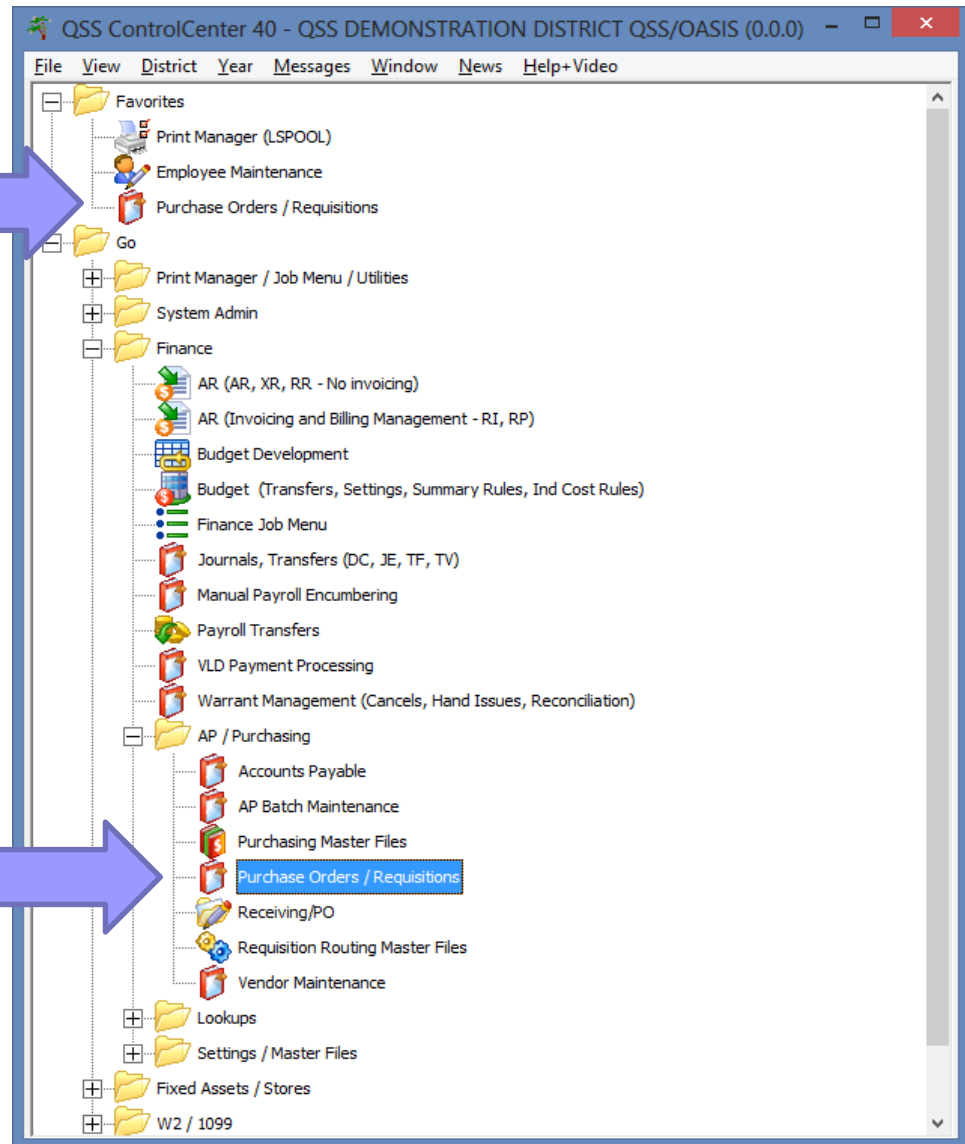
- Changes/Enhancements made to the POCO software
- Processing a POCO, including adding/deleting a line
- Using POCO to cancel/uncancel a purchase order
- Illustrating the impact of POCO encumbrance changes on the PO Payment screen
- Printing/Reprinting POCO forms

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

Purchase Orders / Requisitions 40 - QSS DEMONSTRATION DISTRICT QSS/OA...

File Options Help+Video

Queue Management Requisitions Purchase Orders

Purchase Orders

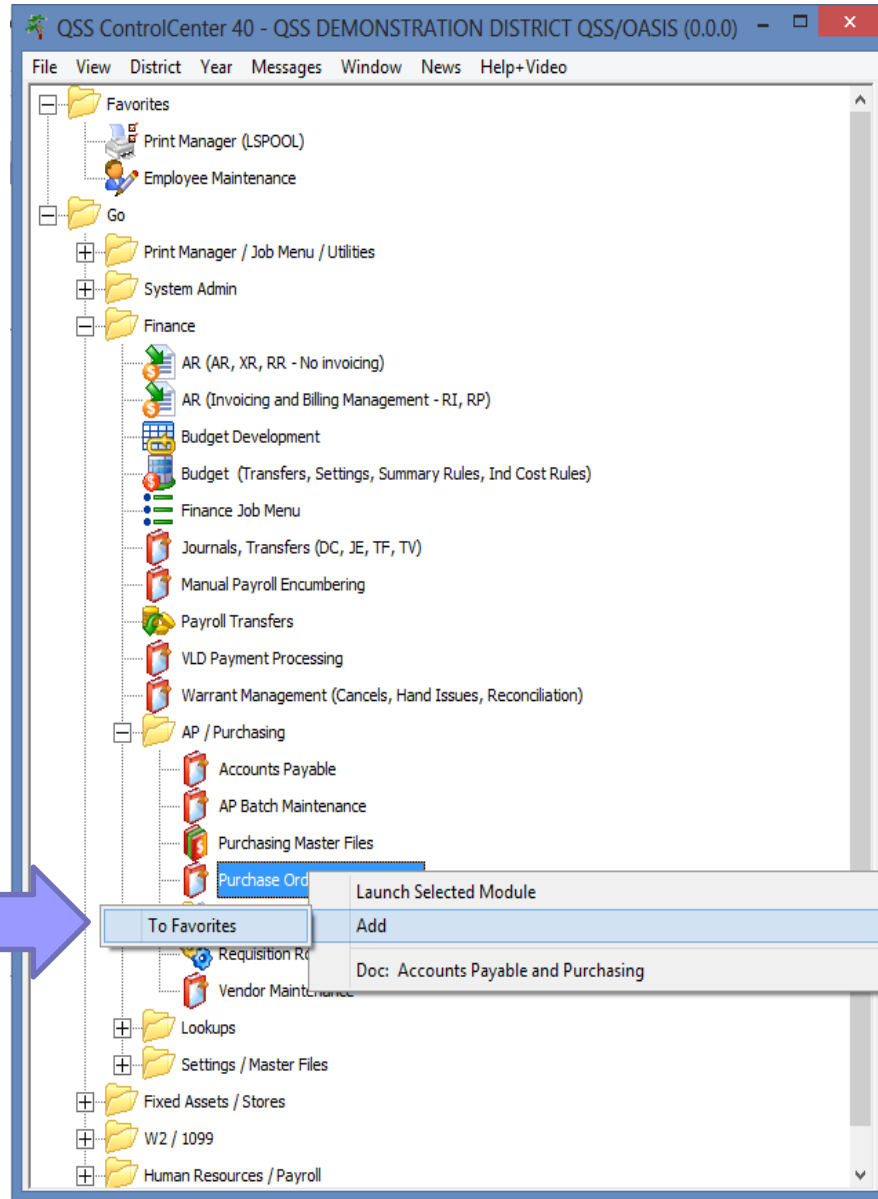
Fiscal Year: 10 Purchase Order #: - Requisition #: Advanced Search

Search Results

PO#	Req#	Date	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site	#	Remote Status	Notes
-----	------	------	--------------	--------	-------------	--------	--------------	------	---	---------------	-------

