



**HARRIS**  
School Solutions

# QSSUG PSFA Committee Webinar

*QCC Purchasing Process Entry*  
*January 15, 2020*

# Items for discussion

- Discuss Requisition to PO Options
- Creating Requisitions
  - What to enter and why
  - Finding the correct vendor
  - Account splits
  - Integrated message library
- Checking Requisition status
- Changing / Cancelling a Requisition
- Requisition → PO
- Viewing Requisition / PO
  - Quick View
  - Integrated PDF
- Integrated Notes
- Attachments

# Requisition to PO Options

- Req./PO - requisition and PO created at same time
- Remote Req. with simple work-flow, PO assigned at final step
- Remote Req. using RQR (requisition routing: complex hierarchical / content driven workflow)

# QCC/Purchasing Main

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

File Options Help

Queue Management Requisitions Purchase Orders

Purchase Orders

Fiscal Year: 08 Purchase Order #: - Requisition #: - Advanced Search

Search Results

PO#	Req#	Date Entered	Date	Vendor	Vendor Name	Amount	Date Printed	Site	#	Ren Stat

Yr: 2008 Dist: 39 Site: 0 GS: W 1/18/2011 8:45:40 AM

# Sample Queue (RQR)

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

File Options Help Videos Videos

Queue Management Requisitions Purchase Orders

Queue Management

Requisitions Waiting for Action

	Se	Req#	Vendor	Amount	Date Added	Del By	Subt By	Site	Commodity	PD	App Notes	RQ Notes	Queue Name
<input checked="" type="checkbox"/>	00	080112	QUINTESSENTIAL SCHOOL SYSTEMS	1.00	07/31/2012		DEADAP	0000		P	Yes	Yes	Purchasing Director Approval
<input type="checkbox"/>	00	080113	QUINTESSENTIAL SCHOOL SYSTEMS	5.00	08/03/2012		DEADAP	0000		N	Yes	No	PERCOX HIGH SCHOOL APP
<input type="checkbox"/>	00	080115	TO BE ASSIGNED	10.00	10/18/2012		DEADAP	0000	COMPUTER	N	No	No	Implied User

Select All Clear All

# Sample List from Requisitions

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

File Options Help Videos Videos

Queue Management Requisitions Purchase Orders

89 records found.

Requisitions

Fiscal Year: 08 Requisition #: Purchase Order #: Advanced Search

**Search Results**

PO#	Req#	Date	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site	#	Remote Status
000000	000001	12/03/2007	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	
000000	000002	12/03/2007	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	
000000	000050	12/03/2007	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	
000000	080001	02/11/2008	02/11/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	185.90		0001-DISTRICT BUSINESS OFFICE	0001	
000000	080002	02/12/2008	02/12/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	257.00		0001-DISTRICT BUSINESS OFFICE	0003	
080001	080005	06/01/2008	06/01/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0001	
080002	080006	02/16/2008	02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0001-DISTRICT BUSINESS OFFICE	0002	
080009	080007	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	387.40		0001-DISTRICT BUSINESS OFFICE	0003	
080003	080008	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1,870.39		0001-DISTRICT BUSINESS OFFICE	0008	
080004	080009	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	64.28		0001-DISTRICT BUSINESS OFFICE	0002	
080005	080010	06/30/2008	06/30/2008	000000	* Vendor not on file *	0.00		0000-Unspecified	0000	
000000	080011	02/23/2008	02/23/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.10		0000-Unspecified	0001	
000000	080012	02/23/2008	02/23/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0001	
000000	080013	02/23/2008	02/23/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0001	
000000	080014	02/23/2008	02/23/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0001	

# Sample List from PO

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

File Options Help Videos Videos

Queue Management Requisitions Purchase Orders

65 records found.

Purchase Orders

Fiscal Year: 08 Purchase Order #: Requisition #: Advanced Search

Search Results

PO#	Req#	Date	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site	#	Remote Status	Note
000000	000001	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	5.00		0001-DISTRICT BUSINESS OFFICE	0001		
000001	000000	03/07/2008	03/07/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0000-Unspecified	0000		PO
000002	080097	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.05		0001-DISTRICT BUSINESS OFFICE	0001		
000003	080098	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.05		0001-DISTRICT BUSINESS OFFICE	0001		
000101	000000	03/26/2008	03/26/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0000		
000102	000000	03/26/2008	03/26/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0000		
080001	080005	06/01/2008	06/01/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0001		RQ,
080002	080006	02/16/2008	02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0001-DISTRICT BUSINESS OFFICE	0002		
080003	080008	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1,870.39		0001-DISTRICT BUSINESS OFFICE	0008		RQ
080004	080009	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	64.28		0001-DISTRICT BUSINESS OFFICE	0002		
080005	080010	06/30/2008	06/30/2008	000000	* Vendor not on file *	0.00		0000-Unspecified	0000		
080006	000000	03/03/2008	03/03/2008	000002	DONALD DUCK	2,726.28		0000-Unspecified	0000		
080007	000000	03/03/2008	03/03/2008	000007	Eatslot Food Services	100.00		0000-Unspecified	0000		
080008	000000	03/03/2008	03/03/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	176.48		0000-Unspecified	0000		
080009	080007	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	387.40		0001-DISTRICT BUSINESS OFFICE	0003		RQ
080010	080019	02/16/2008	02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	157.90		0001-DISTRICT BUSINESS OFFICE	0002		
080011	080020	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	563.64		0056-Technical Services	0001		
080012	080021	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	455.92		0001-DISTRICT BUSINESS OFFICE	0008		
080013	080022	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0001-DISTRICT BUSINESS OFFICE	0001		
080014	080023	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0001-DISTRICT BUSINESS OFFICE	0001		

# Non-RQR View

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

File Options Help Videos Videos

Notes

Requisitions Purchase Orders

No records found.

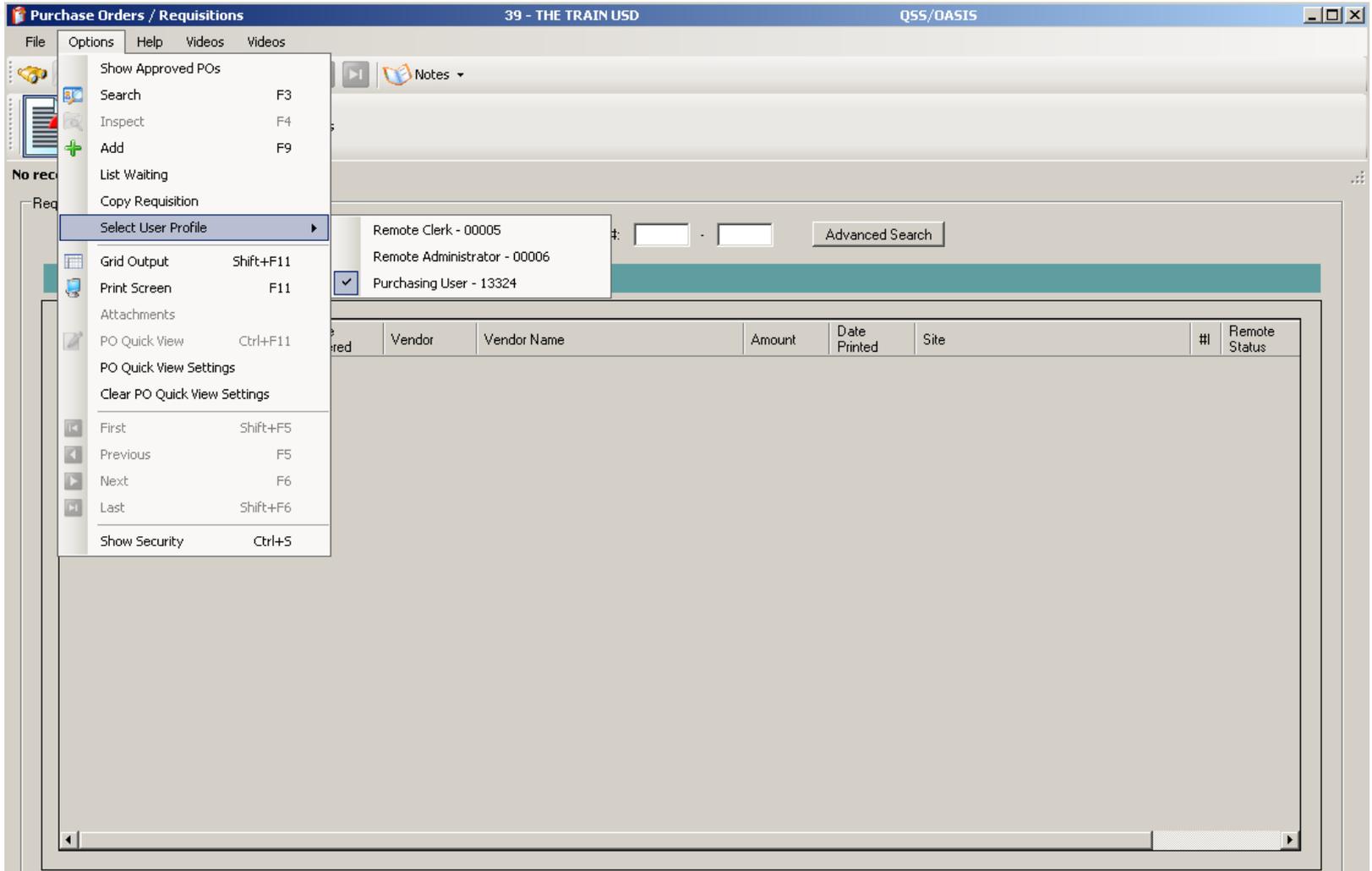
Requisitions

Fiscal Year: 08 Requisition #: [ ] - [ ] Purchase Order #: [ ] - [ ] Advanced Search

Search Results

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

# User Profile Options



# Adding – Req/PO Mode

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

**AddMode**

Requisition

Requisition: \*New\* Purchase Order: \*New\* OR  Control #:  Warehouse:  Stores Order:

Vendor/Addr#:  /  00- Date: 06/30/2008 Released:

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

Description:  Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)

Submitted by:  Terms:  Commodity:

Site:  FOB:

Buyer:  Program:  Misc Date:  Misc:

