QSSUG PSFA Committee Webinar

Purchase Order Change Orders (POCO) 1

October 22, 2019

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Agenda

- Overview of POCO software and functions

- How to process a POCO, including adding/deleting an item

- Using POCO to add/change Req/PO Accounts

- Using POCO to cancel/uncancel a purchase order

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

- Printing/Reprinting POCO forms

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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#

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POCO FUNCTIONS

- Change Header Data (Main Requisition Screen Fields)
- Change, Add or Delete Items
- Replace or Add Accounts
- Merge items from another Requisition/PO
- Change Item Description
- Cancel or Uncancel PO

- Functions are enabled by POCO USERSEC (GS60 MTUS page 2-290)
  - 0 (default) no access; 1 – Access (no logging); 2 – Access (with logging)
  - "2" is recommended as it will track your changes on POCO 'Change Detail' screen.

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POCO Operational Issues

- Cannot use POCO if 'C' or 'O' transactions have already been applied to PO

- POCO temporarily unavailable if a pending payment exists on the Purchase Order

- Once a PO is adjusted with POCO it is 'owned' by POCO and all non-POCO change options are disabled
  - Requisitions – Change/Delete
  - Purchase Order Encumbering – Change/Delete
  - PO Payment – C/X, O/Y

- Effective date for POCO must be in sequence

- Need requisition detail to POCO

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POCO USERSEC

Table 2-229: POCO USERSEC parameters for the REQS module

COL	CONTROLS	DESCRIPTION
01	Access to POCO	0 No access (default). 1 Access. The user has access as specified in the remainder of this user security record. If col 01 is set to 1, users always have access to viewing POs and PO history. You cannot disable access to these options. However, you must specifically enable all other access for change orders. The GLNOTEPO user security controls access to PO notes. If you do not set up this user security, this option is not available.
02	Ability to cancel POs	0 Not allowed (default). 1 Allow action. Do not log changes. 2 Allow action. Log changes. The system displays a summary of the change log in the *History/Log Detail* dialog box.
03	Ability to change PO header data	Same as col 02.
04	Ability to change items	Same as col 02.
05	Ability to add items	Same as col 02.
06	Ability to delete items	Same as col 02.
07	Ability to replace and add accounts	Same as col 02.
08	Ability to merge items	Same as col 02.
09	Not used	Leave blank.
10	Not used	Leave blank.

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POCO USERSEC (Continued)

Table 2-229: POCO USERSEC parameters for the REQS module - continued

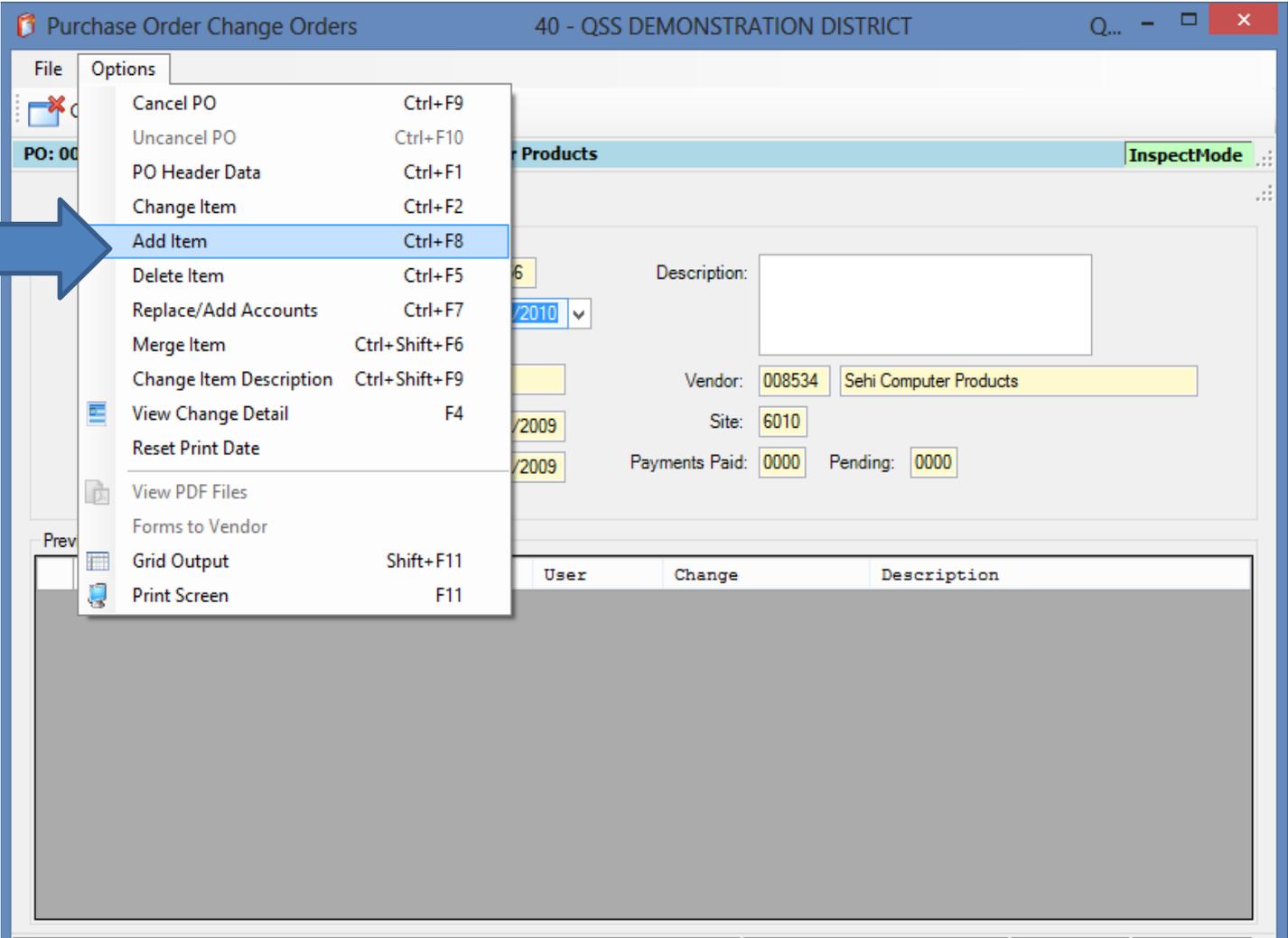| COL	CONTROLS	DESCRIPTION
11	Ability to change item descriptions	0 Not allowed (default). 1 Allow action. Do not log changes. 2 Allow action. Log changes. The system displays a summary of the change log in the *History/Log Detail* dialog box. 3 Allow action. The changes to descriptions are not treated as POCO actions. They do not prevent you from using the Requisitions tab or PO payments to cancel or re-encumber POs.
12	Not used	Leave blank.
13	Ability to view change detail	0 Not allowed (default). 1 Allow action.
14	Ability to uncancel a PO.	0 Not allowed (default). 1 If a user is allowed to cancel POs, also allow uncancelling.
15	Vendor security	0 Do not allow changes to the vendor in the PO header information (default). 1 Allow changing the vendor number and address number. 2 Allow changing only the address number for a vendor, but not the vendor number.
16	Descriptions for change orders	0 Do not require a description for every change order (default). 1 Require a description for every change order.
17	Tracking of account changes	0 Do not track changes in accounts (default). 1 Track changes of accounts.
18	Sentinel character for PO description	blankWhen you are entering the description for a PO line item, use the @ as the sentinel character for entering a message code defined in Message Library Maintenance (MSGMUP) (default). [char]Type another character if that is what you want to use as the message sentinel.
19	Duplicate account checking	0 Allow duplicate accounts when replacing or adding accounts (default). 1 Do not allow duplicate accounts.

