

QSS Customer Education



Welcome to the QCC Budget Development #1 Webinar a QSS-sponsored Paid Webinar

The **QCC Budget Development #1** webinar will give an introduction and review of the Budget Development system, and is the first of two **QSS** Budget Development workshops presented in January. The second workshop, **QCC Budget Development #2**, explores more advanced topics and will follow one week later.

When is it?

Thursday, **January 7, 2016**, from **10:00 am to 12:00 pm** (Pacific)

Who might be interested?

Budget and Accounting staff, Chief Business officials, and Technical Support staff

Why attend?

The **QCC Budget Development #1** webinar covers:

- Basic Budget Development processes
- Maintaining models
- Transferring accounts and budgets to/from Budget Development
- Using Quick Entry to maintain budgets
- Using Account Maintenance to maintain budgets
- Adjusting Budgets by Percentage Method
- Comparative Budget Report
- Other topics related to Budget Development, as time allows

What does it cost to attend?

- **\$250** for each participant logging into the webinar.

How to register?

- Complete the registration form included with this flyer and return it to **QSS no later than December 30, 2015**.
- Include with the registration form a PO or check for **\$250** for each participant logging into the webinar.

How to attend online?

- Please refer to the registration form included with this flyer.

Registration Form — QCC Budget Development #1 Webinar
Thursday, January 7, 2016 from 10:00 am to 12 noon (Pacific)

Please complete the **registration form for each participant logging in** to the webinar. You do not need to register if you are simply viewing the webinar with the person logging in.

Register the following participant who is logging in to the **QCC Budget Development #1** webinar on **Thursday, January 7, 2016 from 10:00 am to 12 noon (Pacific)**:

Participant's Name: _____ **Title:** _____

Participant's Email Address: _____

The above email address is **required** to confirm registration. **QSS will send email confirmation once we receive this form.** If you haven't received confirmation from **QSS** after three business days, please contact **Yolanda** at **650.598.9500, ext. 600.**

Organization Name: _____

PO Number: _____

If **QSS** has questions, who does **QSS** contact if it's someone other than the above participant?

Contact's name: _____

Contact's phone: _____

Contact's email address: _____

1. Multiple staff from your organization may view this webinar, however you must **complete a separate registration for each participant logging in.**
2. Cost is **\$250 for each participant logging in.** A **PO number or check** must accompany this registration to guarantee your reservation. The **issued PO or check** must be received at **QSS** by **Wednesday, December 30, 2015**, or your registration is subject to cancellation.
3. You'll need a PC with Microsoft Internet Explorer or other compatible browser for logging into a Citrix GoToWebinar session. Also, you'll need a high-speed Internet connection to view the webinar and a phone connection to listen to the presentation.
4. If this webinar is cancelled due to low registration, **QSS** will notify participants on Monday, January 4, 2016.
5. For any questions about registration, contact **Yolanda De La Paz** at **650.598.9500, ext. 600.**
6. If you have particular topics or questions you want addressed at the webinar, please email them to your presenter, Don Hemwall, at don@qss.com before Wednesday, December 30, 2015.

Please **fax** your **completed registration form** to **QSS** at **888.601.3786**, or **mail** your **completed registration** and **PO or check.** Please indicate the **name and date of the webinar on your check**, payable to **Quintessential School Systems** at the following address:

Quintessential School Systems
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