



# School Dollars and \$ense

JULY 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**

Please contact one of the Bookkeeping Resource Assistants to sign up for one of the following Excel trainings.

- Thursday, July 16 Basic 9:00 am – 11:00 am
- Thursday, July 16 Intermediate 1:00 pm – 3:30 pm

Both sessions will be held in the Finance Services Lab, Building 2.

### **Budget Input**

Thanks to everyone for making the budget input go so smoothly!

### **Munis Reports**

When printing checks, if you are unsure which Output Menu screen you are on:

- Select the Save radio button
- If the File name starts with "saactrn", this is the First Output screen.
  - Continue by selecting OK to proceed to the Second Output screen.
- If the File name starts with "apchecks", this is the Second Output screen.
  - From here, reselect Munis printer radio button, and continue steps for printing checks as detailed in Disbursements QSG.

### **Internal Accounts Committee Update**

The purpose of the Internal Accounts Committee is to identify, prioritize and walk through processes to find solutions to obstacles that keep you, our bookkeepers, from doing your jobs more effectively. In the area of technology, the committee recognized the need for all bookkeepers to have the proper equipment for their duties. We have identified that this equipment would be a Dell computer and the appropriate printer/scanner and are working with IS to help facilitate the delivery and setup of this equipment. Other areas the committee is currently working on include:

- Best communication methods with bookkeepers including creation of Bookkeeper Resources Tab on Finance Services webpage:  
<http://www.pasco.k12.fl.us/finance/forms/>
- SchoolPay best practices, including preparation for registration
- Updating a template resource guide to help schools distribute bookkeeping information to staff

If you have any questions or comments for this committee, please contact the chairperson, Pam Barbara or any of the committee members.

### **SchoolPay 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.

- Tuesday, July 21 SchoolPay
- Thursday, July 23 SchoolPay
- Wednesday, July 29 SchoolPay
- Thursday, July 30 SchoolPay