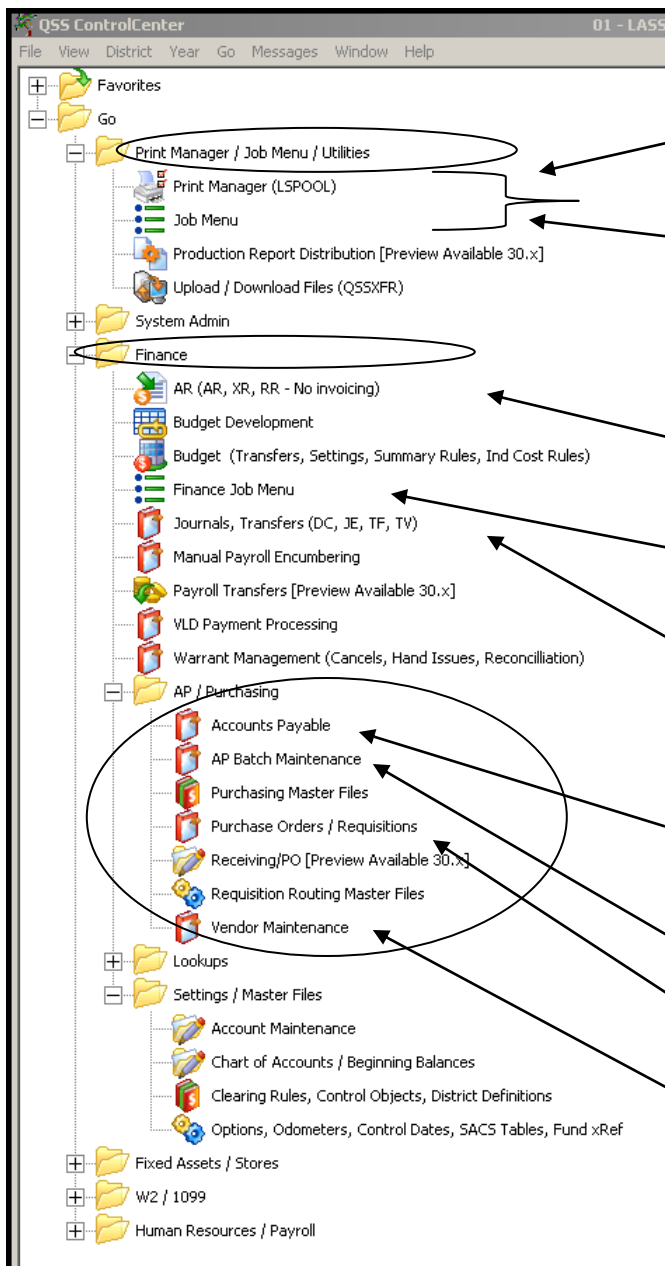
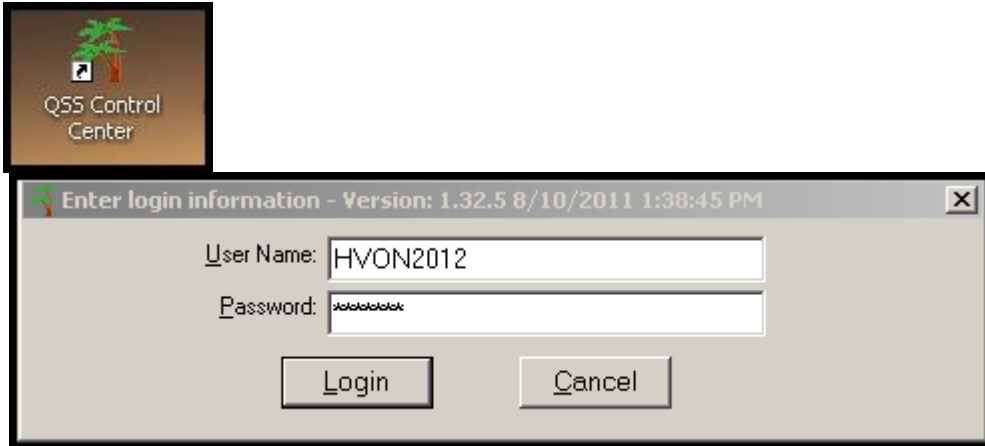


Quick Start Guide to QCC – Accounts Payable/Purchasing

Login to QCC. Your username is ALL CAPS.



Print Manager/Job Menu/Utilities:

Open **Print Manager** (LSPOOL) to view or print your reports. Remember that if you run a report in traditional QSS you must be logged in as the same user in QCC to view it.

Open your **Job Menu** to search (in grid view) for any report within the system. You can also run reports from Job Menus (such as Finance or Payroll) within modules.

Finance:

AR – No Invoicing is where you will create and post cash to Receivables.

You will find your Extract/Print/Update Purchase Orders and A/P Prelist reports in the **Finance Job Menu**

Journals, Transfers is where you will enter Cash Deposits.

AP/Purchasing:

Accounts Payable (page 16) contains PO Payments, Pay Voucher Payments, Travel Claims, Credit Memos, Revolving Cash, Set up Payables, Payables Payments, and Liabilities. Also Move/Hold Payments, 1099 Maintenance and Approve Due Date Payments.

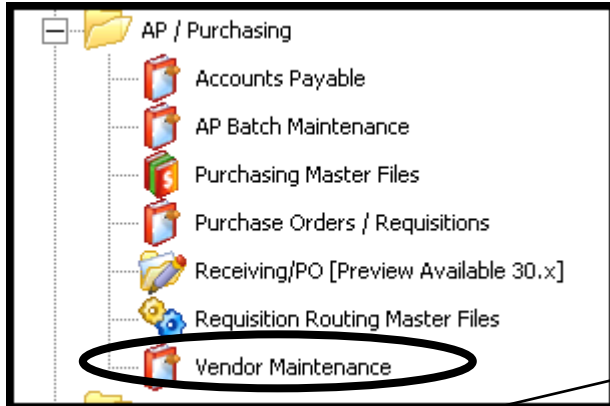
AP Batch Maintenance is where you will open a new batch (page 15).



Purchase Orders/Requisitions is where you will create new POs (page 6).

Vendor Maintenance is where you maintain vendors and lookup vendor history (page 2).

VENDOR MAINTENANCE:

To lookup Vendor Activity, change or add a vendor, open your Vendor Maintenance screen.



If you were adding a new vendor, you would select the Add Vendor  button. Note that a vendor number is assigned once you click the save button. 

