




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

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**FINANCE TAM:** 2016-045  
**CONTACT:** Vince Windham, CPPB  
Pgm. Director-Purchasing  
**TELEPHONE:** 833-7668

**TO:** All Bookkeepers and Requisition Personnel  
**FROM:** Rita Scallan, Chief Financial Officer   
**DATE:** May 27, 2016  
**SUBJECT:** Requisitions for Fiscal Year 2016-2017

You may begin entering regular requisitions (no projects) for Fiscal Year 2016-2017 on Wednesday, June 1, 2016 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 2016, change the year field to "2017", press the enter key and you are ready to enter Fiscal Year 2016-2017 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 2017. (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 1<sup>st</sup>, 2016.**

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



# Attachment 1

Panel:    A001. System Sign-on

District: D46 Userid: WIN39014

|           |                   |             |
|-----------|-------------------|-------------|
| Defaults: | Date              | Year        |
|           | <u>07 01 2016</u> | <u>2017</u> |

|              |                 |                   |                                |
|--------------|-----------------|-------------------|--------------------------------|
| Authorities: | Sign-on Center: | <u>0000</u>       | SCHOOL DISTRICT OF OKALOOSA CO |
|              | Organization:   | <u>          </u> |                                |
|              | Project:        | <u>          </u> |                                |
|              | Teacher Id:     | <u>          </u> |                                |

|                                 |                       |
|---------------------------------|-----------------------|
| 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

Please request a menu or panel.

Sys 05/18/2016 14:25:19 WIN39014



# Attachment 2

Panel: \_\_\_\_\_ F804. Requisition Items Year: 2017

Action: \_ Cntr: \_\_\_\_\_ Req: \_\_\_\_\_ Rf: \_

Vndr: \_\_\_\_\_ Item: \_\_\_\_\_  
 Date: \_\_\_\_\_ T: \_ S: A: T/C: \_\_\_\_\_ Acct: \_\_\_\_\_  
 Ship: \_\_\_\_\_  
 Proj: \_\_\_\_\_ Bid: \_\_\_\_\_ XBPQS  
 Attn: \_\_\_\_\_ PO: \_\_\_\_\_

| Seq   | Rf    | Item  | Description | Qty   | Unit  | Unit Price  |
|-------|-------|-------|-------------|-------|-------|-------------|
| _____ | _____ | _____ | _____       | _____ | _____ | . 00<br>Ext |
| _____ | _____ | _____ | _____       | _____ | _____ | . 00<br>Ext |
| _____ | _____ | _____ | _____       | _____ | _____ | . 00<br>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