



District Business and Advisory Services

Judy Lee Kershaw, Director - DBAS: 408-453-6599

Bulletin: 20-022

Date: February 11, 2020

To: District Fiscal Directors
District Accounts Payable Staff

From: Shanny Yam, Assistant Director - District Business Services

Re: FIS Integrated Payable Workshops

The purpose of this bulletin is to inform districts that District Business and Advisory Services (DBAS) will conduct FIS Integrated Payable workshops on March 3, 2020, from 9:00 a.m. to 12:00 p.m. and March 6, 2020, from 1:00 p.m. to 4:00 p.m. at the Santa Clara County Office of Education Ridder Park office. The workshops will provide the following overviews:

1. The process of district issuing and managing FIS electronic payments, including:
 - Timeline
 - Blocking and reissuing payment
 - Payment status
 - Payment dispute
 - Vendor inquiries
2. FIS role, including vendor enrollment and support
3. DBAS role, including refunds and rebates management
4. Question and answer session

All district business staff who are responsible for accounts payable, both experienced and newly hired, are encouraged to attend one of the two available workshops. Fiscally independent districts are not required to attend.

To register for March 3, 2020 workshop, please click on the link: <http://santaclara.k12oms.org/1041-182511>

To register for March 6, 2020 workshop, please click on the link: <http://santaclara.k12oms.org/1041-182513>

Please distribute this memo within your District as deemed appropriate.