

QSS Customer Education



Welcome to the QSS/OASIS Purchasing Seminar

The **QSS/OASIS Purchasing** seminar will present a broad overview of QSS/OASIS that supports purchasing operations and provides an update on the latest enhancements to QSS/OASIS Purchasing.

When is it?

Tuesday, **January 13, 2015**, from **9:00 am to 4:00 pm** (Pacific)

Who might be interested?

Purchasing Supervisors and Clerks, Accounting Supervisors and Clerks, Chief Business Officials and Technical Support Staff

Why attend?

The **QSS/OASIS Purchasing** seminar covers:

- Maintaining Vendor, Purchasing, and Requisition Routing Master Files
- Using Requisition Entry for purchase orders (PXENCD)
- Using Queue Management for requisition approval (RQRQMG)
- Using Purchase Order Encumbering (POENCM)
- Printing purchase orders and prelist reports
- Using PO Report Writer (PORSUB)
- Managing and printing PO Change Orders (POCO)
- Entering PO Receipts (PR0002) and using the PO Receipts Report Writer (PRVSUB)
- Uploading attachments for online viewing (Version "L")
- Discussing how to integrate PDF PO forms using QCC Online Document Management

What does it cost to attend?

- **\$250** for each participant attending the seminar.

How to register?

- Complete the registration form included with this flyer and return it to **QSS no later than January 6, 2015.**
- Include with the registration form a PO or check for **\$250** for each participant attending the seminar.

Where's the seminar?

Sacramento COE
10474 Mather Boulevard
Mather, CA 95655
Contact: **Marie Wagnon -- 916.228.2343**

Please complete the registration form included with this flyer.