

QSS Customer Education



Welcome to the Beginning Purchasing Webinar

The **Beginning Purchasing** webinar, sponsored by the QSSUG Purchasing, Stores and Fixed Assets (PSFA) Committee, will present end-users with an **introduction** to the QSS/OASIS Purchasing software.

When is it?

Wednesday, **November 5, 2014** from **10:00 am** to **12 noon** (Pacific).

Who might be interested?

Purchasing end-users, administrators and staff; Business and Accounts Payable administrators and staff; Technical Support staff; end-users and other staff interested in learning more about QSS/OASIS Purchasing.

Why attend?

The **Beginning Purchasing** webinar covers:

- Requisition entry and a brief introduction to Requisition Routing
- Vendor and Account Code lookup
- An introduction to Purchase Order Change Orders (POCO)
- Purchase Order Receipts and PO Receipt Report Writer
- Viewing and printing Purchase Orders
- Running Purchasing reports

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 payable to:

**Quintessential School Systems
867 American Street, 2nd Floor
San Carlos, CA 94070**

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 Keri Pintches, KPintches@orangeusd.org).