



**HARRIS**  
School Solutions

# QSSUG PSFA Committee Webinar

*Purchase Order Change Orders (POCO) 1*  
*October 22, 2019*

# 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

# 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#

# 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.

# 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

# POCO USERSEC

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

COL	CONTROLS	DESCRIPTION
01	Access to POCO	<p>0 No access (default).            1 Access. The user has access as specified in the remainder of this user security record.</p> <p>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.</p> <p>The GLNOTEPO user security controls access to PO notes. If you do not set up this user security, this option is not available.</p>
02	Ability to cancel POs	<p>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 <i>History/Log Detail</i> dialog box.</p>
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.

# POCO USERSEC (Continued)

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

COL	CONTROLS	DESCRIPTION
11	Ability to change item descriptions	<p>0 Not allowed (default).</p> <p>1 Allow action. Do not log changes.</p> <p>2 Allow action. Log changes. The system displays a summary of the change log in the <i>History/Log Detail</i> dialog box.</p> <p>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.</p>
12	Not used	Leave blank.
13	Ability to view change detail	<p>0 Not allowed (default).</p> <p>1 Allow action.</p>
14	Ability to uncancel a PO.	<p>0 Not allowed (default).</p> <p>1 If a user is allowed to cancel POs, also allow uncancelling.</p>
15	Vendor security	<p>0 Do not allow changes to the vendor in the PO header information (default).</p> <p>1 Allow changing the vendor number and address number.</p> <p>2 Allow changing only the address number for a vendor, but not the vendor number.</p>
16	Descriptions for change orders	<p>0 Do not require a description for every change order (default).</p> <p>1 Require a description for every change order.</p>
17	Tracking of account changes	<p>0 Do not track changes in accounts (default).</p> <p>1 Track changes of accounts.</p>
18	Sentinel character for PO description	<p>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).</p> <p>[char]Type another character if that is what you want to use as the message sentinel.</p>
19	Duplicate account checking	<p>0 Allow duplicate accounts when replacing or adding accounts (default).</p> <p>1 Do not allow duplicate accounts.</p>

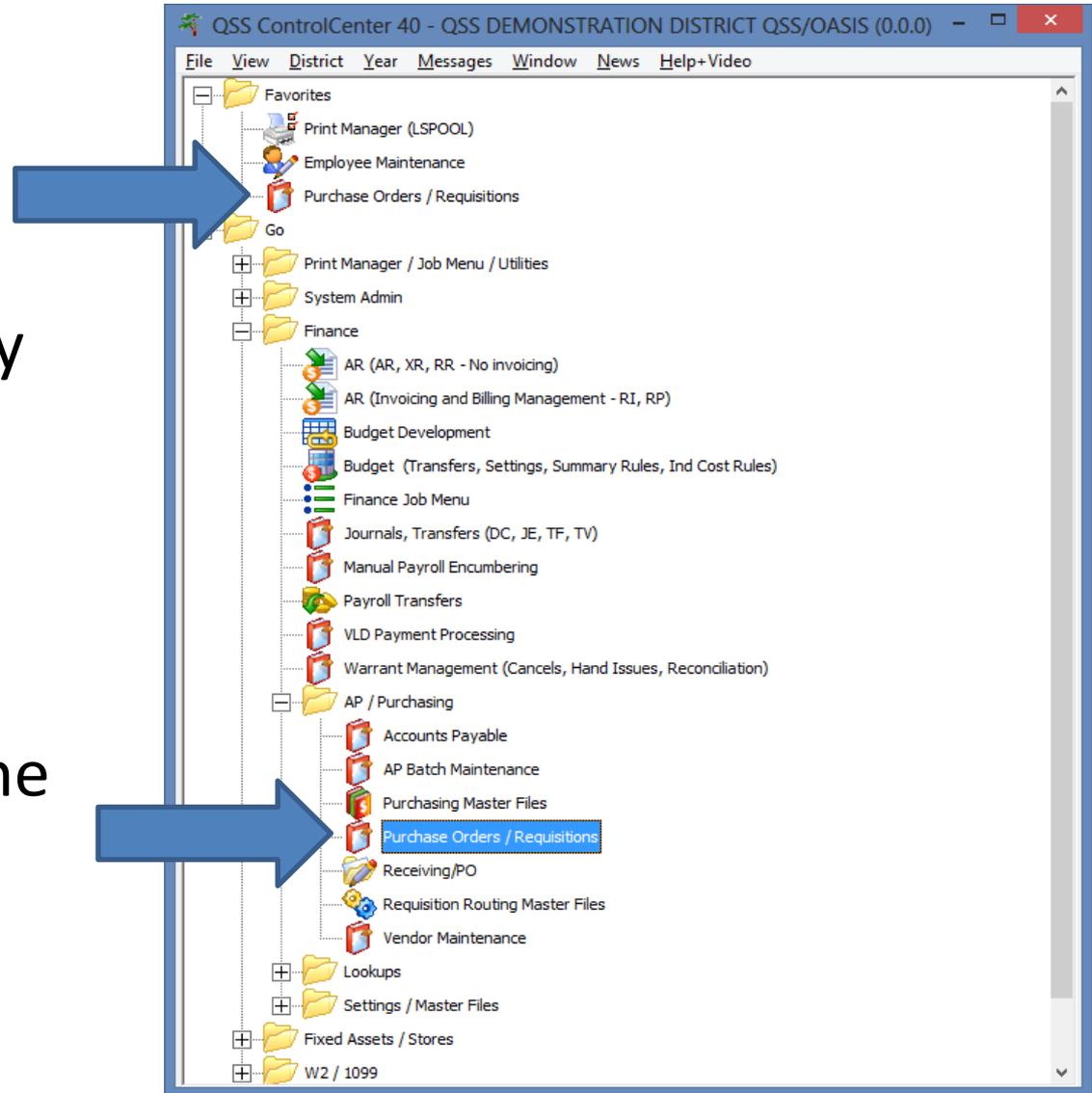
# POCO USERSEC (CTD)

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

COL	CONTROLS	DESCRIPTION
20	PO only flag	<p>0 Do not use change orders for POs that do not have a requisition number (default).</p> <p>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.</p> <p>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.</p>
21	Tracking net changes to PO amounts	<p>0 Do not track (default).</p> <p>1 Track net change in PO amounts in the change log and make that field available to print on POCO change order forms.</p>
22	Override restrictions on SD and SP splits	<p>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).</p> <p>1 Allow SD and SP splits.</p>
23	Disabling the ability to replace accounts	<p>N Allow replacing of accounts in the Add/Replace Accounts form (default).</p> <p>Y Disable the ability to replace accounts. The only available option is adding accounts.</p>
24 - 60	Not used	Leave blank

# QCC Menu – Purchase Orders/Requisitions

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



# Main Screen

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

File Options Help+Video

Queue Management Requisitions Purchase Orders

Purchase Orders

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

Search Results

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

# Searching PO's

Purchase Orders / Requisitions 40 - QSS DEMONSTRATION DISTRICT

File Options Help+Video

Queue Management Requisitions Purchase Orders

2405 records found.

Purchase Orders

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

Search Results

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

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

# Advanced Search

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

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

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

# Selecting PO's

2405 records found.

Purchase Orders

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

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

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

# Purchase Order Inspect Screen

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

File Options Help

Save and Return Save Change Change Order

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

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

**Purchase Order**

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

Description: PRINTER INK

Date: 09/09/2009 Date Paid:

Status: Y - Yes

Vendor: 008534 / 00

PO Type: PO - PURCHASE ORDER

**Requisition**

Requisition: 501856

Submitted by: VICKI WOLFF / CAREER CENTER

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

Address (00) Additional

**Vendor**

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

**Remit**

1275 Puerta Del Sol  
San Clemente, CA 92673

Delete Selected Row Add Account Change Account

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

Total PO Amount: \$79.02

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

# Change Order Screen

Purchase Order Change Orders 40 - QSS DEMONSTRATION DISTRICT

File Options

Close Change Detail

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

Purchase Order Number: 001556 Description:

Effective Date: 06/30/2010

Description: PRINTER INK Vendor: 008534 Sehi Computer Products

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

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

Previous Changes

No	Changed	Printed	CO	User	Change	Description
----	---------	---------	----	------	--------	-------------

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.

The screenshot displays the 'Purchase Order Change Orders' application window. The title bar indicates '40 - QSS DEMONSTRATION DISTRICT' and 'QSS/OASIS'. The 'Options' menu is open, showing various actions such as 'Cancel PO', 'Uncancel PO', 'PO Header Data', 'Change Item', 'Add Item', 'Delete Item', 'Replace/Add Accounts', 'Merge Item', 'Change Item Description', 'View Change Detail', 'Reset Print Date', 'View PDF Files', 'Forms to Vendor', 'Grid Output', and 'Print Screen'. A blue arrow points from the text on the left to the 'PO Header Data' menu item. The background shows a form with fields for Description, Vendor (006931 Office Depot), Site (0000), Payments Paid (0001), and Pending (0000). A table at the bottom shows change details.

User	Change	Description
MGR	Repl/Add Accts	test replace account.
MGR	PO Header Data	change description.

Yr: 2010 Dist: 40 Site: 00 GS: W 1/29/2018 1:22:12 PM

# 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 Data 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Save Close

FY: 10 RQ: 502126 PO: 001662 VE: 006931/00 Office Depot ChangeMode

Change Order: 02 Date Paid: N/A Date Printed: N/A MGR-01/29/2018-09:50:27

Requisition

Requisition: 502126	Purchase Order: 001662	Control #: 888888888	Warehouse:	Stores Order:
Vendor/Addr#: 006931 / 00-4360 Pock Lane Ste 3	Date: 06/30/2010	Delivery By:	Confirming: 0 - No confirmation message	
PO Type: PO - PURCHASE ORDER	Tax %: 7.750 %	Ship To: 0000	*No Shipping Location* (0000)	
Description: A TYPICAL POCO TEST	Submitted by:	Terms:	Commodity:	
Site: 0000 UNASSIGNED (0000)	Buyer: N-Z - ALPHA VENDOR N-Z	FOB:	Misc Date:	Misc:
Routing Group: GroupA	Program:	Room:	Discount: .000 %	Shipping %: 00

Address (00) Additional Shipping Beg Message End Message

<b>Vendor</b> Office Depot 4360 Pock Lane Ste 300 Stockton, CA 95206	<b>Remit</b> Office Depot P O Box 70025 Los Angeles, CA 90074-0025
---	---

Yr: 2010 Dist: 40 Site: 00 GS: W 1/29/2018 1:28:10 PM

# Change PO Header Information

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

Change PO Header Data 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Save Close

FY: 10 RQ: 502126 PO: 001662 VE: 006931/00 Office Depot ChangeMode

[Change Order: 02](#) [Date Paid: N/A](#) [Date Printed: N/A](#) [MGR-01/29/2018-09:50:27](#)

Requisition

Requisition: 502126 Purchase Order: 001662 Control #: 888888888 Warehouse: Stores Order:

Vendor/Addr#: 006931 / 00-4360 Pock Lane Ste 3 Date: 06/30/2010

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

Description: A TYPICAL POCO TEST Tax %: 7.750 % Ship To: 0000 \*No Shipping Location\* (0000)

Submitted by: Terms: Commodity:

Site: 0000 UNASSIGNED (0000) FOB:

