

QSS Users Group

Finance/Personnel Committee

To: Budget Department
Business Services Department
Information Systems Department
Anyone else interested in the QCC version of the QSS/OASIS Budget Development software

On Wednesday, January 27, 2010, from 9:00 a.m. to 4:00 p.m. the QSS Users Group Finance/Personnel Committee will present a one-day workshop on **QCC Budget Development** at Santa Clara County Office of Education in San Jose, CA. This workshop will present a demonstration of the QCC Budget Development software, its basic operation and the many enhancements added to it as of the GS26 release. Although structurally similar, QCC Budget Development offers a level of flexibility and enhanced features not available in the traditional QSS/OASIS Budget Development software. Both new and experienced users of QSS/OASIS Budget Development are encouraged to participate in this workshop.

The following topics will be included in this workshop:

- How to set up a new fiscal year within QCC for budget development purposes
- QCC budget model maintenance
- Using QCC to build and maintain a developing budget
 - via the Account Maintenance tab
 - via the Quick Entry tab
 - via Budget Actions
- Importing accounts and amounts into QCC budget development
- QCC benefit mapping for budget development purposes
- Creating QCC budget development reports
- Budget transfers to, from, and within the QCC budget development module

Registrations for this workshop will close on January 13, 2010. Registrations postmarked after this date will be returned and not accepted.

There is a \$25 *non-refundable* registration fee for staff employed by organizations that are QSS Users Group Finance/Personnel Committee members. Participants whose employers are not current members of the QSS Users Group Finance/Personnel Committee will be charged a *non-refundable* fee of \$250 per person. **All registrations MUST include a check payable to QSS for all registration fees, including any stand-by registrations.**

→ For a map to Santa Clara County Office of Education, please see:
<http://www.sccoe.k12.ca.us/schooldirectory/schoolsinfo/ridderparkmap.asp>

To register for this seminar, mail a completed registration form and your check *payable to QSS* to:

Quintessential School Systems
Attn: QSS Users Group Seminar Registration
867 American Street, 2nd Floor
San Carlos, CA 94070

Registration forms with no check attached will not be processed.

QSS Users Group Finance/Personnel Committee Workshop QCC Budget Development

There is a **\$25 non-refundable fee** for this workshop for staff employed by organizations that are QSS Users Group Finance/Personnel Committee members.

QSS customers who are not current members of the QSS Users Group Finance/Personnel Committee will be charged a **non-refundable fee of \$250** per person.

Registration forms with no check included will not be processed and there will be no registration made for the people listed on the form.

NO cash, NO credit cards, NO purchase orders, NO payment at the seminar

NOTES:

1. Registrations will be accepted on a first-come/first-served basis using the date of the postmark.
2. Registrations are limited to 15 participants per customer organization.
3. Seminars with less than 5 registrants two weeks prior to the seminar date may be cancelled.
4. Stand-by registrations will be taken on a space-available basis only. The applicable Registration Fee must accompany your stand-by registration form. You will be notified approximately one week prior to the workshop if there is room for your stand-by registrants. Registration fees will be returned to Stand-by registrants for whom there is no room available in the workshop.
5. This full-day workshop will begin promptly at 9:00 a.m. and end no later than 4:00 p.m., with a one-hour lunch break at approximately 12:00 pm.
6. Lunch is not provided as part of the workshop tuition. The workshop host site will provide directions to nearby restaurants where participants may purchase their own lunches.
7. Out of consideration for other workshop participants, all participants are requested to turn off cell phones and pagers during the workshop presentation.

MAIL your completed Registration Form and Check payable to QSS prior to the registration cut-off date to:

Quintessential School Systems
Attn: QSS Users Group Seminar Registration
867 American Street, 2nd Floor
San Carlos, CA 94070

Registrations must be post-marked by **January 13, 2010**.

Registration forms with no check attached will not be processed.

Do NOT combine fees for a QSS Users Group-sponsored workshop with payments for other **QSS** invoices on the same check. Please use separate checks.

For more information, contact Seren Schaich at (530) 892-8331 or via email at Seren@QSS.com.

QSS Users Group Finance/Personnel Committee Workshop Registration

QCC Budget Development

Santa Clara County Office of Education
1290 Ridder Park Drive
San Jose, CA 95131

January 27, 2010
Cut-off Date: 01/13/10

Organization: _____ County: _____

Contact Name: _____ Telephone: (____) _____

E-mail: _____ Fax: (____) _____

Registrations MUST include a check payable to QSS for all registrations, including stand-by registrations. Do not combine other QSS payments on the same check with the registration fees.

Finance/Personnel-member charges: _____ participants x \$ 25/participant = \$ _____

Non-member charges: _____ participants x \$ 250/participant = \$ _____

Registrations are limited to 15 people per organization and must be accompanied with a check for the full Registration Fee. **County Offices of Education should submit the names of all individuals wishing to register from their county on ONE form.**

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

Stand-by Registrations: Please register the following individuals on a **space-available** basis. A check is included for the appropriate registration fee for each stand-by registrant. You will be notified if there is room for your stand-by registrations approximately one week prior to the seminar.

_____	_____
_____	_____
_____	_____

Mail the completed registration form and check to:

Quintessential School Systems
Attn: QSS Users Group Seminar Registration
867 American Street, 2nd Floor
San Carlos, CA 94070