

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**

Registration Form
Requisitions and Requisition Routing Seminar

Please register the following people from my organization for the **Requisitions and Requisition Routing** seminar at Lodi USD, on **Tuesday, September 9, 2014** 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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| 3. _____ | 11. _____ |
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| 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. Stand-by registration will be taken on a space-available basis only. The applicable registration fee must accompany your stand-by 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. Your 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.

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

Stand-By Registrations:

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NOTE: If you have particular topics or questions you want addressed at this seminar, please email them in advance to JP Hollingsworth at jp@qss.com.