




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

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**FINANCE TAM:** 2006-021  
**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 23, 2006  
**SUBJECT:** Requisitions for Fiscal Year 2006-2007

You may begin entering regular requisitions for the Fiscal Year 2006-2007 on Wednesday May 24, 2006. 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 2006, change the year field to "2007", press the enter key and you are ready to enter Fiscal Year 2006-2007 requisitions. (See attachment)
3. Go to Screen F804/F805 to enter requisitions. Check the upper right of the screen to verify the year is 2007. (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: \_\_\_\_\_

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<b>Defaults:</b>	<b>Date</b>	<b>Year</b>
	<u>07 01 2006</u>	<u>2007</u>

<b>Authorities:</b>	<b>Sign-on Center:</b> _____	<b>SCHOOL DISTRICT OF OKALOOSA CO</b>
	<b>Organization:</b> _____	
	<b>Project:</b> _____	
	<b>Teacher Id:</b> _____	

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<b>Series Options</b>	<b>Local Options</b>
A100. Application Environment	L000. Local Reporting
M000. Facilities Management	X000. State Reporting
F000. Financial Information	
H000. Human Resource Management	
S000. Student Information	

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

10=New Password  
Sys 05/23/2006 10:48:25

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

F804. Requisition Items

Year: 2007

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	
_____	_____	_____	_____	_____	_____	.00	
							<b>Ext</b>
_____	_____	_____	_____	_____	_____	.00	
							<b>Ext</b>
_____	_____	_____	_____	_____	_____	.00	
							<b>Ext</b>

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

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

F805. Requisition Accounts

Year: 2007

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

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

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 11=View 12=Esc  
 Please type key element(s). Upd