

QSS Workshops for 2007-2008

QSS is pleased to announce that the following seminars will be offered to customers at the QSS offices in San Mateo, California:

Whenever possible, QSS seminars will focus on the graphical user interface (GUI), versions of QSS software.

August 7, 2007	Tuesday	Employee Absence Tracking Introduction and Overview , including Leave Group Definitions, Recording Employee Leave, Leave Accrual Processing, Reset and Balance Forward Processing, and Employee Leave Reports
August 14, 2007	Tuesday	Morning → Implementing GUI Security (by staff from Merced COE) Afternoon → Package Manager (by QSS)
August 15, 2007	Wednesday	Financial Systems Introduction/Overview (Budget Development, Budget, General Ledger, Financial Reports, Accounts Receivable, Accounts Payable, Purchasing, Fixed Assets, Stores)
October 2, 2007	Tuesday	HR/Payroll Systems Introduction/Overview (Personnel, Position Control, Absence Tracking, Job History, Benefits Management, Payroll, Retirement)
October 3, 2007	Wednesday	Human Resources , including Code Maintenance, Employee Maintenance (Demographics, Client-Defined Data, Comments, Employee Contract Info, Education/Units, Evaluation Info, Medical/Emergency Info, Seniority, Skills/Subjects/Degrees/In-service Data, Termination Information, Teaching History & Subject/Site Preferences and Employee Verification), Applicant Processing, Human Resources Utilities

QSS Workshops For 2007-2008 (continued)

October 4, 2007	Thursday	Human Resources Report Selector including Special Forms and Notices; HR Query ; Personnel Downloader ; and Personnel Action Forms (PAFs)
October 5, 2007	Friday	Credentials and Personnel Assignment Tracking ; Credentials Reports including Credential Notification for Payroll
October 23, 2007	Tuesday	Beginning Financial Reports
October 24, 2007	Wednesday	Core Financial , including General Ledger Setup, Financial Account Maintenance, Budget Maintenance, General Ledger Transactions, Accounts Receivable, Indirect Cost Accounting and Account Summarization
October 25, 2007	Thursday	Purchasing , including Requisitions, Purchase Orders, PO Change Orders, PO Receiving, PO Routing and Purchasing Reports
November 6, 2007	Tuesday	Establishing Security in the GUI Software with QSSControlCenter
November 7-8, 2007	Wed.-Thu.	Hands-on Linux for System Administrators (two-day, hands-on seminar, limited to 12 workstations – one trainee per computer = \$600, two trainees per computer = \$1,000)
December 10, 2007	Monday	Accounts Payable , including Overview, Vendor Maintenance, other Master Files, Batching, Overview of Purchase Orders and Requisitions, PO Payments, Pay Vouchers, Travel Claims, Credit Memos, Liability Payments, Accounts Payable Reports, Transaction Maintenance, Revolving Cash, Hand and Canceled Warrants, End of Year Processing and 1099 Processing

QSS Workshops For 2007-2008 (continued)

December 11, 2007	Tuesday	W2 and 1099 Processing for 2007
January 15, 2008	Tuesday	Payroll Introduction and Overview , including Master Files and Rate Tables, Employee Maintenance (W4 /Control Data, Pay Lines, Pay Deductions, Time Card Data, Payroll Information, Termination), Mass Updates to Pay Lines and Pay Deductions, Auto-Pay Deposit, Payroll Prelist Reports, and California PERS Revenue Limit Reduction Processing
January 16, 2008	Wednesday	Intermediate Payroll , including Hand and Canceled Warrants, Labor/Benefits and Payroll History Inspection, Payroll Totals, Summer Payrolls, Retroactive Payrolls, Benefits-Only Payrolls, Payroll Encumbering, Payroll Production Reports, Quarterly Reporting and Warrant Management
February 11, 2008	Monday	Advanced Financial Reports
February 12, 2008	Tuesday	Budget Development
February 14, 2008	Thursday	Introduction to Position Control
April 17, 2008	Thursday	Establishing Security in the GUI Software with QSSControlCenter
May 6, 2008	Tuesday	Stores, Fixed Assets and Fixed Assets Inventory Software
May 7, 2008	Wednesday	Fiscal Year Transition Tasks for Finance , Accounts Payable, Accounts Receivable, Stores, Payroll, Position Control, Retirement, Absence Tracking, Benefits Management and Job History

QSS Workshops For 2007-2008 (continued)

General Information

Time: 9 a.m. - 12:00 noon, 1 p.m. - 4 p.m

Location: All seminars are held at the **QSS** offices at 2121 S. El Camino Real, Suite D200, San Mateo, California 94403. For a map and directions please see <http://www.ass.com/QSSMap.pdf>.

Cost: Tuition for all one-day workshops is \$250 per person per workshop – if 10 or more paying customers attend a workshop, **QSS** will only invoice \$200 per person for that workshop. Tuition for the two-day "Hands-on Linux for System Administrators" is \$600 for one person using a computer, \$1,000 for two people sharing a single computer – registration for this workshop is limited to 12 computers – **QSS** provides the computers for this seminar, and offers no discount off the advertised \$600 per person per computer or \$1,000 shared computer tuition.

Registration: Announcements, including seminar descriptions and registration forms, will be mailed to each **QSS** client approximately ten weeks prior to each workshop. They will also be posted on our web page at <http://www.ass.com/workshop.htm> at the same time they are mailed. A contact e-mail address should be included on the registration form so **QSS** can confirm seminar registration with each customer.

QSS reserves the right to cancel any of the above workshops if fewer than eight people have registered two weeks prior to the scheduled workshop date. A current list of the workshops, including cancellation information, is posted for your reference at <http://www.ass.com/workshop.htm>.

For more information about any of these seminars, please contact your QSS Account Manager, or contact:

Tina Hong — (650) 372-0200 ext. 600 or Frank Fish — (530) 271-0306

If your organization would like to contract with **QSS** to have any of the seminars listed above presented at your district offices, please contact Frank Fish at (530) 271-0306.
