



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

MAY 2016

## **District Bookkeeper / Secretary Newsletter**

*The Bookkeeping Coordinator 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 Coordinators*

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### **Excel Training**

Excel has become a critical part of our jobs, therefore we are in the process of updating the training module for Excel. The trainings will resume in June.

### **District Budget Entry – May 4-6**

Budget entry for 2016-2017 is scheduled in **Building 3, Training Room F**. Please contact Christine Higgins at [cmhiggin@pasco.k12.fl.us](mailto:cmhiggin@pasco.k12.fl.us) to schedule an appointment.

**New Property Inventory Procedures (PRISM)** – The new Inventory procedures will become effective July 1, 2016. Training materials will be found on the website soon.

### **Budget Freeze**

Each department should objectively consider all General Fund purchases. For purchases that may be unique to your department's needs and are needed before the end of the fiscal year, please work with your Assistant Superintendent to obtain permission before encumbering these funds.

### **Financial Year End Close-Out for 2015-2016**

May 27 – Cut-off for requisitions for 2015-2016

June 23 – Requisitions not completed will be deleted

June 27 – Budget available for 2016-2017 requisition entry

June 30 – Any P-Card purchases posted at the bank on or before June 30, 2016 will be charged to the 2015-2016 budget.

July 7:

\*P-Card transactions are managed for the month of June 2016

\*All receiving documents entered for June 30

\*Travel Reimbursement Requests due

\* Items not completed by this date may be charged to the 2016-2017 budget .

### **Purchase Order Close Out**

- **All outstanding requisitions should be deleted or processed.**

To find outstanding requisitions:

- ✓ Go to requisition entry, click search
- ✓ Enter your cost center number
- ✓ Type 2016 in the "Fiscal year"
- ✓ Enter (add less than symbol) <01/01/2016 in the "Entered" field
- ✓ Click the green check to accept
- ✓ Click browse
- ✓ Click "Status" in the header bar to sort and if any are in a status other than converted, you will need to clean them up.

- **All open purchase orders should be reviewed.**

To review open POs, reference the OSG: [Open Purchase Orders](#). If you determine that POs need to be closed, please contact Ann Altman at x42226.

If you need assistance, please contact one of the Bookkeeping Coordinators.