SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE

FINANCE TAM:	**2021-026**
CONTACT:	Vince Windham, CPPB
	Pgm. Director-Purchasing
TELEPHONE:	833-7668

TO: All Bookkeepers and Requisition Personnel

FROM: Rita Scallan, Chief Financial Officer

DATE: June 7, 2021

SUBJECT: **Requisitions for Fiscal Year 2021-2022**

You may begin entering regular requisitions (no projects) for Fiscal Year 2021-2022 on Monday, June 7, 2021 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 2021, change the year field to "2022", press the enter key and you are ready to enter Fiscal Year 2021-2022 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 2022. (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, 2021.
If you have any questions, please contact the Purchasing Department at 833-7668.

OKO76751

File Edit View Communication Actions Window Help

```
Panel: ____              A001. System Sign-on


District: D46  Userid: WIN39014
                    |


_____

Defaults:    Date        Year
             07 01 2021   2022


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 05/17/2021 10:47:23 WIN39014
```

A   MW   04/023

I902 - Session successfully started

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File Edit View Communication Actions Window Help

Panel: F804   F804. Requisition Items   Year: 2022

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

A   MW   07/027

1992 - Session successfully started