SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM:	**2012- 044**
CONTACT:	Vince Windham, CPPB Pgm. Director-Purchasing
TELEPHONE:	833-7668

TO: All Bookkeepers and Requisition Personnel

FROM: Vince Windham, Program Director – Purchasing

DATE: May 22, 2012

SUBJECT: **Requisitions for Fiscal Year 2012-2013**

You may begin entering regular requisitions (no projects) for Fiscal Year 2012-2013 on Friday, May 25, 2012 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 in the defaults field to 07 01 2012, change the year field to "2013", press the enter key and you are ready to enter Fiscal Year 2012-2013 requisitions. (See attachment #1)

3. Go to Screen F804/F805 to enter requisitions. Check the upper right of the screen to verify the year is 2013. (See attachment #2)

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) or originators copies (white copy) until the purchase orders are mailed out to the vendor.

Do not enter any requisitions for projects until after July 1st.

If you have any questions, please contact the Purchasing Department at 833-7668.

```
Panel: _____                    A001. System Sign-on

District: D46  Userid: WIN39014  Password:                    Attachment #1
_____

Defaults:        Date          Year
                 07 01 2012    2013

Authorities:     Sign-on Center: 0000      SCHOOL DISTRICT OF OKALOOSA CO
                 Organization:   _____
                 Project:        _____
                 Teacher Id:     ____
_____
Series Options                      Local Options
   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                        10=New Password
Please request a menu or panel.        Sys 05/22/2012 10:02:14 WIN39014
```

Panel: ____   **F804. Requisition Items**   **Year:** <mark>2013</mark>

Action: _   **Cntr:** ____   **Req:** _____   **Rf:** __   Attachment #2

_____

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**