Room:  Shipping %:

+ Add Row X Delete Selected Row

Ln	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Percent	Budget Balance
▶ 1.	L	-	-	-	-	-	-	-	-	-	.00	

Address (00) Additional Shipping Beg Message End Message

Vendor

Remit

# Adding – Remote / No RQR

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

**AddMode**

Requisition

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

Vendor/Addr#:  /  Date:

PO Type:  Delivery By:  Confirming:

Description:  Tax %:  % Ship To:

Submitted by:  Terms:  Commodity:

Site:  FOB:

Buyer:  Program:  Misc Date:  Misc:

Room:  Shipping %:

+ Add Row X Delete Selected Row

Ln	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Percent	Budget	Balance
▶ 1.	L	-	-	-	-	-	-	-	-	-	.00		

Address (00) Additional Shipping Beg Message End Message

Vendor

Remit

# Adding – Remote with RQR

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

AddMode

Requisition

Requisition: \*New\* Purchase Order: Warehouse: Stores Order:

Vendor/Addr#: 999999 / 00- Date: 06/30/2008

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

Description: Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)

Submitted by: Terms: Commodity:

Site: FOB:

Buyer: Program: Misc Date: Misc:

Routing Group: PHS Room: Shipping %:

+ Add Row X Delete Selected Row

Ln	Fnd	Resc	Y	Objt	S0	Goal	Func	CstCtr	Ste	Mngr	Percent	Budget Balance
▶ 1.	L	-	-	-	-	-	-	-	-	-	.00	

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

Vendor

Remit

# Drop Downs...

**Requisition Entry** 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

**AddMode**

Requisition

Requisition: \*New\* Purchase Order: \*New\* OR  Control #:  Warehouse:  Stores Order:

Vendor/Addr#:  /  Date: 06/30/2008 Released:

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

Description: BL - BLANKET PO'S  
CN - CONTRACTED SVCES  
Submitted by: PO - PURCHASE ORDER  
WH - WAREHOUSE - OH YEAH  
Site:  XX - MY TYPE XX  
ZZ - MY TYPE ZZ Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)  
Commodity:

Buyer:  Terms:  FOB:  Program:  Misc Date:  Misc:

Room:  Shipping %:

# More Drop Downs...

**Requisition Entry** 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

**AddMode**

Requisition

Requisition: \*New\* Purchase Order: \*New\* OR  Control #:  Warehouse:  Stores Order:

Vendor/Addr#:  /  Date: 06/30/2008 Released:

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

Description:  Tax %: 8.375 % Ship To: 0000 0 - No confirmation message

Submitted by:  Terms:  Commodity: 1 - Confirmation received

Site:  FOB:  Misc Date:  Misc:

Buyer:  Program:  Shipping %:

Room:

# And More Drop Downs...

**Requisition Entry** 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

**AddMode**

Requisition

Requisition:  Purchase Order:  OR  Control #:

Warehouse:  Stores Order:

Vendor/Addr#:  /  Date:  Released:

PD Type:  Delivery By:  Confirming:

Description:  Tax %:  % Ship To:

Submitted by:  Terms:  Commodity:

Site:  FOB:

Buyer:  Misc Date:  Misc:

Shipping %:

+ Add Row X

# And Even More Drop Downs...

**Requisition Entry** 39 - THE TRAIN USD Q55/DASIS

File Options Help

Save and Return Save Close Items Notes Options

**AddMode**

Requisition

Requisition: \*New\* Purchase Order: \*New\* OR  Control #:  Warehouse:  Stores Order:

Vendor/Addr#:  /  Date: 06/30/2008 Released:

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

Description:  Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)

Submitted by:  Terms:  Commodity: Alta Vista High School (1111)  
Alta Vista Middle School (0111)  
ALTA VISTA SCHOOL (0011)  
DISTRICT BUSINESS OFFICE (0001)  
District Warehouse (0000)

Site:  FOB:  Misc Date: LINE 1 (7777)  
LINE1-DUH (8888)

Buyer:  Program:  Room:

# You Get the Idea!

**Requisition Entry** 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items [Icons] Notes Options

**AddMode**

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**Requisition**

Requisition:  Purchase Order:  OR  Control #:

Warehouse:  Stores Order:

Vendor/Addr#:  /  Date:  Released:

PD Type:  Delivery By:  Confirming:

Description:  Tax %:  % Ship To:

Submitted by:  Terms:  Commodity:

Site:  FOB:

Buyer:  Program:  Misc Date:

Room:

**Commodity List:**

- BOOKS THAT ARE NOT TEXTBOOKS
- COMPUTER EQUIPMENT
- CONFERENCES
- EQUIPMENT
- FACILITIES/CONSTRUCTION TEST
- FIELD TRIPS
- FOOD SERVICE

# Search for Vendor – Any Field

**Vendor Lookup** 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Vendor Lookup TIN Lookup Commodity Lookup Employee Lookup Results

District: 39 Date: / / Status:  Active  Inactive  Both  Include additional addresses  Include commodity codes

Contact Information	Additional Information
Name: <input type="text"/> <input type="checkbox"/> Search remit/addl add? Address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>	Remit Name: <input type="text"/> Remit address: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>
Vendor Number: <input type="text"/> Contact: <input type="text"/>	Phone: ( <input type="text"/> ) <input type="text"/> Fax: ( <input type="text"/> ) <input type="text"/>
1099: <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> All	Name: <input type="text"/> Preset: <input type="text"/> Tax ID: <input type="text"/> SSN: <input type="text"/>
Use Tax: <input type="text"/> A - All <input type="text"/> Use tax 1: <input type="text"/> Use tax 2: <input type="text"/> Terms: <input type="text"/>	
Account Number: <input type="text"/> Comment: <input type="text"/>	Rating: <input type="text"/> Msg Flag: <input type="text"/> Category: <input type="text"/> Type: <input type="text"/> Revolving Cash Object: <input type="text"/>

# Vendor by Tax ID

The screenshot shows a software window titled "Vendor Lookup" for "39 - QSS DEMONSTRATION DISTRICT". The window has a menu bar with "File", "Options", and "Help". Below the menu is a toolbar with various icons for navigation and actions. The main area contains several tabs: "Vendor Lookup", "IIN Lookup", "Commodity Lookup", "Employee Lookup", and "Results". The "IIN Lookup" tab is currently selected. In this tab, there are search filters: "District" set to "39", "Date" set to "/", and a "Status" section with radio buttons for "Active", "Inactive", and "Both". There are also two checkboxes: "Include additional addresses" and "Include commodity codes". At the bottom, there is a text input field labeled "Tax ID Number".

Vendor Lookup 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Vendor Lookup IIN Lookup Commodity Lookup Employee Lookup Results

District: 39 Date: / /

Status  
 Active  Inactive  Both

Include additional addresses  Include commodity codes

Tax ID Number: [ ]

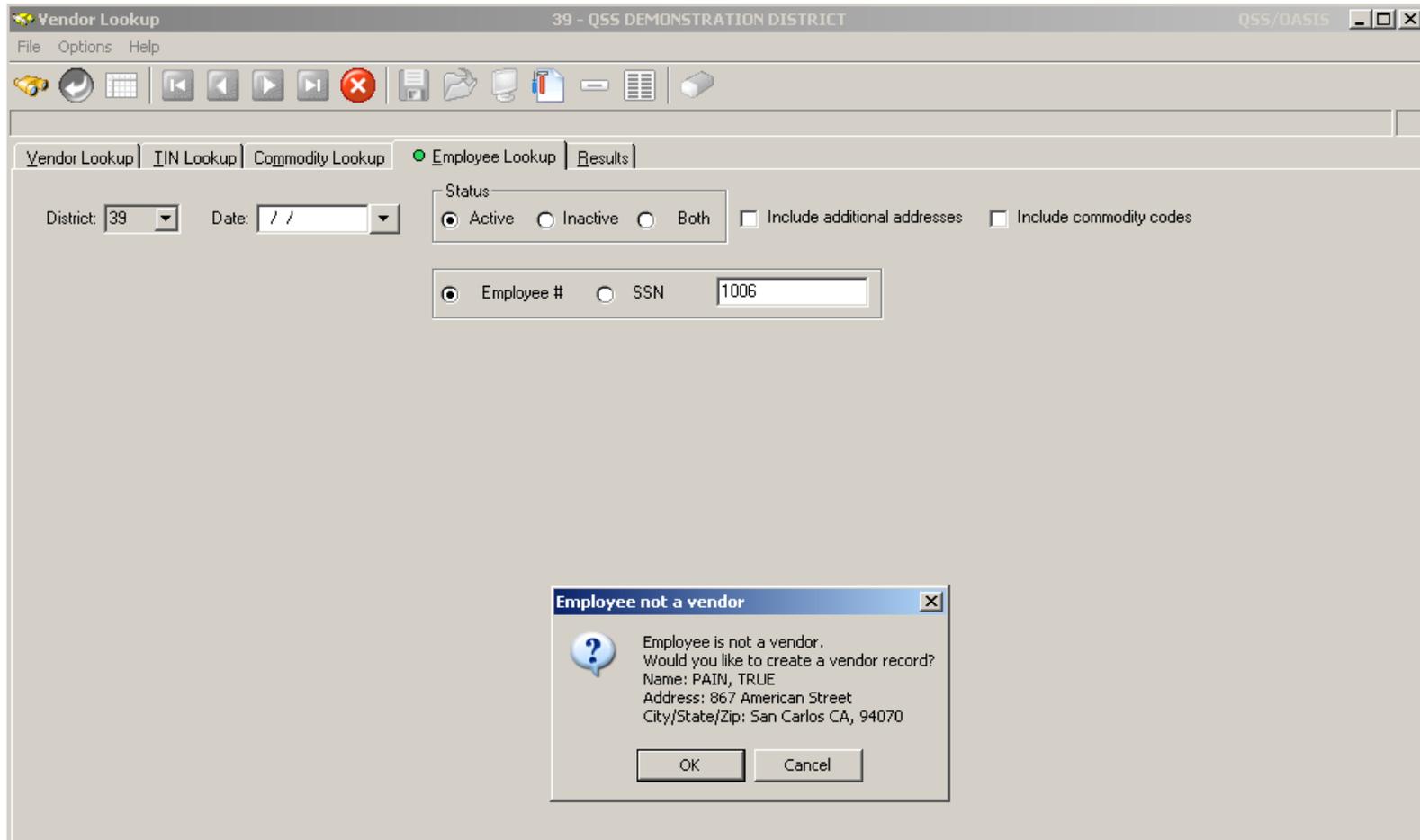
# Vendor by Commodity

The screenshot shows a software window titled "Vendor Lookup" for "39 - QSS DEMONSTRATION DISTRICT" in the "QSS/DASIS" environment. The interface includes a menu bar (File, Options, Help) and a toolbar with various icons. Below the toolbar are tabs for "Vendor Lookup", "IIN Lookup", "Commodity Lookup" (which is selected), "Employee Lookup", and "Results".

