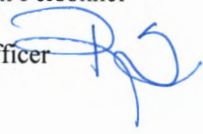




**SCHOOL DISTRICT OF OKALOOSA COUNTY  
TECHNICAL ASSISTANCE MEMORANDUM  
FINANCE**

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**FINANCE TAM:** 2017-034  
**CONTACT:** Vince Windham, CPPB  
Pgm. Director-Purchasing  
**TELEPHONE:** 833-7668

**TO:** All Bookkeepers and Requisition Personnel  
**FROM:** Rita Scallan, Chief Financial Officer   
**DATE:** May 22, 2017  
**SUBJECT:** Requisitions for Fiscal Year 2017-2018

You may begin entering regular requisitions (no projects) for Fiscal Year 2017-2018 on Thursday, June 1, 2017 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 2017, change the year field to "2018", press the enter key and you are ready to enter Fiscal Year 2017-2018 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 2018. (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>, 2017.**

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 2017</u>	<u>2018</u>

Authorities:	Sign-on Center:	<u>0000</u>	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

Please request a menu or panel.

Sys 05/01/2017 12:35:44 WIN39014

# Attachment 2

Panel: \_\_\_\_\_ F804. Requisition Items Year: 2018

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

Vndr: \_\_\_\_\_ Item: \_\_\_\_\_  
Date: \_\_\_\_\_ T: \_ S: A: T/C: \_\_\_\_\_ Acct: \_\_\_\_\_  
Ship: \_\_\_\_\_  
Proj: \_\_\_\_\_ Bid: \_\_\_\_\_ XBPOS  
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