



# 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 17<sup>th</sup> 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](mailto:LKnight@ccoe.net) or Richard Aldover, [RAldover@sccoe.org](mailto: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](mailto:MSmith5@HarrisComputer.com).**

For more information

[MSmith5@HarrisComputer.com](mailto:MSmith5@HarrisComputer.com) | 1.650.598.9500, x613

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