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

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

Address (00) Additional Shipping Beg Message End Message

Vendor

Office Depot  
4360 Pock Lane Ste 300  
Stockton, CA 95206

Remit

Office Depot  
P O Box 70025  
Los Angeles, CA 90074-0025

: 40 Site: 00 GS: W 1/29/2018 1:28:10 PM

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

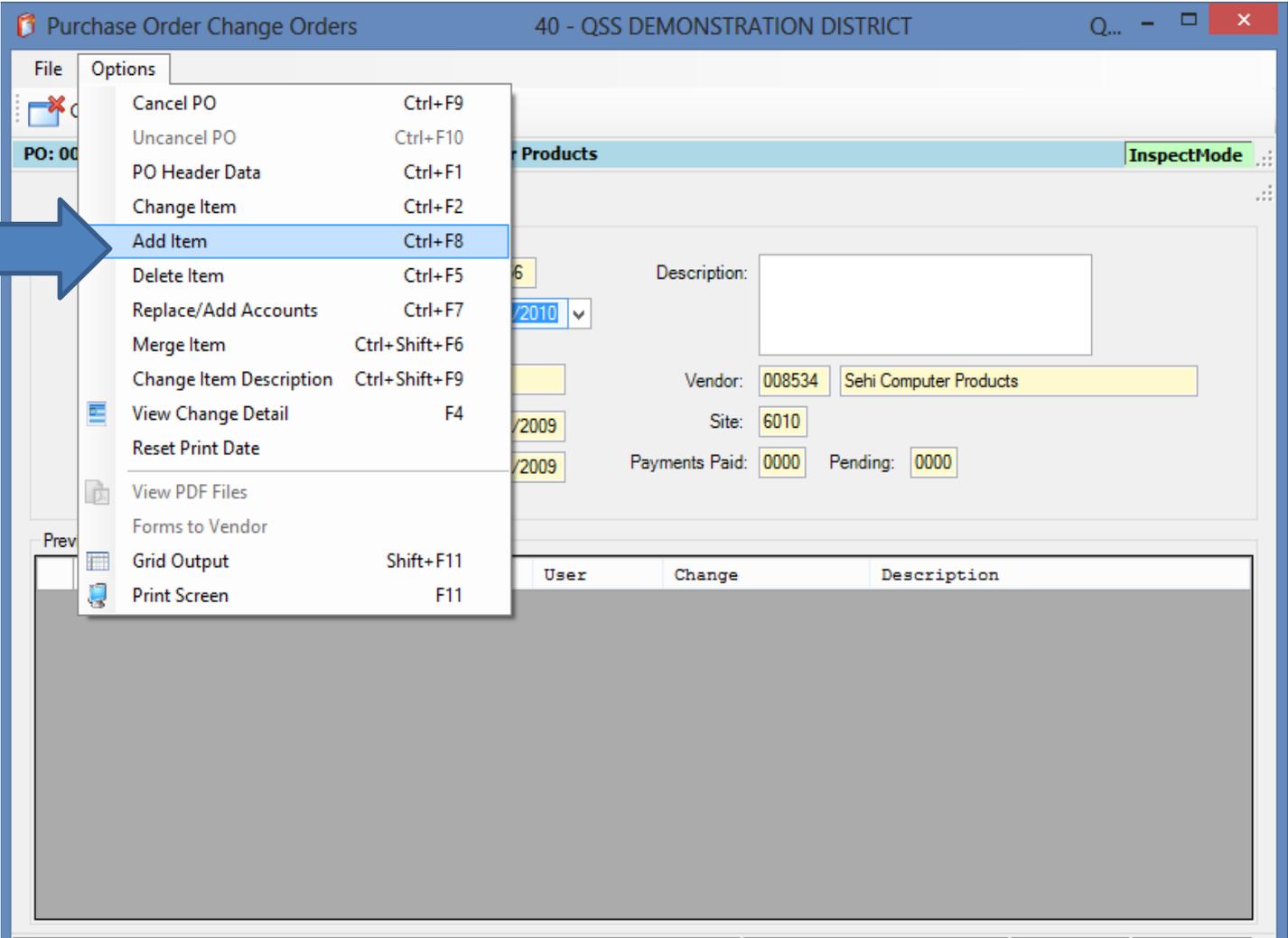
The Change Detail screen shows all the information from all changes to the purchase order. The Quick View (InstaPrint) is available from this screen. Header Changes are identified as PO Header Data.

No	Changed	Printed	CO	User	Change	Description
01	06/30/2010	01/29/2018	001	MGR	Repl/Add Accts	test replace account. Chg: Replace Acct - Track #02 --> #03 From: 01.0000.0.0000.0000.8660.890.5900.00 To: 01.0000.0.0000.0000.8699.890.5516.00
02	06/30/2010	01/29/2018	001	MGR	PO Header Data	change description. Chg: Board Description From: TEST FOR QSS To: A TYPICAL POCO TEST

Yr: 2010 Dist: 40 Site: 00 GS: W 1/29/2018 1:34:25 PM

# Adding an item

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



# 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.

40 - QSS DEMONSTRATION DISTRICT

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

Item 6 of 6

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

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

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

Accounts

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

Items

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

# Adding an item



40 - QSS DEMONSTRATION DISTRICT

QSS/O...

File Options

- Save F9
- Process Message Library F4
- Toggle Discount F3
- Switch Item/Description Shift+F3
- Description Size
- Set Override Password Alt+P
- Grid Output Shift+F11
- Print Screen F11
- First Shift+F5
- Previous F5
- Next F6
- Last Shift+F6

8.750 % Sub Total: 73.06 Total Tax: 5.96 Total: 79.02

Quantity Unit Unit Cost Total Cost Tax Stock # Fixed Asset

1.00 EACH 25.0000 25.00 No 000000

Discount Percentage Discount Amount

.0000 % 0.00

59 lines remaining.

item needing purchased for the webinar.

Accounts

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

Items

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

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.

The screenshot shows the 'Edit Item' window for '40 - QSS DEMONSTRATION DISTRICT'. The window title bar includes 'QSS/O...' and standard window controls. The menu bar shows 'File' and 'Options'. The toolbar contains icons for 'Save', 'Close', and navigation arrows. A status bar at the top right says 'AddMode'.

Summary fields at the top show: Subject to tax: 68.06, Rate: 8.750%, Sub Total: 73.06, Total Tax: 5.96, Total: 79.02.

The 'Item 6 of 6' section contains a table with the following data:

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

Below the table are fields for 'Discount Flag' (No Discount), 'Discount Percentage' (.0000%), and 'Discount Amount' (0.00). The 'Description' field contains the text: 'Adding a new item needed for the webinar.' followed by '=MSDS|'. A blue arrow points to this field. The text '57 lines remaining.' is visible to the right of the description field.

The 'Accounts' section shows a table with one entry:

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Amount	Percent
1.	01.9650.0.71111.2700.4300.640.6762.00									79.02	100.00

The 'Items' section shows a table with five entries:

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

# Adding an item

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

40 - QSS DEMONSTRATION DISTRICT

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

Item 6 of 6

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

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

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

Accounts

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

Items

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

# Adding an item



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

**Edit Item** 40 - QSS DEMONSTRATION DISTRICT QSS/O...

File Options

- Save F9
- Process Message Library F4
- Toggle Discount F3**
- Switch Item/Description Shift+F3
- Description Size
- Set Override Password Alt+P
- Grid Output Shift+F11
- Print Screen F11
- First Shift+F5
- Previous F5
- Next F6
- Last Shift+F6

8.750 % Sub Total: 73.06 Total Tax: 5.96 Total: 79.02

Quantity Unit Unit Cost Total Cost Tax Stock # Fixed Asset

1.00 EACH 25.0000 25.00 No 000000

Discount Percentage Discount Amount

.0000 % 0.00

49 lines remaining.

new item needed for the webinar.

NOTES: NO S REQUIRED WITH DELIVERY.

FORWARD COPY TO:

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

PAYMENT WILL BE HELD UNTIL RECEIPT OF THIS INFORMATION.

Accounts

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Amount	Percent
1.	01.9650	0.7111	.2700	.4300	.640	.6762	.00			79.02	100.00

Items

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

# Adding an item

40 - QSS DEMONSTRATION DISTRICT

QSS/O... - □ ×

File Options

Save Close

AddMode

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

Item 6 of 6

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

Discount Flag: No Discount (selected)

Discount Percentage: .0000 %

Discount Amount: 0.00

49 lines remaining.

needed for the webinar.

NOTE: M S D S REQUIRED WITH DELIVERY.

FORWARD COPY TO:

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

PAYMENT WILL BE HELD UNTIL RECEIPT OF THIS INFORMATION.

Accounts

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

Items

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

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



# Adding an item (Version L)

- The Global Discount is a percentage that is used on all items
- The Item Percentage applies the discount only to this item based on the percentage you enter
- The Item Dollar applies the discount only to this item based on the dollar amount you enter

# Adding an item



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

40 - QSS DEMONSTRATION DISTRICT

QSS/O... - □ ×

File Options

- Save F9
- Process Message Library F4
- Toggle Discount F3
- Switch Item/Description Shift+F3**
- Description Size
- Set Override Password Alt+P
- Grid Output Shift+F11
- Print Screen F11
- First Shift+F5
- Previous F5
- Next F6
- Last Shift+F6

8.750 % Sub Total: 73.06 Total Tax: 5.96 Total: 79.02

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

Discount Percentage: .0000 % Discount Amount: 0.00

49 lines remaining.

new item needed for the webinar.

NOTE: H O L D S REQUIRED WITH DELIVERY.

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

PAYMENT WILL BE HELD UNTIL RECEIPT OF THIS INFORMATION.

Accounts

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

Items

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

# Adding an item

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

The screenshot shows the 'Edit Item' window for '40 - QSS DEMONSTRATION DISTRICT'. The 'Options' menu is open, and the 'Description Size' option is selected, showing a sub-menu with 'Small', 'Medium', and 'Large' choices. A blue arrow points to the 'Small' option. The main form displays the following fields:

- Tax: 5.96
- Total: 79.02
- Unit Cost: 25.0000
- Total Cost: 25.00
- Tax: No
- Stock #: 000000
- Fixed Asset: (dropdown)
- Discount Percentage: .0000 %
- Discount Amount: 0.00
- 49 lines remaining.

The description field contains the following text:

```
new item needed for the webinar.
NOTE: MSD S REQUIRED WITH DELIVERY.
FORWARD COPY TO:
LODI UNIFIED SCHOOL DISTRICT
1305 E VINE ST
LODI, CA 95240
PAYMENT WILL BE HELD UNTIL RECEIPT OF THIS INFORMATION.
```

Below the description field is the 'Accounts' table:

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

At the bottom is the 'Items' table:

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

# Adding an item



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

40 - QSS DEMONSTRATION DISTRICT

File Options

Save Close

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

Item 6 of 6

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

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

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

Accounts

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

Items

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

# Adding an item

Purchase Order Change Orders 40 - QSS DEMONSTRATION DISTRICT

File Options

Close Change Detail

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

Purchase Order Number: 001556 Description:

Effective Date: 06/30/2010

Description: PRINTER INK Vendor: 008534 Sehi Computer Products

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

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

Previous Changes

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



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

Purchase Order Change Orders 40 - QSS DEMONSTRATION DISTRICT

File Options

Change Detail

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

Purchase Order Number: 001556 Description:

Effective Date: 06/30/2010

Description: PRINTER INK Vendor: 008534 Sehi Computer Products

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

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

Previous Changes

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

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.

