Karen Brown of Kern County Superintendent of Schools and Martha Smith of Hays Consolidated Independent School District, the co-chairpersons of the QSS Users Group Purchasing, Stores, and Fixed Assets (PSFA) Committee, have made arrangements with Quintessential School Systems to have the PSFA Committee sponsor the following QSS webinars on a variety of purchasing, stores, and fixed asset topics.  All webinars will be presented using the latest version of QSS ControlCenter (QCC), the graphical user interface (GUI) version of QSS/OASIS.

The schedule of QSS webinars sponsored by the PSFA Committee during 2009-2010 includes the following on-line webinars:

**Webinar Topic            Date**

Introduction to Purchase Requisitions
[Download Announcement and Registration Form](#)  Â

Thursday, January 21, 2010
Remote Purchase Requisitions
[Download Announcement and Registration Form](#)
Thursday, February 18, 2010
Introduction to Purchase Requisition Routing
[Download Announcement and Registration Form](#)
Thursday, March 25, 2010
QCC Stores -- Introduction and Overview
[Download  Announcement and Registration Form](#)
Thursday, April 15, 2010
QCC Fixed Assets and Receiving for Purchasing
[Download   Announcement and Registration Form](#)
Thursday, May 13, 2010

Brief descriptions of each of these webinar topics appear at the end of this message for your reference.

Webinar presentations begin at 10:00 AM Pacific Time and last for approximately two (2) hours.  Registration for webinars is free for each organization that is a current paid member of the PSFA Committee.  There will be a $250 charge per webinar registration for organizations that are NOT members of the PSFA Committee.

Advance registration will be required for participation in all webinars.  All registrations requiring tuition must be prepaid via check - no purchase orders will be accepted.  Flyers describing each webinar, including the registration details, will be distributed via e-mail and the QSS Users Group listserv, and posted on the QSS web site, approximately four weeks prior to each workshop date.  Watch your email for further updates in the near future.

Brief descriptions of the specified webinar topics (greater detail will follow when the flyers and registration forms for each are distributed):

   - January 21 -- Introduction to Purchase Requisitions - Using the latest version of QSS ControlCenter (QCC), get a quick overview of the features available in QSS/OASIS related to purchase requisitions, focusing on the process of using the Requisitions tab of the Purchase Orders / Requisitions module to create a requisition and turn it into a purchase order.
   - February 18 -- Remote Purchase Requisitions - Using the latest version of QSS ControlCenter (QCC), learn how the "remote entry" process can be used to allow a clerk at a school site to create a requisition, have a remote administrator approve it, then have Purchasing turn it into a purchase order.
   - March 25 -- Introduction to Purchase Requisition Routing - The optional QSS/OASIS Purchase Requisition Routing system enables a district to define electronic routes that move requisitions through multiple levels of approval by more than one person or department within the organization before a purchase order number is assigned.  Using the latest version of QSS ControlCenter (QCC), get a quick overview of the complicated setup required to implement this system, focusing on Requisition Routing Master Files and the Queue Management tab of the Purchase Orders / Requisitions module.
   - April 15 -- QCC Stores - Introduction and Overview - Using the latest version of QSS ControlCenter (QCC), get an introduction to and overview of the QSS/OASIS module that enables a district to maintain warehouses and stock records, including the master file setup, creating stores requisitions, filling stores orders, and executing Stores reports and other processes.
   - May 13 -- QCC Fixed Assets and Receiving for Purchasing - Introduction and Overview - Using the latest version of QSS ControlCenter (QCC), get an introduction to and overview of the QSS/OASIS module that enables a district to maintain fixed asset records, including the master file setup and running Fixed Assets jobs and reports.  The Post Receipt of Purchase Order Items module (named PR0002 in the traditional version of QSS/OASIS), which enables a district to post receipts against POs created with the Requisitions tab of the Purchase Orders / Requisitions module, is scheduled to be completed in QCC prior to this webinar.

For additional educational opportunities, see the list of workshops offered by  the Personnel/Finance Committee
and
*QSS*

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