



# School Dollars and \$ense

MAY 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**

Additional Excel basic and intermediate training classes are available in June and July. The schedule for all trainings for May through August is attached.

### **Munis Tip**

If changing banks, a "Tyler Forms Request for Services" form must be filled out and submitted to Tyler, through Munishelp. Please allow 4 weeks for Tyler to process the first proof. There is a processing fee.

### **Old TERMS checks**

If you have not already destroyed any unused TERMS checks, the procedure is as follows. On school letterhead:

- \*List bank name
- \*List bank account number
- \*List bank routing number
- \*Shredded by two people – both need to sign
- \*Administrator needs to sign
- \*Check number(s) being destroyed

Keep in your files for audit to review

### **High Schools**

Requests for playoff reimbursements must be submitted on the "Summary for Reimbursement of Athletic Playoff Expenses" to Amy Lipovetsky by June 1.

### **May Budget Meeting**

A mandatory bookkeeper meeting is scheduled to review the procedures related to developing the cost center's budget. There are 2 sessions available as follows:

Wednesday, May 20th 12:30 – 3:30 pm **or** Thursday, May 21st 8:00 – 11:00 am  
Board Room Training Room C

If you have not done so already, RSVP to Jayne Haire at extension 42279 or [jhaire@pasco.k12.fl.us](mailto:jhaire@pasco.k12.fl.us).

### **Student Activities Quick Start Guides**

The following QSG's are located on the Munis/ERP System Site:

Receipts (Receipt Processing)	Rev. 1/6/2015
Purchase Orders (Enter/Update a Student Activities Purchase Order)	Rev. 1/6/2015
Cash Disbursements (Disbursements/Checks)	Rev. 1/6/2015
Cash Transfers	Rev. 7/7/2014
Cash Adjustments	Rev. 3/27/2014
Check Reconciliation (End of Month Reconciliation)	Rev. 2/10/2015
Activity Manager Report	Rev. 1/6/2015
Account Summary Trial Balance Report - Report #1	Rev. 1/6/2015
Project Balance Report - Report #2	Rev. 1/6/2015
Detail Account Trial Balance Report - Report #3	Rev. 3/3/2015
Register Reports - Reports #4 thru #8	Rev. 1/14/2015
Student Activity Checks Issued to a Specific Vendor	Rev. 11/18/2014