The screenshot shows the 'Vendor Maintenance' application window. The title bar reads 'Vendor Maintenance 01 - LASSEN CTY OFFICE OF EDUCATION QSS/OASIS'. The menu bar includes 'File Options Help'. The toolbar contains icons for home, add (+), search (magnifying glass), save, print, settings, delete (X), refresh, calculator, help, and close (X). The main area has tabs for 'Contact Information', 'Optional Information', 'Add'l Addresses', 'Commodities', and 'Comments'. The 'Contact Information' tab is active, showing a form with the following fields: District (01), Number, Name, Address, City, State, Zip, Phone, Fax, Contact, Remit Name, Remit Address, City, State, Zip, 1099, Name, Preset, Tax ID, SSN, Use Tax Preset, Use Tax 1, Use Tax 2, Acct Number, Rating, Msg Flag, Category, Type, Revolving Cash Object, Terms, Shipping %, and Comments. The status bar at the bottom shows 'VEUPDT: WWWWWWX00EW' and 'Yr:2012 Dist:01 Site:0 GS: W 8/30/2011 9:42 AM'.

To lookup a vendor, click the Search button.



Fill in vendor information and click the search button again.

Vendor Lookup 01 - LASSEN CTY OFFICE OF EDUCATION QSS/OASIS

File Options Help

Vendor Lookup | TIN Lookup | Commodity Lookup | Employee Lookup | Results

District: 01 Date: / / Status: Active Inactive Both Include additional addresses Include commodity codes

Contact Information **Additional Information**

Name: Staub Search remit/addl add?
 Address:
 City: State: Zip:

Remit Name:
 Remit address:
 City: State: Zip:

Vendor Number: Contact: Phone: () Fax: ()

1099: Yes No All Name: Preset: Tax ID: SSN:

Use Tax: A - All Use tax 1: Use tax 2: Terms:

Account Number: Rating: Msg Flag: Category:
 Comment: Type: Revolving Cash Object:

8/30/2011 9:48 AM

To make changes to the vendor, click the Vendor Maintenance button.

Vendor Lookup 01 - LASSEN CTY OFFICE OF EDUCATION QSS/OASIS

File Options Help

Vendor Lookup | TIN Lookup | Commodity Lookup | Employee Lookup | Results

Page: 1 of 1

	Vendor Name	Vendor #	Status	Address	Contact Info	Phone Number	Fax Number	Com C
▶ 1	STAUB & SONS INC, ED	01 - 101205	A	PO BOX 528 MERRILL, OR 97633-0528				



To make changes, click Change Vendor. Make sure to save your changes before exiting.

Vendor Maintenance 01 - LASSEN CTY OFFICE OF EDUCATION QSS/OASIS

File Options Help

Inspect

Contact Information | Optional Information | Add'l Addresses | Commodities | Comments

District: 01
 Number: 101205

Name: STAUB & SONS INC, ED
 Address: PO BOX 528
 City: MERRILL State: OR Zip: 97633-0528

Remit Name:
 Remit Address:
 City: State: Zip:

Phone: () Fax: ()
 Contact:

1099: N - No Name: Preset: Tax ID: SSN:

Use Tax Preset: N - No Use Tax 1: % Use Tax 2: %

Acct Number: Rating: Msg Flag:
 Category: Type: Revolving Cash Object: Terms: Shipping %:
 Comments:

Last edit: 01/24/2007 at 13:54:43 by LGAR Last paid: 08/18/2011

VEUPDT: WWWWWWX00EW Yr:2012 Dist:01 Site:0 GS: W 8/30/2011 9:56 AM

To lookup vendor history, click Vendor Activity.

Vendor Lookup 01 - LASSEN CTY OFFICE OF E

File Options Help

Vendor Activity icon circled

Vendor Activity

Vendor Number: 101205

Beginning Date: 07/01/2011

Ending Date: 06/30/2012

Clear

Ascending:

Transaction Types:

- CM - Credit Memo
- CW - Cancelled warrant
- CL - Established payables/payment
- HW - Hand warrant
- LB - Liability payment
- PO - Purchase orders/payments
- PV - Pay Voucher
- RC - Revolving cash
- TC - Travel Claim
- PX - Requisition

Reference Number:

PO Acct Line #:

Invoice Number:

OK Cancel

If the dates are correct, click OK to continue.

Vendor Lookup 01 - LASSEN CTY OFFICE OF EDUCATION QSS/OASIS

View: 1 of 1 Page: 1 of 1

District: 01 Vendor Activity QSS/OASIS Page 1 of 1

Vendor Number: 101205 - STAUB & SONS INC, ED
 Beginning Date: 07/01/2011 Ending Date: 06/30/2012
 Transaction Types: --
 Reference Number:
 PO Acct Line:
 Invoice Number:

VENDET.DATA.QSSUSER last updated TUE, AUG 30, 2011, 4:11 AM

Transaction Type	Encumbered Balance	Pending Payment	Payment
Credit Memo		0.00	0.00
Est Payables/Payments	-1,156.77	0.00	1,156.77
Liability Payments		0.00	0.00
Purchase Orders/Payments	4,000.00	0.00	0.00
Pay Vouchers		0.00	1,004.21
Travel Claims		0.00	0.00
Revolving cash		0.00	0.00
Vendor Total	2,843.23	0.00	2,160.98

1 vendor(s) and 11 detail record(s) selected.

Entered	Reference	Requisition	Paid	Warrant	Enc	Amount	Fd-Resc-Y-Objt-Goal-Func-Sch-DD	Invoice No
07/01/2011	PO-120038	120038			4,000.00	0.00	12-6110-0-5590-8551-8100-202-00	
07/14/2011	CL-110076		07/14/2011	11499162	-853.76	853.76	01-7240-0-4300-5005-3600-000-00	TRANSPTN
07/14/2011	CL-110077		07/14/2011	11499162	-35.45	35.45	01-0200-0-4300-0000-7701-001-00	FUELIT
07/14/2011	CL-110078		07/14/2011	11499162	-151.34	151.34	01-0000-0-4300-0000-8100-000-00	MAINTSUP
07/14/2011	CL-110079		07/14/2011	11499162	-116.22	116.22	01-0000-0-4300-0000-8210-000-00	FUELCHGS
08/01/2011	PV-120019		08/01/2011	11499610		627.05	01-7240-0-4300-5005-3600-000-00	TRANSPTN
08/01/2011	PV-120019		08/01/2011	11499610		49.46	01-0200-0-4300-0000-7701-001-00	FUELIT
08/01/2011	PV-120019		08/01/2011	11499610		130.26	01-0000-0-4300-0000-8100-000-00	MAINTSUP
08/17/2011	PV-120063		08/18/2011	21400020		28.32	01-0200-0-4300-0000-7701-001-00	FUELIT
08/17/2011	PV-120063		08/18/2011	21400020		66.08	01-0000-0-4300-0000-8100-000-00	MAINTSUP
08/17/2011	PV-120063		08/18/2011	21400020		103.04	01-0000-0-4300-0000-8210-000-00	FUELCHGS

You can scroll through Vendor Activity, or click on one of the payments to view detail.