The main form area contains the following fields and controls:

- District:** A dropdown menu set to "39".
- Date:** A date selection field showing "/ /".
- Status:** A group box containing three radio buttons: "Active" (selected), "Inactive", and "Both".
- Include additional addresses:** An unchecked checkbox.
- Include commodity codes:** An unchecked checkbox.
- Commodity Code Range:** Two adjacent text input fields separated by a period.
- Commodity Codes:** Five individual text input fields arranged horizontally.

# Employee Vendors



# Search Results - Select

Vendor Lookup 39 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Page: 1 of 1

Vendor Lookup TIN Lookup Commodity Lookup Employee Lookup Results

	Vendor Name	Vendor #/Addr	Status	Address	Contact/Comment/Type	Phone Number	Fax Number
1	DONALD DUCK	39 - 000002	A	13993 E. SAGE HILLS DRIVE SAGE HILLS, AZ 85656	DAISY DUCK	(520) 393-8575	
2	Donald Duck	39 - 000002/02	A	867 A-MER-I-CAN STREET SAN JA CARLOS, CA 94070	TEST FOR DAPS		
3	Eatsalot Food Services	39 - 000007	A	777 Hungry Avenue 1 San Jose, CA 94070	Mr. Eatsalot Best Raw Food Service Vendor!! eatsalot@yahoo.com eatsalotMORE@yahoo.com eatsalotALLOFIT@yahoo.com	(777) 777-7777	(777) 777-7778
4	Eatsalot Food Services	39 - 000007/01	A	8888 Hungry Ave San Jose, CA 88888	ADDRESS #1 Type: VE		
5	Eatslot Food Services	39 - 000007/02	A	9999 Hungry Avenue San Jose, CA 99999	Address #2 Type: VE		
6	Eatsalot Food Services	39 - 000007/99	A	1099 Hungry Avenue San Jose, CA 991099	This is the address we use if they need a 1099.		
7	QUINTESSENTIAL SCHOOL SYSTEMS	39 - 000001	A	867 AMERICAN STREET SECOND FLOOR SAN CARLOS, CA 94070	UPDATED BY Duane Dev/DAPD		
8	QSS - ADDRESS 02	39 - 000001/02	A	867 A-MER-I-CAN STREET SAN JA CARLOS, CA 94070	TEST FOR DAPS		
9	QSS - USE FOR SEPARATE CHECK	39 - 000001/90	A				
10	RC Vendor #5	39 - 000005	A	555 Primary address 5th floor suite 5 Five City, CA 94070	Whoever's There Then RCS E1@X.COM E2@X.COM E3@X.COM	(555) 555-5555	(555) 555-5556
11	RC Vendor #6	39 - 000006	A	666 Primary Way 6th floor suite 6 Six City, CA 94070	Six-at-a-time	(666) 666-6666	(666) 666-6667
	Remit Vendor 6-02	39 - 000006/02	A	602 AddAddress St.	Additional Address #02		

# Vendor is Returned...

**Requisition Entry** 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

**AddMode**

Requisition

Requisition: \*New\* Purchase Order: \*New\* OR  Control #:  Warehouse:  Stores Order:

Vendor/Addr#:  000001 / 00-867 AMERICAN STRE Date: 06/30/2008 Released:

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

Description:  Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)

Submitted by:  Terms:  Commodity:

Site:  FOB:

Buyer:  Program:  Misc Date:  Misc:

Room:  Shipping %:

# Fill In Fields (Discuss)

**Requisition Entry** 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

**AddMode**

Requisition

Requisition: \*New\* Purchase Order: \*New\*  OR  Control #:  Warehouse:  Stores Order:

Vendor/Addr#:  000001 / 00-867 AMERICAN STRE  Date: 06/30/2008 Released:

PO Type: PO - PURCHASE ORDER  Delivery By: 06/30/2008 Confirming: 0 - No confirmation message

Description: DAP TEST REQ/PO Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)

Submitted by: DAPORETTO Terms: NET 30 Commodity: COMPUTER EQUIPMENT

Site: 0011 ALTA VISTA SCHOOL (0011)  FOB:

Buyer: PURA - PURCHASING BUYER 'A'  Program: WHATEVER U WANT Misc Date:  Misc:

Room: WHAT U WANT Shipping %:

# Assign Accounts...

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

**AddMode**

Requisition

Requisition:  Purchase Order:  OR  Control #:

Warehouse:  Stores Order:

Vendor/Addr#:  /  Date:  Released:

PO Type:  Delivery By:  Confirming:

Description:  Tax %:  % Ship To:

Submitted by:  Terms:  Commodity:

Site:   FOB:

Buyer:  Program:  Misc Date:  Misc:

Room:  Shipping %:

+ Add Row X Delete Selected Row

Ln	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Percent	Budget Balance
1.	L	DAPAL									.00	

# Tab from Pseudo Resolves Acct

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items [Icons] Notes Options

AddMode

Requisition

Requisition: \*New\* Purchase Order: \*New\* OR  Control #:  Warehouse:  Stores Order:

Vendor/Addr#: 000001 / 00-867 AMERICAN STRE Date: 06/30/2008 Released:

PO Type: PO - PURCHASE ORDER Delivery By: 06/30/2008 Confirming: 0 - No confirmation message

Description: DAP TEST REQ/PO Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)

Submitted by: DAPORETTO Terms: NET 30 Commodity: COMPUTER EQUIPMENT

Site: 0011 ALTA VISTA SCHOOL (0011) FOB:

Buyer: PURA - PURCHASING BUYER 'A' Program: WHATEVER U WANT Misc Date:  Misc:

Room: WHAT U WANT Shipping %:

+ Add Row X Delete Selected Row

Ln		Fnd Resc Y	Objt SO	Goal	Func	CstCtr	Ste	Mngr	Percent	Budget Balance
▶ 1.	L	010-0000-0	4400-00	1110-3120	0000000	400-0000			100	8,887,888,891,009.24

# Add Three (3) Rows...

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

**AddMode**

Requisition

Requisition: \*New\* Purchase Order: \*New\* OR  Control #: Warehouse: Stores Order:

Vendor/Addr#: 000001 / 00-867 AMERICAN STRE Date: 06/30/2008 Released:

PO Type: PD - PURCHASE ORDER Delivery By: 06/30/2008 Confirming: 0 - No confirmation message

Description: DAP TEST REQ/PO Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)

Submitted by: DAPORETTO Terms: NET 30 Commodity: COMPUTER EQUIPMENT

Site: 0011 ALTA VISTA SCHOOL (0011) FOB:

Buyer: PURA - PURCHASING BUYER 'A' Program: WHATEVER U WANT Misc Date: Misc:

Room: WHAT U WANT Shipping %:

+ Add Row X Delete Selected Row

Ln		Fnd Resc Y	Objt S0	Goal Func	CstCtr	Ste Mngr	Percent	Budget Balance
▶ 1.	L	010-0000-0-4400-00-1110-3120-000000-400-0000					.00	8,887,888,891,009.24
2.	L						.00	
3.	L						.00	
4.	L						.00	

# Fill Out Remaining Accts...

**Requisition Entry** 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items [Icons] Notes Options

**AddMode**

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**Requisition**

Requisition: \*New\* Purchase Order: \*New\* OR  Control #: [ ] Warehouse: [ ] Stores Order: [ ]

Vendor/Addr#: [000001 / 00-867 AMERICAN STRE] Date: 06/30/2008 Released: [ ]

PO Type: PO - PURCHASE ORDER Delivery By: 06/30/2008 Confirming: 0 - No confirmation message

Description: DAP TEST REQ/PO Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)

Submitted by: DAPORETTO Terms: NET 30 Commodity: COMPUTER EQUIPMENT

Site: 0011 ALTA VISTA SCHOOL (0011) FOB: [ ]

Buyer: PURA - PURCHASING BUYER 'A' Program: WHATEVER U WANT Misc Date: [ ] Misc: [ ]

Room: WHAT U WANT Shipping %: [ ]

---

+ Add Row X Delete Selected Row

Ln		Fnd Resc Y	Objt S0	Goal Func	CstCtr	Ste Mngr	Percent	Budget Balance
1.	L	010-0000-0-4400-00-1110-3120-0000000-400-0000					.00	8,887,888,891,009.24
2.	L	010-0000-0-4200-00-0000-7110-0000000-200-0000					.00	5,005.31
3.	L	010-4410-0-4300-00-3800-2700-0000000-500-0000					.00	888,763.21
4.	L	LOTTERYSUP					.00	

# Account Drop Down – History!

Requisition Entry 39 - THE TRAIN USD Q55/OASIS

File Options Help

Save and Return Save Close Items Notes Options

AddMode

Requisition

Requisition: \*New\* Purchase Order: \*New\* OR  Control #:  Warehouse:  Stores Order:

Vendor/Addr#:  000001 / 00-867 AMERICAN STRE Date: 06/30/2008 Released:

PO Type: PO - PURCHASE ORDER Delivery By: 06/30/2008 Confirming: 0 - No confirmation message

Description: DAP TEST REQ/PO Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)

Submitted by: DAPORETTO Terms: NET 30 Commodity: COMPUTER EQUIPMENT

Site: 0011 ALTA VISTA SCHOOL (0011) FOB:

Buyer: PURA - PURCHASING BUYER 'A' Program: WHATEVER U WANT Misc Date:  Misc:

Room: WHAT U WANT Shipping %:

