

March 4, 2010

QSS Users Group

Finance/Personnel Committee

To: Business Services Department
Information Systems Department
Anyone else interested in how QCC is used in the fiscal year closing process

The QSS Users Group Finance/Personnel Committee announces a brand new on-site seminar on the topic of **Fiscal Year Closing**, which will be presented at Sacramento County Office of Education in Mather, CA. This seminar will discuss a number of year end tasks from a financial perspective. Come prepared to learn how to utilize the new QCC software in relation to these year end tasks, and to share your experience with these processes. Both new and experienced users of the QSS/OASIS Finance system are encouraged to participate.

The following tasks will be discussed in this seminar:

- Balancing and cleaning up
- Using the QCC import and export features
- Indirect costs and interest allocations
- Year end accruals
- Purchase order options
- Posting of summer payrolls
- GASB 34 calculations
- Rolling accounts and balances
- SACS downloading

The date of this seminar is **Wednesday, April 14, 2010**. The Registration cut-off date is 03/31/10.

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 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 Seminar Fiscal Year Closing

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 **March 31, 2010**.

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 Fiscal Year Closing

Wednesday, April 14, 2010
Cut-off Date: 03/31/10
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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Attn: QSS Users Group Seminar Registration
867 American Street, Second Floor
San Carlos, CA 94070