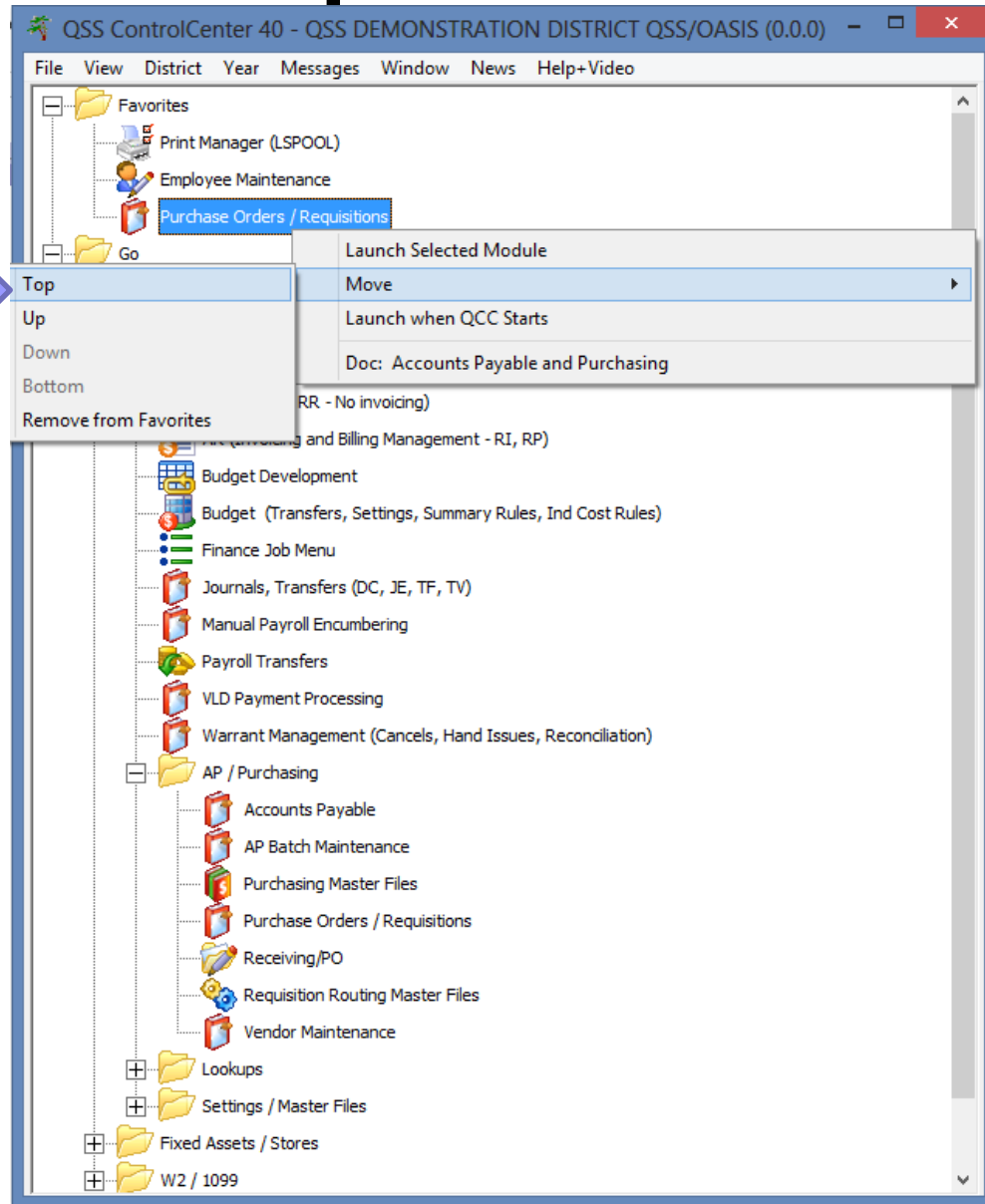
Add To Favorites

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



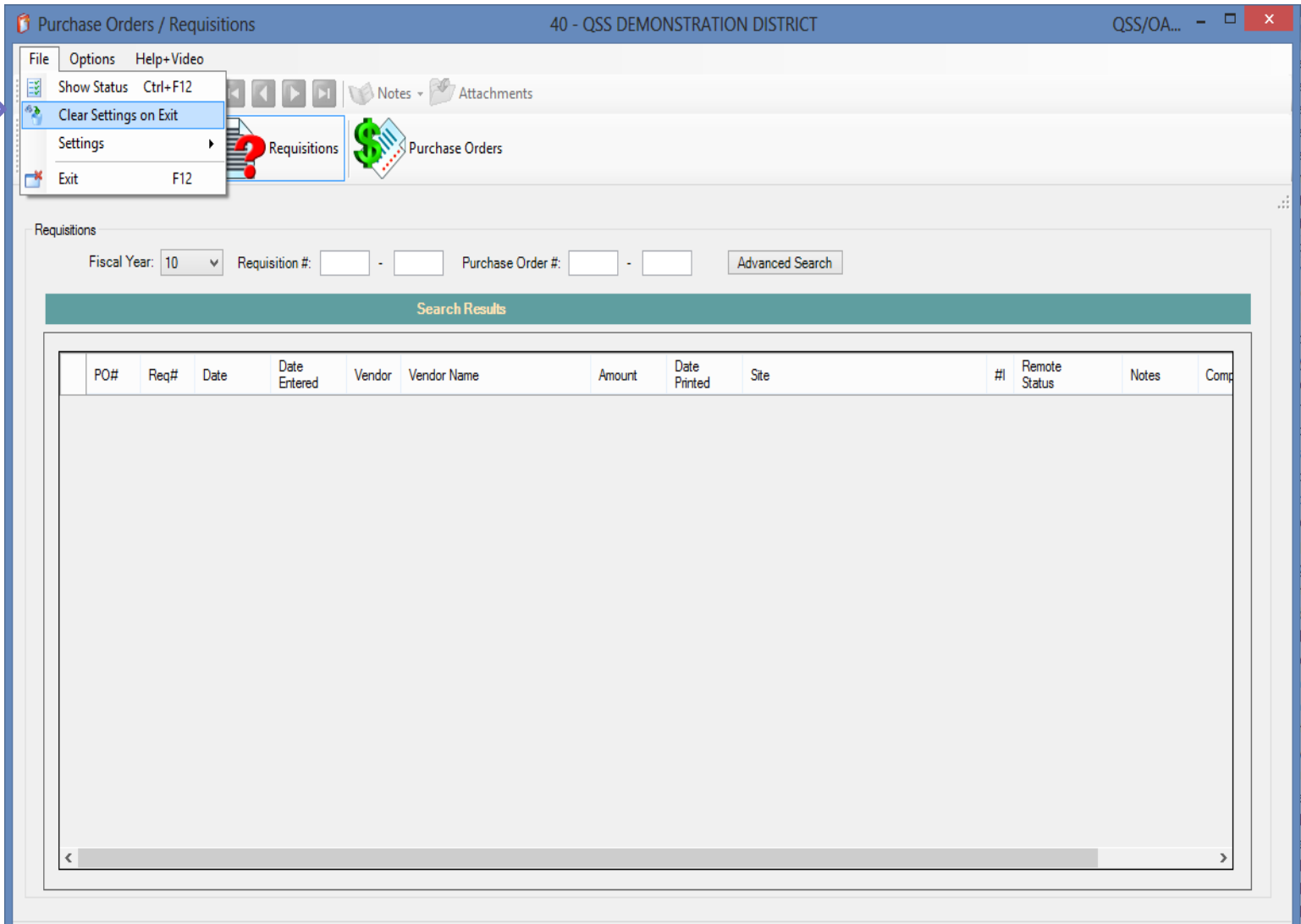
Favorite Options

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

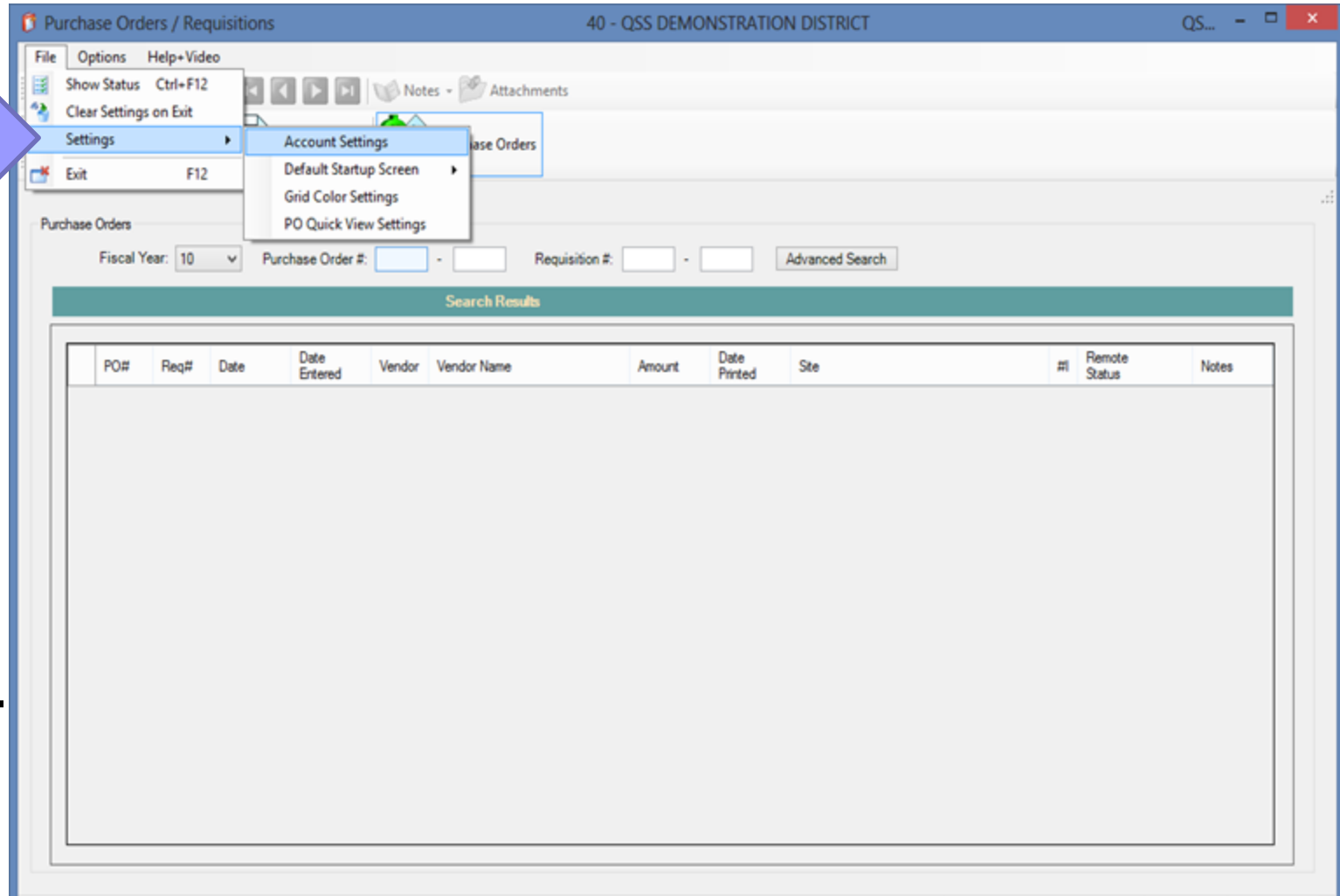
To restore default settings for the application click on Clear Settings on Exit.



The screenshot shows the 'Purchase Orders / Requisitions' application window. The title bar indicates '40 - QSS DEMONSTRATION DISTRICT' and 'QSS/OA...'. The 'File' menu is open, showing options: 'Show Status Ctrl+F12', 'Clear Settings on Exit', 'Settings', and 'Exit F12'. A blue arrow points to the 'Clear Settings on Exit' option. Below the menu, there are search filters for 'Fiscal Year: 10', 'Requisition #', and 'Purchase Order #', along with an 'Advanced Search' button. The main area is titled 'Search Results' and contains a table with columns: PO#, Req#, Date, Date Entered, Vendor, Vendor Name, Amount, Date Printed, Site, #, Remote Status, Notes, and Comp. The table is currently empty.

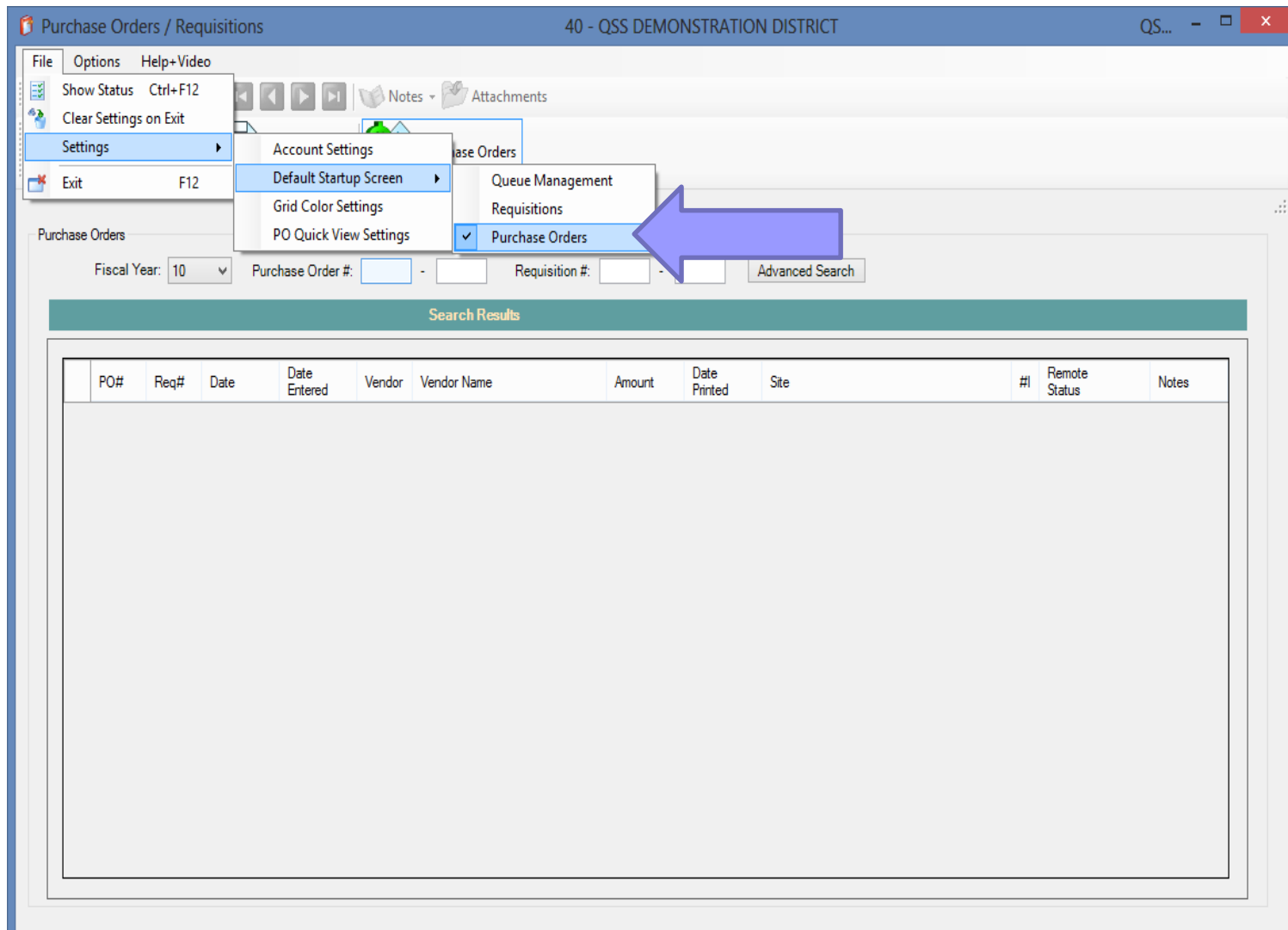
Application Settings

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

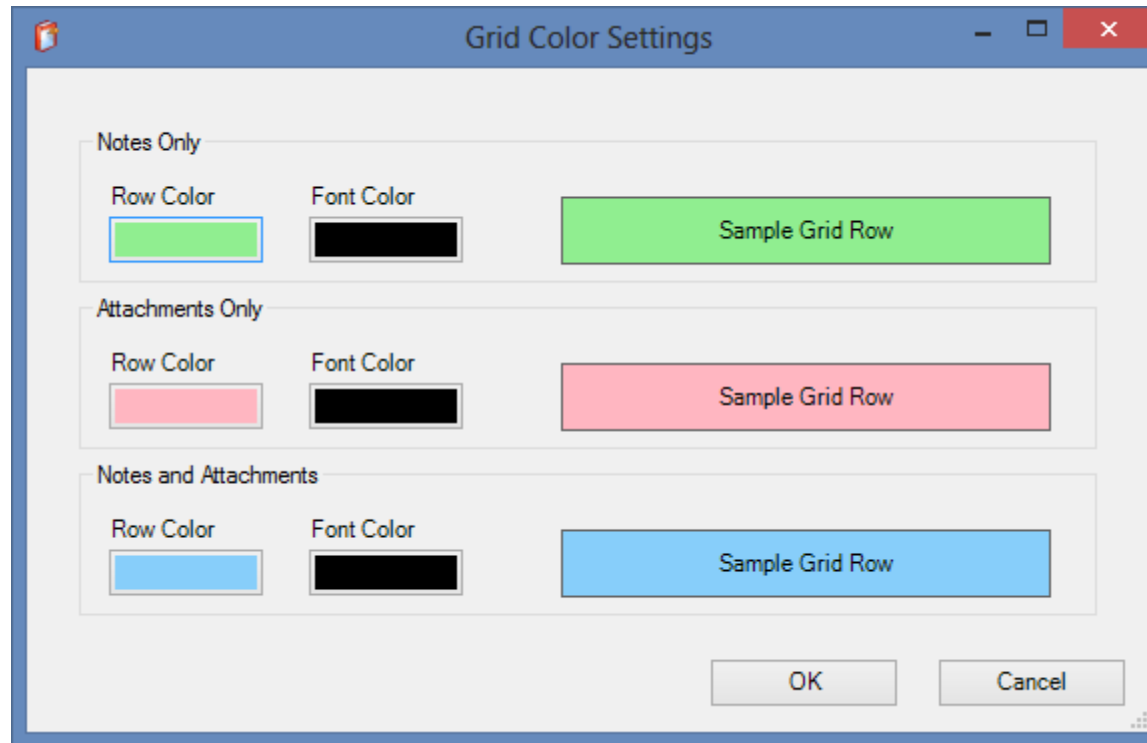


Startup Screen

You can select which tab is open when the application starts.

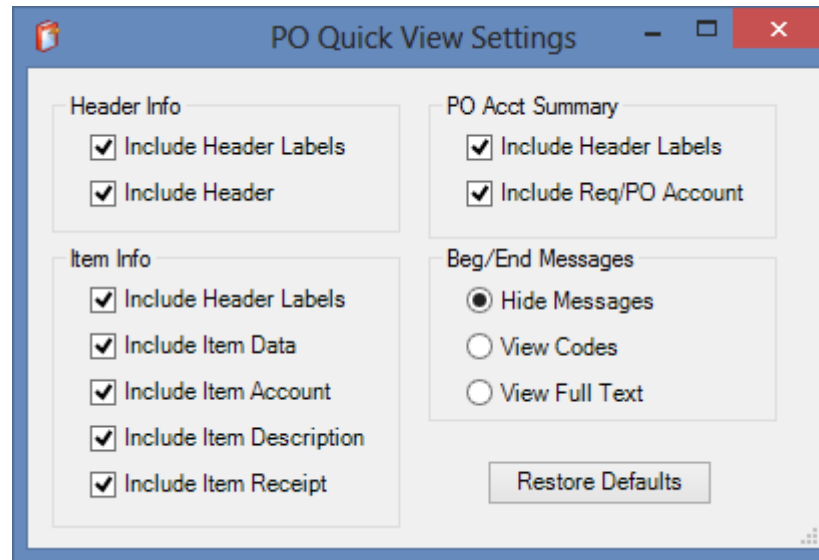


Grid Color Settings



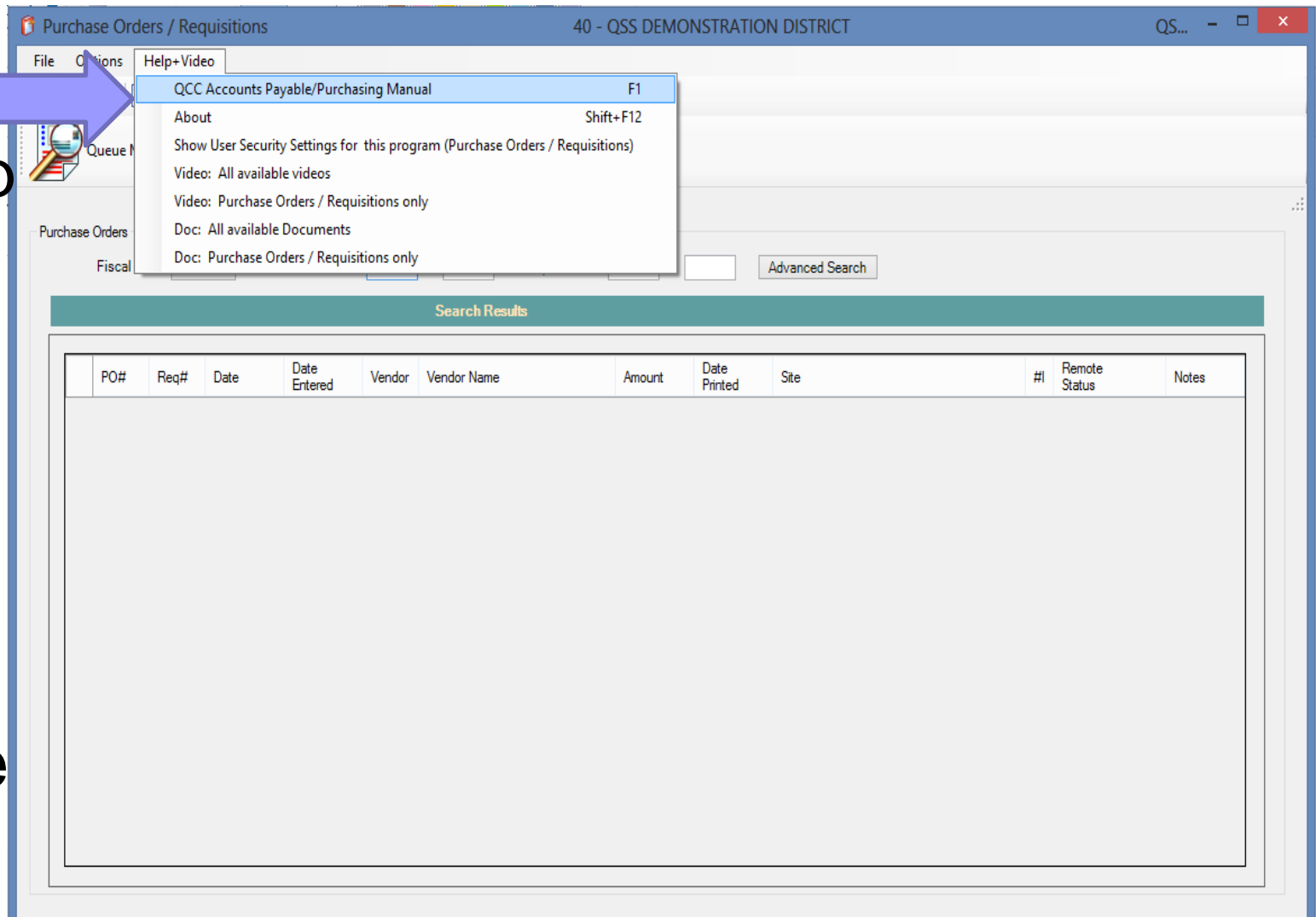
You can select the color for the rows in the grid when notes and attachments are present.

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

2405 records found.

