



**HARRIS**  
School Solutions

QSSUG

Purchasing, Stores, & Fixed Assets  
Committee

*Purchasing*

*Fiscal Year Transition*

*June 1, 2018*

## Agenda

# QCC Purchasing Fiscal Year Transition Topics

- Purchase Order/Requisitions Fiscal Year Control
- Identifying and analyzing open purchase orders
- Assigning payment action codes
- Rolling Y1 PO's to Y2 PO's and/or Y2 payables
- Closing out and liquidating open PO's
- Starting Y2 - odometers
- Copy PO Requisitions from Y1 to Y2
- Cancel PO Requisition copy
- Copy old requisitions to new requisitions
- Managing Queues for Y1/Y2 activity
- Sales Tax rate changes

## Purchase Order / Requisition Control

# Purchase Order/Requisitions Fiscal Year Control

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

File View Options Help+Video

Inspect

Purchasing

- Shipping Addresses (SHIP)
- Purchase Order Types (PO)
- Buyer Codes (BUYR)
- Commodity Codes (CMDY)
- Purchase Order Type Odometers (ODO)
- Purchase Order/Requisition Control (SET)**

Miscellaneous

- Message Library (MSG)

DI FY Name Code

39 2008

Code Range From Code Range To

Purchase Order/Requisition Control District Master File

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

Yr:2008 Dist:39 Site:1 GS: W 6/15/2015 1:43 PM

# Purchase Order/Requisitions Fiscal Year Control

Change P.O./Requisition Control39 - QSS DEMONSTRATION DISTRICTQSS/OASIS

Options

Change

Requisition Controls : 08 : Y

Fiscal Year : 08

Active :

Add Disabled : //

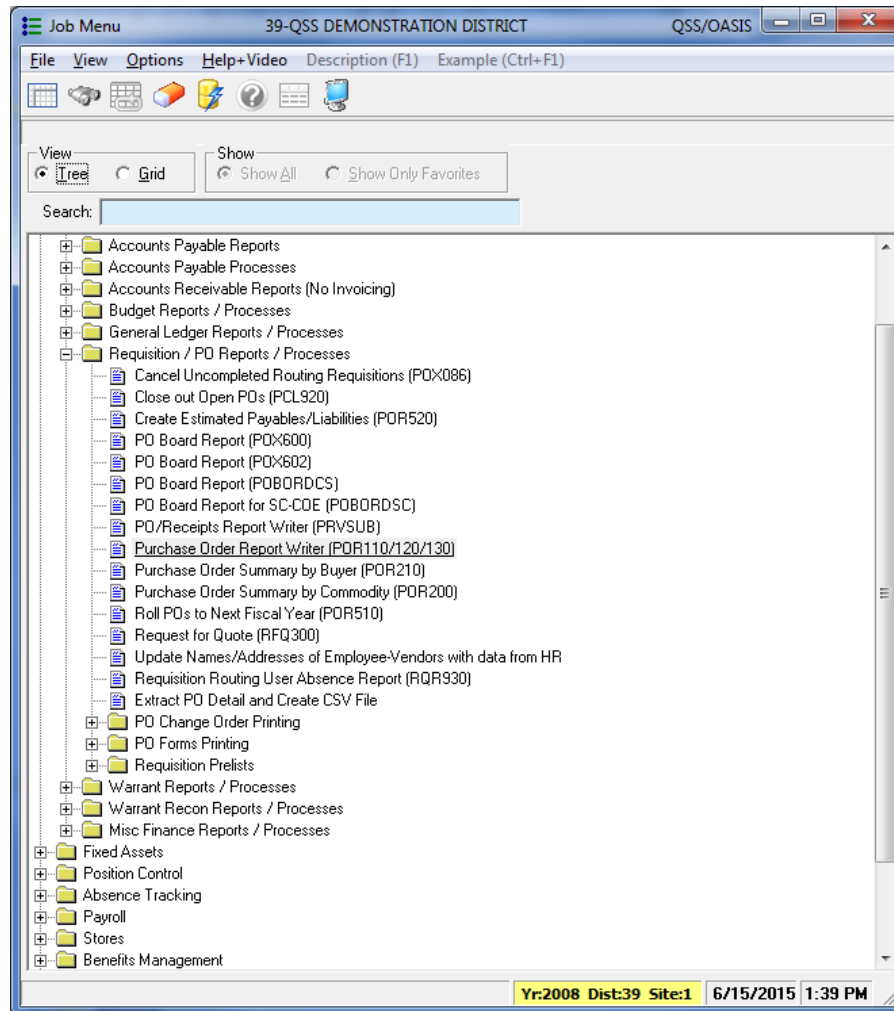
Change Disabled : //

Queue Mgmt Disabled : //

Yr:2008 Dist:39 Site:1 GS: W 6/15/2015 1:45 PM

## Identifying and Analyzing Open Purchase Orders

# Identifying and Analyzing Open Purchase Orders





# Identifying and analyzing open Purchase Orders

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

File Options

Main Selection\* Sort Accounts

### Purchase Order Report Writer

Report Title : Webinar

Report Type : 1 - Open Purchase Orders

Primary Sort : 4 - Purchase Order Type

Detail Order : 3 - Vendor Name

PO Detail Order : 2 - Purchase Order Type, Purchase Order Number

Include Current Liabilities :

PO Number : [ ] - [ ]

PO Date : / / [ ] - / / [ ]

