



QSS/OASIS Accounts Payable Seminar

sponsored by the QSSUG Finance/Personnel Committee
hosted by Kern County Superintendent of Schools



Accounts Payable – sponsored by the QSSUG Finance/Personnel Committee

QSS/OASIS Customer Education

Summary

An introduction to QSS/OASIS Accounts Payable:

- Vendor Maintenance & Vendor Lookup
- Accounts Payable Batch Maintenance
- PO Payments, Pay Vouchers
- Travel Claims, Credit Memos
- Estimated Payables & Payable Payments
- Revolving Cash
- 1099 Transaction Maintenance
- Running Accounts Payable Reports
- Other Accounts Payable topics as time permits

When and Where

- Thursday, October 19, 2017 from 9:00am to 4:00pm (Pacific)
- **Kern County Superintendent of Schools, 1300 17th Street, Bakersfield, CA 93301**
- Contact Priscilla Quinn at 661-636-4732 with questions about the Bakersfield area

Intended Audience

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

Cost

- **Members** of the QSSUG F/P Committee: **\$25** per participant.
- **Non-members** of the F/P Committee: **\$250** per participant.
- For QSSUG F/P membership inquiries, contact your IT staff or a **Committee co-chair** (Lisa Knight, LKnight@ccoe.net or Richard Aldover, RAldover@sccoe.org).

Registration and Payment

- Complete the registration form included with this flyer. **Registration deadline is Friday, October 13, 2017.** Registrations accepted on a first-come, first served basis. **COE's should use one form for all registrants under their jurisdiction.** Last-minute substitutions permitted. **No refunds made for cancellations.**
- Prior to the seminar:
 - Mail **one** check (payable to **Harris School Solutions**) along with the completed registration form to **Harris School Solutions, PO Box 74008484, Chicago, IL, 60674-8484.**
 - **Before mailing, write the name and date of the seminar on your check, and email scanned copies of the check and registration form to: MSmith5@HarrisComputer.com.**

For more information

MSmith5@HarrisComputer.com | 1.650.598.9500, x613

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Registration Form – Accounts Payable Seminar

QSS/OASIS Customer Education

Register the following people for the **Accounts Payable** seminar at **Kern County Superintendent of Schools** on **Thursday, October 19, 2017** from **9:00 am to 4:00 pm**. COE's should use one form for **all** registrants under their jurisdiction.

Organization: _____ Contact Person: _____

Phone w/Ext.: (_____) _____ Contact Email: _____

- 1. _____ 2. _____ 3. _____
- 4. _____ 5. _____ 6. _____
- 7. _____ 8. _____ 9. _____
- 10. _____ 11. _____ 12. _____
- 13. _____ 14. _____ 15. _____

- Registrations are initially limited to 15 participants per QSSUG member.
- Standby registrations taken on a space-available basis. Include registration fees for standby registrants in your check.
- Last-minute substitutions permitted. **No refunds made for cancellations.**
- Prior to the seminar:
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Standby Registrations:

- 1. _____ 2. _____ 3. _____
- 4. _____ 5. _____ 6. _____
- 7. _____ 8. _____ 9. _____
- 10. _____ 11. _____ 12. _____
- 13. _____ 14. _____ 15. _____

If you have specific topics or questions you want addressed at this seminar, Email them in advance to Don Hemwall at DHemwall@HarrisComputer.com.

For more information

MSmith5@HarrisComputer.com | 1.650.598.9500, x613

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