



# ***District Dollars and \$ense***

JANUARY 2016

**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.*

*Bookkeeping Resource Assistants*

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## **Happy New Year**

We hope everyone had a restful and enjoyable winter break with friends and family.

## **Finance Moving**

Finance will be moving to the Business Services Building on January 19<sup>th</sup>.

## **Excel Training**

Excel trainings will resume in February.

## **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 [pasco.truenorthlogic.com](http://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](mailto:dparrish@pasco.k12.fl.us) and she will update the distribution list.

