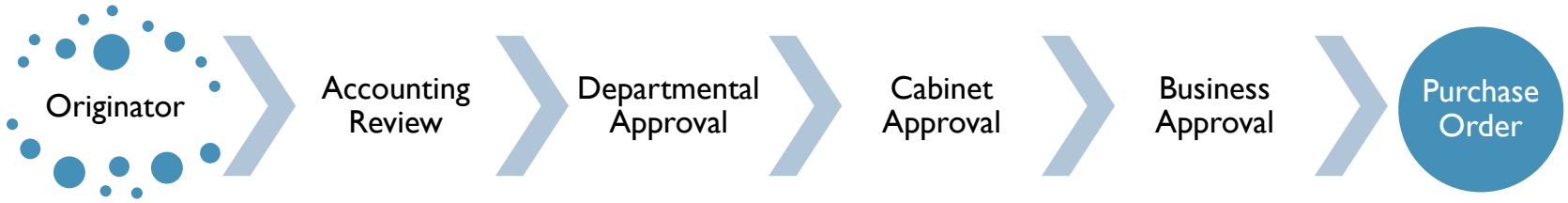
QCC REQUISITION ROUTING

REQUISITION APPROVAL PROCESS OVERVIEW



Paper Requisition

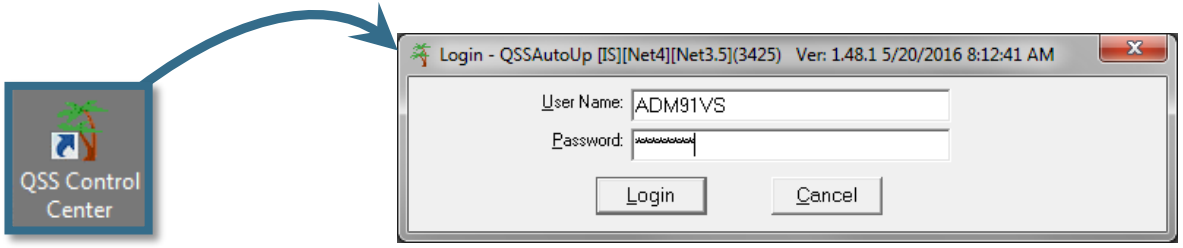
Routed Requisition

REQUISITION APPROVAL PROCESS IN QCC

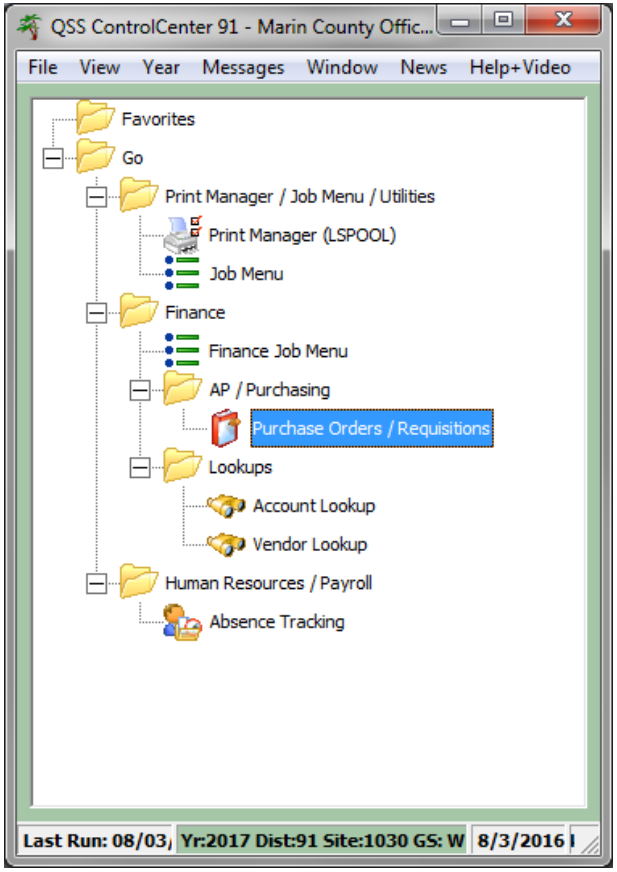
- Receive an email notification that a requisition is waiting for approval.
- Log on to QCC and navigate to Queue Management.
- Review the requisition using one or more of these options:
  - PO / REQ Quick View
  - Show Requisition Status
  - Inspect Requisition Entry
- Process the requisition using one or more of these options:
  - Approve
  - Approve with Note
  - Refer to Prior Queue.

QCC SYSTEM FOR ADMINISTRATORS

- Introduction
  - **Q**SS **C**ontrol **C**enter – aka QCC – aka QSS – aka "Palm Tree"
  - Used by all school districts in our County, though Novato USD maintains their own system apart from ours.
- Getting Started
  - The QCC palm tree is your shortcut to launch the program; it is not web-based.
  - Each user is assigned a QCC account user name and password; they are not the same as your MCOE email (sorry).
  - When you log in for the first time, you'll need to establish a new password. Your password will expire every 180 days, but the system will let you know 15 days before that happens.

