



District Dollars and \$ense

OCTOBER 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*

*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*

October Munis Trainings

October 6th – Contracts – 8:30-12:00

October 11th – Work Orders – 1:00-4:30

October 18th – Payroll – 8:30-12:00

October 20th – Requisitions – 8:30-12:00

October 25th – Budget Amendments, Journals, P-cards – 1:00-4:30

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, October 18 Basic 9:00 am – 11:00 am
- Tuesday, October 18 Intermediate 1:00 pm – 3:30 pm

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

myPRISM Training Overview

myPRISM is the district wide system that integrates with Munis to maintain tangible personal property (property) records. An overview of the system is as follows:

1. Going forward, all new "taggable" property items acquired through internal accounts or by gift or donation must be entered into myPRISM by a school staff member. Refer the link "taggable" guidelines: [New Property Inventory Procedures](#)
2. The designated employee is responsible for entering these items into myPRISM.
3. The designated employee completes a Property Acquisition Form in myPRISM.
4. myPRISM generates an email that will be sent to Property Control
 - **The designated employee attaches receipt, invoice, and any other documentation of property acquired to email**
5. A Property Control Assistant (PCA) will visit your cost center to place tags on all property items entered through myPRISM and property items purchased through District Purchase Orders (POs).
6. Equipment checkouts, transfers out of your cost center, and disposal approval requests will also be processed in myPRISM.
7. PCA will coordinate an appointment to conduct annual inventory

*****UPDATE***District Bookkeeper Fall Meeting**

The date for the District Bookkeeper Meeting has been changed to 11/17/2016 in Portable 8A. The time and agenda are tentative however the expectation is to be a half day beginning in the morning. An email communication will be sent with specific details.

Munis Year End Close

The Munis year end close process has been completed. Now in the account inquiry menu, the 2017 column is now the furthest to the left.