

QSS Customer Education



Welcome to the Accounts Payable Seminar

The **Accounts Payable** seminar, offered by the QSSUG Finance/Personnel Committee, will present a demonstration of the QSS/OASIS Accounts Payable software.

When is it?

Tuesday, **May 13, 2014**, from **9:00 am** to **4:00 pm** (Pacific).

Who might be interested?

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

Why attend?

The **Accounts Payable** seminar covers:

- Vendor Maintenance and Vendor Lookup
- AP Batch Maintenance
- PO Payments, Pay Vouchers, Travel Claims and Credit Memos
- Estimated Payables and Payables Payments
- Revolving Cash
- 1099 Transaction Maintenance
- Running Accounts Payable reports

What does it cost to attend?

\$25 for each participant attending the seminar employed by organizations that are current QSS Users Group Finance/Personnel Committee members, or **\$250** for non-members.

How do I register?

- Complete the registration form included with this flyer and return it to **QSS no later than Tuesday, April 29, 2014.**
- Include with the registration form a check for the appropriate amount for each participant attending the seminar.

Where's the seminar?

Sutter County Superintendent of Schools
970 Klamath Lane
Yuba City, CA 95993
Contact: **Catherine Hawes -- (530) 822-2942**