

QSS Customer Education



Welcome to the Invoicing and Billing Management (IBM) Webinar

You're invited to attend this webinar, offered by QSS.

The **Invoicing and Billing Management (IBM)** webinar gives an overview of the QCC module that enables districts to process invoices and receipts. Also, districts can create invoice aging reports, customer statements, deposit letters and sales tax reports.

When is it?

Wednesday, **April 18, 2012**, from 10:00 am to 12 noon (PDT).

Who might be interested?

Business Services Administrators; Business and Finance Staff; Employee Benefits Management Staff; Technical Support Staff; anyone else interested in Invoicing and Billing Management.

Why attend?

If you're not already using **Invoicing and Billing Management**, this webinar will cover:

- An introduction to **Invoicing and Billing Management (IBM)** and how it works
- Setting up IBM master files
- Processing invoices and receipts
- Producing account aging reports and customer statements
- Producing deposit letters and sales tax reports

If you're already using **Invoicing and Billing Management**, then this webinar will help new staff become familiar with the main ideas of **IBM**, and it can help current staff build their knowledge of **Invoicing and Billing Management** features.

What does it cost to attend this webinar?

- **\$250** for each participant logging into the webinar.

What do I need to do to register?

- Complete the registration form included with this flyer and return it to **QSS** by no later than April 4, 2012.
- Include with the registration form a PO or a check for **\$250** for each participant logging into the webinar.

How to attend online?

- Please refer to the registration form included with this flyer.

Registration Form — Invoicing and Billing Management (IBM) Webinar
Wednesday, April 18, 2012 from 10:00 am to 12 noon (PDT)

Please complete the **registration form for each participant who will be logging in** to the webinar. You do not need to register if you are simply viewing the webinar with the person logging in.

Register the following participant who is logging in to the **Invoicing and Billing Management (IBM) Webinar on Wednesday, April 18, 2012 from 10:00 am to 12 noon (PDT):**

Participant's Name: _____ **Title:** _____

Participant's Email Address: _____

The above email address is **required** to confirm registration. **QSS will send email confirmation once we receive this form.** If you haven't received confirmation from **QSS** after three business days, please contact **Yolanda** at **650.598.9500, ext. 600.**

Organization Name: _____

PO Number: _____

If **QSS** has questions, who does **QSS** contact if it's someone other than the above participant?

Contact's name: _____

Contact's phone: _____

Contact's email address: _____

1. Multiple staff from one customer organization may view the webinar, however you must **complete a separate registration for each participant logging in.**
2. Cost is **\$250 for each participant logging in.** A **PO number or check** must accompany this registration to guarantee your reservation. The **issued PO or check** must be received by **QSS** by **Wednesday, April 4, 2012**, or your registration is subject to cancellation.
3. You'll need a PC with Microsoft Internet Explorer or other compatible browser for logging into a Citrix GoToWebinar session. Also, you'll need a high-speed Internet connection and a phone line to listen to the presentation.
4. If this webinar is cancelled due to low registration, **QSS** will notify participants on Thursday, April 5, 2012.
5. For any questions about registration, contact **Yolanda De La Paz** at **650.598.9500, ext. 600.**
6. If you have particular **IBM** topics or questions you would like the presenter, Don Hemwall, to address during this webinar, please email them to Don before Wednesday, April 11, 2012 at don@qss.com.

FAX: Please **fax your completed registration form to QSS at 888.601.3786.**

Also, feel free to check the status of any webinar or seminar at any time at:

http://www.qss.com/index.php?option=com_content&view=article&id=69:qss-workshops-and-webinars&catid=37:workshops-and-webinars&Itemid=84