



District Dollars and \$ense

AUGUST 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

Excel Training will begin again in September.

Training

Please contact one of the Bookkeeping Resource Assistants to assist you to review coding and budget balances. They would be glad to schedule an individual appointment with you.

Trainings for the following areas are provided by the Business Services Team. The schedule is in Avatar (which will soon be changing to True North Logic)

Budget Amendments
Journal Entries
Invoice Entry
P-Card Management Training
Contract Entry
Payroll
Work Orders
Requisition and Receiving Training

Purchase Order Receiving

As soon as your cost center receives an order:

It should be received in Munis
You can receive a full or partial order
Attach the invoice to Attachments in Munis

The QSG's for receiving are located on the ERP website. Log into Finance and locate the link for Bookkeeper Resources.

Fundraisers – Smart Snacks

There are new rules and procedures for the Smart Snack program from Food and Nutrition. You can check out the FNS Student Wellness website for important changes that will be implemented for the new school year.

Journal Entries

Effective July 1, please attach backup information for journal entries in "Attachments" in TCM for Munis.

P-Cards

P-Cards need to be managed daily. The transactions are being monitored and late processing will be reported. Please reach out to us to help you get this important task done in a timely manner.

QSG link

From the Finance website, choose Bookkeeper Resources on the right and look for the MUNIS Quick Start Guides under Other Department Links.

Stipend and Inservice forms

Stipend forms should be processed promptly in order to pay the individuals. These forms should be sent to Laura Fedeanis, Financial Analyst for Grants for coding verification and she will forward to payroll.