The screenshot shows a software window titled "History / Log Detail" for "40 - QSS DEMONSTRATION DISTRICT". The window has a menu bar with "File" and "Options", and a toolbar with "Close" and a printer icon. Below the toolbar, there are two fields: "Requisition Number: 501856" and "Purchase Order Number: 001556". The main area is titled "Previous Changes" and contains a table with the following columns: No, Changed, Printed, CO, User, Change, and Description.

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

# Adding an item

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

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

File Options Help

Save and Return Save Change Extend Delete PO Change Order

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

Date Printed: ➔ Change Order: 01 ckoc-09/17/2009-14:21:27

Purchase Order  
Purchase Order: 001556 Attachment Req/PO: N/N  
Description: PRINTER INK  
Date: 09/09/2009 Date Paid:  
Status: Y - Yes  
Vendor: 008534 / 00  
PO Type: PO - PURCHASE ORDER

Requisition  
Requisition: 501856  
Submitted by: VICKI WOLFF / CAREER CENTER  
Ship to: 0641 LINCOLN TECH ACADEMY  
542 E PINE ST  
LODI, CA 95240

Address (00) Additional

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

Remit  
1275 Puerta Del Sol  
San Clemente, CA 92673

Delete Selected Row Add Account Change Account

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Amount	Status	
1.	L	01	.9650	.0	.7111	.2700	.4300	.640	.6762	.00	\$104.02	

Total PO Amount: \$104.02

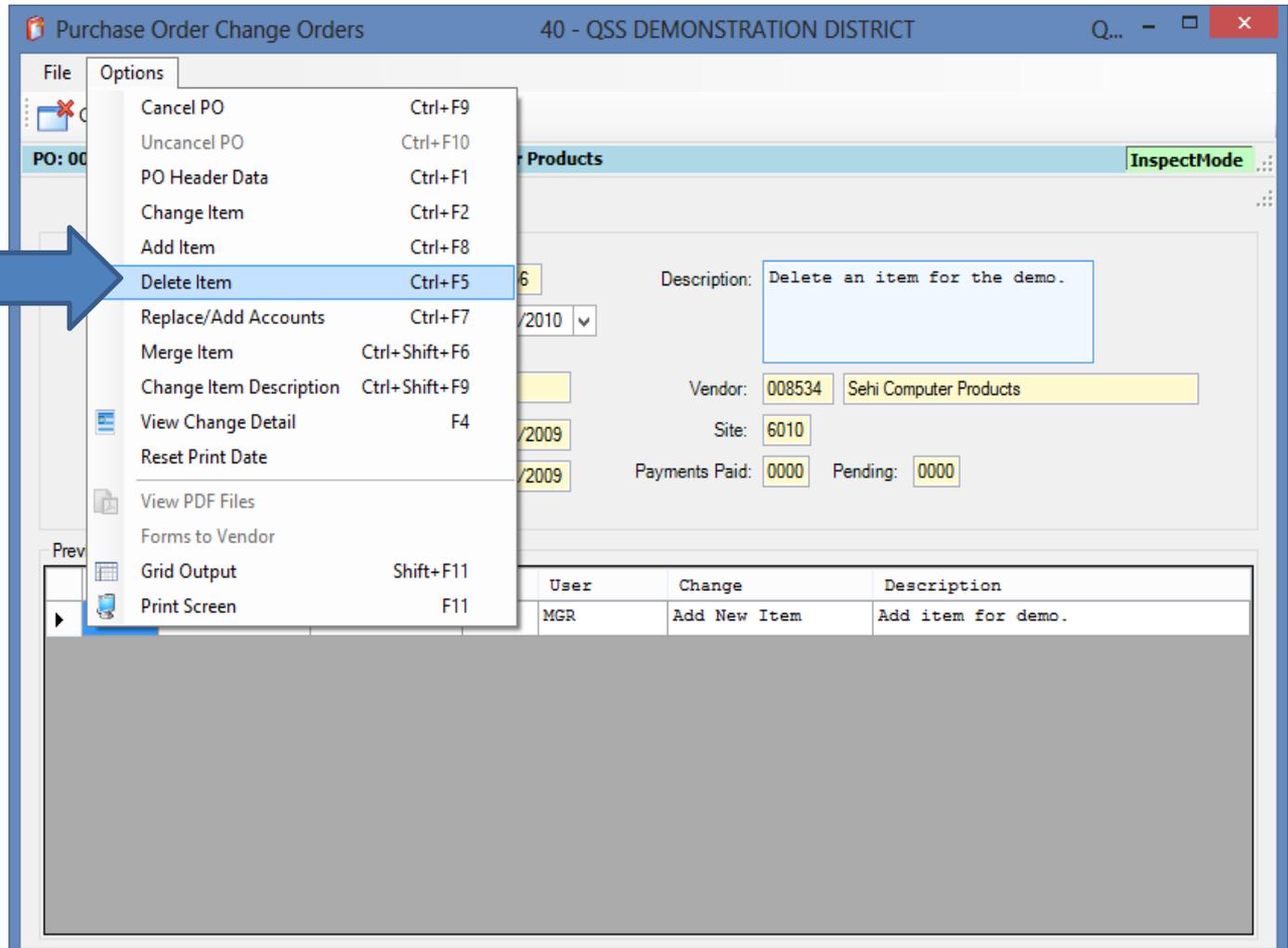
# Adding an item

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

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

# Deleting an item

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



The screenshot shows the 'Purchase Order Change Orders' application window. The 'Options' menu is open, and the 'Delete Item' option is highlighted. The background shows a form with fields for Description, Vendor, Site, and Payments Paid, and a table with columns for User, Change, and Description.

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

# Deleting an item

**Delete Item** 40 - QSS DEMONSTRATION DISTRICT QSS/O... - □ ×

File Options

Save Close Delete Item Delete All Clear All

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

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

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

Item 1 of 6

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

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

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

Accounts

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

Items

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

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

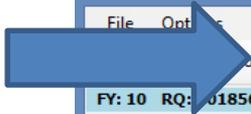
The screenshot shows the 'Delete Item' window for '40 - QSS DEMONSTRATION DISTRICT'. The window title is 'Delete Item' and the window content includes a menu bar with 'File', 'Options', 'Delete Item', 'Delete All', and 'Clear All'. The main area displays item details for 'Item 3 of 6' with a quantity of 1.00 and a unit cost of 11.2000. The description is 'EPSON WORKFORCE 30 MAGENTA INK CARTRIDGE'. Below this is an 'Accounts' table and an 'Items' table.

**Accounts**

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

**Items**

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



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

# Deleting an item

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

The screenshot shows the 'Delete Item' window for '40 - QSS DEMONSTRATION DISTRICT'. The 'Delete All' menu item is highlighted with a blue arrow. The window displays the following details:

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

Item 3 of 6

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

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

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

Accounts

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

Items

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

# Deleting an item

Item 3 of 6

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

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

Description: EPSON WORKFORCE 30 MAGENTA INK CARTRIDGE (58 lines remaining)

Accounts

Ln	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Amount	Percent
1.	01.9650	0.7111	2700.4300	640.6762	2.00					104.02	100.00

Items

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

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

# Deleting an item



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

File Options

Save Close Delete Item Delete All Clear All

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

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

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

Item 3 of 6

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

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

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

Accounts

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

Items

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

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.

The screenshot shows the 'Delete Item' window for '40 - QSS DEMONSTRATION DISTRICT'. The window title is 'Delete Item' and the window ID is 'QSS/O...'. The menu bar includes 'File' and 'Options'. The toolbar contains icons for 'Save', 'Close', 'Delete Item', 'Delete All', 'Clear All', and navigation arrows. The status bar shows 'FY: 10 RQ: 501856 PO: 001556 VE: 008534/00 Sehi Computer Products' and a 'ChangeMode' button. The main area displays item details for 'Item 3 of 6':

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

Below the item details, there are fields for 'Discount Flag' (No Discount), 'Discount Percentage' (.0000 %), and 'Discount Amount' (0.00). The 'Description' field contains 'T069320 EPSON WORKFORCE 30 MAGENTA INK CARTRIDGE' and indicates '58 lines remaining'. A 'Delete Item' dialog box is overlaid on the screen, asking 'Are you sure you want to delete the following item(s): 3'. The dialog has 'Yes' and 'No' buttons. A blue arrow points from the dialog box to the 'Delete Item' button in the main window's toolbar. At the bottom, there are sections for 'Accounts' and 'Items'.

Ln	FU	RESC	Y	GOAL	FUNC	OBJ	Account	Percent
1.	01	.9650	.0	.7111	.2700	.4300		100.00

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

# Deleting an item

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

Purchase Order Number: 001556      Description:

Effective Date: 06/30/2010

Description: PRINTER INK      Vendor: 008534 Sehi Computer Products

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

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

Previous Changes

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

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

# Deleting an item

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

File Options

Close

Requisition Number: 501856 Purchase Order Number: 001556

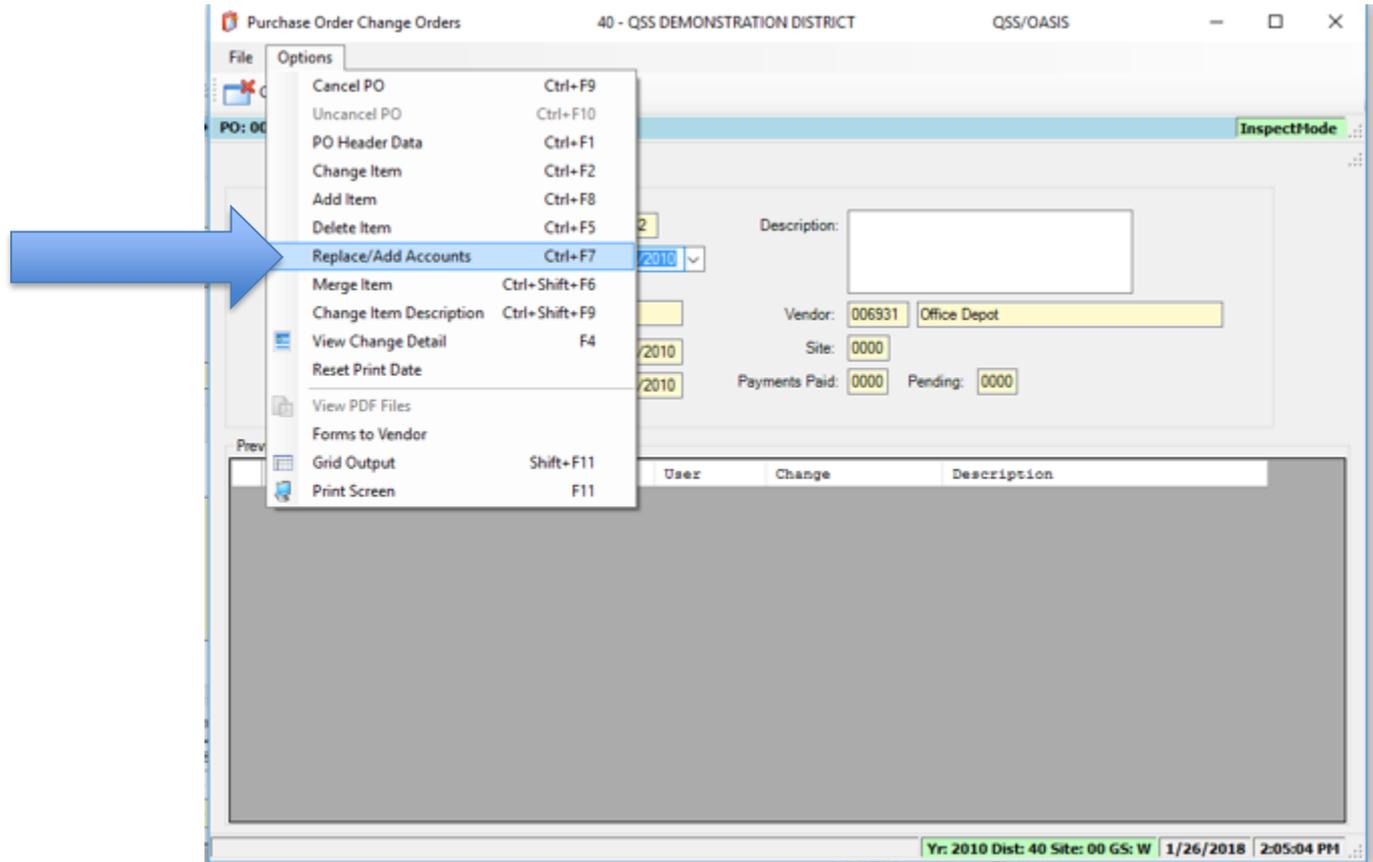
Previous Changes

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

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



# 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.



Add/Replace Accounts 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Save Close

