

QSS Customer Education



Welcome to the Fixed Assets Seminar

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

When is it?

Thursday, **January 21, 2016**, from **9:00 am** to **4:00 pm** (Pacific).

Who might be interested?

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

Why attend?

The **Fixed Assets** seminar covers:

- An Overview of Fixed Assets Master Files
- Security options for Fixed Assets modules and reports
- Searching for Fixed Assets records using various search criteria
- Using the Grid Output feature
- Adding, Copying and Deleting Fixed Assets records
- Maintaining and changing Fixed Asset records
- Splitting Fixed Asset values across multiple account codes
- Receiving multiple PO lines into a single Fixed Asset
- Running Fixed Assets reports, including a discussion of available depreciation reports

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 Thursday, January 7, 2016.**
- 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?

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