



School Dollars and \$ense

MARCH 2015

School Bookkeeper / Secretary Newsletter

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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Excel Training

We will have additional Excel training classes available on **Thursday, March 5 and Thursday, March 12. Each session will be from 8:30 AM to 11:30 AM** in the Finance Services Lab, in building 2. There are limited seats available so sign up early!

Munis Tip

Check Printing – If you are interrupted during printing checks and unsure where you left off in printing, always choose save. If you were at the point where you needed to print, contact the Munishelp team and they can get the checks to print for you. Do not cancel or close out of the process.

Save the Date:
Year End Meeting
April 23

Link to ERP QSGs

We have created a link on the Finance Services webpage to the ERP Quick Start Guides. This can be found on the Finance Services webpage under the Finance Forms tab on the right. As the QSGs are updated, they will be posted here and we will send communication when a QSG has been changed.

HR / Payroll Note

It is important that proper notifications of employee terminations are sent to the Human Resources Department as soon as possible. If you cannot get the termination paperwork into HR immediately, a quick email to your HR and Payroll contacts will help us ensure that a terminated employee's final pay is not an overpayment. If you are not the Payroll person at your school, please pass along this helpful tip to the appropriate individual.

Budget Amendments Security change

To help streamline the Budget Amendment process, the below Security changes are going in effect on **Tuesday March 3**. The updated QSG including posting steps is attached. Please contact the Bookkeeping Resource Team for assistance.

- All employees with access to enter and release budget amendments will have security to post their own budget amendments.
- All Budget amendments for projects 01000 and 01020 will only require the bookkeeper to approve in workflow. Anyone previously in this workflow will receive a **notification** on their dashboard instead.
- Reminder: Funds can only be moved within a project; funds CANNOT be moved between projects.

Secondary Schools - Athletics

The balance in Athletics Payable, GL 222200 is due to be sent to the District Central Cashier by March 31. Please contact one of the Bookkeeping Resource Assistants if you need assistance verifying the balance in this GL account.

March 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). The trainings are held in the Finance Services Lab, Building 2.

- March 11 - Balancing Monthly bank statement