



District Dollars and Sense

APRIL 2017

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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Director of Finance Services
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Spring District Bookkeeper Meeting- Date Confirmations

The **Spring District Bookkeeper Meeting** is **Thursday 04/27/2017** in Portable 8A. The doors will be open at 8:00 AM with the meeting beginning promptly at 8:30 AM. Light snacks (no coffee) will be provided Finance Services.

Munis Trainings: April/May/June

Thursday, April 13, 2017	Work Orders:	8:30 – 12:00 PM
Tuesday, April 18, 2017	Requisition Entry:	8:30 – 12:00 PM
Thursday, April 27, 2017	Budget Amendments/P-Cards	8:30 – 12:00 PM
Tuesday, May 2, 2017	Payroll Time Entry:	8:30 – 12:00 PM
Thursday, May 4, 2017	Contracts:	8:30 – 12:00 PM
Tuesday, May 9, 2017	Work Orders:	8:30 – 12:00 PM
Thursday, May 11, 2017	Requisition Entry:	8:30 – 12:00 PM
Thursday, May 18, 2017	Budget Amendments/P-Cards:	8:30 – 12:00 PM
Tuesday, May 23, 2017	Payroll Backup	8:30 – 12:00 PM
Thursday, June 1, 2017	Payroll Time Entry:	8:30 – 12:00 PM
Thursday, June 1, 2017	Contracts:	1:00 – 4:30 PM
Thursday, June 8, 2017	Requisition Entry:	8:30 – 12:00 PM
Thursday, June 8, 2017	Work Orders:	1:00 – 4:30 PM
Thursday, June 22, 2017	Budget Amendments/P-Cards:	8:30 – 12:00 PM
Tuesday, June 27, 2017	Payroll Backup	8:30 – 12:00 PM

All trainings are scheduled to be held in Building 3, Training Room F. In the case of low enrollment, the trainings will be held in one of the small conference rooms in OTIS.

Advanced Munis Trainings: April/May

Advanced Munis training classes are now being offered. You can register through myPGS. The dates for the training are as followed:

Wednesday, April 26, 2017	Training Room F	1:00 – 4:30 PM
Wednesday, May 17, 2017	Training Room F	8:30 – 12:00 PM
Wednesday, May 31, 2017	Training Room F	1:00 – 4:30 PM

Excel Trainings

Please contact one of the Bookkeeping Coordinators to sign up for one of the following Excel trainings:

Tuesday, June 13, 2017	Basic *HREQ Conference Room	9:00 – 11:00 AM
Tuesday, June 13, 2017	Intermediate	1:00 – 3:30 PM
Tuesday, September 26, 2017	Basic	9:00 – 11:00 AM
Tuesday, September 26, 2017	Intermediate	1:00 – 3:30 PM

*All other sessions will be held in the Finance Conference Room, Building 4.

Mileage Tracker

Prior Versions of the Mileage Tracker that used FileMaker Pro 13 and below will no longer work properly. In order to complete In-County and Out-of-County Travel reimbursement requests, an updated version of the DSBPC Mileage Tracker is now available. The link is provided for your convenience. [Pasco Schools Mileage Calculator](#)

To use the DSBPC Mileage Tracker you must have FileMaker Pro 14 installed on your computer. (FileMaker Pro 15 will also work, but is not required). If you do not have FileMaker Pro 14 installed please review the attached PDF for instruction.