

#### 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	<ol> <li>No access (default).</li> <li>Access. The user has access as specified in the remainder of this user security record.</li> </ol>
		If col 01 is set to 1, users always have access to viewing POs and PO history. You cannot disable access to these options. However, you must specifically enable all other access for change orders.
		The GLNOTEPO user security controls access to PO notes. If you do not set up this user security, this option is not available.
02	Ability to cancel POs	<ol> <li>Not allowed (default).</li> <li>Allow action. Do not log changes.</li> <li>Allow action. Log changes. The system displays a summary of the change log in the <i>History/Log Detail</i> dialog box.</li> </ol>
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	<ol> <li>Not allowed (default).</li> <li>Allow action. Do not log changes.</li> <li>Allow action. Log changes. The system displays a summary of the change log in the <i>History/Log Detail</i> dialog box.</li> <li>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 reencumber POs.</li> </ol>
12	Not used	Leave blank.
13	Ability to view change detail	0 Not allowed (default). 1 Allow action.
14	Ability to uncancel a PO.	<ol> <li>Not allowed (default).</li> <li>If a user is allowed to cancel POs, also allow uncancelling.</li> </ol>
15	Vendor security	<ol> <li>Do not allow changes to the vendor in the PO header information (default).</li> <li>Allow changing the vendor number and address number.</li> <li>Allow changing only the address number for a vendor, but not the vendor number.</li> </ol>
16	Descriptions for change orders	<ol> <li>Do not require a description for every change order (default).</li> <li>Require a description for every change order.</li> </ol>
17	Tracking of account changes	<ul><li>0 Do not track changes in accounts (default).</li><li>1 Track changes of accounts.</li></ul>
18	Sentinel character for PO description	blankWhen you are entering the description for a PO line item, use the @ as the sentinel character for entering a message code defined in Message Library Maintenance (MSGMUP) (default). [char]Type another character if that is what you want to use as the message sentinel.
19	Duplicate account checking	<ol> <li>Allow duplicate accounts when replacing or adding accounts (default).</li> <li>Do not allow duplicate accounts.</li> </ol>





#### **POCO USERSEC (CTD)**

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

COL	CONTROLS	DESCRIPTION
20	PO only flag	<ol> <li>Do not use change orders for POs that do not have a requisition number (default).</li> <li>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.</li> </ol>
		When you create a PO with the Purchase Orders tab, it has only PO number, but there is no requisition associated with the PO. When you create a PO with the Requisitions tab, it has both a requisition number and a PO number.
21	Tracking net changes to PO amounts	<ol> <li>Do not track (default).</li> <li>Track net change in PO amounts in the change log and make that field available to print on POCO change order forms.</li> </ol>
22	Override restrictions on SD and SP splits	<ul> <li>blank or 0Do not allow the SD (special dollar) and SP (special percentage) splits when changing a requisition line item that has payments posted against it (default).</li> <li>Allow SD and SP splits.</li> </ul>
23	Disabling the ability to replace accounts	<ul> <li>N Allow replacing of accounts in the Add/Replace Accounts form (default).</li> <li>Y Disable the ability to replace accounts. The only available option is adding accounts.</li> </ul>
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.

🐐 QSS ControlCenter 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS (0.0.0) 😑 🗖	×
<u>File View District Year Messages Window News Help+Video</u>	_
	^
Print Manager (LSPOOL)	
Employee Maintenance	
Purchase Orders / Requisitions	
Go	
H- System Admin	
Employee	
AR (AR, XR, RR - No involcing)	
AK (Invoicing and Billing Management - RI, RP)	
Budget Development	
Einance Job Menu	
Manual Payroll Englimbering	
Payroll Transfers	
VLD Payment Processing	
Warrant Management (Cancels, Hand Issues, Reconciliation)	
AP / Purchasing	
Accounts Payable	
AP Batch Maintenance	
Purchasing Master Files	
Purchase Orders / Requisitions	
Receiving/PO	
Requisition Routing Master Files	
Vendor Maintenance	
🕀 🗁 Settings / Master Files	
Fixed Assets / Stores	
⊞	~





## **Main Screen**

🟮 Purchase Orders / Requisitions	40 - QSS DEMONSTRATION DISTRICT	QSS/OA	×
<u>F</u> ile <u>O</u> ptions Help+Video			
i 🗇 🕅 🕂   🥅 🌷 🖉 🖬 🚺 🖸	🔝 Notes 👻 Attachments		
Queue Management Requisition	s Purchase Orders		
Purchase Orders			.::
Fiscal Year: 10 v Purchase Order	#: Advanced Search		
	Search Results		
PO# Req# Date Date Entered	Vendor Name Amount Date Printed Site #1 Remote Status	Notes	





## **Searching PO's**

	🗗 P	urcha	ise Orde	rs / Rec	uisitions			40 - 0	SS DEMO	NSTRATION	N DISTRICT			QS	- 5
	<u> </u>	e <u>O</u> p	tions H	Help+Vide	20										
		1	4 m	1 🥥 🛛			1 Note	es 🗸 🎢 Attachments 🛛 🖌							
			Queue Ma	nagemen	t 💽	Requisitions	8	Purchase Orders							
	2405	recor	ds found.												
	Pu	ırchase	Orders										_		
To search			Fiscal Ye	ar: 10	✓ Purc	hase Order #:		- Requisition #:	- [		Advanced Search				
PO's, make								Search Results			N				
sure you		Γ	PO#	Req#	Date	Date Entered	Vendor	Vendor Name	Amount	Date Printed	Site	#I	Remote Status	Na	otes ^
are on the			000001	500014	07/01/2009	07/01/2009	017610	John D Kroeger Associates	10,000.00	06/26/2009	8035-BUSINESS SRVCS	0001			
ie on the			000002	500015	07/01/2009	07/01/2009	002230	Dameron Hospital	1,500.00	06/26/2009	8035-BUSINESS SRVCS	0001			
Purchase			000003	500018	07/01/2009	07/01/2009	000667	Barnes And Noble	1,000.00	06/26/2009	1840-SERENADE, DANDY CHARTER	0001			_
Irdor tob			000004	500019	07/01/2009	07/01/2009	014937	Camegie Leaming	4,985.40	06/26/2009	1840-SERENADE, DANDY CHARTER	0009			
nuel lab			000005	500025	07/01/2009	07/01/2009	004787	International Reading Assn	69.00	06/26/2009	1840-SERENADE, DANDY CHARTER	0001		PO	
ind press			000006	500026	07/01/2009	07/01/2009	002294	Delk Pest Control	500.00	06/26/2009	1840-SERENADE, DANDY CHARTER	0001			_
ha caarch			000007	500030	07/01/2009	07/01/2009	017556	La State Dept Of Justice	2 350 00	06/26/2009		0001		RO	
le search			000009	500085	07/01/2009	07/01/2009	018368	Acom Solutions	84.00	06/26/2009	8185-TECHNOLOGY SRVCS	0001		The state of the s	-
outton.			000010	500086	07/01/2009	07/01/2009	014786	Argent Software	12,438.00	06/26/2009	8185-TECHNOLOGY SRVCS	0001			
'h o			000011	500089	07/01/2009	07/01/2009	017497	Bluecat Networks Inc	4,158.00	06/26/2009	8185-TECHNOLOGY SRVCS	0001			-
ne			000012	500091	07/01/2009	07/01/2009	011421	Citrix Inc	7,500.00	06/26/2009	8185-TECHNOLOGY SRVCS	0001			
idvance			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			
earcn			000015	500094	07/01/2009	07/01/2009	018217	EG Innovations	5,183.93	06/26/2009	8185-TECHNOLOGY SRVCS	0002		RQ	
ption is		<	000016	500095	07/01/2009	07/01/2009	014173	Elite Network Solutions	1,289.00	06/26/2009	8185-TECHNOLOGY SRVCS	0001			> ×
lso															
available.													· · · · ·		





## **Advanced Search**

	: / Search
	General Info
The	Ranges
advanced	Pur
auvanceu	Lin
search	Unit
screen offers	Dates
many	
different	
options for	Flags PO Sta
	Bud
looking up	As
Purchase	Miscella
Orders	Buy
	Vendo

urchase Order Lookup	40 - QSS DEMONS	TRATION DISTRICT	QS 🗆
<u>O</u> ptions			
Search 🧽 Clear Fields 📑 Close 🛛 [	)		
Accounts			
Ranges		~ ~	~ #
Purchase Order #:	Requisition #:	- Stores	Stock #:
Total Amount:		Control #:	
Line Item Amount:		Quantity:	
Unit Price Amount:			
Dates			
Entered Date: _/_/ v -	_/_/ ¥	Printed Date://	
Paid Date:/_/ v -	_/_/ ¥	Fiscal Year: 10 V	
Pags PO Status: PO	Type:	PolEorProo:	Include Draffer
	Type. V	Real of floc.	
Budget:	Board: V	Purchasing: V	Reqs W/O Accts:
Asset: V Can	celled: 🗸	PDF Files:	
Miscellaneous			
Buyer Codes: 🗸 🗸	× × ×		
Vendor Number:			
Ordering Sites: 🗸 🗸	~ ~ ~ C	ommodity:	·
Description Text:		Submitter:	
Description rext.			





## **Selecting PO's**

	🖸 Pu	ırcha	se Orde	ers / Req	quisitions			40 - QSS DEMONSTRATION DISTRICT							QS	- 🗆	1
	<u>F</u> ile	<u>О</u> р	tions H	Help+Vide	20												
	<b></b>		+ 🔳	1 🍔 🚺	1 🗖		🕜 Note	es 👻 Attachments									
	: :(						<b>Č</b>										
	Queue Management Requisitions Purchase Orders																
You can	2405 1	record	ds found.														
	Purc	chase	Orders														
Inspect a			Fiscal Ye	ar: 10	✓ Purc	hase Order #:		- Requisition	on #:	-	4	Advanced Search					
PO hy								Search Results									
· • • •																	
pressing			PO#	Reg#	Date	Date	Vendor	Vendor Name		Amount	Date	Site	#1	Remote	N	otes ^	
the Inspect		H	000001	500014	07/01/2009	Entered 07/01/2009	017610	John D Kroeger Associates		10 000 00	Printed 06/26/2009	8035-BUSINESS SRVCS	0001	Status			
		H	000002	500015	07/01/2009	07/01/2009	002230	Dameron Hospital		1,500.00	06/26/2009	8035-BUSINESS SRVCS	0001				
button,			000003	500018	07/01/2009	07/01/2009	000667	Barnes And Noble		1,000.00	06/26/2009	1840-SERENADE, DANDY CHARTER	0001			_	
double		F	000004	500019	07/01/2009	07/01/2009	014937	Camegie Leaming		4 005 40	16/26/2009	1840-SERENADE, DANDY CHARTER	0009				
			000005	500025	07/01/2009	07/01/2009	004787	International Reading	Inspect	View	6/26/2009	1840-SERENADE, DANDY CHARTER	0001		PO	,	
clicking a			000006	500026	07/01/2009	07/01/2009	002294	Delk Pest Control	Notes		6/26/2009	1840-SERENADE, DANDY CHARTER	0001				
line or			000007	500030	07/01/2009	07/01/2009	001330	CA State Dept Of Jus 🧭	Attachme	nts 🕨	6/26/2009	1840-SERENADE, DANDY CHARTER	0001			_	
ine, or		$\square$	800000	500084	07/01/2009	07/01/2009	017556	Intercom Network			<b>J</b> 6/26/2009	8185-TECHNOLOGY SRVCS	0001		RG		
right			000009	500085	07/01/2009	07/01/2009	018368	Acom Solutions		12 429 00	06/26/2009	8185-TECHNOLOGY SRVCS	0001			_	
		H	000010	500089	07/01/2009	07/01/2009	017497	Argeni Sonware		4 158 00	06/26/2009	8185-TECHNOLOGY SRVCS	0001			_	
clicking and			000012	500091	07/01/2009	07/01/2009	011421	Citrix Inc		7.500.00	06/26/2009	8185-TECHNOLOGY SRVCS	0001				
selecting			000013	500092	07/01/2009	07/01/2009	015455	Diskeeper Corporation		2,562.65	06/26/2009	8185-TECHNOLOGY SRVCS	0002			_	
Sciecting			000014	500093	07/01/2009	07/01/2009	016175	Edustructures		18,770.25	06/26/2009	8185-TECHNOLOGY SRVCS	0001				
Inspect.			000015	500094	07/01/2009	07/01/2009	018217	EG Innovations		5,183.93	06/26/2009	8185-TECHNOLOGY SRVCS	0002		RG	2	
·			000016	500095	07/01/2009	07/01/2009	014173	Elite Network Solutions		1,289.00	06/26/2009	8185-TECHNOLOGY SRVCS	0001			~	
		<														>	