Purchase Orders

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

Search Results

PO#	Req#	Date	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site	#	Remote Status	Notes
000001	500014	07/01/2009	07/01/2009	017610	John D Kroeger Associates	10,000.00	06/26/2009	8035-BUSINESS SRVCS	0001		
000002	500015	07/01/2009	07/01/2009	002230	Dameron Hospital	1,500.00	06/26/2009	8035-BUSINESS SRVCS	0001		
000003	500018	07/01/2009	07/01/2009	000667	Barnes And Noble	1,000.00	06/26/2009	1840-SERENADE, DANDY CHARTER	0001		
000004	500019	07/01/2009	07/01/2009	014937	Carnegie Learning	4,985.40	06/26/2009	1840-SERENADE, DANDY CHARTER	0009		
000005	500025	07/01/2009	07/01/2009	004787	International Reading Assn	69.00	06/26/2009	1840-SERENADE, DANDY CHARTER	0001		PO
000006	500026	07/01/2009	07/01/2009	002294	Delk Pest Control	500.00	06/26/2009	1840-SERENADE, DANDY CHARTER	0001		
000007	500030	07/01/2009	07/01/2009	001330	CA State Dept Of Justice	750.00	06/26/2009	1840-SERENADE, DANDY CHARTER	0001		
000008	500084	07/01/2009	07/01/2009	017556	Intercom Network	3,350.00	06/26/2009	8185-TECHNOLOGY SRVCS	0001		RQ
000009	500085	07/01/2009	07/01/2009	018368	Acom Solutions	84.00	06/26/2009	8185-TECHNOLOGY SRVCS	0001		
000010	500086	07/01/2009	07/01/2009	014786	Argent Software	12,438.00	06/26/2009	8185-TECHNOLOGY SRVCS	0001		
000011	500089	07/01/2009	07/01/2009	017497	Bluecat Networks Inc	4,158.00	06/26/2009	8185-TECHNOLOGY SRVCS	0001		
000012	500091	07/01/2009	07/01/2009	011421	Citrix Inc	7,500.00	06/26/2009	8185-TECHNOLOGY SRVCS	0001		
000013	500092	07/01/2009	07/01/2009	015455	Diskeeper Corporation	2,562.65	06/26/2009	8185-TECHNOLOGY SRVCS	0002		
000014	500093	07/01/2009	07/01/2009	016175	Edustructures	18,770.25	06/26/2009	8185-TECHNOLOGY SRVCS	0001		
000015	500094	07/01/2009	07/01/2009	018217	EG Innovations	5,183.93	06/26/2009	8185-TECHNOLOGY SRVCS	0002		RQ
000016	500095	07/01/2009	07/01/2009	014173	Elite Network Solutions	1,289.00	06/26/2009	8185-TECHNOLOGY SRVCS	0001		

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.

The screenshot shows a software window titled "Purchase Order Lookup" with a subtitle "40 - QSS DEMONSTRATION DISTRICT". The window has a menu bar with "File" and "Options", and a toolbar with "Search", "Clear Fields", "Close", and a printer icon. The main content area is divided into several sections:

- General Information** (selected tab) and **Accounts** (inactive tab).
- Ranges**: Includes input fields for Purchase Order #, Requisition #, Stores Stock #, Total Amount, Line Item Amount, Unit Price Amount, Control #, and Quantity.
- Dates**: Includes dropdown menus for Entered Date, Paid Date, Printed Date, and Fiscal Year.
- Flags**: Includes dropdown menus for PO Status, Budget, Asset, PO Type, Board, Cancelled, RelForProc, Purchasing, PDF Files, Include Drafts, and Reqs W/O Accts.
- Miscellaneous**: Includes dropdown menus for Buyer Codes, Ordering Sites, and Commodity; text input fields for Vendor Number, Description Text, Line Item Desc, and Submitter; and checkboxes for Unit of Issue and Unpaid POs.

Selecting PO's

Purchase Orders / Requisitions 40 - QSS DEMONSTRATION DISTRICT QS... - □ ×

File Options Help+Video

Queue Management Requisitions Purchase Orders

2405 records found.

Purchase Orders

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

Search Results

PO#	Req#	Date	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site	#	Remote Status	Notes
000001	500014	07/01/2009	07/01/2009	017610	John D Kroeger Associates	10,000.00	06/26/2009	8035-BUSINESS SRVCS	0001		
000002	500015	07/01/2009	07/01/2009	002230	Dameron Hospital	1,500.00	06/26/2009	8035-BUSINESS SRVCS	0001		
000003	500018	07/01/2009	07/01/2009	000667	Barnes And Noble	1,000.00	06/26/2009	1840-SERENADE, DANDY CHARTER	0001		
000004	500019	07/01/2009	07/01/2009	014937	Carnegie Learning	4,005.40	06/26/2009	1840-SERENADE, DANDY CHARTER	0009		
000005	500025	07/01/2009	07/01/2009	004787	International Reading		06/26/2009	1840-SERENADE, DANDY CHARTER	0001		PO
000006	500026	07/01/2009	07/01/2009	002294	Delk Pest Control		06/26/2009	1840-SERENADE, DANDY CHARTER	0001		
000007	500030	07/01/2009	07/01/2009	001330	CA State Dept Of Jus		06/26/2009	1840-SERENADE, DANDY CHARTER	0001		
000008	500084	07/01/2009	07/01/2009	017556	Intercom Network		06/26/2009	8185-TECHNOLOGY SRVCS	0001		RQ
000009	500085	07/01/2009	07/01/2009	018368	Acom Solutions	84.00	06/26/2009	8185-TECHNOLOGY SRVCS	0001		
000010	500086	07/01/2009	07/01/2009	014786	Argent Software	12,438.00	06/26/2009	8185-TECHNOLOGY SRVCS	0001		
000011	500089	07/01/2009	07/01/2009	017497	Bluecat Networks Inc	4,158.00	06/26/2009	8185-TECHNOLOGY SRVCS	0001		
000012	500091	07/01/2009	07/01/2009	011421	Citrix Inc	7,500.00	06/26/2009	8185-TECHNOLOGY SRVCS	0001		
000013	500092	07/01/2009	07/01/2009	015455	Diskeeper Corporation	2,562.65	06/26/2009	8185-TECHNOLOGY SRVCS	0002		
000014	500093	07/01/2009	07/01/2009	016175	Edustructures	18,770.25	06/26/2009	8185-TECHNOLOGY SRVCS	0001		
000015	500094	07/01/2009	07/01/2009	018217	EG Innovations	5,183.93	06/26/2009	8185-TECHNOLOGY SRVCS	0002		RQ
000016	500095	07/01/2009	07/01/2009	014173	Elite Network Solutions	1,289.00	06/26/2009	8185-TECHNOLOGY SRVCS	0001		

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

Quick View

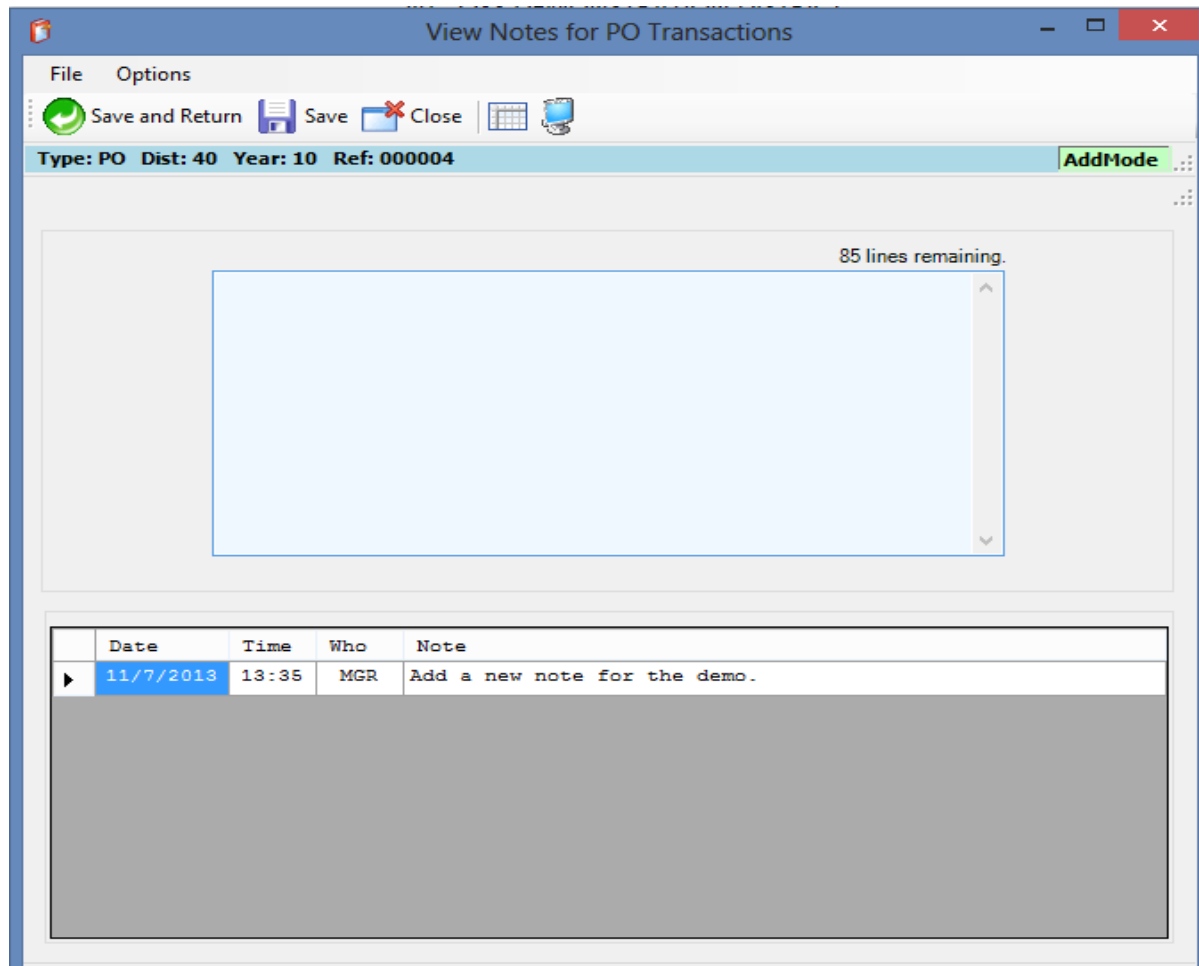
PO/REQ Quick View

Year: 2010 Requisition No: 500019 Purchase Order No: 000004 Stores:
Vendor No/Addr: 014937/00 Carnegie Learning
Site: 1840 SERENA Submitted by: MATERIALS

Item	Split	Ordered/	Received	Unit	Unit Cost	Total Cost	Discount	Tax	Stock No	F
1	D	36.00/	0.00	EACH	40.0000	1,440.00	.00	Y	000000	
		09.0002.0.1110.1001.4200.120.0000.00				0.0000%		0.00		
		09.0002.0.1110.1001.5875.120.0000.00				100.0000%		1,440.00		
		US-ALG1 ANNUAL PER STUDENT LICENSE- ALGEBRA 1								
2	D	36.00/	0.00	EACH	5.2000	187.20	.00	Y	000000	
		09.0002.0.1110.1001.4200.120.0000.00				0.0000%		0.00		
		09.0002.0.1110.1001.5875.120.0000.00				100.0000%		187.20		
		RHSCALG1 ANNUAL PER STUDENT SUPPORT & MAINTENANCE- ALGEBRA 1								
3	D	1.00/	0.00	EACH	0.0000	0.00	.00	N	000000	
		09.0002.0.1110.1001.4200.120.0000.00				100.0000%		0.00		
		09.0002.0.1110.1001.5875.120.0000.00				0.0000%		0.00		

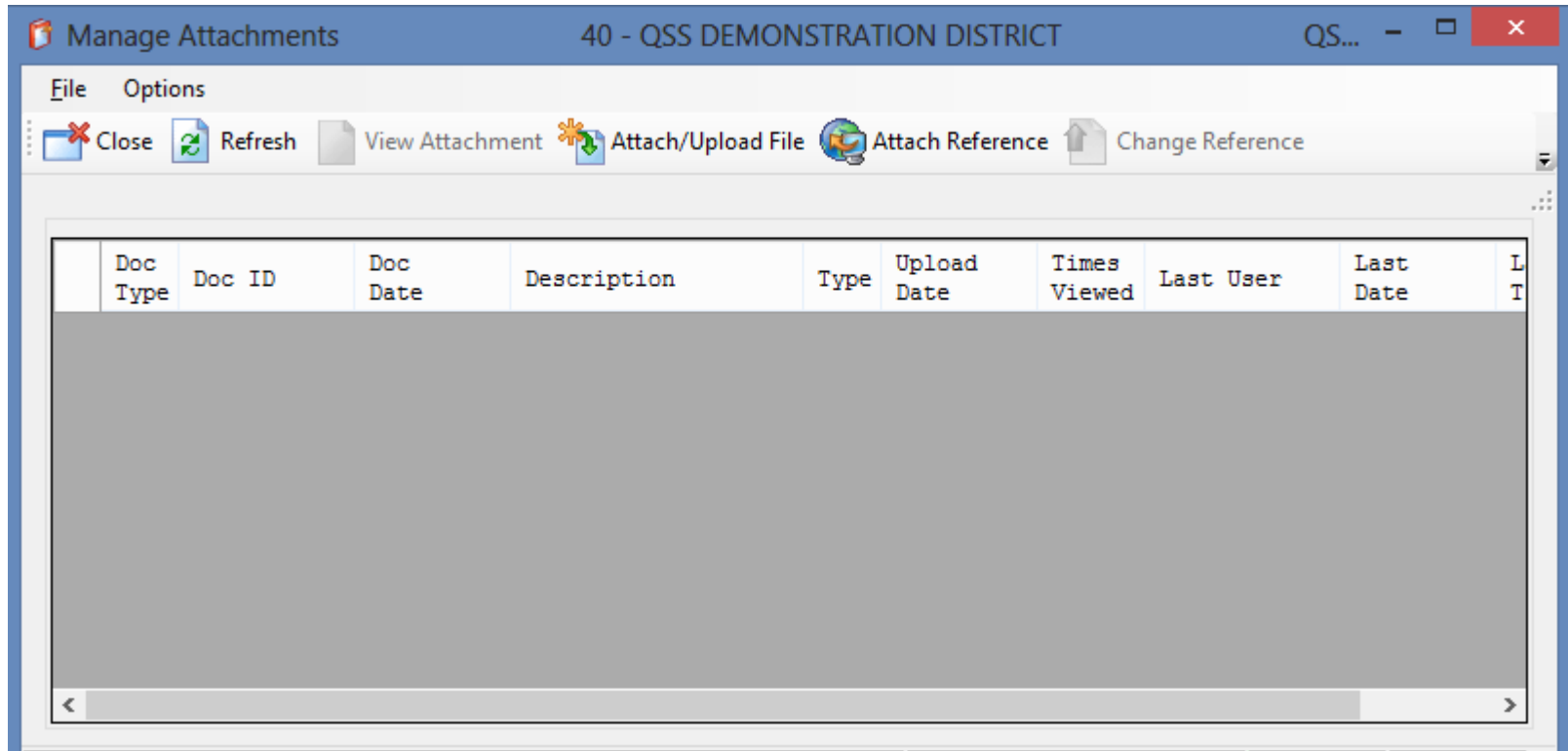
The menu also allows you to view a quick view of the Purchase Order/Requisition.

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.

