



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

FINANCE TAM: 2009-043
CONTACT: Richard D. Norris, CPPB
Director Purchasing
TELEPHONE: 833-7668

TO: All Bookkeepers and Requisition Personnel
FROM: Richard D. Norris, CPPB Director Purchasing *RDN*
DATE: June 2, 2009
SUBJECT: Requisitions for Fiscal Year 2009-2010

You may begin entering regular requisitions for the Fiscal Year 2009-2010 on Monday June 8, 2009. 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 2009, change the year field to "2010", press the enter key and you are ready to enter Fiscal Year 2009-2010 requisitions. (See attachment)
3. Go to Screen F804/F805 to enter requisitions. Check the upper right of the screen to verify the year is 2010. (See attachments)

You will need to post all requisitions after entering them, but they will not become a purchase order 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 2009</u>	<u>2010</u>

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

Series Options

Local Options

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

L000. Local Reporting
X000. State Reporting

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

10=New Password
Sys

Panel: _____

F804. Requisition Items

Year: 2010

Action: _ Cntr: _____ Req: _____ Rf: _____

Vndr: _____
 Date: _____ T: _ S: A: T/C: _____
 Ship: _____
 Proj: _____ Bid: _____
 Attn: _____ PO: _____

Item: _____
 Acct: _____
 XBPQ

Seq	Rf	Item	Description	Qty	Unit	Unit Price	
_____	_____	_____	_____	_____	_____	. 00	Ext
_____	_____	_____	_____	_____	_____	. 00	Ext
_____	_____	_____	_____	_____	_____	. 00	Ext

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