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POCO USERSEC (CTD)

Table 2-229: POCO USERSEC parameters for the REQS module - continued

COL	CONTROLS	DESCRIPTION
20	PO only flag	0 Do not use change orders for POs that do not have a requisition number (default). 1 Allow the use of change orders for POs that do not have a requisition number. For such POs, there is a very limited choice of what you can do: change to PO header, view PO detail, or add, change, or delete accounts. You cannot do any functions that involved adding, changing, or deleting line items, nor can you cancel or uncancel a PO. When you create a PO with the Purchase Orders tab, it has only PO number, but there is no requisition associated with the PO. When you create a PO with the Requisitions tab, it has both a requisition number and a PO number.
21	Tracking net changes to PO amounts	0 Do not track (default). 1 Track net change in PO amounts in the change log and make that field available to print on POCO change order forms.
22	Override restrictions on SD and SP splits	blank or 0 Do not allow the SD (special dollar) and SP (special percentage) splits when changing a requisition line item that has payments posted against it (default). 1 Allow SD and SP splits.
23	Disabling the ability to replace accounts	N Allow replacing of accounts in the Add/Replace Accounts form (default). Y Disable the ability to replace accounts. The only available option is adding accounts.
24 - 60	Not used	Leave blank

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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

Searching PO's

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

Advanced Search

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

Selecting PO's

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

Purchase Order Inspect Screen

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

Change Order Screen

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

Change PO Header Information

To change PO Header Data, enter a date and description then select PO Header Data from the Options Menu.

Change PO Header Information

The Change PO header Data screen matches The format of the Main PO/Requisition data screen. You can change data on this screen that relates to general PO/Requisition info that is not item or accountclass related data.

Select the SAVE Button to save your changes

Change PO Header Information

The Change PO header Data may also permit a change to the Vendor with special security.

15   Vendor security   0   Do not allow changes to the vendor in the PO header information (default).
                         1   Allow changing the vendor number and address number.
                         2   Allow changing only the address number for a vendor, but not the vendor number.

Change PO Header Information

The Change Detail screen shows all the information from all changes to the purchase order. The Quick View (InstaPrint) is available from this screen. Header Changes are identified as PO Header Data.

Adding an item

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

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Adding an item

This screen is identical to the Requisition Entry screen for items. Use the same methods to enter the data on the screen.

Adding an item

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

Adding an item

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

Adding an item

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

Adding an item

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

Adding an item

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

Adding an item (Version L)

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

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

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

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Adding an item

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

Adding an item

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

Adding an item

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

Adding an item

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

Adding an item

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

Adding an item

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

Adding an item

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

Adding an item

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

Deleting an item

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

Deleting an item

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

Deleting an item

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

Deleting an item

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

Deleting an item

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

Deleting an item

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

Deleting an item

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

Deleting an item

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

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
Effective Date: 06/30/2010

Description:

Description: PRINTER INK
PO Total: 91.84   Date Entered: 09/09/2009
Amount Paid: 0.00   PO Date: 09/09/2009

Vendor: 008534   Sehi Computer Products
Site: 6010
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.

