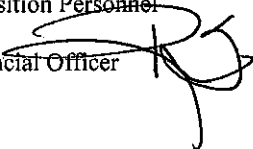


**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

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

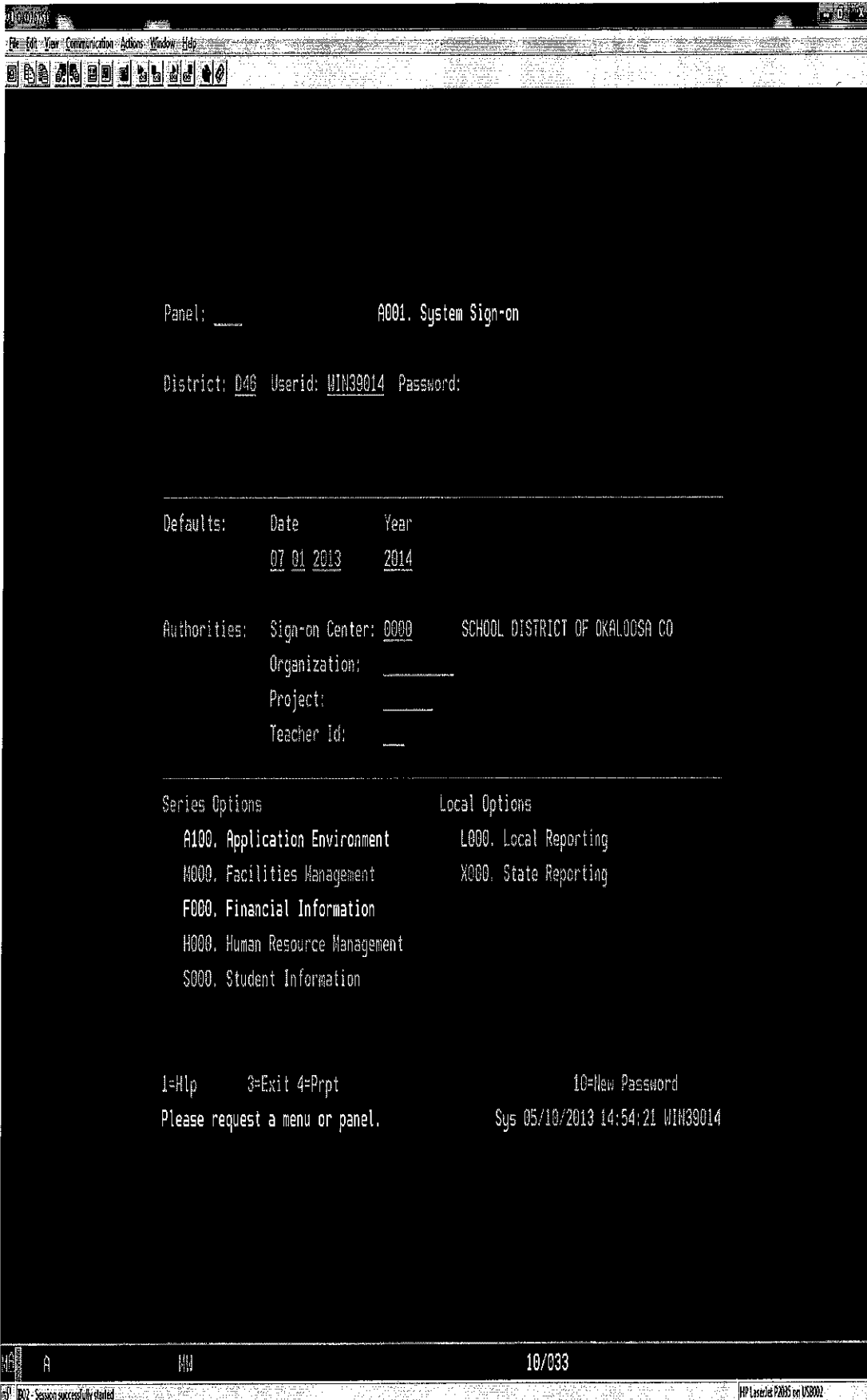
You may begin entering regular requisitions (no projects) for Fiscal Year 2013-2014 on Friday, May 24, 2013 until the files are closed. To accomplish this follow the steps below:

1. Sign on to the District Main Menu and enter option #1 (AS/400 Mainline Application) followed by option A (Finance).
2. 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.



Panel: _____ A001. System Sign-on

District: D46 Userid: WIN39014 Password:

Defaults: Date Year
 07 01 2013 2014

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 05/10/2013 14:54:21 WIN39014

Panel: _____ F804. Requisition Items Year: 2014

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

Vndr: _____ Item: _____
 Date: _____ T: _____ S: _____ A: _____ T/C: _____ Acct: _____
 Ship: _____
 Proj: _____ Bid: _____ %BPQ
 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=Bud 8=Fwd 9=Npg 11=View 12=Esc
 One or more key elements in error. Upd

A MM 16/058