

QSS Customer Education



Welcome to the Stores Administration Webinar

The **Stores Administration** webinar, sponsored by the QSSUG Purchasing, Stores and Fixed Assets (PSFA) Committee, will demonstrate administrative processes of the Stores module.

When is it?

Tuesday, **October 22, 2013** from **10:00 am** to **12 noon** (Pacific).

Who might be interested?

Purchasing Administrators and staff; Warehouse Administrators and staff; Business and Accounts Payable Administrators and staff; Technical Support staff; other staff interested in learning more about Stores administrative processes.

Why attend?

The **Stores Administration** webinar covers:

- An overview of the various Stores administrative processes, including Stores Orders, Receipts, Adjustments, Pick Lists, Credits and Back Issues
- Cancelling Stores Orders (entire order or line item)
- Receiving Stores Orders
- Adjusting Back Orders
- Deleting Stores Receipts (by line or entire receipt)
- Modifying and deleting Pick List items

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).