FY: 10 RQ: 502126 PO: 001662 VE: 006931/00 Office Depot ChangeMode

[Change Order: N/A](#) [Date Paid: N/A](#) [Date Printed: N/A](#)  [MGR-01/26/2018-13:59:22](#)

Description:  Vendor:

PO Total:  Date Entered:  Site:

Amount Paid:  PO Date:  Payments Paid:  Pending:

AC	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Enc Amount	PO Balance	Status
01	01.0000	.0	.0000	.0000	.8021	.890	.5510	.00		538.75	538.75	Replace account with tracking
▶ 02	01.0000	.0	.0000	.0000	.8660	.890	.5900	.00		538.75	538.75	Replace account with tracking

Yr: 2010 Dist: 40 Site: 00 GS: W 1/26/2018 3:09:50 PM

# 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

Add Account

File Options

Return Close

PO: 001662 RQ: 502126 VE: 006931/00 Office Depot AddMode

\*\* Adding New Account \*\*

New Account: L 01.0000.0.0000.0000.8650.890.5510.00

Yr: 2010 Dist: 40 Site: 00 GS: W 1/26/2018 3:28:31 PM

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.

Add/Replace Accounts 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Save Close

Fr: 10 RQ: 502126 PO: 001662 VE: 006931/00 Office Depot ChangeMode

Change Order: N/A Date Paid: N/A Date Printed: N/A MGR-01/26/2018-13:59:22

Description: TEST FOR QSS Vendor: 006931 Office Depot

PO Total: 1,077.50 Date Entered: 06/30/2010 Site: 0000

Amount Paid: 0.00 PO Date: 06/30/2010 Payments Paid: 0000 Pending: 0000

Add Account Replace Account Clear Account

AC	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Enc Amount	PO Balance	Status
01	01	0000	0	0000	0000	8021	890	5510	00	538.75	538.75	Replace account with tracking
02	01	0000	0	0000	0000	8660	890	5900	00	538.75	538.75	Replace account with tracking
03	01	0000	0	0000	0000	8650	890	5510	00	0.00	0.00	Adding new account

Yr: 2010 Dist: 40 Site: 00 GS: W 1/26/2018 3:31:14 PM

# 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.

The screenshot displays the 'Add/Replace Accounts' window for '40 - QSS DEMONSTRATION DISTRICT'. The window title is 'QSS/OASIS'. The menu bar includes 'File' and 'Options'. The toolbar contains 'Save', 'Close', and a printer icon. The main area shows the following details:

- FY: 10 RQ: 502126 PO: 001662 VE: 006931/00 Office Depot
- Change Order: N/A Date Paid: N/A Date Printed: N/A MGR-01/26/2018-13:59:22
- Description: TEST FOR QSS Vendor: 006931 Office Depot
- PO Total: 1,077.50 Date Entered: 06/30/2010 Site: 0000
- Amount Paid: 0.00 PO Date: 06/30/2010 Payments Paid: 0000 Pending: 0000

Below the details are three buttons: 'Add Account', 'Replace Account', and 'Clear Account'. A table below these buttons shows account transactions:

AC	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Enc Amount	PO Balance	Status
01	01.0000	0.0000	0.0000	0.0000	8021.890	5510.00				538.75	538.75	Replace account with tracking
02	01.0000	0.0000	0.0000	0.0000	8660.890	5900.00				538.75	538.75	Replace account with tracking
03	01.0000	0.0000	0.0000	0.0000	8650.890	5510.00				0.00	0.00	Adding new account

The status bar at the bottom shows: Yr: 2010 Dist: 40 Site: 00 GS: W 1/26/2018 3:31:14 PM

# 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.

Change Account

File Options

Return Close

PO: 001662 RQ: 502126 VE: 006931/00 Office Depot ChangeMode

Old Account: FU RESC Y GOAL FUNC OBJT SCH MNGT BU  
01.0000.0.0000.0000.8660.890.5900.00

New Account: L FU RESC Y GOAL FUNC OBJT SCH MNGT BU  
- - - - - - - -

Yr: 2010 Dist: 40 Site: 00 GS: W 1/26/2018 4:00:58 PM

# 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.

Add/Replace Accounts 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Save Close

FY: 10 RQ: 502126 PO: 001662 VE: 006931/00 Office Depot ChangeMode

Change Order: N/A Date Paid: N/A Date Printed: N/A MGR-01/26/2018-13:59:22

Description: TEST FOR QSS Vendor: 006931 Office Depot

PO Total: 1,077.50 Date Entered: 06/30/2010 Site: 0000

Amount Paid: 0.00 PO Date: 06/30/2010 Payments Paid: 0000 Pending: 0000

+ Add Account Replace Account Clear Account

AC	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	Enc Amount	PO Balance	Status
01	01.0000	.0	.0000	.0000	.8021	.890	.5510	.00		538.75	538.75	Replace account with tracking
02	01.0000	.0	.0000	.0000	.8660	.890	.5900	.00		538.75	538.75	Replace account with tracking
	01.0000	.0	.0000	.0000	.8699	.890	.5516	.00				

Yr: 2010 Dist: 40 Site: 00 GS: W 1/26/2018 4:06:54 PM

# 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.

# Replace/Add Accounts: REPLACE Account

## Replace Account with Tracking Example: POCO Detail Logging

History / Log Detail      40 - QSS DEMONSTRATION DISTRICT      QSS/OASIS

File   Options

Close

Requisition Number: 502126      Purchase Order Number: 001662

Previous Changes

No	Changed	Printed	CO	User	Change	Description
10-01	06/30/2010			MGR	Repl/Add Accts	test replace account.
					Chg: Replace Acct - Track	From: 01.0000.0.0000.0000.8660.890.5900.00
					#02 --> #03	To: 01.0000.0.0000.0000.8699.890.5516.00

Yr: 2010 Dist: 40 Site: 00 GS: W    1/26/2018    5:00:18 PM

# Replace/Add Accounts: REPLACE Account

## Replace Account with Tracking Example: PO Payment Details

“From” Account (closed)



“To” Account (opened with remaining encumbrance)



PO Payment - Details

File Options

Requisition Number: 502126 PO Number: 001662 FY: 10 Description: TEST FOR QSS

PO Status: Y Discount: 0.00 %

Vendor No./Address No. 006931 / 00 - P O Box 70025

Vendor name/address: Office Depot, 4360 Pock Lane Ste 300, Stockton, CA 95206

Remit name/address: Office Depot, P O Box 70025, Los Angeles, CA 90074-0025

	FU	RES	Y	GOAL	FUNC	OBJT	SCH	MINGT	BU	\$ Original	\$ Amount	Status	Balance
1	01	0000	0	0000	0000	8021	890	5510	00	538.75	538.75		538.75
2	01	0000	0	0000	0000	8660	890	5900	00	538.75	100.00	C	0.00
3	01	0000	0	0000	0000	8699	890	5516	00	0.00	438.75		438.75

	Payment Type	Date	Invoice Description	\$ Payment	\$ Liquidate	Discount	Discount %	\$ Net	\$ Balance	Use Tax	UT Rate %	\$ UT Amount	UT Ob
1	P - Partial	06/30/2010	Partial payment	100.00	100.00	N	0	100.00	438.75	N	0	0	
2	C - Close	06/30/2010	POC010 CO# 01	0.00	438.75		0	0.00	0.00		0	0	
<b>Totals:</b>				100.00	538.75			100.00				0.00	

