

District Business & Advisory Services

Nimrat Johal: Director- DBAS: 408-453-6599

Bulletin: 14-041

Date: April 15, 2014

To: District Fiscal Directors
Charter School Administrators

From: Ann Redd-Oyedele
Advisor, DBAS

Re: 2013-14 Year-end Close Workshop Announcement

The purpose of this bulletin is to inform you of that District Business and Advisory Services will be hosting a Year-End Close Workshop on Friday, May 9, 2014, 9 – 12:00 Noon at the Santa Clara County Office of Education.

This comprehensive workshop will cover the common business activities required to close fiscal year 2013-14 and will include a detailed list of closing activities, deadlines and sample closing schedules.

This workshop will be jointly trained by DBAS and TSB. It will focus on the fiscal year-end processes and the use of QCC Finance programs to run fiscal year end processing for Account Payables, Purchase Orders and setting up Non-Invoicing Accounts Receivable transactions.

TSB will review various system processes that are required for fiscal year transitions including invoices, Invoices, Billing Management, Purchasing, Payroll, Absence Tracking and Position Control. TSB will also discuss the hands on labs focusing on system tasks to be offered later this year.

To register for the Year-End Close Workshop, please click the following link: <http://accesspoint.sccoe.org/>
Select Training Classes, Select Finance – Locate QCC Financial FYE and select “Register Now”
Please register by **Friday, April 25, 2014**.