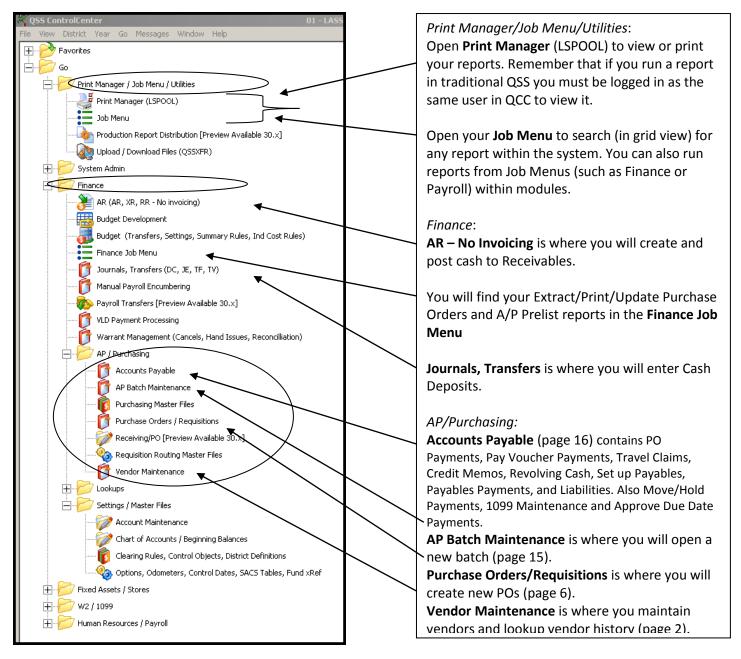
Quick Start Guide to QCC – Accounts Payable/Purchasing

Login to QCC. Your u QSS Control Center	username is ALL CAPS.	
🌴 Enter login info	rmation - Version: 1.32.5 8/10/2011 1:38:45 PM	×
<u>U</u> se	er Name: HVON2012	
E	assword:	
	Login <u>C</u> ancel	



VENDOR MAINTENANCE:

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

screen.

AP / Purchasing Accounts Payable AP Batch Maintenance Purchasing Master Files Purchase Orders / Requisitions Receiving/PO [Preview Available 30.x] Requisition Routing Master Files Vendor Maintenance	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.	
Vendor Maintenance 01 - Li File Options	ASSEN CTY OFFICE OF EDUCATION QS5/OASIS	L X
	x	
	Inspect	
Contact Information Optional Information Add'I Addresses Commoditie	ies Comments	
District: 01 Number:	Remit Name: Remit Address: City: City: State: Zip: City: C	
1099: Name:	Preset: Tax ID: SSN:	
Use Tax Preset: Use Tax 1: %	Use Tax 2: % Msg Flag: Terms: Shipping %:	
VEUPDT: WWWWWWX00EW	Yr:2012 Dist:01 Site:0 G5: 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 OFFI	ICE OF EDUCATION	Q55/0A515 💶 🗙
File Options Help	d 😣 🔒 🤌 🤤 🛍 – 🏢	?	
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District: 01 💌 Date: 🖊 /	Status Active O Inactive O	Both 🔽 Include additional addresses 🔽 Include com	modity codes
Conta	act Information	Additional Information	
Name: Staub Address:	Search remit/addl add?	Remit Name: Remit address: City:State:	Zip:
Vendor Number:	Contact:	Phone: () Fax: ()	
0 Yes O No O All	Name:	Preset: Tax ID: SSN:	
Use Tax 🗛 - All 💌 U	Use tax 1: Use tax 2:	Terms:	
Account Number:	Rating: Type:	Msg Flag: Category: Category: Revolving Cash Object:	
To make changes to the yen	dor, click the Vendor Maintenan	ce button.	8/30/2011 9:48 AM
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Vendor Loo	Vendor Lookup IIN Lookup Commodity Lookup Employee Lookup Besults									
	Yendor Name	¥endor #	Status	Address	Contact Info	Phone Number	Fax Number	Com C		
▶ 1	STAUB & SONS INC, ED	01 - 101205		PO BOX 528 MERRILL, OR 97633-0528						
				•	•					

