

SCHOOL DISTRICT OF OKALOOSA COUNTY TECHNICAL ASSISTANCE MEMORANDUM FINANCE

FINANCE TAM:

2013-035

CONTACT:

Vince Windham, CPPB

Pgm. Director-Purchasing

TELEPHONE:

833-7668

TO:

All Bookkeepers and Requisition Personnel

FROM:

Rita R. Scallan, Chief Financial Officer

DATE:

May 15, 2013

SUBJECT:

Requisitions for Fiscal Year 2013-2014

You may begin entering regular requisitions (no projects) for Fiscal Year 2013-2014 on Friday, May 24, 2013 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).
- You are now on screen #A001 (System Sign-On). Change the date in the defaults field to 07 01 2013, change the year field to "2014", press the enter key and you are ready to enter Fiscal Year 2013-2014 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 2014. (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, 2013.

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

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