SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM:	**2019-036**
CONTACT:	Vince Windham, CPPB Pgm. Director-Purchasing
TELEPHONE:	833-7668

TO: All Bookkeepers and Requisition Personnel

FROM: Rita Scallan, Chief Financial Officer

DATE: May 20, 2019

SUBJECT: **Requisitions for Fiscal Year 2019-2020**

You may begin entering regular requisitions (no projects) for Fiscal Year 2019-2020 on Monday, June 3, 2019 until the files are closed. To accomplish this, please 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 2019, change the year field to "2020", press the enter key and you are ready to enter Fiscal Year 2019-2020 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 2020. (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, 2019.

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

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Panel: ___                    A001. System Sign-on


District: D46  Userid: WIN39014




_____

Defaults:      Date        Year
               07 01 2019   2020


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 04/29/2019 11:51:51 WIN39014
```

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Panel: ___              F804. Requisition Items              Year: 2020


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
                                                       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
```