



Purchasing FY Transition – sponsored by the QSSUG PSFA Committee



QSS/OASIS Customer Education

Summary

A review of the various processes involved in closing out one fiscal year (Y1) and starting another (Y2) from a Purchasing perspective:

- Year-End Requisition Cancellation
- Setting up and using Control Dates
- PO/Requisition Fiscal Year Control
- Identifying/Analyzing open PO's
- Assigning payment action codes
- Rolling Y1 PO's to Y2 PO's or Payables
- Closing out and liquidating open PO's
- Starting FY2 – setting up odometers
- Copying PO requisitions from Y1 to Y2
- Cancelling Y2 PO requisitions
- Managing queues for simultaneous Y1/Y2 activity
- Miscellaneous topics: Sales Tax rate change, tax rate differentials

When and Where

- **Friday, June 1, 2018** from 10:00am to 12 noon (Pacific). Presenter: Don Hemwall.
- Online Webinar – Refer to the email you'll receive after you register for instructions
- This webinar is scheduled to be recorded for later viewing, and can be viewed by clicking the link on the QCC "Help+Video" menu approximately one (1) week after the live broadcast.

Intended Audience

Purchasing, Business, and Site administrators and staff; Technical Support staff; other staff interested in learning more about day-to-day usage of the QSS/OASIS Stores module.

Cost (Members/Non-Members)

- **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 checks payable to **Harris School Solutions to PO Box 74008484, Chicago, IL, 60674-8484**, prior to the webinar. **Before mailing, note the name and date of the webinar on your check, and email a scanned copy of the check to HSSPSTeam@HarrisComputer.com**. For QSSUG **PSFA** membership inquiries, contact your IT staff or a **PSFA Committee co-chair** (Linda Crawford, LCrawford@StanCOE.org or Keri Pintches, KPintches@OrangeUSD.org).

Register for the Webinar

- Click here: <https://attendee.gotowebinar.com/register/2317782996921334275>
- Downloadable PDFs of presentation slides are available by clicking the "Webinar Materials" link on the Customer Education page of QSS.com around 24-48 hours prior.
- **Non-members** of the QSSUG **PSFA** Committee: **Before mailing, email a scanned copy of the check to: HSSPSTeam@HarrisComputer.com**. Please note the name and date of the webinar on the check stub.

For more information

HSSPSTeam@HarrisComputer.com | 1.520.917.1394, x61370

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