

QSS Seminars and Webinars for 2009 - 2010

(revised 9/13/09)

QSS is pleased to offer the following all-day in-person seminars and on-line webinars during the 2009-2010 fiscal year.

Workshop	Day/Date	Time (Pacific)	Location	Prerequisites (Workshop #)	Title/Description
1 (free!)	Monday, October 12, 2009 (also offered Tuesday, March 2, 2010)	10:00-11:30 a.m.	on-line	none	Introduction to QSS ControlCenter (QCC) and QCC Print Manager -- a non-technical introduction for end-users
2	Tuesday, October 13, 2009 (also offered Thursday, March 18, 2010)	10 a.m.-12 noon	on-line	1	In-depth QCC Print Manager , including exporting and downloading print files and viewing \$Stdlists
3	Wednesday, October 21, 2009	10 a.m.-12 noon	on-line	none	Introduction to Linux for System Administrators and System Operators , including operations approximately equivalent to what one would do logged on as OPR or MGR on an HP e3000 QSS/OASIS system
4	Tuesday, October 27, 2009	9 a.m.-4 p.m.	Sacramento COE	1, 2	Beginning Financial Reports -- Reports included: General Ledger Report Writer (GLD110), Budget Activity Report Writer (BDX110), Financial Activity Report (FAR110), Financial Summary Report Writer (FAR300), Cash in County Treasury Report (GLD300), Comparative Budget Report Writer (BDR110), and Board Financial Statements (GLD400/500)
5	Wednesday, October 28, 2009	9 a.m.-4 p.m.	Sacramento COE	1, 2	Employee Absence Tracking , including Leave Group Definitions, Recording Employee Leave, Leave Accrual Processing, Reset and Balance Forward Processing, and Employee Leave Reports
6	Thursday, October 29, 2009	9 a.m.-4 p.m.	Sacramento COE	1, 2	Human Resources , including Code Maintenance, Employee Maintenance (Demographics, Client-Defined Data, Employee Contract Info, Education/Units, Evaluation Info, Medical/Emergency Info, Seniority, Skills/Subjects/Degrees/In-service Data, Termination Information, Teaching History & Subject/Site Preferences, and Employee Verification), and introduction to reporting and downloading HR information
7 (free!)	Tuesday, November 3, 2009 (also offered Tuesday, March 16, 2010)	10 a.m.-11 a.m.	on-line	none	QSS Customer Forums -- tips and tricks for technical staff using the support forums to communicate with QSS staff on support issues and to discuss items with other QSS customers

8	Wednesday, November 4, 2009 (also offered Wednesday, March 31, 2010)	10 a.m.-12 noon	on-line	1	Financial Systems Overview -- a brief introduction to QSS/OASIS Budget Development, Budget, General Ledger, Financial Reports, Accounts Receivable, Accounts Payable, Purchasing, Fixed Assets and Stores
9	Tuesday, November 10, 2009 (also offered Wednesday, April 7, 2010)	10 a.m.-12 noon	on-line	1	HR/Payroll Systems Overview -- a brief introduction to QSS/OASIS Personnel, Position Control, Absence Tracking, Job History, Benefits Management, Payroll and Retirement
10	Tuesday, November 17, 2009	10 a.m.-12 noon	on-line	1, 2	Human Resources Introduction and Overview
11	Wednesday, November 18, 2009	10 a.m.-12 noon	on-line	1, 2	Introduction to Standard Position Control
12	Thursday, November 19, 2009	10 a.m.-12 noon	on-line	1, 2	Introduction to Enhanced Position Control
13	Tuesday, December 8, 2009	9 a.m.-4 p.m.	Sacramento COE	1, 2	W2 and 1099 Processing for 2009
14	Tuesday, December 15, 2009	10 a.m.-12 noon	on-line	1, 2	W2 Processing for 2009
15	Wednesday, December 16, 2009	10:00-11:30 a.m.	on-line	1, 2	1099 Processing for 2009
16	Wednesday, January 6, 2010	10 a.m.-12 noon	on-line	1, 2	QCC HR Report/Job Selector , including Personnel, Applicant Tracking, and Personnel Labels reports and jobs, and QCC Personnel Downloader
17	Tuesday, January 12, 2010	10 a.m.-12 noon	on-line	1, 2, 9, 16	HR Query -- Learn how to extract selected data from the Human Resources database and organize it in a manner to suit your needs.
18	Tuesday, January 26, 2010	10 a.m.-12 noon	on-line	1, 2	Employee Absence Tracking Introduction and Overview -- Introducing the system that enables you to maintain and report employee leave data.
19	Tuesday, February 2, 2010	10 a.m.-12 noon	on-line	1, 2	Budget Development #1 , including basic budget development processes, budget actions, and the Comparative Budget Report
20	Thursday, February 4, 2010	10 a.m.-12 noon	on-line	1, 2, 19	Budget Development #2 , including importing data, working with ending/beginning balances, budget transfers, interfacing with Position Control, and calculation of benefits
21	Wednesday, February 10, 2010	9 a.m.-4p.m.	Sacramento COE	1, 2	QCC Core Financial , including General Ledger Maintenance, Chart of Accounts, Budget Maintenance, GL Application (Journal Entry, Proforma Journal, Cash Deposit, Cash Transfer), Finance Maintenance, GLAR Accounts Receivable (no invoicing), GL Account Lookup, Indirect Cost Accounting and Account Summarization

