

# QSS Users Group

## Finance/Personnel Committee

**To:** Chief Business Officials  
Accounting Supervisors and Clerks  
Budget Managers and Clerks  
Technical Support Staff  
Anyone else who would like to learn more about the QSS/OASIS  
Core Financial System

The QSS Users Group Finance/Personnel Committee announces an on-site seminar on **QSS Core Financial Seminar**, to be presented at Santa Clara COE in San Jose, CA. This seminar will present a demonstration of the QSS Core Financial Software, its basic operation and the enhancements added to it as of the most recent QCC release. Both new and experienced users of the QSS/OASIS Core Financial system are encouraged to participate in this seminar.

The following topics will be included in this workshop:

- Chart of Accounts Field Maintenance and Beginning Balances
- Financial Account Structure, Clearing Rules, and Field Relationship Tables
- Account Lookup and Account Maintenance
- General Ledger Transaction Maintenance (FI0002), including Journal Entries, Cash Deposits and Cash Transfers
- Budget Maintenance, including Budget Transfers, transfers from Budget Development, and transfers from Position Control
- Standard Accounts Receivable (GLAR “no invoicing” version)
- If time permits: Allocation of Indirect Costs, Account Summarization, and other Core Financial topics

The date of this seminar is **Wednesday, September 28, 2011**. The registration cut-off date is Wednesday, September 14, 2011.

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.**

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  
QSS Core Financial System**

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.

**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 **Monday, September 14, 2011**.  
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 Karen Brown at (661) 536-8757 or via email at [karen@gss.com](mailto:karen@gss.com)  
**QSS Users Group Finance/Personnel Committee Workshop Registration**

**QSS Core Financial Seminar**

**Wednesday, September 28, 2011**  
**Cut-off Date: 09/14/2011**  
**Santa Clara COE**  
**1290 Ridder Park Drive**  
**San Jose, CA 95131-2398**

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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**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.

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Mail the completed registration form and check to:

**Quintessential School Systems**  
**Attn: QSS Users Group Seminar Registration**  
**867 American Street, Second Floor**  
**San Carlos, CA 94070**

Karen Brown  
QSS Account Manager  
Voice & Fax: (661) 536-8757  
Email: [karen@qss.com](mailto:karen@qss.com)