Vendor Number : [ ] - [ ]

Vendor Name : [ ] - [ ]

Code Range Selection

Category : [ ] - [ ]

Vendor Type : [ ] - [ ]

PO Type : [ ] - [ ]

Individual Code Selection

Category : [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Vendor Type : [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

PO Type : [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Yr:2008 Dist:39 Site:1 6/15/2015 1:42 PM

# Identifying and Analyzing Open Purchase Orders

## Sample Report Type 1: Open Purchase Orders (POR110) Report

066 QSS DEMONSTRATION DISTRICT SAMPLE FOR DOCUMENTATION		OPEN PURCHASE ORDERS DATES: 07/01/2016-07/15/2016				J140	POR110	L.00.02	10/10/16	PAGE	1					
NUMBER	Fund	:01	GENERAL FUND		DESCRIPTION	ENCUMBERED	STAT	LIQUIDATED	BALANCE	ENTERED						
Line	VENDOR	NAME	FU	RESC	Y GOAL	FUNC	OBJT	SCH	MNGT	BU						
000014	016175	PPM									MAINTENANCE AGREEMENT	18,770.25	P	11,860.00	6,910.25	07/01/2016
	1.	01.0000.0.0000.7701.5675.892.5530.00														
000015	018217	Innova LTD s									AGREEMENT	5,183.93	F	5,173.93	10.00	07/01/2016
	1.	01.0000.0.0000.7701.5675.892.5530.00														
000020	016492	Acme Maintenance									SERVICE AGREEMENT	1,984.69	P	1,488.08	496.61	07/01/2016
	1.	01.0000.0.0000.7701.5675.892.5530.00														
000023	018808	Professional Association									CONFIRMING	18,395.00			18,395.00	07/01/2016
	1.	01.0000.0.0000.7110.5300.810.0010.00														
000024	014477	Ibm Corporation									SERVICE AGREEMENT	8,800.00			8,800.00	07/01/2016
	1.	01.0000.0.0000.7701.5875.892.5530.00														
000028	000533	Data Processing Support									SERVICE RENEWAL	3,720.00	P	321.42	3,398.58	07/01/2016
	1.	01.0000.0.0000.7701.5875.892.5530.00														
000031	016832	Meeting and Conferences Inc.									MEETING	6,250.00			6,250.00	07/01/2016
	1.	01.0000.0.0000.7350.5800.893.5519.00														
000032	011066	Acme Office Services									WATER COOLER	330.00	P	105.80	224.20	07/01/2016
	1.	01.1100.0.0000.2700.5600.180.1100.00										462.00			462.00	
	2.	01.1100.0.0000.2700.4300.180.1100.00										792.00		105.80	686.20	
											TOTAL AMOUNT					
000033	015486	Lowe's									BLANKET PO	400.00	P	11.20	388.80	07/01/2016
	1.	01.0000.0.0000.2700.4300.600.2200.00														
000034	018873	The Smith Company									MANUFACTURER	304.50			304.50	07/01/2016
	1.	01.0000.0.1281.1002.4300.600.2200.00														
000053	011510	Acme Software Corp on									MAINTENANCE RENEWAL	1,357.44			1,357.44	07/01/2016
	1.	01.0000.0.0000.7701.5675.892.5530.00														
000054	000726	JC Papers									SUPPLIES	1,000.00	P	309.84	690.16	07/01/2016
	1.	01.1100.0.1110.1001.4300.150.1100.00														
000055	006931	Office Depot									SUPPLIES	5,000.00	P	2,561.80	2,438.20	07/01/2016
	1.	01.0000.0.1110.1001.4300.050.1100.00														
000056	006931	Office Depot									SUPPLIES	10,000.00	P	2,971.42	7,028.58	07/01/2009
	1.	01.0000.0.1110.1001.4300.020.1100.00														

## Close Out Purchase Orders

# Close Out Purchase Orders

**Change PO Payment**

File Options

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

**Change**

PO number: 080006 - sample for conference session  
 Line: 0001 Account: 010-3012-0-4200-00-1110-1000-000000-000-0000  
 Budget balance: -\$2,561.46  
 Vendor: 000002 - DONALD DUCK

Balance: \$70.87

Payment type: R - Carry Forward to Next FY (Rollover)

Invoice date: 06/30/2008

Invoice description: Rollover

Batch number:

Payment due:

Payment: \$0.00  
 Liquidate: \$70.87

Use Tax: N Use Tax Amount: \$0.00  
 1099: 1  
 Discount: 0.00 % Net: \$0.00

Original Use Tax:  
 Flag: N  
 Rate: 0%  
 Amount: \$0.00

Address No: 00  
 2 Addresses

Remit Payments:  
 DONALD DUCK  
 13993 E. SAGE HILLS DRIVE  
 SAGE HILLS, AZ 85656

Note:  
 As of 8/22/2011, the positions of the  
 Payment and Liquidate fields  
 have been reversed.  
[Don't show this message again](#)

Current transaction line: 5 Yr: 2008 Dist: 39 Site: 1 GS: W 6/15/2015 3:03:42 PM

# Close Out Purchase Orders

PO Rollover Report/Update (POR510) Year: 08 Dist: 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Main Selection Accounts

Report Title :

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

Update?

