

Tips & Tricks Webinar 01/07/2014

Items for discussion

- Copy a Requisition/PO across fiscal years
- Adding and reviewing PR and PO notes
- Attaching a document to a requisition
- Adding/replacing an account code and redistributing encumbrances using POCO
- Changing a requisition
- Adding items to a requisition
- Using Advanced Search to look up a requisition
- Looking up a vendor
- Reviewing and approving requisitions waiting for approval
- Deleting a requisition line item
- Using the requisition "draft" option

QCC/Purchasing Main

🔜 Purchase Orders / Requisitions	39 - THE TRAIN USD	Q55/DASIS	
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QCC/Purchasing Copy Option

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Document Handling

Notepad

- RQ and PO Notes
- Optional dynamic discovery of on-file notes

Attachments

- Manual Version H and Version L
- Integrated w/upload Version L

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_	000001	000000	03/07/2008	03/07/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0000-Unspecified	0000		PO		
	000002	080097	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.05		0001-DISTRICT BUSINESS OFFICE	0001				
	000003	080098	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.05		0001-DISTRICT BUSINESS OFFICE	0001				
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	080003	080008	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1,870.39		0001-DISTRICT BUSINESS OFFICE	0008		RQ		
	080004	080009	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	64.28		0001-DISTRICT BUSINESS OFFICE	0002				
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	080008	000000	03/03/2008	03/03/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	176.48		0000-Unspecified	0000				
	080009	080007	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	387.40		0001-DISTRICT BUSINESS OFFICE	0003		RQ		
	080010	080019	02/16/2008	02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	157.90		0001-DISTRICT BUSINESS OFFICE	0002				
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Available Note Types are Bold

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000002	080097	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.05		0001-DISTRICT BUSINESS OFFICE	0001				
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Same, but from Requisitions

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		000000	000001	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	001	12/03/2007				
		000000	000002	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	001	12/03/2007				
		000000	000050	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	001	12/03/2007	RQ			
		000000	080001	02/11/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	185.90		0001-DISTRICT BUSINESS OFFICE	001	02/11/2008	RQ			
		000000	080002	02/12/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	257.00		0001-DISTRICT BUSINESS OFFICE	003	02/12/2008				
		080001	080005	06/01/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified)001	06/01/2008	RQ, PO			
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	00000	000001	12/03/2009	000001	QUINTES	SENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	001	12/03/2007			
	00000	000002	12/03/2009	000001	QUINTES	SENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	12/03/2007			
	00000	000050	12/03/2009	000001	QUINTES	SENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE)001	12/03/2007	RQ		
	00000	080001	02/11/2010	000001	QUINTES	SENTIAL SCHOOL SYSTEMS	185.90		0001-DISTRICT BUSINESS OFFICE)001	02/11/2008	RQ		
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			PO Not	e	SENTIAL SCHOOL SYSTEMS	1,870.39		0001-DISTRICT BUSINESS OFFICE)008	02/18/2008	RQ			
			RQ Not	e	ENTIAL SCHOOL SYSTEMS	64.28		0001-DISTRICT BUSINESS OFFICE	002	02/18/2008			-	
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Queue – Identify Approval Notes and RQ Notes

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Purchase Order: 0800001 Attachment Reg/PO: \	<u>7N</u> Requisition:	080005		
Description: TEST FOR DAP	Submitted by:	DAPSTER		
Date: 06/01/2008 Date Paid:	Ship to: 0000	District Warehouse		
Status: Y - Yes 💌				
Vendor: 🌍 000001 / 00 💌				
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			Total PO Am	ount: \$1.00

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Version L - Attachments

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	000001	500014	07/01/2009	07/01/2009	017610	John D Kroeger Associates	10,000.00	06/26/2009	8035-BUSINESS SRVCS	
	000002	500015	07/01/2009	07/01/2009	002230	Dameron Hospital	1,500.00	06/26/2009	8035-BUSINESS SRVCS	
	000003	500018	07/01/2009	07/01/2009	000667	Barnes And Noble	1,000.00	06/26/2009	1840-SERENADE, DANDY CHARTER	
	000004	500019	07/01/2009	07/01/2009	014937	Carnegie Learning	4,985.40	06/26/2009	1840-SERENADE, DANDY CHARTER	
	000005	500025	07/01/2009	07/01/2009	004787	International Reading Assn	69.00	06/26/2009	1840-SERENADE, DANDY CHARTER	
	000006	500026	07/01/2009	07/01/2009	002294	Delk Pest Control	500.00	06/26/2009	1840-SERENADE, DANDY CHARTER	
	000007	500030	07/01/2009	07/01/2009	001330	CA State Dept Of Justice	750.00	06/26/2009	1840-SERENADE, DANDY CHARTER	
	000008	500084	07/01/2009	07/01/2009	017556	Intercom Network	3,350.00	06/26/2009	8185-TECHNOLOGY SRVCS	
	000009	500085	07/01/2009	07/01/2009	018368	Acom Solutions	84.00	06/26/2009	8185-TECHNOLOGY SRVCS	
	000010	500086	07/01/2009	07/01/2009	014786	Argent Software	12,438.00	06/26/2009	8185-TECHNOLOGY SRVCS	
	000011	500089	07/01/2009	07/01/2009	017497	Bluecat Networks Inc	4,158.00	06/26/2009	8185-TECHNOLOGY SRVCS	
	000012	500091	07/01/2009	07/01/2009	011421	Citrix Inc	7,500.00	06/26/2009	8185-TECHNOLOGY SRVCS	
	000013	500092	07/01/2009	07/01/2009	015455	Diskeeper Corporation	2,562.65	06/26/2009	8185-TECHNOLOGY SRVCS	
	000014	500093	07/01/2009	07/01/2009	016175	Edustructures	18,770.25	06/26/2009	8185-TECHNOLOGY SRVCS	
>	000015	500094	07/01/2009	07/01/2009	018217	EG Innovations	5,183 <u>.9</u> 3	06/26/2009	8185-TECHNOLOGY SRVCS	
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Shows in List of Attachments

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24

Sample Queue (RQR)

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		Þ		00	080112	2 QUINTESSENTIAL SCHOOL SYSTEMS	1.00	07/31/2012		DEADAP	0000		Р	Yes	<u>Yes</u>	Purchasing Director Approval	
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Sample List from Requisitions