Purchase Order Encumbering 40 - QSS DEMONSTRATION DISTRICT QSS... - □ ×

File Options Help

Save and Return Save Change Order

PO: 001556 RQ: 501856 VE: 008534/00 Sehi Computer Product InspectMode

Date Printed: 09/17/2009 Date Paid: N/A Change Order: N/A ckoc-09/17/2009-14:21:27

Purchase Order

Purchase Order: 001556 Attachment Req/PO: N/N

Description: PRINTER INK

Date: 09/09/2009 Date Paid:

Status: Y - Yes

Vendor: 008534 / 00

PO Type: PO - PURCHASE ORDER

Requisition

Requisition: 501856

Submitted by: VICKI WOLFF / CAREER CENTER

Ship to: 0641 LINCOLN TECH ACADEMY
542 E PINE ST
LODI, CA 95240

Address (00) Additional

Vendor

Sehi Computer Products
1275 Puerta Del Sol
San Clemente, CA 92673

Remit

1275 Puerta Del Sol
San Clemente, CA 92673

Delete Selected Row Add Account Change Account

Ln	FU RESC Y GOAL FUNC OBJT SCH MNGT BU	Amount	Status
1.	01.9650.0.7111.2700.4300.640.6762.00	\$79.02	

Total PO Amount: \$79.02

Change Order Screen

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

Purchase Order Change Orders 40 - QSS DEMONSTRATION DISTRICT

File Options

Close Change Detail

PO: 001556 RQ: 501856 VE: 008534/00 Sehi Computer Products **InspectMode**

Purchase Order Number: 001556 Description:

Effective Date: 06/30/2010

Description: PRINTER INK Vendor: 008534 Sehi Computer Products

PO Total: 79.02 Date Entered: 09/09/2009 Site: 6010

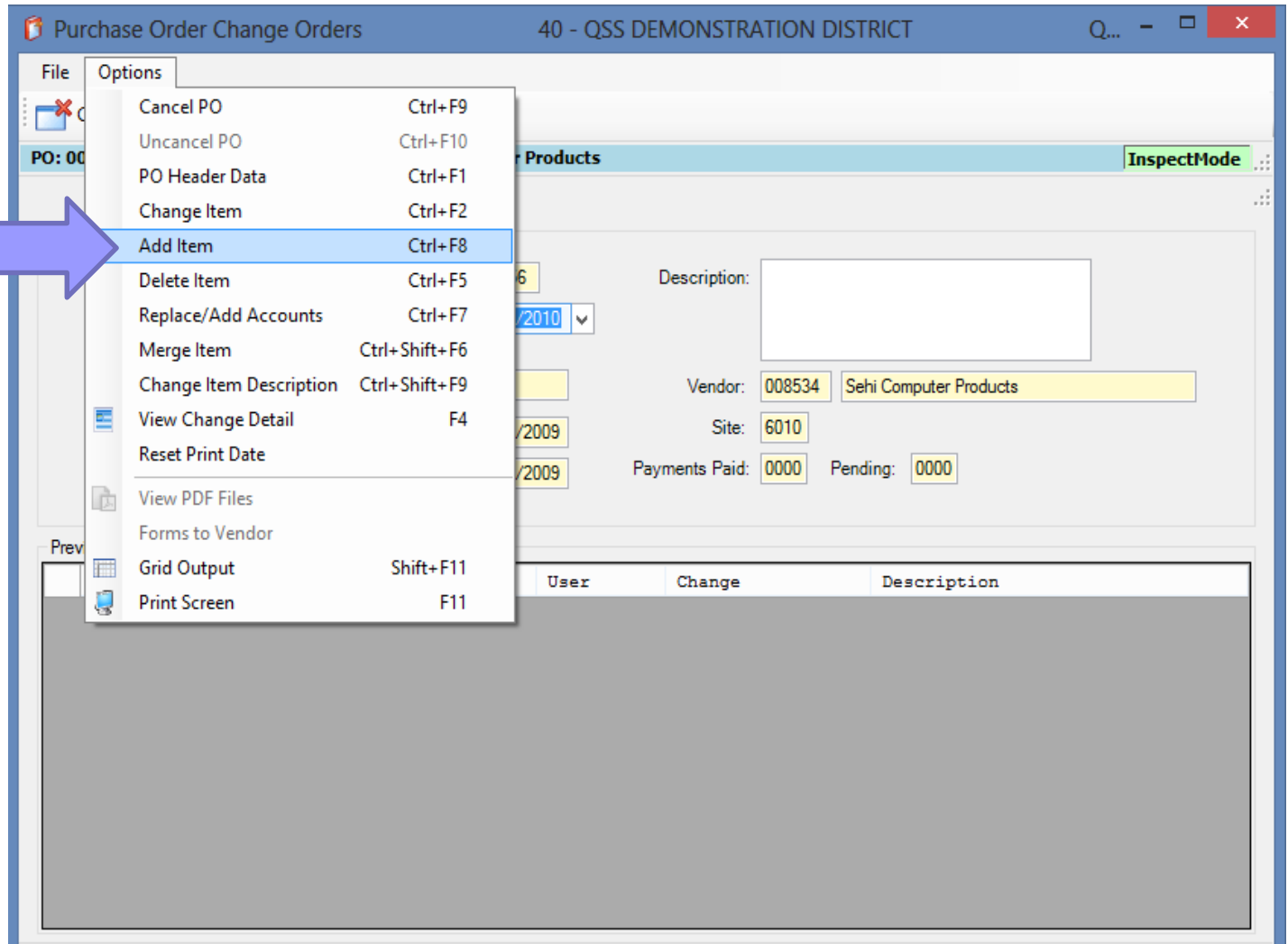
Amount Paid: 0.00 PO Date: 09/09/2009 Payments Paid: 0000 Pending: 0000

Previous Changes

No	Changed	Printed	CO	User	Change	Description
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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.

40 - QSS DEMONSTRATION DISTRICT

QSS/O...

Edit Item

File Options

Save Close

AddMode

Subject to tax: 68.06 Rate: 8.750 % Sub Total: 73.06 Total Tax: 5.96 Total: 79.02

Item 6 of 6

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
6	Yes	Calculate Percentage	1.00	EACH	25.0000	12.50	No	000000	

Discount Flag: Item Percentage Discount Percentage: 50.0000 % Discount Amount: 12.50

Description: Adding an item for the demo. 59 lines remaining.

Accounts

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Amount	Percent
1	01	.9650	.0	.7111	.2700	.4300	.640	.6762	.00	79.02	100.00

Items

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock#	FA	DF	Disc%	Disc Amt
1	Y	CP	1.00	EACH	34.4600	34.46	Y	000000		N	0.0000	0.00
2	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
3	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
4	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
5	S	CP	1.00		5.0000	5.00	N	000000	N	N	0.0000	0.00

Adding an item

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

The screenshot shows the 'Edit Item' window for '40 - QSS DEMONSTRATION DISTRICT'. A menu is open with 'Process Message Library' selected. The window displays item details for item 1, including a quantity of 1.00, unit cost of 25.0000, and total cost of 25.00. The summary table shows a sub-total of 73.06, total tax of 5.96, and a total of 79.02. The 'Accounts' table shows a single entry for account 1.01.9650.0.7111.2700.4300.640.6762.00 with an amount of 79.02 and a percent of 100.00. The 'Items' table shows a list of 5 items with their respective quantities, unit costs, total costs, and tax amounts.

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Amount	Percent
1.	01	.9650	.0	.7111	.2700	.4300	.640	.6762	.00	79.02	100.00

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock#	FA	DF	Disc%	Disc Amt
1	Y	CP	1.00	EACH	34.4600	34.46	Y	000000	N	N	0.0000	0.00
2	Y	CP	1.00	EACH	11.2000	11.20	Y	000000	N	N	0.0000	0.00
3	Y	CP	1.00	EACH	11.2000	11.20	Y	000000	N	N	0.0000	0.00
4	Y	CP	1.00	EACH	11.2000	11.20	Y	000000	N	N	0.0000	0.00
5	S	CP	1.00		5.0000	5.00	N	000000	N	N	0.0000	0.00

Adding an item

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

Item 6 of 6

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
6	Yes	Calculate Percentage	1.00	EACH	25.0000	25.00	No	000000	

Discount Flag: No Discount
Discount Percentage: .0000 %
Discount Amount: 0.00

Description: Adding a new item needed for the webinar.
=MSDS|

57 lines remaining.

Accounts

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGI	BU	Amount	Percent
1.	01	9650	0	7111	2700	4300	640	6762	00	79.02	100.00

Items

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock#	FA	DF	Disc%	Disc Amt
1	Y	CP	1.00	EACH	34.4600	34.46	Y	000000		N	0.0000	0.00
2	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
3	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
4	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
5	S	CP	1.00		5.0000	5.00	N	000000	N	N	0.0000	0.00

Adding an item

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

40 - QSS DEMONSTRATION DISTRICT

File Options

Save Close

AddMode

Subject to tax: 68.06 Rate: 8.750 % Sub Total: 73.06 Total Tax: 5.96 Total: 79.02

Item 6 of 6

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
6	Yes	Calculate Percentage	1.00	EACH	25.0000	25.00	No	000000	

Discount Flag: No Discount Discount Percentage: .0000 % Discount Amount: 0.00

Description: 49 lines remaining.
 Adding a new item needed for the webinar.
 NOTE: M S D S REQUIRED WITH DELIVERY.
 FORWARD COPY TO:
 LODI UNIFIED SCHOOL DISTRICT
 1305 E VINE ST
 LODI, CA 95240
 PAYMENT WILL BE HELD UNTIL RECEIPT OF THIS INFORMATION.

Accounts

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Amount	Percent
1.	01.9650.0.7111.2700.4300.640.6762.00									79.02	100.00

Items

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock#	FA	DF	Disc%	Disc Amt
1	Y	CP	1.00	EACH	34.4600	34.46	Y	000000		N	0.0000	0.00
2	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
3	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
4	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
5	S	CP	1.00		5.0000	5.00	N	000000	N	N	0.0000	0.00

Adding an item

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

The screenshot shows the 'Edit Item' window for '40 - QSS DEMONSTRATION DISTRICT'. The 'Options' menu is open, and 'Toggle Discount' (F3) is selected. The main window displays the following information:

Sub Total: 73.06, Total Tax: 5.96, Total: 79.02

Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
1.00	EACH	25.0000	25.00	No	000000	

Discount Percentage: .0000 %
Discount Amount: 0.00

49 lines remaining.

new item needed for the webinar.

NOTE: HOURS REQUIRED WITH DELIVERY.

FORWARD COPY TO:
LODI UNIFIED SCHOOL DISTRICT
1305 E VINE ST
LODI, CA 95240

PAYMENT WILL BE HELD UNTIL RECEIPT OF THIS INFORMATION.

Accounts

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Amount	Percent
1.	01	.9650	.0	.7111	.2700	.4300	.640	.6762	.00	79.02	100.00

Items

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock#	FA	DF	Disc%	Disc Amt
1	Y	CP	1.00	EACH	34.4600	34.46	Y	000000	N	N	0.0000	0.00
2	Y	CP	1.00	EACH	11.2000	11.20	Y	000000	N	N	0.0000	0.00
3	Y	CP	1.00	EACH	11.2000	11.20	Y	000000	N	N	0.0000	0.00
4	Y	CP	1.00	EACH	11.2000	11.20	Y	000000	N	N	0.0000	0.00
5	S	CP	1.00		5.0000	5.00	N	000000	N	N	0.0000	0.00

Adding an item

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

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QSS/O... - □ ×

File Options

Save Close

AddMode

Subject to tax: 68.06 Rate: 8.750 % Sub Total: 73.06 Total Tax: 5.96 Total: 79.02

Item 6 of 6

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
6	Yes	Calculate Percentage	1.00	EACH	25.0000	25.00	No	000000	

Discount Flag: No Discount (selected)

Discount Percentage: .0000 %

Discount Amount: 0.00

49 lines remaining.

needed for the webinar.

NOTE: M S D S REQUIRED WITH DELIVERY.

FORWARD COPY TO:

LODI UNIFIED SCHOOL DISTRICT
1305 E VINE ST
LODI, CA 95240

PAYMENT WILL BE HELD UNTIL RECEIPT OF THIS INFORMATION.

Accounts

Ln	FU RESC Y GOAL FUNC OBJT SCH MNGT BU	Amount	Percent
1.	01.9650.0.7111.2700.4300.640.6762.00	79.02	100.00

Items

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock#	FA	DF	Disc%	Disc Amt
1	Y	CP	1.00	EACH	34.4600	34.46	Y	000000		N	0.0000	0.00
2	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
3	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
4	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
5	S	CP	1.00		5.0000	5.00	N	000000	N	N	0.0000	0.00

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.

The screenshot shows the 'Edit Item' window for '40 - QSS DEMONSTRATION DISTRICT'. The 'Options' menu is open, and 'Switch Item/Description' (Shift+F3) is highlighted. The main form displays the following values:

- Quantity: 1.00
- Unit: EACH
- Unit Cost: 25.0000
- Total Cost: 25.00
- Tax: No
- Stock #: 000000
- Fixed Asset: (empty)
- Discount Percentage: .0000 %
- Discount Amount: 0.00
- 49 lines remaining.

The 'Accounts' table shows the following data:

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Amount	Percent
1.	01	.9650	.0	.7111	.2700	.4300	.640	.6762	.00	79.02	100.00

The 'Items' table shows the following data:

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock#	FA	DF	Disc%	Disc Amt
1	Y	CP	1.00	EACH	34.4600	34.46	Y	000000	N	N	0.0000	0.00
2	Y	CP	1.00	EACH	11.2000	11.20	Y	000000	N	N	0.0000	0.00
3	Y	CP	1.00	EACH	11.2000	11.20	Y	000000	N	N	0.0000	0.00
4	Y	CP	1.00	EACH	11.2000	11.20	Y	000000	N	N	0.0000	0.00
5	S	CP	1.00		5.0000	5.00	N	000000	N	N	0.0000	0.00

Adding an item

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

The screenshot shows the 'Edit Item' window with the following data:

Total: 73.06 Total Tax: 5.96 Total: 79.02
 Post: 25.0000 Tax: 25.00 No Stock #: 000000 Fixed Asset: [dropdown]
 Discount Percentage: .0000 % Discount Amount: 0.00
 49 lines remaining.

Accounts

Ln	FU	RESC	Y	GOAL	FUNC	OBJI	SCH	MNGT	BU	Amount	Percent
1.	01.9650	0.7111	2700	.4300	.640	.6762	2.00			79.02	100.00

Items

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock#	FA	DF	Disc%	Disc Amt
1	Y	CP	1.00	EACH	34.4600	34.46	Y	000000		N	0.0000	0.00
2	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
3	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
4	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
5	S	CP	1.00		5.0000	5.00	N	000000	N	N	0.0000	0.00

Adding an item



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

40 - QSS DEMONSTRATION DISTRICT

QSS/O...

File Options

Save Close

AddMode

Subject to tax: 68.06 Rate: 8.750 % Sub Total: 73.06 Total Tax: 5.96 Total: 79.02

Item 6 of 6

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
6	Yes	Calculate Percentage	1.00	EACH	25.0000	25.00	No	000000	

Discount Flag: No Discount Discount Percentage: .0000 % Discount Amount: 0.00

Description: 49 lines remaining.
 Adding a new item needed for the webinar.
 NOTE: M S D S REQUIRED WITH DELIVERY.
 FORWARD COPY TO:
 LODI UNIFIED SCHOOL DISTRICT
 1305 E VINE ST
 LODI, CA 95240
 PAYMENT WILL BE HELD UNTIL RECEIPT OF THIS INFORMATION.

Accounts

Ln	FU RESC Y GOAL FUNC OBJT SCH MNGT BU	Amount	Percent
1.	01.9650.0.7111.2700.4300.640.6762.00	79.02	100.00

Items

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock#	FA	DF	Disc%	Disc Amt
1	Y	CP	1.00	EACH	34.4600	34.46	Y	000000		N	0.0000	0.00
2	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
3	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
4	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
5	S	CP	1.00		5.0000	5.00	N	000000	N	N	0.0000	0.00

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.

Purchase Order Change Orders 40 - QSS DEMONSTRATION DISTRICT

File Options

Close Change Detail

PO: 001556 RQ: 501856 VE: 008534/00 Sehi Computer Products **InspectMode**

Purchase Order Number: 001556 Description:

Effective Date: 06/30/2010

Description: PRINTER INK Vendor: 008534 Sehi Computer Products

PO Total: 104.02 Date Entered: 09/09/2009 Site: 6010

Amount Paid: 0.00 PO Date: 09/09/2009 Payments Paid: 0000 Pending: 0000

Previous Changes

No	Changed	Printed	CO	User	Change	Description
01	06/30/2010			MGR	Add New Item	Add item for demo.

Adding an item

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

Purchase Order Change Orders 40 - QSS DEMONSTRATION DISTRICT

File Options

Change Detail

PO: 001556 RQ: 501856 VE: 008534/00 Sehi Computer Products InspectMode

Purchase Order Number: 001556 Description:

Effective Date: 06/30/2010

Description: PRINTER INK Vendor: 008534 Sehi Computer Products

PO Total: 104.02 Date Entered: 09/09/2009 Site: 6010

Amount Paid: 0.00 PO Date: 09/09/2009 Payments Paid: 0000 Pending: 0000

Previous Changes

No	Changed	Printed	CO	User	Change	Description
01	06/30/2010			MGR	Add New Item	Add item for demo.

