



School Dollars and \$ense

DECEMBER 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

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Excel Training

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

- Basic Wednesday, December 16 9:00 am – 11:00 am
- Intermediate Wednesday, December 16 1:00 pm – 3:30 pm

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

TIP: Account Inquiry for DTD Account

When you use the account inquiry to see your DTD activity you will want to run the report in Excel rather than Pdf as some of the information will be cut off on the Pdf view. When you run the report you will want to select "Detail" view. "Detail" view will show the comment section that many of you use to note the activity/action for the charge.

DTD Payroll Report

This Wednesday we are going to start sending the payroll reports that are provided with the Due to District Invoices by the Wednesday following a payroll. The e-mail that will be sent on Wednesday will combine the two payrolls for November, the 6th and 20th. Then another e-mail will be sent Wednesday, December 9th with the December 4th payroll detail. The payroll detail will still be included as part of your Due to District Invoice.

Athletics

Athletic participation fee payments should have been made by Monday, November 30th. Please make sure your fees are paid.

Trainings

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

- Due To District Training Thursday, December 3 **CANCELLED**
- Balancing Monthly Reports Tuesday, December 8 8:30 -11:30
- Due To District Training Wednesday, December 9 1:00 pm only
- Balancing Monthly Reports Thursday, December 10 8:30 -11:30
- Due To District Training Thursday, December 17 9:00 or 1:00

Reminder

Make sure to deposit your change fund before you leave for Winter Break.

We hope everyone has an enjoyable and restful winter break!