



District Dollars and \$ense

FEBRUARY 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.

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Save the Date

Please plan on attending our spring School Bookkeeper meeting Wednesday, April 27. This will be a half day meeting with snacks provided.

Excel Training

Please contact one of the Bookkeeping Resource Assistants to sign up for one of the following Excel trainings. Sessions will be held in the first floor conference room by the receptionist desk in Building 4.

Please bring your laptop to the training. If you do not have one, please let us know.

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|----------------|----------------------|--------------------|
| • Basic | Tuesday, February 16 | 9:00 am – 11:00 am |
| • Intermediate | Tuesday, February 16 | 1:00 pm – 3:30 pm |

Sales Tax Reimbursement

When sending in a reimbursement for sales tax that was charged on a P-Card please include the P-Card statement ID # or a copy of the statement. If sending in cash, please place in envelope and staple the envelope to the backup information. The Central Cashier will provide a receipt to the Card Manager. The Card Manager needs to attach the receipt to the P-Card statement showing the sales tax has been paid.

MUNIS

A MUNIS upgrade has been scheduled for Friday, February 12. Access to MUNIS will be turned off at 2:00 PM on Friday, February 12. Access to MUNIS will be restored at 7 a.m. on Monday, February 15.

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 myppgs.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.