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Deleting an item

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

Replace/Add Accounts

To Replace/Add
Accounts, choose
The Replace/Add
Accounts option
From the menu

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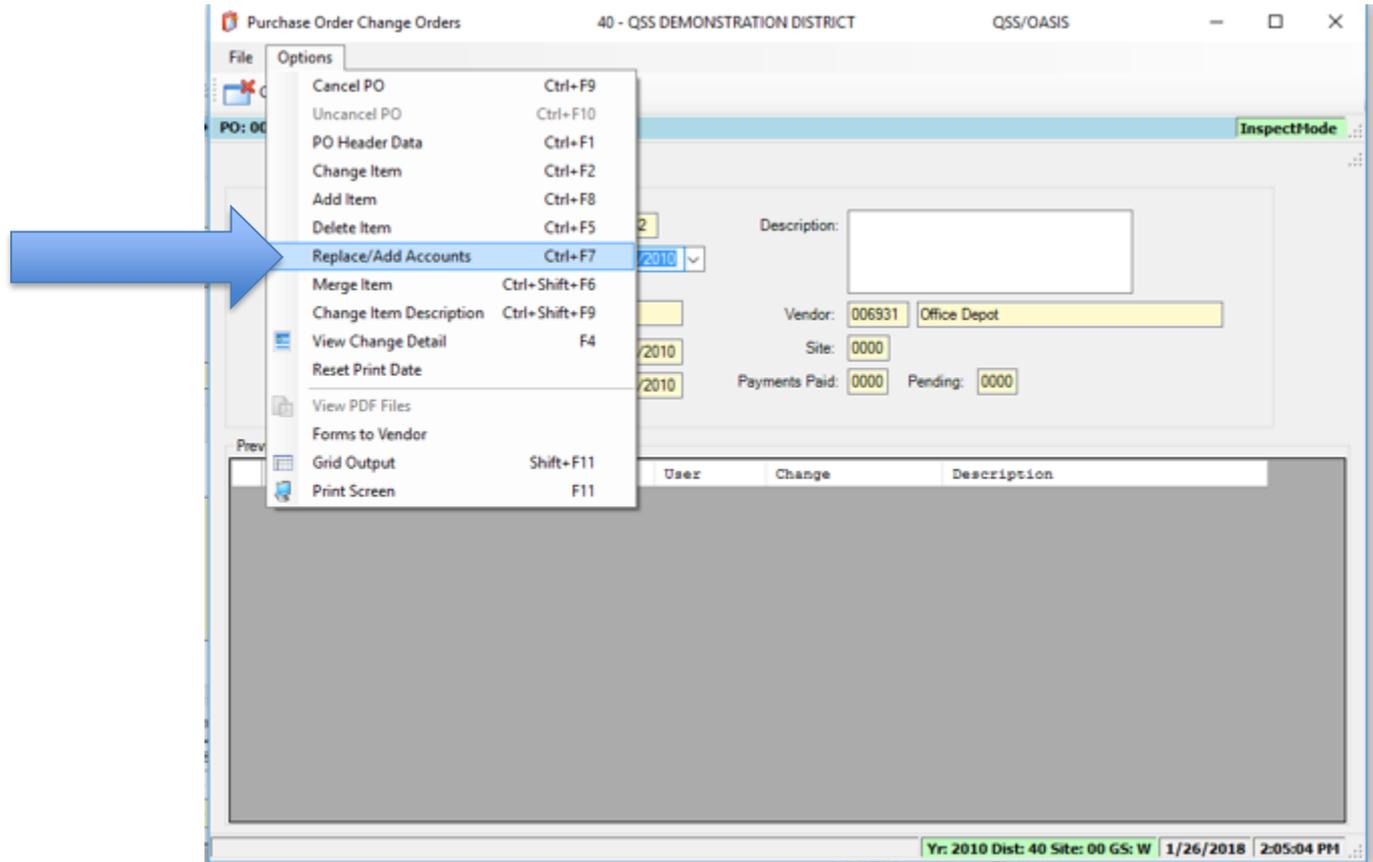
Replace/Add Accounts

If adding a new account to the PO/Req, select the ADD Account button.

OR if replacing an existing account, SELECT the account you want to replace and select the REPLACE Account button.

Replace/Add Accounts: ADD Account

Use the Add Account Window to look up/enter an account to add. Press the RETURN arrow to select the account

Once you return from the Add Account window, the new account will appear at the bottom of the account list. Select SAVE to add the account. OR, you can add additional account(s) by pressing Add Account again.

Replace/Add Accounts: ADD Account

A word on encumbering to newly added account:

The Add Account transaction will NOT encumber amounts to the added account! You can encumber amounts to the new account using either an Add Item or Change Item POCO transaction and apply the funds to the account using a Special Dollar (SD) Account Split.

Replace/Add Accounts: REPLACE Account

Use the Change Account Window to look up/enter a New Account to replace the Old Account. Press the RETURN arrow to Select the account for Replacement.

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Replace/Add Accounts: REPLACE Account

Once you return from the Change Account window, the from/to replace accounts will appear at the bottom of the account list. Select SAVE to complete the Replace Account transaction OR you can select an additional account to replace and select Replace Account again.

Replace/Add Accounts: REPLACE Account

Replace Account "with tracking" vs. "no tracking":

Controlled by byte 17 of POCO USERSEC.

Default Behavior is "no tracking" – Account value will be replaced in the "from" account position. No easy way of knowing on payment screen when replacement account value was introduced.

Replace "with tracking" will close the "from" account and open the "to" account on the next available account position on the req/po. Any payment activity on "from" account will be saved for future reference.

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Replace/Add Accounts: REPLACE Account

Replace Account with Tracking Example: POCO Detail Logging

Replace/Add Accounts: REPLACE Account

Replace Account with Tracking Example: PO Payment Details

"From" Account (closed)　　　　　　　　"To" Account (opened with remaining encumbrance)

