



District Dollars and \$ense

APRIL 2015

District 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 have added 2 Intermediate sessions for April. The intermediate sessions will cover several topics including PivotTables. Trainings will be held in the Finance Computer Lab, Building 2.

- April 7 Intermediate 1:00 pm – 4:00 pm
- April 14 Basic 8:30 am – 10:30 am
- April 28 Basic 8:30 am – 10:30 am
- April 28 Intermediate 1:00 pm – 4:00 pm

Updated Munis Quick Start Guides (OSGs)

The ERP webpage has been moved to its new location. With this move, all OSGs have been updated and posted on their page. You can still use the link on the Finance Services webpage to get to ERPs webpage or use their direct link below.

<http://www.pasco.k12.fl.us/otis/support/munis/>

April 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 are from 9:00 - 11:30 am and are being held in the Finance Services Lab, Building 2.

- April 8 - Review District budget balances / budget amendments /journal entries
- April 29 - Review District budget balances / budget amendments /journal entries

2014-2015 Budgets

As we approach the end of the school year, please review your department budgets to ensure there are no negatives and that there is budget available for expected expenditures for the remainder of the year. If you have questions about or need assistance with your budget, please contact Jayne Haire, Budget Analyst at extension 42279 or jhaire@pasco.k12.fl.us.