



School Dollars and \$ense

APRIL 2017

School 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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Spring School Bookkeeper Meeting

The **Spring School Bookkeeper Meeting** is **Tuesday 04/25/2017** in Training Room C. The doors will be open at 8:00 AM with the meeting beginning promptly at 8:30 AM. Lunch will be provided by The Pasco Education Foundation

***We realize that this is a payroll deadline date however room availability made it necessary to schedule as such. Make sure to plan ahead so that your payroll is complete on Monday 04/24/2017.**

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.

Month End Reconciliation Training

We have scheduled dates for Month End Reconciliation training. We will request those who are having challenges in that area to register for a date that is convenient for you. Some of the topics reviewed will be basics procedures, reports, troubleshooting hints, and best practices. The training dates are as follows:

Tuesday, May 9, 2017	Finance Conference Room	8:30 – 12:00 PM
Tuesday, May 16, 2017	Finance Conference Room	8:30 – 12:00 PM
Tuesday, June 6, 2017	Finance Conference Room	8:30 – 12:00 PM
Tuesday, June 13, 2017	Finance Conference Room	8:30 – 12:00 PM
Tuesday, July 11, 2017	Finance Conference Room	8:30 – 12:00 PM

***New Bookkeeper Month End Reconciliation training will be held on separate dates. When those dates are determined, we will contact you to schedule.**

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.

Updated Action Codes and Definitions

The action codes and definitions documents have been updated. You can find them in the Finance Services website in Bookkeeper Resources. The links have been provided for your convenience: [Student Activity Action Codes Quick Reference Guide](#) and [Student Activity Definition of Action Codes](#).

Fee Based Camps

As a reminder Jamie Williams will continue to be the Finance Services contact for Fee Based Camps throughout the summer. She can be reached at X42285 and jalwilli@pasco.k12.fl.us.