To make changes, click Change Vendor. Make	e sure to save 📕 your changes before ex	kiting.
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	, , , , , , , , , , , , , , , , , , ,	Inspect
Contact Information Optional Information Add'I Addresses	Commodities Comments	
District: 01 💌		
Number: 101205		
Name: STAUB & SONS INC, ED	Remit Name:	
Address: P0 B0X 528	Remit Address:	
City: MERRILL State: OR	Zip: 97633-0528 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: %	۶
Acct Number: Rating:	Msg Flag:	
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Type: Revolving Cash Object:	Terms: Shipping %:	
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Last edit: 01/24/2007 at 13:54:43 by LG	iAR Last paid: 08/18/2011	
<u></u>		
VEUPDT: WWWWWWX00EW		t:01 Site:0 GS: W 8/30/2011 9:56 AM
To lookup vendor history, click Vendor Activi	•	
Vendor Lookup	01 - LASSEN CTY OF	FICE OF E
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Vendor Activity			x	-				
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PO Acct Line #								
Invoice Number	•							
OK	Ca	ancel		If the d	ates are corr	ect, click OK to	continue]
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dor Lookup iews Page	_	01 - LASSEN CTY OFF	ICE OF EDUCATION	N		Q55/OA5I5		
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You can scroll through Vendor Activity, or click on one of the payments to view detail.

ar: 12	Acco	ount Su	mmary	
	District: 01 Account status: Open 1 Fund: 01 Resource: 7240 Year: 0 Object: 4300 Goal: 5005 Function: 3600	- 4300 - 5005 Year: 12 Roll Flag: P GENERAL FL D TRANSPORT UNDESIGNA D SUPPLIES 5 TRANSPORT D PUPIL TRAN: COUNTY WI	-3600-000 seudo Code: IND ATION-SPEC TED ATION SPORTATION DE UNSPECII	D -00 Description: TRANSPTN IAL ED
	Budget:	Working 23,000.00		Approved 23,000.00
	Expense/Receipt: Pending: Encumbered:	1,105.95 0.00 2,700.00		
	Total Committed:	3,805.95		
	Balance:	19,194.05	19,194.05	19,194.05

PURCHASE ORDERS/REQUISITIONS:

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

🚍 📂 AP / Purchasing	
🎁 Accounts Payable	
Patch Maintenance	
Purchasing Master Files	
Purchase Orders / Requisitions	
Receiving/PO [Preview Available 30.x]	To search for a Requisition/PO, click the
Requisition Routing Master Files	Search button. To add a Requisition/PO, click
Vendor Maintenance	Add.
Purchase Orders / Requisitions	01 - LASSEN CO OFFICE OF EDUCATION
Purchase Orders / Requisitions	01 - LASSEN CO OFFICE OF EDUCATION
	01 - LASSEN CO OFFICE OF EDUCATION
File Options Hela	01 - LASSEN CO OFFICE OF EDUCATION
File Options Hele	01 - LASSEN CO OFFICE OF EDUCATION
File Options Hele	01 - LASSEN CO OFFICE OF EDUCATION Purchase Order #: • Advanced Search

Adding a Requisition/PO:

When you	click the A	dd button,	this window	will open:
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🔛 R	Requisition Entry	- LASSEN CO OFFICE OF EDUCA	TION	QS5/OASIS	
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					AddMode
_					
	Requisition)
	Requisition: New* Purchase Order: New* C	Control #:	Warehouse:	Stores Order:	
	Vendor/Addr#: 🥎 🛛 / 00-	Date: 08/30/2011	Released:	•	
	PO Type: De	elivery By:	Confirming:) - No confirmation message	1
$\left \right\rangle$	Description:	Tax %: 7.250 %	Ship To: 0000	ASSEN COUNTY OFFICE (0000)	
	Submitted by:	Terms:	Commodity:	-	- 1
	Site: 0000	FOB:			
		Program:	Misc Date:	Misc:	-
C		Room:		Shipping %:	
l		J			
	X Delete Selected Row				
	Ln Fd-Resc-Y-Objt-Goal-Func-Sch-DD		Percent	Budget Balance	
	1		.00		
	* 2.		.00		

