

QSS Customer Education



Welcome to PO's & POCO Seminar

The **PO's & POCO** seminar, offered by the QSSUG Finance/Personnel Committee, will train end-users on creating, viewing, and changing QSS/OASIS purchase orders.

When is it?

Wednesday, **September 23, 2015**, from **9:00 am** to **4:00 pm** (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 QSS/OASIS Purchase Orders and PO Change Orders.

Why attend?

The **PO's & POCO** seminar covers:

- Creating a Purchase Order from a Requisition
- Viewing Purchase Orders
- Exploring Purchase Order document options
- Processing a POCO, including adding/deleting a line
- Changes/enhancements made to the POCO software
- Printing/Reprinting POCO forms
- Using POCO to cancel/uncancel a Purchase Order
- Making Purchase Order Payments
- Illustrating the impact of POCO encumbrance changes on the PO Payment screen
- Closing out a fiscal year

What does it cost to attend?

\$25 for each participant attending the seminar employed by organizations that are current QSS Users Group Finance/Personnel Committee members, or **\$250** for non-members.

How do I register?

- Complete the registration form included with this flyer and return it to **QSS no later than Wednesday, September 9, 2015.**
- Include with the registration form a check made payable to **QSS** for the appropriate amount for each participant attending the seminar.

Where's the seminar?

Santa Clara County Office of Education
1290 Ridder Park Drive
San Jose, CA 93131
Contact: **Cindy Patterson -- (408) 453-6726**