Year: 12

Account Summary

Fd-Resc-Y-Objt-Goal-Func-Sch-DD
01-7240-0-4300-5005-3600-000-00
District: 01 Year: 12 Description:
Account status: Open Roll Flag: Pseudo Code: TRANSPTN
Fund: 01 GENERAL FUND
Resource: 7240 TRANSPORTATION-SPECIAL ED
Year: 0 UNDESIGNATED
Object: 4300 SUPPLIES
Goal: 5005 TRANSPORTATION
Function: 3600 PUPIL TRANSPORTATION
School: 000 COUNTY WIDE UNSPECIFIED
DistDisc: 00 UNDESIGNATED

	Working	Revised	Approved
Budget:	23,000.00	23,000.00	23,000.00
Expense/Receipt:	1,105.95		
Pending:	0.00		
Encumbered:	2,700.00		
Total Committed:	3,805.95		
Balance:	19,194.05	19,194.05	19,194.05

Last Used: 06/27/2011 08:56 By: DLEE
Last Updated: 06/27/2011 08:56 By: DLEE

[View Account Activity](#)

PURCHASE ORDERS/REQUISITIONS:

To create or change a Purchase Order/Requisition, open your Purchase Orders/Requisitions screen.

To search for a Requisition/PO, click the Search button. To add a Requisition/PO, click Add.

Adding a Requisition/PO:

When you click the Add button, this window will open:

Enter information for your Requisition/PO:

The Requisition and Purchase Order numbers will fill in once you save the new Requisition. To choose a Vendor, click the binoculars. Search for your vendor, and then choose the Return Vendor button.

Then fill in the account information as you would on the first screen in QSS (traditional).

Ln	Fd-Resc-Y-Objt-Goal-Func-Sch-DD	Percent	Budget Balance
1.	- - - - -	.00	
* 2.		.00	

```

District: 01           Requisition Entry for P.O.'s           QSS/OASIS
                        Add Requisition
                        Requisition number: 120128
Assn PO: 120128   Date: 083011   Vendor No/Addr: 101205/00   Cnfrm msg: 0
  Desc:                                     Type:                 Shipping loc: 0000
Subm by:                                     Tax%: 7.250%           Released: Y
  Site: 0000   Buyer:                       Del by:                 Misc Dt:             Printed: N/A
  Terms:                                     FOB:                   Misc:
Beg msg:                                     Rm:
End msg:                                     Pr:
Comm:
      Vendor name/address           Remit name/address           Ship%: %
STAUB & SONS INC, ED
PO BOX 528
MERRILL OR 97633-0528
Ln  Fd-Resc-Y-Objt-Goal-Func-Sch-DD   Percent   Budget Balance
1.  000000000000                       %
2.  000000000000                       %

```

Then click Items to go to items as you would in QSS.

Requisition Entry 01 - LASSEN CO OFFICE OF EDUCATION QSS/OASIS

File Options

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

Add Mode

Subject to tax: 0.00 Rate: 7.250 % 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		000000	

Description 59 lines remaining

Accounts

Ln	Fd-Resc-Y-Objt-Goal-Func-Sch-DD	Amount	Percent
1.	01-0000-0-4300-0000-8100-000-00	0.00	100.00

Items

Item	Print	Split	Quantity	Unit	Unit Cost	Total Cost	Tax	Stock#	FA

Instead of hitting return and updating, or paging forward to enter a new item, you will be clicking Main/Save, Main, or Add Item.

Profile: 1332 GUIPURCH: YR1332 Y Yr: 2012 Dist: 01 Site: 0 GS: W 8/30/2011 10:59:45 AM

File Edit Connection Setup Macro Window Help

District: 01 Requisition Entry for P.O.'s QSS/OASIS
 RQ:120129 PO:120129 Add Requisitions

Item	Print	Split	Qty	Unit	Unit Cost	Total Cost	Tax	Stk No	FA
1	Y	CP					Y		

Description page: 1 Lines used this item: 0 Total P.O. lines avail: 990

Subj to tax: Sub total: Tax: Total:

Ln	Fd-Resc-Y-Objt-Goal-Func-Sch-DD	Amount	Pct
1.	01-0000-0-4300-0000-8100-000-00	0.00	100.00
2.			
3.			
4.			

Select Option Set Ship Item Previous Screen Update Request Page Itm Backward Page Itm Forward Return To Menu

Once you have entered your PO, you can print a Purchase Order Prelist from the Finance Job Menu.



Job Menu 01-LASSEN CTY OFFICE OF EDUCATION QSS/OASIS

File View Options Help

Search found 11 lines.

View: Tree Grid Show: Show All Show Only Favorites

Search: prelist

Job Title	JCL Name
APY Prelist Reports (APYSUB)	APYSUB.JOBAPY
Accounts Payable Prelist (APY500 / APY520)	APYPRE.JOBAPY
Accounts Payable Prelist - All SI (APY1000 / APY1020)	APYPREAD.JOBAPY
Purchase Order Prelist - Logon Site	POX500LS.JOBPOX
Purchase Order Prelist - Site Selection	POX500SS.JOBPOX
Remote Requisition Prelist (Purchasing)	POXRRPSS.JOBPOX
Remote Requisition Prelist (Purchasing) - Logon Site	POXRRPLS.JOBPOX
Remote Requisition Prelist (Remote Admin)	POXRRASS.JOBPOX
Remote Requisition Prelist (Remote Admin) - Logon Site	POXRRALS.JOBPOX
Remote Requisition Prelist (Remote User)	POXRRUSS.JOBPOX
Remote Requisition Prelist (Remote User) - Logon Site	POXRRULS.JOBPOX

Request Requisition (PO) Review Reports 01-LASSEN CTY OFFICE OF EDUCATION QSS/OASIS

File Options

Main Selection

Request Requisition (PO) Review Reports

Report Title:

Report Format: 1 = Expanded, 2 = Abbreviated, 3 = Expanded / 1 per page, 4 = Condensed

Expanded/condensed sort option: 1 = Site/PO, 2 = Buyer/PO, 3 = PO, 4 = Req.

