QSS Customer Education

Welcome to the QSSUG-sponsored
Invoicing & Billing Management (IBM) Webinar

The **Invoicing & Billing Management (IBM)** webinar, sponsored by the QSSUG Finance/Personnel Committee, will train end-users on using the optional QSS/OASIS IBM tool to generate invoices to customers, add receipts with automatic updates to the financial accounts, print invoices and statements for customers, and track amounts aged from current to over 120 days.

When is it?

Tuesday, **January 31, 2017** from **10:00 am** to **12 noon** (Pacific).

Who might be interested?

Accounting and Accounts Receivable administrators and staff; Chief Business Officials; Technical Support staff; other staff interested in learning more about the features and capabilities of QSS/OASIS Invoicing & Billing Management.

Why attend?

The **Invoicing & Billing Management (IBM)** webinar covers:

- Setting up IBM, including an overview of user security
- Maintaining IBM master files
- Entering and printing invoices
- Receiving payments
- Printing IBM reports, including Aging, Statements, Receipts, Deposit Letters, Sales Tax
- IBM Utilities, including Apply Credit Memo and Receipt Reversal
- Displaying and reporting A/R history
- Year End processing

What does it cost to attend this webinar?

- **Members** of the QSSUG F/P Committee: no charge**; compliments** of the Committee.

- **Non-members** of the F/P Committee: **$250** per registration must be **pre-paid**. Mail a check payable to:

Quintessential School Systems
867 American Street, 2nd Floor
San Carlos, CA 94070

If you don't know if your organization is a member of the **F/P Committee**, please contact your technology support staff, or contact an **F/P Committee co-chair** (Lisa Knight, LKnight@ccoe.net or Govindeep Walia, Govind_walia@sccoe.org).

Will this webinar be recorded?

This webinar is scheduled to be recorded for later viewing. It takes a few days to process the recording and make it available in QCC. Within approximately one (1) week of the live broadcast, you'll be able to view it by clicking the link on the QCC "Help+Video" menu.