Fiscal Year Update

Increment FY Field During Update :

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

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

Yr: 2008 Dist: 39 Site: 1 GS: W 3/25/2014 10:34:33 PM

# Close Out Purchase Orders

Change PO Payment

File Options

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

**Change**

PO number: 080006 - sample for conference session  
 Line: 0002 Account: 010-1100-0-4300-00-1110-1000-000000-000-0000  
 Budget balance: -\$757.65  
 Vendor: 000002 - DONALD DUCK

Balance: \$166.95

Payment type: L - Create a Liability

Invoice date: 06/30/2008

Invoice description: LIAB ALL FOR THIS ACCOUNT

Batch number:

Payment due:

Payment: \$0.00  
 Liquidate: \$166.95

Use Tax: N Use Tax Amount: \$0.00  
 1099: 1  
 Discount:  0.00 % Net: \$0.00

Original Use Tax:  
 Flag: N  
 Rate: 0%  
 Amount: \$0.00

Address No: L 00  
 2 Addresses

Remit Payments:  
 DONALD DUCK  
 13993 E. SAGE HILLS DRIVE  
 SAGE HILLS, AZ 85656

Note:  
 As of 8/22/2011, the positions of the  
 Payment and Liquidate fields  
 have been reversed.  
[Don't show this message again](#)

Current transaction line: 2 Yr: 2008 Dist: 39 Site: 1 GS: W 6/15/2015 3:05:08 PM

# Close Out Purchase Orders

PO to Liabilities Report/Update (POR520) Year: 08 Dist: 39 - Q55 DEMONSTRATION DISTRICT Q55/OASIS

File Options

Main Selection Accounts

Report Title :

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

Update?

Fiscal Year Update

Increment FY Field During Update

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

**Important Notice**

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

Yr: 2008 Dist: 39 Site: 1 GS: W 3/25/2014 10:36:01 PM

# Close Out Purchase Orders

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

File Options

Main Selection Accounts

Posting Date : 06/30/2008

Invoice Date : 06/30/2008

Invoice Description : EOY MASS CLOSE

Select Purchase Orders Dated : 07/01/2007 - 06/30/2008

Update Mode : N

Yr: 2008 Dist: 39 Site: 1 GS: W 3/25/2014 10:36:55 PM



# Close Out Purchase Orders / Cancel Remote Requisitions

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

File Options

Main Selection

Report Title:

Sort: 1 - Site/Req No.

Mode: 1 - Report Only

Fiscal Year:

Select Sites:

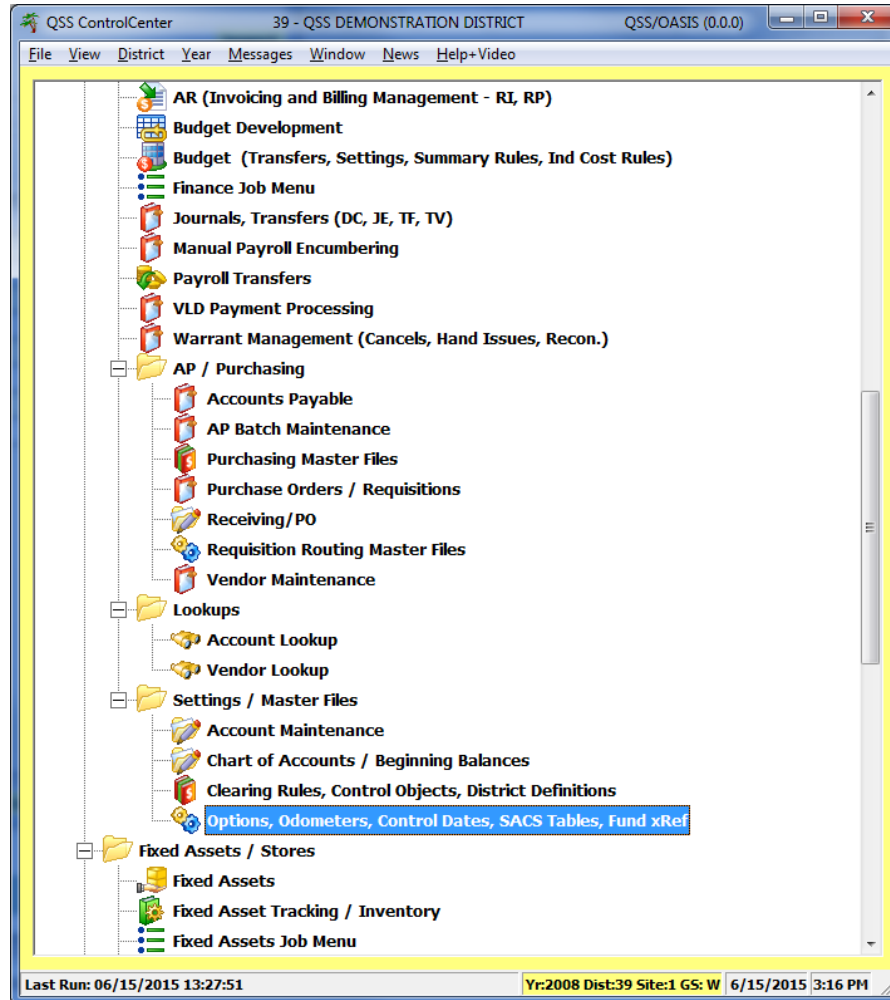
Cancellation Type: 1 - Unapproved Reqs Without Routing Only

Cancellation Post Date: 1 - Unapproved Reqs Without Routing Only  
2 - Unapproved Reqs With Routing Only  
3 - All Unapproved Reqs