Buyer Code:

Req #:

P.O. #:

P.O. # Range:

Released for Processing: Y = Released, N = Held, A = All

Approval Flag Selection

Budget: Board: Purchasing:

Budget / Board Status Key

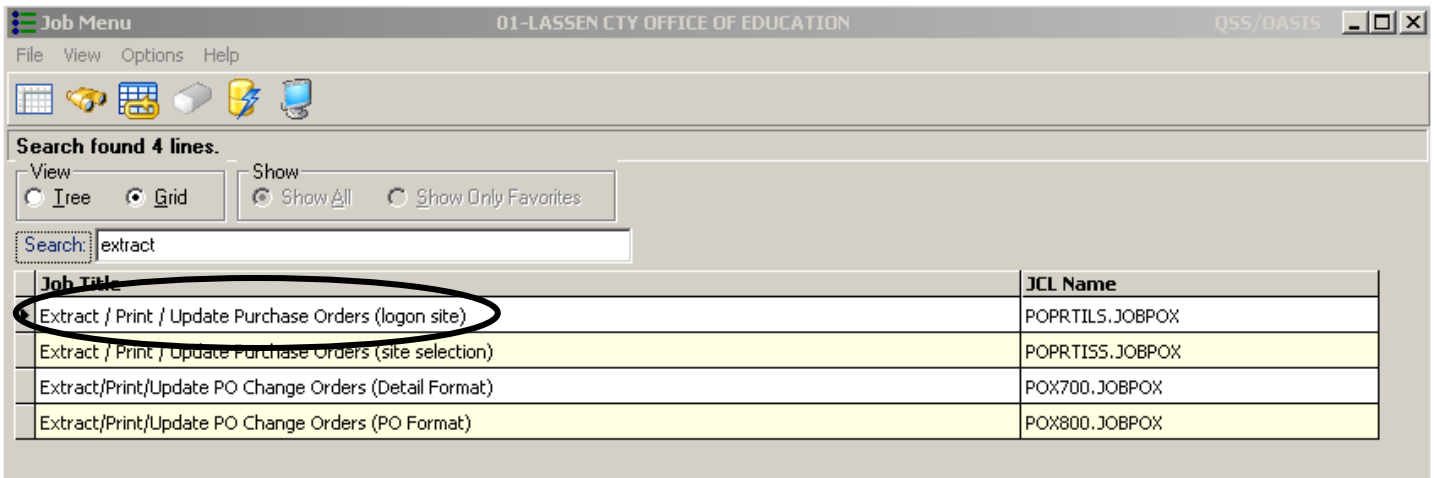
- N - No approval necessary
- Y - Approval required (waiting)
- A - Approval granted
- U - Unapproved (denied)
- R - Approved after denial
- X - A, R, or N
- Z - A or R

Purchasing Status Key

- Y - Approved
- N - Not approved (denied)
- A - Approved upon review
- U - Unapproved after review
- R - Approved after denial
- X - Approved status Y, A, or R
- H - Held for review

Yr:2012 Dist:01 Site:0 8/30/2011 11:16 AM

To print your PO, go to the Finance Job Menu and choose Extract/Print/Update Purchase Orders:



Purchase Order Processing

Lassen

■ ...Select an option (H for help)

- > 1. Requisitions
- 2. Request requisition prelist
- 3. Request Board Report for P.O. requisitions
- 4. Extract and print P.O.'s (NEW FORMAT)

Fill in the parameters for Extract/Print/Update Purchase Orders the same way you would for Extract and print P.O.'s in the traditional system.



Print Purchase Orders

P.O. print date: / /

Special format:

Buyer Code:

Req #:

P.O. #:

P.O. # Range:

Re-print P.O. #:

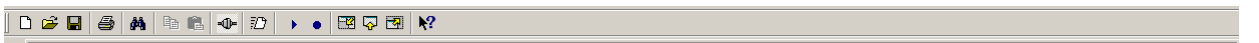
Released for Processing: Y = Released, N = Held, A = All

Select PO Types:

Approval Flag Selection

Budget: <input type="checkbox"/>	Board: <input type="checkbox"/>	Purchasing: <input type="checkbox"/>
Budget / Board Status Key N - No approval necessary Y - Approval required (waiting) A - Approval granted U - Unapproved (denied) R - Approved after denial X - A, R, or N Z - A or R		Purchasing Status Key Y - Approved N - Not approved (denied) A - Approved upon review U - Unapproved after review R - Approved after denial X - Approved status Y, A, or R H - Held for review

Select sites:



```

District:          Print Purchase Orders          QSS/OASIS

P.O. print date:
Print line-up:    times      Special format:
Buyer code:
Req.#:
P.O.#:
Re-print P.O.#:
Released for processing:  Y = released, N = held , A = all
Select PO types:

Approval Flag Selection
-----
Budget:          Board:          Purchasing:

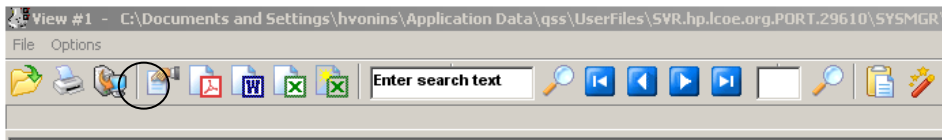
N - No approval necessary
Y - approval required (waiting)
A - Approval granted
U - Unapproved (denied)
R - Approved after denial
X - A, R, or N
Z - A or R
' ' - Any approval value

Y - Approved
N - Not approved (denied)
A - Approved upon review
U - Unapproved after review
R - Approved after denial
X - Approved status Y, A, or R
H - Held for review
' ' - Any approval value

Select sites:

PXRQST H.00.12 compiled 02/27/06 13:04 option=0021 site=0000

Start Over          Start Over          Return to Menu
    
```



To print your PO, choose the print icon.

A print dialog box will open.

BILL TO:
 LASSEN CO OFFICE OF EDUCATION
 472-013 JOHNSTONVILLE ROAD, N
 SUSANVILLE CA 96130
 Tel: (530) 251-8708
 ATTN: Rebecca

