



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

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**FINANCE TAM:** 2018-037  
**CONTACT:** Vince Windham, CPPB  
Pgm. Director-Purchasing  
**TELEPHONE:** 833-7668

**TO:** All Bookkeepers and Requisition Personnel

**FROM:** Rita Scallan, Chief Financial Officer

A handwritten signature in black ink, appearing to be "RS", is written over the name "Rita Scallan".

**DATE:** May 21, 2018

**SUBJECT:** Requisitions for Fiscal Year 2018-2019

You may begin entering regular requisitions (no projects) for Fiscal Year 2018-2019 on Friday, June 1, 2018 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 2018, change the year field to "2019", press the enter key and you are ready to enter Fiscal Year 2018-2019 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 2019. (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>, 2018.**

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

07 01 2018      2019

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

Please request a menu or panel.      Sys 04/30/2018 09:01:25 WIN39014

05/027

HP LaserJet Pro M402-M403 n-series PCL 6 on U

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