Yr: 2008 Dist: 39 Site: 1 GS: W 3/25/2014 10:38:36 PM

## Starting Y2 Odometers

# Starting Y2 - Odometers



# Starting Y2 - Odometers

Finance Maintenance 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Inspect

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

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

Fiscal Year: 08 District: 39 - THE TRAIN USD

	Abbr	Program	Program Description	Odometer Number	FY Controlled
1	BA	BDE002	Budgt Dvlpmnt - budget actions	080001	
2	DC	DCUPDT	Cash Receipts (Deposits)	000889	
3	EP	PCL010	Estimated Payables	800504	
4	LP			000508	
5	PV	PVPYMT	Pay Vouchers	001046	
▶ 6	PX	PXENCM	Purchase Order Requisitions	080278	
7	TP	TPUPDT	Payroll Transfers (TP)	080001	
8	TR	PGUPDT	Payroll Transfers	080001	
9	VE	VEUPDT	Accounts Payable Vendor Setup	100039	NOT FY Controlled

Yr:2008 Dist:39 Site:1 GS: W 6/15/2015 3:18 PM

# Starting Y2 - Odometers

Finance Maintenance - Odometers 39 - QSS DEMONSTRATION ...

File Options

Line Number: 9

Fiscal Year: 08

District: 39

Abbr.: PO

Program: POENCM

Program Description: Purchase Order Encumbering

Odometer Number: 080001

Yr:2008 Dist:39 Site:1 GS: W | 6/15/2015 3:20 PM

# Starting Y2 - Odometers

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

File View Options Help+Video

Inspect

Purchasing

- Shipping Addresses (SHIP)
- Purchase Order Types (PO)
- Buyer Codes (BUYR)
- Commodity Codes (CMDY)
- Purchase Order Type Odometers (ODO)**
- Purchase Order/Requisition Control (SET)

Miscellaneous

- Message Library (MSG)

DI FY Name Code

39 2008

Code Range From Code Range To

Purchase Order Type Odometers District Master File

PO Type	Description	Odometer
▶ WH	WAREHOUSE - OH YEAH	100003

Yr:2008 Dist:39 Site:1 GS: W 6/15/2015 3:21 PM

# Starting Y2 - Odometers

+ Add Purchase Order Type Odometers 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

Options

Save Cancel Print Refresh

Add

P.O. Type Odometers : WH : WAREHOUSE - OH YEAH

P.O. Type : BL

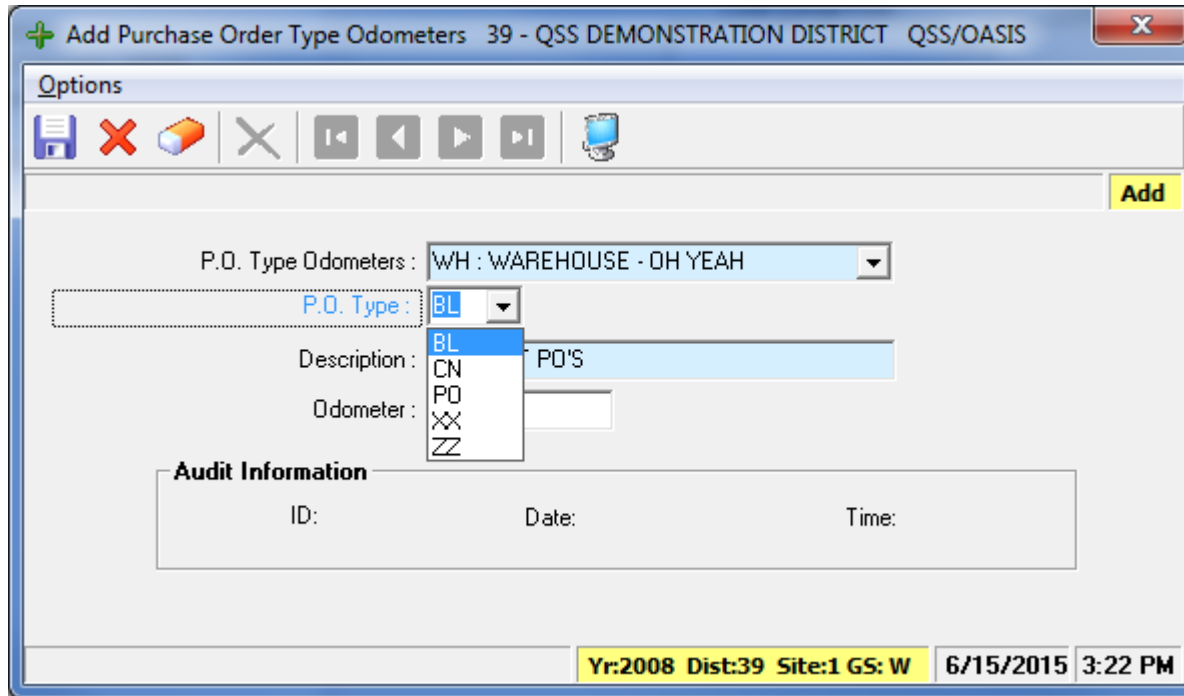
Description : PO'S

Odometer :