Purchase Order Number
 1 1 0 0 6 6
 Purchase Order Date
 07/22/10

Local Sales Tax Rate: 8.25%
 All Freight Must Be Prepaid

Vendor: 104916
 MARIN COUNTY OFFICE OF
 EDUCATION
 ATTN: MICHAEL CHEBREGZIABHER
 PO BOX 4925
 SAN RAFAEL CA 94913

SHIP PREPAID TO:
 LASSEN COUNTY OFFICE
 OF EDUCATION
 472-013 JOHNSTONVILLE ROAD, N
 SUSANVILLE, CA 96130

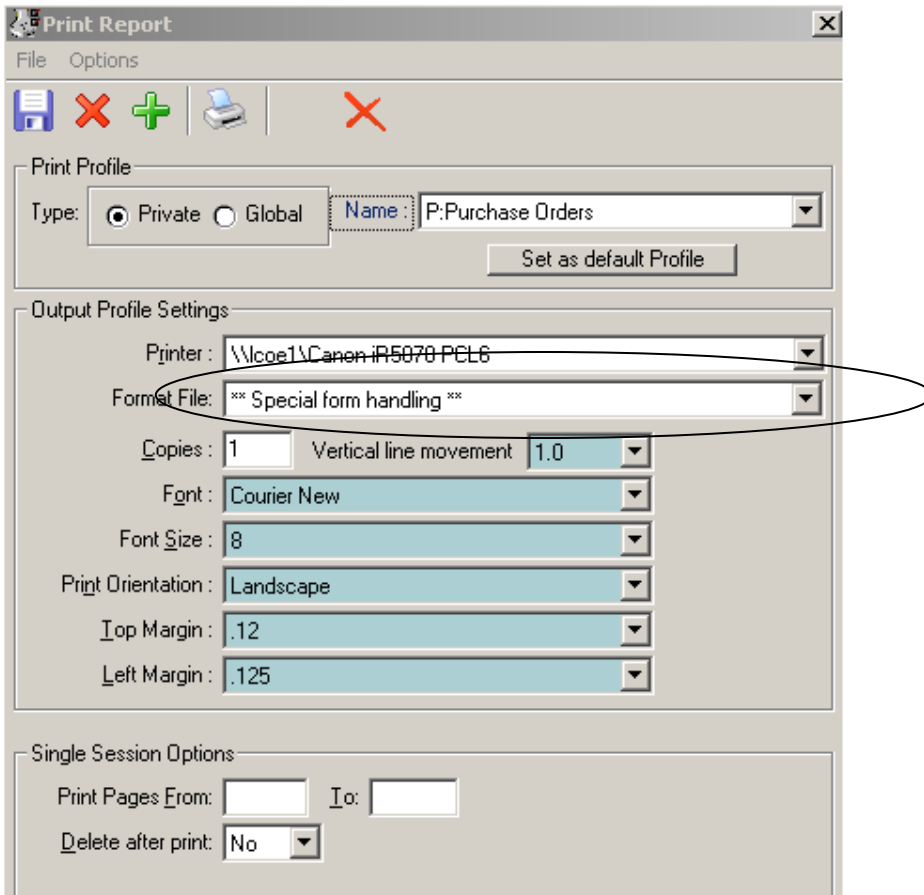
Vendor Contact: Phone: (415)499-5811
 Terms: FOB: FAX: (415)491-6619
 Requestor: DENISE Req No: 110066 Date:
 Site: 0000 LASSEN COUNTY OFFICE OF EDUC Buyer:

Ln	QTY	Unit	Description	Unit Price	Total Price
1	1		ANNUAL BASC DUES FOR FY 2010-11	800.000	800.00
				Sub Total	800.00
				Tax	0.00
				PO Total	800.00

01-0000-0-5300-0000-7200-000-00 800.00

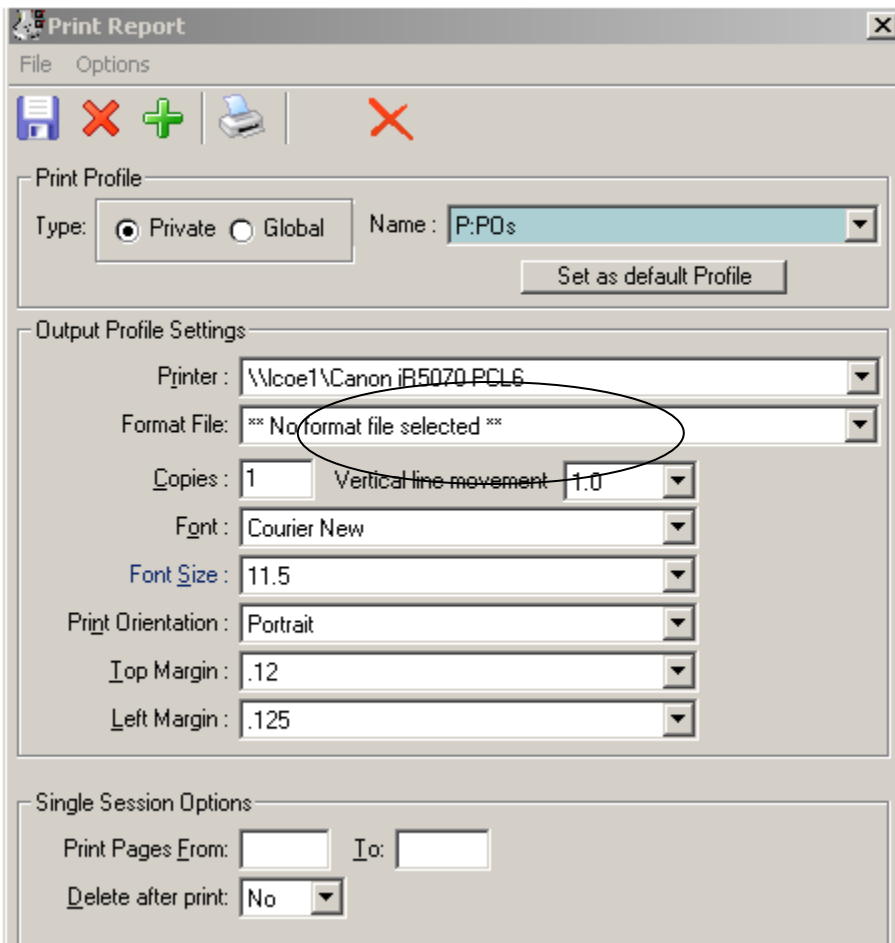
Vendor Page 01

Approved Signature _____ Date _____



You can choose, under Format File, either **Special Form Handling** or ****No format file selected****. Special Form Handling will print perfectly but you will have a blank sheet of paper between each page of the PO.

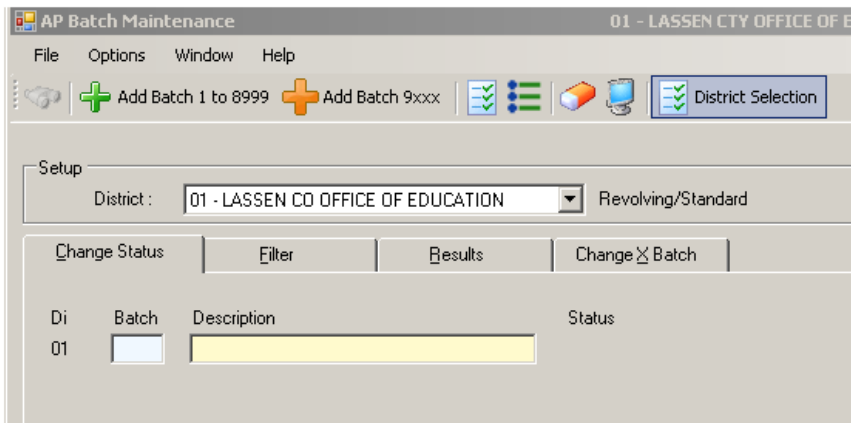
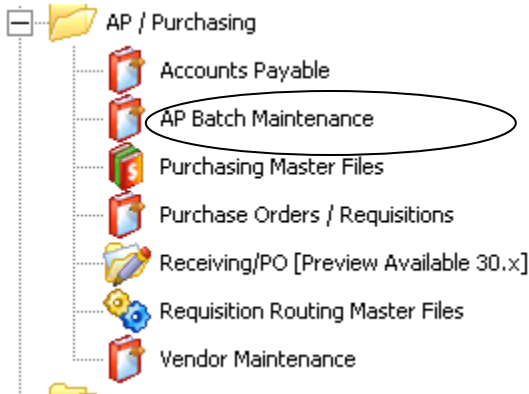
No Format File will allow you to customize your form.



