



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

FINANCE TAM: 2010-037
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 1, 2010

SUBJECT: Requisitions for Fiscal Year 2010-2011

You may begin entering regular requisitions for the Fiscal Year 2010-2011 on Monday June 7, 2010. 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 2010, change the year field to "2011", press the enter key and you are ready to enter Fiscal Year 2010-2011 requisitions. (See attachment)
3. Go to Screen F804/F805 to enter requisitions. Check the upper right of the screen to verify the year is 2011. (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: _____

F804. Requisition Items

Year: 2011

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	Ext
_____	_____	_____	_____	_____	_____	. 00	Ext
_____	_____	_____	_____	_____	_____	. 00	Ext

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

Panel: _____

A001. System Sign-on

District: D46 Userid: _____ Password: _____

Defaults: Date Year
 07 01 2010 2011

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.

Sys

10=New Password