

# **QSS Customer Education**



## **Welcome to the QSS/OASIS Accounts Payable Seminar**

**You're invited to attend this one-day seminar at Merced COE, offered by the QSS Users Group Finance/Personnel Committee.**

This seminar will give a demonstration of the QSS Accounts Payable Software, its basic operation and the enhancements added to it as of the most recent QCC release.

### ***When is it?***

**Wednesday, September 12, 2012, from 9:00 am to 4:00 pm (PDT).**

### ***Who might be interested?***

Chief Business Officials; Accounts Payable Supervisors and Clerks; Technical Support Staff; anyone else interested in the QSS/OASIS Accounts Payable System.

### ***Why attend?***

This seminar provides a good overview for both new and experienced users of the software. The overview covers the following modules:

- Vendor Maintenance and Vendor Lookup
- AP Batch Maintenance
- PO Payments, Pay Vouchers, Travel Claims and Credit Memos
- Estimated Payables and Payables Payments
- Revolving Cash
- 1099 Transaction Maintenance
- Accounts Payable Reports

### ***What does it cost?***

**\$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, August 29, 2012.**
- Include with the registration form a check for the appropriate amount for each participant attending the seminar

### ***How do I get there?***

The seminar will be held in **Room J-2** at: Merced County Office of Education, 632 West 13<sup>th</sup> Street, Merced, CA 95341. Contact: Ubence Quevedo at (209) 381-5950.

**Registration Form**  
**QSS/OASIS Accounts Payable Seminar**

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Please register the following people from my organization for the **QSS/OASIS Accounts Payable Seminar** at Merced COE, on **Wednesday, September 12, 2012** 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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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 **must** accompany this registration form to reserve seats for the seminar. Mail your check and registration form to: Quintessential School Systems, 867 American Street – 2<sup>nd</sup> 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 any particular topics or questions for the QSS presenter to address during this seminar, please email them in advance to [will@gss.com](mailto:will@gss.com).**