Yr: 2010 Dist: 40 Site: 00 GS: W 1/26/2018 4:52:18 PM

PO Payment - Details

File Options

Requisition Number: 502126 PO Number: 001662 FY: 10 Description: TEST FOR QSS

PO Status: Y Discount: 0.00 %

Vendor No./Address No. 006931 / 00 - P O Box 70025

Vendor name/address: Office Depot, 4360 Pock Lane Ste 300, Stockton, CA 95206

Remit name/address: Office Depot, P O Box 70025, Los Angeles, CA 90074-0025

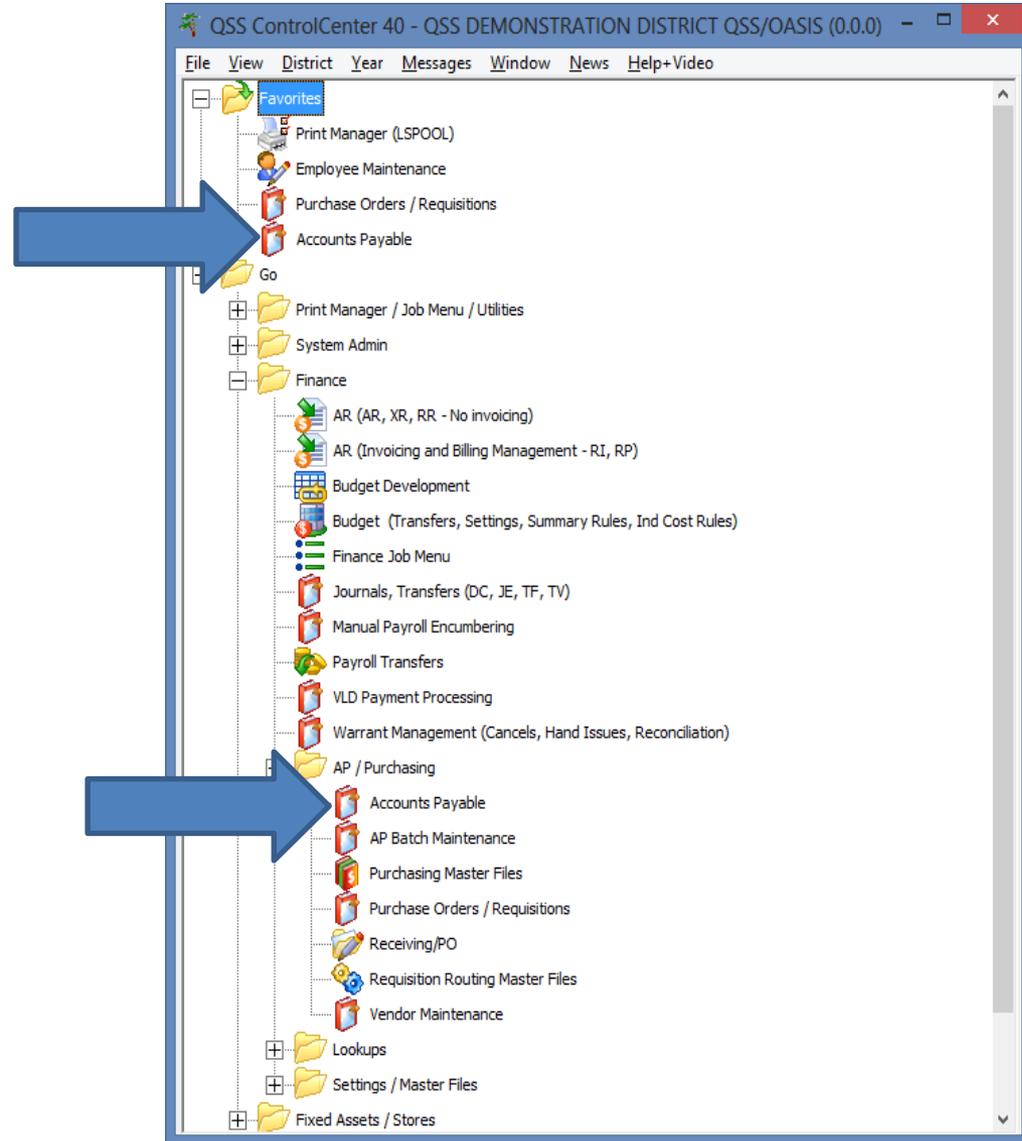
	FU	RES	Y	GOAL	FUNC	OBJT	SCH	MINGT	BU	\$ Original	\$ Amount	Status	Balance
1	01	0000	0	0000	0000	8021	890	5510	00	538.75	538.75		538.75
2	01	0000	0	0000	0000	8660	890	5900	00	538.75	100.00	C	0.00
3	01	0000	0	0000	0000	8699	890	5516	00	0.00	438.75	O	438.75

	Payment Type	Date	Invoice Description	\$ Payment	\$ Liquidate	Discount	Discount %	\$ Net	\$ Balance	Use Tax	UT Rate %	\$ UT Amount	UT Ob
1	O - Reopen	06/30/2010	POC010 CO# 01	0.00	438.75		0	0.00	438.75		0	0	
<b>Totals:</b>				0.00	438.75			0.00				0.00	

Yr: 2010 Dist: 40 Site: 00 GS: W 1/26/2018 4:53:38 PM

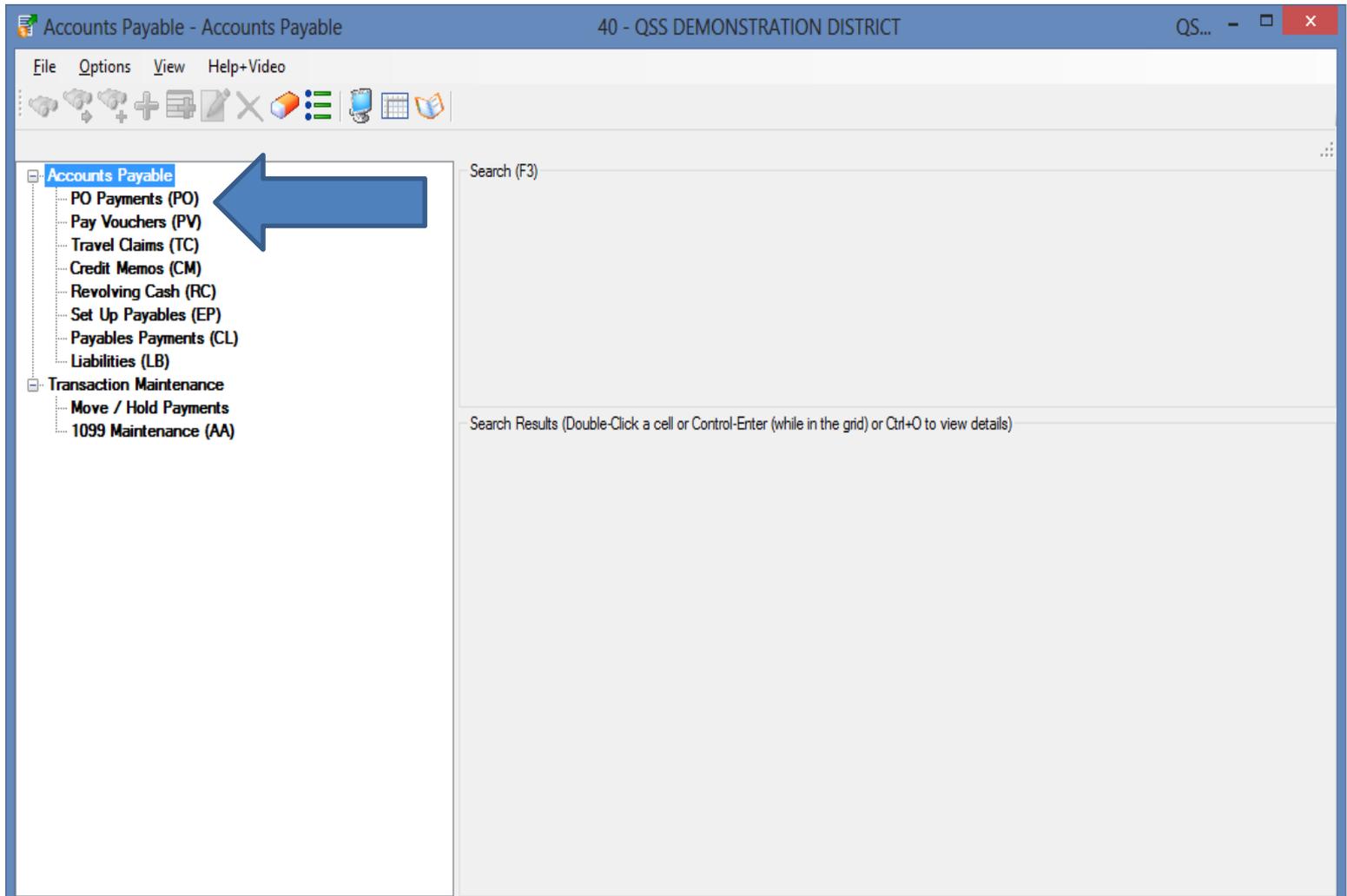
# PO Payments Screen

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



# PO Payments Screen

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



# PO Payments Screen

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

File Options View Help+Video

Accounts Payable

- PO Payments (PO)
- Pay Vouchers (PV)
- Travel Claims (TC)
- Credit Memos (CM)
- Revolving Cash (RC)
- Set Up Payables (EP)
- Payables Payments (CL)
- Liabilities (LB)
- Transaction Maintenance
- Move / Hold Payments
- 1099 Maintenance (AA)

Search (F3)

Quick Pay [Ctrl+Alt+P]

PO #:  Line #:

Add Payment View

Quick Search [F3]

Purchase Order #:  Requisition #:

1556 -  -

Search Advanced Search

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

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

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

# PO Payments Screen

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

PO Payment - Details

File Options

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

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

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

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

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

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

	Payment Type	Date	Invoice Description	\$ Payment	\$ Liquidate	Discount	Discount %	\$ Net	\$ Balance	Use Tax	UT Rate %	\$ UT Amount	UT Obj	1099	Vendor Address
1	C - Close	06/30/2010	POC010 CO# 01	0.00	79.02		0	0.00	0.00		0	0			00
2	O - Reopen	06/30/2010	POC010 CO# 01	0.00	104.02		0	0.00	104.02		0	0			00
3	C - Close	06/30/2010	POC010 CO# 02	0.00	104.02		0	0.00	0.00		0	0			00
4	O - Reopen	06/30/2010	POC010 CO# 02	0.00	91.84		0	0.00	91.84		0	0			00
Totals:				0.00	-12.82			0.00				0.00			



# Cancelling a PO

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

The screenshot shows the 'Purchase Order Change Orders' application window for '40 - QSS DEMONSTRATION DISTRICT'. The 'Options' menu is open, with 'Cancel PO' (Ctrl+F9) highlighted. A blue arrow points to this menu item. The background form displays a description 'Doing a cancel for the demo.' and a vendor '008534 Sehi Computer Products'. A table at the bottom shows the change history:

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

# Cancelling a PO

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

The screenshot shows a software window titled "Change PO Cancel" with a menu bar (File, Options) and a toolbar (Save, Close). The header displays: "FY: 10 RQ: 501856 PO: 001556 VE: 008534/00 Sehi Computer Products" and "ChangeMode". Below the header, a confirmation dialog asks: "Do you really want to cancel this Purchase Order?" with a "Yes" dropdown and a "Cancel payment description:" field containing "No longer needed.". A large blue arrow points to this dialog. The main form is titled "Requisition" and contains the following fields:

Requisition:	501856	Purchase Order:	001556	Control #:		Warehouse:		Stores Order:	
Vendor/Addr#:	008534 / 00-1275 Puerta Del Sol	Date:	09/09/2009						
PO Type:	PO - PURCHASE ORDER	Delivery By:		Confirming:	0 - No confirmation message				
Description:	PRINTER INK	Tax %:	8.750 %	Ship To:	0641 LINCOLN TECH ACADEMY (0641)				
Submitted by:	VICKI WOLFF / CAREER CENTER	Terms:		Commodity:					
Site:	6010 LOCKNESS TECHNICAL ACADEMY (6010)	FOB:							
Buyer:	N-Z - ALPHA VENDOR N-Z	Program:		Misc Date:		Misc:			
Routing Group:	BUDGET	Room:		Discount:	.000 %	Shipping %:	00		

At the bottom, there are tabs for "Address (00)", "Additional", "Shipping", "Beg Message", and "End Message". Below these are two text boxes: "Vendor" (Sehi Computer Products, 1275 Puerta Del Sol, San Clemente, CA 92673) and "Remit" (1275 Puerta Del Sol, San Clemente, CA 92673).

# Cancelling a PO



Once the fields are entered, click the Save button.

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

File Options

Save Close

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

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

Do you really want to cancel this Purchase Order? Yes

Cancel payment description: No longer needed.

Requisition

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

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

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

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

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

Site: 6010 LOCKNESS TECHNICAL ACADEMY (6010) FOB:

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

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

Address (00) Additional Shipping Beg Message End Message

Vendor

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

Remit

1275 Puerta Del Sol  
San Clemente, CA 92673

# Cancelling a PO

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

Purchase Order Change Orders 40 - QSS DEMONSTRATION DISTRICT

File Options

Close Change Detail

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

Purchase Order Number: 001556 Description:

Effective Date: 06/30/2010

Description: PRINTER INK Vendor: 008534 Sehi Computer Products

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

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

Previous Changes

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

# Cancelling a PO

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

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

File Options

Close

Requisition Number: 501856 Purchase Order Number: 001556

Previous Changes

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

# Cancelling a PO

PO Payment - Details

File Options

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

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

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

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

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

	FU	RESC	Y	GOAL	FUNC	OBJT	SCH	MNGT	BU	\$ Original	\$ Amount	Status
▶ 1	01	9650	0	7111	2700	4300	640	6762	00	79.02	0.00	C

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

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!

