

November 25, 2009

QSS Users Group

Finance/Personnel Committee

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

The QSS Users Group Finance/Personnel Committee announces two one-day on-site seminars on the **QCC Accounts Payable System**, to be presented at Kern County Superintendent of Schools in Bakersfield, CA, and at Sacramento County Office of Education in Mather, CA. These seminars will both present a demonstration of the QCC 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 these seminars.

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 dates of these seminars are:

Wednesday, February 3, 2010
Kern County Superintendent of Schools
Registration cut-off date: 01/20/10

Tuesday, February 9, 2010
Sacramento County Office of Education
Registration cut-off date: 01/26/10

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 Kern County Superintendent of Schools, please see:
<http://www.kern.org/utilities/map/index.html>

► For a map to Sacramento County Office of Education, please see:
<http://www.scoe.net/about/maps/index.html>

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 Workshop QCC 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.
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, Second Floor
San Carlos, CA 94070

Registrations must be post-marked by **January 20, 2010**, for Kern County and by **January 26, 2010**, for Sacramento 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 Accounts Payable System

_____ February 3, 2010
 Cut-off Date: 01/20/10
 Kern County Superintendent of Schools
 1300 - 17th Street
 Bakersfield, CA 93301

_____ February 9, 2010
 Cut-off Date: 01/26/10
 Sacramento County Office of Education
 10474 Mather Boulevard
 Mather, CA 95655

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.**

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|---------|----------|
| 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:

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San Carlos, CA 94070