## **Purchase Order Inspect Screen**

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







## **Change Order Screen**

	Purchase Order Change Orders   40 - QSS DEMONSTRATION DISTRICT	Q 🗆 🗙
	<u>File Options</u>	
This screen	📑 Close   📑 Change Detail   🔃 💭 📰 🌏	
	PO: 001556 RQ: 501856 VE: 008534/00 Sehi Computer Products	InspectMode
allows you to		.::
start a new		
POCO and review	Purchase Order Number: 001556 Description:	
previously	Description: PRINTER INK Vendor: 008534 Sehi Computer Products	
entered POCOs	PO Total: 79.02 Date Entered: 09/09/2009 Site: 6010	
for this PO.	Amount Paid:         0.00         PO Date:         09/09/2009         Payments Paid:         0000         Pending:         0000	
	Previous Changes	
	No changed Filhted to oser change bescription	





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

	🎁 Pu	rchas	e Order Change Orders		40 - Q	SS DEMO	ISTRATI	ON DISTRIC	ст		QSS/OASIS	_		1 ×	<
	File	Opt	ions												
1	<b>*</b>		Cancel PO	Ctrl+F9											
	J.		Uncancel PO	Ctrl+F10									T		
			PO Header Data	Ctrl+F1									Insbe	curiode	
			Change Item	Ctrl+F2	2										.::
			Add Item	Ctrl+F8											
			Delete Item	Ctrl+F5	; 2	2	[	escription:							
			Replace/Add Accounts	s Ctrl+F7	· 1	2010 🗸									
r			Merge Item	Ctrl+Shift+F6	;										
			Change Item Description	on Ctrl+Shift+F9				Vendor:	006931	Offi	ice Depot				
			View Change Detail	F4	L 7	2010		Site:	0000						
			Reset Print Date			2010	Pav	ments Paid:	0001	Pendi	ina: 0000				
		B	View PDF Files		f	2010									
	Dent		Forms to Vendor												
	Flev		Grid Output	Shift+F11	H	User		Change			Description				
		2	Print Screen	F11	- H	MGR		Repl/Add	Accts		test replace account.				
	Ľ	02	06/30/2010	01/29/2018	001	MGR		PO Heade	r Data		change description.				
Г										Yr	: 2010 Dist: 40 Site: 00 GS: W	1/29/201	18 1:2	2:12 PM	1





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 Heade	er Data 40 - QSS D	EMONSTRATIO	N DISTRICT	QSS/OA	ASIS	_		$\times$
<u>F</u> ile <u>O</u> ptions								
🚽 Save 🧩 Close	e   🦉							
Y: 10 RQ: 502126	PO: 001662 VE: 006931/00 Office Dep	ot				C	hangeMo	ode
			Change Order: (	02 Date Paid: N/A Date	Printed: N/A 📝	MGR-01/29/2	- )18-09:5	0:27
Requisition								
Requisition:	502126 Purchase Order: 001662	Control #:	8888888888	Warehouse:		Stores Order:		]
Vendor/Addr#:	3 006931 / 00-4360 Pock Lane Ste 3	Date:	06/30/2010					
PO Type:	PO - PURCHASE ORDER	Delivery By:		Confirming:	0 - No confirmation	n message		~
Description:	A TYPICAL POCO TEST	Tax %:	7.750 %	Ship To: 0000	*No Shipping Loca	- ation* (0000)		~
Submitted by:		Terms:		Commodity:				~
Site: 0000	UNASSIGNED (0000)	FOB:						
Buyer:	N-Z - ALPHA VENDOR N-Z	Program:		Misc Date:		Misc:		
Bouting Group:	GmupA	Room:		Discount	000 %	Shinning %:	00	
rioung croop.	Cloup					ompping io.		
Address (00) Add	ditional Shipping Beg Message End Messag	e						
Vendo	Dr		Remit					
Office 4360 Stock	e Depot I Pock Lane Ste 300 kton, CA 95206		Office P O E Los A	: Depot lox 70025 ngeles, CA 90074-0025				
				Yr: 2010 Dist	: 40 Site: 00 GS: \	N 1/29/2018	1:28:10	PM





The Change PO header Data may	Change PO Header I <u>File</u> <u>Options</u> Save Close	Data 40 - QSS DEM	MONSTRATION DISTRICT	QSS/O4	lsis — □ >	<
also permit a	FY: 10 RQ: 502126 PC	0:001662 VE:006931/00 Office Depot			ChangeMode	
change to the	Requisition		<u>Change 0</u>	Order: 02 Date Paid: N/A Date	Printed: N/A 🖌 MGR-01/29/2018-09:50:27	Z:
Vendor with special	Requisition: 50	02126 Purchase Order: 001662	Control #: 8888888888	Warehouse:	Stores Order:	
	Vendor/Addr#:	006931 / 00-4360 Pock Lane Ste 3 ∨	Date: 06/30/2010	]		
security.	PO Type: P	O - PURCHASE ORDER V	Delivery By:	Confirming:	0 - No confirmation message V	
	Description: A	TYPICAL POCO TEST	Tax %: 7.750 %	Ship To: 0000	*No Shipping Location* (0000) V	
	Submitted by:		Terms:	Commodity:	~	
	Site: 0000 U	INASSIGNED (0000) V	FOB:			
	Buyer: N	I-Z - ALPHA VENDOR N-Z ~	Program:	Misc Date:	Misc:	
	Routing Group: G	iroupA 🗸 🗸	Room:	Discount:	.000 % Shipping %: 00	
	Address (00) Additio	onal Shipping Beg Message End Message				
	Vendor			Remit		
	Office D 4360 Po Stocktor	)epot ock Lane Ste 300 n, CA 95206		Office Depot P O Box 70025 Los Angeles, CA 90074-0025		
15 Vendor security	0 1 2	Do not allow changes to information (default). Allow changing the ven Allow changing only the not the vendor number.	o the vendor in t dor number and address numbe	the PO header d address number. er for a vendor, but	40 Site: 00 GS: W 1/29/2018 1:28:10 PM	





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.

Ø	History /	Log Detail	40	) - QSS	DEMON	ISTRATION DISTRICT	QSS/OASIS	_		×
Ei	le <u>O</u> pti	ons								
	Close	12 💭								
	Requisi	tion Number: 5	502126			Purchase Order Number:	001662			
P	revious Cha	anges								
	No	Changed	Printed	со	User	Change	Description			_
	01	06/30/2010	01/29/2018	001	MGR	Repl/Add Accts	test replace account	t.		
		+02 -	ce Acct - 1 -> #03	rack		To: 01.0000.0.000	0.0000.8699.890.5516.00			
$\mathbb{N}$			-							
	02	06/30/2010	01/29/2018	001	MGR	PO Header Data	change description.			
$\checkmark$		Chg: Board	Descriptio	n		To: A TYPICAL POC	) TEST			
						IU. A HILIDAD LOU.				
						1	(r: 2010 Dist: 40 Site: 00 GS: W 1/	29/2018	1:34:25	PM .:





	🎁 Pur	chas	se Order Change Orde	rs	40 - QS	S DEMONSTR/	ATION DISTRICT	Q.	. – ⊑	]	×
	File	Opt	ions								
	- <b>×</b> 0		Cancel PO	Ctrl+F9							
	PO: 00		Uncancel PO	Ctrl+F10	Products				Inspect	Mode	
To add an item			PO Header Data	Ctrl+F1	Troduces				Inspect	litouc	
to add an item			Change Item	Ctrl+F2							
to the PO,			Add Item	Ctrl+F8		Description					
solact Add Itam			Delete Item	Ctrl+F5	b	Description:					
Select Add Item			Replace/Add Accounts	Ctrl+F/	/2010						
from the			Change Item Description	Ctrl+Shift+F0		Vender	000524 Cabi Camputan Products				
Options monu			View Change Detail	F4		vendor.	Coto				
Options menu.		-	Reset Print Date		/2009	Site:	6010				
		D.	View DDE Eiler		/2009	Payments Paid:	0000 Pending: 0000				
		1	Forms to Vendor								
	Prev		Grid Output	Shift+F11							
			Print Screen	F11	User	Change	Description	_			
	l	-33			_						











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







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







🗊 Edit Item 40 - OSS DEMONSTRATION DISTRICT \_ □ File Options 듺 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 The Print Split Unit Total Cost Quantity Unit Cost Tax Stock # Fixed Asset Item Yes 1.00 EACH 25.0000 25.00 Calculate Percentage V No 000000 v  $\sim$  $\sim$ description Discount Flag Discount Percentage Discount Amount No Discount  $\mathbf{v}$ .0000 % 0.00 Description 49 lines remaining is filled in Adding a new item needed for the webinar. NOTE: M S D S REQUIRED WITH DELIVERY. FORWARD COPY TO: with the LODI UNIFIED SCHOOL DISTRICT 1305 E VINE ST LODI, CA 95240 message PAYMENT WILL BE HELD UNTIL RECEIPT OF THIS INFORMATION Accounts Ln FU RESC Y GOAL FUNC OBJT SCH MNGT BU Percent Amount from the 01.9650.0.7111.2700.4300.640.6762.00 79.02 100.00 message Items Print Split Quantity Unit Unit Cost Total Cost Stock# FA DF Disc% Disc Amt Item Tax library. Υ CP 1.00 EACH 34.4600 34.46 Y 000000 Ν 0.0000 0.00 ٠ 2 Υ CP 1.00 EACH 11.2000 11.20 Y 000000 0.0000 0.00 Ν 3 Υ 11.2000 CP 1.00 EACH 11.20 Y 000000 Ν 0.0000 0.00 Y CP 11.2000 4 1.00 EACH 11.20 Y 000000 Ν 0.0000 0.00 5 CP S 1.00 5.0000 5.00 000000 Ν 0.0000 N Ν 0.00





×

40 - QSS DEMONSTRATION DISTRICT

👩 Edit Item

File **Options** Save F9 Process Message Library F4 AddMode F3 **Toggle Discount** Switch Item/Description Shift+F3 8.750 % Sub Total: 73.06 Total Tax: 5.96 Total: 79.02 Description Size Set Override Password Alt+P Stock # Quantity Unit Unit Cost Total Cost Tax Fixed Asset Grid Output Shift+F11 1.00 EACH 25.0000 25.00 No 000000 ¥ v ~ To enter a ļ Print Screen F11 Discount Percentage Discount Amount K First Shift+F5 .0000 % 0.00 v discount, press F5 Previous 49 lines remaining Next F6 new item needed for the webinar. F3 to make the ы Shift+F6 Last D S REQUIRED WITH DELIVERY. VULL . R discount fields FORWARD COPY TO: LODI UNIFIED SCHOOL DISTRICT 1305 E VINE ST LODI, CA 95240 PAYMENT WILL BE HELD UNTIL RECEIPT OF THIS INFORMATION (Version L only) Accounts FU RESC Y GOAL FUNC OBJT SCH MNGT BU Ln Amount Percent 01.9650.0.7111.2700.4300.640.6762.00 79.02 100.00 ١. Items Item Print Split Quantity Unit Unit Cost Total Cost Tax Stock# FA DF Disc% Disc Amt Υ CP 34.4600 34.46 000000 ۲ 1.00 EACH Y Ν 0.0000 0.00 Y СР 11.2000 0.0000 0.00 2 1.00 EACH Y 000000 Ν 11.20 3 Υ CP 1.00 EACH 11.2000 Ν 0.0000 11.20 Y 000000 0.00 СР 4 Y 1.00 EACH 11.2000 11.20 Y 000000 Ν 0.0000 0.00 5 S CP 5.0000 1.00 5.00 Ν 000000 N Ν 0.0000 0.00



editable.