Enter information for your Requisition/PO:

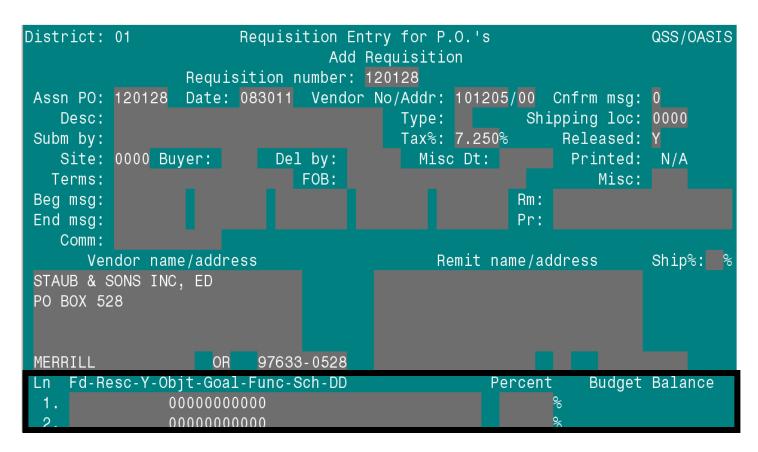
Requisition —										
Requisition:	*New*	Purchase Order: 🛛	New [*]	Control #:			Warehouse:		Stores Order:	
Vendor/Addrt		/ 00-	•	Date:	08/30/2011		Released:	•		
PO Type:				Delivery By:			Confirming:	0 - No confir	mation message	•
Description:				Tax %:	7.250 %	Ship T	o: 0000	LASSEN CO	UNTY OFFICE (0000)	•
Submitted by:				Terms:			Commodity:			•
Site: 0000			•	FOB:						
Buyer:				Program:			Misc Date:		Misc:	
Fill in fields	as you v	vould in the tra	aditional sy	/stem (QS	S).				Shipping %:	

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.

🗖 Yendor Lookup		01 - L	ASSEN CTY OFFICE OF EDU	CATION		QSS/OASIS	<u>_ × </u>
File Options Help							
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						Page:	1 of 1
	<u>Employee</u>	Lookup	<u>R</u> esults				
Vendor Name	Vendor #	Status	Address	Contact Info	Phone Number	Fax Number	Com C
	01 - 101205	Α	PO BOX 528 MERRILL, OR 97633-0528				
1							

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

	X Delete Selected Row					
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*	2.		.00			



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

🔡 Requi	sition Entry			0	1 - LASSEN CO	OFFICE OF EDU	TION	
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Select	: Show Site/Shp	Previous	Select		Page Ac#	Page Ac‡ Forward	Go to	Return
Select Optior	ı Site/Shp	Screen	Req #		Backward	Forward	Items	7 o Menu

Requisition Entry		01 - LASSEN CO	OFFICE OF EDUCAT	ION	QSS/OASIS				
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						100 6		AddMod	e:
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llene									
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Once you have entered your PO, you can print a Purchase Order Prelist from the Finance Job Menu.

