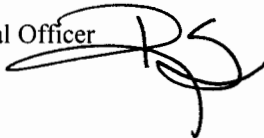




**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2014-046
CONTACT: Vince Windham, CPPB
Pgm. Director-Purchasing
TELEPHONE: 833-7668

TO: All Bookkeepers and Requisition Personnel
FROM: Rita Scallan, Chief Financial Officer 
DATE: May 15, 2014
SUBJECT: Requisitions for Fiscal Year 2014-2015

You may begin entering regular requisitions (no projects) for Fiscal Year 2014-2015 on Monday, May 26, 2014 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 2014, change the year field to "2015", press the enter key and you are ready to enter Fiscal Year 2014-2015 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 2015. (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, 2014.

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

OKD76751

File Edit View Communication Actions Window Help

Panel: _____ A001. System Sign-on

District: D46 Userid: WIN39014 Password: _____

Defaults: Date Year
 07 01 2014 2015

Authorities: Sign-on Center: 0000 SCHOOL DISTRICT OF OKALOOSA CO
 Organization: _____
 Project: _____
 Teacher Id: _____

Series Options	Local Options
A100. Application Environment	L000. Local Reporting
W000. 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 05/09/2014 09:39:24 WIN39014

ML A MW 01/009

1002 - Session successfully started

HP LaserJet P2035 on US8002

DKO76751

File Edit View Communication Actions Window Help

Panel: _____ F804. Requisition Items Year: 2015

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

MA A MW 03/010

1002 - Session successfully started HP LaserJet P2035 on US6002