\_ □

OSS/O...

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

lit Ite	m					40 - QSS DEMO	ONSTRATION I	DISTF	RICT					QSS	/0	-		×
<u>O</u> p	tions																	
Save	-*(	lose	1 📁															
		1 44	ш - (3)														٨ddMo	do
																	luurio	uc ,
Sul Item 6	oject to of 6	tax:	6	8.06 F	Rate:	8.750 % Sub Tota	ıl: 73	3. <b>06</b>	Total	Tax:		ę	5 <mark>.96</mark> To	tal: 79.	02			
Item	P	rint		Split		Quantity Unit	Unit Cost		Total	Cost	T	ах	Stoc	k # Fixed Asset				
6		Yes	~	Calculate Pe	ercentage	✓ 1.00 EACH	1 25	5.0000		25.0	00	No	✓ 000	v 0000				
				Disco	unt Flag	C	Discount Percentag	ge	Di	scount Arr	ount							
				No D	iscount	¥	.0000 %				0.00							
				No Di Globa	iscount al Discour	t				49 lines re	emain	ing.						
Accou	nts			FORV LODJ 1305 LODJ PAYN	Dollar E: M S VARD CO I UNIFI S E VIN I, CA 9 MENT WI	D S REQUIRED WITH PY TO: ED SCHOOL DISTRIC E ST 5240 LL BE HELD UNTIL	DELIVERY. T RECEIPT OF TH	HIS IN	IFORM	ATION.								
	Ln	FU RESC	Y GOAL	FUNC OB	JT SCH	MNGT BU					Amou	nt		Percent				
	1. 0	1.9650.	0.7111	.2700.430	0.640.	6762.00					79.	02		100.00				
tems																		
	Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost		Tax	Stock#	FA	DF	Disc%	Disc Amt				
	1	Y	СР	1.00	EACH	34.4600		34.46	Y	000000		Ν	0.0000		0.00			
	2	Y	CP	1.00	EACH	11.2000		11.20	Y	000000		Ν	0.0000		0.00			
	3	Y	CP	1.00	EACH	11.2000		11.20	Y	000000		Ν	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	Ν	Ν	0.0000		0.00			
							1											





# 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





\_ \_ 👩 Edit Item 40 - QSS DEMONSTRATION DISTRICT File Options Save F9 l s Process Message Library F4 AddMode **Toggle Discount** E3 Switch Item/Description Shift+F3 8.750 Sub Total: 73.06 Total Tax: 5.96 79.02 % Total: Description Size Set Override Password Alt+P Total Cost Quantity Unit Unit Cost Tax Stock # Fixed Asset Grid Output Shift+F11 EACH 25.0000 1.00 25.00 v No ¥ 000000 v J Print Screen F11 Discount Percentage Discount Amount Shift+F5 First Switch Item/ v 0000 % 0.00 F5 Previous 49 lines remaining F6 Next Description is a ew item needed for the webinar. E Shift+F6 Last D S REQUIRED WITH DELIVERY. 11/1 12 fast way to move FORWARD COPY TO: LODI UNIFIED SCHOOL DISTRICT to the 1305 E VINE ST LODI, CA 95240 Description field, PAYMENT WILL BE HELD UNTIL RECEIPT OF THIS INFORMATION Accounts FU RESC Y GOAL FUNC OBJT SCH MNGT BU Amount Percent Ln or back to the 01.9650.0.7111.2700.4300.640.6762.00 79.02 100.00 Print field. Shift + F3 is the Items Item Print Split Quantity Unit Unit Cost Total Cost Tax Stock# FA DF Disc% Disc Amt hotkey available. Y CP 34,4600 34.46 1.00 EACH Y 000000 N 0.0000 0.00 ٠ 1.00 EACH 2 Y CP 11.2000 11.20 Y 000000 Ν 0.0000 0.00 3 Y CP 1.00 EACH 11.2000 11.20 Y 000000 Ν 0.0000 0.00 4 Y CP 1.00 EACH 11.2000 Y 000000 Ν 0.0000 0.00 11.20 5 S CP 1.00 5.0000 5.00 Ν 000000 N Ν 0.0000 0.00





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

Edi	t Ite	m					40 - QSS DE	MONSTRAT	ION DIST	RICT						QSS/O	-		×
<u>F</u> ile	<u>O</u> p	tions	]																
	H	Save	2		F	9													
		Proc	ess Messag	e Library	F	4											Г		_
		Tog	gle Discount	t	F	3											I	AddMo	de .:
		Swit	ch Item/Des	cription	Shift+F	3													.:
		Desc	cription Size			•	✓ Small	7			Tax:		5.9	96 Tota	al:	79.02			
h		Set (	Override Pas	sword	Alt+	P	Medium		`ost	Total	Cost	т.		Stool	# Eiv	ad Assat			
		Grid	Output		Shift+F1	1	Large	Н	25 0000	TOLA	25.0	10 10	ax lo	U 000	100				
	2	<u>P</u> rint	t Screen		F1	1	1.00		23.0000		23.		10	* 000		•			
		First			Shift+F	5		Discount Per	rcentage	D	iscount An	nount							
		Prev	ious		F	5	~	° 0000.	6			0.00							
		Nevt	-		F	6					49 lines re	emainii	ng.						
		Last			Shift+F	-6 n	ew item needed	for the wel	binar.				^						
	-	Lust			NO12		D S REQUIRED WI	TH DELIVER	Y.										
					FOR	APD CO	PV TO-												
					LOD1 1305	UNIFI 5 E VIN	ED SCHOOL DISTE E ST	RICT											
					LODI	I, CA 9	5240												
					PAYN	MENT WI	LL BE HELD UNT	L RECEIPT (	OF THIS IN	IFORM	ATION.								
A	ccour	nts																	
		Ln I	FU RESC Y	GOAL F	UNC OB	JT SCH	MNGT BU					Amour	it		P	ercent			1
		1. 0	1.9650.0.	7111.27	00.430	0.640.	5762.00					79.0	)2			100.00			1
																			1
																			1
lt	ems																		
Γ		ltem	Print Sp	olit Qua	antity	Unit	Unit Cost	Total Cost		Tax	Stock#	FA	DF I	Disc%	Disc Amt				
	F	1	Y (	CP	1.00	EACH	34.46	600	34.46	Y	000000		N	0.0000		0.00			
		2	Y (	CP	1.00	EACH	11.20	000	11.20	Y	000000		N	0.0000		0.00			
		3	Y (	CP	1.00	EACH	11.20	000	11.20	Y	000000		N	0.0000		0.00			
		4	Y (	CP	1.00	EACH	11.20	000	11.20	Y	000000		N	0.0000		0.00			
		5	S (	CP	1.00		5.00	000	5.00	N	000000	N	N	0.0000		0.00			
								1						-					
	_																		





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







	🎁 Pu	rchase (	Order Change O	rders		40 - QSS DE	MONSTRA	ATION DIST	RICT	Q C	א נ
	<u>F</u> ile	Option:	S								
	i 📑	Close	Change Detail	🕞 📰							
	PO: 0	01556 R	Q: 501856 VE: 00	8534/00 Sehi Co	mputer P	roducts				Inspec	Mode 🔡
will											
the			Purcl	hase Order Number	001556	]	Description:				
				Effective Date:	06/30/2	010 🗸	,				
een		_									
ange		Descr	iption: PRINTER IN	K			Vendor:	008534 Sel	hi Computer Products		
ion		PO	Total: 104.0	2 Date Entered:	09/09/2	009	Site:	6010			
		Amount	Paid: 0.0	PO Date:	09/09/2	009 Pay	ments Paid:	0000 Pend	ling: 0000		
d.											
	Prev	vious Chan	Changed	Drinted	C0	User	Change		Description		
		01	06/30/2010	FIInted		MGR	Add New	Item	Add item for demo.		







	D	Pure	chase (	Order	Change C	Orders		40 - QS	S DEM	IONSTR/	ATION DIS	TRICT	Q 🗆 👗
		<u>F</u> ile	Option	s									
				Cha	ange Detail	🕞 🎟 -							
	P	0:00	1556 R	Q: 501	856 VE: 0	08534/00 Sehi Co	mputer	Products					InspectMode
tail of													7
					Purc	hase Order Number	: 001556		De	escription:	I		
elect						Effective Date:	06/30/	2010 🗸					
etail			Descr	ription:	PRINTER I	NK				Vendor:	008534 S	ehi Computer Products	
			PO	Total:	104.	Date Entered:	09/09/	2009		Site:	6010		
ne			Amount	t Paid:	0.0	PO Date:	09/09/	2009	Paym	ents Paid:	0000 Per	nding: 0000	
		Previo	ous Chan	ges									
			No	Chan	ged	Printed	со	User		Change		Description	
		►	01	06/	30/2010			MGR	1	Add New	Item	Add item for demo.	

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





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

History	y / Log [	Detail			40 -	QSS DEI	MONSTRATION	DISTRICT	QS	-		×
le <u>O</u> p	otions											
× c1												
Close	e   🖉 🤄	3										
												.:
Requi	isition Num	nber: !	501856			Purch	ase Order Number:	001556				
Previoue (	hanges											
No	Chang	ged	Printed	со	User	Ch	ange	Description				
01	06/30	0/2010	)		MGR	Ado	d New Item	Add item for (	demo.		~	
	Chg:	Print	; PO Flag			From:	Added Item				- 1	
		#06				To:	Y					
	Chg:	Accou	nt Split C	ode		From:	Added Item					
		#06				To:	CP					
	Chg:	Quant	ity			From:	Added Item					
		#06				To:	1.00					
	Chg:	Unit	Issue			From:	Added Item					
		#06				To:	EACH					
	Chg:	Price	1			From:	Added Item					
	_	#06	_			To:	25.00	00				
	Chg:	Subje	ct to Tax			From:	Added Item					1.1
	Chart	#U6 Stock	Number			10:	N Added Them					
	Cng:	JUCK #06	. Number			rrom:	Added Item					
	Cha	#U0 Fived	Agest Fla	~		From:	Added Item					
	ong:	±06	ASSEC FIG	9		To:	Added Itell					
	Cha:	Disco	unt Flag			From:	Added Item					
	ong.	#06	and save			To:	N					
	Chg:	Disco	unt Percen	t		From:	Added Item					
		#06		-		To:	0.0000					
	Chg:	Disco	unt Amount			From:	Added Item				~	





File Options Help Once you return to the main Purchase Order Purchase Order: **Purchase Order** PRINTER INK Description: screen, a change 09/09/2009 Date: Y-Yes ∨ Status: order number 008534 Vendor: will be Address (00) Additional displayed. Clicking the link Vendor Sehi Computer Products 1275 Puerta Del Sol will bring up the San Clemente, CA 92673 Change Order History screen. Ln







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

🗗 Ch	ange C	Order History		4	40 - QSS D	EMONSTRATION	N DISTRICT	Q 🗆 🗙
<u>F</u> ile	Option	ns						
		Change Det	ail 🔯 🖬	1 🌷				
PO: J	01556	RQ: 501856						InspectMode
	No	Changed	Printed	со	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.

