

# QSS Customer Education



## **Welcome to the Purchasing Fiscal Year Transition Webinar**

The **Purchasing Fiscal Year Transition** webinar, sponsored by the QSSUG Purchasing, Stores and Fixed Assets (PSFA) Committee, will demonstrate the processes involved in closing out one fiscal year and starting another from a Purchasing perspective.

### **When is it?**

Tuesday, **June 16, 2015** from **10:00 am to 12 noon** (Pacific).

### **Who might be interested?**

Purchasing Administrators and staff; Business and Accounts Payable Administrators and staff; Technical Support staff; other staff interested in learning more about Purchasing end-of-year processes.

### **Why attend?**

The **Purchasing Fiscal Year Transition** webinar covers:

- Year-End Requisition Cancellation (POX086)
- Setting up and using control dates for routing/non-routing users, including how to handle emergency requisitions/PO's
- Purchase Order/Requisitions Fiscal Year Control (POX000)
- Identifying and analyzing open purchase orders (POR110)
- Assigning payment action codes (POPYMT)
- Rolling Y1 PO's to Y2 PO's (POR510) or Y2 payables (POR520)
- Closing out and liquidating open PO's (PCLXFR/PCL920)
- Starting Fiscal Year 2 – odometers for requisitions, PO's, estimated payables for Y2 (GOUPDT)
- Copying PO requisitions from Y1 to Y2 (POCOPY)
- How routing users can copy requisitions they did not create
- Cancelling Y2 PO requisitions if incorrect information was entered into POCOPY
- Managing Queues for simultaneous Y1/Y2 activity
- Miscellaneous topics: Sales tax rate change (GOUPDT); tax rate differentials (VEUPDT)
- Reviewing how to use multiple account lines using percent or dollar splits

### **What does it cost to attend this webinar?**

- **Members** of the QSSUG PSFA Committee: no charge; **compliments** of the Committee.
- **Non-members** of the PSFA Committee: **\$250** per registration must be **pre-paid**. Mail a check payable to:  
**Quintessential School Systems**  
**867 American Street, 2nd Floor**  
**San Carlos, CA 94070**

If you don't know if your organization is a member of the **PSFA Committee**, please contact your technology support staff, or contact a **PSFA Committee co-chair** (Linda Crawford, [LCrawford@stancoe.org](mailto:LCrawford@stancoe.org) or Keri Pintches, [KPintches@orangeusd.org](mailto:KPintches@orangeusd.org)).

## ***How to register?***

**Participants must self-register.** To self-register:

- Please use the link on this page to register. You can also find this flyer posted on the QSSUG listserv and at [www.qss.com](http://www.qss.com).
- **After registering**, you'll automatically be approved and you'll receive a confirmation email from the registration site once you complete the registration.
  - Please carefully check that you've provided your correct email address
  - If this is your first time registering for a **QSS** webinar, please verify with your email administrator that you're allowed to receive emails from these registration sites -- CitrixOnline.com and GoToMeeting.com
- **QSS** will give the PSFA Committee co-chairs a list of all webinar registrants to verify membership status. Co-chairs will contact any registrant who may have checked the wrong membership status.
  - **Non-members of the PSFA Committee:** Mail a **\$250** check per registration, payable to:

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**Please reference the name and date of the webinar on your check.**

- The **deadline for registrations** is **9:00 am** (Pacific), **Tuesday, June 16, 2015**. Registrations won't be accepted after this time.

You can use **one registration** for a group of people who will view the webinar together on a single computer (either a stand-alone computer or one connected to projection equipment).

## ***How to attend online?***

Once you've registered, you'll receive a confirmation email with all the information you need. Leading up to the webinar, you'll also get reminder emails.

Webinar materials are available on the QSS/OASIS Webinars page of the Secure Support Area (SSA) around 24-48 hours prior. If you don't know how to access the **QSS** SSA, please check with your organization's technology support staff.

If you have additional questions about which equipment you need, or how to attend, please email Mike Smith at [mike@qss.com](mailto:mike@qss.com).

**Register now by clicking the link below:**

<https://attendee.gotowebinar.com/register/9169444656656694017>

Please be sure to check your email for your registration confirmation.