

QSS Users Group

Finance/Personnel Committee

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

The QSS Users Group Finance/Personnel Committee announces two one-day on-site seminars on the **QCC Core Financial System**, to be presented at Sutter County Superintendent of Schools in Yuba City, CA, and at San Luis Obispo County Office of Education in San Luis Obispo, CA. These seminars will both present a demonstration of the QCC Core Financial 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 Core Financial system are encouraged to participate in these seminars.

The following topics will be included in this workshop:

- Account maintenance, Field maintenance, and Beginning Balance updates
- Clearing rules, Control Objects, and the District master file
- Program options and Field Relationship tables
- Account lookup
- Journals, Transfers, and Deposits
- Budget maintenance and Budget Transfers
- Standard Accounts Receivable
- Account Summarization and Indirect Costs (as time allows)

The dates of these seminars are:

Monday, November 16, 2009
Sutter County Superintendent of Schools
Registration cut-off date: 11/02/09

Thursday, December 17, 2009
San Luis Obispo County Office of Education
Registration cut-off date: 12/04/09

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 Sutter County Superintendent of Schools, please see:
<http://www.sutter.k12.ca.us/Content/Admin/directions/directions.aspx>

► For a map to San Luis Obispo County Office of Education, please see:
<http://www.slocoe.org/resource/maps/home/slocoemain.htm>

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
San Carlos, CA 94070

Registration forms with no check attached will not be processed.

QSS Users Group Finance/Personnel Committee Workshop QCC Core Financial 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.
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
San Carlos, CA 94070

Registrations must be post-marked by **November 2, 2009**, for Sutter County and by **December 4, 2009**, for San Luis Obispo County.

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 Seren Schaich at (530) 892-8331 or via email at Seren@QSS.com.

QSS Users Group Finance/Personnel Committee Workshop Registration

QCC Core Financial System

_____ November 16, 2009
 Cut-off Date: 11/02/09
 Sutter County Superintendent of Schools
 970 Klamath Lane
 Yuba City, CA 95993

_____ December 17, 2009
 Cut-off Date: 12/04/09
 San Luis Obispo County Office of Education
 3350 Education Drive
 San Luis Obispo, CA 93405

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
San Carlos, CA 94070