



District Dollars and \$ense

JUNE 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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Bookkeeper/Secretary Backup Information

For those departments that have not sent their Backup Information, please scan it to Michael Gonzalez by end of year at mmgonzal@pasco.k12.fl.us.

Munis Trainings: June/July

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
Wednesday, July 5, 2017	Contracts:	8:30 – 12:00 PM
Thursday, July 6, 2017	Payroll:	8:30 – 12:00 PM
Tuesday, July 18, 2017	Work Orders:	1:00 – 4:30 PM
Wednesday, July 19, 2017	Requisition Entry:	1:00 – 4:30 PM
Thursday, July 20, 2017	Budget Amendments/P-Cards:	1:00 – 4:30 PM
Wednesday, July 26, 2017	Advanced Munis	1:00 – 4:30 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.

Payroll Backups

If at all possible or if the key payroll person's absence is planned, it is recommended that the designated payroll backups sit with their key payroll person before they are absent. Payroll backups can sign up for either the regular or backup trainings as the same material is covered in both sessions.

Advanced Munis: Tips for Navigation and Searching

In last month's newsletter there were trainings offered for Advance Munis Training. Participants taking the class will gain proficiency in advanced navigation and searching within the following applications: Finance, Student Activities, Human Resources, and Service Requests. End users will learn advanced dashboard setup and manipulation. Participants will learn techniques using wildcards for advanced searching and filtering.

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.

Financial Close-Out Memo

On May 19, 2017 a memo from Finance Services and Purchasing Services detailing deadline dates for the fiscal year-end close out procedures was emailed to all Principals, Directors, Bookkeeper and Secretaries. The link to this memo is provided for your convenience. [Financial Close-Out for 2016-2017](#)

Capital Requests

- **Pre-Budget Capital Requests – Projection 18380 (QSG Below)**

All capital requests will be submitted through Munis. Pre-Budget requests are due no later than **June 9th**. You will be required to enter a classification code which defines the description of the request (2017-2018 Budget Information, page 12) The requests should be prioritized in numerical order with one (1) being the highest priority. You must clearly describe the item(s) requested and include a cost estimate. All requests will be reviewed and you will be informed of the Superintendent's staff's decision. Notifications will be sent out the last week of June. See the QSG for [Pre-Budget Capital Request QSG](#).

Requisition/Purchase Order Close Out

All outstanding requisitions that are not rolling over must be deleted or processed.

To find outstanding requisitions:

- ✓ Go to requisition entry, click search
- ✓ Enter your cost center number
- ✓ Type 2017 in the "Fiscal year"
- ✓ Enter (add less than symbol) <06/17/2017 in the "Entered" field
- ✓ Click the green check to accept
- ✓ Click browse
- ✓ Click "Status" in the header bar to sort and if any are in a status other than converted, you will need to process them.

- **All open purchase orders must be reviewed.**

To review open POs, reference the QSG: [Open Purchase Orders](#). If you determine that POs need to be closed, please contact Ann Altman at x42226.