**Audit Information**

ID:	Date:	Time:
-----	-------	-------

Yr:2008 Dist:39 Site:1 GS: W 6/15/2015 3:22 PM



## Copy PO Requisitions from Y1 to Y2



# Copy PO Requisitions from Y1 to Y2

Purchase Order Encumbering 39 - THE TRAIN USD QSS/OASIS

File Options Help

- Save and Return F2
- Save F9
- Set Override Password Alt+P
- Change Purchase Order Ctrl+F9
- Extend Purchase Order Ctrl+F1
- Change Order Ctrl+F2
- Delete Purchase Order Ctrl+F8
- Inspect Purchase Order Ctrl+F5
- Delete Row Ctrl+F7
- Add Account Ctrl+Shift+F6
- Change Account Ctrl+Shift+F9
- Return Additional Address F8
- PO/Req Xyr Synchronize Ctrl+C
- PO/Req Xyr Remove Synchronization Ctrl+U
- PO/Req Xyr Mass Synchronization Ctrl+M
- Grid Output Shift+F11
- Print Screen F11
- View PDF Files
- PO Quick View Ctrl+F11
- PO Quick View Settings
- Clear PO Quick View Settings
- First Shift+F5
- Previous F5
- Next F6
- Last Shift+F6

PO: 01

Delete PO Change Order

INSPECT MODE

Date Printed: N/A Date Paid: N/A Change Order: N/A DA11-05/22/2017-06:54:39

Requisition

Requisition:

Submitted by:

Ship to:

Remit

QUINTESSENTIAL SCHOOL SYSTEMS  
2121 S. EL CAMINO REAL  
SUITE D200  
SAN MATEO, CA 94403

Ste Mngr	Amount	Status
300-0000	\$5,002.00	

Total PO Amount: \$5,002.00

Profile: 11324 GUIPURCH: YYYY113240YY Yr: 2009 Dist: 39 Site: 0 GS: W 5/22/2017 12:43:14 PM

# Copy PO Requisitions from Y1 to Y2

PO/Req Xyr Synchronize 39 - THE TRAIN USD QSS/OASIS

File Options

Synchronize Close

FY: 08 RQ: 080008 PO: 080003 VE: 000001/02 QUINTESSENTIAL SCHOOL SYSTEMS InspectMode

Save [F9] Change Order: 11 Date Paid: N/A Date Printed: 12/12/2014 RDS-12/09/2010-08:06:48

New Requisition Number To Assign: 080008

Requisition

Requisition: 080008 Purchase Order: 080003 Control #: Warehouse: Stores Order:

Vendor/Addr#: 000001 / 02-867 A-MER-I-CAN STF Date: 02/18/2008

PO Type: Delivery By: 12/09/2010 Confirming: 2 - Confirmation of services

Description: Webinar Tax %: 10.000 % Ship To: 0000 District Warehouse (0000)

Submitted by: Don Terms: Commodity:

Site: 0001 FOB:

Buyer: DAP Program: Misc Date: Misc:

Routing Group: Room: Shipping %:

Accounts

Ln	End Resc Y	Objt SO	Goal Func	CstCtr	Ste	Mngr	Prior Encumbrance	Remaining Balance
1.	010-0000-0-4200-00-1110-2420-000000-300-0000						851.43	0.00
2.	010-0000-0-4300-00-0000-0000-000000-000-0000						1,018.96	490.25
3.	010-0000-0-1100-00-1110-1000-000000-017-0000						0.00	0.00

Address (00) Additional (02) Shipping Beg Message End Message

Vendor

QUINTESSENTIAL SCHOOL SYSTEMS  
867 AMERICAN STREET  
SECOND FLOOR  
SAN CARLOS, CA 94070

Remit

QSS  
867 AMERICAN ST.  
2ND FLOOR (UPSTAIRS)  
(REMIT ONLY)  
SAN CARLOS, CA 94070

Yr: 2009 Dist: 39 Site: 1 GS: W 6/15/2015 3:38:56 PM

# Copy PO Requisitions from Y1 to Y2

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

File Options

Search Mass Sync Clear Fields Close

To Year: 2009 From Year: 2008

Select All Clear All

	District	To Year	PO Number	Req Number	Date Entered	Description	Vendor Number	Vendor Name	Site	Site Name
<input checked="" type="checkbox"/>	039	2009	019041	190013	05/06/2008		000001	QUINTESSENTIAL SCHOOL SYSTEMS	0000	* Location not on file *
<input type="checkbox"/>	039	2009	019061	020034	06/30/2008	TEST FOR DISCOUNTS	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0000	* Location not on file *
<input type="checkbox"/>	039	2009	190009	190009	05/01/2008		000001	QUINTESSENTIAL SCHOOL SYSTEMS	0000	* Location not on file *
<input type="checkbox"/>	039	2009	200000	020157	06/30/2008		000001	QUINTESSENTIAL SCHOOL SYSTEMS	0000	* Location not on file *
<input type="checkbox"/>	039	2009	200003	020164	06/30/2008	test	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0000	* Location not on file *
<input type="checkbox"/>	039	2009	200004	020165	06/30/2008		000001	QUINTESSENTIAL SCHOOL SYSTEMS	0000	* Location not on file *
<input type="checkbox"/>	039	2009	200005	020170	06/30/2008		000001	QUINTESSENTIAL SCHOOL SYSTEMS	0000	* Location not on file *
<input type="checkbox"/>	039	2009	200006	020171	06/30/2008		000001	QUINTESSENTIAL SCHOOL SYSTEMS	0000	* Location not on file *
<input type="checkbox"/>	039	2009	200007	020173	06/30/2008		000001	QUINTESSENTIAL SCHOOL SYSTEMS	0000	* Location not on file *
<input type="checkbox"/>	039	2009	200008	020174	06/30/2008		000001	QUINTESSENTIAL SCHOOL SYSTEMS	0000	* Location not on file *
<input type="checkbox"/>	039	2009	270000	270000	03/03/2008	test for craigg	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0000	* Location not on file *
<input type="checkbox"/>	039	2009	270001	270001	03/03/2008	test	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0000	* Location not on file *
<input type="checkbox"/>	039	2009	570003	570003	10/03/2007		000001	QUINTESSENTIAL SCHOOL SYSTEMS	0000	* Location not on file *
<input type="checkbox"/>	039	2009	580001	580001	10/09/2007	friday morning change	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0000	* Location not on file *
<input type="checkbox"/>	039	2009	700001	800001	10/09/2007		000001	QUINTESSENTIAL SCHOOL SYSTEMS	0001	location #1
<input type="checkbox"/>	039	2009	700003	700003	04/22/2008	this is a new desc again xii	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0001	location #1
<input type="checkbox"/>	039	2009	700004	170004	04/23/2008	it's another description	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0000	* Location not on file *
<input type="checkbox"/>	039	2009	800000	700000	10/09/2007		000001	QUINTESSENTIAL SCHOOL SYSTEMS	0001	location #1

