

QSS Customer Education



Welcome to the **QSSUG-sponsored** **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?

Thursday, **March 30, 2017**, 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 Thursday, March 16, 2017.**
- Include with the registration form **one** check made payable to **QSS** for the appropriate amount for each participant attending the seminar. Please reference the name and date of the seminar on your check.

Where's the seminar?

Santa Clara County Office of Education
1290 Ridder Park Drive
San Jose, CA 93131
Contact: **Cindy Patterson -- (408) 453-6726**

Registration Form
QSSUG-sponsored PO's & POCO Seminar

Please register the following people from my organization for the **PO's & POCO** seminar at Santa Clara County Office of Education, on **Thursday, March 30, 2017** 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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|----------|-----------|
| 1. _____ | 9. _____ |
| 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. Standby registration will be taken on a space-available basis only. The applicable registration fee must accompany your standby 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. **One** 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. Please reference the name and date of the seminar on your check.

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

Standby Registrations:

- | | |
|----------|-----------|
| 1. _____ | 8. _____ |
| 2. _____ | 9. _____ |
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| 4. _____ | 11. _____ |
| 5. _____ | 12. _____ |
| 6. _____ | 13. _____ |
| 7. _____ | 14. _____ |

NOTE: If you have particular topics or questions you want addressed at this seminar, please email them in advance to Don Hemwall at don@gss.com.