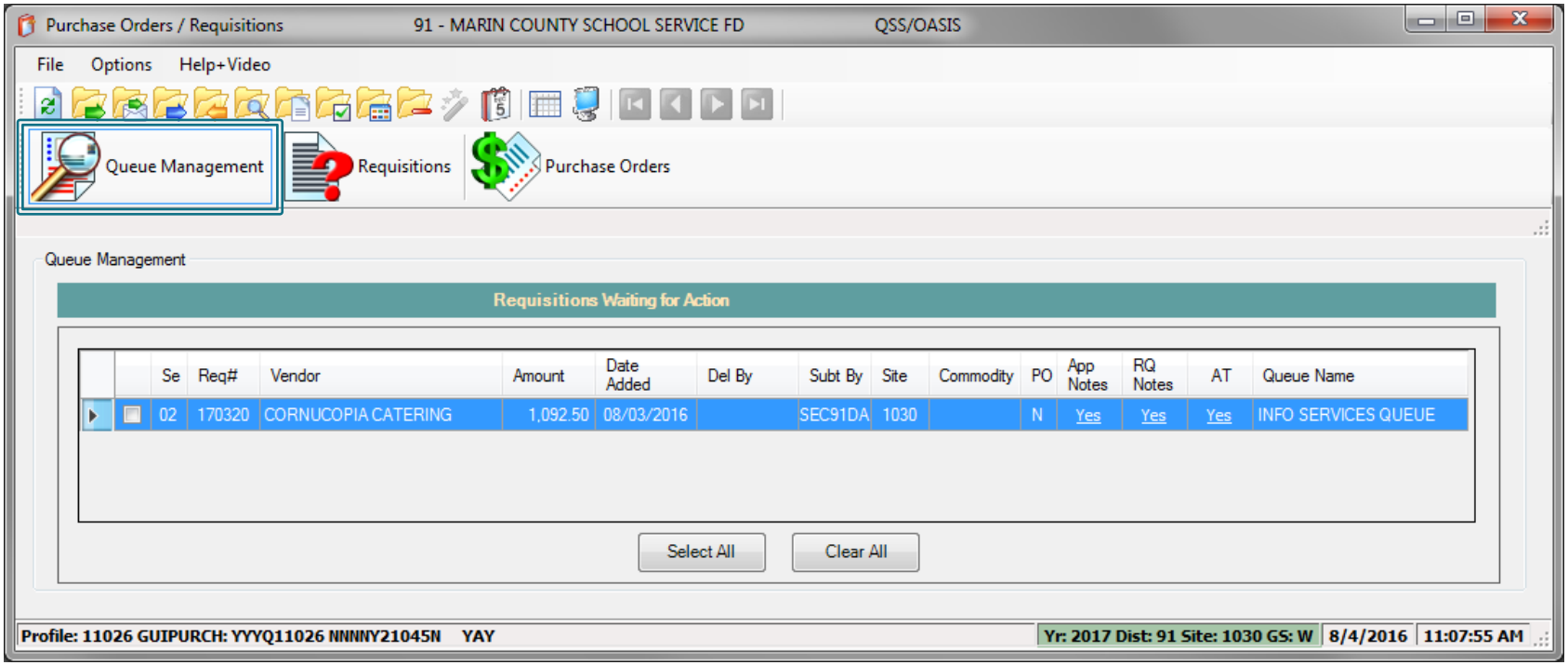


QCC NAVIGATION

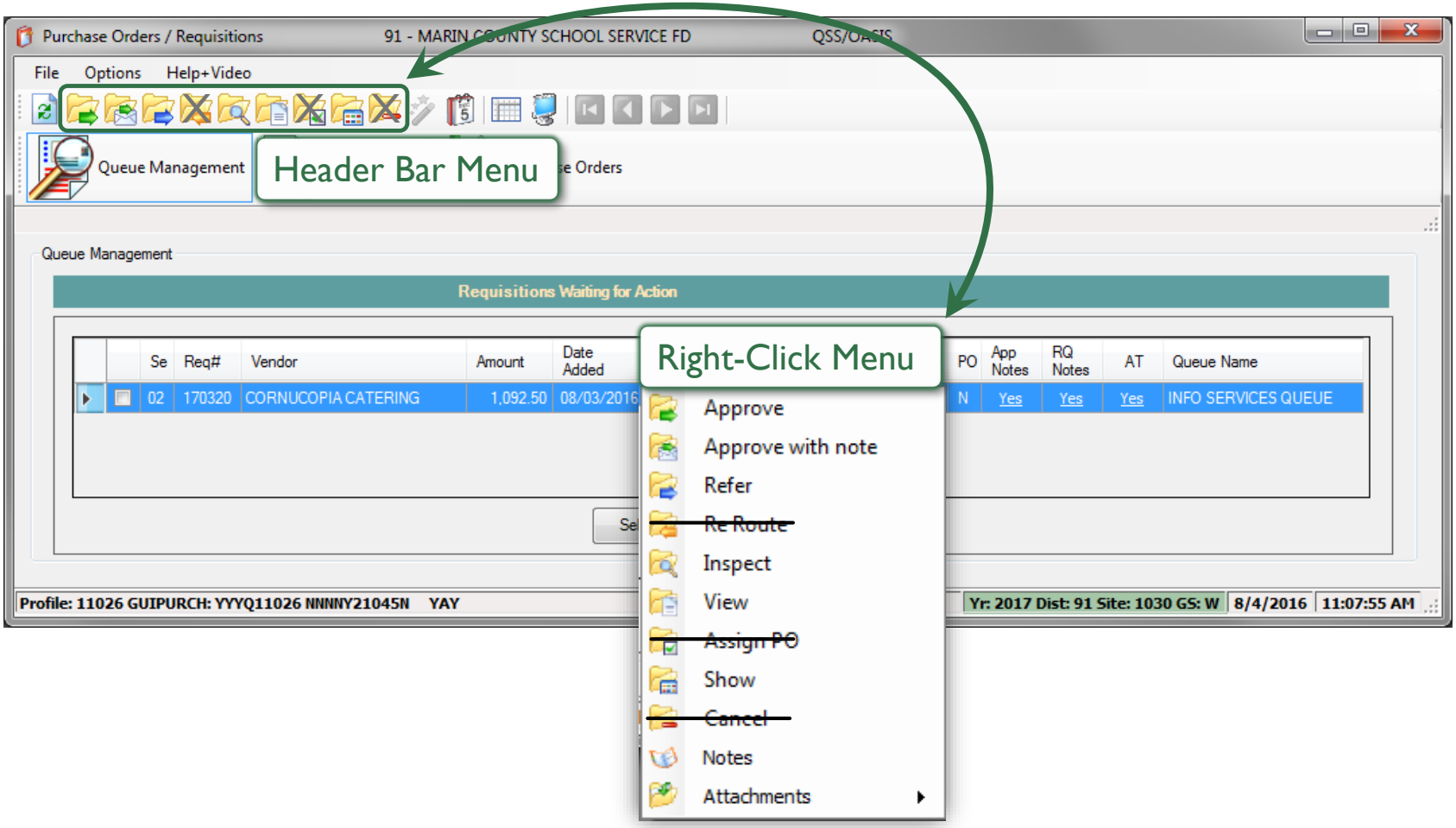


- This window is your 'Main Tree'.
  - The size and location can be adjusted.
  - The folder icons expand and collapse a portion of the main tree.
  - Options within each folder will launch a separate window.
- Requisition Approval Queue
  - Go →
  - Finance →
  - AP/Purchasing →
  - Purchase Orders / Requisitions →
  - Queue Management