Yr: 2009 Dist: 39 Site: 0 GS: W 5/22/2017 12:45:39 PM

# Cancel PO Requisition copy

The screenshot shows the 'Purchase Order Encumbering' application window. The 'Options' menu is open, and the 'PO/Req Xyr Remove Synchronization' option is highlighted. The background window displays a requisition for 'SCHOOL SYSTEMS' with a requisition number of 080008, submitted by 'Don', and a ship-to address of 'District Warehouse'. Below this, there is a table with columns 'Ste Mngr', 'Amount', and 'Status'. The table contains three rows of data. At the bottom of the window, the 'Total PO Amount' is displayed as \$1,870.39. The status bar at the very bottom shows the profile '10025 GUIPURCH: YYR10025 YYN Y10026Y13324', the year 'Yr: 2009', district 'Dist: 39', site 'Site: 1 GS: W', and the date and time '6/15/2015 3:40:32 PM'.

Ste Mngr	Amount	Status
300-0000	\$851.43	
2. 010-0000-0-4300-00-0000-000000-000-0000	\$1,018.96	
3. 010-0000-0-1100-00-1110-1000-000000-017-0000	\$0.00	

Total PO Amount: \$1,870.39

Profile: 10025 GUIPURCH: YYR10025 YYN Y10026Y13324 Yr: 2009 Dist: 39 Site: 1 GS: W 6/15/2015 3:40:32 PM

# Cancel PO Requisition copy

PO/Req Xyr Remove Synchronization 39 - THE TRAIN USD QSS/OASIS

Remove Synchronization Close

File Options

FY: 09 RQ: 080008 PO: 080003 VE: 000001/02 QUINTESSENTIAL SCHOOL SYSTEMS InspectMode

Change Order: N/A Date Paid: N/A Date Printed: 12/12/2014  DEA1-12/09/2010-15:36:35

---

**Requisition**

Requisition: 080008 Purchase Order: 080003 Control #: Warehouse: Stores Order:

Vendor/Addr#: 000001 / 02-867 A-MER-I-CAN STF Date: 07/01/2008

PO Type: Delivery By: 12/09/2010 Confirming: 2 - Confirmation of services

Description: Webinar Tax %: 10.000 % Ship To: 0000 District Warehouse (0000)

Submitted by: Don Terms: Commodity:

Site: 0001 FOB:

Buyer: DAP Program: Misc Date: Misc:

Routing Group: Room: Shipping %:

---

**Accounts**

Ln	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Prior Encumbrance	Remaining Balance
1.	010	0000	0	4200	00	1110	2420	000000	300	0000	851.43	341.66
2.	010	0000	0	4300	00	0000	0000	000000	000	0000	1,018.96	490.25
3.	010	0000	0	1100	00	1110	1000	000000	017	0000	0.00	0.00

---

Address (00) Additional (02) Shipping Beg Message End Message

**Vendor**

QUINTESSENTIAL SCHOOL SYSTEMS  
867 AMERICAN STREET  
SECOND FLOOR  
SAN CARLOS, CA 94070

**Remit**

QSS  
867 AMERICAN ST.  
2ND FLOOR (UPSTAIRS)  
(REMIT ONLY)  
SAN CARLOS, CA 94070

Yr: 2009 Dist: 39 Site: 1 GS: W 6/15/2015 3:42:44 PM

## Copy Old Requisitions to New Requisitions

# Copy old Requisitions to new Requisitions

The screenshot shows the 'Purchase Orders / Requisitions' application window. The title bar indicates the user is logged in as '39 - THE TRAIN USD'. The 'Options' menu is open, listing various actions with their corresponding keyboard shortcuts. The 'Copy Requisition' option is highlighted in blue. The main window area shows a search interface with a 'Purchase Order #' field and an 'Advanced Search' button. Below this is a 'Search Results' section with a table header containing columns for Vendor, Vendor Name, Amount, Date Printed, and Site. The status bar at the bottom displays the user profile '10025 GUIPURCH: YYYYR10025 YYN Y10026Y13324', system information 'Yr: 2009 Dist: 39 Site: 1 GS: W', and the current date and time '6/15/2015 3:47:25 PM'.