+ Add Row X Delete Selected Row

Ln		Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Percent	Budget Balance
1.	L	010-0000-0-4400-00-1110-3120-000000-400-0000					.00	8,887,888,891,009.24
2.	L	010-0000-0-4200-00-0000-7110-000000-200-0000					.00	5,005.31
3.	L	010-4410-0-4300-00-3800-2700-000000-500-0000					.00	888,763.21
4.	L	010-1100-0-4300-00-1110-1000-000000-500-0000					.00	999,999.99

Address (00)

010-1100-0-4300-00-1110-1000-000000-500-0000  
 010-4410-0-4300-00-3800-2700-000000-500-0000  
 010-0000-0-4300-00-0000-0000-000000-000-0000  
 010-0000-0-4200-00-0000-7110-000000-200-0000  
 010-0000-0-4400-00-1110-3120-000000-400-0000

# Account Drop Down – History! How did it get there?

Purchase Orders / Requisitions 39 - THE TRAIN USD(finance 29410) QSS/OASIS

File Options Help+Video

- Show Status Ctrl+F12
- Clear Settings on Exit
- Settings
  - Account Settings
  - Default Startup Screen
  - Grid Color Settings
  - PO Quick View Settings
  - Select PDF Viewer
- Exit F12

Requisitions

Fiscal Year: 08 Purchase Order #: - Advanced Search

Search Results

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

Profile: 10025 GUIPURCH: YYYYR10025 YYN Y10026Y13324 Yr: 2008 Dist: 39 Site: 00 GS: W 1/14/2020 12:36:25 PM

# Account Drop Down – History! How did it get there?

Account Settings

Number of Accounts to save:        Number of Pseudo Codes to save:

**Favorite Pseudo Codes**

Pseudo Code:

At top of Pseudo list       At bottom of Pseudo list

>> <<

**Favorite Accounts**

End Resc Y Objt SO Goal Func CstCtr Ste Mngr

>> <<

At top of Account list       At bottom of Account list

010-0000-0-1100-00-1110-1000-000000-011-0000

# Message Library

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

AddMode

Requisition

Requisition: \*New\* Purchase Order: \*New\* OR  Control #:  Warehouse:  Stores Order:

Vendor/Addr#:  /  Date: 06/30/2008 Released:

PO Type: PO - PURCHASE ORDER Delivery By: 06/30/2008 Confirming: 0 - No confirmation message

Description: DAP TEST REQ/PO Tax %: 8.375 % Ship To: 0000 District Warehouse (0000)

Submitted by: DAPORETTO Terms: NET 30 Commodity: COMPUTER EQUIPMENT

Site: 0011 ALTA VISTA SCHOOL (0011) FOB:

Buyer: PURA - PURCHASING BUYER 'A' Program: WHATEVER U WANT Misc Date:  Misc:

Room: WHAT U WANT Shipping %:

+ Add Row - Delete Selected Row

Ln	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Percent	Budget Balance
1.	L	010-0000-0-4400-00-1110-3120-000000-400-0000									.00	8,887,888,891,009.24
2.	L	010-0000-0-4200-00-0000-7110-000000-200-0000									.00	5,005.31
3.	L	010-4410-0-4300-00-3800-2700-000000-500-0000									.00	888,763.21
4.	L	010-1100-0-4300-00-1110-1000-000000-500-0000									.00	999,999.99

Address (00) Additional Shipping Beg Message End Message

1:

2:

3:

4:

5:

CG-TEST1 First Previous Next Last 1 2 3 4 5

TEST MESSAGE CODE  
WITH 2 LINES AND WITH A CODE  
THAT HAS A DASH IMBEDDED...

# Adding an Item – Print/Type

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options

Save Item Save Item/Main Main/Save Main + Add Item Save Item/Add Item Cancel Item

AddMode

Subject to tax: 0.00 Rate: 8.375 % Sub Total: 0.00 Total Tax: 0.00 Total: 0.00

Item 1 of 1

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
1	Yes	Calculate Percentage	0		0.0000	0.00	Yes	000000	

Description 59 lines remaining.

# Split Options

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options

Save Item Save Item/Main Save Item/Main/Save Main Add Item Save Item/Add Item Cancel Item

AddMode

Subject to tax: 0.00 Rate: 8.375 % Sub Total: 0.00 Total Tax: 0.00 Total: 0.00

Item 1 of 1

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
1	Yes	Calculate Percentage	0		0.0000	0.00	Yes	000000	

59 lines remaining.

Accounts

Ln	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Amount	Percent
1.	010-0000-0	4400-00	1110-3120	0000000	400-0000	0.00	25.00
2.	010-0000-0	4200-00	0000-7110	0000000	200-0000	0.00	25.00
3.	010-4410-0	4300-00	3800-2700	0000000	500-0000	0.00	25.00
4.	010-1100-0	4300-00	1110-1000	0000000	500-0000	0.00	25.00

# Set Description Size

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options

- Save Item F9
- Save Item/Main F2
- Save Item/Main/Save F7
- Add Item F8
- Save Item/Add Item Shift+F8
- Cancel Item F10
- Process Message Library F4
- Switch Item/Description Shift+F3
- Description Size
  - Small
  - Medium
  - Large
- Grid Output Shift+F11
- Print Screen F11
- First Shift+F5
- Previous F5
- Next F6
- Last Shift+F6

8.375 % Sub Total: 0.00 Total Tax: 0.00 Total: 0.00

Quantity Unit Unit Cost Total Cost Tax Stock # Fixed Asset

0 0.0000 0.00 Yes 000000

59 lines remaining.

Accounts

Ln	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Amount	Percent
1.	010-0000-0-4400-00-1110-3120-0000000-400-0000					0.00	25.00
2.	010-0000-0-4200-00-0000-7110-0000000-200-0000					0.00	25.00
3.	010-4410-0-4300-00-3800-2700-0000000-500-0000					0.00	25.00
4.	010-1100-0-4300-00-1110-1000-0000000-500-0000					0.00	25.00

# Add item – Advances to Next

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options

Save Item Save Item/Main Save Item/Main/Save Main Add Item Save Item/Add Item Cancel Item

AddMode

Subject to tax: 0.00 Rate: 8.375 % Sub Total: 10.00 Total Tax: 0.00 Total: 10.00

Item 2 of 2

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
2	Yes	Calculate Percentage	0		0.0000	0.00	Yes	000000	

Description 59 lines remaining

Accounts

Ln	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Amount	Percent
1.	010-0000-0	4400-00	1110-3120-0000000-400-0000			2.50	25.00
2.	010-0000-0	4200-00	0000-7110-0000000-200-0000			2.50	25.00
3.	010-4410-0	4300-00	3800-2700-0000000-500-0000			2.50	25.00
4.	010-1100-0	4300-00	1110-1000-0000000-500-0000			2.50	25.00

Items

Item	Print	Split	Quantity	Unit	Unit Cost	Sub-Total	Estimated Tax	Est. Total w/ Tax	Tax	Stock#	FA
1	Y	CP	10	EACH	1.0000	10.00	0.00	10.00	N	000000	

# Add item – Special %

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options

Save Item Save Item/Main Save Item/Main/Save Main Add Item Save Item/Add Item Cancel Item

AddMode

Subject to tax: 0.00 Rate: 8.375 % Sub Total: 10.00 Total Tax: 0.00 Total: 10.00

Item 2 of 2

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
2	Yes	Special Percentage	5	EACH	5.0000	25.00	No	000000	

Description 59 lines remaining

```
LINE ITEM 2 SPLIT SPECIAL %
```

Accounts

Ln	Fnd Resc Y Objt SO Goal Func CstCtr Ste Mngr	Item Percent	Amount
1.	010-0000-0-4400-00-1110-3120-000000-400-0000	30.00	2.50
2.	010-0000-0-4200-00-0000-7110-000000-200-0000	20.00	2.50
3.	010-4410-0-4300-00-3800-2700-000000-500-0000	10.00	2.50
4.	010-1100-0-4300-00-1110-1000-000000-500-0000	40.00	2.50

# Item Added...

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options

Save Item Save Item/Main Save Item/Main/Save Main Add Item Save Item/Add Item Cancel Item

AddMode

Subject to tax: 0.00 Rate: 8.375 % Sub Total: 35.00 Total Tax: 0.00 Total: 35.00

Item 3 of 3

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
3	Yes	Calculate Percentage	0		0.0000	0.00	Yes	000000	

Description 59 lines remaining

Accounts

Ln	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Amount	Percent
1.	010-0000-0	4400-00	1110-3120	000000	400-0000	10.00	25.00
2.	010-0000-0	4200-00	0000-7110	000000	200-0000	7.50	25.00
3.	010-4410-0	4300-00	3800-2700	000000	500-0000	5.00	25.00
4.	010-1100-0	4300-00	1110-1000	000000	500-0000	12.50	25.00

Items

Item	Print	Split	Quantity	Unit	Unit Cost	Sub-Total	Estimated Tax	Est. Total w/ Tax	Tax	Stock#	FA
1	Y	CP	10	EACH	1.0000	10.00	0.00	10.00	N	000000	
2	Y	SP	5	EACH	5.0000	25.00	0.00	25.00	N	000000	

# Save Req/PO...

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Items Notes Options

Add successful. AddMode

Requisition

Requisition:  Purchase Order:  OR  Control #:

Warehouse:  Stores Order:

Vendor/Addr#:  /  Date:  Released:

PO Type:  Delivery By:  Confirming:

Description:  Tax %:  % Ship To:

Submitted by:  Terms:  Commodity:

Site:   FOB:

Buyer:  Program:  Misc Date:  Misc:

Room:  Shipping %:

+ Add Row X Delete Selected Row

Ln	Fnd	Resc	Y	Objt	S0	Goal	Func	CstCtr	Ste	Mngr	Percent	Budget Balance
1.	L	010-0000-0-4400-00-1110-3120-000000-400-0000									25.00	8,887,888,891,009.24
2.	L	010-0000-0-4200-00-0000-7110-000000-200-0000									25.00	5,005.31
3.	L	010-4410-0-4300-00-3800-2700-000000									Requisition Entry	763.21
4.	L	010-1100-0-4300-00-1110-1000-000000									Requisition Number 080124 and PO Number 080091 have been added.	999.99

OK

Address (00) Additional Shipping Beg Message End Message

Vendor

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

Remit

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

# Using Message Library (F4)

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options

Save Item Save Item/Main Save Item/Main/Save Main + Add Item Save Item/Add Item Cancel Item

FY: 08 RQ: 080124 PO: 080091 VE: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS ChangeMode

Change Order: N/A Date Paid: N/A Date Printed: N/A DAPX-12/07/2012-08:27:06

Subject to tax: 0.00 Rate: 8.375 % Sub Total: 35.00 Total Tax: 0.00 Total: 35.00

Item 3 of 3

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
3	Yes	Calculate Percentage	0		0.0000	0.00	Yes	000000	

Description 59 lines remaining.

