



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

FINANCE TAM: 2004-017
CONTACT: Richard D. Norris, CPPB
Program Director
Purchasing
TELEPHONE: 833-7668

TO: All Bookkeepers and Requisition Personnel
FROM: Patricia Wascom, Chief Financial Officer
DATE: March 22, 2004
SUBJECT: Requisitions for Fiscal Year 2004-2005

A handwritten signature in blue ink that reads "Patricia P. Wascom".

You may begin entering regular requisitions for the Fiscal Year 2004-2005 on Monday May 16, 2004. 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 01 2004, change the year field to "2005", press the enter key and you are ready to enter Fiscal Year 2004-2005 requisitions. (See attachment)
3. Go to Screen F804/F805 to enter requisitions. Check the upper right of the screen to verify the year is 2005. (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 1st. Discard all old catalogs and use current catalogs for your prices.

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

Attachments

Panel: A001. System Sign-on

District: D46 Userid: Password:

| | | |
|-----------|-------------------|-------------|
| Defaults: | Date | Year |
| | <u>07 01 2004</u> | <u>2005</u> |

Authorities: Sign-on Center: SCHOOL DISTRICT OF OKALOOSA CO
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 01/22/2004 07:53:08

Panel:

F804. Requisition Items

Year: 2005

Action:

Cntr:

Req:

Rf:

Vndr: _____ Item: _____
 Date: _____ T: S: A: T/C: _____ Acct: _____
 Ship: _____
 Proj: _____ Bid: _____ XBPQ
 Attn: _____ PO: _____

| Seq | Rf | Item | Description | Qty | Unit | Unit Price | |
|-----|----|------|-------------|-----|------|------------|-----|
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1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc
 Please type key element(s). Upd