File	Onti	0.05						
: <u>-</u>	opti	Cancel PO	Ctrl+F9					
: <b></b>		Uncancel PO	Ctrl+F10					
PO: 00		PO Header Data	Ctrl+F1	r Products				InspectMod
		Change Item	Ctrl+F2					
		Add Item	Ctrl+F8					
	$\succ$	Delete Item	Ctrl+F5	6	Description:	Delete an	n item for the demo.	
		Replace/Add Accounts	Ctrl+F7	/2010 🗸				
		Merge Item	Ctrl+Shift+F6					
		Change Item Description	Ctrl+Shift+F9		Vendor:	008534 S	ehi Computer Products	
		View Change Detail	F4	/2009	Site:	6010		
		Reset Print Date		/2000	Payments Paid	0000 Per	nding: 0000	
	ह	View PDF Files		/2003	r dynionio r did.			
Provid		Forms to Vendor						
Flev		Grid Output	Shift+F11	User	Change		Description	
		Drint Screen	F11	USEL	Citaliye	•.	Description	




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

0		1				40	) - QSS	DEMO	NSTR	ATION DIS	TRICT						QSS	5/O	-	
<b>∠</b>	ptions												1			_				
Save	-*	Close 🔪	🖌 Delet	e Item	🔀 Delete A	u 🛃 o	Clear All	100003		a a 🔽										
		056 00	. 001554	. UE. 04		- Li Carro	D	10000	35										c1	
) R(	2: 501	856 PO	: 001556	5 VE: 00	08534/00 5	eni Comj	puter Pi	roducts											Chang	jeMo
								Change	Order:	:01 🔻 Date	Paid: N/A	<b>·</b> • •	ate Prin	ed: 0	9/17	/2009 🔻	dhun-09/	14/20	09-11:	24:2
Su	bject to	o tax:		68.06	Rate:	8.750	% S	ub Total:		98.06	Total T	ax:		5.96		Total:	104.	02		
tem 1	of 6																			_
Iter	n I	Print		Split		Q	uantity	Unit	Unit	t Cost	Total C	ost	Тах		S	itock # F	Fixed Asset	t		
1		Yes	~	Calcula	ite Percentage	¥ .	1.00	EACH		34.4600		34	1.46 Ye	s	<b>~</b>	000000	¥			
				C	)iscount Flag			Dis	count P	Percentage	Disc	count A	mount							
					No Discount		~		.0000	%			0.00							
				D	escription						5	8 lines	remaining	ι.						
					T068120-D1								~	1						
					EPSON WORK	FORCE	30 BLA	CK DUAL	PACK	INK CARTR	IDGE									
Accou	ints												v							
Ассон	unts Ln	FU RES	C Y GOZ	L FUNC	: OBJT SCH	MNGT B	Ū						Amount	;			Percent			
Accou	unts Ln 1.	FU RES(	C Y GOA	L FUNC	: OBJT SCH .4300.640.	MNGT B	10 D						Amount 104.02	;			Percent			
Accou	unts Ln 1.	FU RES( 01.9650	C Y GO#	L FUNC	: OBJT SCH .4300.640.	MNGT B 6762.00	10 D						Amount 104.02	;			Percent 100.00	;		
Accou	unts Ln 1.	FU RES( 01.9650	C Y GOA	L FUNC	: OBJT SCH .4300.640.	MNGT B 6762.00	50 D						Amount 104.02	;			Percent 100.00	;		
Accol	unts Ln 1.	FU RES( 01.9650	C Y GOP .0.711	11 FUNC	: OBJT SCH .4300.640.	MNGT B 6762.00	υ Ο						Amount 104.02	2			Percent 100.00	;		
Accol	unts Ln 1.	FU RES0	C Y GO2	LL FUNC	: OBJT SCH .4300.640.	MNGT B 6762.00	υ 0						Amount 104.02	2			Percent 100.00	;		
Accol	unts Ln 1.	FU RES( 01.9650	C Y GOJ	L FUNC 1.2700	: OBJT SCH .4300.640.	MNGT B 6762.00	υ Ο						Amount 104.02	2			Percent 100.00	;		
Accou	Ints In 1.	FU RES( 01.9650 Delete	C Y GOZ	AL FUNC 1.2700	OBJT SCH 4300.640.	MNGT B 6762.00 Unit	Unit Co	est		Total Cost		Tax	Amount 104.02 Stock#	FA	DF	Disc%	Percent 100.00 Disc Amt	; ) )		
Accou tems	Ints In 1. Item	FU RES( 01.9650 Delete	C Y GOZ	L FUNC 1.2700 Split CP	0BJT SCH 4300.640. Quantity 1.00	MNGT B 6762.00 Unit EACH	Unit Co	ost 34	1.4600	Total Cost	34.46	Tax Y	Amount 104.02 Stock# 000000	2 FA	DF	Disc% 0.0000	Percent 100.00 Disc Amt	;	0.00	
Accou	Ints In 1. Item 1 2	FU RES( 01.9650 Delete	C Y GOZ 0.0.711 Print Y Y	L FUNC 1.2700 Split CP CP	Cuantity 1.00 1.00	MNGT B 6762.00 Unit EACH EACH	Unit Co	vst3434	.4600	Total Cost	34.46	Tax Y Y	Amount 104.02 Stock# 000000 000000	; 2	DF	Disc% 0.0000 0.0000	Percent 100.00 Disc Amt		0.00	
Accou	Ints In I. Item I 2 3	FU RES( 01.9650	Print Y Y	L FUNC 1.2700 Split CP CP CP	Cuantity Quantity 1.00 1.00	MNGT B 6762.00 Unit EACH EACH EACH	Unit Co	əst 34 11 11	.4600 .2000	Total Cost	34.46 11.20 11.20	Tax Y Y Y	Amount 104.02 Stock# 000000 000000 000000	; 2 2 FA	DF N N	Disc% 0.0000 0.0000 0.0000	Percent 100.00 Disc Amt		0.00	
Accou	In In I. Item I 2 3 4	FU RES( 01.9650	Print Y Y Y Y	Split CP CP CP	Quantity 1.00 1.00 1.00	Unit EACH EACH EACH	Unit Co	vst 34 11 11 11	.4600 .2000 .2000	Total Cost	34.46 11.20 11.20 11.20	Tax Y Y Y Y Y	Amount 104.02 Stock# 000000 000000 000000 000000	; 2 FA	DF N N N	Disc% 0.0000 0.0000 0.0000 0.0000	Percent 100.00 Disc Amt	2	0.00 0.00 0.00 0.00	
Accou	unts Ln 1. 1. 1. 1. 1. 1. 2. 3. 4. 5.	FU RES( 01.9650	Print Y Y Y S	Split CP CP CP CP	Quantity 1.00 1.00 1.00 1.00 1.00	Unit EACH EACH EACH	Unit Co	vst 34 11 11 11 5	.4600 .2000 .2000 .2000	Total Cost	34.46 11.20 11.20 11.20 5.00	Tax Y Y Y Y N	Amount 104.02 Stock# 000000 000000 000000 000000 000000	FA	DF N N N N	Disc% 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	Percent 100.00 Disc Amt		0.00 0.00 0.00 0.00 0.00	





OSS/O. – 🗖 👩 Delete Item 40 - OSS DEMONSTRATION DISTRICT File Opt 🗙 Delete Item 🔀 Delete All 👩 Clear All FY: 10 RQ: 1856 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 ▼ 68.06 8.750 % Sub Total: 98.06 5.96 104.02 Subject to tax: Rate: Total Tax: Total Item 3 of 6 To mark an item Print Solit Quantity Unit Unit Cost Total Cost Tax Stock # Fixed Asset Item 3 Yes Calculate Percentage V 1.00 EACH 11.2000 11.20 Yes 000000 ¥  $\mathbf{v}$ v for deletion, click **Discount Percentage** Discount Flag Discount Amount No Discount  $\mathbf{v}$ .0000 % 0.00 the Delete Item Description 58 lines remaining T069320 EPSON WORKFORCE 30 MAGENTA INK CARTRIDGE menu option. Notice that a "Y" is placed in the grid marking the Accounts FU RESC Y GOAL FUNC OBJT SCH MNGT BU Ln Amount Percent item for deletion. 01.9650.0.7111.2700.4300.640.6762.00 104.02 100.00 Items Print Split Unit Unit Cost Total Cost Stock# FA DF Disc% Disc Amt Item Delete Quantity Tax Y CP 1.00 EACH 34,4600 34.46 Y 000000 Ν 0.0000 0.00 1 2 Y CP 1.00 EACH 11.2000 11.20 Y 000000 Ν 0.0000 0.00 Y CP 1.00 EACH Υ 11.2000 11.20 Y 000000 Ν 0.0000 0.00 4 Y CP 1.00 EACH 11.2000 11.20 Y 000000 Ν 0.0000 0.00 5 S CP 1.00 5.0000 5.00 Ν 000000 N Ν 0.0000 0.00 6 Y CP 1.00 EACH 25.0000 25.00 Ν 000000 Ν 0.0000 0.00





QSS/O... - 🗆 🗙 🗊 Delete Item 40 - QSS DEMONSTRATION DISTRICT <u>F</u>ile **Options** 📙 s 👔 Clear All Delete All FY: 10 RQ: 501856 PO: 0015 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 • 68.06 8.750 % Sub Total 98.06 5.96 104.02 Subject to tax: Rate: Total Tax: Total: Using the Delete Item 3 of 6 Print Split Quantity Unit Unit Cost Total Cost Tax Stock # Fixed Asset Item Yes All menu item will Yes 1.00 EACH 11.2000 11.20 000000 3  $\mathbf{v}$ Calculate Percentage V v ~ Discount Flag Discount Percentage Discount Amount mark all items for No Discount ¥ .0000 % 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 01.9650.0.7111.2700.4300.640.6762.00 104.02 100.00 Items Delete Total Cost FA DF Item Print Split Quantity Unit Unit Cost Tax Stock# Disc% Disc Amt 1 Y Y CP 1.00 EACH 34.4600 34.46 Y 000000 Ν 0.0000 0.00 2 Y Υ CP 1.00 EACH 11.2000 11.20 Y 000000 Ν 0.0000 0.00 Y Υ CP 1.00 EACH 11.2000 11.20 Y 000000 Ν 0.0000 0.00 . 4 Υ Y CP 1.00 EACH 11.2000 11.20 Y 000000 Ν 0.0000 0.00 5 Y S CP 5.0000 000000 N Ν 0.0000 1 00 5.00 Ν 0.00 6 Y Y CP 1.00 EACH 25.0000 25.00 N 000000 Ν 0.0000 0.00



deletion.