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.

History / Log Detail 40 - QSS DEMONSTRATION DISTRICT QS... - □ ×

File Options

Close

Requisition Number: 501856 Purchase Order Number: 001556

Previous Changes

No	Changed	Printed	CO	User	Change	Description
01	06/30/2010			MGR	Add New Item	Add item for demo.
	Chg: Print PO Flag				From: Added Item	
	#06				To: Y	
	Chg: Account Split Code				From: Added Item	
	#06				To: CP	
	Chg: Quantity				From: Added Item	
	#06				To: 1.00	
	Chg: Unit Issue				From: Added Item	
	#06				To: EACH	
	Chg: Price				From: Added Item	
	#06				To: 25.0000	
	Chg: Subject to Tax				From: Added Item	
	#06				To: N	
	Chg: Stock Number				From: Added Item	
	#06				To: 000000	
	Chg: Fixed Asset Flag				From: Added Item	
	#06				To:	
	Chg: Discount Flag				From: Added Item	
	#06				To: N	
	Chg: Discount Percent				From: Added Item	
	#06				To: 0.0000	
	Chg: Discount Amount				From: Added Item	

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.

Purchase Order Encumbering 40 - QSS DEMONSTRATION DISTRICT QSS... - □ ×

File Options Help

Save and Return Save Change Extend Delete PO Change Order

PO: 001556 RQ: 501856 VE: 008534/00 Sehi Computer Products InspectMode

Date Printed: [Change Order: 01](#) ckoc-09/17/2009-14:21:27

Purchase Order

Purchase Order: 001556 Attachment Req/PO: N/N

Description: PRINTER INK

Date: 09/09/2009 Date Paid:

Status: Y - Yes

Vendor: 008534 / 00

PO Type: PO - PURCHASE ORDER

Requisition

Requisition: 501856

Submitted by: VICKI WOLFF / CAREER CENTER

Ship to: 0641 LINCOLN TECH ACADEMY
542 E PINE ST
LODI, CA 95240

Address (00) Additional

Vendor

Sehi Computer Products
1275 Puerta Del Sol
San Clemente, CA 92673

Remit

1275 Puerta Del Sol
San Clemente, CA 92673

Delete Selected Row Add Account Change Account

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Amount	Status
1.	L	01.9650.0.7111.2700.4300.640.6762.00								\$104.02	

Total PO Amount: \$104.02

Adding an item

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

Change Order History 40 - QSS DEMONSTRATION DISTRICT

File Options

Change Detail

PO: 001556 RQ: 501856 InspectMode

No	Changed	Printed	CO	User	Change	Description
01	06/30/2010			MGR	Add New Item	Add item for demo.

Deleting an item

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



The screenshot shows the 'Purchase Order Change Orders' application window. The title bar indicates '40 - QSS DEMONSTRATION DISTRICT'. The 'Options' menu is open, and the 'Delete Item' option (Ctrl+F5) is highlighted. A blue arrow points from the text on the left to this option. The background shows a form with fields for 'Description', 'Vendor', 'Site', and 'Payments Paid'. The 'Description' field contains 'Delete an item for the demo.'. Below the form is a table with columns 'User', 'Change', and 'Description'.

User	Change	Description
MGR	Add New Item	Add item for demo.

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.

40 - QSS DEMONSTRATION DISTRICT

QSS/O... - □ ×

File Options

Save Close Delete Item Delete All Clear All

FY: 10 RQ: 501856 PO: 001556 VE: 008534/00 Sehi Computer Products ChangeMode

Change Order: 01 Date Paid: N/A Date Printed: 09/17/2009 dhun-09/14/2009-11:24:28

Subject to tax: 68.06 Rate: 8.750 % Sub Total: 98.06 Total Tax: 5.96 Total: 104.02

Item 1 of 6

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
1	Yes	Calculate Percentage	1.00	EACH	34.4600	34.46	Yes	000000	

Discount Flag: No Discount Discount Percentage: .0000 % Discount Amount: 0.00

Description: 58 lines remaining.
T068120-D1
EPSON WORKFORCE 30 BLACK DUAL PACK INK CARTRIDGE

Accounts

Ln	FU RESC Y GOAL FUNC OBJT SCH MNGT BU	Amount	Percent
1.	01.9650.0.7111.2700.4300.640.6762.00	104.02	100.00

Items

Item	Delete	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock#	FA	DF	Disc%	Disc Amt
1		Y	CP	1.00	EACH	34.4600	34.46	Y	000000		N	0.0000	0.00
2		Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
3		Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
4		Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
5		S	CP	1.00		5.0000	5.00	N	000000	N	N	0.0000	0.00
6		Y	CP	1.00	EACH	25.0000	25.00	N	000000		N	0.0000	0.00

Deleting an item

File Options

Delete Item Delete All Clear All

FY: 10 RQ: 50 PO: 001556 VE: 008534/00 Sehi Computer Products ChangeMode

Change Order: 01 Date Paid: N/A Date Printed: 09/17/2009 dhun-09/14/2009-11:24:28

Subject to tax: 68.06 Rate: 8.750 % Sub Total: 98.06 Total Tax: 5.96 Total: 104.02

Item 3 of 6

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
3	Yes	Calculate Percentage	1.00	EACH	11.2000	11.20	Yes	000000	

Discount Flag: No Discount Discount Percentage: .0000 % Discount Amount: 0.00

Description: 58 lines remaining.
T069320
EPSON WORKFORCE 30 MAGENTA INK CARTRIDGE

Accounts

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Amount	Percent
1	01	9650	0	7111	2700	4300	640	6762	00	104.02	100.00

Items

Item	Delete	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock#	FA	DF	Disc%	Disc Amt
1		Y	CP	1.00	EACH	34.4600	34.46	Y	000000		N	0.0000	0.00
2		Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
3	Y	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
4		Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
5		S	CP	1.00		5.0000	5.00	N	000000	N	N	0.0000	0.00
6		Y	CP	1.00	EACH	25.0000	25.00	N	000000		N	0.0000	0.00

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.

The screenshot shows the 'Delete Item' window for '40 - QSS DEMONSTRATION DISTRICT'. The 'Delete All' button in the menu bar is highlighted with a blue arrow. The window displays order details for '008534/00 Sehi Computer Products' with a total of 104.02. The 'Items' table below shows a list of items, with item 3 highlighted in blue. A second blue arrow points to item 3 in the table.

Item	Delete	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock#	FA	DF	Disc%	Disc Amt
1	Y	Y	CP	1.00	EACH	34.4600	34.46	Y	000000		N	0.0000	0.00
2	Y	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
3	Y	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
4	Y	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
5	Y	S	CP	1.00		5.0000	5.00	N	000000	N	N	0.0000	0.00
6	Y	Y	CP	1.00	EACH	25.0000	25.00	N	000000		N	0.0000	0.00

Deleting an item

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

The screenshot shows the 'Delete Item' window for '40 - QSS DEMONSTRATION DISTRICT'. The toolbar includes a 'Clear All' button, which is highlighted by a blue arrow. Below the toolbar, the 'Accounts' section shows a table with one row. The 'Items' section shows a table with six rows, where item 3 is selected and highlighted in yellow. A blue arrow points to the 'Delete' column for item 3.

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Amount	Percent
1.	01.9650	0.7111	2700.4300	640.6762	00					104.02	100.00

Item	Delete	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock#	FA	DF	Disc%	Disc Amt
1		Y	CP	1.00	EACH	34.4600	34.46	Y	000000		N	0.0000	0.00
2		Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
3		Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
4		Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
5		S	CP	1.00		5.0000	5.00	N	000000		N	0.0000	0.00
6		Y	CP	1.00	EACH	25.0000	25.00	N	000000		N	0.0000	0.00

Deleting an item



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

Delete Item 40 - QSS DEMONSTRATION DISTRICT QSS/O...

File Options

Save Close Delete Item Delete All Clear All

FY: 10 RQ: 501856 PO: 001556 VE: 008534/00 Sehi Computer Products ChangeMode

Change Order: 01 Date Paid: N/A Date Printed: 09/17/2009 dhun-09/14/2009-11:24:28

Subject to tax: 68.06 Rate: 8.750 % Sub Total: 98.06 Total Tax: 5.96 Total: 104.02

Item 3 of 6

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
3	Yes	Calculate Percentage	1.00	EACH	11.2000	11.20	Yes	000000	

Discount Flag: No Discount Discount Percentage: .0000 % Discount Amount: 0.00

Description: 58 lines remaining.
T069320
EPSON WORKFORCE 30 MAGENTA INK CARTRIDGE

Accounts

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Amount	Percent
1.	01	9650	0	7111	2700	4300	640	6762	00	104.02	100.00

Items

Item	Delete	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock#	FA	DF	Disc%	Disc Amt
1		Y	CP	1.00	EACH	34.4600	34.46	Y	000000		N	0.0000	0.00
2		Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
3	Y	Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
4		Y	CP	1.00	EACH	11.2000	11.20	Y	000000		N	0.0000	0.00
5		S	CP	1.00		5.0000	5.00	N	000000	N	N	0.0000	0.00
6		Y	CP	1.00	EACH	25.0000	25.00	N	000000		N	0.0000	0.00

Deleting an item

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

The screenshot shows a software window titled "Delete Item" with the following details:

- Window Title: 40 - QSS DEMONSTRATION DISTRICT
- Menu: File Options
- Toolbar: Save, Close, Delete Item, Delete All, Clear All
- Status Bar: FY: 10 RQ: 501856 PO: 001556 VE: 008534/00 Sehi Computer Products
- Change Order: 01 | Date Paid: N/A | Date Printed: 09/17/2009 | dhun-09/14/2009-11:24:28
- Summary: Subject to tax: 68.06, Rate: 8.750 %, Sub Total: 98.06, Total Tax: 5.96, Total: 104.02
- Item 3 of 6: Item 3, Print Yes, Split Calculate Percentage, Quantity 1.00, Unit EACH, Unit Cost 11.2000, Total Cost 11.20, Tax Yes, Stock # 000000, Fixed Asset
- Discount Flag: No Discount, Discount Percentage: .0000 %, Discount Amount: 0.00
- Description: T069320 EPSON WORKFORCE 30 MAGENTA INK CARTRIDGE (58 lines remaining)
- Accounts table:

Ln	FU	RESC	Y	GOAL	FUNC	OBJ	Percent
1.	01	.9650	.0	.7111	.2700	.4300	100.00
- Items table:

Item	Delete	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock#	FA	DF	Disc%	Disc Amt
1		Y	CP	1.00	EACH	34.4600	34.46	Y	000000	N		0.0000	0.00
2		Y	CP	1.00	EACH	11.2000	11.20	Y	000000	N		0.0000	0.00
3	Y	Y	CP	1.00	EACH	11.2000	11.20	Y	000000	N		0.0000	0.00
4		Y	CP	1.00	EACH	11.2000	11.20	Y	000000	N		0.0000	0.00
5		S	CP	1.00		5.0000	5.00	N	000000	N	N	0.0000	0.00
6		Y	CP	1.00	EACH	25.0000	25.00	N	000000	N		0.0000	0.00

A confirmation dialog box titled "Delete Item" is overlaid on the screen, containing the question: "Are you sure you want to delete the following item(s): 3". The dialog has "Yes" and "No" buttons. A blue arrow points from the right towards the dialog box.

Deleting an item

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

Purchase Order Change Orders 40 - QSS DEMONSTRATION DISTRICT

File Options

Close Change Detail

PO: 001556 RQ: 501856 VE: 008534/00 Sehi Computer Products InspectMode

Purchase Order Number: 001556 Description:

Effective Date: 06/30/2010

Description: PRINTER INK Vendor: 008534 Sehi Computer Products

PO Total: 91.84 Date Entered: 09/09/2009 Site: 6010

Amount Paid: 0.00 PO Date: 09/09/2009 Payments Paid: 0000 Pending: 0000

Previous Changes

No	Changed	Printed	CO	User	Change	Description
01	06/30/2010			MGR	Add New Item	Add item for demo.
02	06/30/2010			MGR	Delete Item	Delete an item for the demo.

Deleting an item

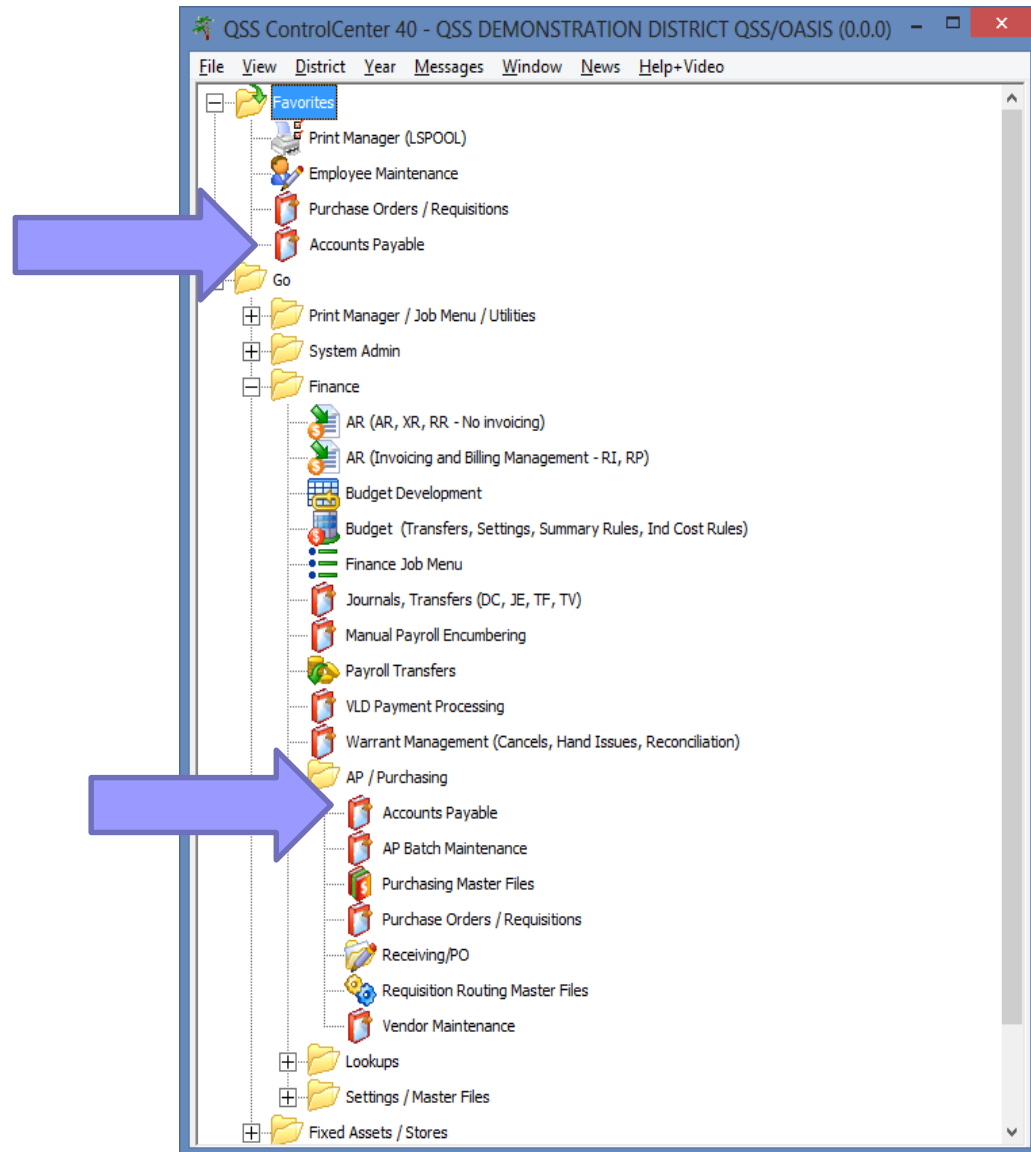
You can once again go into the Change Detail screen and view a detailed listing of the change.

The screenshot shows a software window titled "History / Log Detail" with a subtitle "40 - QSS DEMONSTRATION DISTRICT". The window contains a purple header bar with "Requisition Number: 501856" and "Purchase Order Number: 001556". Below this is a section titled "Previous Changes" containing a table with the following columns: No, Changed, Printed, CO, User, Change, and Description.