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► 000000	000001	12/03/2007	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91	0	001-DISTRICT BUSINESS OFFICE	0001	
000000	000002	12/03/2007	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91	0	001-DISTRICT BUSINESS OFFICE	001	
000000	000050	12/03/2007	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91	0	001-DISTRICT BUSINESS OFFICE	001	
000000	080001	02/11/2008	02/11/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	185.90	0	001-DISTRICT BUSINESS OFFICE	001	
000000	080002	02/12/2008	02/12/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	257.00	0	001-DISTRICT BUSINESS OFFICE	003	
080001	080005	06/01/2008	06/01/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00	0	000-Unspecified	001	
080002	080006	02/16/2008	02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00	0	001-DISTRICT BUSINESS OFFICE	002	
080009	080007	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	387.40	0	001-DISTRICT BUSINESS OFFICE)003	
	080008	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1,870.39	0	001-DISTRICT BUSINESS OFFICE)008	
080003		00.110.10000	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	64.28	0	001-DISTRICT BUSINESS OFFICE	002	
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Sample List from PO

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	000001	000000	03/07/2008	03/07/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0000-Unspecified	0000		PO
	000002	080097	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.05		0001-DISTRICT BUSINESS OFFICE	0001		
	000003	080098	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.05		0001-DISTRICT BUSINESS OFFICE	0001		
	000101	000000	03/26/2008	03/26/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0000		
	000102	000000	03/26/2008	03/26/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0000		
	080001	080005	06/01/2008	06/01/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0001		RQ, I
	080002	080006	02/16/2008	02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0001-DISTRICT BUSINESS OFFICE	0002		
	080003	080008	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1,870.39		0001-DISTRICT BUSINESS OFFICE	0008		RQ
	080004	080009	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	64.28		0001-DISTRICT BUSINESS OFFICE	0002		
	080005	080010	06/30/2008	06/30/2008	000000	* Vendor not on file *	0.00		0000-Unspecified	0000		
	080006	000000	03/03/2008	03/03/2008	000002	DONALD DUCK	2,726.28		0000-Unspecified	0000		
	080007	000000	03/03/2008	03/03/2008	000007	Eatsalot Food Services	100.00		0000-Unspecified	0000		
	080008	000000	03/03/2008	03/03/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	176.48		0000-Unspecified	0000		
	080009	080007	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	387.40		0001-DISTRICT BUSINESS OFFICE	0003		RQ
	080010	080019	02/16/2008	02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	157.90		0001-DISTRICT BUSINESS OFFICE	0002		
	080011	080020	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	563.64		0056-Technical Services	0001		
<u> </u>	080012	080021	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	455.92		0001-DISTRICT BUSINESS OFFICE	0008		
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Advanced PO/Req Search – General

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Advanced PO/Req Search-Accounts

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Advanced PO/Req Search-Accounts

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Non-RQR View

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Adding – Req/PO Mode

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Description:	 Tax %:	8: 8:375 % Ship To: 0000 District Warehouse (0000)	<u>-</u>
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Drop Downs...

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Description:	BL - BLANKET PO'S	Tax %:	8.375 %	Ship To: 0000	District Warehou	use (0000)	•	
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Buyer:		Program:		Misc Date:		Misc:		
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Site:	FOB:	
Buyer:	Program: Misc	Date: Misc:
	Room:	Shipping %:

And More Drop Downs...

浳 Requisition Entry	39 - THE	TRAIN USD		Q55/0A5	515		
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Buyer:	ALTA VISTA SCHOOL (0011)	Program:		Misc Date:		Misc:	
	ATHENOUR SCHOOL (0012) Default Site (0000) DISTRICT BUSINESS OFFICE (0001)	Room:			Sł	ipping %:	
🕂 🕂 Add Row	New High School (0002)						

And Even More Drop Downs...

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Description:	Tax %	8.375 %	Ship To: 0000	District Warehouse (0000)	•
Submitted by:	Terms	:	Commodity:	Alta Vista High School (1111)	
Site:	FOE	:		Alta Vista Middle School (0111) ALTA VISTA SCHOOL (0011)	
Buyer:	Program	c	Misc Date:	DISTRICT BUSINESS OFFICE (00 District Warehouse (0000)	.01)
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You Get the Idea!

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Search for Vendor – Any Field

😻 Vendor Lookup 39 - QSS DEMONSTRATION DISTRICT	QSS/OASIS	
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● <u>V</u> endor Lookup <u>I</u> IN Lookup Commodity Lookup <u>E</u> mployee Lookup <u>R</u> esults		
District: 39 💌 Date: 🖊 / 💌 🔽 Status O Active O Inactive 💿 Both 🔽 Include additional addresses 🔽 Include commodity codes		
Contact Information		
Name: Search remit/addl add? Remit Name:		
Address: Remit address:		
City: State: Zip: City: City: State: Zip:		
Vendor Number: Contact: Phone: [] Fax: []		
1099 O Yes O No O All Name: Preset: Tax ID: SSN:		
Use Tax A - All Vise tax 1: Use tax 2: Terms:		
Account Number: Rating: Msg Flag: Category:		
Comment: Type: Revolving Cash Object:		

Vendor by Tax ID

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Vendor Lookup 🔹 🔍 IN Lookup Commodity Lookup	Employee Lookup Results		
District: 39 💌 Date: 🖊 /	Status Active O Inactive O Both Include additional addresses Include commodity codes		
	Tax ID Number:		

Vendor by Commodity

💎 Yendor Lookup	39 - QSS DEMONSTRATION DISTRICT	QSS/OASIS	
File Options Help			
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Vendor Lookup	Employee Lookup Results		
District: 39 💌 Date: 🖊 /	Status Active O Inactive O Both Include additional addresses Include commodity codes		
Commodity Code Range:		_	

Employee Vendors

Yendor Lookup IN Lookup Commodity Lookup Employee Lookup Both Include additional addresses Include commodity codes Include commodity codes Include additional addresses Include commodity codes Imployee # SSN	
Yendor Lookup IN Lookup Commodity Lookup Employee Lookup Results District 39 T Date: / / T Active Inactive Both Include additional addresses Include commodity codes Employee # O SSN 1006 Employee # O SSN 1006 Include additional addresses Include commodity codes Employee # O SSN 1006 Include additional addresses Include commodity codes Include additional addresses Include commodity codes Include additional addresses Include commodity codes Employee # O SSN 1006 Include additional addresses Include commodity codes Include additional addresses Include commodity codes Include additional addresses Include commodity codes Employee # O SSN 1006 Include additional addresses Include commodity codes Include additional addresses Include commodity codes Include additional addresses Include commodity codes Employee # O SSN 1006 Include additional addresses Include commodity codes Include additional addresses Include commodity codes Include additional addresses Include commodity codes Employee # O SSN 1006 Include additional addresses <	
Vendor Lookup IIN Lookup District: 33 Date: / / · · · Status © Active Inactive Both Include additional addresses Include commodity codes © Employee # SSN 1006	
District: 39 Date: 77 Status Active Inactive Both Include additional addresses Include commodity codes Employee # SSN 1006	
Employee # SSN 1006	
Employee not a vendor	
Employee is not a vendor. Would you like to create a vendor record? Name: PAIN, TRUE Address: 867 American Street City/State/Zip: San Carlos CA, 94070	
OK Cancel	