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







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







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

elete Ite	em				40	) - QSS DEMONST	RATION DIST	RICT						QSS	/0	- '	
e Optior	ns																
Save 🧮	Close	< Delet	e Item 🚺	🔀 Delete A	u 🛃	Clear All 🛛 🥅 🧾 🗌		<b>FI</b>									
10 RO: 50	01856 PO	001556	VE: 00	AS34/00 S	ehi Com	puter Products									[	Chang	eMor
	01050 10				ciii coiii	Change Orde	:01 ▼ Date Pa	aid: N/A	▼ Da	te Printe	ed: 09	17/200	9 - 0	dhun-09/1	4/200	09-11:	24:28
Cubicas			<u>co oc</u>	Deter	0.750	° Cub Tatal	00.00	T-1-1 T-1			5.00	Tatal		104.0	12		
Subject			00.00	nate:	0.700	- Sub Fotal:	30.00		x.		0.00	Total:		104.0	12		
Item 3 or 6	Print		Solit		0	uantity Unit Un	it Cost	Total Co	ost	Tax		Stock #	± F	ixed Asset			
3	Yes	~	Calculat	te Percentage		1.00 EACH	11.2000		~~ 11.3	20 Yes	~	00000	0	~			
						5		D.:									
			5	Iscount Flag		Discount	Percentage	Disco	ount An	nount							
						.0000	/0	50	linen r	0.00							
				T069320				50	ines re	emaning.							
			1	EPSON WORK	FORCE	30 MAGENTA INK CA	RTRIDGE										
						Delet	e Item			×							
						Delet	e Item			×							
Accounts					0	Delet	e Item			×							
Accounts	FU RES	C Y GOA	L FUNC	OBJ	<b>?</b> Ar	Delet re you sure you want to	e Item delete the follow	wing iter	m(s): 3	×	L			rcent			
Accounts	FU RES 01.9650	C Y GOA	L FUNC 1.2700.	OBJ 4300	<b>?</b> Ar	Delet re you sure you want to	e Item • delete the follow	wing iter	m(s): 3	×				ccent 00.00	]		
Accounts	FU RES 01.9650	C Y GOA	L FUNC 1.2700.	0BJ 4300	<b>?</b> Ar	Delet re you sure you want to	e Item delete the follow	wing iter	m(s): 3	×				ccent 00.00	]		
Accounts In 1.	FU RES 01.9650	C Y GOA	L FUNC L.2700.	овј .430(	<b>?</b> Ar	Delet re you sure you want to	e Item delete the follow Yes	wing iter	n(s): 3 No	×				ccent 00.00	]		
Accounts	FU RES 01.9650	C Y GOA	L FUNC 1.2700.	OBJ 4300	<b>?</b> Ar	Delet re you sure you want to	e Item delete the follow Yes	wing iter	m(s): 3 No	×				ccent 00.00	]		
Accounts	FU RES 01.9650	C Y GOA	L FUNC L.2700.	OBJ 4300	<b>?</b> Ar	Delet re you sure you want to	e Item delete the follow Yes	wing iter	m(s): 3 No	×				ccent 00.00	]		
Accounts	FU RES 01.9650	C Y GOA	L FUNC L.2700. Split	OBJ 4300 Quantity	<b>?</b> Ar	Delet re you sure you want to Unit Cost	e Item delete the follow Yes Total Cost	wing iter	m(s): 3 No Tax	X Stock#	FA	DF Disc	%	Disc Amt			
Accounts	FU RES 01.9650	C Y GOA	L FUNC L.2700. Split CP	OBJ 4300 Quantity 1.00	<b>?</b> Ar Unit EACH	Delet re you sure you want to Unit Cost 34.4600	e Item  delete the follow Yes Total Cost	wing iter	m(s): 3 No Tax Y	X Stock#	FA	DF Disc N 0	%	Disc Amt		0.00	
Accounts	FU RES 01.9650	C Y GOA	L FUNC L.2700. Split CP CP	0BJ 4300 Quantity 1.00 1.00	Unit EACH EACH	Delet re you sure you want to Unit Cost 11.2000	e Item delete the follow Yes Total Cost	wing iter 34.46 11.20	m(s): 3 No Tax Y Y	X Stock# 000000 000000	FA I	DF Disc V 0 V 0	%.0000	Disc Amt		0.00	
Accounts	FU RES 01.9650	Print Y Y	L FUNC L.2700. Split CP CP CP	0BJ 4300 Quantity 1.00 1.00 1.00	Unit EACH EACH EACH	Delet re you sure you want to Unit Cost 11.2000 11.2000	e Item delete the follow Yes Total Cost	wing iter 34.46 11.20 11.20	m(s): 3 No Tax Y Y Y	X Stock# 000000 000000 000000	FA I	DF Disc V 0 V 0 V 0	% .0000 .0000	Disc Amt		0.00	
Accounts	FU RES 01.9650	Print Y Y Y	L FUNC L.2700. Split CP CP CP CP	0BJ 4300 Quantity 1.00 1.00 1.00	Unit EACH EACH EACH EACH	Delet re you sure you want to Unit Cost Unit Cost 11.2000 11.2000 11.2000	e Item delete the follow Yes Total Cost	wing iter 34.46 11.20 11.20 11.20	m(s): 3 No Tax Y Y Y Y	× Stock# 000000 000000 000000	FA 1	DF Disc V 0 V 0 V 0 V 0 V 0	% .0000 .0000 .0000	Disc Amt		0.00 0.00 0.00 0.00	
Accounts In Items Items Item 1 2 3 4 5	FU RES 01.9650	Print Y Y Y Y S	L FUNC L.2700. Split CP CP CP CP CP	0BJ 4300 Quantity 1.00 1.00 1.00 1.00 1.00	Unit EACH EACH EACH	Delet re you sure you want to Unit Cost Unit Cost 11.2000 11.2000 5.0000	e Item delete the follow Ves Total Cost	wing iter 34.46 11.20 11.20 5.00	m(s): 3 No Tax Y Y Y N	× Stock# 00000 00000 00000 00000	FA I I I N	DF Disc V 0 V 0 V 0 V 0 V 0 V 0 V 0 V 0	% .0000 .0000 .0000 .0000	Disc Amt		0.00 0.00 0.00 0.00 0.00	





	🟮 Purchase	e Order Change O	rders		40 - QSS DEI	MONSTRATION DIST	RICT	Q 🗆	×
	<u>F</u> ile <u>O</u> ptio	ons							
	Close	Change Detail	🕞 🎹 🌏						
	PO: 001556	RQ: 501856 VE: 00	8534/00 Sehi Co	mputer F	roducts			Inspect	1ode 🔡
If the delete is									.::
successful. vou'll		Purc	hase Order Number	001556		Description:			
he returned to the			Effective Date:	06/30/2	010 🗸				
be returned to the	Des	cription: PRINTER IN	IK			Vendor: 008534 Set	ni Computer Products		
main POCO screen	F	O Total: 91.8	Date Entered:	09/09/2	009	Site: 6010			
with the new	Amo	unt Paid: 0.0	PO Date:	09/09/2	009 Pay	rments Paid: 0000 Pend	ing: 0000		
change order	Previous Ch	anges							
displayed	No 01	Changed 06/30/2010	Printed	со	User MGR	Change Add New Item	Description Add item for demo.		
	02	06/30/2010			MGR	Delete Item	Delete an item for	the demo.	





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

Histor	ry / Log 🛙	Detail			40 -	QSS DEI	MONSTRATION I	DISTRI	ICT				QS			×	
File O	ptions																
		1.2.2.1															
- Clos	e [ 🖉 🤤	3															
Requ	iisition Num	nber:	501856			Purch	ase Order Number:	0015	56								
	~																
Previous	Changes	rad	Brinted	00	User	Ch			Descri	ntio	-						
02	06/20	jeu 0/2010	Princed	00	MCD	De	ange		Descrip	pero	n i t om	for	the	domo			
02	Chai	J/2010 Print	PO Flag		MGK	From.	v		Detere	an	ltem	101	the	aemo	•	^	
	ong.	#03	, FO Flag			To:	Deleted Item										
	Chg:	Accou	unt Split Co	ode		From:	CP										
		#03				To:	Deleted Item										
	Chg:	Quant	ty			From:	1.00										
	_	#03	-			To:	Deleted Item										
	Chg:	Unit	Issue			From:	EACH										
		#03				To:	Deleted Item										
	Chg:	Price	2			From:	11.200	00									
		#03				To:	Deleted Item										
	Chg:	Subje	ect to Tax			From:	Y										
	<b>C1</b>	#03				To:	Deleted Item										
	Chg:	Stock	Number			From:	Deleted Them										
	Char	#U3 Fived	A Negat Flag	~		10:	Deleted item										
	city.	#03	I ASSEC FIQ	3		To:	Deleted Item										
	Chg:	Disco	ount Flag			From:	N										
	ong.	#03	and Lug			To:	Deleted Item										
	Chg:	Disco	unt Percent	t		From:	0.0000										
		#03				To:	Deleted Item										
	Chg:	Disco	ount Amount			From:	C	0.00								¥	





#### **Replace/Add Accounts**

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

🚺 Pu	rchas	e Order Change Orders		40 - Q	SS DEMONSTR	ATION DISTRIC	т	QSS/OASIS	-		×
File	Opt	ions									
-*		Cancel PO	Ctrl+F9								
PO: 00		Uncancel PO	Ctrl+F10							Terrecti	Hada i
10.00		PO Header Data	Ctrl+F1							Inspecu	
		Change Item	Ctrl+F2								.::
N		Add Item	Ctrl+F8								
		Delete Item	Ctrl+F5		2	Description:					
		Replace/Add Accounts	Ctrl+F7		2010 🗸						
		Merge Item	Ctrl+Shift+F6								
·		Change Item Description	Ctrl+Shift+F9			Vendor:	00693	0 Office Depot			
	Ξ.	View Change Detail	F4		2010	Site:	0000	1			
		Reset Print Date			2010	Payments Paid:	0000	Pendina: 0000			
	D:	View PDF Files			2010						
0		Forms to Vendor									
Piev		Grid Output	Shift+F11		Trees	Change	_	Description		_	
	3	Print Screen	F11		USEL	unange		Description			
					,						
_									Inc Inc.		
	_			_				YF: 2010 Dist: 40 Site: 00 GS: W   1	/26/201	8 2:05:0	14 PM:





### **Replace/Add Accounts**

		· · · · ·						
If adding a new	🞁 Add/Replace Accounts	40 - QSS DEMONSTRAT	TION DISTRICT	QSS	/OASIS	_		×
account to the	File Options							
	🔚 Save 📑 Close 🛛 🍔							
PO/Req, select	FY: 10 RQ: 502126 PO: 001662 VE:	: 006931/00 Office Depot				C	hangeM	ode 🤡
the ADD		<u>Change 0</u>	rder: N/A Date Pa	<u>iid: N/A</u> <u>Date Prir</u>	nted: N/A 🗹 M	<u>GR-01/26/2</u>	<u>)18-13:5</u>	<u>9:22</u> .::
Account	Description: TEST FOR QSS		Vendor:	006931 Office	Depot			I
button	PO Total: 1,077.50 D;	ate Entered: 06/30/2010	Site:	0000				
	Amount Paid: 0.00	PO Date: 06/30/2010	Payments Paid:	0000 Pen	ding: 0000			
OR if	Add Account 👔 Replace Accour	nt 😢 Clear Account				-		
replacing	AC FU RESC Y GOAL FUNC O	BJT SCH MNGT BU	Enc Amount 538.75	PO Balance 538.75	Replace acc	Status ount with	trackin	1a
an existing	02 01.0000.0.0000.0000.8	560.890.5900.00	538.75	538.75	Replace acc	ount with	trackin	ıg
account,								
SELECT the								
account								
you want to								
replace and								
soloct the								
KEPLACE								
Account				Yr: 2010 Dist: 40	Site: 00 GS: W	1/26/2018	3:09:50	PM
button.								





