



## SCHOOL DISTRICT OF OKALOOSA COUNTY TECHNICAL ASSISTANCE MEMORANDUM FINANCE

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**FINANCE TAM:** 2020-037  
**CONTACT:** Vince Windham, CPPB  
Pgm. Director-Purchasing  
**TELEPHONE:** 833-7668

**TO:** All Bookkeepers and Requisition Personnel  
**FROM:** Rita Scallan, Chief Financial Officer June  
**DATE:** June 5, 2020  
**SUBJECT:** Requisitions for Fiscal Year 2020-2021

You may begin entering regular requisitions (no projects) for Fiscal Year 2020-2021 on Monday, June 8, 2020 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 2020, change the year field to "2021", press the enter key and you are ready to enter Fiscal Year 2020-2021 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 2021. (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>, 2020.**  
If you have any questions, please contact the Purchasing Department at 833-7668.



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File Edit View Communication Actions Window Help



Panel: \_\_\_\_\_ F804. Requisition Items Year: 2021

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

MA

B

MW

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