PO Payments Screen

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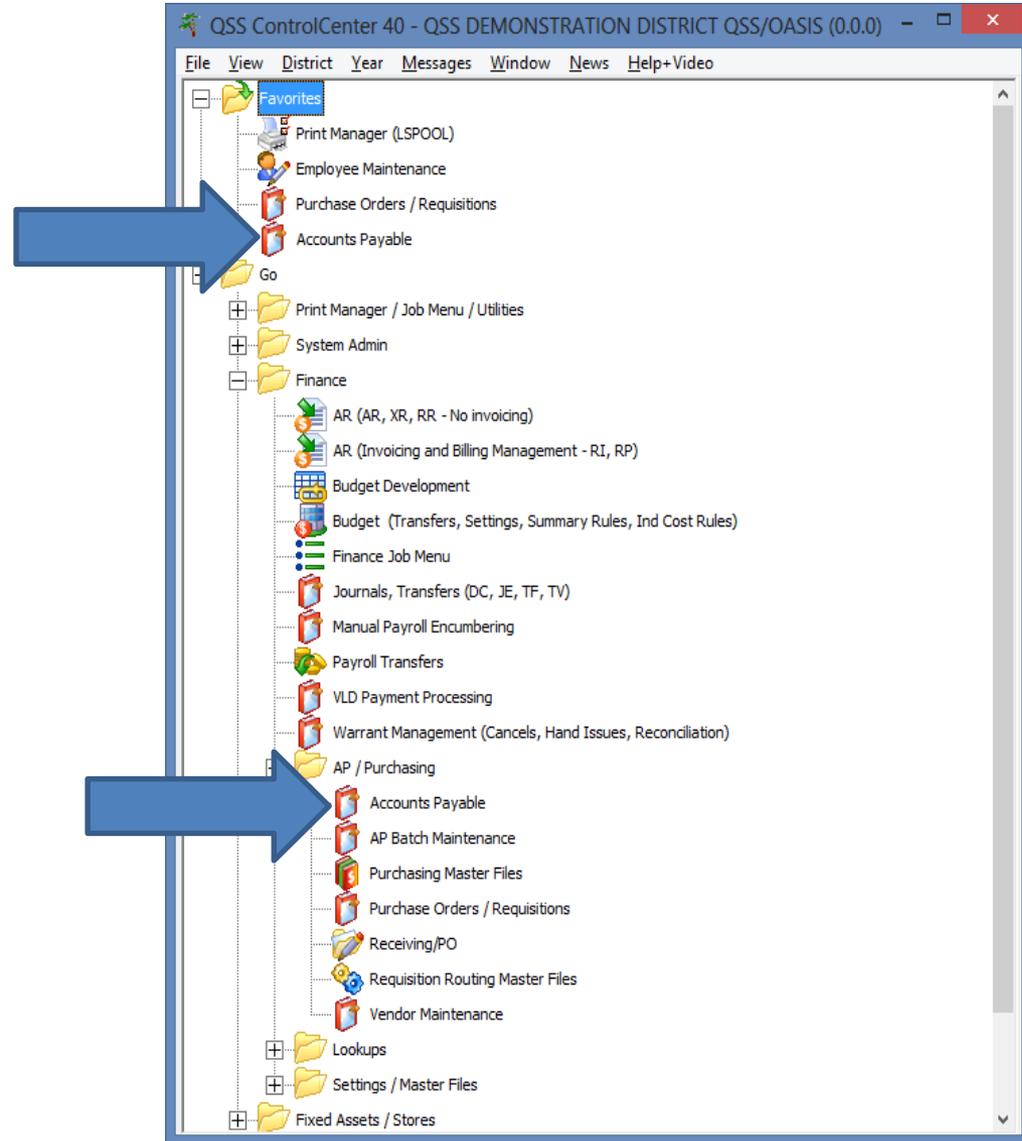
PO Payments Screen

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

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PO Payments Screen

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

PO Payments Screen

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

Cancelling a PO

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

Cancelling a PO

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

Cancelling a PO

Once the fields are entered, click the Save button.

Cancelling a PO

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

Cancelling a PO

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

Cancelling a PO

In the PO Payment screen, the amount is liquidated

Uncancelling a PO

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

Uncancelling a PO

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

Uncancelling a PO

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

Uncancelling a PO

