QSS Advanced Topics in Budget Development
February 15, 2012

The QSS Users Group Finance/Personnel Committee invites its members to participate in an on-line **QSS** webinar titled "**Advanced Topics in Budget Development**" beginning at 10:00 a.m. Pacific Time on Wednesday, February 15, 2012. This on-line seminar will use the latest version of QSS ControlCenter (QCC -- the graphical user interface, or GUI, version of QSS/OASIS). End-users who are already familiar with the traditional version of QSS/OASIS Budget Development but who would like to see how it operates in the QCC environment, are welcome to participate in this webinar. This "webinar" will last for approximately two hours. A high-speed internet connection is required to view the video portion of the webinar and a phone line is needed to hear the audio portion.

Due to the Finance/Personnel Committee's sponsorship of this webinar, tuition will be free for participants employed by school organizations that are current paid members of the Finance/Personnel Committee. Participants that are not employed by current paid Finance/Personnel Committee member organizations are required to pre-pay $250 per webinar registration. (If you're in doubt about your organization's Finance/Personnel Committee membership status, please check with a member of your technology support staff or contact one of the Finance/Personnel Committee co-chairs: Cindy Buck of Santa Clara COE or Catherine Hawes of Sutter CSoS.) Registration information for all participants appears at the end of this announcement.

The anticipated audience for this webinar includes:

> Budget Department
> Business Services Department
> Information Systems Department
> Anyone else interested in the QCC version of the QSS/OASIS Budget Development software

Per direction from the co-chairs of the sponsoring QSS Users Group Finance/Personnel Committee, this webinar is designed for users who are already well-versed in the basic features of QCC and its Print Manager module – introductory-level features of QCC will not be the focus of this webinar.

The following topics will be included in this webinar:

> Budget Development processes
> Budget actions
> Comparative Budget Report
> Exporting data from Budget Development
> Importing data into Budget Development
> Working with ending and beginning balances
> Budget transfers
> Interfacing with Position Control
> Calculation of labor benefits costs
> Other topics related to Budget Development, as time allows

Please keep in mind that due to the broad nature of this webinar's agenda the **QSS** presenter will not be able to cover any of the topics listed above in great depth.
In order to reduce the administrative overhead (and expense) associated with the webinar registration process, the Finance/Personnel Committee has arranged the following registration procedures for this webinar:

In order to reduce the administrative overhead (and expense) associated with the webinar registration process, the Finance Personnel Committee has arranged the following registration procedures for this webinar.

1. **QSS** provides the link to the on-line webinar registration web site in this invitation, distributed via e-mail to all **QSS** customers and posted on the QSS Users Group listserv (see below for the link to register for the webinar).
2. The webinar registration web site is configured to automatically accept all registration requests, immediately sending confirmation messages to each person completing the registration form. (Be sure your firewall and spam-checking software allow you to receive the return messages from CitrixOnline.com or GoToMeeting.com.) There will be no monitoring by **QSS** of valid e-mail addresses or current Finance/Personnel Committee membership.
3. Prior to the webinar, **QSS** will submit to the Finance/Personnel Committee co-chairs a list of all webinar registrants and all non-member tuition checks received. The co-chairs will be responsible for following up directly with the registrants if they notice any discrepancies.
4. No registration requests for the webinar will be processed once the webinar broadcast is initiated (approximately 30 minutes prior to the scheduled beginning of the webinar).

Please refer to the message below for more details, and for the link that will allow you to register for this webinar.

Once you update your online webinar registration, a confirming e-mail message will be automatically generated within several minutes. If you do not receive this message, please check with the staff that maintains your organization's e-mail system to make sure that your firewall and spam-checking software will allow the message to get through to you. Duplicate follow-up confirming e-mail messages will be sent to you approximately one week, one day, and one hour prior to the beginning of the webinar.

We anticipate that some customers will want to register individually in order to view this webinar at their desks, whereas others may wish to submit a single registration but gather a group of end-users in a computer lab in order to view the webinar together. Please distribute this message throughout your organization however you deem appropriate. Keep in mind, however, that the link provided in the registration confirming e-mail message may only be used at a single workstation during the webinar. If you wish to have more than one workstation connected to the webinar, you'll need to submit the appropriate number of registrations to match.

Please note ➔ participation in a webinar includes both a video component and an audio component – the e-mail message that confirms your webinar registration will contain both the web-link for the video component of the webinar and the phone number and access code for the audio component of the webinar – you must connect to <u>both</u> in order to receive the full content of the webinar.

Supporting materials, such as PDFs of slides scheduled to be used during this webinar, should be available on the QSS/OASIS Training Notes page of the Secure Support Area of our web site 48 hours prior to the start of this webinar. (Look for the "Webinars" link at http://www.qss.com/webdocs/TrainIndex.htm. Talk to your technology support staff if you don't have the logon ID and password to gain access to this web page.)

Tuition for participation in this webinar is NOT being charged for staff from organizations that are current Finance/Personnel Committee members. Non-members must forward a $250 check made payable to **QSS** (no purchase orders accepted or invoices issued) per registration for this webinar to:

> ***Quintessential School Systems***
> 867 American St., Second Floor
> San Carlos, CA 94070

… along with a note specifying the date of the webinar and the name of the person registering

Karen Brown (karen@qss.com)

Quintessential School Systems
QSS/OASIS

QSS/OASIS Training -- Advanced Topics in Budget Development -- sponsored by the QSS Users Group Finance/Personnel Committee

Join us for a Webinar on February 15

QSS webinar titled "Advanced Topics in Budget Development" This webinar will provide an overview of the Budget Development Module for the advanced user. Please refer to the flier for additional description.

Tuition will not be charged for participants employed by school organizations that are current paid members of the PSFA Committee. Participants that are not employed by current paid PSFA Committee member organizations are required to pre-pay $250 per webinar registration. Checks payable to QSS for $250 should be mailed to the QSS San Carlos office prior to the webinar.

Please register for this webinar as soon as possible – at least two business days prior to the start of the webinar. Once you have registered a confirmation message containing the web link and phone access number and code for your webinar participation will automatically be sent to the email address you provided.

Title: QSS/OASIS Training -- Advanced Topics in Budget Development -- sponsored by the QSS Users Group Finance/Personnel Committee
Date: Wednesday, February 15, 2012
Time: 10:00 AM - 12:00 PM PST

After registering you will receive a confirmation email containing information about joining the Webinar.

System Requirements
PC-based attendees
Required: Windows® 7, Vista, XP or 2003 Server

Macintosh®-based attendees
Required: Mac OS® X 10.5 or newer

Space is limited.
Reserve your Webinar seat now at:
https://www1.gotomeeting.com/register/215543032

Go GUI QSS

REGISTER NOW