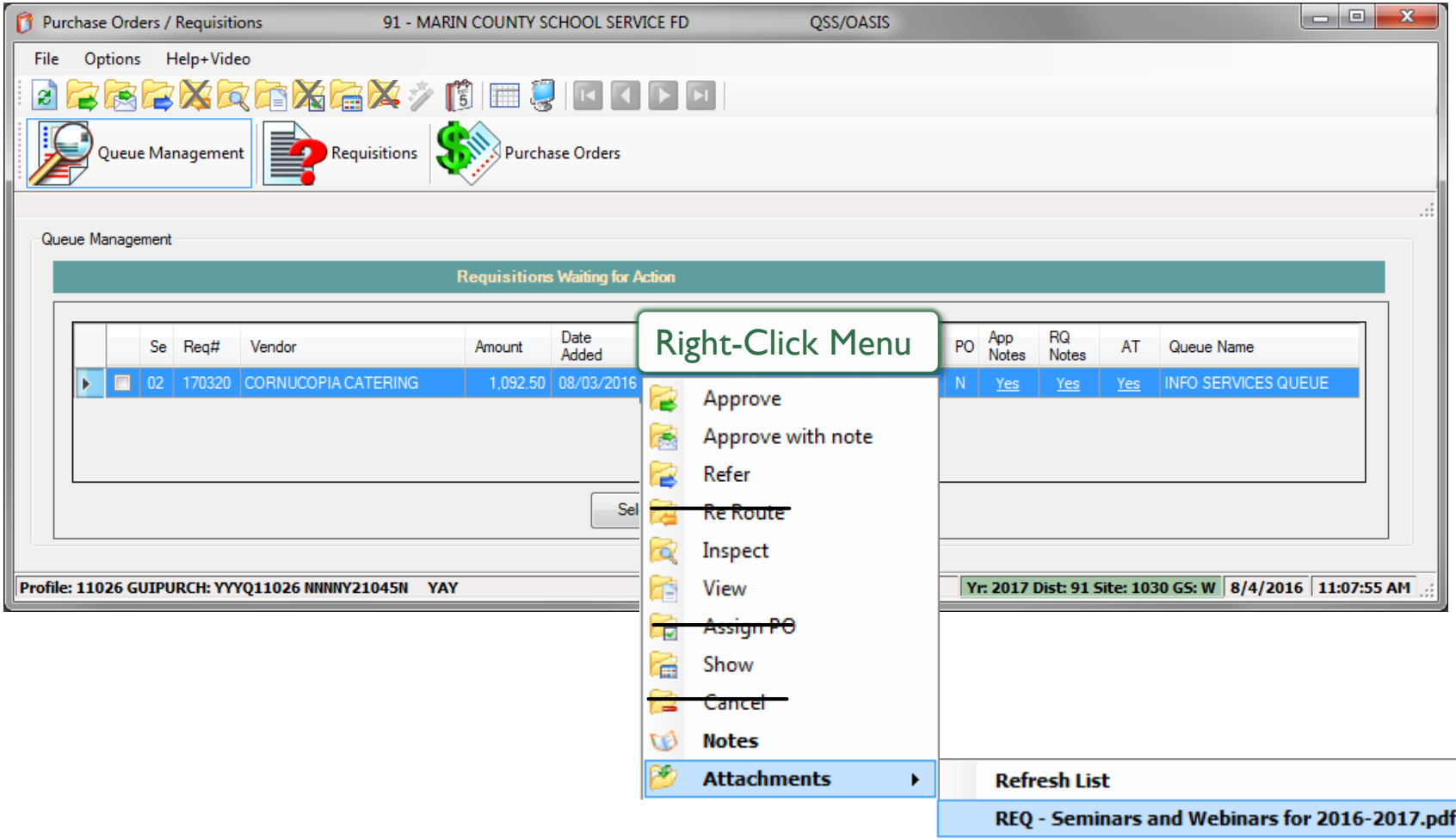
QUEUE MANAGEMENT



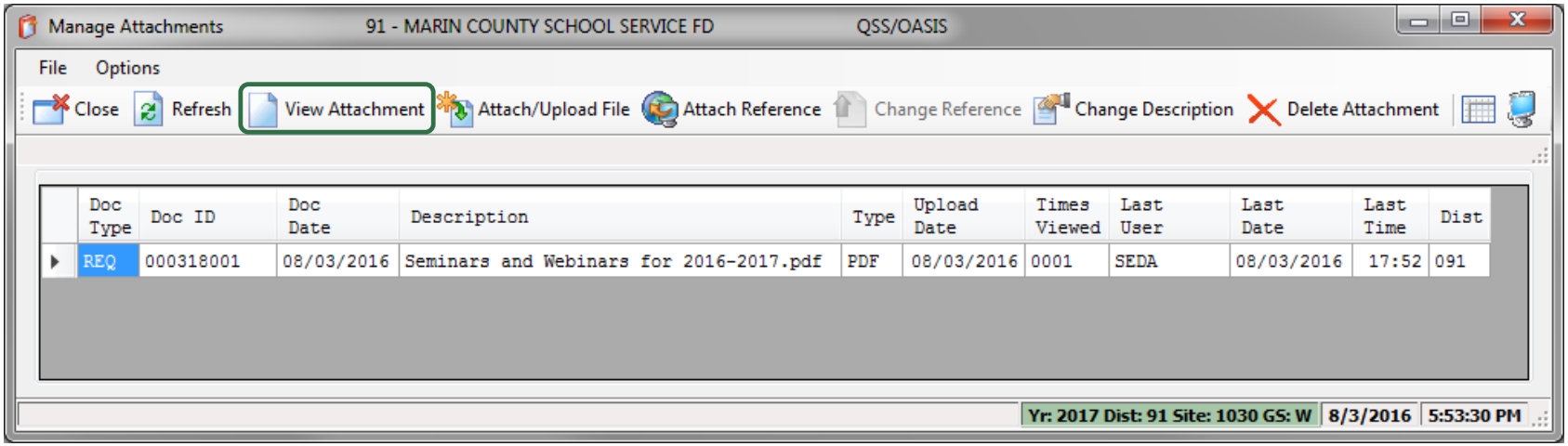
QUEUE MANAGEMENT **OPTIONS**



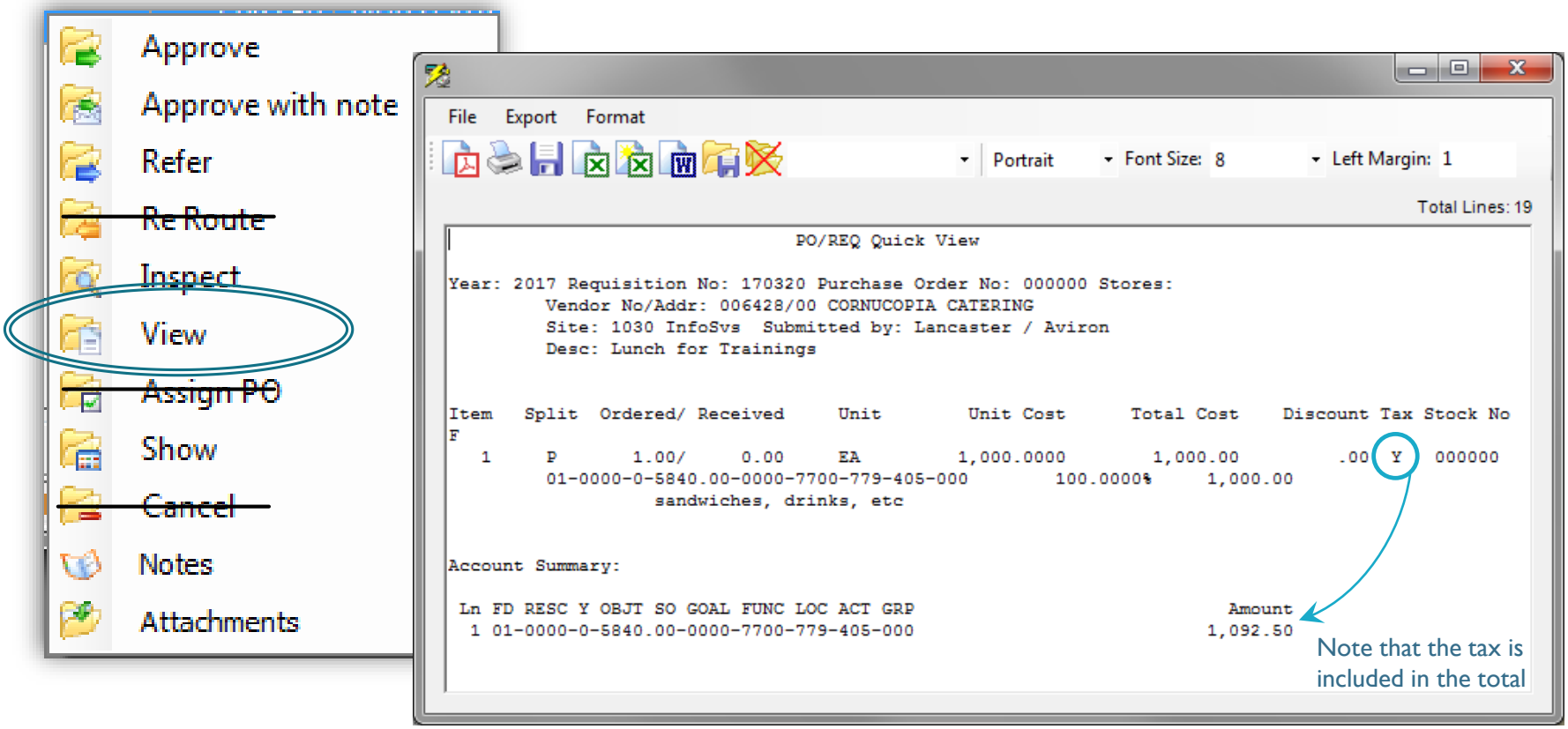
REQUISITION **ATTACHMENTS**



VIEW ATTACHMENT

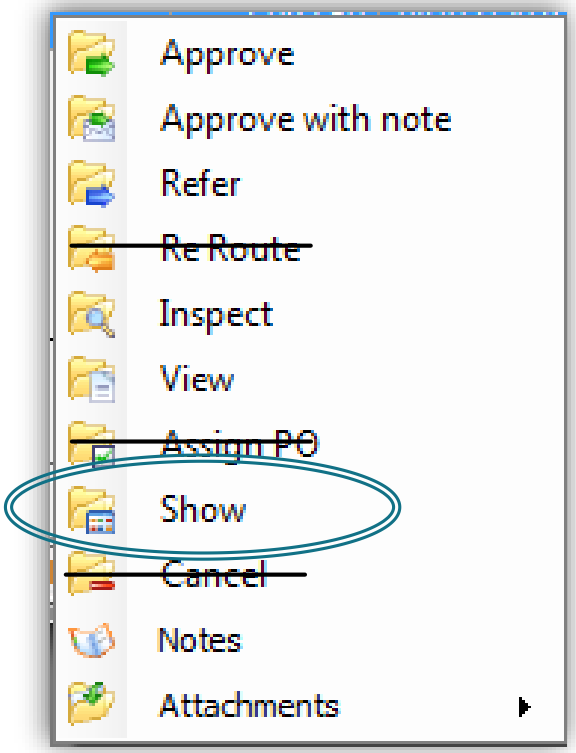


PO / REQ QUICK **VIEW**



SHOW REQUISITION STATUS

QSS Control Center



Purchase Orders / Requisitions — 91 - MARIN COUNTY SCHOOL SERVICE FD — QSS/OASIS

File Options

Close | Notes | Attachments

Requisition Number: 170320 Lunch for Trainings Group: SITE/DEPT SITE OR DEPARTMENT

```
Ser Seq Suf Queue                Rule         User         Date        Time     Status
00  01  00  SEC91DA             $AUTO        SEC91DA      08/03/2016   5:56p    A
00  02  00  ACCT REVIEW         $AUTO        BIZ91PS      08/04/2016  10:38a    R
    Per your request, I'm sending this back so the
    vendor can be changed to Cornucopia.
    This expense will then be considered a catering
    service and should be coded to object 5840.
    Please revise and resubmit.
01  01  00  SEC91DA             $AUTO        SEC91DA      08/04/2016  10:38a    C