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

Uncancelling a PO

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

Uncancelling a PO

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

Merge PO Items

To merge items from another Req/PO to this PO. Enter a date and description and select Merge Item from the Options Menu.

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Merge PO Items

Select the Req/PO you wish to merge an item from and choose what you wish to do with the source requisition. Select Process to get a list of items from the source requisition to merge from.

Merge PO Items

Select the item(s) from the source Req/PO you wish to merge into the current PO. Press Save to merge the Item(s) over to the POCO PO.

The item will be added to the POCO PO and any accounts needed will also be copied to the PO. Amounts for the item will always be allocated with a Special Dollar (SD) split.

Printing the POCO

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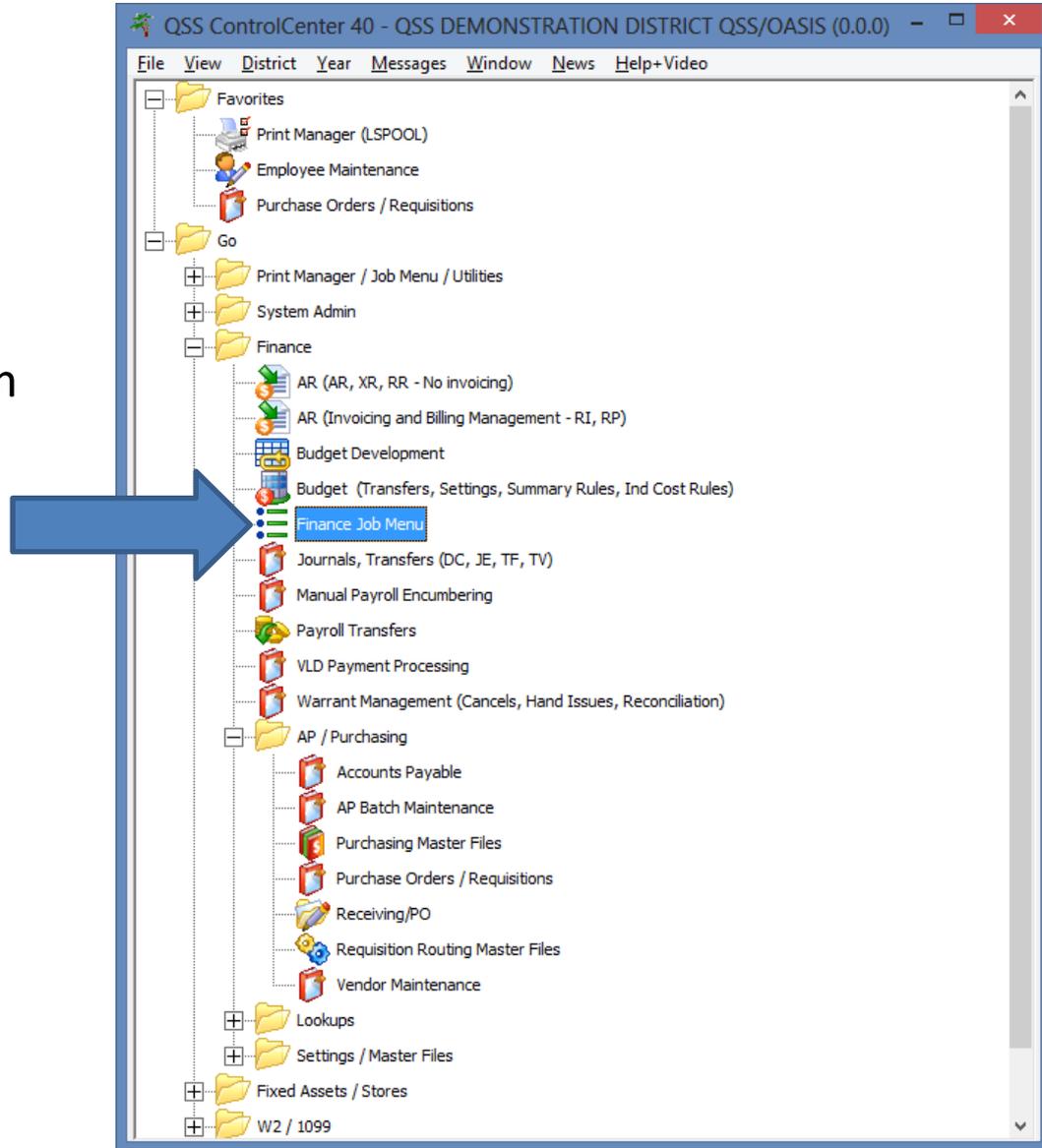
Printing the POCO

