District Dollars and $ense

AUGUST 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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Director of Finance Services
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Excel Training **Excellent Feedback Received**

This training will show you simple things to save you time when reading and creating reports. It touches on Data Filters to view specific information to display on a report, Pivot Tables to build a custom report with just the information to want to view among other handy tools.

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

- Tuesday, August 23 Basic 9:00 am – 11:00 am
- Tuesday, August 23 Intermediate 1:00 pm – 3:30 pm

Both sessions will be held in the Finance Conference Room, Building 4.

August Trainings

With school starting there are no formal training dates established for training. Bookkeepers can any of the Bookkeeping Coordinators for assistance with balancing and other questions.

The Bookkeeping Coordinators can assist you in reviewing coding and budgets. They would be glad to schedule an individual appointment with you.

Trainings for the following areas are provided by the OTIS Business Services Team. The schedule is located in myPGS. Your myPascoConnect account is the same as your eSembler/myPGS/Munis Employee Self-Service username and password.

Budget Amendments/Journal Entries/Invoice Entry/P-Card Statement Management
Contracts
Payroll Time Entry
Work Orders/Service Requests
Requisitions and Receiving

2016-2017 Budget

The 2016-2017 budget projections have rolled and you now will be working in the New Year.

- In Account Inquiry on Munis you will see the Fiscal Year 2017 column on the far right with the available funds.
- Funding for projects that roll forward from 2015-2016 to 2016-2017 will not take place until all projects are balanced. We will notify as this happens.

If you have any questions, please contact Jayne Haire jhaire@pasco.k12.fl.us