If you choose ****No format file selected**** then change your font to 11.5 and make sure the Print Orientation is Portrait.

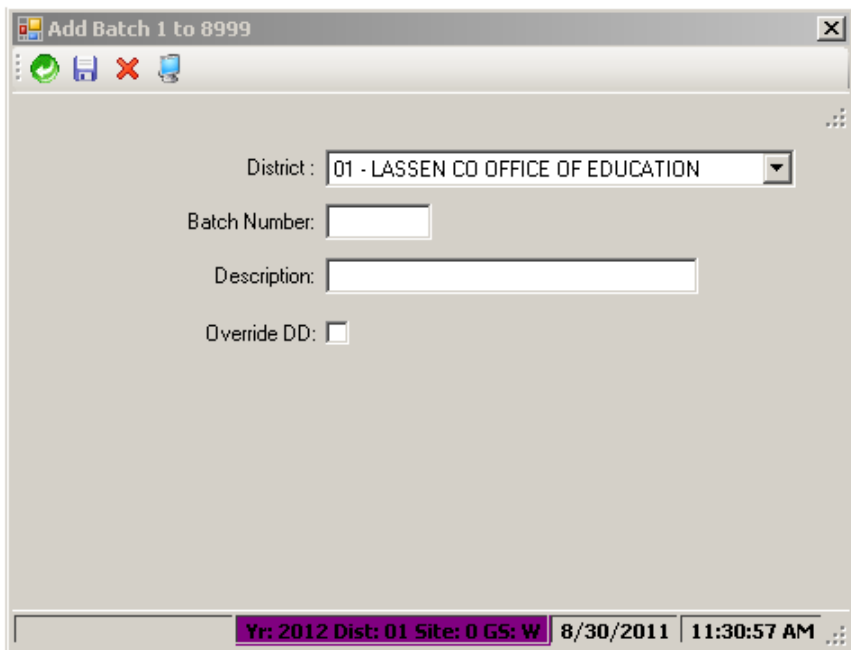
AP BATCH MAINTENANCE:

To open a new batch, open AP Batch Maintenance.



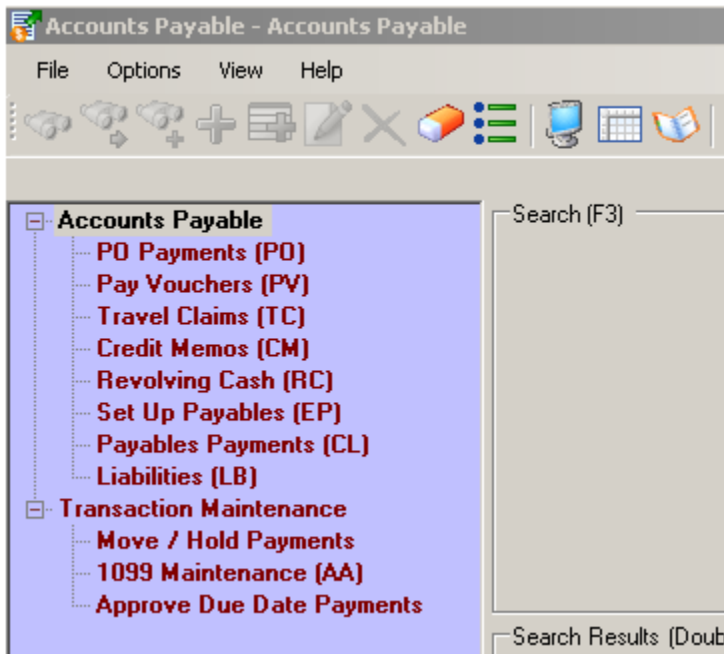
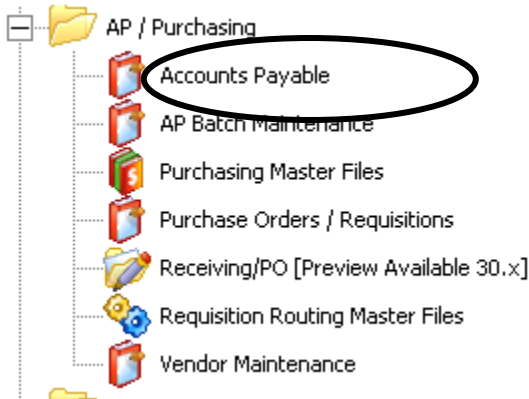
Click on Add Batch (most of us use 1 to 8999).

Enter your Description and enter your batch number if you do not have auto numbering. Then click Save and Return to add your batch (the system will assign a batch number if you have auto numbering).



ACCOUNTS PAYABLE:

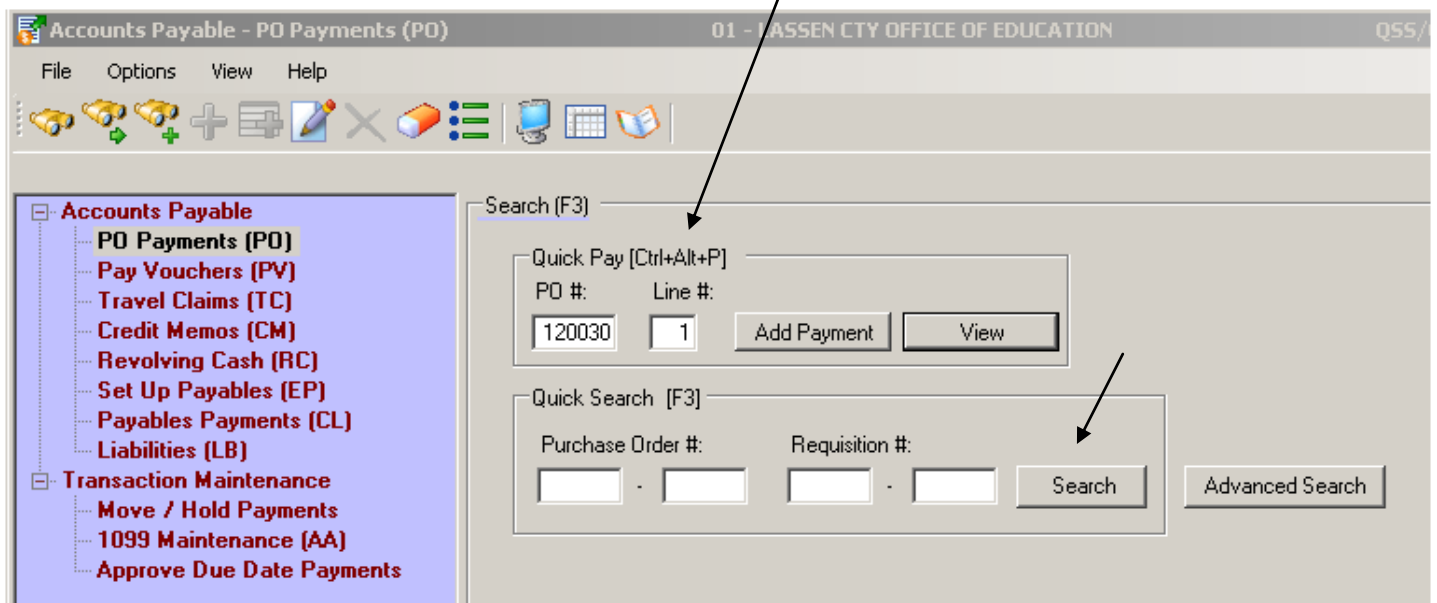
To add payments to a batch, open Accounts Payable.



