

QSS Customer Education



Welcome to the Stores Seminar

The **Stores** seminar, sponsored by the QSSUG PSFA Committee, will present a broad overview of the QSS/OASIS Stores module.

When is it?

Tuesday, **January 12, 2016**, from **9:00 am to 4:00 pm** (Pacific).

Who might be interested?

Purchasing Administrators and staff; Warehouse Administrators and staff; Business and Accounts Payable Administrators and staff; Technical Support staff; other staff interested in learning more about the QSS/OASIS Stores module.

Why attend?

The **Stores** seminar covers:

- An Overview of Stores Master Files
- Stores Security settings
- Entering Orders and Receipts, including Batch Receipts
- Entering Issues and Credits
- Entering Adjustments and Transfers
- Performing Stock Inspect and Tracking
- Running Stores reports
- Stores Year-End Rollover

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, December 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?

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

Registration Form Stores Seminar

Please register the following people from my organization for the **Stores** seminar at Lodi Unified School District, on **Tuesday, January 12, 2016** 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: _____

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. 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:

1. _____ 9. _____

2. _____ 10. _____

3. _____ 11. _____

4. _____ 12. _____

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8. _____

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