



District Dollars and \$ense

DECEMBER 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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Munis 11.2 Quick Start Guides (QSGs)

The Munis upgrade to version 11.2 is scheduled to roll out 12/12/2016. When this occurs all of the QSGs will be updated as well. When accessing a QSG use the electronic links provided to ensure that the most updated copy is utilized.
<http://www.pasco.k12.fl.us/otis/support/munis/>.

December/January Munis Trainings

December 13 Requisition Entry: **8:30-12:00**
December 15 Budget Amendments/P-Cards: **8:30-12:30**

January 10 Payroll Time Entry: **1:00-4:30**
January 12 Contracts: **1:00-4:30**
January 17 Work Orders: **1:00-4:30**
January 19 Requisition Entry: **8:30-12:00**
January 24 Budget Amendments/P-Cards: **8:30-12:00**

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.

Excel Trainings

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

- Wednesday, December 21 Basic 9:00 am – 11:00 am
- Wednesday, December 21 Intermediate 1:00 pm – 3:30 pm

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

myPRISM Trainings

There have been many requests to offer additional training dates for myPRISM. These dates will be scheduled within the next few weeks.

*****Reminders*****

- November P-Cards must be managed by December 13
- All December P-Card transactions should be managed before leaving for Winter Break