

# QSS Customer Education



## **Welcome to the Purchasing Fiscal Year Transition Webinar**

The **Purchasing Fiscal Year Transition** webinar, sponsored by the QSSUG Purchasing, Stores and Fixed Assets (PSFA) Committee, will demonstrate the processes involved in closing out one fiscal year and starting another from a Purchasing perspective.

### **When is it?**

Thursday, **May 26, 2016** from **10:00 am to 12 noon** (Pacific).

### **Who might be interested?**

Purchasing Administrators and staff; Business and Accounts Payable Administrators and staff; Technical Support staff; other staff interested in learning more about Purchasing end-of-year processes.

### **Why attend?**

The **Purchasing Fiscal Year Transition** webinar covers:

- Year-End Requisition Cancellation (POX086)
- Setting up and using control dates for routing/non-routing users, including how to handle emergency requisitions/PO's
- Purchase Order/Requisitions Fiscal Year Control (POX000)
- Identifying and analyzing open purchase orders (POR110)
- Assigning payment action codes (POPYMT)
- Rolling Y1 PO's to Y2 PO's (POR510) or Y2 payables (POR520)
- Closing out and liquidating open PO's (PCLXFR/PCL920)
- Starting Fiscal Year 2 – odometers for requisitions, PO's, estimated payables for Y2 (GOUPDT)
- Copying PO requisitions from Y1 to Y2 (POCOPY)
- How routing users can copy requisitions they did not create
- Cancelling Y2 PO requisitions if incorrect information was entered into POCOPY
- Managing Queues for simultaneous Y1/Y2 activity
- Miscellaneous topics: Sales tax rate change (GOUPDT); tax rate differentials (VEUPDT)
- Reviewing how to use multiple account lines using percent or dollar splits

### **What does it cost to attend this webinar?**

- **Members** of the QSSUG PSFA Committee: no charge; **compliments** of the Committee.
- **Non-members** of the PSFA Committee: **\$250** per registration must be **pre-paid**. Mail a check payable to:

**Quintessential School Systems  
867 American Street, 2nd Floor  
San Carlos, CA 94070**

If you don't know if your organization is a member of the **PSFA Committee**, please contact your technology support staff, or contact a **PSFA Committee co-chair** (Linda Crawford, [LCrawford@stancoe.org](mailto:LCrawford@stancoe.org) or Keri Pintches, [KPintches@orangeusd.org](mailto:KPintches@orangeusd.org)).