

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.

How to register?

Participants must self-register. To self-register:

- Please use the link on this page to register. You can also find this flyer posted on the QSSUG listserv and at www.qss.com.
- **After registering**, you'll automatically be approved and you'll receive a confirmation email from the registration site once you complete the registration.
 - Please carefully check that you've provided your correct email address
 - If this is your first time registering for a **QSS** webinar, please verify with your email administrator that you're allowed to receive emails from these registration sites -- CitrixOnline.com and GoToMeeting.com
- **QSS** will give the F/P Committee co-chairs a list of all webinar registrants to verify membership status. Co-chairs will contact any registrant who may have checked the wrong membership status.
 - **Non-members of the F/P Committee:** Mail a **\$250** check per registration, payable to:

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Please reference the name and date of the webinar on your check.

- The **deadline for registrations** is **9:00 am** (Pacific), **Tuesday, January 31, 2017**. Registrations won't be accepted after this time.

You can use **one registration** for a group of people who will view the webinar together on a single computer (either a stand-alone computer or one connected to projection equipment).

How to attend online?

Once you've registered, you'll receive a confirmation email with all the information you need. Leading up to the webinar, you'll also get reminder emails.

Webinar materials are available on the QSS/OASIS Webinars page of the Secure Support Area (SSA) around 24-48 hours prior. If you don't know how to access the **QSS** SSA, please check with your organization's technology support staff.

If you have additional questions about which equipment you need, or how to attend, please email Mike Smith at mike@qss.com.

Register now by clicking the link below:

<https://attendee.gotowebinar.com/register/8542735136635769603>

Please be sure to check your email for your registration confirmation.