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.
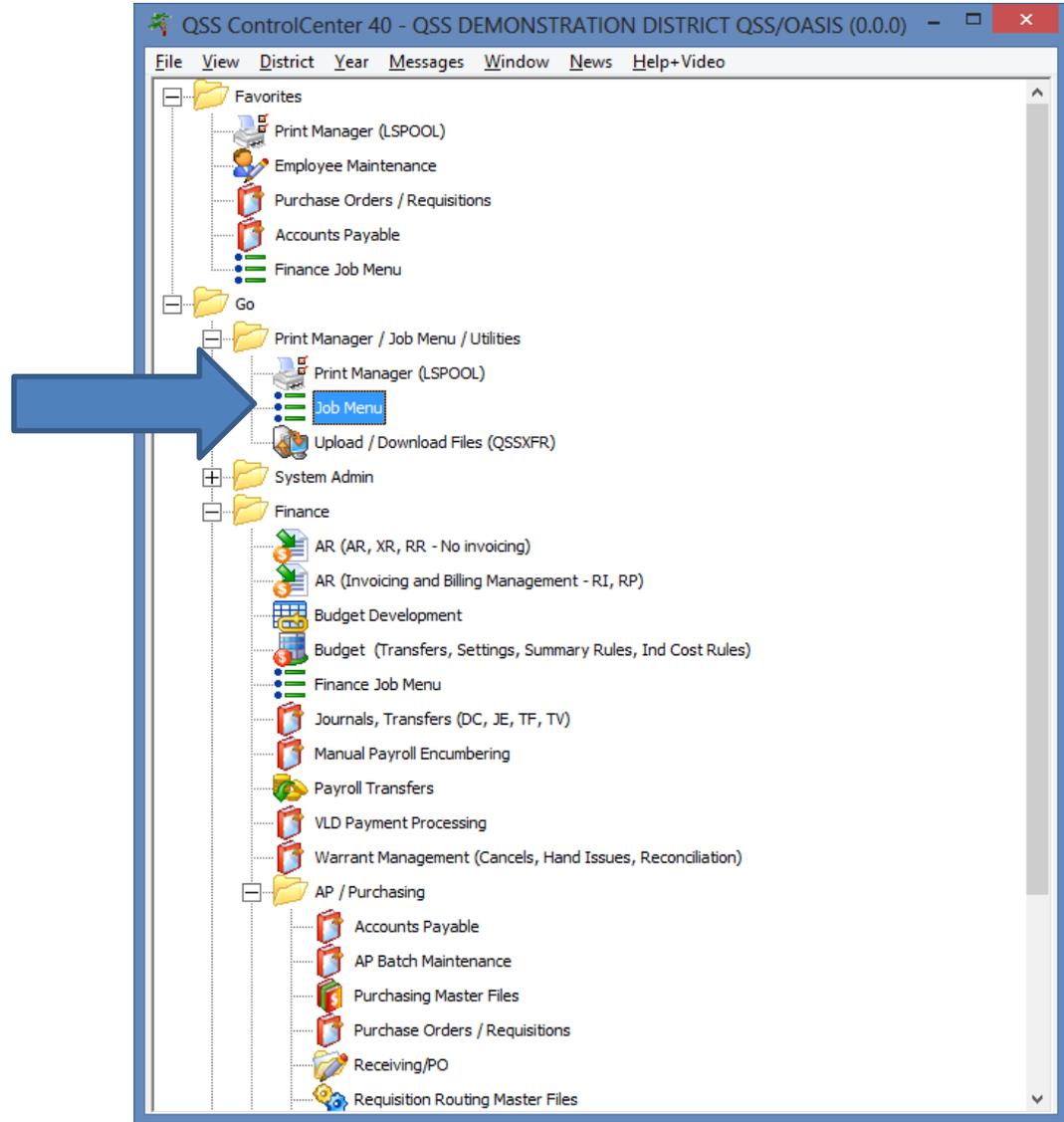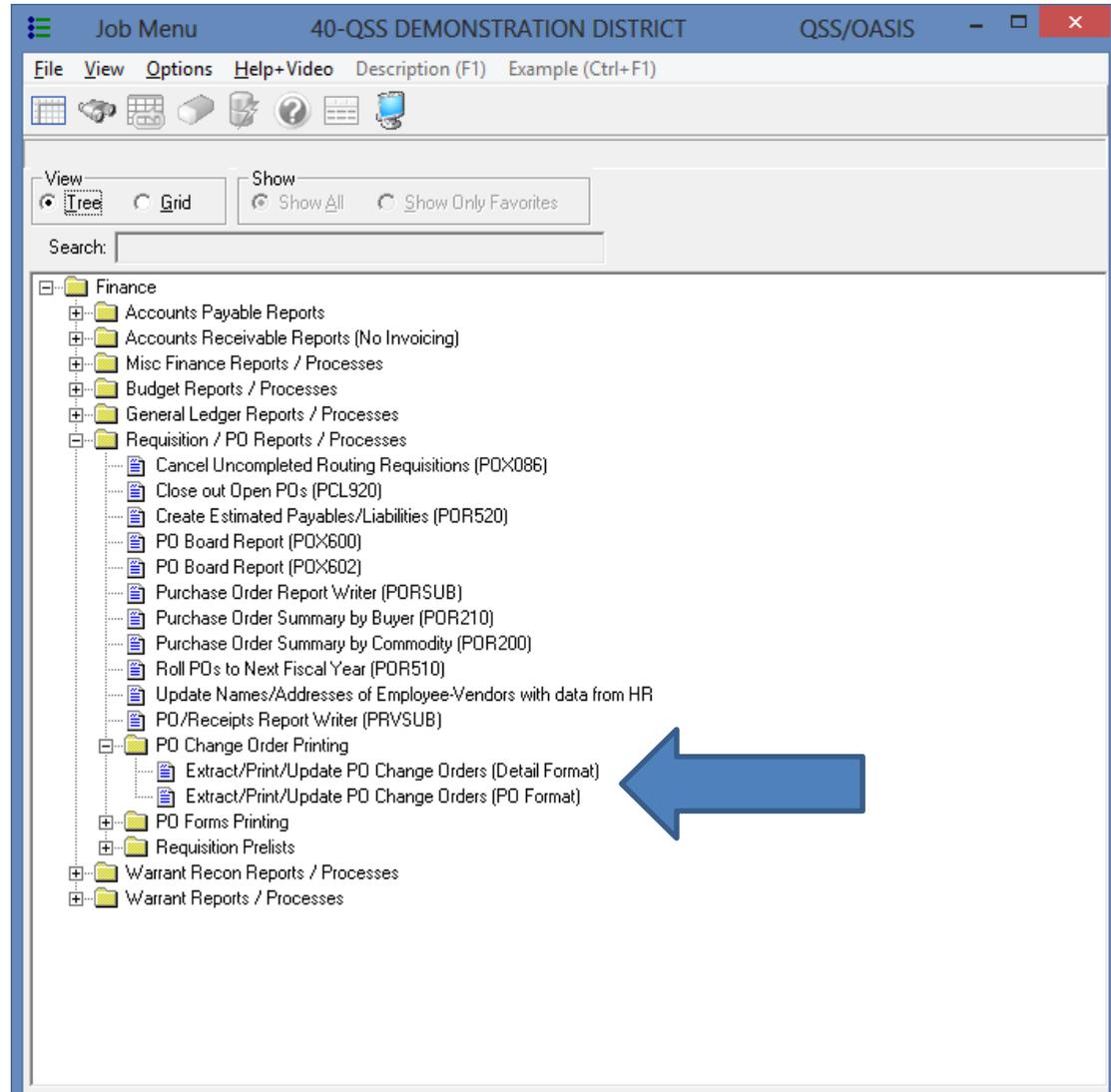
Printing the POCO