  Chgd By:  SEC91DA    Date: 08/04/2016       Time: 10:42a
     Vendor                FM: 006894           TO: 006428
     Account               FM: 01-0000-0-4300.00-0000-7700-779-405-000
                           TO: 01-0000-0-5840.00-0000-7700-779-405-000
02  01  00  SEC91DA                          SEC91DA      08/04/2016  10:43a    A
    Changes made.
02  02  00  ACCT REVIEW                      BIZ91PS      08/04/2016  10:46a    A
02  03  00  INFO SERVICE                                  08/04/2016  10:46a    W
 Authorized Approvers:
  DANE LANCASTER
02  04  00  IS C-LEVEL
 Authorized Approvers:
  TERENA MARES
02  05  00  PURCHASING
 Authorized Approvers:
  NORLENE WIGMORE
02  06  00  ACCT APPROVE
 Authorized Approvers:
  PAM SMITH
02  07  00  PO ASSIGN
 Authorized Approvers:
  MICHAEL GHEBREGZIABHER
02  08  00  PO PRINT
 Authorized Approvers:
  NORLENE WIGMORE
```

Status Codes

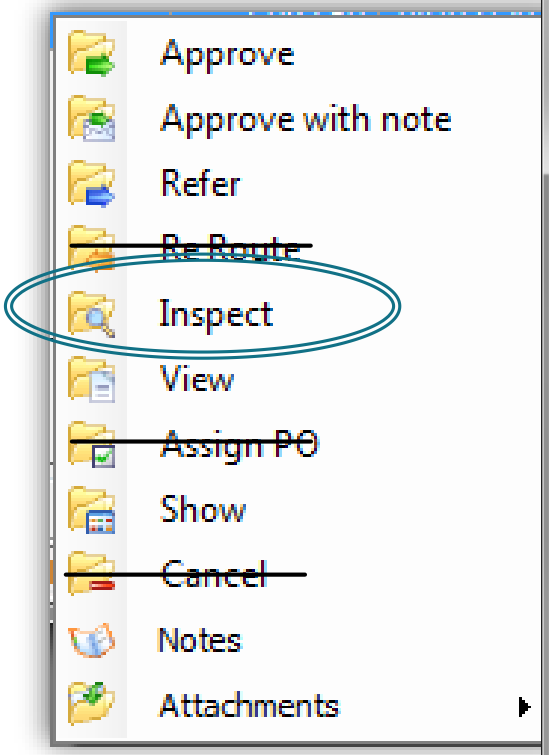
A – Approved
R – Referred
C – Changed
W – Waiting

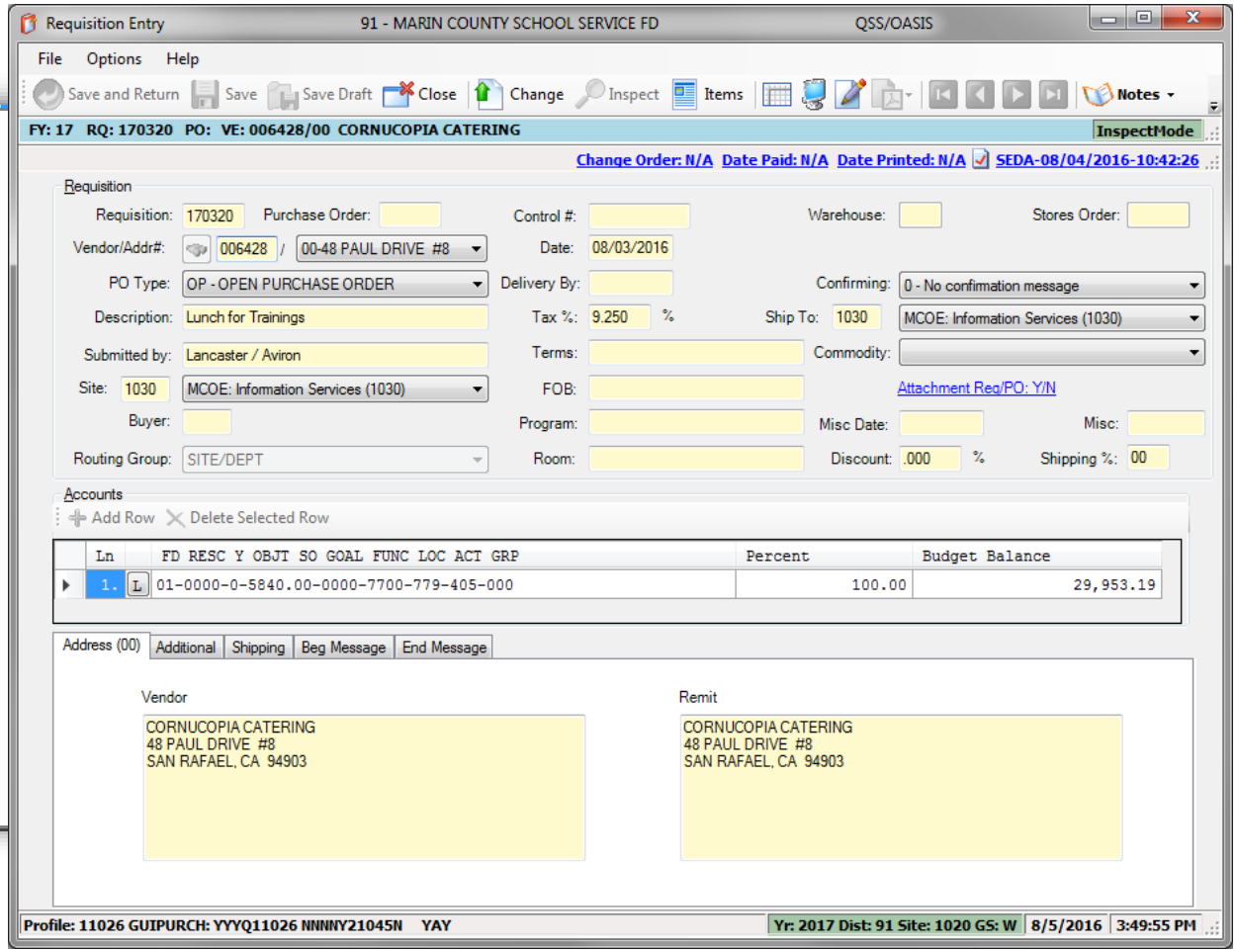
Show History | Show Approvers | Show Change Log