AR (AR, XR, RR - No invoicing)	
Budget Development	
Budget (Transfers, Settings, Summary R	
Finance Job Menu	
Journals, Transfers (DC, JE, TF, TV)	
Manual Payroll Encumbering	
Payroll Transfers [Preview Available 30.×	
Job Menu 01-LASSEN CTY OFFICE OF EDUCATIO	
File View Options Help	
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C Iree C Grid C Show All C Show Only Favorites	
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Job Title	JCL Name
APY Prelist Reports (APYSUB)	APYSUB.JOBAPY
Accounts Payable Prelist (APY500 / APY520)	APYPRE.JOBAPY
Accounts Pavable Dealist All D2(Hr 1000 / Ar 1020) Purchase Order Prelist - Logon Site	POX500LS.JOBPOX
Purchase Order Preist - Lugon Site	
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	POXRRAL5.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	
File Options	
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● <u>M</u> ain Selection	
Request Requisition (PO) Review Reports	
Report Title :	
Report Format : 1 = Expanded, 2 = Abbreviated, 3 = Expanded / 1 per page,	e, 4 = Condensed
Expanded/condensed sort option : 1 = Site/P0, 2 = Buyer/P0, 3 = P0, 4 = Req.	
Buyer Code :	
P.O. # :	
P.0. #Range :	
Released for Processing : Y = Released, N = Held, A = All	
Approval Flag Selection	
Budget : 💌 Board : 💌 Purchasing : 💌	
Budget / Board Status Key Purchasing Status Key N · No approval necessary Y · Approved	
Y - Approval required (waiting) N - Not approved (denied)	
U - Unapproved (denied) U - Unapproved after review	
R - Approved after denial R - Approved after denial X - A, R, or N X - Approved status Y, A, or R	
Z · A or R H · Held for review	
	-
Yr:2012 Dist:01 S	5ite:0 8/30/2011 11:16 AM //

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

📰 Job Menu	01-LASSEN CTY OFFICE OF EDUCATION QSS/OASIS	_ 🗆 ×
File View Options Help		
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Search found 4 lines.		
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Job Title	JCL Name	
Extract / Print / Update Purchase Orders (logon site)	POPRTILS.JOBPOX	
Extract / Print / Opdate Purchase Orders (site selection)) POPRTISS.JOBPOX	
Extract/Print/Update PO Change Orders (Detail Format)	POX700. JOBPOX	
Extract/Print/Update PO Change Orders (PO Format)	POX800. JOBPOX	

	Purchase Order Processing Lassen	
	Select an option (H for help)	Fill in Extra Purc
	> 1. Requisitions	sam
	2. Request requisition prelist	Extra
$\boldsymbol{\zeta}$	3. Request Board Report for P.O. requisitions	the
	4. Extract and print P.O.'s (NEW FORMAT)	L

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.

E	ktract/Print/I	Update Purchas	se Orders (POPRTI)	01-LASSEN CTY OFFICE OF EDUCATION QSS/OASIS	
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			Y - Approval required (waiting) A - Approval granted	N - Not approved (denied) A - Approved upon review	
			U - Unapproved (denied)	U - Unapproved after review	
			R - Approved after denial X - A, R, or N	R - Approved after denial X - Approved status Y, A, or R	
			Z - A or R	H - Held for review	
	[Select sites			
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To print your PO, choose the print icon.

A print dialog box will open.

BILL TO: LASSEN CO OFFICE OF EDU 472-013 JOHNSTONVILLE I SUSANVILLE CA 96130 Tel: (530) 251-8708 AITN: Rebecca Vendor: 104916 HARIN COUNTY OFFICE EDUCATION ATTN: MICHAEL GHEBR) PO BOX 4925 SAN RAFAEL CA 94913	<pre>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 SHIP PREPAID TO: LASSEN COUNTY OFFICE 0F EDUCATION 472-013 JOHNSTONVILLE ROAD, N SUSANVILLE, CA 96130</pre>			
Vendor Contact: Terms: Requestor: DENISE Site: 0000 LASSEN COUNTY		Req No	Phone: (415)49 FAX: (415)49 : 110066 Date: Buyer:	1-6619
Ln QTY Unit I)escription		Unit Price	
I I I I I I I I I <td>SC DUES FOR FY 20</td> <td></td> <td></td> <td></td>	SC DUES FOR FY 20			
01-0000-0-5300-0000-7200-	-000-00 800	.00	Sub Total	800.001
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Vendor	Page		ved Signature	Date