The screenshot shows the 'Purchase Order Change Orders' application window. The title bar indicates '40 - QSS DEMONSTRATION DISTRICT'. The 'Options' menu is open, listing various actions with their keyboard shortcuts. The 'Uncancel PO' option is highlighted, and a blue arrow points to the 'Options' menu. The background shows a form with fields for Description, Vendor, Site, Payments Paid, and Pending, and a table with columns for User, Change, and Description.

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

# Uncancelling a PO

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

Change PO Uncancel 40 - QSS DEMONSTRATION DISTRICT QSS/... - [X]

File Options

Save Close

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

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

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

Uncancel payment description: Cancelled wrong PO.

Requisition

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

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

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

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

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

Site: 6010 LOCKNESS TECHNICAL ACADEMY (6010) FOB:

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

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

Address (00) Additional Shipping Beg Message End Message

Vendor

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

Remit

1275 Puerta Del Sol  
San Clemente, CA 92673

# Uncancelling a PO

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



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

File Options

Save Close

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

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

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

Uncancel payment description: Cancelled wrong PO.

Requisition

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

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

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

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

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

Site: 6010 LOCKNESS TECHNICAL ACADEMY (6010) FOB:

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

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

Address (00) Additional Shipping Beg Message End Message

Vendor

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

Remit

1275 Puerta Del Sol  
San Clemente, CA 92673

# Uncancelling a PO

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

The screenshot shows the 'Purchase Order Change Orders' application window. The title bar indicates '40 - QSS DEMONSTRATION DISTRICT'. The window contains a form for editing a purchase order and a table of previous changes.

**Form Fields:**

- Purchase Order Number: 001556
- Effective Date: 06/30/2010
- Description: (Empty)
- Description: PRINTER INK
- Vendor: 008534 Sehi Computer Products
- PO Total: 91.84
- Date Entered: 09/09/2009
- Site: 6010
- Amount Paid: 0.00
- PO Date: 09/09/2009
- Payments Paid: 0000
- Pending: 0000

**Previous Changes Table:**

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

# Uncancelling a PO

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

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

# Uncancelling a PO

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

PO Payment - Details

File Options

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

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

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

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

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

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

	Payment Type	Date	Invoice Description	\$ Payment	\$ Liquidate	Discount	Discount %	\$ Net	\$ Balance	Use Tax	UT Rate %	\$ UT Amount	UT Obj	1099	Vendor Address
1	C - Close	06/30/2010	POC010 CO# 01	0.00	79.02		0	0.00	0.00		0	0			00
2	O - Reopen	06/30/2010	POC010 CO# 01	0.00	104.02		0	0.00	104.02		0	0			00
3	C - Close	06/30/2010	POC010 CO# 02	0.00	104.02		0	0.00	0.00		0	0			00
4	O - Reopen	06/30/2010	POC010 CO# 02	0.00	91.84		0	0.00	91.84		0	0			00
5	C - Close	06/30/2010	No longer needed.	0.00	91.84		0	0.00	0.00		0	0			00
6	O - Reopen	06/30/2010	Cancelled wrong PO.	0.00	91.84		0	0.00	91.84		0	0			00
Totals:				0.00	-12.82			0.00				0.00			



# 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.



	User	Change	Description
	MGR	Repl/Add Accts	test replace account.
02	MGR	PO Header Data	change description.
03	MGR	Merge Item	
04	MGR	Delete Item	

Yr: 2010 Dist: 40 Site: 00 GS: W 1/29/2018 1:48:48 PM

# 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.

Edit Item 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Process Save Close

FY: 10 RQ: 502126 PO: 001662 VE: 006931/00 Office Depot ChangeMode

Merging items into Purchase Order: 001662

Merge from Year: 10

Merging from Purchase Order No: 001661 or Requisition No: [ ]

Delete source Requisition: No change to source Req/PO

Select All Clear All Inspect Item

Yr: 2010 Dist: 40 Site: 00 GS: W 1/29/2018 2:03:33 PM

# 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.

40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Process Save Close

FY: 10 RQ: 502126 PO: 001662 VE: 006931/00 Office Depot ChangeMode

Merging items into Purchase Order: 001662

Merge from Year: 10

Merging from Purchase Order No: 001661 or Requisition No: [ ]

Delete source Requisition: No change to source Req/PO

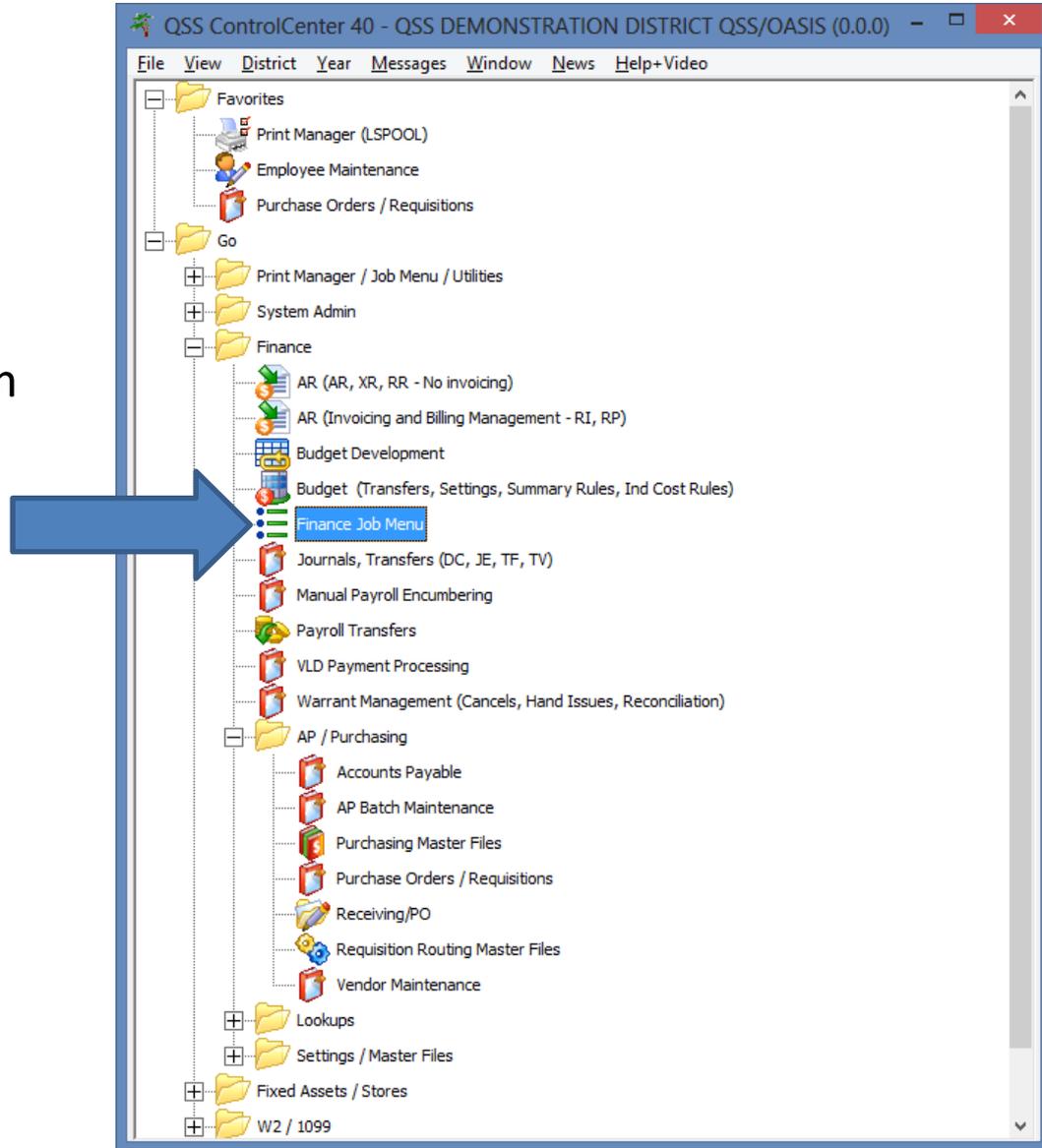
Select All Clear All Inspect Item

Select	Item	Quantity	Price	Description
<input checked="" type="checkbox"/>		1	10	100.0000 QSS Users Group Training.

