



## Fiscal Year Transition Tasks – sponsored by Harris School Solutions

### QSS/OASIS Customer Education

#### Summary

Learn what tasks are required to close out one fiscal year and begin a new fiscal year in these QSS/OASIS software systems: :

- Core Financial
- Accts. Payable/Accts. Receivable/IBM
- Stores
- Payroll
- Position Control
- Retirement
- Absence Tracking
- Benefits Management
- Job History
- System Security

#### When and Where

- Tuesday, May 1, 2018 from 9:00am to 4:00pm (Pacific). Presenter: Don Hemwall.
- **Sacramento County Office of Education, Conference Center Room X, 3661 Whitehead Street, Suite 100, Mather, CA 95655.**
- Contact Marie Wagnon at 916-228-2343 with questions about the Sacramento, CA area.

#### Intended Audience

Business Services, Accounts Payable, Accounts Receivable, Stores, Human Resources, Retirement, IT, and all other staff involved in closing out one fiscal year and beginning a new one in QSS/OASIS.

#### Cost

- **\$250** per participant

#### Registration and Payment

- Complete the registration form included with this flyer and **email** it on or before the registration deadline (**Wednesday, April 25, 2018**) to: [HSSPSTeam@HarrisComputer.com](mailto:HSSPSTeam@HarrisComputer.com). Registrations accepted on a first-come, first served basis. **COE's should use one form for all registrants under their jurisdiction.** Last-minute substitutions permitted. **No refunds made for cancellations.**
- Refer to the enclosed Registration form for payment instructions.
  - **Email** a Purchase Order (made out to Harris School Solutions, 2011 Renaissance Blvd., Suite 100, King of Prussia, PA, 19406) to [HSSPSTeam@HarrisComputer.com](mailto:HSSPSTeam@HarrisComputer.com)
  - **\*OR\*** mail **one** check (payable to **Harris School Solutions**) to **Harris School Solutions, PO Box 74008484, Chicago, IL, 60674-8484.**
  - **Before mailing, write the name and date of the seminar on your check, and e-mail scanned copies of the check and registration form to:**  
[HSSPSTeam@HarrisComputer.com](mailto:HSSPSTeam@HarrisComputer.com).

For more information

[HSSPSTeam@HarrisComputer.com](mailto:HSSPSTeam@HarrisComputer.com) | 1.520.917.1394, x61370

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# Registration Form – Fiscal Year Transition Tasks Seminar

QSS/OASIS Customer Education

Register the following people for the **Fiscal Year Transition Tasks** seminar at **Sacramento County Office of Education** on **Tuesday, May 1, 2018** from **9:00 am** to **4:00 pm**. COE's should use one form for **all** registrants under their jurisdiction.

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone w/Ext.: (\_\_\_\_\_) \_\_\_\_\_ Contact Email: \_\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Standby Registrations:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

- Purchase Order No. \_\_\_\_\_ **\*OR\*** Check No. \_\_\_\_\_ must be supplied by the registration deadline (**Wednesday, April 25, 2018**) to reserve seats.
  - Registrations are initially limited to 3 participants per customer. Standby registrations taken on a space-available basis. Include registration fees for standby registrants in your PO or check.
  - Complete this registration form and **email** it on or before the registration deadline (**Wednesday, April 25, 2018**) to: [HSSPSTeam@HarrisComputer.com](mailto:HSSPSTeam@HarrisComputer.com). Registrations accepted on a first-come, first served basis. Last-minute substitutions permitted. **No refunds made for cancellations.**
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- Mail one** check (payable to **Harris School Solutions**) to **Harris School Solutions, PO Box 74008484, Chicago, IL, 60674-8484. Before mailing, write the name and date of the seminar on your check, and e-mail a copy of the check to: [HSSPSTeam@HarrisComputer.com](mailto:HSSPSTeam@HarrisComputer.com).**
- If you have any registration questions, please contact the HSS Professional Services Team at [HSSPSTeam@HarrisComputer.com](mailto:HSSPSTeam@HarrisComputer.com).

If you have specific topics or questions you want addressed at this seminar, Email them in advance to the PS Team at [HSSPSTeam@HarrisComputer.com](mailto:HSSPSTeam@HarrisComputer.com).