

QSS Customer Education



Welcome to the QSS/OASIS Accounts Payable Seminar

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

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

When is it?

Thursday, May 3, 2012, from 9:00 am to 4:00 pm (PDT).

Who might be interested?

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

Why attend?

This seminar will provide a good overview for both new and experienced users of the software. An overview of the following modules will be covered:

- Vendor Maintenance & 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 to attend this seminar?

- **\$25** for each participant attending the seminar employed by organizations that are current QSS Users Group Finance/Personnel Committee members
- **\$250** for each participant who are not current members of the QSS Users Group Finance/Personnel Committee

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What do I need to do to register?

- Complete the registration form included with this flyer and return it to **QSS no later than Thursday, April 19, 2012.**
- Include with the registration form, a check for the appropriate amount for each participant attending the seminar.

How do I get to the seminar?

The seminar will be held at Sacramento COE:

10474 Mather Boulevard
Mather, CA 95655
Contact: Marie Wagnon, 916.228.2343

Map: see <http://www.scoe.net/about/maps/index.html> for a map to Sacramento COE.

Please complete the registration form included with this flyer.

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Registration Form QSS/OASIS Accounts Payable Seminar

Please register the following people from my organization for the **QSS/OASIS Accounts Payable Seminar** at Sacramento COE, on **Thursday, May 3, 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: _____ Telephone: (____) _____

Email: _____

- | | |
|----------|-----------|
| 1. _____ | 9. _____ |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |

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.

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

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Stand-by Registration Form QSS/OASIS Accounts Payable Seminar

Please place the following people from my organization on stand-by for the **QSS/OASIS Accounts Payable Seminar** at Sacramento COE, on **Thursday, May 3, 2012** from **9:00 am** to **4:00 pm**.

Organization Name _____

Contact Name: _____ Telephone: (_____) _____

Email: _____

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|----------|-----------|
| 1. _____ | 9. _____ |
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| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |

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@qss.com.