Search Results - Select

*	/endor I	.ookup		39 - (255 DEMONSTRATION DIST	RICT	QSS	/OASIS	×			
File	Option	s Help										
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	Page: 1 of 1											
⊻€	ndor Loc	kup 🔄 <u>T</u> IN Lookup 🛛 Co <u>m</u> modity Looku	D <u>E</u> mployee Lookup	● <u>B</u> ∉	esults							
		Vander Nana	Vonden #/Adda	Chabur	Address	Contract /Commont /Tune	Dhana Numhar	En Number	1			
•	1	DONALD DUCK	39 - 000002	A	13993 E. SAGE HILLS DRIVE SAGE HILLS, AZ 85656	DAISY DUCK	(520) 393-8575		1			
	2	Donald Duck	39 - 000002/02	A	867 A-MER-I-CAN STREET SAN JA CARLOS, CA 94070	TEST FOR DAPS						
	3	Eatsalot Food Services	39 - 000007	A	777 Hungry Avenue 1 San Jose, CA 94070	Mr. Eatsalot Best Raw Food Service Vendor!! eatsalot@yahoo.com eatsalotMORE@yahoo.com eatsalotALLOFIT@yahoo.com	(777) 777-7777	(777) 777-7778				
	4	Eatsalot Food Services	39 - 000007/01	A	8888 Hungry Ave San Jose, CA 88888	ADDRESS #1 Type: VE						
	5	Eatslot Food Services	39 - 000007/02	A	9999 Hungry Avenue San Jose, CA 99999	Address #2 Type: VE						
	6	Eatsalot Food Services	39 - 000007/99	A	1099 Hungry Avenue San Jose, CA 991099	This is the address we use if they need a 1099.						
	7	QUINTESSENTIAL SCHOOL SYSTEMS	39 - 000001	A	867 AMERICAN STREET SECOND FLOOR SAN CARLOS, CA 94070	UPDATED BY Duane Dev/DAPD						
	8	QSS - ADDRESS 02	39 - 000001/02	A	867 A-MER-I-CAN STREET SAN JA CARLOS, CA 94070	TEST FOR DAPS						
	9	QSS - USE FOR SEPARATE CHECK	39 - 000001/90	Α								
	10	RC Vendor #5	39 - 000005	A	555 Primary address 5th floor suite 5 Five City, CA 94070	Whoever's There Then RC5 E1@X.COM E2@X.COM E3@X.COM	(555) 555-5555	(555) 555-5556				
	11	RC Vendor #6	39 - 000006	A	666 Primary Way 6th floor suite 6 Six City, CA 94070	Six-at-a-time	(666) 666-6666	(666) 666-6667				
•		Remit Vendor 6-02	39 - 000006/02	A	602 AddAddress St.	Additional Address #02		▼ ▶	Ŀ			

Vendor is Returned...

浳 Requisition Entry	39 - THE TRAIN USE	SD QSS/OASIS	١×
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Save and Return	📙 Save 📑 Close 📑 Items 🔚 🥘 🌌 👔	🔁 🔽 💽 🔟 🐨 Notes 🗸 📑 Options 🗸	
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Submitted by:	Term	rms: Commodity:	
Site:	FO	OB:	
Buyer:	Program	ram: Misc Date: Misc:	
	Roor	oom: Shipping %:	

Fill In Fields

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Requisition ——						.::
Requisition:	*New* Purchase Order: *New* OR 🗖 Cor	introl #:	Warehouse:	Stores Order:		
Vendor/Addr#:	🧇 000001 / 00-867 AMERICAN STRE 💌	Date: 06/30/2008	Released:	•		
PO Type:	PO - PURCHASE ORDER Delive	very By: 06/30/2008	Confirming:	0 - No confirmation message	•	
Description:	DAP TEST REQ/PO 1	Tax %: 8.375 %	Ship To: 0000	District Warehouse (0000)	•	
Submitted by:	DAPORETTO 1	Terms: NET 30	Commodity:	COMPUTER EQUIPMENT	•	
Site: 0011	ALTA VISTA SCHOOL (0011)	FOB:				
Buyer:	PURA - PURCHASING BUYER 'A'	rogram: WHATEVER U	WANT Misc Date:	Misc:		
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Assign Accounts...

🎁 Req	uisition Entry	y 31	9 - THE TRAIN USD		QS	S/OASIS			
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	Site: 0011	ALTA VISTA SCHOOL (0011)	FOB:						
	Buyer	PURA - PURCHASING BUYER 'A'	Program:	WHATEVER U WANT	Mise	c Date:	Misc:		
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Tab from Pseudo Resolves Acct

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	Description:	DAP TEST REQ/PO	Tax %:	8.375 %	Ship To:	0000	District Warehous	e (0000)	•			
	Submitted by:	DAPORETTO	Terms:	NET 30	Co	ommodity:	COMPUTER EQU	JIPMENT	•			
	Site: 0011	ALTA VISTA SCHOOL (0011)	FOB:									
	Buyer:	PURA - PURCHASING BUYER 'A'	Program:	WHATEVER U WANT	M	/lisc Date:		Misc:				
			Room:	WHAT U WANT				Shipping %:				
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Add Three (3) Rows...

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Vendor/ PC Desc Submit	/Addr#:		Control #:		Warehouse:		Stores Order:		
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Fill Out Remaining Accts...

🧊 Requ	isition	Entry	y 39 - THE ⁻	TRAIN USD		()SS/OASIS		<u>_ ×</u>
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N	/endor/	Addr#:	: 🧄 000001 / 00-867 AMERICAN STRE 💌	Date:	06/30/2008	R	ieleased:		
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	Desc	ription	DAP TEST REQ/PO	Tax %:	8.375 %	Ship To:	0000 District Warehou	se (0000) 💌	I
	Submi	ted by	DAPORETTO	Terms:	NET 30	Co	mmodity: COMPUTER EQ	UIPMENT 💌	1
	Site:	0011	ALTA VISTA SCHOOL (0011)	FOB:					
		Buyer	PURA - PURCHASING BUYER 'A'	Program:	WHATEVER U WANT	м	lisc Date:	Misc:	
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Account Drop Down – History!

