

# ***QSS Customer Education***



## ***Welcome to the QSS/OASIS Fiscal Year Transition Tasks Seminar***

**You're invited to a one-day seminar at Sacramento COE, offered by QSS.**

The **QSS/OASIS Fiscal Year Transition Tasks** seminar provides instruction on tasks required to close out one fiscal year and begin a new year, briefly covering each of the software systems mentioned below. This seminar is primarily designed for experienced users, and will provide opportunities for Q & A with the **QSS** presenter.

### ***When is it?***

**Thursday, April 30, 2015, from 9:00 am to 4:00 pm (Pacific)**

### ***Who might be interested?***

Business Services, Accounts Payable, Accounts Receivable, Stores (Warehouse), Human Resources, Payroll, Retirement, and Information Systems

### ***Why attend?***

The **QSS/OASIS Fiscal Year Transition Tasks** seminar informs you on **ALL** tasks required to transition into the new fiscal year for the following QSS/OASIS systems:

- **Core Financial**
- **Accounts Payable and Receivable**
- **IBM**
- **Stores (Warehouse)**
- **Payroll**
- **Position Control**
- **Retirement**
- **Absence Tracking**
- **Benefits Management**
- **Job History**
- **System Security**

### ***What does it cost to attend this seminar?***

- **\$250** for each participant attending the seminar.

### ***What do I need to do to register?***

- Complete the registration form included with this flyer and return it to **QSS** no later than **April 16, 2015**.
- Include with the registration form a PO or check for **\$250** for each participant attending the seminar.

The seminar will be held at Sacramento COE:

10474 Mather Boulevard

Mather, CA 95655

Contact: **Marie Wagnon, 916.228.2343**

***Please complete the registration form included with this flyer.***

**Registration Form**  
**QSS/OASIS Fiscal Year Transition Tasks Seminar**  
**Thursday, April 30, 2015 from 9:00 am to 4:00 pm**

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Please register the following people from my organization for the **QSS/OASIS Fiscal Year Transition Tasks Seminar** at Sacramento COE, on **Thursday, April 30, 2015 from 9:00 am to 4:00 pm.**

Organization Name \_\_\_\_\_

**Persons attending:** (Please list name and title for each person)

\_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Contact Email Address \_\_\_\_\_  
(Provide email address QSS will use to confirm registration form & purchase order or check were received.)

**Required: Purchase Order # \_\_\_\_\_ or Enclosed Check # \_\_\_\_\_**

1. Three (3) individuals per customer may register for this **QSS** seminar. If more than three want to participate, please list their names below. You will be notified on or after Friday, April 17, 2015, if any vacancies occur.
2. Cost is **\$250.00 per person** to attend the seminar.
3. 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 received **after Thursday, April 16, 2015.**
4. Your purchase order number or check **must** accompany this registration form to reserve seats for the seminar. The **purchase order or check must be received by QSS on or before Thursday, April 16, 2015.** Otherwise seats will be released.
5. If this seminar is cancelled due to low registration, **QSS** will notify registered participants on Friday, April 17, 2015. Prior to this date, **QSS** recommends you not make non-refundable travel arrangements.

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

Please **fax** your **completed registration form** to **QSS** at **888.601.3786**, or **mail** your **completed registration and PO or check** payable to **Quintessential School Systems** to the following address:

**Quintessential School Systems**  
**867 American Street, 2nd Floor**  
**San Carlos, CA 94070**

**Additional Person(s):** List the **name and title** of any additional person(s) you would like to attend the seminar, if seats are available. You will be notified by Friday, April 17, 2015.

Name and title: \_\_\_\_\_

Name and title: \_\_\_\_\_

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**NOTE:** If you have particular topics or questions you want addressed at this seminar, please email them in advance to [don@qss.com](mailto:don@qss.com).