#### **Replace/Add Accounts: ADD Account**

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

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











#### **Replace/Add Accounts: ADD Account**

A word on encumbering to newly added account:

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

🎁 Add	I/Replace Accounts	40 - QSS DEMONSTRA	TION DISTRICT	QSS	/OASIS	_		×
<u>F</u> ile	<u>O</u> ptions							
🔒 🔒 Sa	ive 📑 Close 🛛 湯							
FY: 10	RQ: 502126 PO: 001662	/E: 006931/00 Office Depot				C	hangeMo	de:
		Change C	Order: N/A Date Pa	id: N/A Date Prin	<u>ited: N/A 📝 M</u>	GR-01/26/20	018-13:59	:22:
	Description: TEST FOR QSS		Vendor:	006931 Office	Depot			
	PO Total: 1,077.50	Date Entered: 06/30/2010	Site:	0000				
4	Amount Paid: 0.00	PO Date: 06/30/2010	Payments Paid:	0000 Pen	ding: 0000			
: 👍 A	dd Account 👘 Replace Acco	ount 🗃 Clear Account						
7	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 acc	ount with	tracking	
C	02 01.0000.0.0000.0000.	8660.890.5900.00	538.75	538.75	Replace acc	ount with	tracking	r
► C	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 :





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.





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 DEMONSTRA	TION DISTRICT	QSS	/OASIS	_		×
File Options							
📙 Save 🜁 Close 🛛 🍔							
FY: 10 RQ: 502126 PO: 001662 V	E: 006931/00 Office Depot				[	ChangeMod	e:
	Change (	Order: N/A Date Pa	aid: N/A Date Prin	nted: N/A 📝 MG	R-01/26/2	018-13:59:2	2 .:
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 Pen	ding: 0000			
🗄 📥 Add Account 👔 Replace Acco	unt 🔄 Clear Account						
AC FU RESC Y GOAL FUNC	OBJT SCH MNGT BIL	Enc Amount	PO Balance	9	Status		7
01 01.0000.0.0000.0000.	8021.890.5510.00	538.75	538.75	Replace acco	unt with	tracking	
▶ 02 01.0000.0.0000.0000.	8660.890.5900.00	538.75	538.75	Replace acco	unt 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 PI	ч





<u>Replace Account "with tracking" vs. "no tracking":</u>

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 Account with Tracking Example: POCO Detail Logging

🎁 History / Log Detail	40 - QSS DEMON	STRATION 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 Chg: Replace Acct - #02> #03	MGR Track	Repl/Add Accts From: 01.0000.0.000 To: 01.0000.0.000	test replace acco 0.0000.8660.890.5900.0 0.0000.8699.890.5516.0	unt. 0 0		
			Yr: 2010 Dist: 40 Site: 00 GS: W	1/26/2018	5:00:18	PM .::











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







	🚰 Accounts Payable - Accounts Payable	40 - QSS DEMONSTRATION DISTRICT	QS 🗆	x
	<u>File Options View</u> Help+Video			
	� ? ? + <b>= /</b> × ∕ ≠ <b>=</b>   🥘 <b>=</b> 🧐			
Once you're in Accounts Payable, select PO Payments from the tree view.	<ul> <li>Accounts Payable</li> <li>PO Payments (PO)</li> <li>Pay Vouchers (PV)</li> <li>Travel Claims (TC)</li> <li>Credit Memos (CM)</li> <li>Revolving Cash (RC)</li> <li>Set Up Payables (EP)</li> <li>Payables Payments (CL)</li> <li>Liabilities (LB)</li> <li>Transaction Maintenance</li> <li>Move / Hold Payments</li> <li>1099 Maintenance (AA)</li> </ul>	Search (F3) Search Results (Double-Click a cell or Control-Enter (while in the grid) or Ctrl+O to view details)		











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

Fi	ile O	ptions					PO Payme	nt - Deta	iils								×
Ber	*+	🗙 🏠															
Rec		· 🔨 📶 /	P 🞽   <u>N</u> e	ext PO#: <enter po#=""></enter>	<line></line>	Quick View Nex	t PO 🛛 🖉 PO Qi	uick View	🥘 📖 🛛	/							
	winition	Number: 501	arc P		EV: 10	Depariation	DETNITED THE			1						Ir	ispect
nec.	quisition	Number: 501	856 F		FT: 10	Description:	PRINTER INK			]							
Ve	endor No	o./Address No.	00853	34 / 00 🗸				Disco	ount: 0.00	%							
		Vende	or name/addre	25S		Remit name/add	Iress		Attach: N	l							
Se 12	hi Comp 75 Puert	uter Products ta Del Sol			Sehi Computer 1275 Puerta De	Products el Sol											
Sa	n Cleme	nte, CA 92673			San Clemente, (	CA 92673											
H		FIL DESC V	COM FUNC	OBIT SCH MNGT BU	1		\$ Original	\$ Amount	Statue								
	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
	2	C - Close	06/30/2010	POC010 CO# 02		0.00	104.02		0	0.00	0.00		0	0			00
	4	U - Reopen	06/30/2010	POCUTU CO# 02		0.00	91.84		U	0.00	91.84		U	U			00
ſ				Totals:		0.00	-12.82			0.00				0.00			
				Totalo.		0.00	12.02			0.00				0.00			



Q... - 🗆 Purchase Order Change Orders 40 - QSS DEMONSTRATION DISTRICT File Options Cancel PO Ctrl+F9 Uncancel PO Ctrl+F10 PO: 00 Products InspectMode PO Header Data Ctrl+F1 To cancel a PO, Change Item Ctrl+F2 Ctrl+F8 Add Item enter the date 6 Description: Doing a cancel for the demo. Delete Item Ctrl+F5 and description, Ctrl+F7 Replace/Add Accounts /2010 🗸 Merge Item Ctrl+Shift+F6 then select Change Item Description Ctrl+Shift+F9 Vendor: 008534 Sehi Computer Products View Change Detail F4 **Cancel PO from** Site: 6010 2009 Reset Print Date 2009 Payments Paid: 0000 Pending: 0000 the Options View PDF Files Forms to Vendor Previ Shift+F11 Grid Output User Description Change Print Screen F11 MGR Add item for demo. Add New Item ٠ 02 06/30/2010 MGR Delete Item Delete an item for the demo.



menu.



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

🎁 Change PO Ca	ncel 4	0 - QSS DEN	MONSTRATION D	ISTRICT	QSS/	- 🗆 🗙
<u>F</u> ile <u>O</u> ptions						
🔡 🔚 Save 📑 Clos	ie [					
FY: 10 RQ: 501856	PO: 001556 VE: 008534/00 Sehi Comp	iter Products			C	nangeMode
		<u>Chan</u>	ge Order: 02 Date F	Paid: N/A Date Printed: 09/17	7/2009 📝 dhun-09/14/20	09-11:24:28
	Do you rea	Ily want to can	cel this Purchase Orde	er? Yes ∨		
	Cancel paymer	t description: N	lo 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 LINCO	DLN 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: .0	000 % Shipping %:	00
Address (00) Add	litional Shipping Beg Message End Message					
Vendo	or		Remit			
Sehi	Computer Products					
1275 San (	Puerta Del Sol Clemente, CA 92673		1275 P San Cle	uerta Del Sol emente, CA 92673		





Once the fields are entered, click the Save button.

[ Change PO Ca	incel 4	) - QSS DEM	IONSTRATIC	N DISTRICT			QSS/	- 🗆	×
<u>F</u> ile <u>O</u> ptions									
Save 🔫 Clo	se 🥘								
FY: 10 RQ: 501856	5 PO: 001556 VE: 008534/00 Sehi Compu	ter Products					C	hangeM	ode 🚲
		<u>Chan</u>	ge Order: 02 D	ate Paid: N/A	Date Printed	: 09/17/2009	dhun-09/14/2	<u> 009-11:2</u>	4:28:
	Do you rea	Ily want to can	cel this Purchase	Order? Yes	~				
	Cancel paymen	t description:	lo 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 V	Delivery By:			Confirming:	0 - No confirmati	on message		~
Description:	PRINTER INK	Tax %:	8.750 %	Ship	To: 0641	LINCOLN TECH	ACADEMY (0641)	ſ	~
Submitted by:	VICKI WOLFF / CAREER CENTER	Terms:			Commodity:			r	~
Site: 6010	LOCKNESS TECHNICAL ACADEMY (6010) V	FOB:							
Buyer:	N-Z - ALPHA VENDOR N-Z	Program:			Misc Date:		Misc:		
Routing Group:	BUDGET Y	Room:			Discount:	.000 %	Shipping %:	00	
		7							
Address (00) Add	ditional Shipping Beg Message End Message								_
Vend	or		Re	emit					
Sehi	Computer Products								
12/5 San	Clemente, CA 92673		S	275 Puerta Del So an Clemente, CA	ol 92673				



	🟮 Purchase	Order Change C	)rders	4	40 - QSS DEN	MONSTRA	TION DIST	RICT	Q		×
If the cancel	<u>F</u> ile <u>O</u> ption	ns Change Detail	🕞 🎟 🌷								
is	PO: 001556	RQ: 501856 VE: 00	08534/00 Sehi Co	mputer Pr	oducts				Insp	ectMod	le:
successful,		Pure	hase Order Number	001556	[	Description:					
you'll be			Effective Date:	06/30/20	10 🗸						
returned to	Desc	ription: PRINTER IN	IK Do Date Entered:	09/09/20	09	Vendor: Site:	008534 Seh	ii Computer Products			
the main	Amour	nt Paid: 0.0	PO Date:	09/09/20	09 Payr	ments Paid:	0000 Pendi	ing: 0000			
РОСО	Previous Char	nges									_
screen with	No 01	Char ad	Printed	C0 1	User MGR	Change Add New I	tem	Description Add item for demo.			
the new	02	06/30/2010		1	MGR	Cancel PC	;em	Delete an item for Doing a cancel for	the demo		
change											
order											
displayed.											





- 🗆 🗙 👩 History / Log Detail 40 - OSS DEMONSTRATION DISTRICT OS... File Options 🌁 Close 🛛 🎽 📜 You can Requisition Number: Purchase Order Number: 501856 001556 Previous Changes Description No Changed Printed CO User Change Chg: Subject to Tax From: Y Change #03 To: Deleted Item Chg: Stock Number From: 000000 **#**03 To: Deleted Item Chg: Fixed Asset Flag From: To: Deleted Item #03 Chg: Discount Flag From: N #03 To: Deleted Item Chg: Discount Percent From: 0.0000 and view #03 To: Deleted Item Chg: Discount Amount 0.00 From: #03 To: Deleted Item Chg: Item Description From: T069320 #03 To: Deleted Item detailed From: EPSON WORKFORCE 30 MAGENTA INK CARTRIDGE Chg: Item Description #03 To: Deleted Item Chg: PO Amount Net Change From: 104.02 listing of 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 0.00 To: change.



go into

Detail

screen

the

а

the



	5						PO Paym	ent - Deta	ails						- 0	×
	File O	ptions														
	i 📑 🕂	× 🗈 .	P 🎽   N	ext PO#: <enter po#=""></enter>	<line> 🐾</line>	Quick View Ne	d PO 🛛 🌌 PO	Quick View	🥘 🥅 🛛	2						
															I	nspect:
	Requisition	Number: 501	1856 F	O Number: 001556	FY: 10	Description	PRINTER INF			]						
In the PO	Vendor No	o./Address No	0085	34 / 00 🗸				Disc	ount: 0.00	%						
Payment		Vend	lor name/addr	ess		Remit name/ad	dress		Attach: N	1						
rayment	Sehi Comp 1275 Puert	uter Products a Del Sol			Sehi Computer 1275 Puerta De	Products I Sol										
screen,	San Cleme	nte, CA 926/3			San Clemente, (	JA 92673										
tho		FU RESC Y	GOAL FUNC	OBJT SCH MNGT BU	T		\$ Original	\$ Amount	Status							
line	• 1	01.9650.0	.7111.2700	.4300.640.6762.00			75.02	0.00								
amount is																
liquidated		Payment Type	Date	Invoice Description		\$ Payment	\$ Liquidat	Discount	Discount %	\$ Net	\$ Balance	Use Tax	UT Rate %	\$ UT UT Amount Obj	1099	Vendor Address
	1	C - Close	06/30/2010	POC010 CO# 01		0.00	79.0	2	0	0.00	0.00		0	0		00
	2	0 - Reopen	06/30/2010	POC010 CO# 01		0.00	104.0	2	0	0.00	104.02		0	0		00
	3	0 - Reopen	06/30/2010	POC010 CO# 02		0.00	91.8	4	0	0.00	91.84		0	0		00
	5	C - Close	06/30/2010	No longer needed.	•	0.00	91.8	4	0	0.00	0.00		0	0		00
				-				-								
				Totals:		0.00	79.0	2		0.00				0.00		
	<															>