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	PO	Туре:	PO - PURCHASE ORDER Delivery	By:	06/30/2008		Confirm	ning: 0 - No confirmation	i message	•	
	Descri	ption:	DAP TEST REQ/PO Tax	(%:	8.375 %	Ship T	o: 000	0 District Warehouse	e (0000)	_	
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	2.	L 01	0-0000-0-4200-00-0000-7110-000000-200-0000)			00	5,005.31	-		
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Account Drop Down – Settings

😚 Account Settings	
Number of Accounts to save: Image: Clear List Number of Pseudo Codes to save: Image: Clear List Favorite Pseudo Codes Favorite Pseudo Codes Image: Clear List Image: Clear List Image: Clear List	
Pseudo Code: >> © At top of Pseudo list C At bottom of Pseudo list	
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Message Library

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e de la companya de l					AddMode
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Requisition:	*New* Purchase Order: *New* OR Contro	l #:	Wa	rehouse:	Stores Order:
Vendor/Addr#:	🤝 000001 / 00-867 AMERICAN STRE 💌 Da	ate: 06/30/2008	R	eleased:	
PO Type:	PO - PURCHASE ORDER Delivery	Ву: 06/30/2008	Co	nfirming: 0 - No confirmation	message
Description:	DAP TEST REQ/PO Tax	* 8.375 %	Ship To:	0000 District Warehouse	(0000)
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Adding an Item – Print/Type

浳 Requisition Entry	39 - THE TRAIN USD	QSS/OASIS	
File Options			
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			AddMode 💥
Subject to tax: 0.	00 Rate: 8.375 % Sub Total: 0.00	Total Tax: 0.00 Total: 0.00	.::
Item Print Sp 1 Yes ▼ C Yes No	lit Quantity Unit Unit Cost alculate Percentage 💌 0	Total Cost Tax Stock # Fixed Asset	
Display Only Ship/Freight	Description	59 lines remaining.	

Split Options

浳 Requisitior	ı Entry		39 - THE TRAIN USD)		QSS/OASIS						
File Option	าร											
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Subje	ct to tax:	0.00 Rate: 8.37	5 % Sub Total:	0.00	Total Tax:	0.00	Total:	0.00				
⊟ltem 1 of	1	,		,								
Item	Print	Split	Quantity Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset				
1	Yes 💌	Calculate Percentage 💌		0.000	0	0.00 Yes 💌	000000	•				
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		Special Percentage			59 lines re	emaining.						
		Account Line 01										
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Lr	h Fnd Resc Y Of	ojt SO Goal Func Cst(Ctr Ste Mngr		Amount	Perce	ent					
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2	. 010-0000-0-42	00-00-0000-7110-0000	00-200-0000		0.00	25.	.00					
3	. 010-4410-0-43	00-00-3800-2700-0000	00-500-0000		0.00	25.	.00					
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Set Description Size

🧊 Req	uisiti	on Entry		39 - THE TRAI	N USD			QSS/OASI	15			<u> </u>
File	Opt	ions										
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		Save Item/Add Item	Shift+F8	8.375 % Sub I	otal:	0.00	Total Lax:	J 0.00	Fotal:	0.00		
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		First	Shift+F5	-								
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		2. 010-0000-0-4200	-00-0000-711	10-000000-200-0000			0.00	2.	5.00			
		3. 010-4410-0-4300	-00-3800-270	00-000000-500-0000			0.00	2.	5.00			
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Add item – Advances to Next

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Subject to tax: 0.00 Rate: 8.375 % Sub Total: 10.00 Total Tax: 0.00 Total: 10.00 Item 2 of 2 Item Print Split Quantity Unit Unit Cost Total Cost Tax Stock # Fixed Asset 2 Yes Calculate Percentage 0 0 0.0000 Ves 000000 Description 59 lines remaining.	AddMode .:
Subject to tax: 0.00 Rate: 8.375 % Sub Total: 10.00 Total Tax: 0.00 Total: 10.00 Item 2 of 2 Item Print Split Quantity Unit Unit Cost Total Cost Tax Stock # Fixed Asset 2 Yes Calculate Percentage 0 0 0.0000 Yes 0000000 T Description 59 lines remaining.	AddMode .:
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2. 010-0000-0-4200-00-0000-7110-000000-200-0000 2.50 25.00	
3. 010-4410-0-4300-00-3800-2700-000000 2.50 25.00	
4. 010-1100-0-4300-00-1110-1000-000000-500-0000 2.50 25.00	
Item Print Onlit Ouentity Unit Unit Cost Out-Total Estimated Tay Est Total U. Tay Should EA	

Add item – Special %

浳 Requis	ition E	ntry 39 - THE TRAIN	USD		Q55/0A5IS						
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Save	e Item	🔂 Save Item/Main 🙀 Save Item/Main/Save 🗭 Main 📔	🗭 Add Ite	em 📴 Save Item/Add Iter	n 🗙 Cancel Item 🛛 📰		F				
							AddMode ;;				
S	Subject (otax: 0.00 Rate: 8.375 % Sub To	otal:	10.00 Total Tax:	0.00 To	tal: 10.00	.:				
Item	n 2 of 2										
lte In	em	Print Split Quantity Unit	Un	it Cost Total Cost	Tax Stor	ck # Fixed Asset					
		Yes Special Percentage 5 EAU	LH	5.0000							
		Description		59 lines r	emaining.						
		LINE ITEM 2 SPLI	T SPE	CIAL %	<u> </u>						
					-						
- ^											
Acc	Tr	End Deer V Obit SO Coal Fund CatCir Ste Morr		Ttem Bergent	àmount						
	1	010-0000-0-4400-00-1110-3120-000000-400-0000		30 00	2 50						
	2			20.00	2.50						
	3	010-4410-0-4300-00-3800-2700-000000-500-0000		10.00	2.50						
1	1			40.00	2.50						
4	4.	010-1100-0-4300-00-1110-1000-000000-300-0000		40.00	2.30						

Item Added...

