

# 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.

***NOTE: This webinar is being repeated due to a number of technical difficulties when it was originally held in October 2013. Non-members of the PSFA Committee who paid for and attended the October 22, 2013 Stores Administration webinar may attend this webinar at no charge.***

### ***When is it?***

Tuesday, **January 28, 2014** 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](mailto:LCrawford@stancoe.org) or Rose Garcia, [rosegarcia@berkeley.net](mailto:rosegarcia@berkeley.net)).