February 18, 2014

TO: School District Administrators

FROM: Division of Administration, Finance & Accountability

SUBJECT: Transition of QSS to QCC Print Option - July 1, 2014

The External Business Department has been working with districts over the last few years to get all QSS users converted to the new QCC system. As the next step, we need to begin shutting down portions of the QSS system.   As a result, the QSS Print Option will no longer be available after July 1, 2014.

In order to accomplish this, all users will need to be using the new QCC Print Manager to manage and print reports. Most QSS users are already using the QCC Print Manager and realize the ease of the process and recognize the increased capabilities of the QCC Print Manager.

If you are not currently using QCC Print Manager and do not have a QCC user name and password, please contact us at BASS@kern.org to get set up with one. To assist in the transition, we are holding Print Manager trainings every month along with a QCC HOT Lab (Hands- on-Training Lab) every other Tuesday. Please see the attached schedule for dates and times.

If you have any questions or concerns, please contact Priscilla Quinn, External Financial Operations Officer at (661) 636-4732.

Thank you in advance.

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QCC WORKSHOP SCHEDULE & SYLLABUS
March – May 2014
All classes are at City Centre, 2nd Floor, Studio 3 (unless noted otherwise)

Intro to QCC Print Manager ~ Wednesday March 5th, 10:00am – 11:00am
This training will cover set up and using the QSS Control Center. You will also learn to manage your print files. Learn to print, route, download and export from the new QCC Print Manager. Vicki Lueck is scheduled to present this class.

Open Lab ~ Tuesday March 11th, 10:00am – 11:00am
Today's lab will focus on Budget Development questions.

Advanced Budget Development ~ Wednesday March 12th – Webinar 10:00am – 12:00pm
This webinar will cover comparative budget reports, exporting from and importing to budget development, interfacing with Position Control and calculating labor benefit costs.

Open Lab ~ Tuesday March 25th, 10:00am – 11:00am
Today's lab will focus on HR/Employee Maintenance questions.

Stores for End Users ~ Tuesday April 1st – Webinar 10:00am – 12:00pm
This training will cover orders and receipts, entering adjustments and transfers, entering issues and credits, running stores reports.

Open Lab ~ Tuesday April 8th, 10:0 am – 11:00am
Today's lab will focus on Accounts Payable questions.

Human Resources (QCC) ~ Thursday, April 10th – Webinar 10:00am – 12:00pm
This QSS sponsored Webinar will cover a broad overview of the following Human Resource related functions: HR Master File maintenance, simple search and advanced search functions, Intro to HR Report/Job Selection and a brief intro to Personnel Downloader and HR Query if time permits.

Intro to QCC Print Manager ~ Thursday, April 17th, 10:00am – 11:00am
This training will cover setup and using the QSS Control Center. You will also learn to manage your print files. Learn to print, route, download and export from the new QCC Print Manager. Vicki Lueck is scheduled to present this class.

Open Lab ~ Tuesday April 22nd, 10:00am – 11:00am

Today's lab will focus on Core Financial questions.

Retirement/Payroll ~ ALL DAY SEMINAR QSS will be presenting Tuesday, May 6th, 9am – 4pm

Cost is $30, Must be registered in advance, this workshop will be held at the Access Center at 1330 Truxtun Ave (corner of L and Truxtun).

QCC and SACS ~ Wednesday May 7th – Webinar 10:00am – 12:00pm

Improve your workday using QCC to download your SACS information. Learn how to easily find invalid account numbers and differences between restricted/unrestricted accounts. The different SACS reporting cycles will be shown as well as some useful ways to use this information to jazz up your board presentation.

Accounts Payables Training ALL DAY Tuesday May 13th 9am to 4pm ~ Sutter County

Registration is not yet available for this training, if you are interested in attending please let Jerilyn Snow know and we will let you know when the registration becomes available.

Intro to Position Control ~ Wednesday May 14th – Webinar 10:00am – 12:00pm

This training will cover Master Files required to maintain position control data, maintaining position control data, using position control data to generate salary and benefits cost projections and linking position control and budget development.

Open Lab ~ Tuesday May 20th, 10:00am – 11:00am

Today's lab will focus on Position Control questions.

QCC HOT Lab
(Hands-on-Training Lab)

WHAT is it?

This is an opportunity for districts to come to a lab and get individual attention and ask specific questions in regards to QCC. Each lab we will focus on a different topic with "Expert" users in the lab to assist you with the specific focus topic. All questions are welcome at each lab, but we may not have a person in the room to answer a detailed payroll question during a lab with a lab focusing on budget development. We highly encourage you to e-mail us in advance at BASS@kern.org if you have specific questions you need answered in order for us to be appropriately prepared to assist you. If we know there is someone needing help in a different focus area we will do our best to get someone in the lab with the knowledge to assist.

WHERE is it?

Kern County Superintendent of Schools, City Centre, 2nd Floor, Studio 3.

WHEN is it?

The dates are as follows (all Tuesdays) 10am to 11am:

    3/11   Budget Development
    3/25   HR / Employee Maintenance
    4/8   Accounts Payable
    4/22   Core Financial
    5/6   Retirement/Payroll ~ All Day Training (Access Center)
    5/20   Position Control
    6/3   Absence Tracking
    6/17   Print Manager

Kern County
Superintendent
of Schools
Office of Christine Lizardi Frazier
...advocates for children