



Santa Clara County Office of Education

Charles Weis, Ph.D.
County Superintendent of Schools

Informational Bulletin

For Santa Clara County Districts

District Business & Advisory Services

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Cathy McKim, Manager-DBAS: 408-453-6588

Bulletin: 12-123

Date: April 11, 2012

To: District Fiscal Directors
District Office Staff Responsible for Fiscal Year End Closing Activities

From: Cathy McKim, Manager-District Business & Advisory Services
Cindy Patterson, Supervisor-Technology Resource Advisors-Technology Services

Re: 2011-12 Fiscal Year End Closing Workshops

The purpose of this e-mail is to notify you of the upcoming 2011-12 Year End Closing Workshops sponsored by District Business & Advisory Services and Technology Services.

We have provided a summary of the workshops below; however, the full descriptions and the target audiences are listed on the following pages.

Date	Time	Name	Register By
1-May	9-12 noon	Fiscal Year End Closing Workshop –Closing your Fiscal Year	20-Apr
17-Apr	1-3 pm	QCC Position Control Year End Processing	13-Apr
26-Apr	10-12 noon	QSS Webinar: QCC Purchasing Fiscal Year Rollover	19-Apr
9-May	1-4 pm	QCC Budget Revisions and Models Fiscal Year End	2-May
16-May	9-12 noon	QCC Financial Fiscal Year End	9-May
16-May	1-4 pm	QCC Invoice & Billing Management (AR) Fiscal Year End	9-May
17-May	9-12 noon	QCC Payroll Fiscal Year End	10-May
23-May	9-12 noon	QCC Rolling Approved Budgets - Fiscal Year End	10-May
30-May	1-4 pm	QCC Stores Year End	23-May
19-Jun	2-4 pm	QCC Position Control Year End Processing	15-Jun
26-Jun	1-3 pm	QCC Absence Tracking End Processing	22-Jun

Workshop Descriptions

2011-12 Fiscal Year End Closing Workshop –Closing your Fiscal Year

This comprehensive workshop will discuss the common business activities required to close fiscal year 2011-12 and will include a detailed list of closing activities, deadlines and sample closing schedules.

Topics will include:

- Sample closing schedules
- Setting up Payables & Receivables
- Tips for closing fiscal year 2011-12
- Year-End close procedures and deadlines

Target Audience: Fiscal Directors & Managers; District Staff responsible for closing the fiscal year.

When: May 1, 2012 Time: 9:00 a.m. – 12:00
Where: Santa Clara County Office of Education
San Jose/East Side Conference Room

Registration Deadline: Friday, April 20, 2012 Cost: Free
Register on <http://santaclara.k12oms.org/eventdetail.php?id=58691>

2011-12 QCC Position Control Year End Processing

This course covers the processes necessary in Position Control at the fiscal year end. Topics covered include creating new work calendars, new benefit definitions, new salary schedules, rolling positions and assignments to the new year, updating projection and salary amounts on the position screen, loading payline data from position control, updating dates in personnel text files and updating employee experience. This class is intended for those already using QSS Position Control.

Target Audience: Fiscal Directors & Managers; District Staff responsible for Position Control

When: 4/17/2012 Time: 1:00 p.m. – 3:00p.m.
Where: Santa Clara County Office of Education
TSB Los Gatos Lab

Registration Deadline: 4/13/2012 Cost: Free
Register on AccessPoint.sccoe.org

2011-12 QSS Webinar: Purchasing Fiscal Year Rollover

This is a webinar presented by Quintessential School Systems (QSS)
Purchasing Fiscal Year Rollover (a repeat of last year's popular webinar by the same title)

Target Audience: Fiscal Directors & Managers; District Staff responsible for Purchasing

When: 4/2/2012 Time: 10:00 a.m. – 12:00p.m.
Where: Webinar

Registration Deadline: 4/19/2012 Cost: Free
Register on AccessPoint.sccoe.org

2011-12 QCC Budget Revisions and Models Fiscal Year End

This class will be a review of processes in QCC for creating and uploading budget revisions, moving final approved budget to a budget development model, locking the approved budget model for final processing by DBAS or independent district staff.

