

QSS Customer Education



Welcome to the **QSSUG-sponsored** **Purchasing Fiscal Year Transition Webinar**

The **Purchasing Fiscal Year Transition** webinar, sponsored by the QSSUG Purchasing, Stores and Fixed Assets (PSFA) Committee, will demonstrate the processes involved in closing out one fiscal year and starting another from a Purchasing perspective.

When is it?

Tuesday, **May 23, 2017** from **10:00 am** to **12 noon** (Pacific).

Who might be interested?

Purchasing Administrators and staff; Business and Accounts Payable Administrators and staff; Technical Support staff; other staff interested in learning more about Purchasing end-of-year processes.

Why attend?

The **Purchasing Fiscal Year Transition** webinar covers:

- Year-End Requisition Cancellation (POX086)
- Setting up and using control dates for routing/non-routing users, including how to handle emergency requisitions/PO's
- Purchase Order/Requisitions Fiscal Year Control (POX000)
- Identifying and analyzing open purchase orders (POR110)
- Assigning payment action codes (POPYMT)
- Rolling Y1 PO's to Y2 PO's (POR510) or Y2 payables (POR520)
- Closing out and liquidating open PO's (PCLXFR/PCL920)
- Starting Fiscal Year 2 – odometers for requisitions, PO's, estimated payables for Y2 (GOUPDT)
- Copying PO requisitions from Y1 to Y2 (POCOPY)
- How routing users can copy requisitions they did not create
- Cancelling Y2 PO requisitions if incorrect information was entered into POCOPY
- Managing Queues for simultaneous Y1/Y2 activity
- Miscellaneous topics: Sales tax rate change (GOUPDT); tax rate differentials (VEUPDT)
- Reviewing how to use multiple account lines using percent or dollar splits

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).