



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

FINANCE TAM: 2022-029
CONTACT: Vince Windham, CPPB
Pgm. Director-Purchasing
TELEPHONE: 833-7668

TO: All Bookkeepers and Requisition Personnel
FROM: Julie Perry, Interim Chief Financial Officer
DATE: May 23, 2022
SUBJECT: Requisitions for Fiscal Year 2022-2023

A handwritten signature in blue ink that reads "Julie A. Perry".

You may begin entering regular requisitions (no projects) for Fiscal Year 2022-2023 on Wednesday, June 1, 2022 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 2022, change the year field to "2023", press the enter key and you are ready to enter Fiscal Year 2022-2023 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 2023. (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, 2022.
If you have any questions, please contact the Purchasing Department at 833-7668.

Panel: _____ A001. System Sign-on

District: D46 Userid: WIN39014

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Defaults: Date Year
 07 01 2022 2023

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 05/06/2022 15:01:45 WIN39014

Panel: _____ F804. Requisition Items Year: 2023

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