Topics will include:

Target Audience: Fiscal Directors & Managers; District Staff responsible for District Budget

When: 5/9/2012 Time: 1:00 p.m. – 4:00p.m.
Where: Santa Clara County Office of Education
TSB Los Gatos Lab

Registration Deadline: 5/2/2012 Cost: Free
Register on AccessPoint.sccoe.org

2011-12 QCC Financial Fiscal Year End

This class will focus on the use of QCC Finance programs to run fiscal year end processing for Accounts Payable, Purchase Orders and setting up Non-Invoicing Accounts Receivable transactions.

Target Audience: Fiscal Directors & Managers; District Staff responsible for General Ledger

When: 5/16/2012 Time: 9:00 a.m. – 12:00p.m.
Where: Santa Clara County Office of Education
TSB Los Gatos Lab

Registration Deadline: 5/9/2012 Cost: Free
Register on AccessPoint.sccoe.org

2011-12 QCC Invoice and Billing Management (AR) Fiscal Year End

This class will cover the fiscal year end processing for QCC Invoice and Billing Management system invoices and receipts.

Target Audience: Fiscal Directors & Managers; District Staff responsible for Accounts Receivable

When: 5/16/2012 Time: 1:00 p.m. – 4:00p.m.
Where: Santa Clara County Office of Education
TSB Los Gatos Lab

Registration Deadline: 5/9/2012 Cost: Free
Register on AccessPoint.sccoe.org

2011-12 QCC Payroll Fiscal Year End

This course covers the end of year processing for QSS Payroll. Topics covered include creating new pay schedules, creating new deduction schedules, linking pay schedules and deduction schedules to districts, creating new payroll bonus codes, reviewing and updating PERS and STRS, creating new payroll names, rolling paylines to the new year, running summer payrolls, updating voluntary deductions, etc. This class is intended for those who currently use the QSS Payroll system.

Target Audience: Fiscal Directors & Managers; District Staff responsible for Payroll

When: 5/17/2012 Time: 9:00 a.m. – 12:00p.m.
Where: Santa Clara County Office of Education
TSB Los Gatos Lab

Registration Deadline: 5/10/2012 Cost: Free
Register on AccessPoint.sccoe.org

2011-12 QCC Rolling Approved Budgets - Fiscal Year End

This class will review QCC processes for creating district budget control records and rolling approved budgets from budget development models into the working and approved GL budgets.

Target Audience: DBAS and Independent Districts - Fiscal Directors & Managers; District Staff responsible for Budget

When: 5/23/2012 Time: 9:00 a.m. – 12:00p.m.
Where: Santa Clara County Office of Education
TSB Los Gatos Lab

Registration Deadline: 5/10/2012 Cost: Free
Register on AccessPoint.sccoe.org

2011-12 QCC Stores Year End

This class will cover the use of QCC Stores processes to close warehouses, make adjustments to reflect an accurate physical inventory, and submit the authorization form to TSB to carry stock balances to the next fiscal year.

Target Audience: Fiscal Directors & Managers; District Staff responsible for Warehouse Management

When: 5/30/2012 Time: 1:00 p.m. – 4:00p.m.
Where: Santa Clara County Office of Education
TSB Los Gatos Lab

Registration Deadline: 5/23/2012 Cost: Free
Register on AccessPoint.sccoe.org

2011-12 QCC Position Control Year End Processing

This course covers the processes necessary in Position Control at the fiscal year end. Topics covered include creating new work calendars, new benefit definitions, new salary schedules, rolling positions and assignments to the new year, updating projection and salary amounts on the position screen, loading payline data from position control, updating dates in personnel text files and updating employee experience. This class is intended for those already using QSS Position Control.

Target Audience: Fiscal Directors & Managers; District Staff responsible for Position Control

When: 6/19/2012 Time: 2:00 p.m. – 4:00p.m.
Where: Santa Clara County Office of Education
TSB Los Gatos Lab

Registration Deadline: 6/15/2012 Cost: Free
Register on AccessPoint.sccoe.org

2011-12 QCC Absence Tracking End Processing

This class offers a step-by-step overview of the end of year processing for Absence Tracking. Processing covered include accrual process for June, running the Accrual Process Report, correcting any mistakes in leave balances., running the Reset Process, running the Create Balance Forward process. *This class is intended for those districts who are already using Absence Tracking.*

Target Audience: Fiscal Directors & Managers; District Staff responsible for Absence Tracking

When: 6/26/2012 Time: 1:00 p.m. – 3:00p.m.
Where: Santa Clara County Office of Education
TSB Los Gatos Lab

Registration Deadline: 6/22/2012 Cost: Free
Register on AccessPoint.sccoe.org