Requisition	Requisition Entry 39 - THE TRAIN US						JSD	Q55/OASIS									_ 🗆 🗵
File Options	:																
굵 Save Item	Sa	ve Item/Ma	in 宿 Save	e Item/Mai	in/Save 🎽	🖥 Main 🛛 🚽	Add Item	Save I	tem/Add Item	🗙 Can	cel Item	II 🧵 II			1		
						- 10		_		\sim	1 44	ш - <u>с</u> у (_			a.d	dMada
																Au	urioue .::
				. .	0.075 0			05.00	T T					05.00			.::
Subject	to tax:		0.00	Hate:	8.375 %	Sublot	al:	35.00	lotal lax:	J	0.00	l otal:		35.00			
Item 3 of 3	Print		Solit		Ous	otitu Lloit	Lboit Cr	aat	Total Cost	т	C	itook #	Eived As	oot			
3	Mes	-	Calculate E	Percentage				0.0000	Total Cost		3X 3		Fixed As	-			
	JI Co		Calculater	ercentage				0.0000		0.00		,		_			
									FOR								
				Descriptio	on				59 lines rer	naining.							
										-							
										-							
Accounts																	
Ln	Fnd F	esc Y Ol	ojt SO Goa	al Func	CstCtr :	Ste Mngr			Amount		Percen	t					
1.	010-0	000-0-44	00-00-111	0-3120-	000000-4	00-0000			10.00		25.0	0					
2.	010-0	000-0-42	:00-00-000	0-7110-	000000-2	00-0000			7.50		25.0	0					
3.	010-4	410-0-43	00-00-380	0-2700-	000000-5	00-0000			5.00		25.0	10					
4.	010-1	100-0-43	00-00-111	0-1000-	000000-5	00-0000			12.50		25.0	0					
-Items							· · · · · · · · · · · · · · · · · · ·		`								
Iten	n Print	Split	Quantity	Unit	Unit Cost		Sub-Total		Estimated Ta	×	Est. Total w	√Tax	Tax	Stock#	FA		
▶ 1	Y	CP	10	EACH		1.0000		10.00		0.00		10.00	N	000000			
2	Y	SP	5	EACH		5.0000		25.00		0.00		25.00	N	000000			

Save Req/PO...

Requisition Entry	39 - THE TRAIN USD		(QSS/OASIS			
File Options Hel	p						
Save and Return	🔚 Save 📑 Close 📄 Items 📰 🗒 🏹 🕞		Notes	• E Options •			
						P	ddMode _;;
dd successful.							.::
Requisition —							
Requisition:	New* Purchase Order: New* OR Control #	:	Wa	rehouse:	_	Stores Order:	
Vendor/Addr#:	000001 / 00-867 AMERICAN STRE Date	: 06/30/2008	R	leleased:	~		
PO Type:	PO - PURCHASE ORDER	: 06/30/2008	Co	onfirming: 0 - No c	onfirmation	message 💌	1
Description:	DAP TEST REQ/PO Tax %	: 8.375 %	Ship To:	0000 District	Warehouse	(0000)	1
Submitted by:	DAPORETTO Terms	: NET 30	Co	mmodity: COMPU	TER EQUI	PMENT 💌]
Site: 0011	ALTA VISTA SCHOOL (0011) FOB	:					
Buyer:	PURA - PURCHASING BUYER 'A' Program	WHATEVER U WANT	M	lisc Date:		Misc:	1
	Room	: WHAT U WANT				Shipping %:	
		,					
🗄 🕂 Add Row 🗙	Delete Selected Row						
Ln Fn	d Resc Y Objt SO Goal Func CstCtr Ste Mngr		Percent	Budget Balan	ce		
1. L 010	0-0000-0-4400-00-1110-3120-000000-400-0000		25.00	8,887,888,891	,009.24		
2. L 010	0-0000-0-4200-00-0000-7110-000000-200-0000		25.00	5	,005.31		
3. L 010	0-4410-0-4300-00-3800-2700-000000 Requisition	Entry		×	,763.21		
▶ 4. L 010	0-1100-0-4300-00-1110-1000-000000 Requisition	Number 080124 and PO N	lumber 080091	have been added.	,999.99]	
		ОК			<u> </u>		
Address (00) Add	ditional Shipping Beg Message End Messag						
Vord	~	Romit					
	JTESSENTIAL SCHOOL SYSTEMS						
8677	AMERICAN STREET	867 AM	ERICAN ST.	101			
SAN	CARLOS, CA 94070	(REMIT	ONLY)	10]			
		SAN CA	RLUS,CA 940	170			
1							

Using Message Library (F4)

🎁 Req	uisition En	ry				39 - T	HE TRAIN	USD					QSS/OA	515						_	
Eile	Options																				
i 🛃 s	ave Item 🛛	Save Item/Ma	in 😭 s	5ave Item,	/Main/Sav	re 🗡	Main =	Ad	d Item 🖃	Save It	em/Add Iter	• 🗙	Cancel Item		2			F			
FY: 08	RQ: 0801	24 PO: 080091	VE: 00	00001/00) QUINT	ESSEN	TIAL SCH	00L 9	SYSTEMS										Ch	angeMo	ode 🦽
									Cha	ange Oro	ier: N/A 🔻	Date	Paid: N/A	• Date	Printe	ed: N/A	• DAF	PX-12/0	7/2012-	08:27:0	6 •
	Subject to	tax:	0.00	Rate:	8.37	5 %	Sub To	tal:	3	35.00	Total Tax:		0.00	Tota	i: 🔽	3	35.00				
	tem 3 of 3 -																				
	Item F	rint	Split			Quan	ity Unit		Unit Cost		Total Cost		Tax	Stock	#	Fixed Ass	et				
	3	Yes 💌	Calcula	ate Percen	tage 💌		0			0.0000	<u> </u>	0.00	Yes	0000	00		-				
				Descr	iption						59 lines re	emaining									
				=DA	APMSG							A									
												-									
				,																	
E A	Accounts																				_
	Ln	Fnd Resc Y Of	ojt SO	Goal Fu	nc Cst(Ctr St	e Mngr				Amount		Pei	ccent							1
	1.	10-0000-0-44	00-00-1	1110-31:	20-0000	00-40	0-0000				10.00			25.00							
	2. (10-0000-0-42	00-00-0	0000-71	10-0000	00-20	0-0000				7.50			25.00							
	3. (10-4410-0-43	00-00-3	3800-27	00-0000	00-50	0-0000				5.00			25.00							
	4.	10-1100-0-43	00-00-1	1110-10	00-0000	00-50	0-0000				12.50			25.00							

Resolved Message

浳 Requisition Entry	39 - THE TRAIN USD	Q55/OASIS	
File Options			
Save Item 🔂 Save Item	/Main 👔 Save Item/Main/Save 🖄 Main 🕂 Add Item 🚍 Save	e Item/Add Item 🗙 Cancel Item 🥅 🌏 💽 🚺 💽	>1
FY: 08 RQ: 080124 PO: 080	091 VE: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS		ChangeMode;
	Change C	Order: N/A • Date Paid: N/A • Date Printed: N/A • DAPX	-12/07/2012-08:27:06 •
Subject to tax:	0.00 Rate: 8.375 % Sub Total: 35.00	Total Tax: 0.00 Total: 35.00	
Item 3 of 3			
Item Print	Split Quantity Unit Unit Cost	Total Cost Tax Stock # Fixed Asset	
3 Yes	Calculate Percentage 🔽 🕴 0	0 0.00 Yes 💌 000000 📃 💌	
	Description	50 lines remaining.	
	THIS IS LINE NUMBER 1	_	
	AND THIS IS LINE 2		
	AND THIS IS LINE 3		
	· · · ·		
	· ·	-	

