



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

FINANCE TAM: 2011- 042
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: May 24, 2011
SUBJECT: Requisitions for Fiscal Year 2011-2012

You may begin entering regular requisitions for Fiscal Year 2011-2012 on Friday, May 27, 2011 until the files are closed. 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 2011, change the year field to "2012", press the enter key and you are ready to enter Fiscal Year 2011-2012 requisitions. (See attachment)
3. Go to Screen F804/F805 to enter requisitions. Check the upper right of the screen to verify the year is 2012. (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

RDN
5/23/11

Panel: _____

A001. System Sign-on

District: D46 Userid: _____ Password: _____

Defaults: Date Year
 07 01 2011 2012

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 05/20/2011 11:17:31 WIN39014

Panel: _____

F804. Requisition Items

Year: 2012

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