

QSS Customer Education



Welcome to the Purchasing Seminar

The **Purchasing** seminar, sponsored by the QSSUG PSFA Committee, will present a broad overview of QSS/OASIS that supports purchasing operations and provides an update on the latest enhancements to QSS/OASIS Purchasing.

When is it?

Tuesday, **October 13, 2015**, from **9:00 am to 4:00 pm** (Pacific).

Who might be interested?

Purchasing Supervisors and Clerks; Accounting Supervisors and Clerks; Chief Business Officials; Technical Support Staff; other staff interested in learning more about QSS/OASIS Purchasing.

Why attend?

The **Purchasing** seminar covers:

- Maintaining Vendor, Purchasing, and Requisition Routing Master Files
- Using Requisition Entry for purchase orders (PXENCD)
- Using Queue Management for requisition approval (RQRQMG)
- Using Purchase Order Encumbering (POENCM)
- Printing purchase orders and prelist reports
- Using PO Report Writer (PORSUB)
- Managing and printing PO Change Orders (POCO)
- Entering PO Receipts (PR0002) and using the PO Receipts Report Writer (PRVSUB)
- Uploading attachments for online viewing (Version "L")
- Discussing how to integrate PDF PO forms using QCC Online Document Management

What does it cost to attend?

\$25 for each participant attending the seminar employed by organizations that are current QSS Users Group PSFA 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 29, 2015.**
- 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?

Orange Unified School District
1401 N Handy Street
Orange, CA 92867
Contact: **Keri Pintches -- (714) 628-4580**