



SCHOOL DISTRICT OF OKALOOSA COUNTY TECHNICAL ASSISTANCE MEMORANDUM FINANCE

FINANCE TAM: 2023-009

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TO: School and Department Budget Bookkeepers

FROM: Julie Perry, Chief Financial Officer

DATE: September 22, 2022

SUBJECT: Transition of Purchase Orders to Focus Software

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

The last day to use TERMS will be September 26, 2022. The Focus team will download Finance and Human Resources data on September 27, 2022, and prepare it for conversion. Focus is scheduled to be live October 3, 2022.

Unfortunately, purchase orders cannot be transferred from TERMS to Focus. Finance will be required to close out each purchase order prior to the data download. **Once Focus is live, school and department bookkeepers will need to create replacement purchase orders.** The following are important steps to follow in order to re-create these purchase orders in Focus.

- By October 3, each school and department bookkeeper will receive a list of purchase orders that were still open for their locations at the point of transition. Note that even if Accounts Payable has received the green copy receiving report, if the invoice has not been received in time to be paid in the last check run on Monday morning, September 26, the purchase order will need to be re-entered in the new system in order to be paid.
- When creating replacement purchase orders in Focus, the following steps must be completed. If any step is left out, the purchase requisition will be returned to the school/department.
 - The total for the new purchase order in Focus must equal the open balance from the old purchase order in TERMS. Please be sure to refer to the purchase order list to find the amount that must be used.
 - The new purchase order must state in the "Comments for Vendor" box: "Replaces PO#____" which must be the original purchase order number.
 - The old purchase order must be scanned as backup and attached to the new purchase order. Please be sure to name the scan file "PO#____" which must be the original purchase order number.
 - If the old purchase order referenced an attachment, all items not yet paid on the purchase order must now be entered in the new purchase order line by line.

- The Line Item on the requisition is used to group items for funding purposes. Each item with the same funding must have the same Line Item number. When creating Allocation lines, be sure the reference numbers match the corresponding Line Item numbers. If all Line Items are entered prior to entering Allocations, FOCUS will automatically enter the correct allocation amount based on the Line Item and Reference numbers. Example:
 - Line Item 1 – Paperclips – \$20.00
 - Line Item 1 – Staples – \$50.00
 - Line Item 2 – Thumb Drives – \$75.00
 - Allocation Reference Number 1 – 1010.7500.0510.9205 – \$70.00
 - Allocation Reference Number 2 – 1010.7500.0519.9205 – \$75.00
- Any items on an old purchase order for Object Codes 0641, 0643, 0648 or 0691 (capitalized assets) will need to be changed to the corresponding non-capitalized object code if the value of each individual piece of equipment is less than \$5,000.00. See TAM 2023-005 Change to Fixed Asset Recording Threshold Effective 7/01/2022.
- Purchasing will not send the new replacement purchase orders to the vendors.

Example in Focus when creating a purchase request:

The screenshot displays the Focus software interface for creating a purchase request. It is divided into two main sections: 'Line Items' and 'Allocations'.

Line Items Section:

Ref. #	Item #	Description	Qty	UOM	Unit Price	Amount	Shipping	Receivers
1	1234	Staples	2.00	Box	10.00	20.00		
1	5697	Paperclips	10.00	Box	5.00	50.00		
2	10482	Thumb Drives	5.00	Each	15.00	75.00		
Total						145.00		

Allocations Section:

Ref. #	Fund #	Function #	Object #	Center #	Project #	Budgeted	Committed	Encumbered	Expended	Balance	Amount
2	1010 - GENERA	7500 - FISCAL SE	0519 - TECHN	9205 - ACCOUN							75.00
2	1010 - GENERA	7500 - FISCAL SE	0519 - TECHN	9205 - ACCOUN		2,600.00	0.00	0.00	172.50	2,427.50	75.00
1	1010 - GENERA	7500 - FISCAL SE	0510 - SUPPLIES	9205 - ACCOUN		5,000.00	0.00	0.00	247.50	4,752.50	70.00
Total											145.00

At the bottom, there is a 'Comments' section with a text area containing 'Comments for vendor' and 'Replace PO# 23001234'. A 'Submit' button is located to the right.

School and department bookkeepers will have the month of October to re-create all purchase orders. If an invoice is received before the purchase order is re-created, it will not be a Board bill since there was an original invoice in TERMS.

The following are additional examples of potential problem purchase orders and how to handle them:

- If the green copy of the purchase order was sent to Accounting but the purchase order was not able to be paid by September 26, the purchase order must be re-created in Focus. The school/department bookkeeper must then mark items as received in Focus.
- Florida School Book Depository orders with only free items remaining to be shipped must still be re-created in Focus. The free items need to be entered on the purchase order and an estimate for shipping included.
- The re-created purchase order in Focus for copier leases must only include the number of months remaining on the lease for the year.

Thank you for all of your hard work during this transition.

cc: Senior Staff
Principals
Department Heads