22	Tuesday, February 16, 2010	9 a.m.-4 p.m.	Sacramento COE	1, 2	Purchasing , including Requisitions, Purchase Orders, PO Change Orders, PO Receiving, PO Routing and Purchasing Reports
23	Wednesday, February 24, 2010	10 a.m.-12 noon	on-line	1, 2, 4	Advanced Financial Reports -- Reports included: Financial Summary Report (FAR300), Comparative Budget Report (BDR110), Summary Report by Resource (GLD320), Beginning Balance Report (BB0100), Cash in County Treasury Report (GLD300), Cash Flow Report (GLD310), Budget Transfers Report (BT0200), Request Transfer Sweeper Process (GLTF00), Create Budget Sweeper Transfer (BTTF00), SACS Account Listing (ACX120), SACS Budget/Actuals Export (SAC010), SACS Interim Export (J251S1), and Reset Online Account Balances (ACBSUB)
24 (free!)	Tuesday, March 2, 2010	10:00-11:30 a.m.	on-line	none	Introduction to QSS ControlCenter (QCC) and QCC Print Manager -- a non-technical introduction for end-users
25 (free!)	Tuesday, March 16, 2010	10 a.m.-11 a.m.	on-line	none	QSS Customer Forums -- tips and tricks for technical staff using the support forums to communicate with QSS staff on support issues and to discuss items with other QSS customers
26	Thursday, March 18, 2010	10 a.m.-12 noon	on-line	1	In-depth QCC Print Manager , including exporting and downloading print files and viewing \$Stdlists
27	Tuesday, March 23, 2010	9 a.m.-4 p.m.	Sacramento COE	1, 2	Payroll Introduction and Overview , including Master Files and Rate Tables, Employee Maintenance (W4/Control Data, Pay Lines, Pay Deductions, Time Card Data, Payroll Information, Termination), Mass Updates to Pay Lines and Pay Deductions, Auto-Pay Deposit, Payroll Prelist Reports, and introduction to reporting/downloading payroll information
28	Wednesday, March 24, 2010	9 a.m.-4 p.m.	Sacramento COE	1, 2, 27	Intermediate Payroll , including Hand and Canceled Warrant options, Labor/Benefits and Payroll History Inspection, Payroll Totals, Deferred Payrolls, Benefits-Only Payrolls, Payroll Encumbering, and Payroll Production Reports (both production and post-production)
29	Wednesday, March 31, 2010	10 a.m.-12 noon	on-line	1	Financial Systems Overview -- a brief introduction to QSS/OASIS Budget Development, Budget, General Ledger, Financial Reports, Accounts Receivable, Accounts Payable, Purchasing, Fixed Assets and Stores
30	Tuesday, April 6, 2010	10 a.m.-12 noon	on-line	1, 2	Invoicing and Billing Management Introduction and Overview - IBM (formerly named Client-Server Accounts Receivable) enables you to print and process invoices, enter receipts against those invoices, and generate various reports.

31	Wednesday, April 7, 2010	10 a.m.-12 noon	on-line	1	HR/Payroll Systems Overview -- a brief introduction to QSS/OASIS Personnel, Position Control, Absence Tracking, Job History, Benefits Management, Payroll and Retirement
32	Tuesday, May 4, 2010	9 a.m.-4 p.m.	Sacramento COE	1, 2	Fiscal Year Transition Tasks for Finance , Accounts Payable, Accounts Receivable, Stores, Payroll, Position Control and Personnel, Retirement, Absence Tracking, Benefits Management and Job History

General Information

Location: All-day seminars will be held at facilities provided by **QSS** customer Sacramento County Office of Education in Sacramento, California. Workshops with a location of "on-line" are webinars held via internet and telephone connections.

Cost: The **Introduction to QCC** (#1 and #20) and **QSS Customer Forums** (#7 and #21) workshops are offered by **QSS** without any tuition charge (free). Tuition for all other **QSS** workshops (both all-day on-site seminars and 2-hour webinars) is \$250 per person. There is no limit on the number of people from one **QSS** customer organization who can view a webinar via a single registration. Pre-registration is required for all **QSS** workshops.

Registration: Announcements, including workshop descriptions and registration forms, will be e-mailed to all **QSS** seminar contacts approximately 10 weeks prior to each workshop. They will also be posted on the **QSS** web site at <http://www.qss.com/workshop.htm> at the same time the e-mail is distributed. A contact e-mail address must be included on each completed registration form so **QSS** can confirm registration with each participant, and so the web link, phone number and access code for webinar registrations can be returned via e-mail.

QSS reserves the right to cancel any of the above workshops if fewer than eight paid registrations have been received three weeks prior to the scheduled workshop date. A current list of the workshops, including enrollment/cancellation information, is posted for your reference at <http://www.qss.com/workshop.htm>.

For more information about any of these workshops, please contact your **QSS** Account Manager, or contact: Yolanda De La Paz at (650) 372-0200 extension 600, or Frank Fish at (530) 432-5778.

If your organization would like to have any of the workshops listed above presented at your district office, please contact **QSS** Training Director Frank Fish at (530) 432-5778.