

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?

Wednesday, April 27, 2016, 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 13, 2016**.
- 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
Wednesday, April 27, 2016 from 9:00 am to 4:00 pm

Please register the following people from my organization for the **QSS/OASIS Fiscal Year Transition Tasks Seminar** at Sacramento COE, on **Wednesday, April 27, 2016** 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 Thursday, April 14, 2016, 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 Wednesday, April 13, 2016**.
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 Wednesday, April 13, 2016**. Otherwise seats will be released.
5. If this seminar is cancelled due to low registration, **QSS** will notify registered participants on Thursday, April 14, 2016. 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 Thursday, April 14, 2016.

Name and title: _____

Name and title: _____

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