

# QSS Customer Education



## **Welcome to the Accounts Payable Seminar**

The **Accounts Payable** seminar, offered by the QSSUG Finance/Personnel Committee, will present a demonstration of the QSS/OASIS Accounts Payable software.

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

Thursday, **May 5, 2015**, from **9:00 am** to **4:00 pm** (Pacific).

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

Chief Business Officials; Accounts Payable Supervisors and Clerks; Technical Support staff; other staff interested in learning more about QSS/OASIS Accounts Payable.

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

The **Accounts Payable** seminar covers:

- 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
- Running Accounts Payable reports

### ***What does it cost to attend?***

**\$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 Thursday, April 21, 2015.**
- Include with the registration form a check made payable to **QSS** for the appropriate amount for each participant attending the seminar. Please reference the name and date of the seminar on your check.

### ***Where's the seminar?***

Santa Clara County Office of Education  
1290 Ridder Park Drive  
San Jose, CA 95131  
Contact: **Cindy Patterson-- (408) 453-6726**

**Registration Form**  
**Accounts Payable Seminar**

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Please register the following people from my organization for the **Accounts Payable** seminar at Santa Clara County Office of Education, on **Thursday, May 5, 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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| 1. _____ | 9. _____  |
| 2. _____ | 10. _____ |
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| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
| 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 – 2<sup>nd</sup> floor, San Carlos, CA 94070. Please reference the name and date of the seminar on your check.

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

**Stand-By Registrations:**

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|----------|-----------|
| 1. _____ | 8. _____  |
| 2. _____ | 9. _____  |
| 3. _____ | 10. _____ |
| 4. _____ | 11. _____ |
| 5. _____ | 12. _____ |
| 6. _____ | 13. _____ |
| 7. _____ | 14. _____ |

**NOTE:** If you have particular topics or questions you want addressed at this seminar, please email them in advance to Will Hoehn at [will@qss.com](mailto:will@qss.com).