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

	🎁 Pur	chas	e Order Change Ord	ers	40 - QS	S DEMONSTRA	ATION DIST	TRICT	Q 🗆	×
	File	<u>O</u> pt	ions							
			Cancel PO	Ctrl+F9	9					
			Uncancel PO	Ctrl+F10	Products				Inspect	Mode
			PO Header Data	Ctrl+F1	1				Inspect	
			Change Item	Ctrl+F2	2					.::
аке			Add Item	Ctrl+F8	8					
			Delete Item	Ctrl+F5	5 6	Description:	Doing an demo	uncancel for the		
			Replace/Add Accounts	Ctrl+F7	7 /2010 🗸		demo.			
d			Merge Item	Ctrl+Shift+F6	6					
			Change Item Description	n Ctrl+Shift+F	9	Vendor:	008534 Se	ehi Computer Products		
ly			View Change Detail	F4	4 /2009	Site:	6010			
			Reset Print Date		(2009	Payments Paid:	0000 Pen	dina: 0000		
-0!		B	View PDF Files		72003					
	Previ		Forms to Vendor							
	Tiev		Grid Output	Shift+F11	1 User	Change		Description		
		٢	Print Screen	F11	1 MGR	Add New	Item	Add item for demo		
		02	06/30/2010		MGR	Delete I	tem	Delete an item fo	r the demo.	
		03	06/30/2010		MGR	Cancel P	0	Doing a cancel fo	r the demo.	





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

🟮 Change PO Un	cancel	40 - QSS DE	MONSTRATION DIS	STRICT		QSS/	. 🗆	×
<u>F</u> ile <u>O</u> ptions								
🔚 Save 🌁 Clos	ie 🛛 🍔							
FY: 10 RQ: 501856	PO: 001556 VE: 008534/00 Sehi Compu	ter Products				Ch	angeMo	de 🔡
		Chan	ge Order: 03 Date Paid	I: N/A Date Printed:	<u>09/17/2009</u> 🛃 d	lhun-09/14/20	09-11:24	:28:
	Do you really	want to uncand	el this Purchase Order?:	Yes 🗸				
_	Uncancel payment	description:	Cancelled wrong PO.					
Requisition								
Requisition:	501856 Purchase Order: 001556	Control #:		Warehouse:		Stores Order:		
Vendor/Addr#:		Date:	09/09/2009					
PO Type:	PO - PURCHASE ORDER V	Delivery By:		Confirming:	0 - No confirmation	message	v	-
Description:	PRINTER INK	Tax %:	8.750 %	Ship To: 0641	LINCOLN TECH AC	ADEMY (0641)	~	-
Submitted by:	VICKI WOLFF / CAREER CENTER	Terms:		Commodity:			~	ā l
Site: 6010	LOCKNESS TECHNICAL ACADEMY (6010) V	FOB:						
Buyer:	N-Z - ALPHA VENDOR N-Z	Program:		Misc Date:		Misc:		
Routing Group:	BUDGET V	Room:		Discount:	.000 %	Shipping %:	00	
								_
Address (00) Add	litional Shipping Beg Message End Message							
Veed			Pomit					
Sabi	Computer Broducts		Nemit					
1275	Puerta Del Sol		1275 Puert	a Del Sol				
San	Jemenie, CA 32675		San Cleme	ILE, CA 32673				





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

🎁 Change PO Un	ncancel		40 - QSS D	EMONSTRA	TION DISTRIC	CT		QSS/	- 🗆 🗙
<u>F</u> ile <u>O</u> ptions									
Save 📥 Clos	se 🌅								
FY: 10 RQ: 501856	PO: 001556 VE	: 008534/00 Sehi Co	omputer Products	5				Ch	nangeMode
Save [F9]			<u>Cha</u>	nge Order: 03	Date Paid: N/A	Date Printed	: 09/17/2009 📝	<u>dhun-09/14/20</u>	<u>09-11:24:28</u>
		Do you i	really want to uncar	cel this Purcha	ise Order?: Yes	*			
		Uncancel pa	yment description:	Cancelled wron	g PO.				
Requisition									
Requisition:	501856 Purcha	ese Order: 001556	Control #:			Warehouse:		Stores Order:	
Vendor/Addr#:	<pre>008534 / 0</pre>	0-1275 Puerta Del Sol	✓ Date:	09/09/2009					
PO Type:	PO - PURCHASE O	RDER	✓ Delivery By	:		Confirming:	0 - No confirmation	n message	~
Description:	PRINTER INK		Tax %:	8.750 %	Ship	To: 0641	LINCOLN TECH A	ACADEMY (0641)	~
Submitted by:	VICKI WOLFF / CA	REER CENTER	Terms:			Commodity:			~
Site: 6010	LOCKNESS TECHN	NICAL ACADEMY (6010	0) ♥ FOB:						
Buyer:	N-Z - ALPHA VENI	DOR N-Z	✓ Program:			Misc Date:		Misc:	
Routing Group:	BUDGET		✓ Room:			Discount:	.000 %	Shipping %:	00
Address (00) Add	ditional Shipping B	Beg Message   End Me	ssage						
Vende	or				Remit				
Sehi 1275	Computer Products				1275 Buerta Dal (	Pal			
San	Clemente, CA 92673				San Clemente, C/	A 92673			





Q... - 🗆 Purchase Order Change Orders 40 - QSS DEMONSTRATION DISTRICT Options File 🌁 Close 🛛 💶 Change Detail 🔹 🕅 🥘 If the save is PO: 001556 RQ: 501856 VE: 008534/00 Sehi Computer Products InspectMode successful, Purchase Order Number: 001556 Description: you'll be Effective Date: 06/30/2010 🗸 returned to Description: PRINTER INK Vendor: 008534 Sehi Computer Products PO Total: 91.84 Site: 6010 Date Entered: 09/09/2009 the main Amount Paid: 0.00 Payments Paid: 0000 0000 Pending: PO Date: 09/09/2009 screen and Previous Changes No Changed Printed CO User Change Description 06/30/2010 06/30/2010 001 MGR Add New Item Add item for demo. the new line Delete Item 02 06/30/2010 06/30/2010 001 MGR 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 displayed.



will be



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

History	y / Log Detail		4	0 - QSS DE	MONSTRATIO	N DISTRICT	Q	s –		×
ile <u>O</u> p	ptions									
<b>X</b> Close	e 📝 🥘									
Requi	isition Number:	501856		Purcl	hase Order Numbe	r: 001556				
Previous (	Changes									
No	Changed	Printed	CO Us	er Ch	ange	Desci	ription			_
	Chg: Disc	count Flag		From:	N				^	
	#03 Cha: Dia	aunt Dangan	+	To:	Deleted Ite	m				
	ting: D180	sount Percen		To:	Deleted Ite	m				
	Chg: Disc	count Amount		From:		0.00				
	- #03			To:	Deleted Ite	m				
	Chg: Item	n Descriptio	n	From:	T069320					
	#03			To:	Deleted Ite	m				
	Chg: Item	n Descriptio	n	From:	EPSON WORKE	ORCE 30 MAGE	NTA INK CARTRIDGE			
	#03 Chav DO 7	manut Nat C	h = = = = =	To:	Deleted Ite	m				
	Cng: PO P	Amount Net C	nange	To:	91	.84				
03	06/30/201	10 06/30/201	0 001 MG	R Ca	ncel PO	Doing	g a cancel for the	demo.		
	Chg: PO P	amount Net C	nange	From: To:	91					
				10.		.00				
04	06/30/201	LO 06/30/201	0 001 MG	R Un	icancel PO	Doing	an uncancel for	the		
	Chat PO 7	Mount Net C	hange	From		demo.				
	city: PO P	MOUTE NEL C	nange	To:	91	.84				
				10.					~	





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







#### **Merge PO Items**

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

Ø	Pu	rchas	e Order Change Orders	5	40 - QS	SS DEMONSTRATI	ON DISTRICT	QSS/OASIS	_		×
F	ile	Opt	tions								
	×d		Cancel PO	Ctrl+F9							
PC			Uncancel PO	Ctrl+F10					In	coactMad	
			PO Header Data	Ctrl+F1					110	spectrioo	JC
			Change Item	Ctrl+F2	- 1						.::
			Add Item	Ctrl+F8							
			Delete Item	Ctrl+F5	2	2	Description:				
			Replace/Add Accoun	ts Ctrl+F7	<u>/</u>	2010 🗸					
_			Merge Item	Ctrl+Shift+F6							
		_	Change Item Descript	tion Ctrl+Shift+F9			Vendor: 006931 Of	fice Depot			
			View Change Detail	F4	1	2010	Site: 0000				
			Reset Print Date		7	2010 Pay	ments Paid: 0001 Pen	ding: 0000			
		J.	View PDF Files		Ī						
	Previ		Forms to Vendor								
Γ			Grid Output	Shift+F11	- 1	User	Change	Description			
		G	Print Screen	F11		MGR	Repl/Add Accts	test replace account.			
		02	06/30/2010	01/29/2018	001	MGR	PO Header Data	change description.		-	
		03	06/30/2010			MGR	Merge Item				
		04	06/30/2010			MGR	Delete Item				
							Y	r: 2010 Dist: 40 Site: 00 GS: W	1 1/29/2018	1:48:48 P	M





#### **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 DISTRIC	CT QSS/OASIS	_	$\Box$ ×	t
File Options					
🐚 Process 🔚 Save 🗧	* Close				
FY: 10 RQ: 502126 PO: 0	001662 VE: 006931/00 Office Dep	ot	C	hangeMode	÷
					đ
	Merging items into Purc	hase Order: 001662			
	Merge from Ye	ear: 10 🗸			
	Merging from Purchase Order No: 00	661 or Requisition No:			
	Delete source Requisit	ion: No change to source Req/PO	~		
		Delete Source Requistion			
📝 Select All 👩 Clear A	II 🔎 Inspect Item	Cancel Source PO	-		
		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.

🎁 Edit Item	40 - QSS DEM	IONSTRATION DISTRICT	QSS/OASIS	_	$\Box$ $\times$
File Options					
🐚 Process 🔓	Save 📑 Close				
FY: 10 RQ: 5021	26 PO: 001662 VE: 0	06931/00 Office Depot		C	hangeMode
					.:
		Merging items into Purchase	e Order: 001662		
		Merge from Year:	10 ~		
	Merging from	Purchase Order No: 001661	or Requisition No:	]	
	5.5	Delete source Requisition:	No change to source Reg/PO	~	
Select All	Clear All 🔎 Inspect I	tem			
Select	Item Quantity	/ Price	Description		
▶ ☑	1 1	0 100.0000	QSS Users Group Train	ing.	
		Yr:	2010 Dist: 40 Site: 00 GS: W	1/29/2018	2:13:41 PM




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







ScontrolCenter 40 - QSS DEMONSTRATION DISTRICT QSS/OASIS (0.0.0)

File View District Year Messages Window News Help+Video Favorites Print Manager (LSPOOL) Employee Maintenance Purchase Orders / Requisitions Accounts Payable Finance Job Menu You can also print or Go Print Manager / Job Menu / Utilities reprint a POCO from the Print Manager (LSPOOL) ob Meni Job Menu. Upload / Download Files (QSSXFR) Ē 🗍 System Admin Ė Finance AR (AR, XR, RR - No invoicing) AR (Invoicing and Billing Management - RI, RP) Budget Development Budget (Transfers, Settings, Summary Rules, Ind Cost Rules) Finance Job Menu Journals, Transfers (DC, JE, TF, TV) Manual Payroll Encumbering Payroll Transfers VLD Payment Processing Warrant Management (Cancels, Hand Issues, Reconciliation) E-AP / Purchasing Accounts Payable AP Batch Maintenance Purchasing Master Files Purchase Orders / Requisitions Receiving/PO 🗞 Requisition Routing Master Files





\_ □

^

Under the Requisition / PO Reports / Processes menu you'll find the PO Change Order Printing menu.







