

QSS Customer Education



Welcome to the Fixed Assets Seminar

The **Fixed Assets** seminar, sponsored by the QSSUG PSFA Committee, will present a broad overview of the QSS/OASIS Fixed Assets module.

When is it?

Thursday, **January 21, 2016**, from **9:00 am** to **4:00 pm** (Pacific).

Who might be interested?

Purchasing Administrators and staff; Business and Accounts Payable Administrators and staff; Warehouse Administrators and staff; Technical Support staff; other staff interested in learning about the QSS/OASIS Fixed Assets module.

Why attend?

The **Fixed Assets** seminar covers:

- An Overview of Fixed Assets Master Files
- Security options for Fixed Assets modules and reports
- Searching for Fixed Assets records using various search criteria
- Using the Grid Output feature
- Adding, Copying and Deleting Fixed Assets records
- Maintaining and changing Fixed Asset records
- Splitting Fixed Asset values across multiple account codes
- Receiving multiple PO lines into a single Fixed Asset
- Running Fixed Assets reports, including a discussion of available depreciation reports

What does it cost to attend?

\$25 for each participant attending the seminar employed by organizations that are current QSS Users Group PSFA Committee members, or **\$250** for non-members.

How do I register?

- Complete the registration form included with this flyer and return it to **QSS no later than Thursday, January 7, 2016.**
- Include with the registration form a check made payable to **QSS** for the appropriate amount for each participant attending the seminar.

Where's the seminar?

Santa Clara County Office of Education
1290 Ridder Park Drive
San Jose, CA 93131
Contact: **Cindy Patterson -- (408) 453-6726**

**Registration Form
Fixed Assets Seminar**

Please register the following people from my organization for the **Fixed Assets** seminar at Santa Clara County Office of Education, on **Thursday, January 21, 2016** from **9:00 am to 4:00 pm**. **County Offices of Education should submit the names of all individuals wishing to register from their county on one form.**

Organization Name: _____ Contact Name: _____

Contact Telephone: (____) _____ Contact Email: _____

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| 8. _____ | |

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. Stand-by registration 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.
4. 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.
5. Your check made payable to **QSS must** accompany this registration form to reserve seats for the seminar. Mail your check and registration form to: Quintessential School Systems, 867 American Street – 2nd floor, San Carlos, CA 94070.

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

Stand-By Registrations:

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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 Hemwall at don@qss.com.