

QSS Customer Education



Welcome to Requisitions and Requisition Routing Seminar

The **Requisitions and Requisition Routing** seminar, offered by the QSSUG Finance/Personnel Committee, will train end-users on creating, approving, viewing, and routing QSS/OASIS requisitions.

When is it?

Tuesday, **September 9, 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 Requisitions and Requisition Routing.

Why attend?

The **Requisitions and Requisition Routing** seminar covers:

- Creating a requisition, including what fields are available
- Advanced ways to split account codes or dollar amounts
- Using the requisition “draft” feature
- Adding notes and attachments to a requisition
- Approving your requisition, then viewing your requisition once it's been approved
- Viewing Requisition Status and learning where a requisition is in the approval process
- For approvers, how to approve, refer and/or reroute a requisition
- How setting yourself as “absent” affects requisition routing

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, August 26, 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?

Lodi Unified School District
1305 E Vine Street
Lodi, CA 95240
Contact: **Susan Martin -- (209) 331-7963**