Assigned PO#: Printed: Times Printed:

Yr: 2017 Dist: 91 Site: 1030 GS: W | 8/4/2016 | 11:09:31 AM

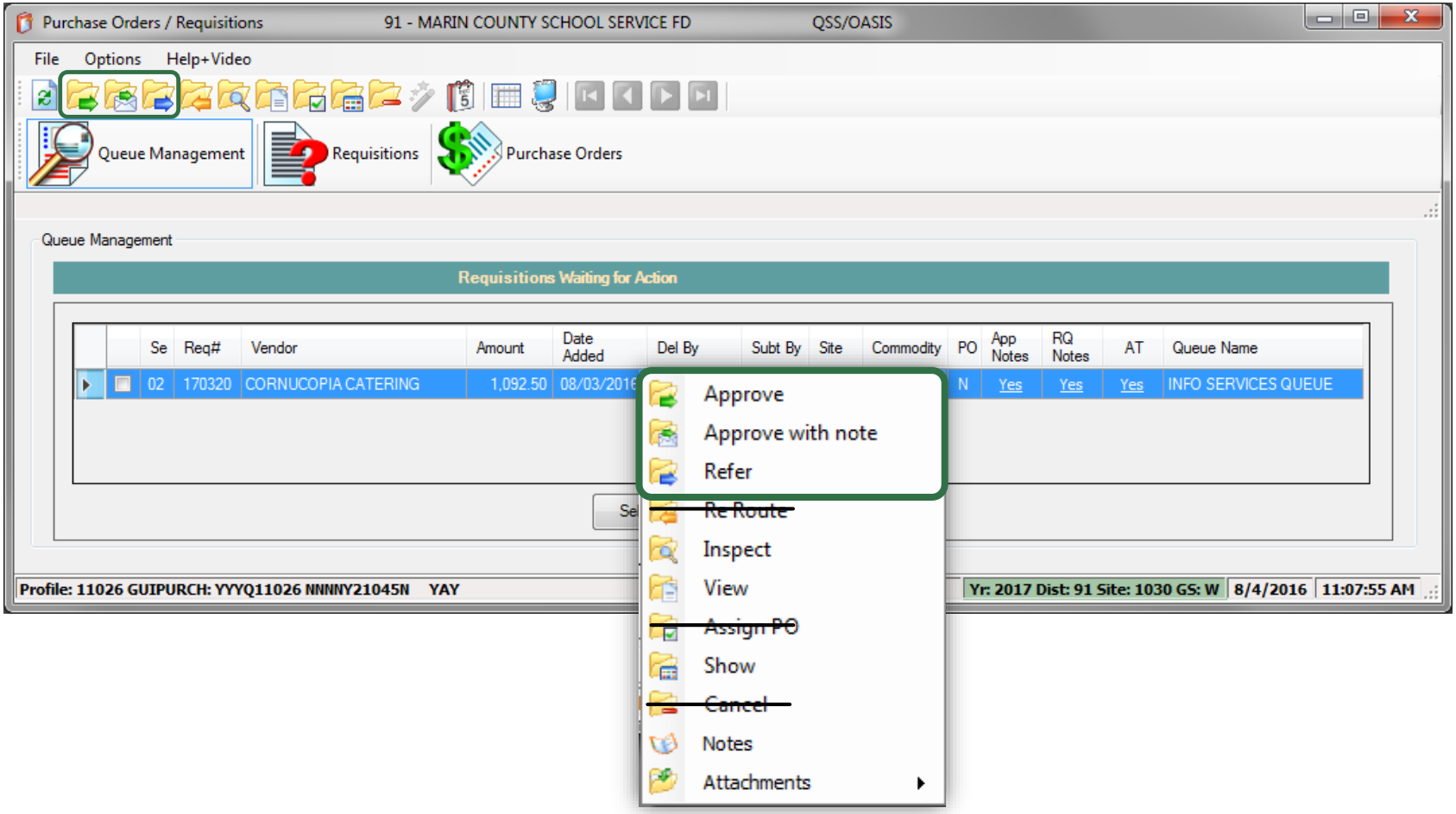
INSPECT REQUISITION ENTRY