You can make PO Payments, Pay Voucher Payments, Set up Payables and make Payables Payments here. Click on what you would like to do.

You can either add a PO Payment or search for a previous payment. Or, you can view PO info by entering the number and clicking View.

To make a PO Payment, click PO Payments.



Add PO Payment

File Options

PO number: 120030 - POSTAGE
 Line: 0001 Account: 12-5055-0-5930-8554-5000-202-00
 Budget balance: \$0.00
 Vendor: 102912 - POSTMASTER

Balance:

Payment type:

Invoice date:

Invoice description:

Batch number:

Payment due:

Liquidate:

Payment:


Use Tax: Use Tax Amount: \$0.00
 1099:

Discount: % Net:

Address No: Remit Payments:

Current transaction line: 0 Yr: 2012 Dist: 01 Site: 0 GS: W 8/30/2011 11:44:17 AM

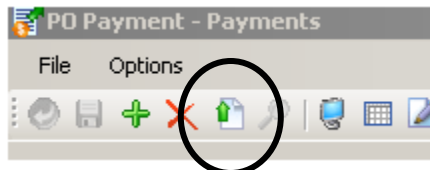
Enter your PO Payment as you would in the traditional system. Although it looks different, you are entering the same information.

Save and Return when you are done. 

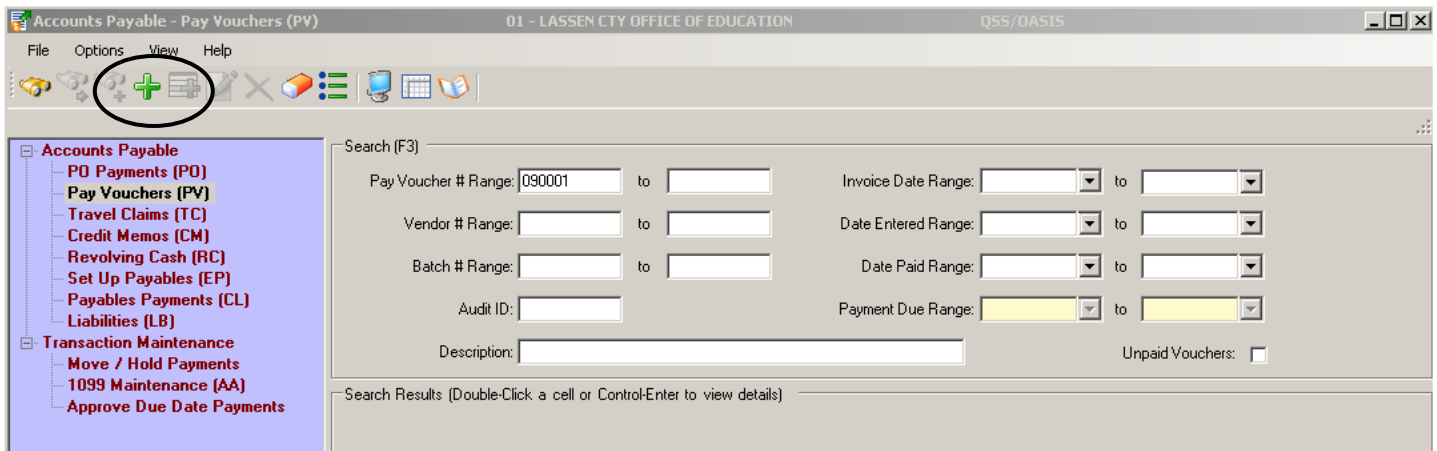
```

Remit Name/Address      Acct bal:          .00
POSTMASTER              Action:            (H for help)
                          Inv Dt/No:
                          Batch No:
                          Liquidate: $
                          Payment: $
                          [          ] Addr No: 00 Use tax: N 1099: N Disc PO:
Go to PO: 120030 Line:
  
```

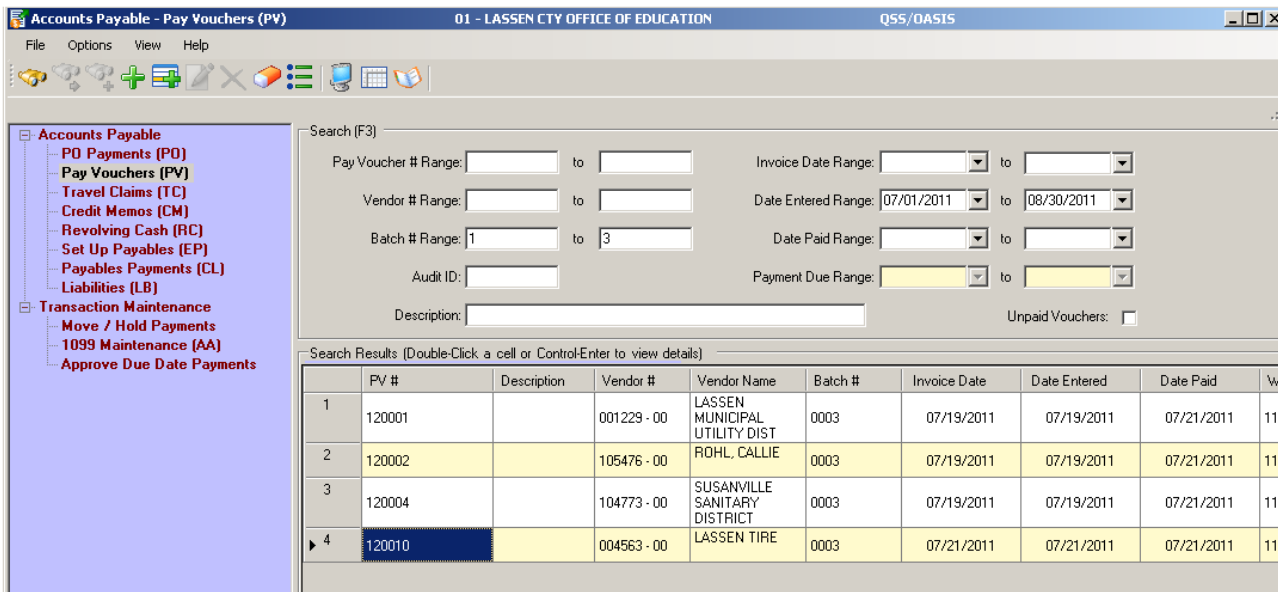
If you need to change a PO Payment, search for the payment, and click the Change PO Payment button.



