

QSS Customer Education



Welcome to the Purchasing Fiscal Year Rollover Webinar

You're invited to attend this webinar, offered by QSS and sponsored by the QSSUG Purchasing, Stores and Fixed Assets Committee.

The **Purchasing Fiscal Year Rollover** webinar will demonstrate the processes involved in closing out one fiscal year and starting another from a Purchasing perspective. The QSSUG Purchasing, Stores and Fixed Assets Committee (PSFA) invites members as well as non-members to attend this webinar.

When is it?

Thursday, April 26, 2012 from 10:00 am to 12 noon (PDT).

Who might be interested?

Purchasing Managers and Staff; Business and Accounts Payable Managers and Staff; Technical Support Staff; anyone else interested in Purchasing Fiscal Year Rollover.

Why attend?

This webinar will cover a brief overview of the steps and processes involved in closing out one fiscal year and starting another from a Purchasing perspective.

- Year-End Requisition Cancellation (POX086)
- Purchase Order/Requisitions Fiscal Year Control (POX000)
- Identifying and analyzing open purchase order (POR110)
- Assigning payment action coded (POPYMT)
- Rolling Y1 Pos to Y2 Pos (POR510)
- Rolling Y1 Pos to Y2 payables (POR520)
- Closing out and liquidating open Pos (PCLXFR/PCL920)
- Starting Fiscal Year 2 – odometers for requisitions, POs, estimated payables for Y2 (GOUPDT)
- Copying PO requisitions from Y1 to Y2 (POCOPY)
- Managing your Queues for simultaneous Y1/Y2 activity
- Miscellaneous – if sales tax rates change – (GOUPDT) tax rate differentials (VEUPDT)
- Other topics if time permits

This webinar is an excellent refresher for current staff to review the **Purchasing Fiscal Year Rollover** process, as well as for new staff to become familiar with the main ideas of the **Purchasing Fiscal Year Rollover** process.

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 that must be **pre-paid**. You'll need to 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** (Rose Garcia, Rose_Garcia@berkeley.k12.ca.us or Linda Crawford lcrawford@stancoe.org).

How to register?

Participants must self-register. To self-register:

- The email you received from **QSS** includes a link for online registration. Please use the link to register. You can also find the link posted on the QSS website at www.qss.com.
- **After registering**, you'll automatically be approved. And, you'll receive a confirmation email from the registration site once you complete the registration.
 - Please carefully check that you've provided your correct email address
 - And, if this is your first time registering for a **QSS** webinar, please verify with your email administrator that you're allowed to receive emails from these registration sites -- CitrixOnline.com and GoToMeeting.com
- **QSS** will give the PSFA Committee co-chairs a list of all webinar registrants to verify membership status. Co-chairs will contact any registrant who may have checked the wrong membership status.
- The **deadline for registrations** is **9:00am (PDT), Thursday, April 26, 2012**. Registrations won't be accepted after this time.

You can use **one registration** for a group of people who will view the webinar together on a single computer (either a stand-alone computer or one connected to projection equipment).

How to attend online?

Once you've registered, you'll receive a confirmation email with all the information you need. Leading up to the webinar, you'll also get reminder emails.

Webinar materials are available on the QSS/OASIS Webinars page of the Secure Support Area (SSA) around 24-48 hours prior. If you don't know how to access the **QSS** SSA, please check with your organization's technology support staff.

If you have additional questions about which equipment you need, or how to attend, please email Karen Brown at karen@qss.com.

Register now by clicking this link: <https://www1.gotomeeting.com/register/709156417>

After registering you will receive a confirmation email containing information about joining the webinar.

Requirements System: PC-based attendees required: Windows(R) 7, Vista, XP or 2003
 Server Macintosh(R)-based attendees required: Mac OS(R) X 10.5 or newer