



**SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE**

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**FINANCE TAM:** 2001-010  
**CONTACT:** Richard D. Norris, CPPB  
Program Director  
Purchasing  
**TELEPHONE:** 833-7668

**TO:** All Bookkeepers and Requisition Personnel  
**FROM:** Patricia Wascom, Chief Financial Officer  
**DATE:** May 24, 2001  
**SUBJECT:** Requisitions for Fiscal Year 2001-2002

A handwritten signature in cursive script that reads "Patricia Wascom".

You may begin entering regular requisitions for the Fiscal Year 2001-2002 on Friday, June 1, 2001. To accomplish this follow the steps below:

1. Sign on to the District Main Menu and enter option #1 (AS/400 Mainline Application) followed by option A (Finance).
2. You are now on screen #A001 (System Sign-On). Change the date on the defaults category to 07 02 2001, change the year field to "2002", press the enter key and you are ready to enter Fiscal Year 2001-2002 requisitions. (See attachment)
3. Go to Screen F804/F805 to enter requisitions. Check the upper right of the screen to verify the year is 2002. (See attachments)

You will need to post all requisitions after entering them, but they will not become purchase orders until the budget is adopted in July. You will not receive the receiving reports (green copy) and your originators copies until the purchase orders are mailed out to the vendor.

Do not enter any requisitions for projects until after July 2<sup>nd</sup>.

Discard all old catalogs and use current catalogs for your prices.

If you have any questions, please contact Rick Norris at 850-833-7668.

Attachments

District: D46 Userid: \_\_\_\_\_ Password:

Defaults:	Date	Year
	<u>07 02 2001</u>	<u>2002</u>

Authorities: Sign-on Center: \_\_\_\_\_ OKALOOSA DISTRICT  
 Organization: \_\_\_\_\_  
 Project: \_\_\_\_\_  
 Teacher Id: \_\_\_\_\_

Series Options  
 A100. Application Environment  
 M000. Facilities Management  
 F000. Financial Information  
 H000. Human Resource Management  
 S000. Student Information

Local Options  
 L000. Local Reporting  
 X000. State Reporting

1=Hlp      3=Exit 4=Prpt  
 Please request a menu or panel.

10=New Password  
 sys 05/10/2001 07:54:48

Panel: \_\_\_\_\_

F805. Requisition Accounts

Year: 2002

Action: \_ Cntr: \_\_\_\_\_ Req: \_\_\_\_\_ Rf: \_\_\_\_\_

CHECK THIS DATE SHOULD BE 2002

Vendor: \_\_\_\_\_  
Date: \_\_\_\_\_ T: \_ S: A: T/C: \_\_\_\_\_  
Ship: \_\_\_\_\_  
Proj: \_\_\_\_\_  
Attn: \_\_\_\_\_

Item: \_\_\_\_\_  
Acct: \_\_\_\_\_

Bid: \_\_\_\_\_  
PO: \_\_\_\_\_

FBP

Rf FUND.FUNC.R/OB.CNTR.PROJ

Requested

Debit

Credit

Rf	FUND.FUNC.R/OB.CNTR.PROJ	Requested	Debit	Credit

1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg  
Please type key element(s). Upd

11=View 12=Esc