- 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

- A separate change order print driver file needs to be set up to print change order information. This file is similar to standard PO driver file but includes additional printable fields related to change order processing. Contact your support analyst for information on setting up POCO printing with this driver file.

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Printing the POCO

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

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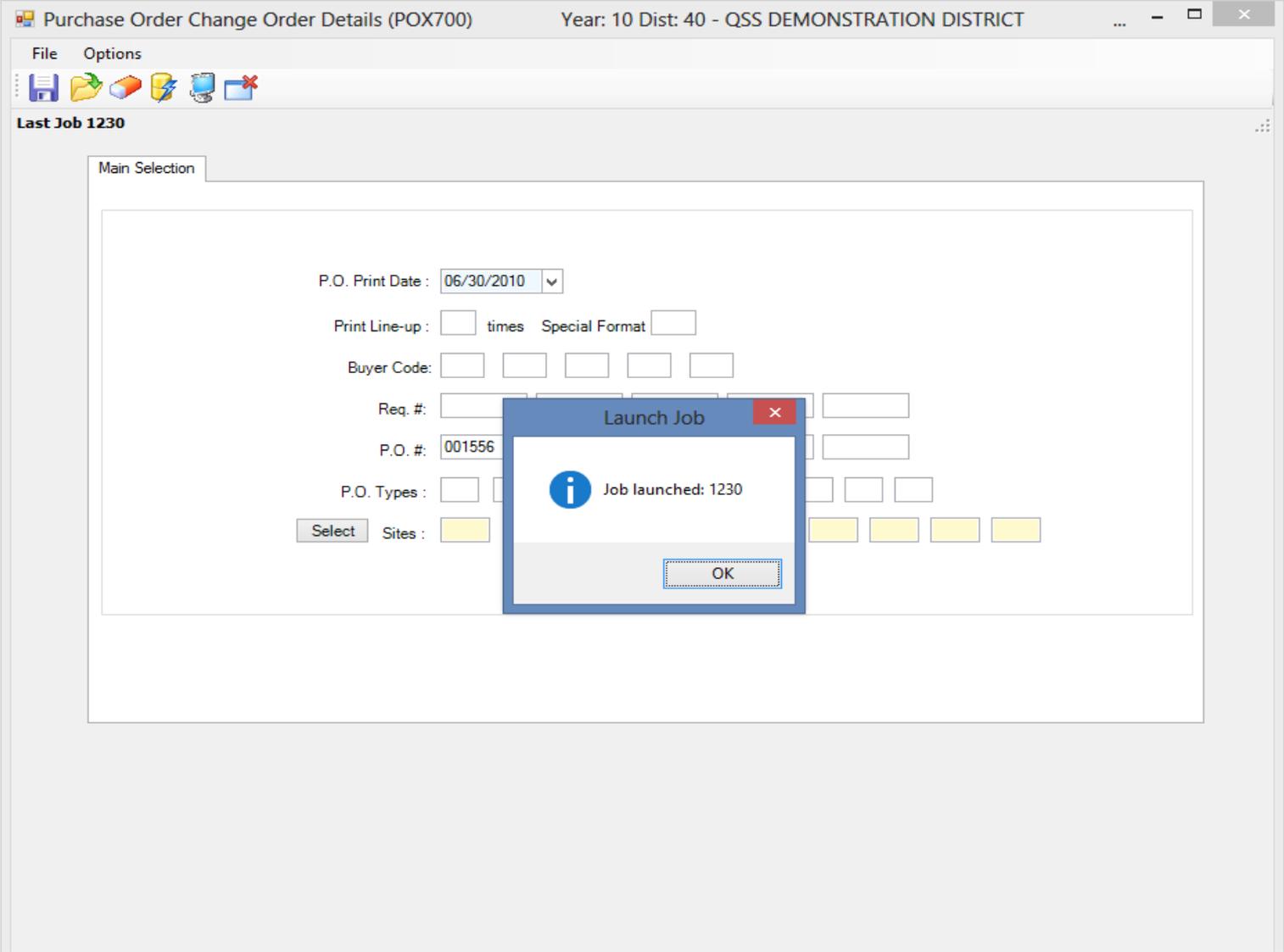
Enter the print date and the PO number to be printed, then click the Submit button.
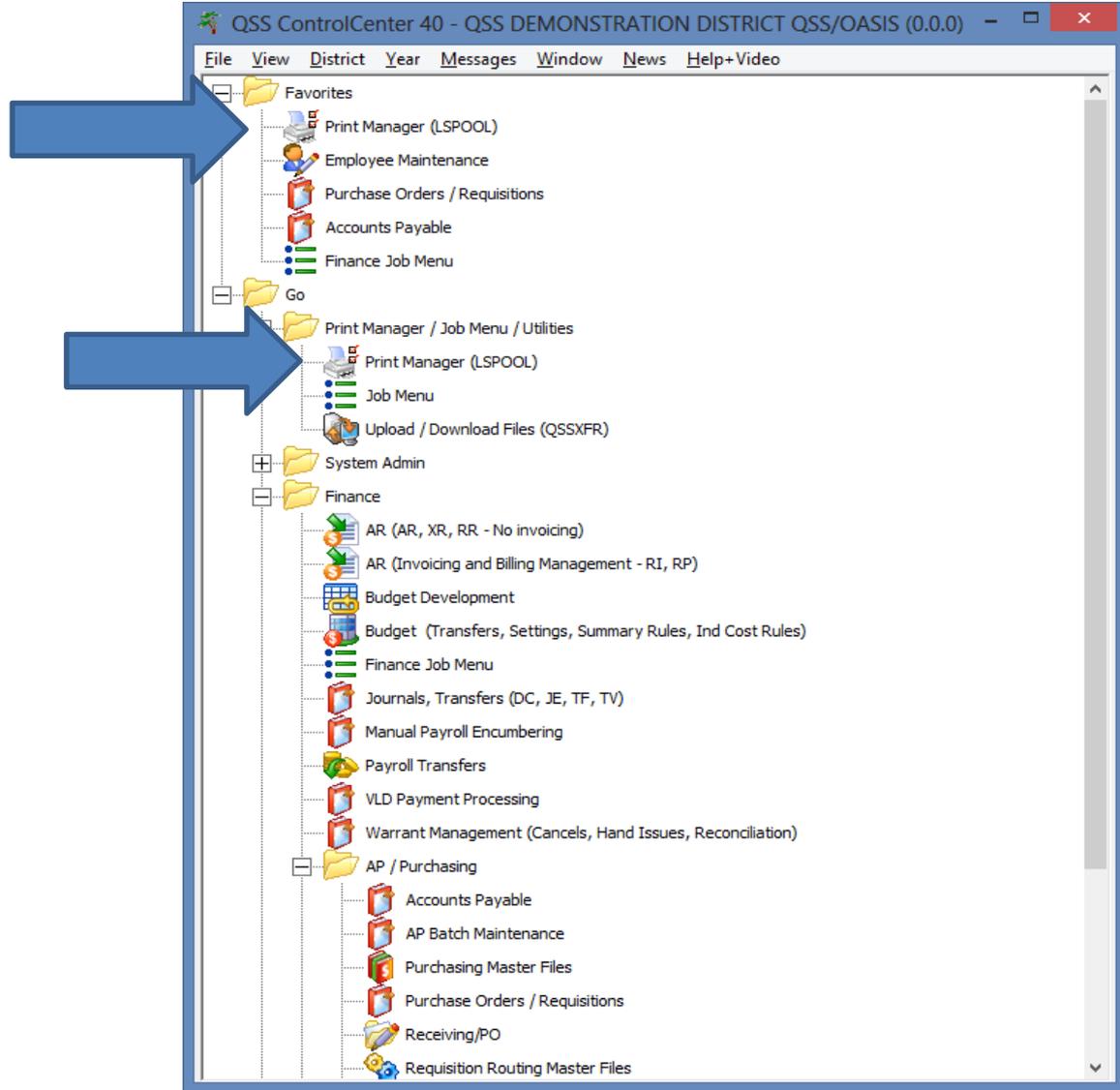
Printing the POCO

A screen will pop up with the job number.

Printing the POCO

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

Printing the POCO

You can locate the file using the job number.