No	Changed	Printed	CO	User	Change	Description
02	06/30/2010			MGR	Delete Item	Delete an item for the demo.
	Chg: Print PO Flag				From: Y	
	#03				To: Deleted Item	
	Chg: Account Split Code				From: CP	
	#03				To: Deleted Item	
	Chg: Quantity				From: 1.00	
	#03				To: Deleted Item	
	Chg: Unit Issue				From: EACH	
	#03				To: Deleted Item	
	Chg: Price				From: 11.2000	
	#03				To: Deleted Item	
	Chg: Subject to Tax				From: Y	
	#03				To: Deleted Item	
	Chg: Stock Number				From: 000000	
	#03				To: Deleted Item	
	Chg: Fixed Asset Flag				From:	
	#03				To: Deleted Item	
	Chg: Discount Flag				From: N	
	#03				To: Deleted Item	
	Chg: Discount Percent				From: 0.0000	
	#03				To: Deleted Item	
	Chg: Discount Amount				From: 0.00	

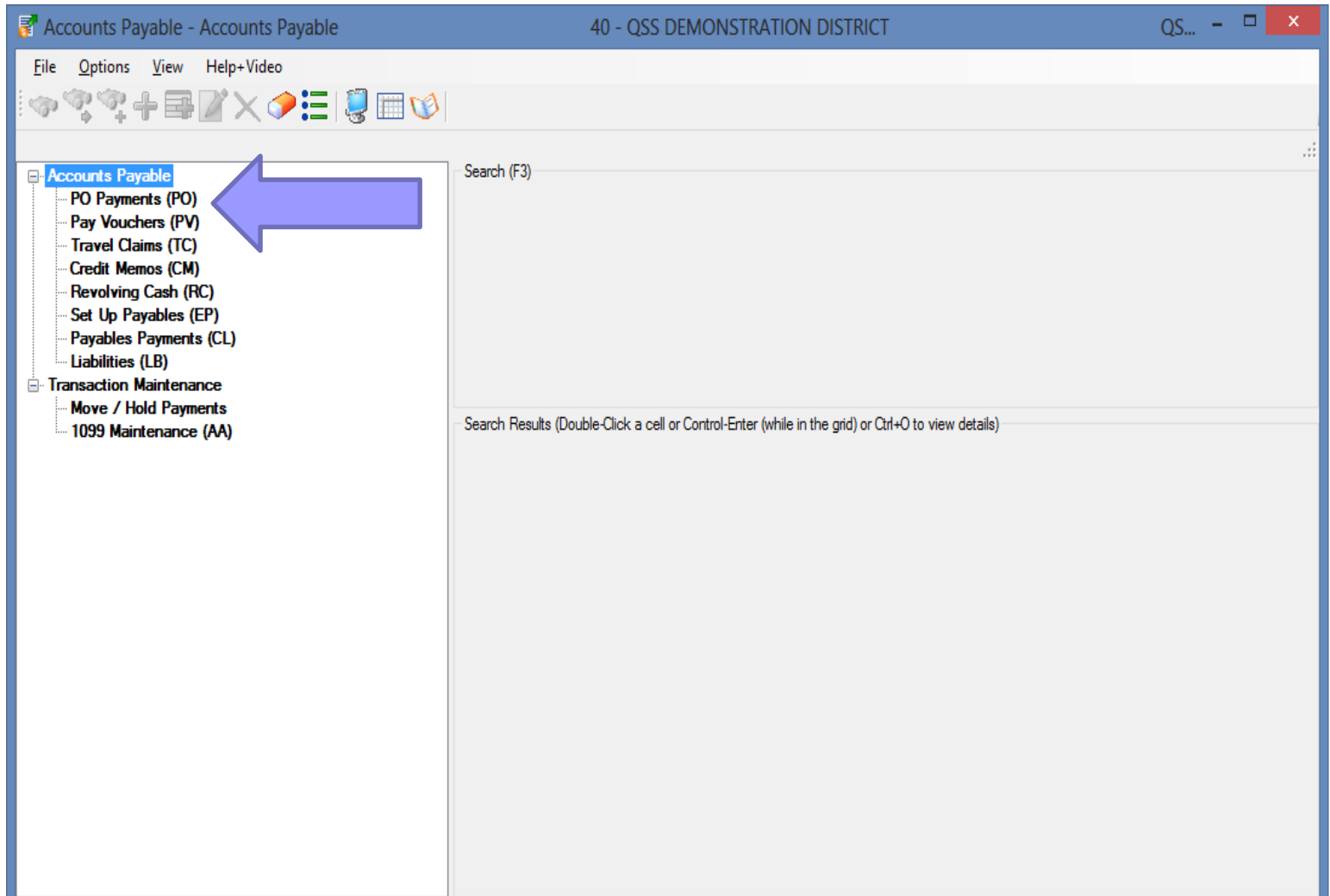
PO Payments Screen

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

Accounts Payable - PO Payments (PO) 40 - QSS DEMONSTRATION DISTRICT

File Options View Help+Video

Accounts Payable

- PO Payments (PO)
- Pay Vouchers (PV)
- Travel Claims (TC)
- Credit Memos (CM)
- Revolving Cash (RC)
- Set Up Payables (EP)
- Payables Payments (CL)
- Liabilities (LB)

Transaction Maintenance

- Move / Hold Payments
- 1099 Maintenance (AA)

Search (F3)

Quick Pay [Ctrl+Alt+P]

PO #: Line #: Add Payment View

Quick Search [F3]

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

1556

Search Results (Double-Click a cell or Control-Enter (while in the grid) or Ctrl+O to view details)

	FY	PO Number	Date Entered	Vendor Number	Vendor Name	\$ Amount	Remote Req	Date Printed
▶ 1	10	001556	09/09/2009	008534	Sehi Computer Products	91.84		09/17/2009

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.

PO Payment - Details

File Options

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

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

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

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

Remit name/address: 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	91.84	0

	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
	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
			Totals:	0.00	-12.82			0.00				0.00			

Cancelling a PO

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

The screenshot shows the 'Purchase Order Change Orders' application window. The 'Options' menu is open, and the 'Cancel PO' option is highlighted. A blue arrow points to the 'Cancel PO' option. The background shows a form with fields for 'Description', 'Vendor', 'Site', 'Payments Paid', and 'Pending'. A table at the bottom shows a list of changes.

User	Change	Description
MGR	Add New Item	Add item for demo.
MGR	Delete Item	Delete an item for the demo.

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.

Change PO Cancel 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close

FY: 10 RQ: 501856 PO: 001556 VE: 008534/00 Sehi Computer Products ChangeMode

Change Order: 02 Date Paid: N/A Date Printed: 09/17/2009 dhun-09/14/2009-11:24:28

Do you really want to cancel this Purchase Order? Yes

Cancel payment description: No longer needed

Requisition

Requisition: 501856 Purchase Order: 001556 Control #: Warehouse: Stores Order:

Vendor/Addr#: 008534 / 00-1275 Puerta Del Sol Date: 09/09/2009

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

Description: PRINTER INK Tax %: 8.750 % Ship To: 0641 LINCOLN TECH ACADEMY (0641)

Submitted by: VICKI WOLFF / CAREER CENTER Terms: Commodity:

Site: 6010 LOCKNESS TECHNICAL ACADEMY (6010) FOB:

Buyer: N-Z - ALPHA VENDOR N-Z Program: Misc Date: Misc:

Routing Group: BUDGET Room: Discount: .000 % Shipping %: 00

Address (00) Additional Shipping Beg Message End Message

Vendor

Sehi Computer Products
1275 Puerta Del Sol
San Clemente, CA 92673

Remit

1275 Puerta Del Sol
San Clemente, CA 92673

Cancelling a PO



Once the fields are entered, click the Save button.

Change PO Cancel 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close

FY: 10 RQ: 501856 PO: 001556 VE: 008534/00 Sehi Computer Products ChangeMode

Change Order: 02 Date Paid: N/A Date Printed: 09/17/2009 dhun-09/14/2009-11:24:28

Do you really want to cancel this Purchase Order? Yes

Cancel payment description: No longer needed.

Requisition

Requisition: 501856 Purchase Order: 001556 Control #: Warehouse: Stores Order:

Vendor/Addr#: 008534 / 00-1275 Puerta Del Sol Date: 09/09/2009

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

Description: PRINTER INK Tax %: 8.750 % Ship To: 0641 LINCOLN TECH ACADEMY (0641)

Submitted by: VICKI WOLFF / CAREER CENTER Terms: Commodity:

Site: 6010 LOCKNESS TECHNICAL ACADEMY (6010) FOB:

Buyer: N-Z - ALPHA VENDOR N-Z Program: Misc Date: Misc:

Routing Group: BUDGET Room: Discount: .000 % Shipping %: 00

Address (00) Additional Shipping Beg Message End Message

Vendor

Sehi Computer Products
1275 Puerta Del Sol
San Clemente, CA 92673

Remit

1275 Puerta Del Sol
San Clemente, CA 92673

Cancelling a PO

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

Purchase Order Change Orders 40 - QSS DEMONSTRATION DISTRICT

PO: 001556 RQ: 501856 VE: 008534/00 Sehi Computer Products InspectMode

Purchase Order Number: 001556 Description:

Effective Date: 06/30/2010

Description: PRINTER INK Vendor: 008534 Sehi Computer Products

PO Total: 0.00 Date Entered: 09/09/2009 Site: 6010

Amount Paid: 0.00 PO Date: 09/09/2009 Payments Paid: 0000 Pending: 0000

Previous Changes

No	Changed	Printed	CO	User	Change	Description
01	06/30/2010			MGR	Add New Item	Add item for demo.
02	06/30/2010			MGR	Delete Item	Delete an item for the demo.
03	06/30/2010			MGR	Cancel PO	Doing a cancel for the demo.

Cancelling a PO

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

History / Log Detail 40 - QSS DEMONSTRATION DISTRICT QS... - □ ×

File Options

Close

Requisition Number: 501856 Purchase Order Number: 001556

Previous Changes

No	Changed	Printed	CO	User	Change	Description
					Chg: Subject to Tax #03	From: Y To: Deleted Item
					Chg: Stock Number #03	From: 000000 To: Deleted Item
					Chg: Fixed Asset Flag #03	From: To: Deleted Item
					Chg: Discount Flag #03	From: N To: Deleted Item
					Chg: Discount Percent #03	From: 0.0000 To: Deleted Item
					Chg: Discount Amount #03	From: 0.00 To: Deleted Item
					Chg: Item Description #03	From: T069320 To: Deleted Item
					Chg: Item Description #03	From: EPSON WORKFORCE 30 MAGENTA INK CARTRIDGE To: Deleted Item
					Chg: PO Amount Net Change #03	From: 104.02 To: 91.84
03	06/30/2010	06/30/2010	001	MGR	Cancel PO	Doing a cancel for the demo.
					Chg: PO Amount Net Change #03	From: 91.84 To: 0.00

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

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

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

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

Remit name/address: 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			



Uncancelling a PO

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

The screenshot shows the 'Purchase Order Change Orders' application window. The 'Options' menu is open, and the 'Uncancel PO' option is highlighted. A blue arrow points to this option. The background shows a form with fields for Description, Vendor, Site, and Payments, and a table with columns for User, Change, and Description.

User	Change	Description
MGR	Add New Item	Add item for demo.
MGR	Delete Item	Delete an item for the demo.
MGR	Cancel PO	Doing a cancel for the demo.

Uncancelling a PO

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

The screenshot shows a software window titled "Change PO Uncancel" with the following details:

- Window Title: Change PO Uncancel
- System Info: 40 - QSS DEMONSTRATION DISTRICT
- Header: FY: 10 RQ: 501856 PO: 001556 VE: 008534/00 Sehi Computer Products
- Buttons: Save, Close, ChangeMode
- Metadata: Change Order: 03, Date Paid: N/A, Date Printed: 09/17/2009, dhun-09/14/2009-11:24:28
- Confirmation Prompt: "Do you really want to uncanceled this Purchase Order?" with a "Yes" dropdown and a text field for "Uncancel payment description: Cancelled wrong PO." A blue arrow points to this prompt.
- Requisition Form Fields:
 - Requisition: 501856, Purchase Order: 001556
 - Vendor/Addr#: 008534 / 00-1275 Puerta Del Sol
 - PO Type: PO - PURCHASE ORDER
 - Description: PRINTER INK
 - Submitted by: VICKI WOLFF / CAREER CENTER
 - Site: 6010 LOCKNESS TECHNICAL ACADEMY (6010)
 - Buyer: N-Z - ALPHA VENDOR N-Z
 - Routing Group: BUDGET
 - Control #: [Empty]
 - Date: 09/09/2009
 - Delivery By: [Empty]
 - Terms: [Empty]
 - FOB: [Empty]
 - Room: [Empty]
 - Warehouse: [Empty]
 - Stores Order: [Empty]
 - Confirming: 0 - No confirmation message
 - Ship To: 0641 LINCOLN TECH ACADEMY (0641)
 - Commodity: [Empty]
 - Misc Date: [Empty]
 - Misc: [Empty]
 - Discount: .000 %
 - Shipping %: 00
 - Tax %: 8.750 %
- Address (00) Section:
 - Additional: [Empty]
 - Shipping: [Empty]
 - Beg Message: [Empty]
 - End Message: [Empty]
 - Vendor: Sehi Computer Products, 1275 Puerta Del Sol, San Clemente, CA 92673
 - Remit: 1275 Puerta Del Sol, San Clemente, CA 92673

Uncancelling a PO



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

Change PO Uncancel 40 - QSS DEMONSTRATION DISTRICT QSS/...

File Options

Save Close

FY: 10 RQ: 501856 PO: 001556 VE: 008534/00 Sehi Computer Products ChangeMode

Save [F9] Change Order: 03 Date Paid: N/A Date Printed: 09/17/2009 dhun-09/14/2009-11:24:28

Do you really want to uncancel this Purchase Order?: Yes

Uncancel payment description: Cancelled wrong PO.

Requisition

Requisition: 501856 Purchase Order: 001556 Control #: Warehouse: Stores Order:

Vendor/Addr#: 008534 / 00-1275 Puerta Del Sol Date: 09/09/2009

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

Description: PRINTER INK Tax %: 8.750 % Ship To: 0641 LINCOLN TECH ACADEMY (0641)

Submitted by: VICKI WOLFF / CAREER CENTER Terms: Commodity:

Site: 6010 LOCKNESS TECHNICAL ACADEMY (6010) FOB:

Buyer: N-Z - ALPHA VENDOR N-Z Program: Misc Date: Misc:

Routing Group: BUDGET Room: Discount: .000 % Shipping %: 00

Address (00) Additional Shipping Beg Message End Message

Vendor: Sehi Computer Products, 1275 Puerta Del Sol, San Clemente, CA 92673

Remit: 1275 Puerta Del Sol, San Clemente, CA 92673

Uncancelling a PO

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

Purchase Order Change Orders 40 - QSS DEMONSTRATION DISTRICT

File Options

Close Change Detail

PO: 001556 RQ: 501856 VE: 008534/00 Sehi Computer Products **InspectMode**

Purchase Order Number: 001556 Description:

Effective Date: 06/30/2010

Description: PRINTER INK Vendor: 008534 Sehi Computer Products

PO Total: 91.84 Date Entered: 09/09/2009 Site: 6010

Amount Paid: 0.00 PO Date: 09/09/2009 Payments Paid: 0000 Pending: 0000

Previous Changes

No	Changed	Printed	CO	User	Change	Description
01	06/30/2010	06/30/2010	001	MGR	Add New Item	Add item for demo.
02	06/30/2010	06/30/2010	001	MGR	Delete Item	Delete an item for the demo.
03	06/30/2010	06/30/2010	001	MGR	Cancel PO	Doing a cancel for the demo.
04	06/30/2010	06/30/2010	001	MGR	Uncancel PO	Doing an uncancel for the demo.

