

QSS Customer Education



Welcome to the Tips & Tricks Webinar

The **Tips & Tricks** webinar, sponsored by the QSSUG Purchasing, Stores and Fixed Assets (PSFA) Committee, will demonstrate a variety of common and not-so-common purchasing tasks using the QSS/OASIS Purchasing software.

When is it?

Tuesday, **January 7, 2014** from **10:00 am** to **12 noon** (Pacific).

Who might be interested?

Purchasing Administrators and staff; Business Administrators and staff; Site Administrators and staff; Technical Support staff; other staff interested in learning more about the QSS/OASIS Purchasing software.

Why attend?

The **Tips & Tricks** webinar covers:

- Copying a Requisition/PO across fiscal years
- Attaching a document to a requisition
- Adding/replacing an account code and redistributing encumbrances using POCO
- Adding and reviewing PR and PO notes
- Changing a requisition
- Adding items to a requisition
- Using Advanced Search to look up a requisition
- Looking up a vendor
- Reviewing and approving requisitions waiting for approval
- Deleting a requisition line item
- Using the requisition “draft” option and resaving it as an encumbrance

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).