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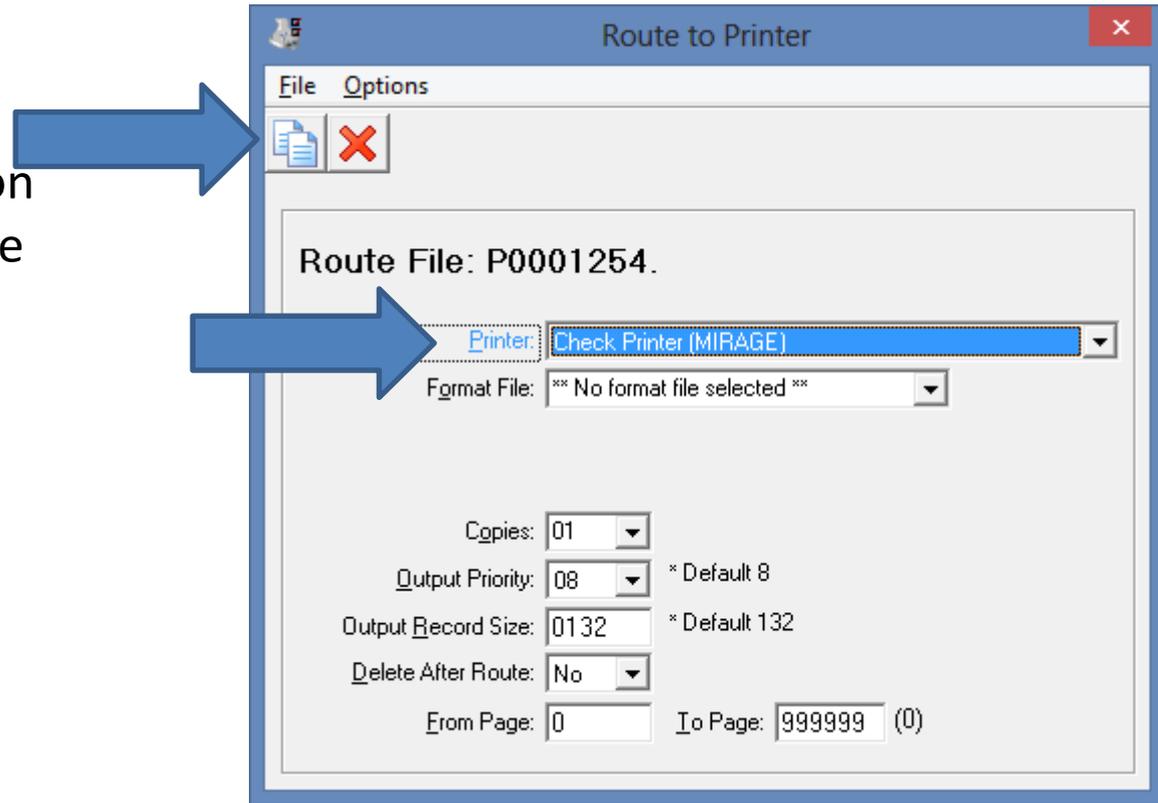
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Printing the POCO

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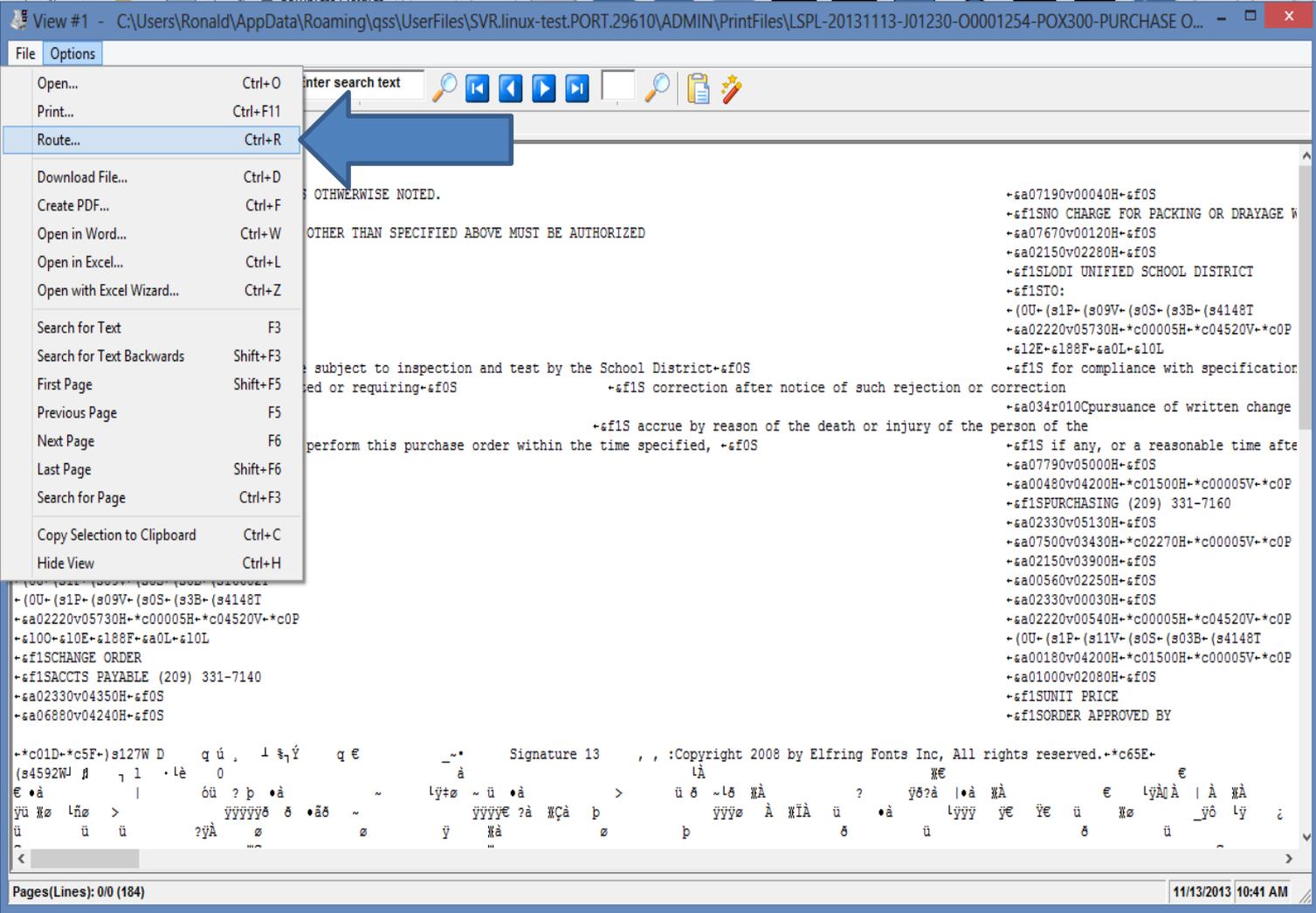
Printing the POCO

Select the destination printer, then click the Route button.

Printing the POCO

The new Change Order will print on the selected printer.

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Printing the POCO

Detail POCO change form example.

? Questions ?

At this time, you're welcome to raise your hand or type into the Q&A pane if you have any questions.

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