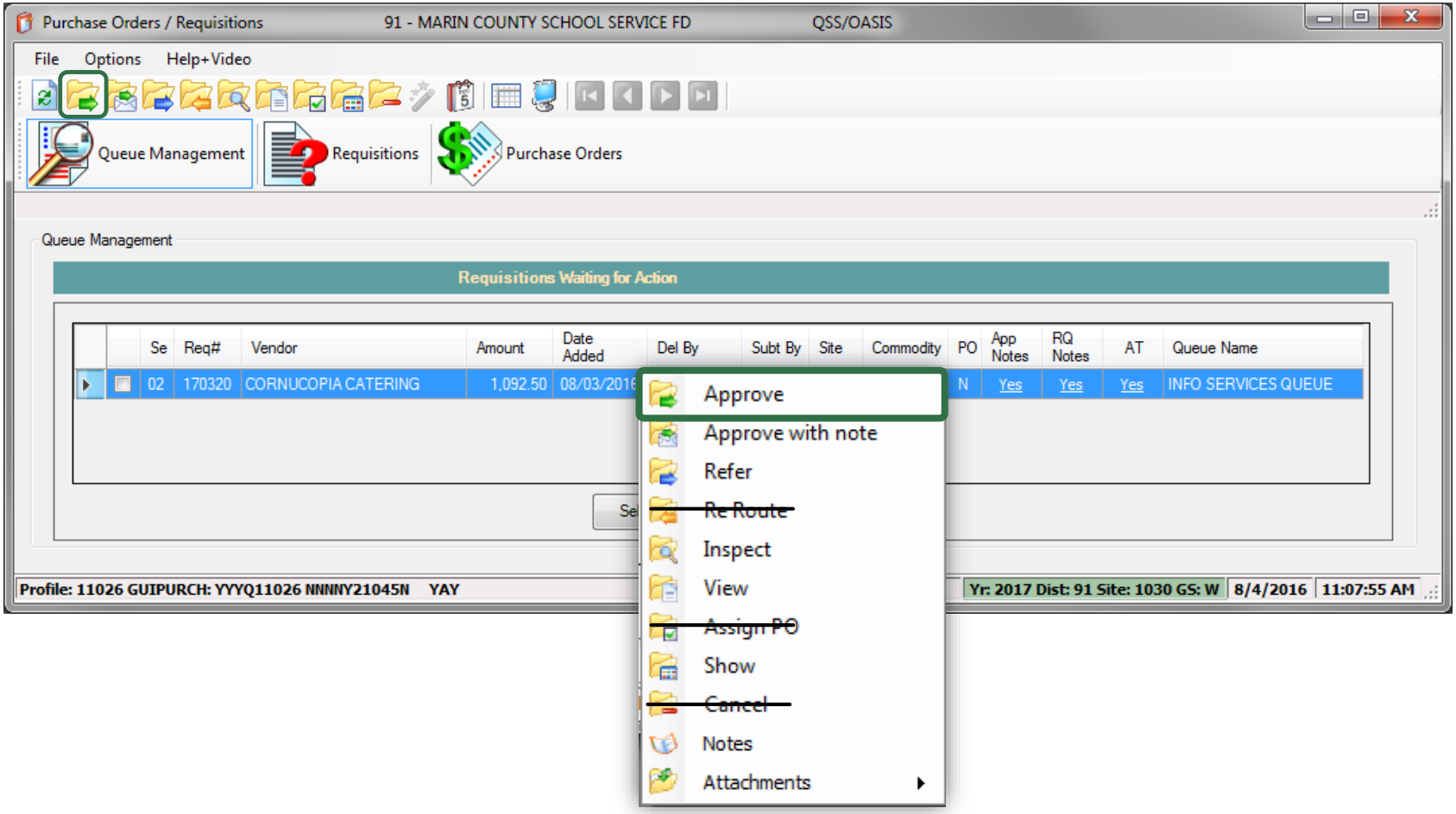


QUEUE MANAGEMENT **OPTIONS**

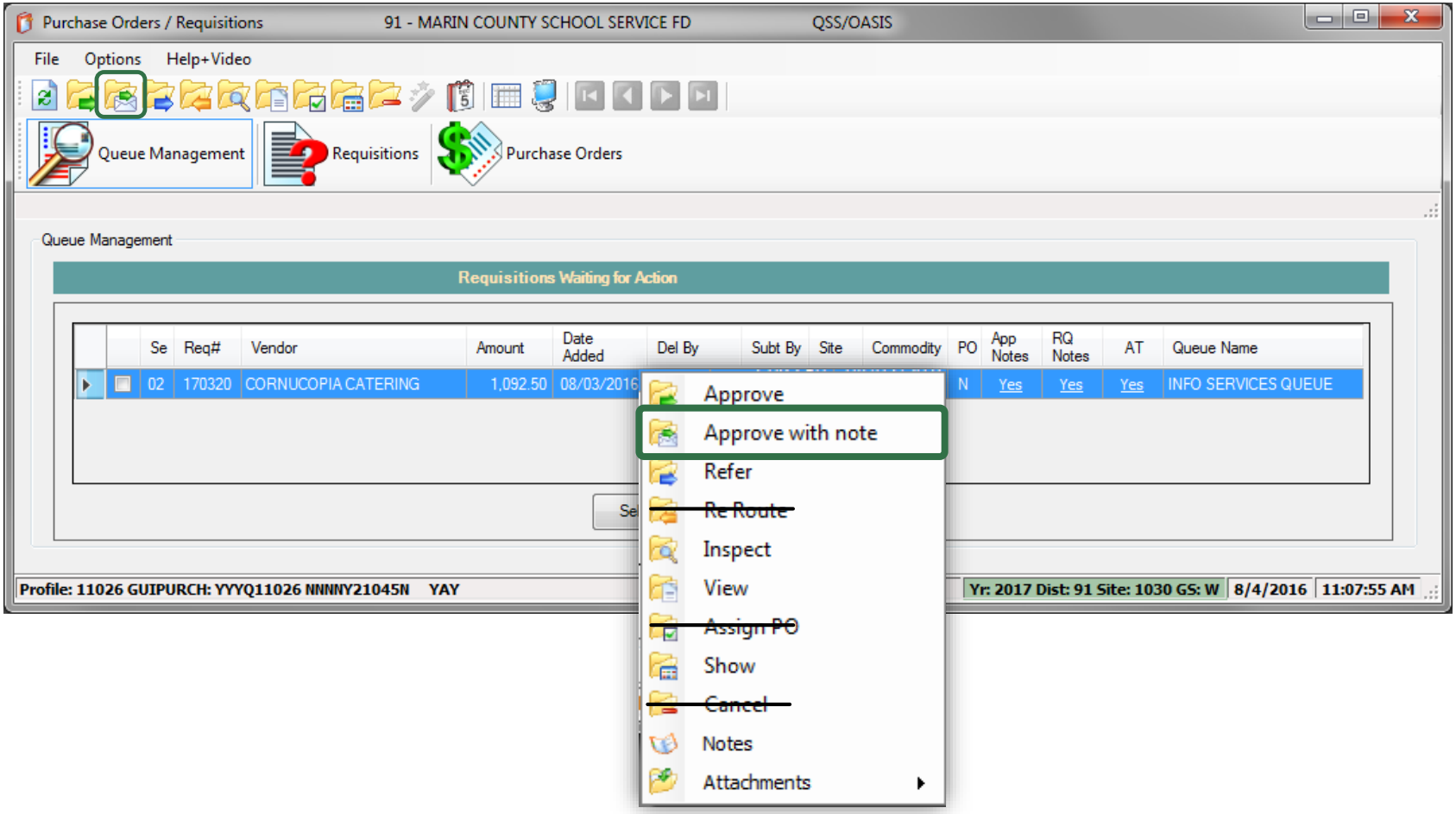
QSS Control Center



APPROVE REQUISITION



APPROVE REQUISITION WITH NOTE