=DAPMSG

Accounts

Ln	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Amount	Percent
1.	010-0000-0-4400-00-1110-3120-0000000-400-0000					10.00	25.00
2.	010-0000-0-4200-00-0000-7110-0000000-200-0000					7.50	25.00
3.	010-4410-0-4300-00-3800-2700-0000000-500-0000					5.00	25.00
4.	010-1100-0-4300-00-1110-1000-0000000-500-0000					12.50	25.00

# Resolved Message

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options

Save Item Save Item/Main Save Item/Main/Save Main + Add Item Save Item/Add Item Cancel Item

FY: 08 RQ: 080124 PO: 080091 VE: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS ChangeMode

Change Order: N/A Date Paid: N/A Date Printed: N/A DAPX-12/07/2012-08:27:06

Subject to tax: 0.00 Rate: 8.375 % Sub Total: 35.00 Total Tax: 0.00 Total: 35.00

Item 3 of 3

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock #	Fixed Asset
3	Yes	Calculate Percentage	0		0.0000	0.00	Yes	000000	

Description 50 lines remaining.

```
THIS IS LINE NUMBER 1
AND THIS IS LINE 2
AND THIS IS LINE 3
.
.
.
.
.
```

# Requisition Options

**Requisition Entry** 39 - THE TRAIN USD QSS/DASIS

File Options Help

Save and Return Save Close Change Inspect Items Notes Options

**FY: 08 RQ: 080115 PO: VE: 999999/00 TO BE ASSIGNED**

[Change Order: N/A](#) [Date Paid: N/A](#) [Date Printed: N/A](#)

Requisition

Requisition: 080115 Purchase Order: Warehouse: Control #: Date: 06/30/2008 Released: 0 - No confirmation m

Vendor/Addr#: 999999 / 00- Delivery By: Tax %: 8.375 % Ship To: 8888 LINE1-DUH (8888)

PD Type: PD - PURCHASE ORDER Commodity: COMPUTER EQUIPM

Description: TEST FOR DAP FDB: Attachment Req/PO: f

Submitted by: DAP THE ORETTO Terms: Misc Date:

Site: 0000 Default Site (0000) Program: Room:

Buyer: BURP - PURCHASING BUYER 'B'

+ Add Row X Delete Selected Row

Ln	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Percent	Budget Balance
▶ 1.	L	010-0000-0-4200-00-0000-7110-000000-200-0000				100.00	4,997.81

Options

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

# Cancel Requisition

Requisition Entry 39 - THE TRAIN USD QSS/OASIS

File Options Help

Save and Return Save Close Change Inspect Items Notes Options

FY: 08 RQ: 080115 PO: VE: 999999/00 TO BE ASSIGNED InspectMode

Change Order: N/A Date Paid: N/A Date Printed: N/A DAPX-10/18/2012-11:57:15

Requisition

Requisition: 080115 Purchase Order: Warehouse: Stores Order:

Vendor/Addr#: 999999 / 00- Date: 06/30/2008 Released:

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

Description: TEST FOR DAP Tax %: 8.375 % Ship To: 8888 LINE1-DUH (8888)

Submitted by: DAP THE ORETTO Terms: Commodity: COMPUTER EQUIPMENT

Site: 0000 Default Site (0000) FOB: Attachment Req/PO: N/N

Buyer: BURP - PURCHASING BUYER 'B' Program: Misc Date: Misc: Shipping %:

Room: Shipping %:

+ Add Row X Delete Selected Row

Ln	Fnd	Resc	Y	Objt	S0	Goal	Func	CstCtr	Ste	Mgr	Percent	Budget Balance
▶ 1.	L			010-0000-0-4200-00-0000-7110-000000-200-0000							100.00	4,997.81

Requisition Entry

Cancel Requisition Successful.

OK

Address (00) Additional Shipping Beg Message End Message

# Verify Req is Cancelled

**Requisition Entry** 39 - THE TRAIN USD QSS/DASIS

File Options Help

Save and Return Save Close Change Inspect Items [Icons] Notes Options

**FY: 08 RQ: 080115 PO: VE: 999999/00 TO BE ASSIGNED** **InspectMode**

Cancelled Requisition [Change Order: N/A](#) [Date Paid: N/A](#) [Date Printed: N/A](#) [DAPX-12/07/2012-08:32:54](#)

Requisition

Requisition: 080115 Purchase Order: Warehouse: Stores Order:

Vendor/Addr#: 999999 / 00- Date: 06/30/2008 Released:

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

Description: TEST FOR DAP Tax %: 8.375 % Ship To: 8888 LINE1-DUH (8888)

Submitted by: DAP THE ORETTO Terms: Commodity: COMPUTER EQUIPMENT

Site: 0000 Default Site (0000) FOB: Attachment Req/PO: N/N

Buyer: BURP - PURCHASING BUYER 'B' Program: Misc Date: Misc:

Room: Shipping %:

+ Add Row X Delete Selected Row

Ln	Fnd	Resc	Y	Objt	SO	Goal	Func	CstCtr	Ste	Mngr	Percent	Budget Balance
▶ 1.	L	010-0000-0-4200-00-0000-7110-0000000-200-0000									100.00	5,007.81

# Document Handling

- Notepad
  - RQ and PO Notes
  - Optional dynamic discovery of on-file notes
- Attachments
  - Manual – Version H and Version L
  - Integrated w/upload – Version L
- PDF forms
  - Version H and L. Requires licensing PDF Interface
  - PO and/or POCO forms
  - Logical viewable copies defined in PO/POCO driver file. Security by end-user to logical viewable copy
  - “Forms to Vendor” option in Purchasing
  - Viewable in Requisition & Purchasing screens
  - Future: viewable in APY and other (as this evolves)

# Green Rows Have Notes

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

File Options Help

Queue Management Requisitions Purchase Orders

59 records found.

Purchase Orders

Fiscal Year: 08 Purchase Order #: Requisition #: Advanced Search

Search Results

PO#	Req#	Date Entered	Date	Vendor	Vendor Name	Amount	Date Printed	Site	#	Remote Status	Notes
000000	000001	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	5.00		0001-DISTRICT BUSINESS OFFICE	0001		
000001	000000	03/07/2008	03/07/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0000-Unspecified	0000		PO
000002	080097	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.05		0001-DISTRICT BUSINESS OFFICE	0001		
000003	080098	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.05		0001-DISTRICT BUSINESS OFFICE	0001		
000101	000000	03/26/2008	03/26/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0000		
000102	000000	03/26/2008	03/26/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0000		
080001	080005	06/01/2008	06/01/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0001		RQ, PO
080002	080006	02/16/2008	02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0001-DISTRICT BUSINESS OFFICE	0002		
080003	080008	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1,870.39		0001-DISTRICT BUSINESS OFFICE	0008		RQ
080004	080009	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	64.28		0001-DISTRICT BUSINESS OFFICE	0002		
080005	080010	06/30/2008	06/30/2008	000000	* Vendor not on file *	0.00		0000-Unspecified	0000		
080006	000000	03/03/2008	03/03/2008	000002	DONALD DUCK	2,725.28		0000-Unspecified	0000		
080007	000000	03/03/2008	03/03/2008	000007	Eatsalot Food Services	100.00		0000-Unspecified	0000		
080008	000000	03/03/2008	03/03/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	176.48		0000-Unspecified	0000		
080009	080007	02/18/2008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	387.40		0001-DISTRICT BUSINESS OFFICE	0003		RQ
080010	080019	02/16/2008	02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	157.90		0001-DISTRICT BUSINESS OFFICE	0002		
080011	080020	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	563.64		0056-Technical Services	0001		
080012	080021	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	455.92		0001-DISTRICT BUSINESS OFFICE	0008		

# Available Note Types are Bold

Search Results											
PO#	Req#	Date Entered	Date	Vendor	Vendor Name	Amount	Date Printed	Site	#I	Remote Status	Notes
000000	000001	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	5.00		0001-DISTRICT BUSINESS OFFICE	0001		
<b>000001</b>	<b>000000</b>	<b>03/07/2008</b>	<b>03/07/2008</b>	<b>000001</b>	<b>QUINTESSENTIAL SCHOOL SYSTEMS</b>	<b>0.00</b>		<b>0000-Unspecified</b>	<b>0000</b>		<b>PO</b>
000002	080097	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.05		0001-DISTRICT BUSINESS OFFICE	0001		
000003	080098	06/30/2008	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.05		0001-DISTRICT BUSINESS OFFICE	0001		
000101	000000	03/26/2008	03/26/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0000		
000102	000000	03/26/2008	03/26/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0000		
▶ 080			06/01/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0001		<b>RQ, PO</b>
080			02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0001-DISTRICT BUSINESS OFFICE	0002		
080					QUINTESSENTIAL SCHOOL SYSTEMS	1,870.39		0001-DISTRICT BUSINESS OFFICE	0008		<b>RQ</b>
080					QUINTESSENTIAL SCHOOL SYSTEMS	64.28		0001-DISTRICT BUSINESS OFFICE	0002		
080000	000000	06/30/2008			* Vendor not on file *	0.00		0000-Unspecified	0000		
080006	000000	03/03/2008			DONALD DUCK	2,725.28		0000-Unspecified	0000		