Print Report	
File Options	
	You can choose, under Format File, either
	Special Form Handling
Print Profile	or **No format file
Type: Private O Global Name: P:Purchase Orders	selected**. Special
Set as default Profile	Form Handling will print
Output Profile Settings	perfectly but you will
Printer : \\\lcoe1\Canon iR5070 PCL6	have a blank sheet of paper between each
Format File: ** Special form handling **	page of the PO.
Copies : 1 Vertical line movement 1.0	
Font : Courier New	
Font Size : 8	
Print Orientation : Landscape	
Top Margin : .12	
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Print Profile	the Print Orientation is
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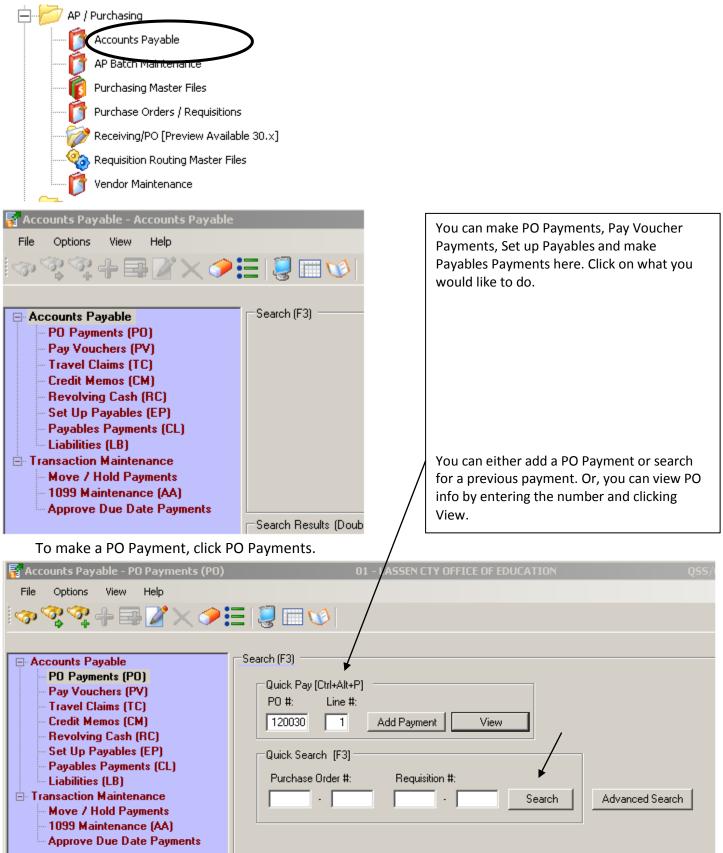
AP BATCH MAINTENANCE:

To open a new batch, open AP Batch Maintenance.

AP / Purchasing	
Accounts Payable	
AP Batch Maintenance	
Purchasing Master Files	
🎁 Purchase Orders / Requisitions	
Requisition Routing Master Files	
🚺 Vendor Maintenance	
RP Batch Maintenance 01 - LASSEN CTY OFFICE OF EL	Click on Add Batch (most of us
File Options Window Help	use 1 to 8999).
🖙 🕂 Add Batch 1 to 8999 🖕 Add Batch 9xxx 🛛 🕃 🧮 🗇 🥃 📑 District Selection	use 1 to 8959).
- Setup	
District : 01 - LASSEN CO OFFICE OF EDUCATION Revolving/Standard	
Change Status Filter Besults Change ⊠ Batch	
Di Batch Description Status	
01	
Rdd Batch 1 to 8999	
i 🕗 🖶 🗙 🤤	Enter your Description and
	enter your batch number if you
District : 01 - LASSEN CO OFFICE OF EDUCATION	do not have auto numbering.
Batch Number:	Then click Save and Return to
Description:	add your batch (the system will assign a batch number if you
·	have auto numbering).
Override DD: 🗖	
Yr: 2012 Dist: 01 Site: 0 GS: W 8/30/2011 11:30:57 AM 🤢	

ACCOUNTS PAYABLE:

To add payments to a batch, open Accounts Payable.



