

QSS Customer Education



Welcome to PO's & POCO Seminar

The **PO's & POCO** seminar, offered by the QSSUG Finance/Personnel Committee, will train end-users on creating, viewing, and changing QSS/OASIS purchase orders.

When is it?

Tuesday, **September 30, 2014**, from **9:00 am to 4:00 pm** (Pacific).

Who might be interested?

Purchasing Administrators and staff; Business Administrators and staff; Site Administrators and staff; Technical Support staff; other staff interested in learning more about QSS/OASIS Purchase Orders and PO Change Orders.

Why attend?

The **PO's & POCO** seminar covers:

- Creating a Purchase Order from a Requisition
- Viewing Purchase Orders
- Exploring Purchase Order document options
- Processing a POCO, including adding/deleting a line
- Changes/enhancements made to the POCO software
- Printing/Reprinting POCO forms
- Using POCO to cancel/uncancel a Purchase Order
- Making Purchase Order Payments
- Illustrating the impact of POCO encumbrance changes on the PO Payment screen
- Closing out a fiscal year

What does it cost to attend?

\$25 for each participant attending the seminar employed by organizations that are current QSS Users Group Finance/Personnel Committee members, or **\$250** for non-members.

How do I register?

- Complete the registration form included with this flyer and return it to **QSS no later than Tuesday, September 16, 2014.**
- Include with the registration form a check made payable to **QSS** for the appropriate amount for each participant attending the seminar.

Where's the seminar?

San Luis Obispo COE
3350 Education Drive
San Luis Obispo, CA 93405

Contact: **Sandy Graves -- (805) 782-7242** or **Debra Leopard -- (805) 782-7219**

Registration Form
PO's & POCO Seminar

Please register the following people from my organization for the **PO's & POCO** seminar at San Luis Obispo COE, on **Tuesday, September 30, 2014** from **9:00 am to 4:00 pm**. **County Offices of Education should submit the names of all individuals wishing to register from their county on one form.**

Organization Name: _____ Contact Name: _____

Contact Telephone: (____) _____ Contact Email: _____

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| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
| 8. _____ | |

1. Registrations will be accepted on a first-come, first-served basis using the date of the postmark.
2. Registrations are limited to 15 participants per customer organization.
3. Stand-by registration will be taken on a space-available basis only. The applicable registration fee must accompany your stand-by registration form. You will be notified approximately one week prior to the seminar if there is room.
4. You may substitute others in place of the listed individuals if a listed person is unable to attend. **No refunds** will be made for cancellations.
5. Your check made payable to **QSS must** accompany this registration form to reserve seats for the seminar. Mail your check and registration form to: Quintessential School Systems, 867 American Street – 2nd floor, San Carlos, CA 94070.

If you have any questions, contact **Yolanda De La Paz** at **650.598.9500, ext. 600**.

Stand-By Registrations:

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| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
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NOTE: If you have particular topics or questions you want addressed at this seminar, please email them in advance to Don Hemwall at don@qss.com.