# Same, but from Requisitions

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

File Options Help

Queue Management Requisitions Purchase Orders

Requisitions

Fiscal Year: 08 Requisition #: Purchase Order #: Advanced Search

Search Results

PO#	Req#	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site	#	Date	Notes	Remote Status
000000	000001	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	12/03/2007		
000000	000002	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	12/03/2007		
000000	000050	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	12/03/2007	RQ	
000000	080001	02/11/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	185.90		0001-DISTRICT BUSINESS OFFICE	0001	02/11/2008	RQ	
000000	080002	02/12/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	257.00		0001-DISTRICT BUSINESS OFFICE	0003	02/12/2008		
080001	080005	06/01/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0001	06/01/2008	RQ, PO	
080002	080006	02/16/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0001-DISTRICT BUSINESS OFFICE	0002	02/16/2008		
080009	080007	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	387.40		0001-DISTRICT BUSINESS OFFICE	0003	02/18/2008	RQ	
080003	080008	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1,870.39		0001-DISTRICT BUSINESS OFFICE	0008	02/18/2008	RQ	
080004	080009	02/18/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	64.28		0001-DISTRICT BUSINESS OFFICE	0002	02/18/2008		
080005	080010	06/30/2008	000000	* Vendor not on file *	0.00		0000-Unspecified	0000	06/30/2008		

# Expanding the Note Information

**Search Results**

PO#	Req#	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site	#	Date	Notes	Remote Status
000000	000001	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	12/03/2007		
000000	000002	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	12/03/2007		
000000	000050	12/03/2009	000001	QUINTESSENTIAL SCHOOL SYSTEMS	26.91		0001-DISTRICT BUSINESS OFFICE	0001	12/03/2007	RQ	
000000	080001	02/11/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	185.90		0001-DISTRICT BUSINESS OFFICE	0001	02/11/2008	RQ	
000000	080002	02/12/2010	000001	QUINTESSENTIAL SCHOOL SYSTEMS	257.00		0001-DISTRICT BUSINESS OFFICE	0003	02/12/2008		
080005	080005	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1.00		0000-Unspecified	0001	06/01/2008	RQ, PO	
080005	080005	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0001-DISTRICT BUSINESS OFFICE	0002	02/16/2008		
080005	080005	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	387.40		0001-DISTRICT BUSINESS OFFICE	0003	02/18/2008	RQ	
080005	080005	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	1,870.39		0001-DISTRICT BUSINESS OFFICE	0008	02/18/2008	RQ	
080005	080005	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	64.28		0001-DISTRICT BUSINESS OFFICE	0002	02/18/2008		
080005	080010	06/30/2008	000001	QUINTESSENTIAL SCHOOL SYSTEMS	0.00		0000-Unspecified	0000	06/30/2008		

Context menu for row 6 (080005, 080005, 06/30/2008):

- Inspect
- PO Quick View
- Notes** (selected)
- Attachments

Note details for row 6:

- PO Note
- RQ Note
- PM Note

# Queue – Identify Approval Notes and RQ Notes

Purchase Orders / Requisitions 39 - THE TRAIN USD Q55/OASIS

File Options Help

Queue Management Requisitions Purchase Orders

Queue Management

Requisitions Waiting for Action

	Se	Req#	Vendor	Amount	Date Added	Del By	Subt By	Site	Commodity	PD	App Notes	RQ Notes	Queue Name
<input checked="" type="checkbox"/>	00	080112	QUINTESSENTIAL SCHOOL SYSTEMS	1.00	07/31/2012		DEADAP	0000		N	Yes	Yes	PERCOX HIGH SCHOOL APP
<input type="checkbox"/>	00	080113	QUINTESSENTIAL SCHOOL SYSTEMS	5.00	08/03/2012		DEADAP	0000		N	Yes	No	PERCOX HIGH SCHOOL APP

Select All Clear All

# Attachment Indicator

**Purchase Order Encumbering** 39 - THE TRAIN USD QSS/DASIS

File Options Help

Save and Return Save Change Extend Delete PO Change Order Notes

**PO: 080001 RQ: 080005 VE: 000001/00 QUINTESSENTIAL SCHOOL SYSTEMS** **InspectMode**

Date Printed: N/A Date Paid: N/A Change Order: N/A DAPD-02/18/2010-09:02:08

**Purchase Order**

Purchase Order: 080001 Attachment Req/PO: Y/N

Description: TEST FOR DAP

Date: 06/01/2008 Date Paid:

Status: Y - Yes

Vendor: 000001 / 00

PO Type: PO - PURCHASE ORDER

**Requisition**

Requisition: 080005

Submitted by: DAPSTER

Ship to: 0000 District Warehouse

Address (00) Additional

**Vendor**

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

**Remit**

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

Delete Selected Row Add Account Change Account

Ln	Fnd Resc Y	Objt SO	Goal Func	CstCtr	Ste Mngr	Amount	Status
1.	L	010-0000-0	4300-00-0000-0000-0000000-000-0000			\$1.00	F - Final payment

Total PO Amount: \$1.00

# Manual Attachment Screen

**Attachments Information**

File Options

Save and Return Save Close

PO: 080001 RQ: 080005

Requisition Attachment

Action:

Location: [HTTP://WWW.QSS.COM/REQS/3908080005.HTML](http://www.qss.com/REQS/3908080005.HTML)

Comments:

Purchase Order Attachment

Action:

Location:

Comments:

**Attachments Information**

File Options

Save and Return Save Close

PO: 080001 RQ: 080005

Requisition Attachment

Action:

Location: [REQS/3908080005.HTML](http://www.qss.com/REQS/3908080005.HTML)

Comments:

Purchase Order Attachment

Action:

Location:

Comments:

# Version L - Attachments

Purchase Orders / Requisitions 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options Help

Queue Management Requisitions Purchase Orders

2395 records found.