Requisition Options

浳 Requisition Entry	39 - THE 1	RAIN USD		QSS	5/OASIS	
File Options He	lp					
Save and Return	🔚 Save 📥 Close 👔 Change 🔎 Ins	pect 🗾 Ite	ems 🛛 📰 🌏 🌌	💽 - 🔽 🚺	🚺 💽 🚺 🕅 Notes 🗸	Options -
FY: 08 RQ: 080115	PO: VE: 999999/00 TO BE ASSIGNED					Assign PO Number
			Change Orde	er: N/A_Date Pai	d: N/A Date Printed: N/A	Board Action Update
Requisition						Budget Action Update
Requisition:	080115 Purchase Order:	Control #:		Wareh	nouse: 🔽 🤅	Cancel Requisition
Vendor/Addr#:	⊲₂ 999995 / 00-	Date:	06/30/2008	Rele	eased:	Delete Requisition
PO Type:	PO - PURCHASE ORDER	Delivery By:		Confi	rming: 0 - No confirmation m	Return to Originator
Description:		Tav %	8 375 %	Ship To: 8	388 LINE1.DUH (9999)	Hold for Review
D Coonpaint.		-				Hold/Unapprove PO
Submitted by:	DAP THE ORETTO	l erms:		Comm	nodity: JCUMPUTER EQUIP	Inspect Budget/Board/Purchasing
Site: 0000	Default Site (0000)	FOB:			Attachment Reg/P0: 1	Make a Copy of Requisition
Buyer:	BURP - PURCHASING BUYER 'B'	Program:		Misc	Date:	Requisition Status
		Room:				Reset Print Date
			1			Signoff to Purchasing
: 👍 Add Row 💊	Delete Selected Row					Transfer Back To Remote
				1- 1-		i
	nd Resc Y Objt SO Goal Func CstCtr :	ite Mngr		Percent E	Budget Balance	w:
· 1. L 01	0-0000-0-4200-00-0000-7110-000000-2	00-0000		100.00	4,997.81	
						w:

Cancel Requisition

😚 Requisition Entry	39 - THE TRAIN USD	Q	SS/OASIS	
File Options Hel	P			
Save and Return	🔚 Save ा Close 👔 Change 🔎 Inspect 📰 Ite	ems 📰 🌷 🖉 🔂 - 🖪 [🚺 💽 🔽 🐨 Notes	Options -
FY: 08 RQ: 080115	PO: VE: 9999999/00 TO BE ASSIGNED			InspectMode ;;
		Change Order: N/A Date P	aid: N/A Date Printed: N/A	DAPX-10/18/2012-11:57:15
Requisition —				
Requisition:	080115 Purchase Order: Control #:	Wa	rehouse:	Stores Order:
Vendor/Addr#:	3999999 / 00- 🔽 Date:	06/30/2008 R	eleased:	
PO Type:	PO - PURCHASE ORDER Delivery By:	Co	nfirming: 0 - No confirmation r	nessage
Description:	TEST FOR DAP Tax %:	8.375 % Ship To:	8888 LINE1-DUH (8888)	*
Submitted by:	DAP THE ORETTO Terms:	Co	mmodity: COMPUTER EQUIP	PMENT
Site: 0000	Default Site (0000) TOB:		Attachment Reg/PO:	N/N
Buyer:	BURP - PURCHASING BUYER 'B' Program:	м	isc Date:	Miso:
	Room:			Shipping %:
🕴 🕂 Add Row 🗙	Delete Selected Row			
Ln Fn	d Resc Y Objt SO Goal Func CstCtr Ste Mngr 🚽	Percent	Budget Balance	
▶ 1. L 010	0-0000-0-4200-00-0000-7110-000000-200-0000	100.00	4,997.81	
		Requisition Entry		
		Cancel Requisition Successful.		
Address (00)	titional Shinning Beg Message End Message	OK		
				1

Verify Req is Cancelled

🎁 Req	uisition Entry	39 - THE	TRAIN USD		Ç	(SS/OASI	5			- D ×
File	Options He	elp								
	iave and Return	🔚 Save 🌁 Close 👔 Change 🔎 Ir	ispect 🗾 Ite	ems 📗 🌷	2 🕞 🔽	<	🔽 🔞 Notes	• 📑 Options	•	
FY: 08	RQ: 080115	PO: VE: 999999/00 TO BE ASSIGNED							Inspec	tMode 🤢
		<u>C</u>	ancelled Requ	uisition Change	Order: N/A Date F	Paid: N/A	Date Printed: N/A	A 🛃 DAPX-12	2/07/2012-0	8:32:54
F	Requisition ——									
	Requisition:	080115 Purchase Order:	Control #:		Wa	rehouse:		Stores Order:		
	Vendor/Addr#:	SSSSSS / 00-	Date:	06/30/2008	R	eleased:	•			
	PO Type:	PO - PURCHASE ORDER	Delivery By:		Co	onfirming:	0 - No confirmation r	message	•	
	Description:	TEST FOR DAP	Tax %:	8.375 %	Ship To:	8888	LINE1-DUH (8888)		•	
	Submitted by:	DAP THE ORETTO	Terms:		Co	mmodity:	COMPUTER EQUIP	PMENT	•	
	Site: 0000	Default Site (0000)	FOB:			e e e e e e e e e e e e e e e e e e e	Attachment Reg/PO:	<u>: N/N</u>		
	Buyer:	BURP - PURCHASING BUYER 'B'	Program:		м	lisc Date:		Misc:		
			Room:					Shipping %:		
	🕆 Add Row	Delete Selected Row								
	Ln F	nd Resc Y Objt SO Goal Func CstCtr	Ste Mngr		Percent	Budget	Balance			
•	1. L 01	.0-0000-0-4200-00-0000-7110-000000-	200-0000		100.00		5,007.81			
							,			

