QSSUG
Purchasing, Stores, & Fixed Assets Committee

Purchasing

Fiscal Year Transition

June 1, 2018

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QCC Purchasing Fiscal Year Transition Topics

Agenda

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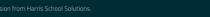Financial Solutions

QCC Purchasing Fiscal Year Transition Topics

- Purchase Order/Requisitions Fiscal Year Control

- Identifying and analyzing open purchase orders

- Assigning payment action codes

- Rolling Y1 PO's to Y2 PO's and/or Y2 payables

- Closing out and liquidating open PO's

- Starting Y2 - odometers

- Copy PO Requisitions from Y1 to Y2

- Cancel PO Requisition copy

- Copy old requisitions to new requisitions

- Managing Queues for Y1/Y2 activity

- Sales Tax rate changes

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QCC Purchasing Fiscal Year Transition Topics

Purchase Order / Requisition Control

Purchase Order/Requisitions Fiscal Year Control

Purchase Order/Requisitions Fiscal Year Control

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QCC Purchasing Fiscal Year Transition Topics

Identifying and Analyzing Open Purchase Orders

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Identifying and Analyzing Open Purchase Orders

Identifying and analyzing open Purchase Orders

Identifying and Analyzing Open Purchase Orders

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

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066 QSS DEMONSTRATION DISTRICT              OPEN PURCHASE ORDERS           J140    POR110   L.00.02 10/10/16 PAGE      1
SAMPLE FOR DOCUMENTATION                      DATES: 07/01/2016-07/15/2016

        Fund   :01       GENERAL FUND

NUMBER    VENDOR  NAME                      DESCRIPTION
          Line  FU RESC Y GOAL FUNC OBJT SCH MNGT BU         ENCUMBERED  STAT   LIQUIDATED        BALANCE     ENTERED
-------------------------------------------------------------------------------------------------------------------------
000014    016175  PPM                       MAINTENANCE AGREEMENT
          1. 01.0000.0.0000.7701.5675.892.5530.00        18,770.25    P     11,860.00        6,910.25    07/01/2016

000015    018217  Innova LTD   s            AGREEMENT
          1. 01.0000.0.0000.7701.5675.892.5530.00         5,183.93    F      5,173.93           10.00    07/01/2016

000020    016492  Acme Maintenance          SERVICE AGREEMENT
          1. 01.0000.0.0000.7701.5675.892.5530.00         1,984.69    P      1,488.08          496.61    07/01/2016

000023    018808  Professional Association  CONFIRMING
          1. 01.0000.0.0000.7110.5300.810.0010.00        18,395.00                          18,395.00    07/01/2016

000024    014477  Ibm Corporation           SERVICE AGREEMENT
          1. 01.0000.0.0000.7701.5875.892.5530.00         8,800.00                           8,800.00    07/01/2016

0000028   000533  Data Processing Support   SERVICE RENEWAL
          1. 01.0000.0.0000.7701.5875.892.5530.00         3,720.00    P        321.42        3,398.58    07/01/2016

000031    016832  Meeting and Conferences Inc.   MEETING
          1. 01.0000.0.0000.7350.5800.893.5519.00         6,250.00                           6,250.00    07/01/2016

000032    011066  Acme Office Services      WATER COOLER
          1. 01.1100.0.0000.2700.5600.180.1100.00           330.00    P        105.80          224.20    07/01/2016

          2. 01.1100.0.0000.2700.4300.180.1100.00           462.00                             462.00
                           TOTAL AMOUNT                      792.00               105.80         686.20

000033    015486  Lowe's                    BLANKET PO
          1. 01.0000.0.0000.2700.4300.600.2200.00           400.00    P         11.20          388.80    07/01/2016

000034    018873  The Smith Company         MANUFACTURER
          1. 01.0000.0.1281.1002.4300.600.2200.00           304.50                             304.50    07/01/2016

000053    011510  Acme Software Corp   on   MAINTENANCE RENEWAL
          1. 01.0000.0.0000.7701.5875.892.5530.00         1,357.44                           1,357.44    07/01/2016

000054    000726  JC Papers                 SUPPLIES
          1. 01.1100.0.1110.1001.4300.150.1100.00         1,000.00    P        309.84          690.16    07/01/2016

000055    006931  Office Depot              SUPPLIES
          1. 01.0000.0.1110.1001.4300.050.1100.00         5,000.00    P      2,561.80        2,438.20    07/01/2016

000056    006931  Office Depot              SUPPLIES
          1. 01.0000.0.1110.1001.4300.020.1100.00        10,000.00    P      2,971.42        7,028.58    07/01/2009
```

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QCC Purchasing Fiscal Year Transition Topics

Close Out Purchase Orders

Close Out Purchase Orders

Close Out Purchase Orders

Close Out Purchase Orders

Close Out Purchase Orders

Close Out Purchase Orders

Close Out Purchase Orders / Cancel Remote Requisitions

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

File   Options

Main Selection

Report Title:

Sort : 1 - Site/Req No.

Mode : 1 - Report Only

Fiscal Year :

Select Sites :

Cancellation Type : 1 - Unapproved Reqs Without Routing Only

1 - Unapproved Reqs Without Routing Only
2 - Unapproved Reqs With Routing Only
3 - All Unapproved Reqs

Cancellation Post Date :

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

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QCC Purchasing Fiscal Year Transition Topics

Starting Y2 Odometers

Starting Y2 - Odometers

Starting Y2 - Odometers

Starting Y2 - Odometers

Starting Y2 - Odometers

Starting Y2 - Odometers

QCC Purchasing Fiscal Year Transition Topics

Copy PO Requisitions from Y1 to Y2

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Copy PO Requisitions from Y1 to Y2

Copy PO Requisitions from Y1 to Y2

Copy PO Requisitions from Y1 to Y2

Cancel PO Requisition copy

Cancel PO Requisition copy

QCC Purchasing Fiscal Year Transition Topics

Copy Old Requisitions
to
New Requisitions

Copy old Requisitions to new Requisitions

Copy old Requisitions to new Requisitions

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Copy old Requisitions to new Requisitions

Copy old Requisitions to new Requisitions

Copy old Requisitions to new Requisitions

QCC Purchasing Fiscal Year Transition Topics

Managing Queues for Y1/Y2

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Managing Queues for Y1/Y2

QCC Purchasing Fiscal Year Transition Topics

Sales Tax Rate Changes

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Sales Tax rate changes

Sales Tax rate changes

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

File   Options

Change

Line No.: 18   Dist: 39
Program: PXENCM   Abbr.: PX   Desc: Purchase Order Requisitions

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

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

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Sales Tax rate changes

QCC Purchasing Fiscal Year Transition Topics

Give Feedback

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Fiscal Year Transition - Give Feedback

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

Or, email us at HSSPSTeam@harriscomputer.com

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