



District Dollars and \$ense

OCTOBER 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

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

- Wednesday, October 7 Basic 1:00 pm – 3:30 pm
- Wednesday, October 14 Intermediate 1:00 pm – 3:30 pm

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

Bookkeeper Meeting Monday, October 5 2:00 pm – 4:00 pm

Please plan on attending the fall district bookkeeper-secretary meeting. It is being held in Portable 8A.

A few of the topics that will be discussed are: Travel Guidelines, P-Card Procedures, and District Budget.

Journal Entry Backup

When making Journal Entries in Munis, please make sure to provide appropriate backup for all aspects of the journal. For example, a journal to correct coding on a P-Card should include a copy of:

- The original invoice
- The P-Card statement showing original coding

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. Sign up for these trainings is done through the new website: pasco.truenorthlogic.com

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

Distribution

If someone else in your department would like to be receiving this newsletter, or if you are not the correct person to receive this email, please email DeEtte Parrish at dparrish@pasco.k12.fl.us and she will update the distribution list.