Yr: 2010 Dist: 40 Site: 00 GS: W 1/29/2018 2:13:41 PM

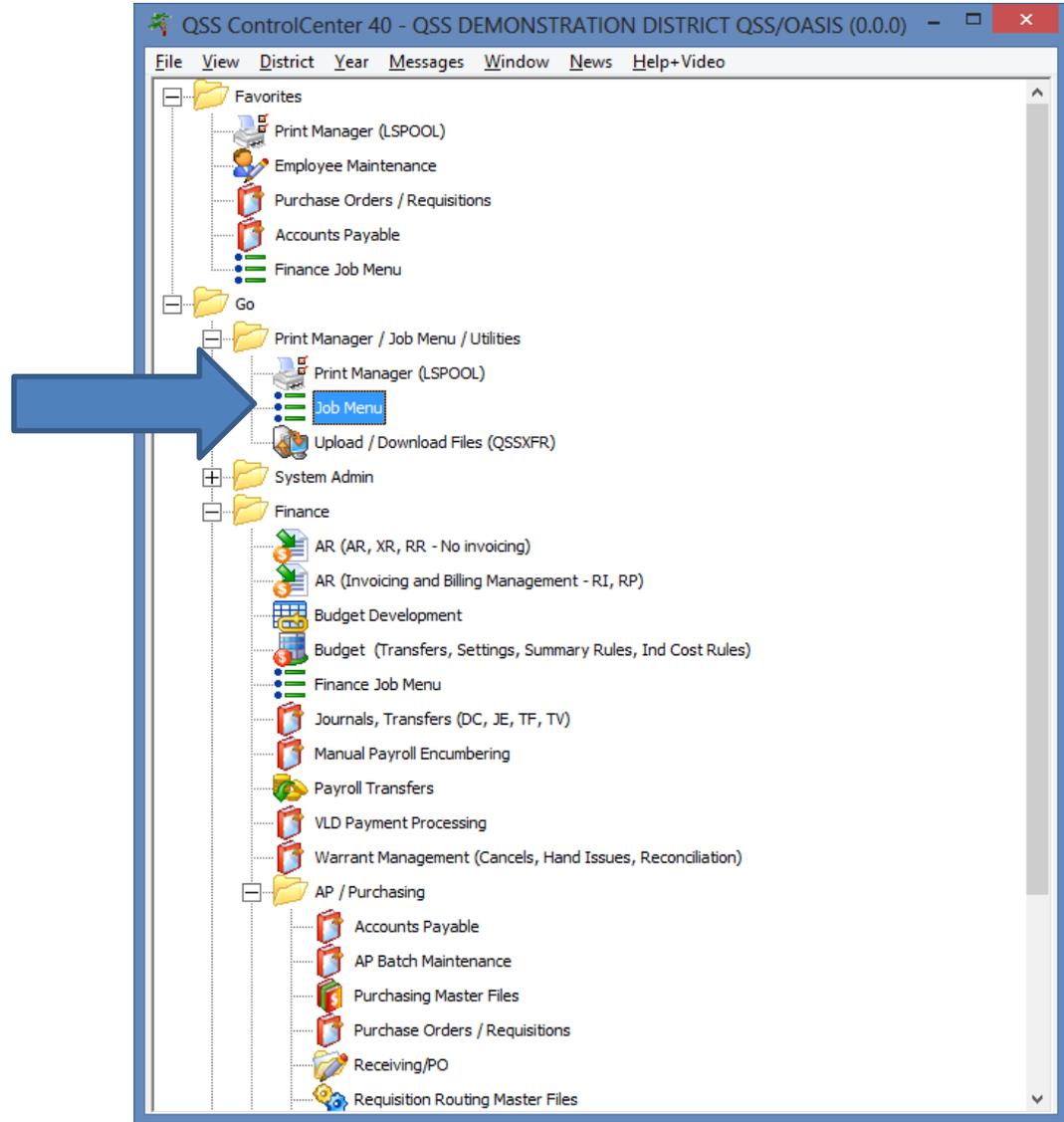
# Printing the POCO

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



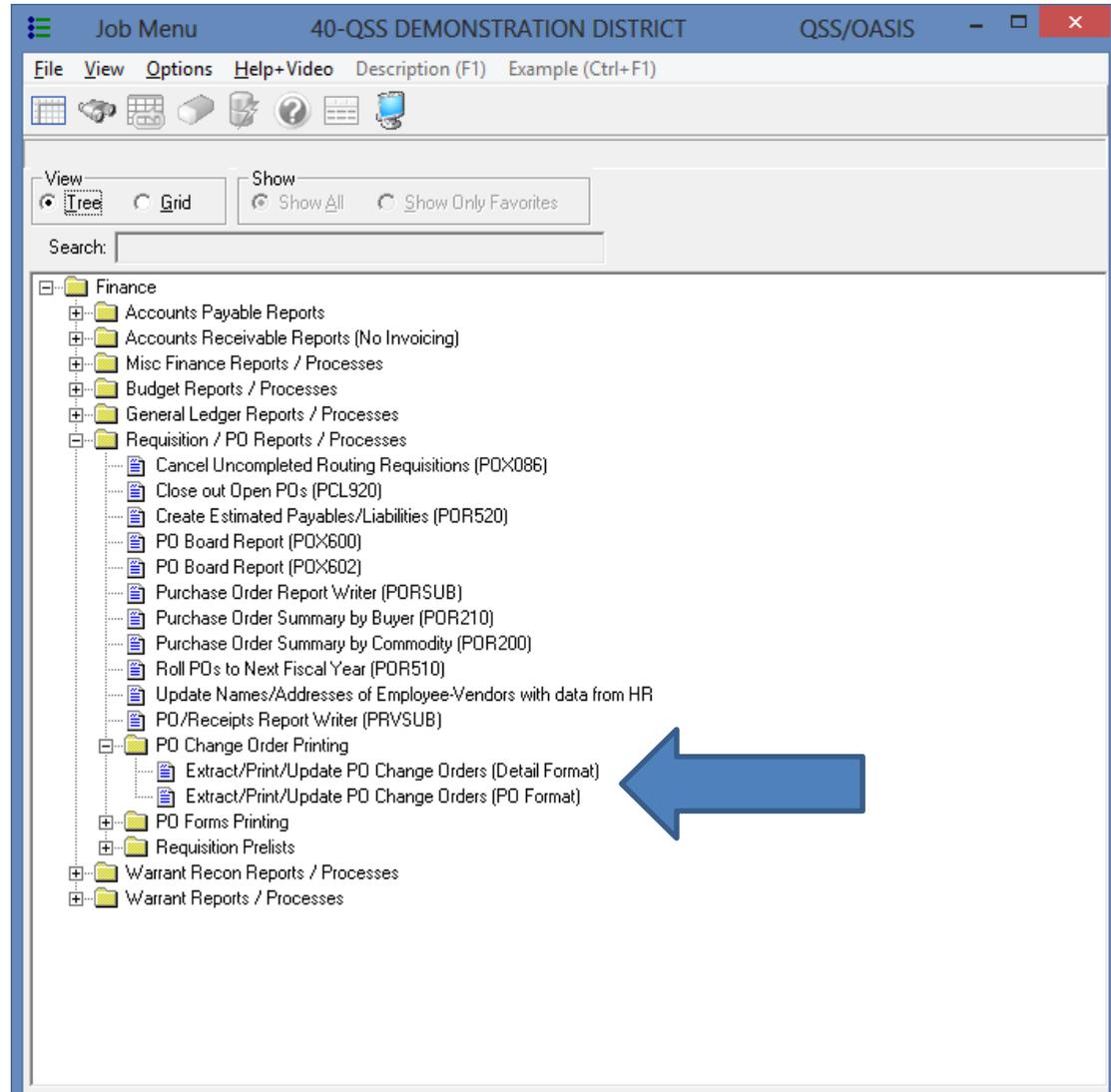
# Printing the POCO

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.

# Printing the POCO

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

# Printing the POCO

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

File Options

Submit [Ctrl+S]

Main Selection

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

Print Line-up:  times Special Format

Buyer Code:

Req. #:

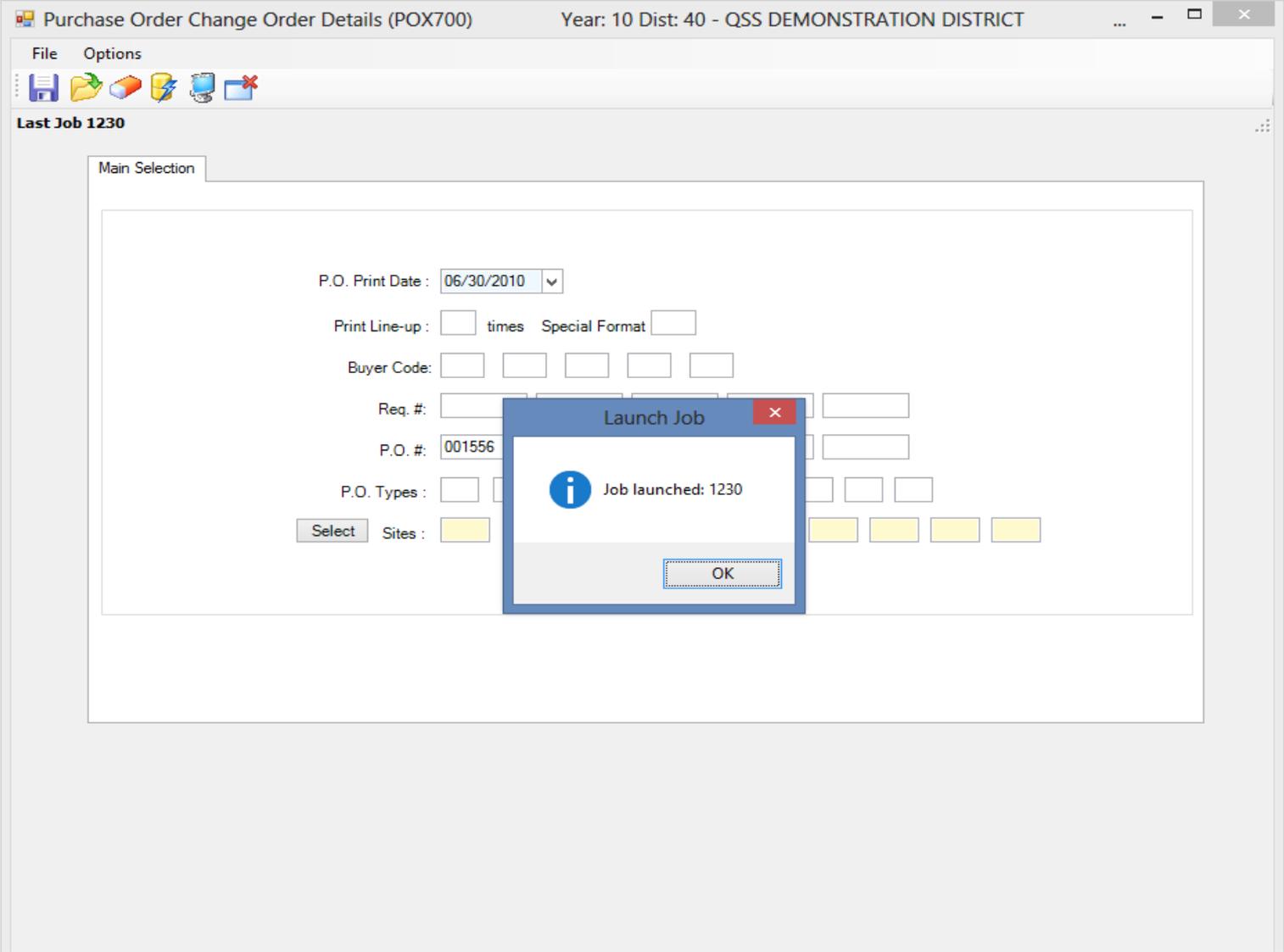
P.O. #: 001556

P.O. Types:

Select Sites:

