

QSS Users Group

Finance/Personnel Committee

To: Chief Business Officials
Accounts Payable Supervisors and Clerks
Technical Support Staff
Anyone else who would like to learn more about the QSS/OASIS
Accounts Payable System

The QSS Users Group Finance/Personnel Committee announces an on-site seminar on **QSS Accounts Payable**, to be presented at Corona-Norco USD in Norco CA. This seminar will present a demonstration of the QSS Accounts Payable Software, its basic operation and the enhancements added to it as of the most recent QCC release. Both new and experienced users of the QSS/OASIS Accounts Payable system are encouraged to participate in this seminar.

The following topics will be included in this workshop:

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

The date of this seminar is **Monday, September 26, 2011**. The registration cut-off date is Monday, September 14, 2011.

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.

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, Second Floor
San Carlos, CA 94070

Registration forms with no check attached will not be processed.

QSS Users Group Finance/Personnel Committee Seminar

QSS Accounts Payable System

There is a **\$25 non-refundable fee** for the seminar 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 seminar 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 seminar.
5. This full-day seminar 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.

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, Second Floor
San Carlos, CA 94070

Registrations must be post-marked by **Monday, September 12, 2011**.
Registration forms with no check attached will not be processed.

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

For more information, contact Karen Brown at (661) 536-8757 or via email at karen@qss.com

QSS Users Group Finance/Personnel Committee Workshop Registration

QSS Accounts Payable System

Monday, September 26, 2011

Cut-off Date: 09/12/2011

Corona-Norco USD

2820 Clark Avenue

Norco, CA 92860-1903

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 _____

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12 _____

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13 _____

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14 _____

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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, Second Floor
San Carlos, CA 94070

Karen Brown
QSS Account Manager
Voice & Fax: (661) 536-8757
Email: karen@qss.com