



New School Year QCC Requisition entry

At the top of your QCC main menu (QSS Control Center) screen you will see “Year” which will give you a drop down list when you click on it. Click on “Set to next Year”. The color frame on the menu screen will change (next year is turquoise, current year is pale green, prior year is red) so remember to check that to make sure you’re in the year you want to be in before you start entering requisitions. When you open your Purchase Orders/Requisitions screen you should also see the turquoise box with the year at the bottom. Enter your requisitions as usual.

Principals/Supervisors will need to change to next year to approve the requisitions in their queue.

Remember to switch the year back to Current Year on the QCC main menu after you enter the requisitions so you don’t run reports or look-up codes in the wrong year.

The final budget for next school year is not yet entered in QCC but the codes are. At the current time the system will not require the account code have enough budget to cover the requisition entry so to be on the safe side, please don’t enter anything over the amount of funds you had this year. Any requisitions that seem too high will be referred back. You will be notified when a hard stop is once again in place and budget will be required by the system. At that time, your allocation for the new school year will be in QCC.

OFFICE DEPOT

If you would like to enter Office Depot orders before you leave for the summer, please enter requisitions as soon as possible so Purchasing may enter them in the OD website after the Purchase Order is signed. Once you are notified of your OD PO #, you can then enter your start-up orders with a delivery date in the Fall when you return. Please be sure to enter your PO account code in the Comments section before finalizing your order.

Remember that a separate Purchase Order is required for each account code you will be using for Office Depot orders (i.e. classroom supplies, admin supplies, ASB supplies, etc.) so each of your orders will have only one code to charge.

And as always, don’t forget to sign and email the packing slip to:
accountspayable@pasoschools.org, when you receive orders.

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