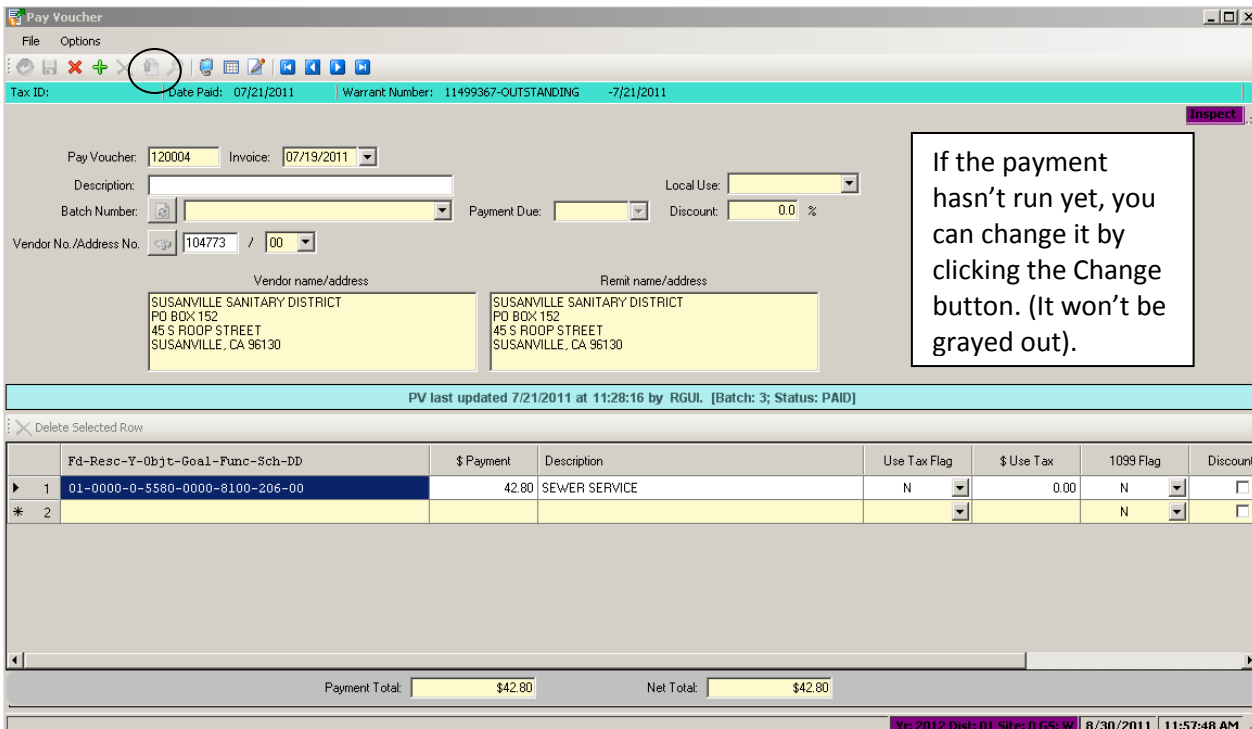
To make a Pay Voucher payment, click on Pay Vouchers.



To add a payment, click on the Add button. To change or inspect a payment, search for it above.

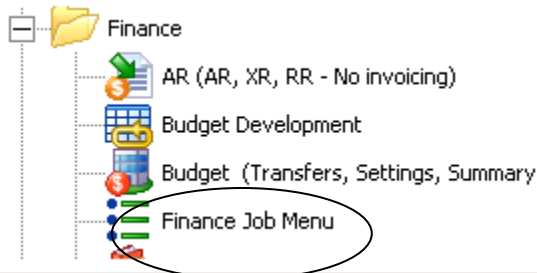


Select a payment and click to open.



Add Pay Voucher Window:

Once you have entered your PV and PO Payments, open Finance Job Menu to print your AP Prelist.



Job Title	JCL Name
APY Prelist Reports (APY5UR)	APY5UR.JOBAPY
Accounts Payable Prelist (APY500 / APY520)	APYPRE.JOBAPY
Accounts Payable Prelist - All Dtl(APY500 / APY520)	APYPRCAD.JOBAPY
Purchase Order Prelist - Logon Site	POX500LS.JOBPOX
Purchase Order Prelist - Site Selection	POX500SS.JOBPOX
Remote Requisition Prelist (Purchasing)	POXRRP5S.JOBPOX
Remote Requisition Prelist (Purchasing) - Logon Site	POXRRPLS.JOBPOX
Remote Requisition Prelist (Remote Admin)	POXRRASS.JOBPOX
Remote Requisition Prelist (Remote Admin) - Logon Site	POXRRALS.JOBPOX
Remote Requisition Prelist (Remote User)	POXRRU5S.JOBPOX

Accounts Payable Prelist (APYPRE) 01-LASSEN CTY OFFICE OF EDUCATION QSS/OASIS

File Options

Accounts Payable Prelist QSS/OASIS

District: 01 LASSEN CTY OFFICE OF EDUCATION

Report Title: _____

Batch Status: _____

From Batch: _____

To Batch: _____

Select Payments with Due Date on or before: / /

Select Payments with Due Date approval status: _____

APY500 Options:

- Include Revolving Cash Transactions
- Print Vendor Address
- Print Object Descriptions
- Include Vendor TIN
- Include Audit Date and Time in Sorts

APY520 Options:

- Print Revolving Cash Prelist

All Districts

Usersec: Y Yr:2012 Dist:01 Site:0 8/30/2011 12:07 PM

District: 01 Request Accounts Payable Prelist QSS

Report Title: _____

Batch status: A - All batches

From batch: _____


To batch: _____

APY500 Options:

- Include Revolving Cash Transactions: (Y/N)
- Print Vendor Address: (Y/N)
- Print Object Descriptions: (Y/N)
- Include Vendor TIN: (Y/N)

APY520 Options:

- Print Revolving Cash Prelist: (Y/N)

Fill in parameters as you would in QSS and run the report by clicking Submit Job. 

Go to Print Manager to print or view your prelist.