



District Dollars and \$ense

NOVEMBER 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:

*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*

Welcome

Welcome Sharon Trese, the newest member of the Bookkeeping Coordinator Team. Sharon comes to us from Deer Park Elementary as their bookkeeper for over 6 years. We look forward to her expertise and enthusiasm to enhance our team.

Fall District Bookkeeper Meeting

The **Fall District Bookkeeper Meeting** will be held **11/17/2016 in Portable 8A**. The doors will be open at 8:00 AM with the meeting beginning promptly at 8:30 AM. Breakfast (no coffee) will be provided by Office Depot

Munis 11.2 Upgrade

OTIS is currently in the process of testing the upgrade of the Munis application from 11.1 to 11.2. They have scheduled voluntary open labs during the month of November so that anyone interested may assist them with this. They encourage you to take advantage of this opportunity to help them find any unanticipated issues or problems with the upgrade that can be reported as soon as possible. Registration for the open labs can be accessed in myPGS. The lab sessions are held in Training Room F and the dates are as follows:

- November 7 Section 2315 8:00 - 12:00
- November 9 Section 2317 8:00 - 12:00
- November 10 Section 2318 8:00 - 12:00
- November 11 Section 2319 8:00 - 12:00
- November 14 Section 2320 8:00 - 12:00
- November 16 Section 2321 1:00 - 4:30
- November 28 Section 2322 8:00 - 12:00
- November 30 Section 2323 1:00 - 4:30

November Munis Trainings

November 8 – Job Openings: 8:00-12:00

November 10 –Work Orders: 1:00-4:30

November 15 – Requisitions: 8:30-12:00

November 29 – Budget Amendments, Journals, P-card: 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 Training

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

- Tuesday, November 15 Basic 9:00 am – 11:00 am
- Tuesday, November 15 Intermediate 1:00 pm – 3:30 pm

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

myPRISM

There have been many requests to offer additional training dates for myPRISM. These dates will be scheduled and posted after Thanksgiving Break.

P-Card Maintenance

To assist you in maintaining your P-Card transactions on a daily basis, P-Cards are imported daily by 8:30 AM by OTIS.