

QSS Customer Education



Welcome to the Core Financial Seminar

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

When is it?

Tuesday, **December 16, 2014**, from **9:00 am to 4:00 pm** (Pacific).

Who might be interested?

Chief Business Officials; Accounting supervisors and staff; Budget managers and staff; Technical Support staff; other staff interested in learning more about QSS/OASIS Core Financial software.

Why attend?

The **Core Financial** seminar covers:

- Chart of Accounts Field Maintenance and Beginning Balances
- Financial Account Structure, Clearing Rules, and Field Relationship Tables
- Account Lookup and Account Maintenance
- General Ledger Transaction Maintenance (FI0002), including Journal Entries, Cash Deposits and Cash Transfers
- Budget Maintenance, including Budget Transfers, transfers from Budget Development and transfers from Position Control
- Standard Accounts Receivable (GLAR “no invoicing” version)
- Allocation of Indirect Costs, Account Summarization, and other Core Financial topics as time permits

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, December 2, 2014.**
- Include with the registration form a check made payable to **QSS** for the appropriate amount for each participant attending the seminar. Please reference the name and date of the seminar on your check.

Where's the seminar?

Santa Clara County Office of Education
1290 Ridder Park Drive
San Jose, CA 95131
Contact: **Cindy Patterson -- (408) 453-6726**

**Registration Form
Core Financial Seminar**

Please register the following people from my organization for the **Core Financial** seminar at Santa Clara County Office of Education, on **Tuesday, December 16, 2014** from **9:00 am to 4:00 pm**. **County Offices of Education should submit the names of all individuals wishing to register from their county on one form.**

Organization Name: _____ Contact Name: _____

Contact Telephone: (____) _____ Contact Email: _____

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

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. Stand-by registration 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.
4. You may substitute others in place of the listed individuals if a listed person is unable to attend. **No refunds** will be made for cancellations.
5. Your check made payable to **QSS must** accompany this registration form to reserve seats for the seminar. Mail your check and registration form to: Quintessential School Systems, 867 American Street – 2nd floor, San Carlos, CA 94070. Please reference the name and date of the seminar on your check.

If you have any questions, contact **Yolanda De La Paz** at **650.598.9500, ext. 600**.

Stand-By Registrations:

- | | |
|----------|-----------|
| 1. _____ | 8. _____ |
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| 6. _____ | 13. _____ |
| 7. _____ | 14. _____ |

NOTE: If you have particular topics or questions you want addressed at this seminar, please email them in advance to Will Hoehn at will@qss.com.