

QSS Customer Education



Welcome to the Purchasing Seminar

The **Purchasing** seminar, sponsored by the QSSUG PSFA Committee, 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, **October 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; Technical Support Staff; other staff interested in learning more about QSS/OASIS Purchasing.

Why attend?

The **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?

\$25 for each participant attending the seminar employed by organizations that are current QSS Users Group PSFA 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 Tuesday, September 29, 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?

Orange Unified School District
1401 N Handy Street
Orange, CA 92867
Contact: **Keri Pintches -- (714) 628-4580**

**Registration Form
Purchasing Seminar**

Please register the following people from my organization for the **Purchasing** seminar at Orange Unified School District, on **Tuesday, October 13, 2015** from **9:00 am to 4:00 pm**. **County Offices of Education should submit the names of all individuals wishing to register from their county on one form.**

Organization Name: _____ Contact Name: _____

Contact Telephone: (____) _____ Contact Email: _____

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| 8. _____ | |

1. Registrations will be accepted on a first-come, first-served basis using the date of the postmark.
2. Registrations are limited to 15 participants per customer organization.
3. Stand-by registration will be taken on a space-available basis only. The applicable registration fee must accompany your stand-by registration form. You will be notified approximately one week prior to the seminar if there is room.
4. You may substitute others in place of the listed individuals if a listed person is unable to attend. **No refunds** will be made for cancellations.
5. Your check made payable to **QSS must** accompany this registration form to reserve seats for the seminar. Mail your check and registration form to: Quintessential School Systems, 867 American Street – 2nd floor, San Carlos, CA 94070.

If you have any questions, contact **Yolanda De La Paz** at **650.598.9500, ext. 600**.

Stand-By Registrations:

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NOTE: If you have particular topics or questions you want addressed at this seminar, please email them in advance to Don Hemwall at don@qss.com.