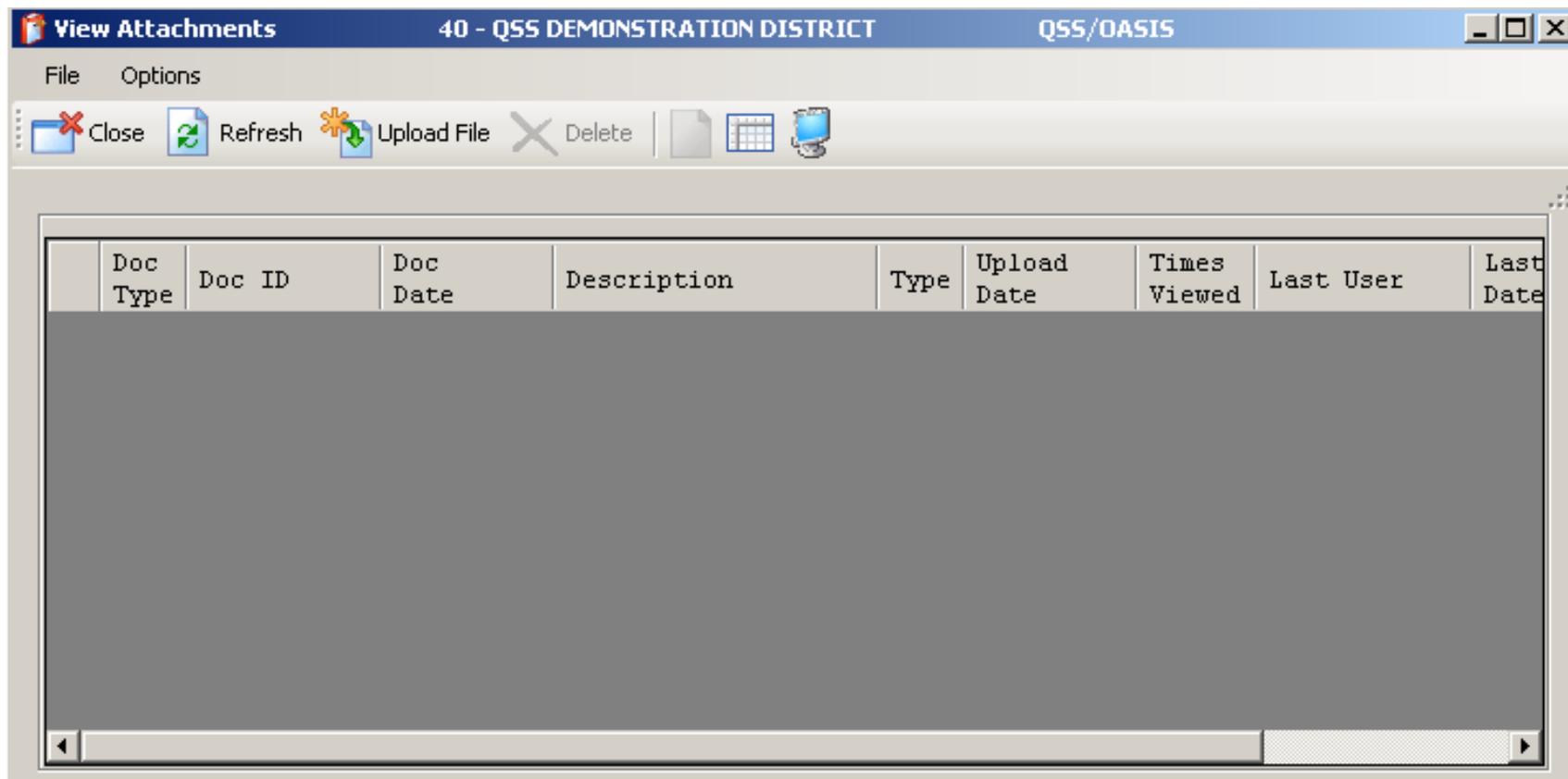
Purchase Orders

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

Search Results

PO#	Req#	Date	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site	#
000001	500014	07/01/2009	07/01/2009	017610	John D Kroeger Associates	10,000.00	06/26/2009	8035-BUSINESS SRVCS	00C
000002	500015	07/01/2009	07/01/2009	002230	Dameron Hospital	1,500.00	06/26/2009	8035-BUSINESS SRVCS	00C
000003	500018	07/01/2009	07/01/2009	000667	Barnes And Noble	1,000.00	06/26/2009	1840-SERENADE, DANDY CHARTER	00C
000004	500019	07/01/2009	07/01/2009	014937	Carnegie Learning	4,985.40	06/26/2009	1840-SERENADE, DANDY CHARTER	00C
000005	500025	07/01/2009	07/01/2009	004787	International Reading Assn	69.00	06/26/2009	1840-SERENADE, DANDY CHARTER	00C
000006	500026	07/01/2009	07/01/2009	002294	Delk Pest Control	500.00	06/26/2009	1840-SERENADE, DANDY CHARTER	00C
000007	500030	07/01/2009	07/01/2009	001330	CA State Dept Of Justice	750.00	06/26/2009	1840-SERENADE, DANDY CHARTER	00C
000008	500084	07/01/2009	07/01/2009	017556	Intercom Network	3,350.00	06/26/2009	8185-TECHNOLOGY SRVCS	00C
000009	500085	07/01/2009	07/01/2009	018368	Acom Solutions	84.00	06/26/2009	8185-TECHNOLOGY SRVCS	00C
000010	500086	07/01/2009	07/01/2009	014786	Argent Software	12,438.00	06/26/2009	8185-TECHNOLOGY SRVCS	00C
000011	500089	07/01/2009	07/01/2009	017497	Bluecat Networks Inc	4,158.00	06/26/2009	8185-TECHNOLOGY SRVCS	00C
000012	500091	07/01/2009	07/01/2009	011421	Citrix Inc	7,500.00	06/26/2009	8185-TECHNOLOGY SRVCS	00C
000013	500092	07/01/2009	07/01/2009	015455	Diskeeper Corporation	2,562.65	06/26/2009	8185-TECHNOLOGY SRVCS	00C
000014	500093	07/01/2009	07/01/2009	016175	Edustructures	18,770.25	06/26/2009	8185-TECHNOLOGY SRVCS	00C
000015	500094	07/01/2009	07/01/2009	018217	EG Innovations	5,183.93	06/26/2009	8185-TECHNOLOGY SRVCS	00C
00	Inspect	07/01/2009	07/01/2009	014173	Elite Network Solutions	1,289.00	06/26/2009	8185-TECHNOLOGY SRVCS	00C
00	PO Quick View	07/01/2009	07/01/2009	012297	Eschool Solutions	14,044.10	06/26/2009	8185-TECHNOLOGY SRVCS	00C
00	Notes	07/01/2009	07/01/2009	014388	Expert Network Consultants	6,469.20	06/26/2009	8185-TECHNOLOGY SRVCS	00C
00	Attachments	07/01/2009	07/01/2009	014475	Faronics Technologies USA Inc	298.80	06/26/2009	8185-TECHNOLOGY SRVCS	00C
000020	500099	07/01/2009	07/01/2009	016492	Formax	1,984.69	06/26/2009	8185-TECHNOLOGY SRVCS	00C

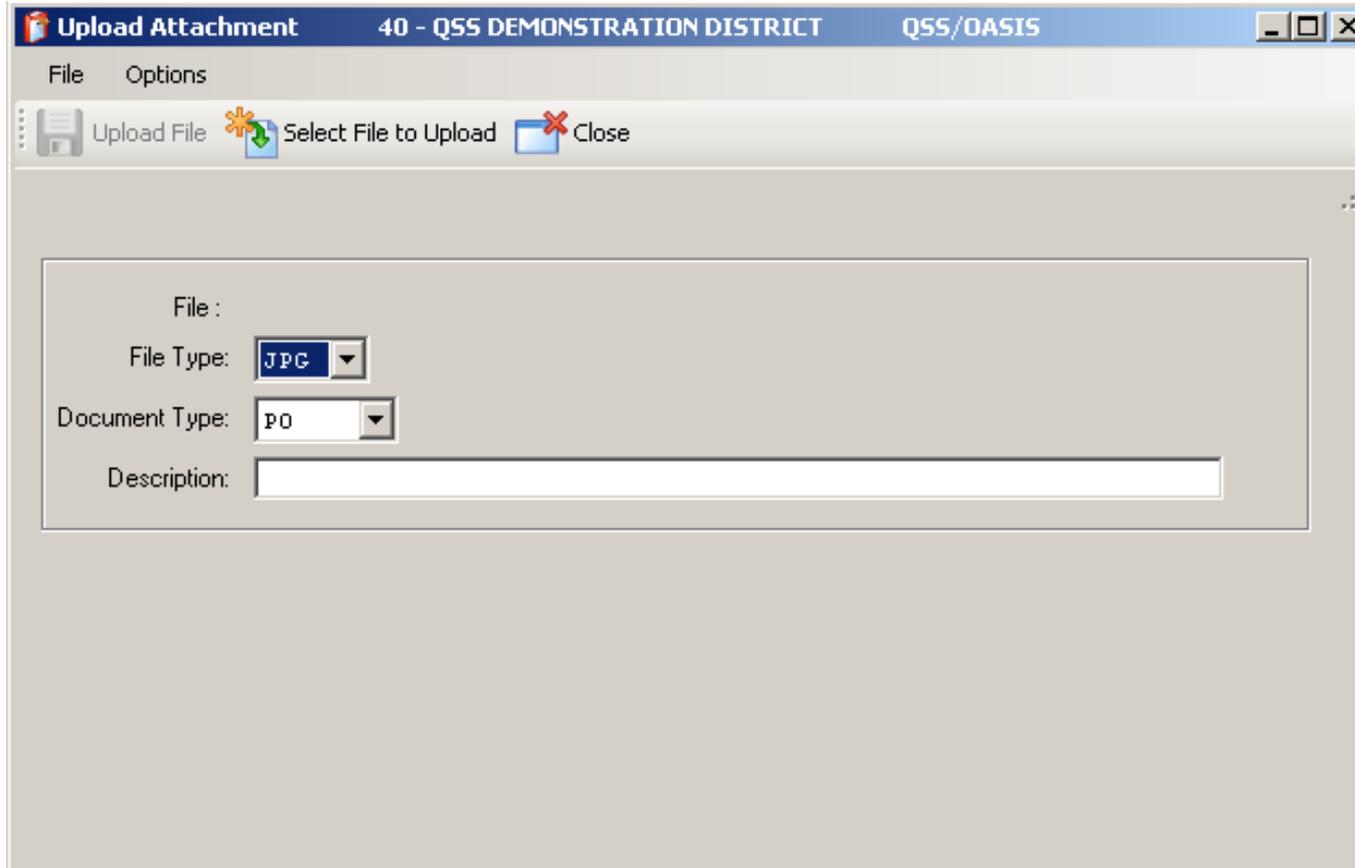
# View Available Attachments & Add



The screenshot displays a web application window titled "View Attachments" for the "40 - QSS DEMONSTRATION DISTRICT" user. The window includes a menu bar with "File" and "Options", and a toolbar with buttons for "Close", "Refresh", "Upload File", and "Delete". Below the toolbar is a table with the following columns: Doc Type, Doc ID, Doc Date, Description, Type, Upload Date, Times Viewed, Last User, and Last Date. The table body is currently empty.

Doc Type	Doc ID	Doc Date	Description	Type	Upload Date	Times Viewed	Last User	Last Date
----------	--------	----------	-------------	------	-------------	--------------	-----------	-----------

# Select File to Attach



Upload Attachment 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS

File Options

Upload File Select File to Upload Close

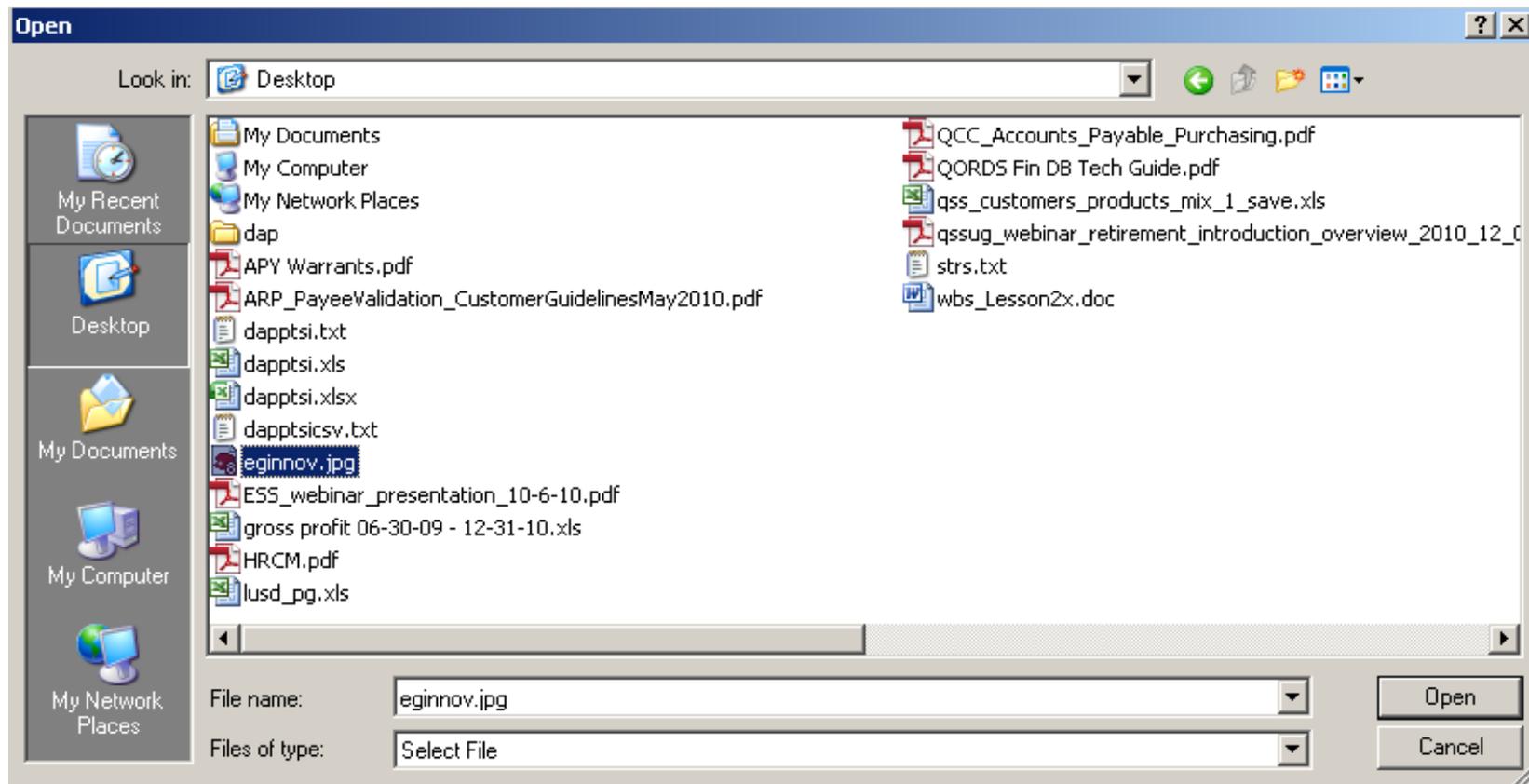
File :

