

QSS Customer Education



Welcome to the Purchase Order Change Orders (POCO) Webinar

The **Purchase Order Change Orders (POCO)** webinar, sponsored by the QSSUG Purchasing, Stores and Fixed Assets (PSFA) Committee, will demonstrate how to process a change order using the QSS/OASIS Purchasing software.

When is it?

Thursday, **November 14, 2013** 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 Purchase Order Change Orders.

Why attend?

The **Purchase Order Change Orders** webinar covers:

- Processing a POCO, including adding/deleting a line
- Changes/enhancements made to the POCO software
- Printing/Reprinting POCO forms
- Using POCO to cancel/uncancel a purchase order
- Illustrating the impact of POCO encumbrance changes on the PO Payment screen

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 to the **QSS** San Carlos office **prior** to the webinar.

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 or Rose Garcia, rosegarcia@berkeley.net).