



# School Dollars and \$ense

OCTOBER 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:*

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### **October Munis Trainings**

October 6<sup>th</sup> – Contracts – 8:30-12:00

October 11<sup>th</sup> – Work Orders – 1:00-4:30

October 18<sup>th</sup> – Payroll – 8:30-12:00

October 20<sup>th</sup> – Requisitions – 8:30-12:00

October 25<sup>th</sup> – 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.

### **\*\*\*UPDATE\*\*\*School Bookkeeper Fall Meeting**

The date for the School Bookkeeper Meeting has been changed to 11/16/2016 in Training Room C. The time and agenda are tentative however the expectation is to be a full day beginning in the morning. An email communication will be sent with specific details.

### **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 school's Resource Management Associate (RMA) is responsible for entering these items into myPRISM. The school's bookkeeper is the backup for the RMA.
3. RMA or Bookkeeper completes a Property Acquisition Form in myPRISM.
4. myPRISM generates an email that will be sent to Property Control
  - **RMA or Bookkeeper attaches receipt, invoice, and any other documentation of property acquired to email**
5. A Property Control Assistant (PCA) will visit the schools to place tags on all property items entered by the school through myPRISM and property items purchased through District or school 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

### **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. The Due to District 2016 ending balance is now included as part of the 2017 balance. Please continue to make your Due to District payments on a weekly basis. A best practice is to place the activity and action codes on the P-card transaction charge description field. This will make it easier for you to process your Due to District payments.

### **SchoolPay Reports**

The daily transaction report is being discontinued and replaced by a weekly report. For a daily update, simply log into your account where you will be presented with your account's dashboard. This dashboard will display a summary of the prior day's activity, the same information previously available in the daily report. Your email notifications have also changed from daily to weekly.

If you need a more detailed report for a given day, you may review the Batch Report where you can see a specific day's activity viewing the specific transactions processed, the specific items purchased, or the specific chart of account affected. You may also run a transactions or an items report for a selected date to view daily transaction information.

### **Check Guarantee Provider**

The District has terminated services with the check guarantee company CheckCare. Officially the contract ended on September 29<sup>th</sup>. Beginning September 30<sup>th</sup> we will be in contract with Envision Payment Systems, our new check guarantee company. It will take some time for each bank to convert sending the returned checks directly to Envision therefore file your returned checks until that time. An email will be sent to all bookkeepers soon with further instructions on how and where to send the returned checks.

### **PTA Clarification regarding District's Bid Process**

As a clarification, if you have an approved PTA organization with a checking account outside the school's account, the District Support Organization Agreement does not state that funds need to be spent within the district's bid process. PTA is an outside organization and can choose to purchase from whichever vendor they consider best. The link to access the agreement is provided for your convenience: [Support Organization Agreement](#).