Vendor	Vendor Name	Amount	Date Printed	Site

# Copy old Requisitions to new Requisitions

The screenshot shows a software window titled "Copy Requisition" with the following details:

- Window Title: Copy Requisition
- System/Context: 39 - THE TRAIN USD
- Application: QSS/OASIS
- Menu: File Options
- Buttons: Process, Save, Edit First, Close
- Fields:
  - Source Requisition No: 080001
  - Source PO No: (empty)
  - Fiscal Year: 08
  - Items: All (dropdown menu is open showing All and Select)



# Copy old Requisitions to new Requisitions

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Save Draft Close Items Notes Options

AddMode

**Requisition**

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

Vendor/Addr#:  /  Date:

PO Type:  Delivery By:  Confirming:

Description:  Tax %:  % Ship To:

Submitted by:  Terms:  Commodity:

Site:  FOB:  [LinkLabel1](#)

Buyer:  Program:  Misc Date:  Misc:

Routing Group:  Room:  Shipping %:

**Accounts**

+ Add Row X Delete Selected Row

Ln	End Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Percent	Budget Balance
▶ 1.	010-0000-0	4200-00	1110-2420	0000000	300-0000	100.00	

Address (00) Additional Shipping Beg Message\* End Message\*

Vendor

QUINTESSENTIAL SCHOOL SYSTEMS  
867 AMERICAN STREET  
SECOND FLOOR  
SAN CARLOS, CA 94070

Remit

QSS  
867 AMERICAN ST.  
2ND FLOOR (UPSTAIRS)  
(REMIT ONLY)  
SAN CARLOS, CA 94070

Profile: 10025 GUIPURCH: YYR10025 YYN Y10026Y13324 Yr: 2009 Dist: 39 Site: 1 GS: W 6/15/2015 4:01:02 PM

# Copy old Requisitions to new Requisitions

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save F9  
Save and Return F2  
Save Draft Ctrl+F9  
Change Requisition Ctrl+F9  
Inspect Requisition Ctrl+F5  
Items F4  
Add Row F7  
Delete Row Ctrl+F7  
Return Additional Address F8  
Set Override Password Alt+P

Requisition Options

- Assign PO Number
- Board Action Update
- Budget Action Update
- Cancel Requisition
- Delete Item
- Link to Stores
- Return to Originator
- Hold for Review
- Hold/Unapprove PO
- Inspect Budget/Board/Purchasing
- Make a Copy of Requisition**
- Requisition Status
- Reset Print Date
- Signoff to Purchasing
- Transfer Back To Remote

080025 Control #: Warehouse: Stores Order:  
AMERICAN STRE Date: 03/01/2008  
Delivery By: Confirming: 0 - No confirmation message  
Tax %: 10.000 % Ship To: 0000 District Warehouse (0000)  
Terms: Commodity: Attachment Req/PO: N/N  
Misc Date: Misc: Shipping %:

Percent	Budget Balance
100.00	3,049.10

Vendor  
QUINTESSENTIAL SCHOOL SYSTEM  
867 AMERICAN STREET  
SECOND FLOOR  
SAN CARLOS, CA 94070

AMERICAN ST.  
2ND FLOOR (UPSTAIRS)  
(REMIT ONLY)  
SAN CARLOS, CA 94070

Profile: 10025 GUIPURCH: YYYYR10025 YYN Y10026Y13324 Yr: 2009 Dist: 39 Site: 1 GS: W 6/15/2015 4:02:34 PM

# Copy old Requisitions to new Requisitions

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Save Draft Close Items Notes Options

AddMode

Requisition

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

Vendor/Addr#:  /  Date:

PO Type:  Delivery By:  Confirming:

Description:  Tax %:  % Ship To:

Submitted by:  Terms:  Commodity:

Site:   FOB:  [Attachment Req/PO: N/N](#)

Buyer:  Program:  Misc Date:  Misc:

Routing Group:  Room:  Shipping %:

Accounts

+ Add Row X Delete Selected Row

Ln	End Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Percent	Budget Balance
▶ 1.	010-0100-0	4100-00	1110-1000	000000	026-0000	100.00	3,049.10

Address (00) Additional Shipping Beg Message End Message

Vendor

QUINTESSENTIAL SCHOOL SYSTEMS  
867 AMERICAN STREET  
SECOND FLOOR  
SAN CARLOS, CA 94070

Remit

QSS  
867 AMERICAN ST.  
2ND FLOOR (UPSTAIRS)  
(REMIT ONLY)  
SAN CARLOS, CA 94070

Profile: 10025 GUIPURCH: YYR10025 YYN Y10026Y13324 Yr: 2009 Dist: 39 Site: 1 GS: W 6/15/2015 4:04:23 PM

## Managing Queues for Y1/Y2

# Managing Queues for Y1/Y2

The image displays two overlapping screenshots of the 'Purchase Orders / Requisitions' software interface, specifically the 'Queue Management' window. The window title is 'Purchase Orders / Requisitions' and the menu bar includes 'File', 'Options', and 'Help+Video'. The main area is titled 'Queue Management' and contains a table of 'Requisitions Waiting for Action'. The table has columns for 'Se', 'Req#', 'Vendor', 'Amount', 'Date Added', 'Del By', 'Subt By', and 'Site'. Below the table are 'Select All' and 'Clear All' buttons. The status bar at the bottom shows the profile '10025 GUIPURCH: YYYY10025 YYN Y10026Y13324' and the date/time '6/15/2015 4:09:10 PM'.