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

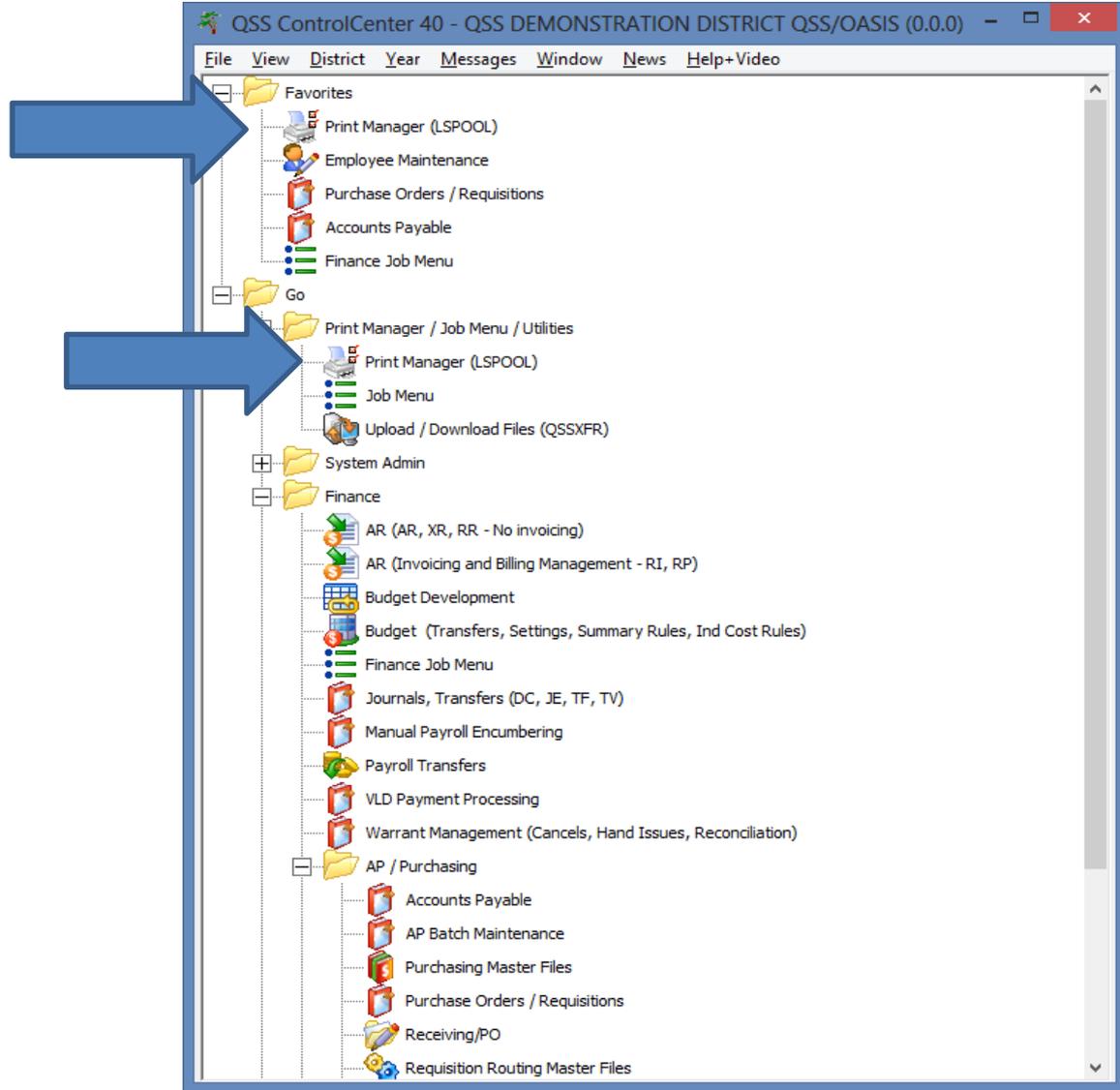
# Printing the POCO



A screen will pop up with the job number.

# Printing the POCO

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



# Printing the POCO

You can locate the file using the job number.

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

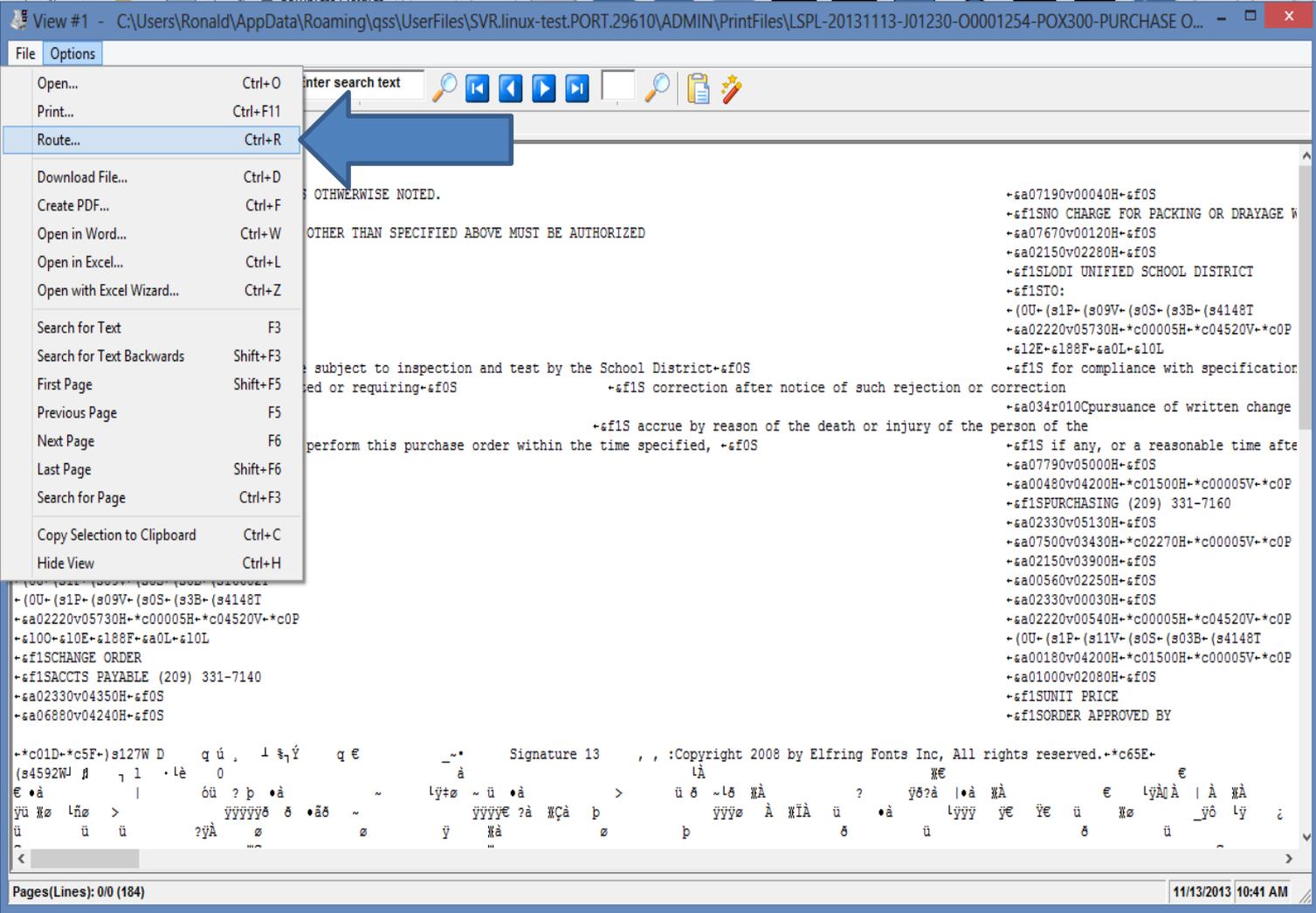
- Window Title: Print Manager (LSpool)
- System Tray: 40 - QSS DEMONSTRATION DISTRICT
- Language: QSS/OASIS
- Menu: File View Options Help+Video
- Toolbar: Contains icons for file operations like copy, paste, print, and delete.
- Current line: 1
- Navigation: Print Files | Spool Files/\$STDLIST | Local Print Files | Session History | Server Commands
- File Explorer (Left): MGR folder containing sub-folders for All Files, Dates, Job#, Program Title, and Report Title.
- Table:

Ret.	LN	Sict	R	P	File #	Date/Time	Job#	Beg/End (Lines)	Report Title	Program Title	Program	User	PFile
	001	N	Y	N	001254	11/13/2013 08:26 AM	301230	0/0 (184)		PURCHASE ORDERS (SPECIAL FO	POX300	MGR	Exists

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

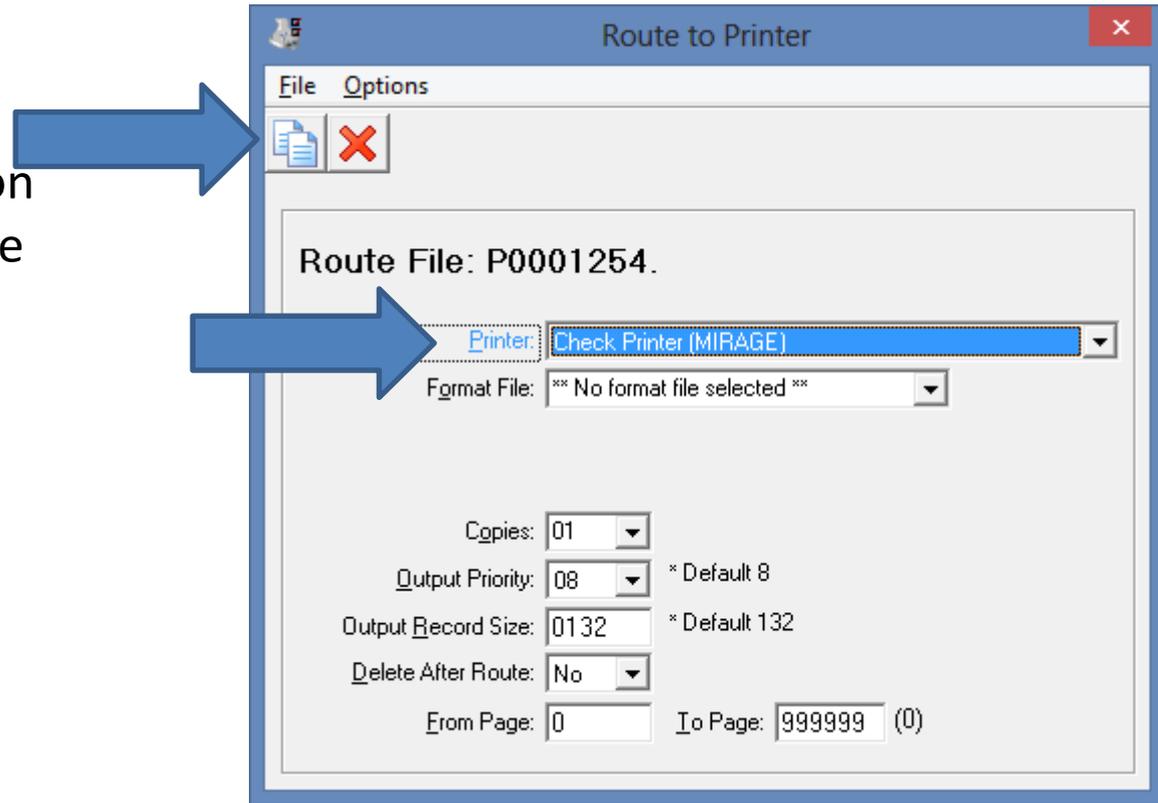
# Printing the POCO

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



# Printing the POCO

Select the destination printer, then click the Route button.



# Printing the POCO

The new Change Order will print on the selected printer.

**CHANGE ORDER**

Vendor: 008534 P/O#: 001556 - 01

**INVOICE IN TRIPLICATE TO:** [REDACTED]

**PLEASE REFER TO OUR PREVIOUSLY ISSUED PO**

TO: [REDACTED] SHIP TO: [REDACTED]

ATTN: [REDACTED] CAREER CENTER

REQUIRED:      SHIP:      CONTROL:      REQ: 501856

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

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

ORDER APPROVED BY: [REDACTED]

**IMPORTANT INSTRUCTIONS**

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

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

**VENDOR**

# Printing the POCO

Detail POCO  
change form  
example.

**CHANGE ORDER**

Vendor: 006931 P/O#: 001662 - 01

TO: OFFICE DEPOT SHIP TO:

ATTN:

REQUIRED:      SHIP:      CONTROL: 888888888      REQ: 502126

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
		Replace Acct - Track Acct Line # 02 --> 03 From: 01.0000.0.0000.0000.8660.890.5900.00 To: 01.0000.0.0000.0000.8699.890.5516.00		
		Board Description Changed From: TEST FOR QSS To: A TYPICAL POCO TEST		
1.00	EACH	Supplies.	1,000.00	1,000.00
			SUB TOTAL	1,000.00
			TAX	77.50
			SAH	0.00
			PO TOTAL	1,077.50
			NET CHANGE	0.00

01.0000.0.0000.0000.8021.890.5510.00	538.75
01.0000.0.0000.0000.8660.890.5900.00	100.00
01.0000.0.0000.0000.8699.890.5516.00	438.75
	1,077.50

ORDER APPROVED BY \_\_\_\_\_

Date printed: 01/29/18  
Pages: 1 of 1

**PURCHASING**

# ? Questions ?

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