



School Dollars and \$ense

DECEMBER 2016

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:

*DeEtte Parrish
x42264
dparrish@pasco.k12.fl.us*

*Carol Jugan
x42445
cjugan@pasco.k12.fl.us*

*Sharon Trese
x42261
strese@pasco.k12.fl.us*

*Michael Gonzalez
x42073
mmgonzal@pasco.k12.fl.us*

*Senior Manager
Dominick Cristofaro
x42086
dcristof@pasco.k12.fl.us*

*Director of Finance Services
Joanne Millovitsch
jmillovi@pasco.k12.fl.us*

Fall Bookkeeper Meeting

Parking Lot questions and responses from the Fall Bookkeeper Meeting are attached.

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/>.

New Way to Balance

The QSG to pull Reports A (Student Activity Balance Sheet Report) and B (Statement of Revenue, Expenses and Fund Balance Report) is now available on the website found on the link above under Student Activities - General. The QSG is named "Balance Sheet and Fund Balance Reports". The Monthly Financial Report Checklist and the Bank Reconciliation forms have been sent to all bookkeepers prior to the distribution of this newsletter.

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.

Republic Bank Receipts

Republic bank has stopped sending the deposit receipts back to the schools now that they have included the front and back images of the checks and deposit slips in the bank statement. You can view your bank statements online by following these steps: Log in → Click "Statements" in the left hand toolbar → Select account to view statement → View or Print.

You also can view your daily activity to check your deposit:

Log in → Click "Reporting" in the left hand toolbar → Select the date range for a search → View or Print.

If your images on your statement are too small to read, enlarge by pressing the "+" button on the top toolbar or choose the percentage dropdown box to adjust.

Fillable Collection Forms Process

- Staff may use the on line fillable form OR print the completed collection form and fill in by hand
- Print the form if used
- Sign the form and keep a physical or electronic copy of the form
- Submit the printed form with the original signature to the bookkeeper along with the collections
- Bookkeeper verifies funds, signs form and writes the official receipt number on the form
- Bookkeeper scans and returns the collection form to the staff member with the Munis official receipt
- The staff member compares the amount on the returned receipt to the original collection form submitted

Envision Payment Solutions Contact Information

Address for submitting returned checks if needed:

P.O. Box 157

Suwanee, GA

30024-0157

Phone: (800) 618-1110

Email: support@envisionpayments.com.

*****Reminders*****

- Monthly reports must be submitted by December 15
- November P-Cards must be managed by December 13
- All December P-Card transactions should be managed before leaving for Winter Break
- Make sure to deposit your change fund before you leave for Winter Break
- Athletics Payable was due in November; pay before Winter Break
- Due To District balance should be paid before Winter Break
- **When making Due To District payments, please include the line of coding for Basic Discretionary, Athletics, or Copier Due To District on the portion of the remittance advice**