😽 Add PO Payment			
File Options			
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PO number: Line: Budget balance: Vendor: Balance: Payment type: Invoice date: Invoice description: Batch number:	\$0.00 102912 - POSTMASTER \$0.00 08/30/2011	Add	
Payment due: Liquidate:			
Payment: Use Tax: 1099: Discount: Address No: Current transaction	N V 0.00 % Net: Remit Payments: 00 V POSTMASTER	Enter your PO Pa would in the trac Although it looks are entering the information. Save and Return done.	ditional system. s different, you same
Remit Nan POSTMASTER Go to PO: 12	Inv Dt/No: Batch No: Liquidate: \$ Payment: \$ [] Addr No: 0	.00 (H for help) D Use tax: N 1099:	N Disc PO:

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.

😽 Accounts Payable - Pay Vouchers (PV)	01 - LASSEN	NCTY OFFICE OF EDUCAT	TION	QSS/OASIS		
File Options View Help						
🔊 🎗 🏟 🖶 🗐 🏹 🗙 🥠	= 🥃 💷 🤡					
						.::
 Accounts Payable PO Payments (PO) Pay Vouchers (PV) 	Pay Voucher # Range: 090001	to	Invoice Date Range:	to		
Travel Claims (TC) Credit Memos (CM)	Vendor # Range:	to	Date Entered Range:	💌 to	•	
Revolving Cash (RC) Set Up Payables (EP)	Batch # Range:	to	Date Paid Range:	▼ to		
Payables Payments (CL) Liabilities (LB)	Audit ID:		Payment Due Range:	💌 to	T	
Transaction Maintenance Move / Hold Payments 1099 Maintenance (AA)	Description:			U	npaid Vouchers: 🕅	
Approve Due Date Payments	Search Results (Double-Click a cell or	Control-Enter to view deta	ails) ————————————————————————————————————			

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

🙀 Accounts Payable - Pay Vouchers (PV)	01 - LASSEN CTY OFFICE OF EDUCATION Q55/OASIS			<u>_ X</u>						
File Options View Help										
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Accounts Payable	Search	(F3)								.::
PO Payments (PO) Pay Vouchers (PV)	Pay	Voucher # Range:	to		Invoice	Date Range:	▼ to	•		
Travel Claims (TC) Credit Memos (CM)		Vendor # Range:	to		Date Er	tered Range: 🛛	17/01/2011 💌 to	08/30/2011 💌		
- Revolving Cash (RC) - Set Up Payables (EP)		Batch # Range: 1	to	3	Date	Paid Range:	• to			
 Payables Payments (CL) Liabilities (LB) 		Audit ID:			Paymen	t Due Range: 📘	🔽 ta			
Transaction Maintenance Move / Hold Payments		Description:						Jnpaid Vouchers: 🕅		
1099 Maintenance (AA)	Search	Results (Double-Click a	cell or Control-Er	nter to view deta	ails) ————					
Approve Due Date Layments		PV #	Description	Vendor #	Vendor Name	Batch #	Invoice Date	Date Entered	Date Paid	W
	1	120001		001229 - 00	LASSEN MUNICIPAL UTILITY DIST	0003	07/19/2011	07/19/2011	07/21/2011	114
	2	120002		105476 - 00	ROHL, CALLIE	0003	07/19/2011	07/19/2011	07/21/2011	114
	3	120004		104773 - 00	SUSANVILLE SANITARY DISTRICT	0003	07/19/2011	07/19/2011	07/21/2011	114
	▶ 4	120010		004563 - 00	LASSEN TIRE	0003	07/21/2011	07/21/2011	07/21/2011	114