Uncancelling a PO

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

History / Log Detail 40 - QSS DEMONSTRATION DISTRICT QS... - □ ×

File Options

Close

Requisition Number: 501856 Purchase Order Number: 001556

Previous Changes

No	Changed	Printed	CO	User	Change	Description
					Chg: Discount Flag #03	From: N To: Deleted Item
					Chg: Discount Percent #03	From: 0.0000 To: Deleted Item
					Chg: Discount Amount #03	From: 0.00 To: Deleted Item
					Chg: Item Description #03	From: T069320 To: Deleted Item
					Chg: Item Description #03	From: EPSON WORKFORCE 30 MAGENTA INK CARTRIDGE To: Deleted Item
					Chg: PO Amount Net Change	From: 104.02 To: 91.84
03	06/30/2010	06/30/2010	001	MGR	Cancel PO	Doing a cancel for the demo.
					Chg: PO Amount Net Change	From: 91.84 To: 0.00
04	06/30/2010	06/30/2010	001	MGR	Uncancel PO	Doing an uncancel for the demo.
					Chg: PO Amount Net Change	From: 0.00 To: 91.84

Uncancelling a PO

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

PO Payment - Details

File Options

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

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

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

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

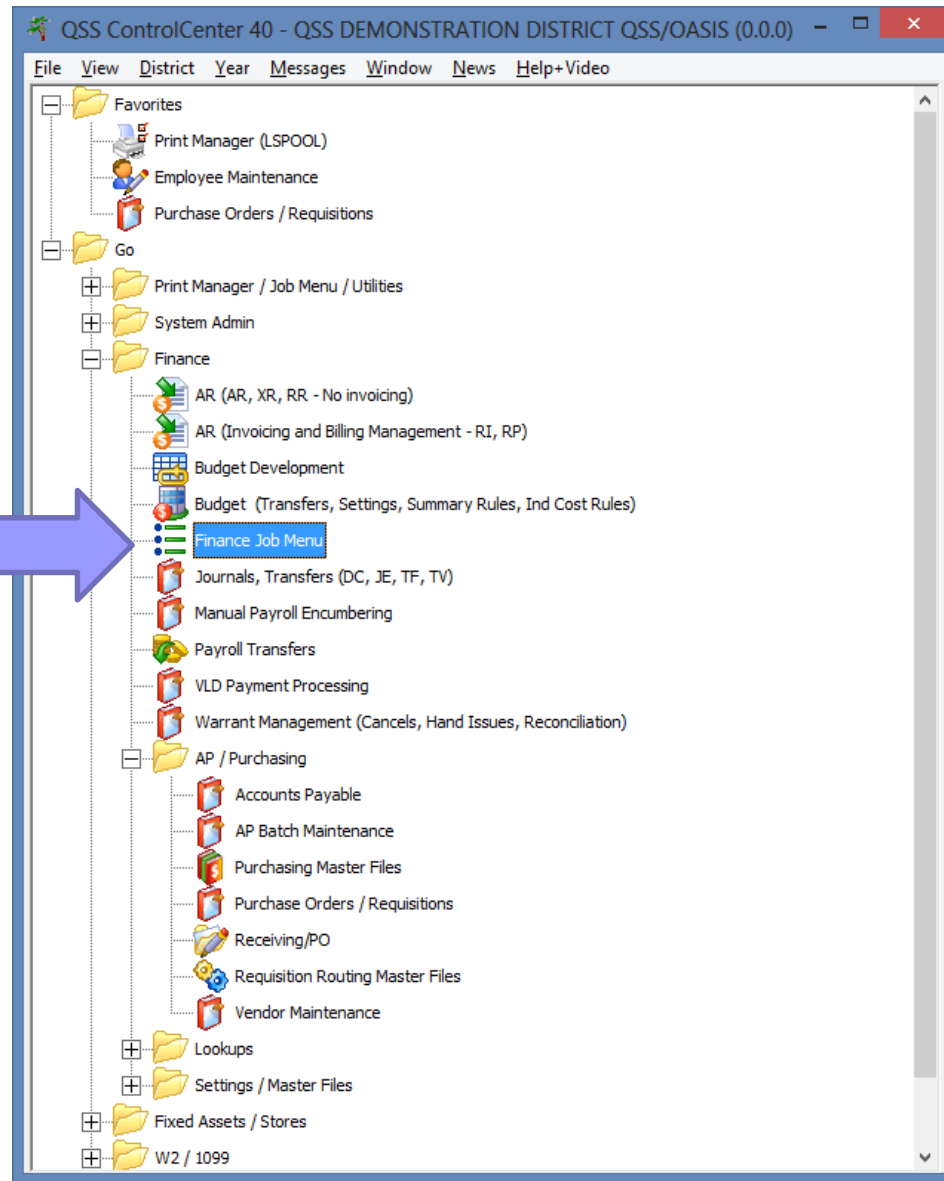
Remit name/address: Sehi Computer Products, 1275 Puerta Del Sol, San Clemente, CA 92673

	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	\$ Original	\$ Amount	Status
▶ 1	01	9650	0	7111	2700	4300	640	6762	00	79.02	91.84	O

	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
6	O - Reopen	06/30/2010	Cancelled wrong PO.	0.00	91.84		0	0.00	91.84		0	0			00
Totals:				0.00	-12.82			0.00				0.00			

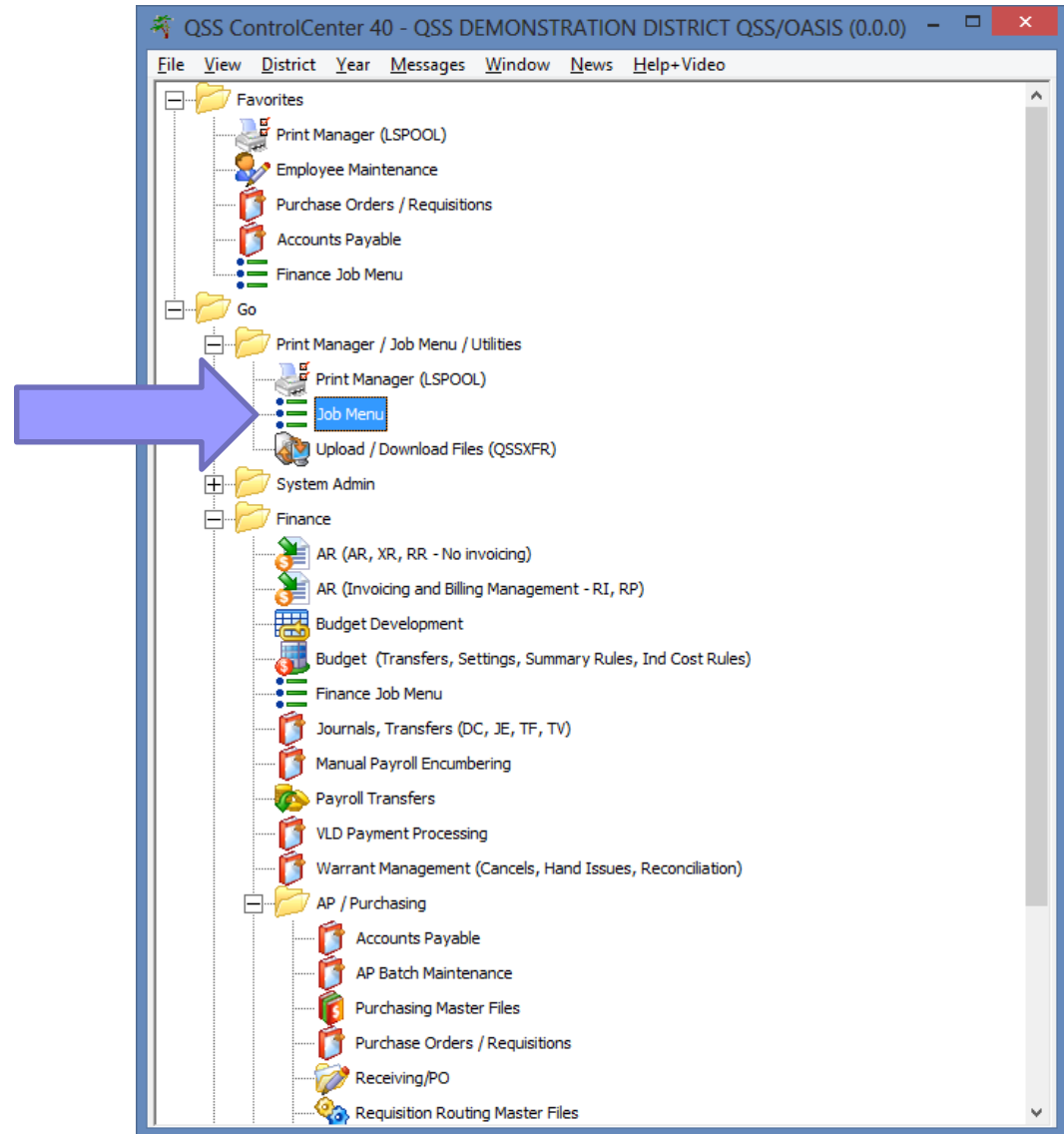
Printing the POCO

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



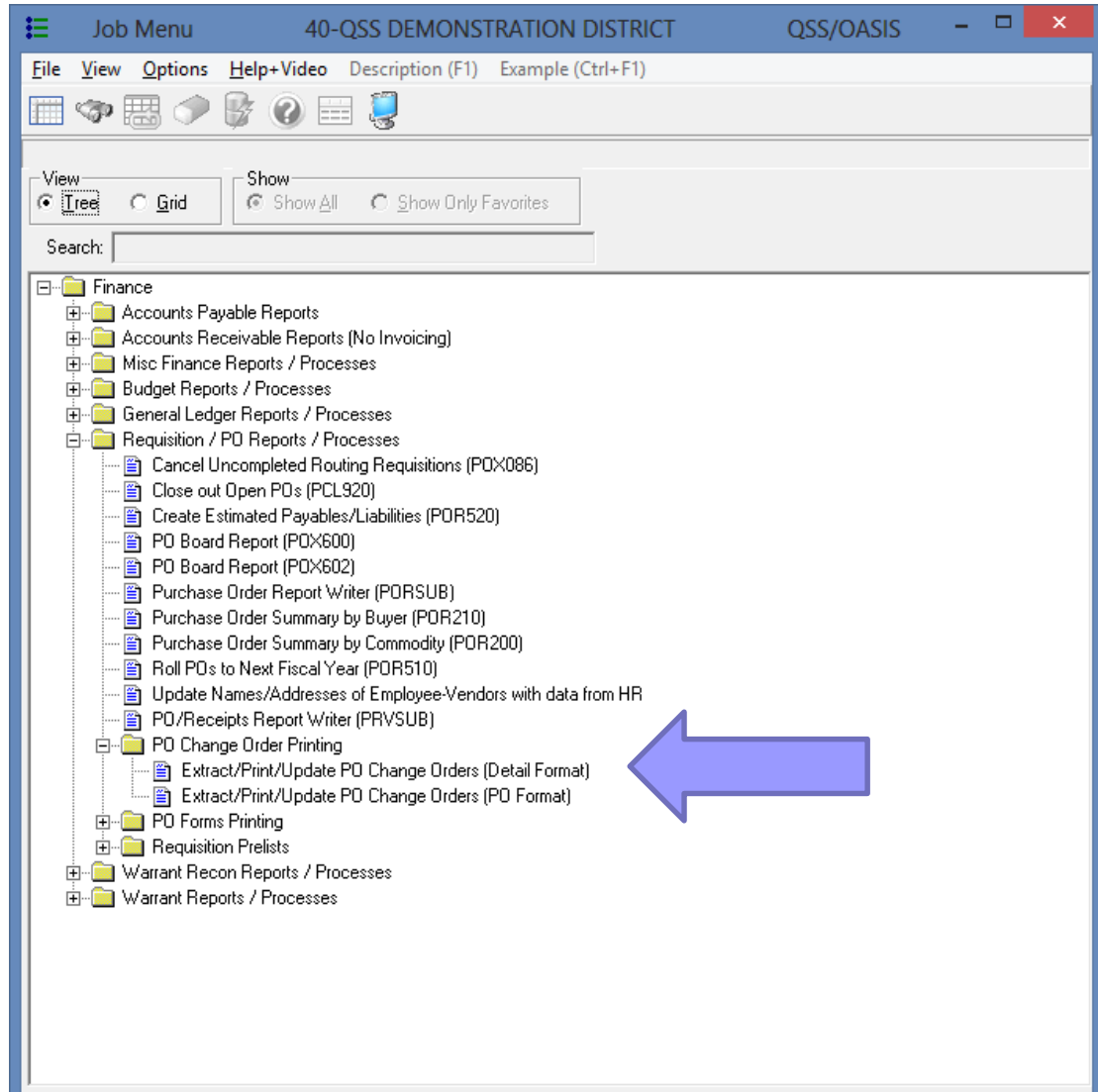
Printing the POCO

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.

The screenshot shows a software window titled "Purchase Order Change Order Details (POX700)" with a subtitle "Year: 10 Dist: 40 - QSS DEMONSTRATION DISTRICT". The window has a menu bar with "File" and "Options" and a toolbar with icons for file operations. The main content area is titled "Main Selection" and contains the following form fields:

- P.O. Print Date:
- Print Line-up: times Special Format
- Buyer Code:
- Req. #:
- P.O. #:
- P.O. Types:
- Sites:

Printing the POCO

Purchase Order Change Order Details (POX700) Year: 10 Dist: 40 - QSS DEMONSTRATION DISTRICT

File Options

Submit [Ctrl+S]

Main Selection

P.O. Print Date: 06/30/2010

Print Line-up: times Special Format

Buyer Code:

Req. #:

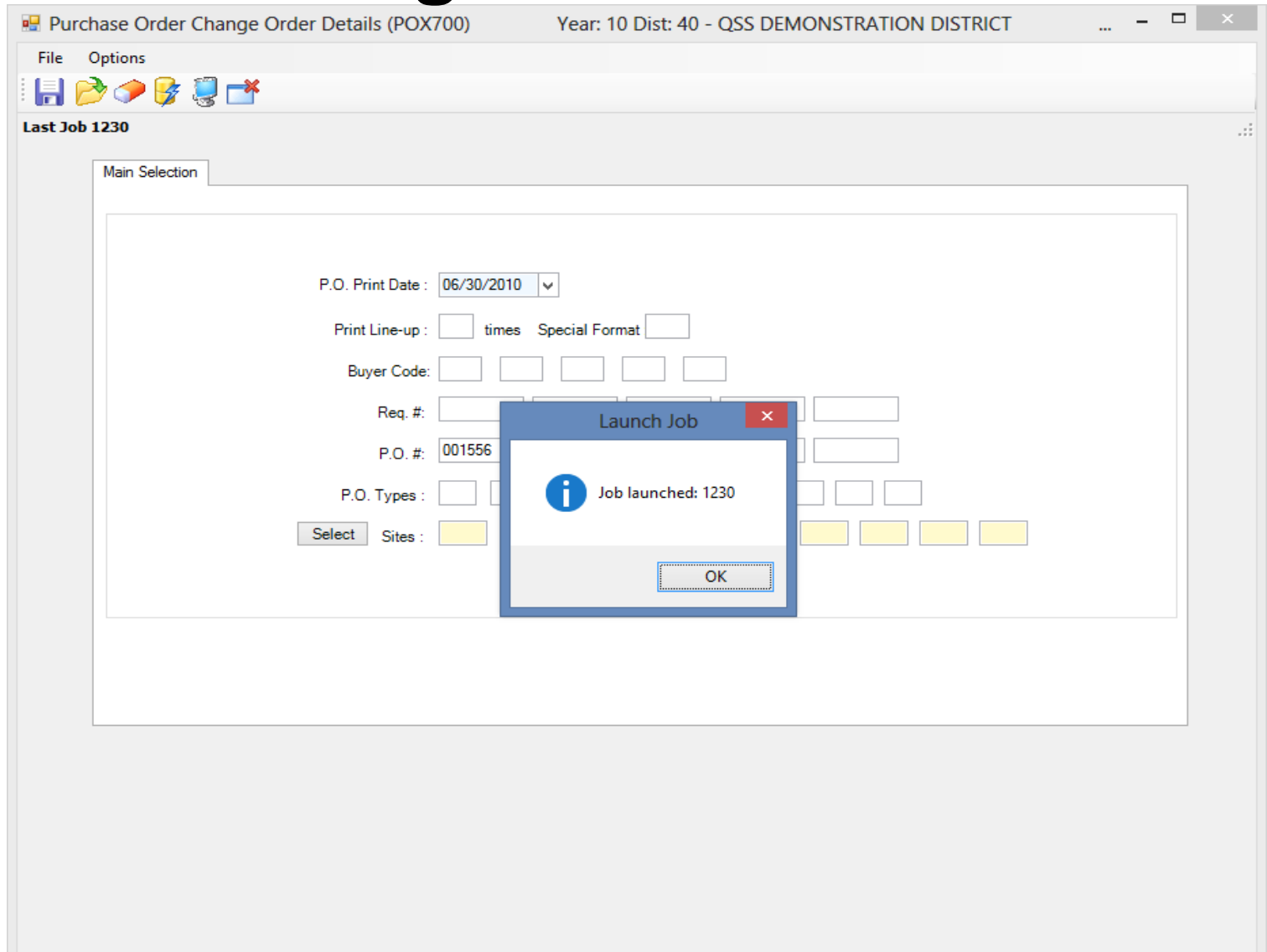
P.O. #: 001556

P.O. Types:

Select Sites:

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

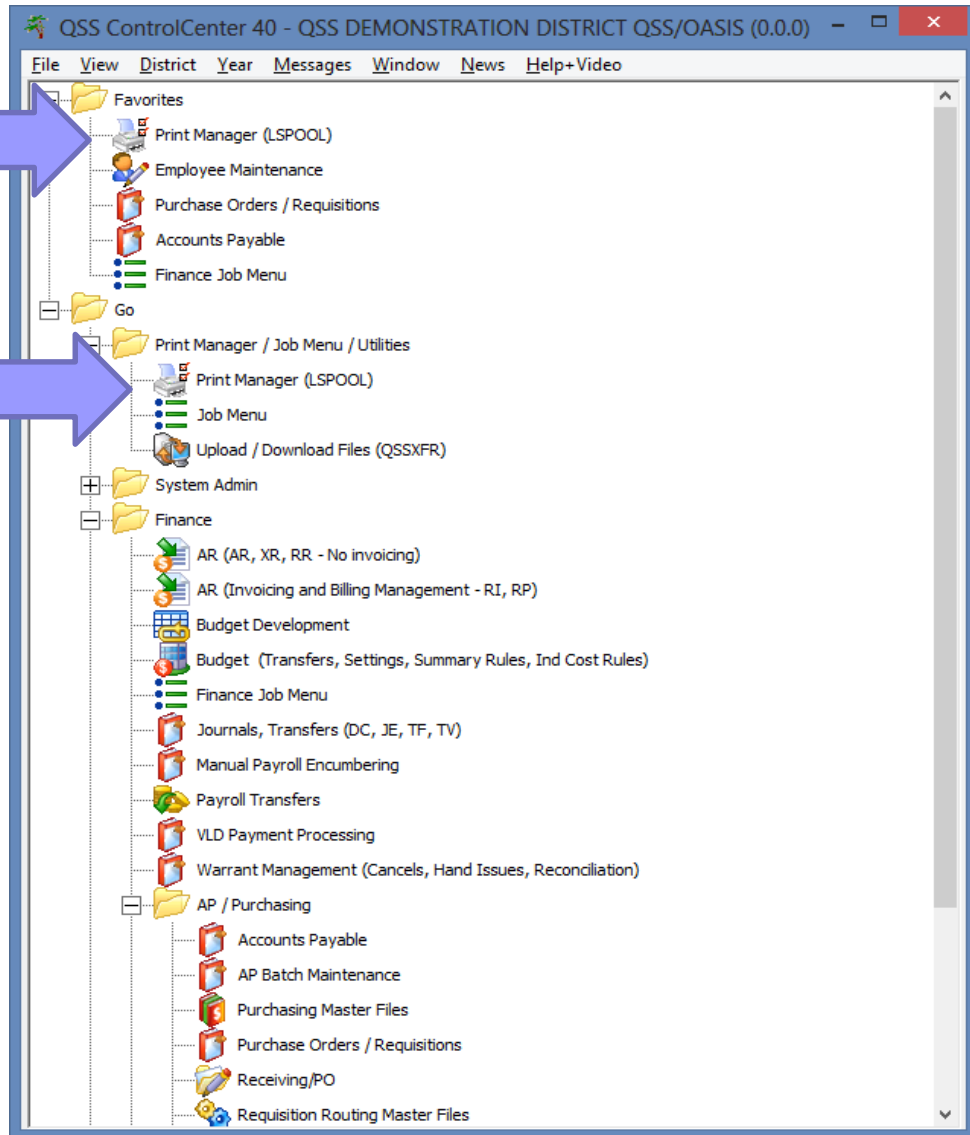
Printing the POCO



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.

The screenshot shows the Print Manager (LSpool) window with the following details:

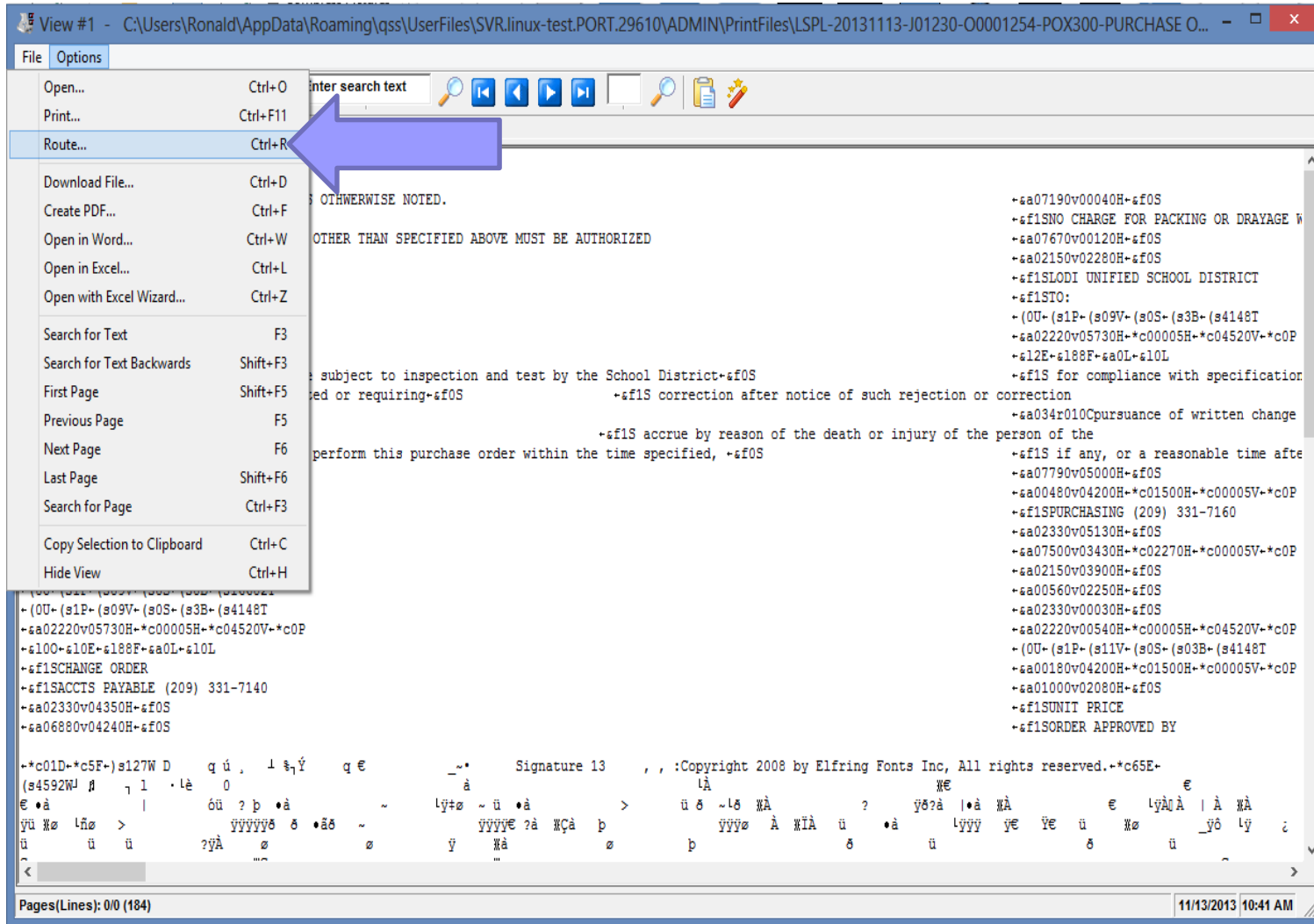
- Window Title: Print Manager (LSpool) 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS
- Menu: File View Options Help+Video
- Toolbar: Contains various icons for file operations like copy, paste, print, and delete.
- Current line: 1
- Navigation tabs: Print Files, Spool Files/SSTDLIST, Local Print Files, Session History, Server Commands
- Left Panel: Tree view showing folders: MGR, All Files, Dates, Job#, Program Title, Report Title.
- Main Table:

Ret.	LN	Slct	R	P	File #	Date/Time	Job#	Beg/End (Lines)	Report Title	Program Title	Program	User	PFile
	001	N	Y	N	001254	11/13/2013 08:26 AM	001230	0/0 (184)		PURCHASE ORDERS (SPECIAL FO	POX300	MGR	Exists

A blue arrow points to the Job# 001230 in the table.

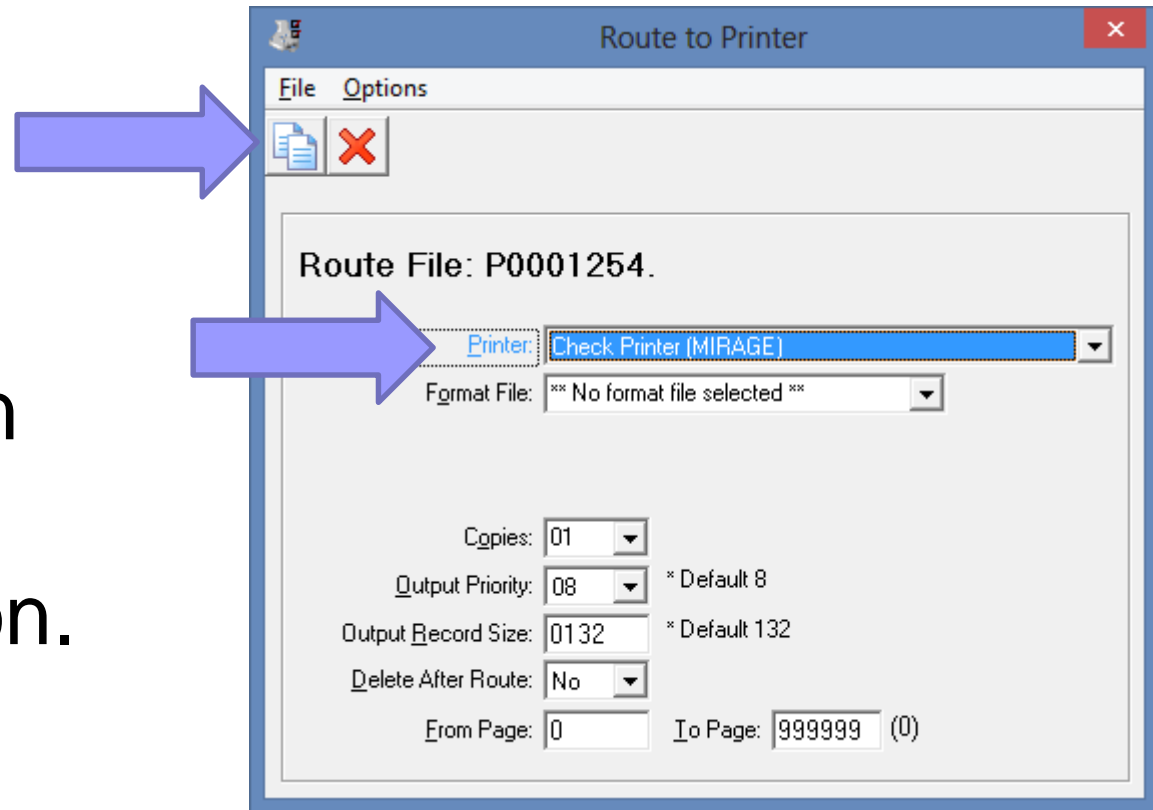
Printing the POCO

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.

CHANGE ORDER

Vendor: 008534 P/O#: 001556 - 01

INVOICE IN TRIPLICATE TO: [REDACTED]

PLEASE REFER TO OUR PREVIOUSLY ISSUED PO

TO: [REDACTED] SHIP TO: [REDACTED]

ATTN: [REDACTED] CAREER CENTER

REQUIRED: SHIP: CONTROL: REQ: 501856

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1.00	EACH	T068120-D1 EPSON WORKFORCE 30 BLACK DUAL PACK INK CARTRIDGE	34.46	34.46
1.00	EACH	T069220 EPSON WORKFORCE 30 CYAN INK CARTRIDGE	11.20	11.20
0.00	EACH	T069320 EPSON WORKFORCE 30 MAGENTA INK CARTRIDGE Item Deleted	11.20	0.00
1.00	EACH	T069420 EPSON WORKFORCE 30 YELLOW INK CARTRIDGE	11.20	11.20
1.00	EACH	Adding a new item needed for the webinar. NOTE: M S D S REQUIRED WITH DELIVERY. FORWARD COPY TO: [REDACTED]	25.00	25.00
			NET CHANGE	12.82

THIS MATERIAL OR EQUIPMENT MUST MEET ALL CALIFORNIA DIVISION OF SAFETY SPECIFICATIONS

ORDER APPROVED BY: [REDACTED]

IMPORTANT INSTRUCTIONS

1. ALL ITEM P.O.S. DESTINATION UNLESS OTHERWISE NOTED.
2. DO NOT SHIP FREIGHT COLLECT.
3. INVOICE EACH PURCHASE ORDER SEPARATELY. ITEMS ON THIS PURCHASE ORDER MUST NOT BE BILLED WITH THOSE ON OTHER PURCHASE ORDERS.
4. NO CHARGE FOR PACKING OR CRUAGAGE WILL BE ALLOWED EXCEPT WHEN SPECIFIED ON ORDER.
5. WHEN FREIGHT IS AUTHORIZED TO BE PREPAID AND ADDED TO INVOICE, THE ORIGINAL RECEIPTED FREIGHT BILL MUST ACCOMPANY YOUR INVOICE.
6. SUBSTITUTIONS, CHANGES AND PRICES OTHER THAN SPECIFIED ABOVE MUST BE AUTHORIZED IN WRITING BY THE SCHOOL DISTRICT AGENT (SEE PARAGRAPH 4, REVERSE SIDE).

Date printed: 06/30/10
Page: 1 of 2

VENDOR



? 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

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QSSUG PSFA Webinars 2013 - 2014

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QSS Users Group Purchasing, Stores and Fixed Assets (PSFA) Committee co-chairs Rose Garcia of Berkeley USD and Linda Crawford of Stanislaus COE have made arrangements with *Quintessential School Systems* to have the PSFA Committee sponsor the following QSS webinars on a variety of purchasing, stores, and fixed asset topics.

Click on this link for the seminar and webinar schedule in PDF format: [2013-2014 QSSUG PSFA Schedule](#). Registration and mailing information is below this chart.

Date and Time (Pacific)	Webinar	Presenter / Q/A	PSFA Member Registration Cost	Non-Member Registration Cost
Tuesday October 22, 2013 10am - 12noon	Stores Administration Download flyer/registration Download flyer Give Feedback	Don Hemwall Mike Smith	\$0.00	\$250.00
Thursday November 14, 2013 10am - 12noon	POCO (Purchase Order Changes Orders) Download flyer/registration Download flyer Give Feedback	Ronnie Steward Craig Grilley	\$0.00	\$250.00
Tuesday December 10, 2013 10am - 12noon	End-User Routing Download flyer/registration Download flyer	JP Hollingsworth Craig Grilley	\$0.00	\$250.00
Tuesday January 07, 2014 10am - 12noon	Tips & Tricks	TBA	\$0.00	\$250.00
Thursday	Receiving	Ronnie Steward	\$0.00	\$250.00