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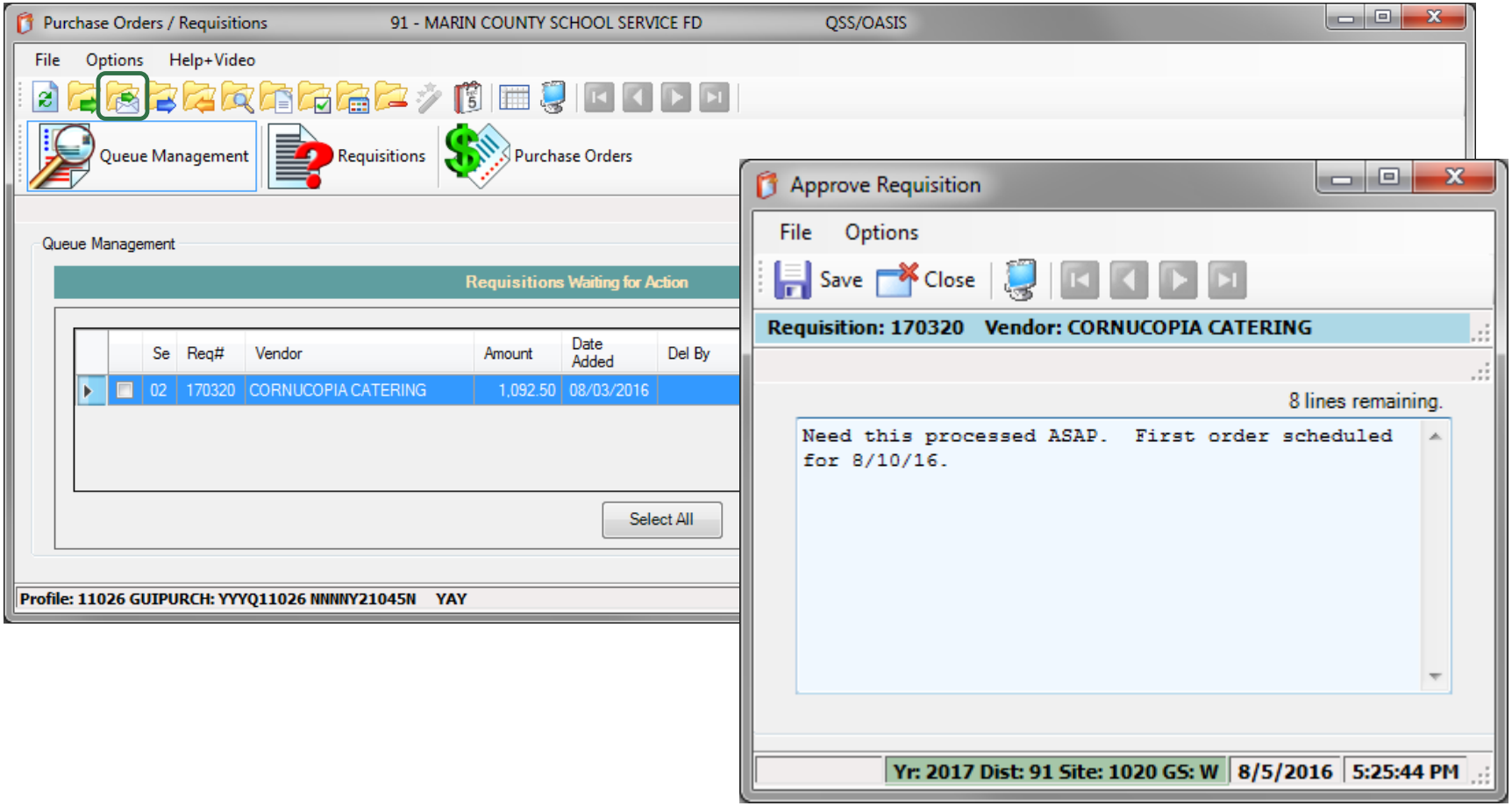
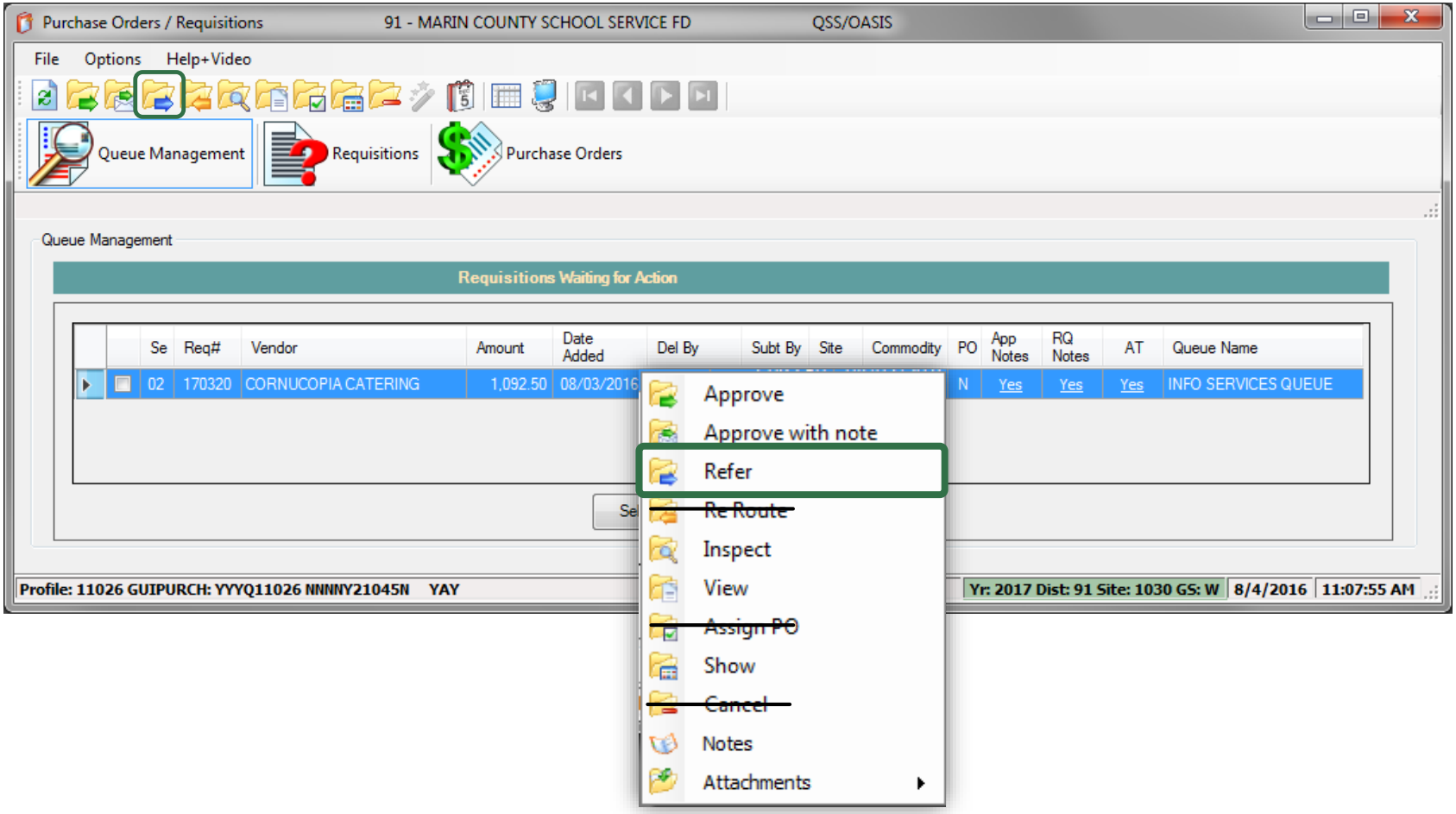
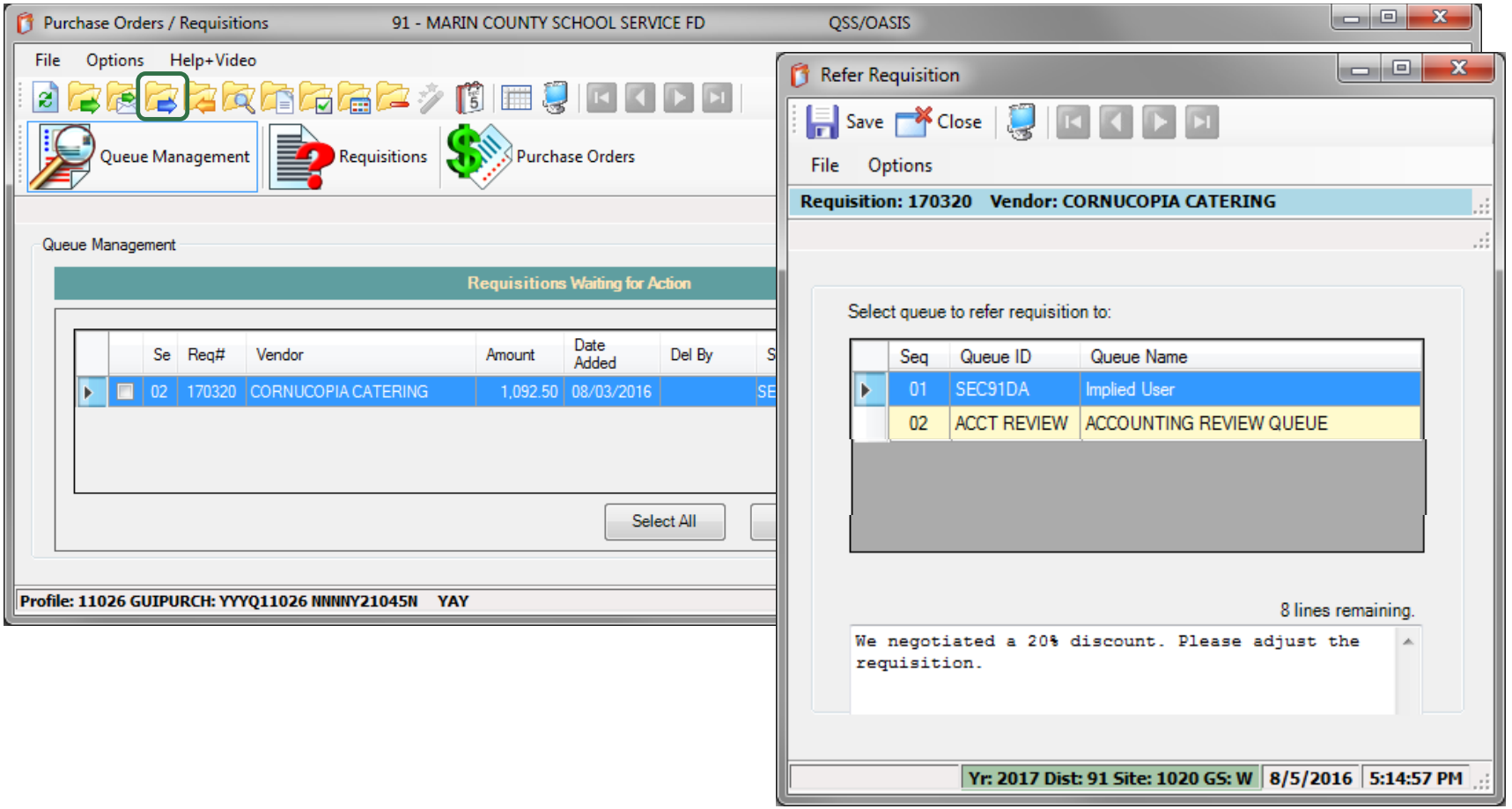


