

QSS Customer Education



Welcome to the APY Fiscal Year Transition Seminar

The **Accounts Payable** Fiscal Year Transition seminar, offered by the QSSUG Finance/Personnel Committee, will discuss the tasks required to close out one fiscal year and begin a new year in the QSS/OASIS Accounts Payable software module.

When is it?

Tuesday, **May 10, 2016**, from **9:00 am** to **4:00 pm** (Pacific).

Who might be interested?

Chief Business Officials; Accounts Payable Supervisors and Clerks; Technical Support staff; other staff interested in learning more about transitioning from one fiscal year to the next in the QSS/OASIS Accounts Payable module.

Why attend?

The **APY Fiscal Year Transition** seminar covers:

- Setting up the new year from an Accounts Payable perspective, including odometers and nightly jobs
- Working with Open Purchase Orders
- Carrying forward Purchase Orders to the new year
- Working with Liabilities
- Working with Accounts Payable in the new year, including Payables payments
- Reconciling Liabilities in the new year
- Other APY Fiscal Year Transition tasks as time allows (if you have particular topics or questions you want addressed at this seminar, please email them in advance to Will Hoehn at will@qss.com.)

What does it cost to attend?

\$25 for each participant attending the seminar employed by organizations that are current QSS Users Group Finance/Personnel 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 Tuesday, April 26, 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
APY Fiscal Year Transition Seminar

Please register the following people from my organization for the **APY Fiscal Year Transition** seminar at Santa Clara County Office of Education, on **Tuesday, May 10, 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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| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
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| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
| 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 Will Hoehn at will@qss.com.