**Left Window Data:**

Se	Req#	Vendor	Amount	Date Added
00	090003	QUINTESSENTIAL SCHOOL SYSTEMS	18,920.00	01/07/2014

**Right Window Data:**

Se	Req#	Vendor	Amount	Date Added	Del By	Subt By	Site
00	080150	TO BE ASSIGNED	1,180.20	08/09/2013		DEA11	0001
00	080165	TO BE ASSIGNED	1.83	09/30/2013		DEA11	0001
00	080211	QUINTESSENTIAL SCHOOL SYSTEMS	189.20	01/07/2014		DEA11	0001

## Sales Tax Rate Changes

# Sales Tax rate changes

Finance Maintenance 39-QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help+Video

Inspect

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

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

District: 39 - THE TRAIN USD

	Name	Abbr	Description	Data Matrix
1	08POXD		Unknown	Y00000000000000000000000000000000
2	09POXD		Unknown	Y00000000000000000000000000000000
3	1099OP		Unknown	R99
4	ARSCTL		Unknown	1YN19140
5	BCUPDT	BD	Accounts Payable - Batching	NY
6	BDE002	BA	Budgt Dvlpmnt - budget actions	NY00XX
7	CAFMAC		Unknown	Y N
8	CRMEMO	CM	Credit Memos	NY00XX Y
9	DCUPDT	DC	Cash Receipts (Deposits)	NY
10	JENTRY	JE	Journal Entries	CN
11	LBPYMT	LB	Unrecognized Liabilities	NN00XX Y
12	PAY270		Unknown	0102050304060708091000000000000000
13	PAY320		Unknown	0102030609070810050400000000000000
14	PCL010	EP	Estimated Payables	NY
15	POENCM	PO	Purchase Order Encumbering	NY
16	POPYMT	PP	Purchase Order Payment	NN00XX1000 Y
17	PVPYMT	PV	Pay Vouchers	NY00XX Y
18	PXENCM	PX	Purchase Order Requisitions	NY00XX1000AVAR15000 083750Y
19	TCPYMT	TC	Travel Claims	NY00XX Y

Yr:2008 Dist:39 Site:1 GS: W 6/15/2015 4:12 PM

# Sales Tax rate changes

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

File Options

Change

Line No.: 18      Dist: 39  
 Program: FXENCM      Abbr.: FX      Desc: Purchase Order Requisitions

Caption	Legal Values	Req.	Num.	Max.	Edit Data	Data
Force date to current date?	Y,N	Y	N	1	N	N
Autonumber?	Y,N	Y	N	1	Y	Y
Reserved (3-6)		N	N	4	00XX	00XX
Tax rate (obsolete as of GL2)		N	Y	4	1000	1000
PO autonumbering (AV,AI,NA)	AV,AI,NA	N	N	2	AV	AV
Req autonumbering (AR, NA, _	AR,NA,blank	N	N	2	AR	AR
Board approval amount		N	Y	5	15000	15000
Reserved (20)		N	N	1		
▶ Tax rate (99v9999)		N	Y	6	083750	083750
Autonumber by PO type?	Y, N	N	N	1	Y	Y
Data :		False	False	23		

Yr:2008 Dist:39 Site:1 GS: W      6/15/2015 4:14 PM



# Sales Tax rate changes

Vendor Maintenance 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Change

Contact Information | Optional Information | Add'l Addresses (1) | Commodities | Comments

District: 39  
 Number: 000002

**Name:** DONALD DUCK  
 Address: 13993 E. SAGE HILLS DRIVE  
 City: SAGE HILLS State: AZ Zip: 85656  
 Phone: ( 520 ) 393-8575 Fax: ( )  
 Contact: DAISY DUCK

Remit Name:  
 Remit Address:  
 City: State: Zip:

1099: Y - Yes Name: Preset: 1 Tax ID: 555555555 SSN: 555-55-5555

Use Tax Preset: N - No Use Tax 1: 1.000 % 8765 Use Tax 2: 2.000 % 9321

Acct Number: Rating: Msg Flag:  
 Category: 5430  
 Type: Revolving Cash Object: Terms: Shipping %: 10  
 Comments:

Last edit: 01/14/2015 at 17:15:12 by DA07 Last paid: 00/00/0000

VEUPDT: WWWWW WX00ER \$GLOBAL N Yr:2008 Dist:39 Site:1 GS:W 6/15/2015 4:15 PM

## Give Feedback

# Fiscal Year Transition - Give Feedback

Date and Time (Pacific)	Workshop Title & Announcement Flyer Links	Sponsor, Workshop Type, Location	Presenter / Q/A for Webinars	QSSUG Member or HSS-sponsored Reg. Cost	QSSUG Non-Member Reg. Cost	Status (See Legend Below)
Friday June 1, 2018 10am-12 Noon	Purchasing FY Transition <a href="#">Download flyer</a>	QSSUG PSFA Webinar <a href="#">Give Feedback</a>	Don Hemwall	\$0.00	\$250.00	<a href="#">Open</a>

Or, email us at [HSSPSTeam@harriscomputer.com](mailto:HSSPSTeam@harriscomputer.com)