

# 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, **October 13, 2016**, 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, September 29, 2016.**
- Include with the registration form **one** 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?***

Sutter County Superintendent of Schools  
970 Klamath Lane  
Yuba City, CA 95993  
Contact: **Catherine Hawes -- (530) 822-2942**