

QSS Customer Education



Welcome to the Requisition Entry Seminar

The **Requisitions Entry** seminar, sponsored by the QSSUG Purchasing, Stores and Fixed Assets (PSFA) Committee, will train end-users on creating, approving, and viewing QSS/OASIS requisitions.

When is it?

Tuesday, **April 26, 2016**, 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 Requisition Entry.

Why attend?

The **Requisition Entry** 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

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, April 12, 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?

Corona-Norco Unified School District
2820 Clark Avenue, Building H
Norco, CA 92860
Contact: **Patty Painter -- (951) 736-5190, x12114**