



## Requisition and Purchase Order Entry – sponsored by the QSSUG PSFA Committee

### QSS/OASIS Customer Education



### Summary

Learn how to enter Requisitions and Purchase Orders using different method options:

- Adding/Changing header information, including the Vendor
- Adding/Changing line items (quantity and/or unit cost)
- Adding/Changing Accounts
- Distributing amounts across Accounts
- Basic remote entry and approval
- Requisition Routing entry and approval processes
- Printing Purchase Orders

### When and Where

- **Wednesday, January 15, 2020** from 10:00am to 12 noon (Pacific). Presenter: Don Hemwall.
- Online Webinar – Refer to the email you'll receive after you register for instructions
- This webinar is scheduled to be recorded for later viewing, and can be viewed by clicking the link on the QCC "Help+Video" menu approximately two (2) weeks after the live broadcast.

### Intended Audience

Purchasing staff; IT/Technical Support staff; Chief Business Officials; Fiscal Services/Business administrators; other staff interested in the Requisition and Purchase Order module.

### Cost (Members/Non-Members)

- **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 checks payable to **Harris School Solutions to PO Box 74008484, Chicago, IL, 60674-8484**, prior to the webinar. **Before mailing, note the name and date of the webinar on your check, and email a scanned copy of the check to [HSSPSTeam@HarrisComputer.com](mailto:HSSPSTeam@HarrisComputer.com)**. For QSSUG **PSFA** membership inquiries, contact your IT staff or a **PSFA Committee co-chair** (Angela Zeoli [Zeoli.a@monet.k12.ca.us](mailto:Zeoli.a@monet.k12.ca.us) or Cindy Patterson, [Cindy\\_Patterson@sccoe.org](mailto:Cindy_Patterson@sccoe.org)).

### Register for the Webinar

- **Click here:** <https://harriscomputer.webex.com/harriscomputer/k2/j.php?MTID=tf0616fe6378247958f8519400ddc3e19>
- Downloadable PDFs of presentation slides are available by clicking the "Webinar Materials" link on the Customer Education page of QSS.com around 24-48 hours prior.
- **Non-members** of the QSSUG **PSFA** Committee: **Before mailing, email a scanned copy of the check to: [HSSPSTeam@HarrisComputer.com](mailto:HSSPSTeam@HarrisComputer.com)**. Please note the name and date of the webinar on the check stub.

For more information

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