

November 28, 2011

QSS/OASIS Purchasing Seminar

To: Purchasing Department
Business Services Department
Information Systems Department
(Please copy and distribute this notice as appropriate)

From: *Quintessential School Systems*

On **Wednesday, February 1, 2012**, from **9:00am** to **4:00pm**, **QSS** will present a one-day **QSS/OASIS Purchasing Seminar** at the offices of Sacramento County Office of Education, Sacramento, California.

This seminar will present a broad overview of the major QSS/OASIS software that supports purchasing operations in school districts. We will use the latest version of QSS Control Center (QCC). We designed this seminar for those who want initial exposure to the basic QSS/OASIS Purchasing application, and/or the latest GUI version of that software.

We developed this seminar for a target audience that includes:

- Purchasing Supervisors and Clerks
- Accounting Supervisors and Clerks
- Chief Business Officials
- Technical support staff

The seminar will include the following topics:

- Purchasing and Requisition Routing Master Files
- Vendor Maintenance (VEUPDT)
- Requisition Entry for Purchase Orders (PXENCD)
- Purchase Order Encumbering (POENCM)
- Printing Purchase Orders (PXRQST and POX5xx reports)
- Purchase Order Change Orders (POCO) and printing Change Orders
- Purchase Order Receipts (PR0002) and PO Receipts Report Writer (PRVSUB)
- Purchase Order Routing
- Integrating PO form PDF production with QCC online document management

If you want to attend, please send:

- **a registration form** (see the next page)
- **a purchase order or a check (\$250 per person)**

Send by Wednesday, January 11, 2012.

See <http://www.scoe.net/about/maps/index.html> for a map to Sacramento COE.

QSS/OASIS Purchasing Seminar — Registration Form

Register the following people from my organization for the QSS/OASIS Purchasing seminar at Sacramento COE, on **Wednesday, February 1, 2012** from **9:00am to 4:00pm**.

Organization Name _____

Your Name _____

Telephone # _____ Purchase Order # _____ **(required)**

Email address _____ **(provide email address of person QSS will contact to confirm that registration form, purchase order or check were received.)**

QSS/OASIS Purchasing seminar — Wednesday, February 1, 2012

Individuals attending:
**(Please list name and
title for each person)**

1. Three individuals per customer may register for this seminar. If more than three want to participate, please list their names below. You will be notified on or after Thursday, January 12, 2012 if there are any vacancies.
2. Cost is **\$250.00 per person** to attend the seminar.
3. You may substitute others in place of the listed individuals, if someone listed is unable to attend. **No refunds will be made for cancellations received after Wednesday, January 11, 2012.**
4. Your purchase order number **must** accompany this registration form to reserve seats for the seminar. The purchase order must be received by QSS on or before Wednesday, January 11, 2012. Otherwise seats will be released.
5. If this seminar is cancelled due to low registration, **QSS** will notify registered participants on Thursday, January 12, 2012. Prior to this date, **QSS** recommends you not make non-refundable travel arrangements.
At any time, you can check the status of any **QSS** workshop at:
http://www.qss.com/index.php?option=com_content&view=article&id=69&Itemid=1.
6. If you have any questions, contact **Yolanda De La Paz** at **(650) 598-9500, ext. 600**.

Please **fax** your completed registration form to **QSS** at **888.601.3786**.

List the name and title of any additional person(s) you would like to attend the seminar, if seats are available. You will be notified on or after Thursday, January 12, 2012.

NOTE: If you have any particular topics or questions for the QSS presenter to address during this seminar, please email them in advance to duane@gss.com.