

# ***QSS Customer Education***



## ***Welcome to the Budget Development #1 Webinar a QSS-sponsored Paid Webinar***

The **Budget Development #1** webinar gives an introduction and review of the Budget Development system, and is the first of two **QSS** Budget Development workshops presented in January. The second workshop, **Budget Development #2**, explores more advanced topics and will follow one week later.

### ***When is it?***

Thursday, **January 16, 2014**, from **10:00 am** to **12:00 pm** (Pacific)

### ***Who might be interested?***

Budget and Accounting staff, Chief Business officials, and Technical Support staff

### ***Why attend?***

The **Budget Development #1** webinar covers:

- Maintaining models
- Transferring accounts and budgets to/from Budget Development
- Using Quick Entry to maintain budgets
- Using Account Maintenance to maintain budgets
- Adjusting budgets by Percentage Method
- Generating a Comparative Budget Report
- Other topics related to Budget Development, as time allows

### ***What does it cost to attend?***

- **\$250** for each participant logging into the webinar.

### ***How to register?***

- Complete the registration form included with this flyer and return it to **QSS no later than January 9, 2014.**
- Include with the registration form a PO or check for **\$250** for each participant logging into the webinar.

### ***How to attend online?***

- Please refer to the registration form included with this flyer.

**Registration Form — Budget Development #1 Webinar**  
**Thursday, January 16, 2014 from 10:00 am to 12 noon (Pacific)**

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Please complete the **registration form for each participant logging in** to the webinar. You do not need to register if you are simply viewing the webinar with the person logging in.

**Register** the following participant who is logging in to the **Budget Development #1** webinar on **Thursday, January 16, 2014 from 10:00 am to 12 noon (Pacific)**:

**Participant's Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Participant's Email Address:** \_\_\_\_\_

The above email address is **required** to confirm registration. **QSS will send email confirmation once we receive this form.** If you haven't received confirmation from **QSS** after three business days, please contact **Yolanda** at **650.598.9500, ext. 600.**

**Organization Name:** \_\_\_\_\_

**PO Number:** \_\_\_\_\_

If **QSS** has questions, who does **QSS** contact if it's someone other than the above participant?

Contact's name: \_\_\_\_\_

Contact's phone: \_\_\_\_\_

Contact's email address: \_\_\_\_\_

1. Multiple staff from your organization may view this webinar, however you must **complete a separate registration for each participant logging in.**
2. Cost is **\$250 for each participant logging in.** A **PO number or check** must accompany this registration to guarantee your reservation. The **issued PO or check** must be received at **QSS** by **Thursday, January 9, 2014**, or your registration is subject to cancellation.
3. You'll need a PC with Microsoft Internet Explorer or other compatible browser for logging into a Citrix GoToWebinar session. Also, you'll need a high-speed Internet connection to view the webinar and a phone connection to listen to the presentation.
4. If this webinar is cancelled due to low registration, **QSS** will notify participants on Friday, January 10, 2014.
5. For any questions about registration, contact **Yolanda De La Paz** at **650.598.9500, ext. 600.**
6. If you have particular topics or questions you want addressed at the webinar, please email them to your presenter, Don Hemwall, at [don@qss.com](mailto:don@qss.com) before Thursday, January 9, 2014.

Please **fax** your **completed registration form** to **QSS** at **888.601.3786**,  
or

**Mail** your **completed registration and PO or check** to the following address:

**Quintessential School Systems**  
**867 American Street, 2nd Floor**  
**San Carlos, CA 94070**