



School Dollars and \$ense

OCTOBER 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.

*Bookkeeping Resource Assistants
DeEtte Parrish
x42264*

dparrish@pasco.k12.fl.us

*Carol Jugan
x42445
cjugan@pasco.k12.fl.us*

*Linda Small
x42073
lsmall@pasco.k12.fl.us*

*Randi Moran
x42261
rmoran@pasco.k12.fl.us*

*Accounting Manager
Joshua Stringfellow
x42090
jstringf@pasco.k12.fl.us*

*Senior Manager
Dominick Cristofaro
x42086
dcristof@pasco.k12.fl.us*

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.

Internal Accounts Committee – update

The Internal Accounts Committee continues to work on solutions to obstacles that keep you, our bookkeepers, from doing your jobs more effectively. The committee is focused on completing the update to the template resource guide for teachers. It is also working to create PowerPoints and Podcasts to accompany the guide document as additional resources for providing the information.

Additionally, the committee is working to provide solutions for Payroll processes, better communication and to help facilitate a smooth transition to Munis 11.1 in the spring.

Fall Bookkeeper Meeting

Please plan on attending our Fall School Bookkeeper meeting Monday, November 2. This will be a full day meeting with lunch provided. A few of the topics to be discussed are: Travel Guidelines, P-Card Procedures, New Fundraising Guidelines, and Tagging Equipment.

Munis Tips

The Activity Manager Report has been updated. Users will have to log out of Munis in order to get access to the “new” report. After logging out and reopening Munis, remove the old shortcut by right-clicking the old link and select delete. Click under menu the “Activity Manager Report” and right-click to add it to programs.

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

SchoolPay

SchoolPay receipt entries should be entered into Munis daily. The total on the Monies Collected form should match the total on the daily email from SchoolPay. This will avoid having reconciling issues at the end of the month.

Internal/Student Activity Account Trainings

Please contact one of the Bookkeeping Resource Assistants to reserve a space or if you would like to schedule an individual appointment. The trainings are held in the Finance Services Lab, Building 2.

- Thursday, October 8 – Balancing Monthly Reports 9:00 am – 11:30 am
- Tuesday, October 27 – Due to District Training 9:00 am – 11:30 am