File Type:

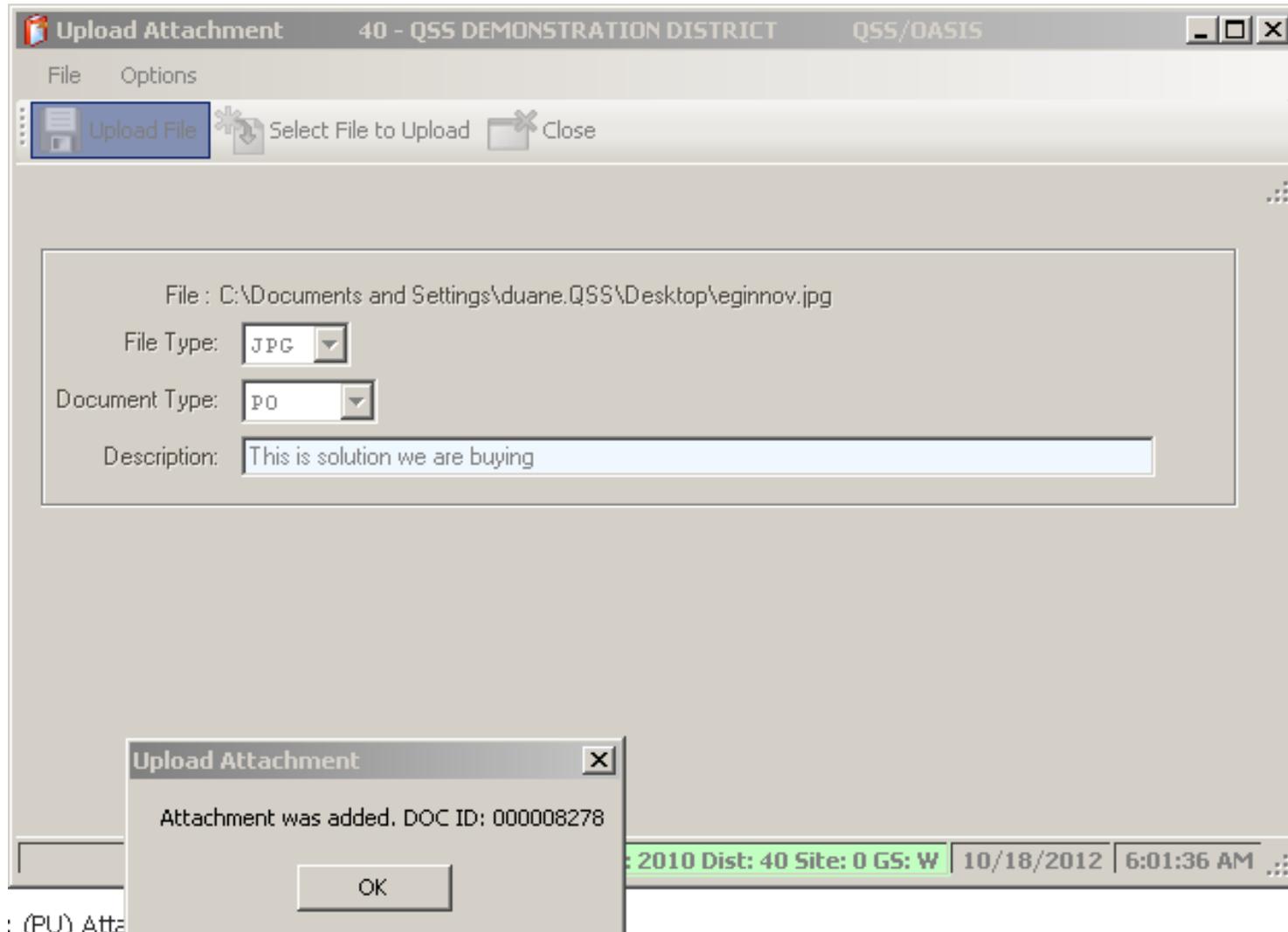
Document Type:

Description:

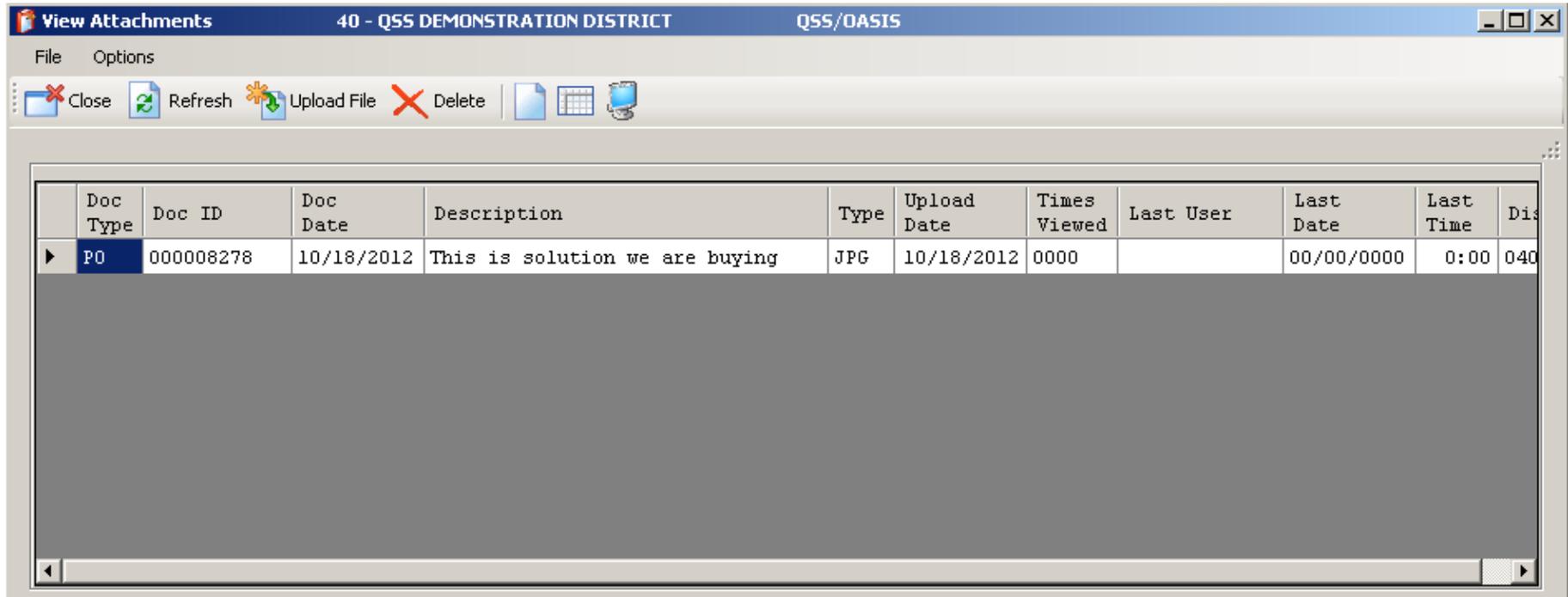
# JPG Screen Shot from Desktop



# Document is Attached



# Shows in List of Attachments



The screenshot shows a web application window titled "View Attachments" with the following details:

- Page Title: 40 - QSS DEMONSTRATION DISTRICT
- Page Subtitle: QSS/OASIS
- Menu: File Options
- Toolbar: Close, Refresh, Upload File, Delete, and other utility icons.

Doc Type	Doc ID	Doc Date	Description	Type	Upload Date	Times Viewed	Last User	Last Date	Last Time	Dis
PO	000008278	10/18/2012	This is solution we are buying	JPG	10/18/2012	0000		00/00/0000	0:00	040

# View the Attachment

Jasc Paint Shop Pro - 000008278.JPG

File Edit View Image Effects Adjust Layers Objects Selections Window Help

Enhance Photo Black and white

000008278.JPG @ 83% (Background)

Overview

- Business Service Management
- Value Proposition
- Features Summary
- Supported Applications
- Management Console
- Alarm Manager
- Configuration & Change Manager
- Virtual Appliance
- Cloud Ready Monitoring
- MSP Ready Monitoring
- ITIL® Adoption using eG
- Success Stories
- Whitepapers
- Press
- Awards
- Presentations
- Demo

Watch the Demo

## End To End Monitoring Solution for The Next Gen IT Infrastructure

Emerging next generation, dynamic IT infrastructures pose key enterprise monitoring and management challenges:

- ▶ Users use networks to access business services. **Hence, user complaints always relate to business service performance (e.g., slow response time, poor access, etc.)**. They do not know or care about the servers, applications, or network devices.
- ▶ **Applications cause 73% of IT infrastructure failures**. You need a management solution that can take care of your key enterprise applications and not just your network devices.
- ▶ Your network is no longer based on the simple client-server architecture. **Failure in one application (e.g., database) affects all the other applications (e.g., database, middleware) involved in supporting the business service**. Multi-tier architectures provide scalability, but they also pose challenges. A business service involves multiple, dependent applications and network elements. Inter-dependencies between the service components making it difficult for you to identify the true culprit. Consequently, problem identification and correction is a huge challenge. Silo monitoring is no longer a viable problem diagnosis solution in IT infrastructures. You need **end-to-end service monitoring**, not silo monitoring.

As IT infrastructures grow in complexity through the use of varying technology platforms, IT organizations are continually challenged to meet their SLAs for critical business services. Enterprises and service providers need monitoring solutions that can track the end-to-end health and availability of these challenging business services (including their dependencies) while delivering the right information to the appropriate

Image19@... (x:419 y:240) -- Image: 973 x 767 x 16 million

Pan Tool: Click and drag to pan images larger than the window.