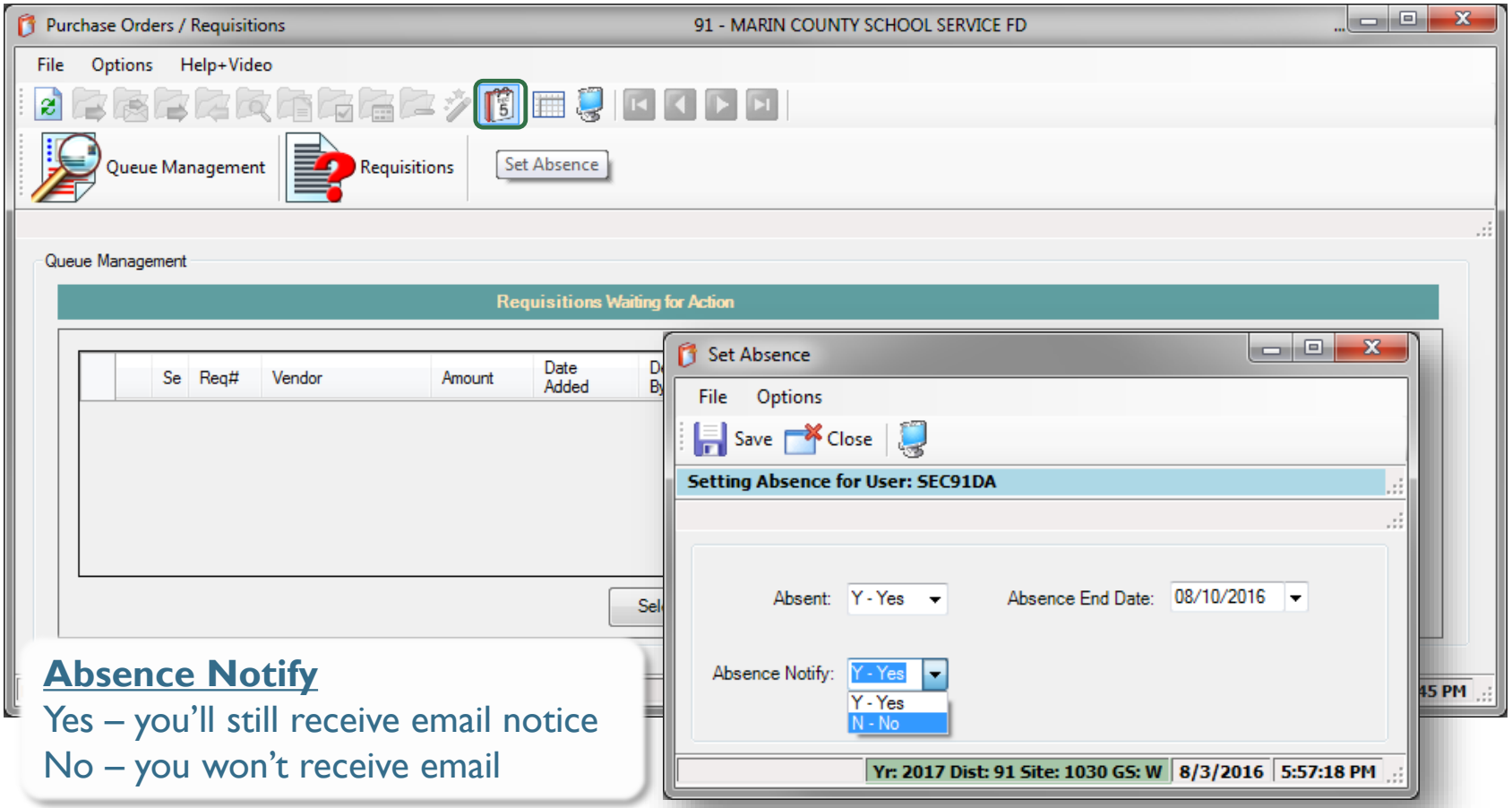
REFER REQUISITION



REFER REQUISITION



SET ABSENCE WHEN YOU'RE AWAY



Absence Notify

Yes – you'll still receive email notice

No – you won't receive email

FOR SUPPORT – EMAIL:

QSSSUPPORT@MARINSCHOOLS.ORG