



# ***Dollars and \$ense***

JANUARY 30, 2015

**District Bookkeeper / Secretary Newsletter**

FEBRUARY 2015

*The Resource Assistant Team in Finance Services is here to serve and support the Finance functions of our schools and departments.*

*Please contact our department with any questions you may have and we will be happy to assist.*

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## **P-Card Orders not yet received**

P-Card transactions should be managed and released in Munis daily, even if the order has not been received. Unlike with checks, payments made with a P-Card have already been completed and thus cannot be voided. If there is a problem with an order, any refunds from the vendor will generate a separate transaction on the P-Card with a negative amount to be managed at that time.

## **Excel Training is here!**

We will have our first Excel training class available on **February 17 from 8 AM to noon** in the Finance Services Lab. There are limited seats available so sign up early! We will open additional sessions as we receive requests for this training.

## **Munishelp Tips**

To help expedite a solution when submitting a ticket to [munishelp@pasco.k12.fl.us](mailto:munishelp@pasco.k12.fl.us), please make sure to provide as much detail as possible to assist the help desk in identifying exactly where a problem occurred. A good ticket should include:

- the program running when the problem occurred (for example, Financials - Student Activity - Check Reconciliation)
- a description of the process that you were attempting to run including the record number you are working on when the problem occurred
- the steps performed to the point of the error or question
- a screen shot that includes the entire screen where an error occurred
- contact information

## **Budget Amendment Security change coming**

We are exploring the security process related to Budget Amendments and expect to implement a change to reduce the steps and workload needed to do Budget Amendments to District discretionary budgets in the coming weeks.

## **February Trainings**

Please contact one of the Bookkeeping Resource Assistants to reserve a space or if you would like to schedule an individual appointment. All trainings listed below have 2 sessions on the listed day (9:00 - 11:30 AM or 1:00 - 3:30 PM) except as noted.

- February 12 - Review District budget balances / budget amendments / journal entries
- February 17 - Excel Training with Microsoft Academy (8:00 am - noon)
- February 26 - Review open District POs and PO receiving