浳 Purchase Order Encumbering	39 - THE TRAIN USD	QSS/OASIS	
<u>File Options H</u> elp			
Save and Return 🔚 Save 🏠 Change 🖡 Exte	nd Delete PO 🄛 Change	Order 🔎 🌁 🥅 🤤 🌽 🕞 - 🛛 🚺	2 🖂 📃
PO: 080004 RQ: 080009 VE: 000001/00 QUINTESS	NTIAL SCHOOL SYSTEM Change	• Order [Ctrl + F2]	InspectMode
	Date Printed: N/A Da	te Paid: N/A Change Order: 04/02 🗹 DEA1-11/11/2	010-10:23:16
Purchase Order	Requisition	200000	
Purchase Order: 080004 <u>Attachment Reg/PO: N/N</u>	Requisition:	80008	
Description: Testing Shipping %	Submitted by:	Seren - c/o: Don	_
Date: 02/18/2008 Date Paid:	Ship to: 0000	District Warehouse	
Status: N - No 💌			
Vendor: 🌍 000001 / 00 💌			
PO Type:			
Address (00) Additional			1
Vendor	Remit		
QUINTESSENTIAL SCHOOL SYSTEMS	QSS	AN OT	
SECOND FLOOR	2ND FLOOR	AN ST. (UPSTAIRS)	
SAN CARLOS, CA 94070	(REMIT ONL SAN CARLO	Y) S, CA 94070	
E Delete Selected Row Add Account I Change /	Account		
Ln Fnd Resc Y Objt SO Goal Func	CstCtr Ste Mngr	Amount Status	
I. <u>L</u> 010-0000-0-4300-00-0000-0000-	000000-000-0000	\$64.28	┘
		Total PO Amount:	\$64.28
Profile: 13326 GUIPURCH: YYYR13326 YYN Y13324		Yr: 2008 Dist: 39 Site: 1 GS: W 1/6/2014	2:30:58 PM

67

🎁 Pur	rchase Or	der Change Order	5	39 - 1	THE TRAIN USD	QSS	5/0ASIS	_ O ×
Eile	<u>O</u> ptions							
	Close	Change Detail	📐 • 📖 🍔 –					
PO: 0	80004 R	Q: 080009 VE: 00	00001/00 QUINTE	ESSENTI	AL SCHOOL SYS	TEMS		InspectMode .::
								.:!
		Purc	hase Order Number Effective Date:	: 080004 06/30/2		Description:		
	Desc	ription: Testing Ship	ping %		_	Vendor: 000001 QU	JINTESSENTIAL SCHOOL SYST	EMS
	PO	Total: 64.2	28 Date Entered	02/18/2	2008	Site: 0001		
	Amoun	t Paid: 0.0	00 PO Date:	02/18/2	008 Pay	ments Paid: 0000 Pend	ding: 0000	
			10 000	1027 1072				
Pre	evious Cha	anges						
	No	Changed	Printed	со	User	Change	Description	
•	01	06/30/2008	10/28/2013	002	DEA11	PO Header Data	Support for Vendor cha w/security.	inge
	02	06/30/2008	10/28/2013	002	DEA11	PO Header Data	Change Header Data.	
	03	06/30/2008	10/28/2013	002	DEA11	Item Data	Change line item	
	04	06/30/2008	10/28/2013	002	DEA01	Item Data	test for lois	
						Yr: 2008	Dist: 39 Site: 1 GS: W 1/6/2	014 2:32:08 PM

🎁 Pure	hase	Order Change Orders		39 - 1	THE TRAIN US	D Q5	S/OASIS	
<u>F</u> ile	Opti	ions						
-×0		Cancel PO	Ctrl+F9					
PO- 0		Uncancel PO	Ctrl+F10	ENTL		STEMS		
10.0		PO Header Data	Ctrl+F1		AE SCHOOL ST	512115		Inspectione
		Change Item	Ctrl+F2					.::
		Add Item	Ctrl+F8		_			
		Delete Item	Ctrl+F5	0004		Description: Change fo	or webinar	
		Replace/Add Accounts	Ctrl+F7	/30/2	• 800			
		Merge Item	Ctrl+Shift+F6					
		Change Item Description	Ctrl+Shift+F9			Vendor: 000001 Q	UINTESSENTIAL SCHOOL SYS	TEMS
		View Change Detail	F4	/18/2	8008	Site: 0001		
		Reset Print Date		1/18/2	Page Pa	avments Paid: 0000 Pen	dina: 0000	
	B	View PDF Files			.000			
- Dave		Forms to Vendor						
Fie		Grid Output	Shift+F11		Heer	Change	Description	
	2	Print Screen	F11	02	DEA11	PO Header Data	Support for Vendor ch	ange
							w/security.	
	02	06/30/2008	10/28/2013	002	DEA11	PO Header Data	Change Header Data.	
	03	06/30/2008	10/28/2013	002	DEA11	Item Data	Change line item	
	04	06/30/2008	10/28/2013	002	DEA01	Item Data	test for lois	

🎁 Ad	ld/Replace Acco	ounts		39 - THE TRA	IN USD		QSS/OA	SIS		
Eile	Options									
	Save Close									
FY: 0	08 RQ: 080009	PO: 080004	VE: 000001/00	QUINTESSE	NTIAL SCHOOL SYST	EMS			C	hangeMode 🧮
				<u>Cha</u>	nge Order: 04 Date	<u>Paid: N/A</u>	<u>Date Pri</u>	nted: N/A 🛃 DEA	1-11/11/20	10-10:23:16
	Description:	Testing Shipping]%		Vendor:	000001	QUINTE	ESSENTIAL SCHOO	L SYSTEMS	
	PO Total:	64.28	Date Entered:	02/18/2008	Site:	0001				
	Amount Paid:	0.00	PO Date:	02/18/2008	Payments Paid	: 0000	Pend	ing: 0000		
				,						
	Add Account 👔	Replace Accourt	t 🛛 Clear Acco	unt						
	AC Fnd Reso	Y ObReplace	Account [Ctrl + S	Shift + F7] e	Enc	PO		Sta	tus	
	Mngr	-0-4300-00-		0000-000-0	Amount 00 64 28	Balanc	e 64 28 1	Peplace account	t with tr	acking
	01 010-0000	-0-1300-00-	0000-0000-00	0000-000-0	04.20		04.20	Neprace account	WICH CI	dexing
						Ver	000 0:	20 Eiter 1 CC: W	1/6/2014	2.1 E-09 DM
1						111: 4	OUO DISC	39 Site: 1 GS: W	1/0/2014	2:12:00 PT

🚏 Change Account	
File Options	
Return 📥 Close	
PO: 080004 RQ: 080009 VE: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS Change	lode 🤐
	:
Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr	
Old Account: 010-0000-0-4300-00-0000-0000-0000-000-0000 💌	
Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr	
New Account: L 010-0000-0-4300-00-0000-2700-000000-015-0000	
Yr: 2008 Dist: 39 Site: 1 GS: W 1/6/2014 3:17:2	6 PM 🔡