- 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.





	Purchase Order Change Order Details (POX700) Year: 10 Dist: 40 - QSS DEMONSTRATION DISTRICT	- 🗆 🗙
	File Options	
	🗄 🔚 🤌 🧈 💱 🥘 🜁	
		.:
	Main Selection	
Regardless of the		
choice you make,	P.O. Print Date :	
hoth ontions	Print Line-up : times Special Format	
	Buyer Code:	
have the same	Req. #:	
criteria for	P.O. #:	
launching the	P.O. Types :	
	Select Sites :	
report.		





	Purchase Order Change Order Details (POX700) Year: 10 Dist: 40 - QSS DEMONSTRATION DISTRICT	– ۲	>	×
	File 0 tons			_
	Submit [Ctrl+S]			
Enter the print				
date and the	P.O. Print Date : 06/30/2010 V			
PO numbor to	Print Line-up : times Special Format			
	Buyer Code:			
be printed,	Req. #:			
then click the	P.O. #: 001556			
Submit	P.O. Types :			
hutton	Select Sites :			
button.				





	Purchase Order Change Order Details (POX700) Year: 10 Dist: 40 - QSS DEMONSTRATION DISTRICT	- 🗆 🗙
	File Options	
	Last Job 1230	.::
	Main Selection	
A coroon will	P.O. Print Date : 06/30/2010 V	
A SCIEELI WIII	Brist Line un La finne - Serviel Format	
pop up with the		
ioh number	Buyer Code:	
job number.	Req. #: Launch Job	
	P.O. #: 001556	
	P.O. Types : D Job launched: 1230	
	Select Sites :	
	ОК	





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







	😽 Pri	int Manager	(LSpool)				40 - QSS	DEMONSTRATION	DISTRICT	Q	SS/OASIS	-	□ ×
	<u>File View Options</u>	<u>H</u> elp+Video											
	🖻 🗙 🍃 🐚	et 🖻 🖻	n 🖹 🔀		2 🗋 🖗	🤊 😰 🤻 🛍 🛛	]						
	Current line: 1	x		x.									
	<u>Print Files</u> <u>Spool Files</u>	les/\$STDLIST	Local Print Files	Session	History Serve	er <u>C</u> ommands	1	L	1	la	1-	L.	
	B MGR		Ret. LN	SICT R P	P File #	Date/Time 11/13/2013 08:26 AM	Job# 101230	Beg/End (Lines)	Report Title	Program Title	Program POX300	User MGR	PFile Exists
You can					001231	11/13/010 00120 844					10,000	Picit	LAISU
locate													
the file													
using the													
job													
number.													





	🗸 View #1 - C:\Users\Ronal	d\AppData\	Roaming\qss\UserFiles\SVR.linux-test.PORT.29610\ADMIN\PrintFiles\LSPL-20131113-J01230-000	01254-POX300-PURCHASE O 🗕 🗖 🔀
	File Options			
	Open	Ctrl+O	inter search text 🔎 🔽 🚺 🔽 🔎 📮 🌮	
-	Print	Ctrl+F11		
	Route	Ctrl+R		^
Depending on	Download File	Ctrl+D	A DUMEDUTER NOTED	
Depending on	Create PDF	Ctrl+F	OTHNERWIJE NOTED.	+€f1SNO CHARGE FOR PACKING OR DRAYAGE W
Vour	Open in Word	Ctrl+W	OTHER THAN SPECIFIED ABOVE MUST BE AUTHORIZED	+sa07670v00120H+sf0S +sa02150v02280H+sf0S
your	Open in Excel	Ctrl+L		+&fISLODI UNIFIED SCHOOL DISTRICT
environment	Open with Excel Wizard	Ctrl+Z		+£IISIO: +(0U+(s1P+(s09V+(s0S+(s3B+(s4148T
environment,	Search for Text	F3		+&a02220v05730H+*c00005H+*c04520V+*c0P
click Drint or	Search for Text Backwards	Shift+F3	subject to inspection and test by the School District+&fOS	+sflS for compliance with specification
	Previous Page	F5	ed or requiring+siUS +siIS correction after notice of such rejection or	<pre>correction</pre>
Pouto to cond	Next Page	F6	+sf1S accrue by reason of the death or injury of the nerform this nurchase order within the time specified $+$ sf0S	person of the
Roule to send	Last Page	Shift+F6	perior onto peronade order wronin one orme opeoiries, seroo	+sa07790v05000H+sf0S
	Search for Page	Ctrl+F3		+&a00480v04200H+*c01500H+*c00005V+*c0P +&f1SPURCHASING (209) 331-7160
the output to	Copy Selection to Clipboard	Ctrl+C		+&a02330v05130H+&f05
	Hide View	Ctrl+H		+&a02150v03900H+&f0S
the laser	+ (OU+ (s1P+ (s09V+ (s0S+ (s3B+ (	34148T		+⊊a00560v02250H+⊊f0S +⊊a02330v00030H+⊊f0S
• • •	+&a02220v05730H+*c00005H+*c	04520V+*c0P		+&a02220v00540H+*c00005H+*c04520V+*c0P
printer. This is	+&f1SCHANGE ORDER			+ (00+ (31F+ (31F+ (305+ (305+ (305+ (341481 + & a00180v04200H+*c01500H+*c00005V+*c0P
·	+&f1SACCTS PAYABLE (209) 33: +&a02330v04350H+&f0S	1-7140		+⊊a01000v02080H+⊊f0S +⊊f1SUNIT PRICE
an example of	+&a06880v04240H+&f0S			+&f1SORDER APPROVED BY
_ '	+*c01D+*c5F+)s127W D q 1	í, ⊥ <sub>%⊓</sub> Ύ	q € _~• Signature 13 , , :Copyright 2008 by Elfring Fonts Inc, All r	rights reserved.+*c65E+
Route.	(s4592WJβ <sub>1</sub> 1 Lè €•à   óü	) ?þ•à	à LA ‰€ ~ l⊽≠ø ~ ü ●à > ü ð ~ lð ﷺÀ ? ÿð?à  ●à	€ XÀ € <sup>L</sup> VÀIÀ I À XÀ
	ÿü∦xø Lñø ≻ n n n nord	<u> </u>	•ãð ~ ÿÿÿy€?à ¥Çà þ ÿÿÿø À ¥ÏÀ ü •à Lÿÿÿ	ÿ€ Ÿ€ ü ¥xø _ÿô Lÿ ;
	α u u ?ΥΑ <	20	w y xa w p O U "	
	Pages(Lines): 0/0 (184)			11/13/2013 10:41 AM





Select the destination printer, then click the Route button.		<sub>신문</sub>	Route to Printer	×
Format File:       ** No format file selected **         Copies:       01         Output Priority:       08         Output Priority:       08         Output Becord Size:       0132         Delete After Route:       No         From Page:       0         From Page:       0         To Page:       9999999	Select the destination printer, then click the Route button.		Printer     Printer     Copies:     01     Copies:     01     Copies:     01     Perfault 8     Dutput Priority:   08   * Default 8     Dutput Record Size:   0132   * Default 132   Delete After Route:   No     To Page:     0	







The new Change Order will print on the selected printer.

			CHANGE ORD	ER	Г	D /0 // 001		
Vendo	or: 008	534				P/Off: 00.	1556 - (	10
INVO	DICE IN TR	IPLICATE TO:				PREVIOUSL	Y ISSUED P	0
-	_		1	5MID TO.				
10:				SHIP TO:				
			I					
				ATTN:		AREE	R CENTER	2
		REQUIRED:	SHIP:		CONTROL	-	REQ:	501856
QUANTITY	UNIT		DESCRIPTION			UNIT PRICE	TOTA	L
1.00	EACH	T068120-D1 EPSON WORKFORCE 3	O BLACK DUAL PACK INK	CARTRIDGE		34.46		34.46
1.00	EACH	T069220 EPSON WORKFORCE 3	O CYÁN INK CÁRTRIDGE			11.20		11.20
0.00	EACH	T069320 EPSON WORKEORCE 3	O MAGENTA INK CARTRIDG	F		11.20		0.00
		Item Deleted		-				
1.00	EACH	T069420				11.20		11.20
		EPSON WORKFORCE 3	O YELLOW INK CARTRIDGE					
1.00	EACH	Adding a new item	needed for the webina	r.		25.00		25.00
		NOTE: M S D S REU	UIRED WITH DELIVERY.					
		FORWARD COPY TO:						
		PAYMENT WILL BE H	ELD UNTIL RECEIPT OF T	HIS INFORMATIC	DN.			
		Item Added						
						NET CHANGE		12.82
	T	IS MATERIAL OR EQUIPMENT MUS	T MEET ALL CALIFORNIA DIVISION OF SA	TTY SPECIFICATIONS	c	RDER APPROVED BY		
1. ALL ITEM P.O.S 2. DO NOT SHIP F	B. DESTINAT	TION UNLESS OTHWERWISE NOTE ILLECT.	p.	1 _				-
3. INVOICE BACH MUST NOT BE 4. NO CHARGE FO	BURCHASE BILLED WIT OR PACKING	ORDER SEPARATELY, ITEMS ON T IN THOSE ON OTHER PURCHASE O 5 OR DRAYAGE WILL BE ALLOWED	HIS PURCHASE ORDER RDERS. EXCEPT WHEN SPECIFIED ON ORDER.					
5. WHEN PREIGHT FREIGHT BILL N 6. SUBSTITUTION IN WRITING BY	I IS AUTHO MUST ACCO IS, CHANGE THE SCHO	MEANY YO BE PREPAID AND ADDED MPANY YOUR INVOICE. IS AND PRICES OTHER THAN SPEC OL DISTRICT AGENT (SEE PARAGE	IFED ABOVE MUST BE AUTHORIZED APH 4, REVERSE SIDE).	Data printed	06/30/10			
				Page:	1 of 2		VE	NDOR





**Detail POCO** change form example.

Vendo	r: 006	931	CHAN	IGE ORDER			P/00: 001	562 - 01
TO:	<u></u> OFF10	E DEPOT			SHIP TO:			
		REQUIRED:	SHIP:		ATTN:	CONTROL	- 89999888888	REQ: 502126
UANTITY	UNIT		DESCRIPTION				UNIT PRICE	TOTAL
		Replace Acct - From: 01.0000.0 To: 01.0000.0 Board Descripti From: TEST FOR To: A TYPICAL	Track Acct L1r .0000.0000.866 .0000.0000.865 on Changed QSS POCO TEST	ne # 02> 03 50.890.5900.00 19.890.5516.00				
1.00	EACH	Supplies.					1,000.00	1,000.00
							SUB TOTAL TAX S&H PO TOTAL	1,000.00 77.50 0.00 1,077.50
01.0	000.0.	0000.0000.8021.8	90.5510.00	538.75			NET CHANGE	0.00
01.0	000.0.	0000.0000.8660.8 0000.0000.8699.8	90.5900.00 90.5516.00	100.00 438.75 1.077.50			NOTE TANKONED BY	
					Detw printed: Pages	01/29/10 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.