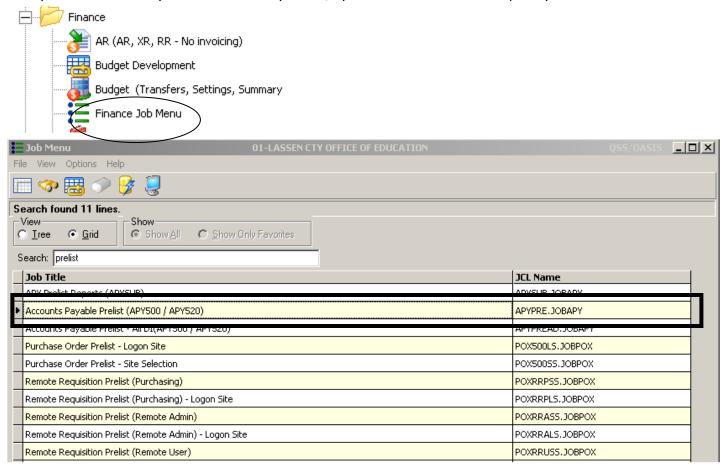
Select a payment and click to open.

🖥 Pay Youcher						<u>- 🗆 ×</u>			
File Options									
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Tax ID: Hate Paid: 07/21/2011 Warrant Number: 11499367-0UTSTANDING -7/21/2011									
						Inspect			
Pay Voucher: 120004 Invoice: 07/19/2011 Description: Batch Number: Number: Vendor No./Address No. Vendor name/address Vendor name/address	has car clic	If the payment hasn't run yet, you can change it by clicking the Change							
SUSANVILLE SANITARY DISTRICT PO BOX 152	PO BOX		but	tton. (It w	on't be				
45 S ROOP STREET SUSANVILLE, CA 96130		OP STREET /ILLE, CA 96130	gra	yed out).					
				<u>·</u> ·					
PV	last updated 7/21	/2011 at 11:28:16 by RGUI. [Batch: 3; Status: PAID]							
Delete Selected Row									
Fd-Resc-Y-Objt-Goal-Func-Sch-DD	\$ Payment	Description	Use Tax Flag	\$ Use Tax	1099 Flag	Discount			
1 01-0000-0-5580-0000-8100-206-00	42.80	SEWER SERVICE	N 🔻	0.00	N				
* 2					N	· 🗆			
Payment Total:	\$42.80	Net Total: \$42.80				·			
			Yr: 2012 Dis	t: 01 Site: 0 GS: W	8/30/2011 1	·57·48 AM			

Add Pay Voucher Window:

🖥 Pay Youcher *							
File Options							
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Tax ID: Date Paid: Warrant Number:							
							Add
Pay Voucher: "AUTO" Invoice: 08/30/2011 💌							
Description:	1	Local Use:	•				
Batch Number:	Payment Due:	Discount: %	_				
Vendor No. /Address No. 📀 🚺 / 💽							
Vendor name/address		Remit name/address					
Elected Row							
Fd-Resc-Y-Objt-Goal-Func-Sch-DD	\$ Payment	Description		Use Tax Flag	\$ Use Tax	1099 Flag	Disc
* 10000-0000-000-				•		N	-
<[4]					1		

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



Accounts Payable Prelist (APYI File Options	RE) 01-LASSEN CTY OFFICE OF EDUCATION	QSS/OASIS				
📙 🖻 🧕 🗿 🥏 💉	3					
	Accounts Payable Prelist	QSS/OASIS				
	District: 01 CASSEN CTT OFFICE OF EDUCATION	QUICHUIC				
	Eeport Title					
	Batch Status					
	Erom Batch					
	Io Batch					
	Due Date on or before					
Select Payments with Due	,	<u>•</u>				
	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 <u>P</u> relist 🦵					
	All Districts					
Usersec: Y	Yr:2012	Dist:01 Site:0 8/30/2011 12:07 PM //				
District: 01	Request Accounts Payable Pro	elist QSS				
	Report Title:					
	Batch status: 📕 A - Al	l batches				
	From batch:					
To batch:						
APY500 Op	tions:					
		(Y/N)				
	endor Address:	(Y/N)				
Print O	(Y/N)					
	Vendor TIN:	(Y/N)				
APY520 Op						
Print R	evolving 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.