浳 Purchase Order Encumbering	39 - THE TRAIN USD	QSS/OASI	5							
<u>File Options Help</u>										
Save and Return 🔛 Save 👔 Change 🐺 E	xtend 🕅 Delete PO 🖨 Change	Order 🔎 🥣 🧊) 📝 🕞 🔽 🔽 🚺							
PO: 080004 PO: 080009 VE: 000001/00 OUTNIES										
PO: 080004 RQ: 080003 VE: 000001/00 Q01NTES	Data Bristod N/A Da	to Daid N/A. Change Ord		4 15:17:17						
Purchase Order	Requisition	te Palu: N/A Change Oru	er: 05/02 🔄 DEAT-01/06/201	4-15:17:17 .::						
Purchase Order: 080004 Attachment Reg/PO: N/	N Requisition:	080009								
Description: Testing Shipping %	Submitted by:	Seren - c/o: Don								
Description. Treating onpping *	Ship to: 0000	District Warehouse								
Date: 02/18/2008 Date Paid:		District Warehouse								
Status: N - No										
Vendor: 🌍 000001 / 00 💌										
PO Type:										
Address (00) Additional										
Vendor	Remit									
QUINTESSENTIAL SCHOOL SYSTEMS 867 AMERICAN STREET	QSS 867 AMERIC	AN ST.								
SECOND FLOOR	2ND FLOOR (REMIT ONI	(UPSTAIRS)								
3AN CARLOS, CA 34070	SAN CARLO	S, CA 94070								
				J						
🔪 Delete Selected Row 👍 Add Account 👔 Chang	ge Account									
Ln Fnd Resc Y Objt SO Goal Fur	nc CstCtr Ste Mngr	Amount	Status							
▶ 1. L 010-0000-0-4300-00-0000-000	0-000000-000-0000	\$0.00	C - Closed 💌							
2. L 010-0000-0-4300-00-0000-270	0-000000-015-0000	\$64.28	•							
			Total PO Amount: \$	54.28						
		V., 2000 D. 1	DO CHARLES W A IC IDANE	2.10.10.011						
Profile: 13326 GUIPURCH: YYYR13326 YYN Y13324		Yr: 2008 Dist	: 39 Site: 1 GS: W 1/6/2014	3:18:40 PM 🔡						
Add/Replace Accounts 39 - THE TRAIN U				USD Q55/0A515						
---------------------------------------	--------------------------	-------------------	-----------------	---------------	---------------------	---------------	----------	--------------------	------------	---------------
<u>F</u> ile	Options									
sa 🖥	ave 📑 Close									
FY: 08	RQ: 080009	PO: 080004	VE: 000001/00	QUINTESSEN	ITIAL SCHOOL SYST	EMS			C	hangeMode 🤢
				<u>Chan</u>	ge Order: 05 Date I	Paid: N/A	Date Pri	inted: N/A 🛃 DEA	1-11/11/20	010-10:23:16:
	Description:	Testing Shippin	g %		Vendor:	000001	QUINT	ESSENTIAL SCHOO	L SYSTEMS	
	PO Total:	64.28	Date Entered:	02/18/2008	Site:	0001				
	Amount Paid:	0.00	PO Date:	02/18/2008	Payments Paid:	0000	Pend	ding: 0000		
	dd Account 👔	Replace Accou	nt 👩 Clear Acco	unt						
	Add Account [Au Mngr	Ctrl + Shift + F6];oal Func C	stCtr Ste	Enc Amount	PO Balance	2	Sta	itus	
	01 010-0000)-0-4300-00-	-0000-0000-00	0000-000-000	0 64.28		0.00	Can't change -	zero bal	ance
	02 010-0000)-0-4300-00-	-0000-2700-00	0000-015-000	0 64.28		64.28	Replace accoun	t with tr	acking
						Yr: 20	008 Dist	: 39 Site: 1 GS: W	1/6/2014	3:21:41 PM

🍞 Add Account	
File Options	
Return 📥 Close	
PO: 080004 RQ: 080009 VE: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS	AddMode 💥
** Adding New Account **	
Fnd Resc Y Obit SO Goal Func CstCtr Ste Mngr	
New Account: L 010-0000-0-4300-00-0000-7110-000000-100-0000	-
Yr: 2008 Dist: 39 Site: 1 GS: W 1/6/2014	3:23:39 PM

🚏 Purchase Order Encumbering	39 - THE TRAIN USD	Q55/OASIS								
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Purchase Order	Requisition									
Purchase Order: 080004 Attachment Reg/PO: N/N	Requisition:	080009								
Description: Testing Shipping %	Submitted by:	Seren - c/o: Don								
Date: 02/18/2008 Date Paid:	Ship to: 0000	District Warehouse								
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		Tai	al PO Amount: \$64.28							
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Profile: 13326 GUIPURCH: YYYR13326 YYN Y13324		Yr: 2008 Dist: 39 Sit	e: 1 GS: W 1/6/2014 3:24:30 PM 🧮							

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浳 Purchase Order Change Orders					THE TRAIN USD	/OASIS	_ 🗆 🗙			
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	Change Item Description Ctrl+Shift+F9				Vendor: 000001 QUINTESSENTIAL SCHOOL SYSTEMS					
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Purchase Order Encumbering	39 - THE TRAIN USD	QSS/OAS	IS	_ 🗆 🗵				
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Purchase Order	Requisition							
Purchase Order: 080004 Attachment Reg/PO: N/N	Requisition:	080009						
Description: Testing Shipping %	Submitted by:	Seren - c/o: Don						
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Profile: 13326 GUIPURCH: YYYR13326 YYN Y13324 Yr: 2008 Dist: 39 Site: 1 GS: W 1/6/2014 3:31:15 PM:								

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浳 Purchase Order Encumbering	39 - THE TRAIN USD		QSS/OASIS	
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Description: TEST FOR DAP	Submitted by:	DAPSTER		
Date: 06/01/2008 Date Paid:	Ship to: 0000	District Warehouse		
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Available forms to View

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Γ	Purchase Order		Requisition		Vendor Copy (1) 10/17/2012
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Vendor Phone: DELIVER BY	(951)682-8800 Fax: (951)682-0110 FOR Destination	TERMS Net 30 SITE NAME VIETA DEL LAGO HIGH SCHOOL	PUR3 VINDOR NO. REG. NO. 02962 009670							
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Webinar Feedback "Give Feedback"



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QSSUG PSFA Webinars 2013 - 2014

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	Stores Administration	Don Hemwall	\$0.00	\$250.00
October 22, 2013	Download flyer/registration	Mike Smith		
10am - 12noon	Download flyer			
	Give Feedback			
Thursday	POCO (Purchase Order Change Orders)	Ronnie Steward	\$0.00	\$250.00
November 14, 2013	Download flyer/registration	Craig Grilley		
10am - 12noon	Download flyer			
	Give Feedback			
Tuesday	End-User Routing	JP Hollingsworth	\$0.00	\$250.00
December 10, 2013	Download flyer/registration	Craig Grilley		
10am - 12noon	Download flyer			
	Give Feedback			
Tuesday	Tips & Tricks	Don Hemwall	\$0.00	\$250.00
January 07, 2014	Download flyer/registration	Duane Percox		
10am - 12noon	Download flyer			
	Give Feedback			

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