



District Dollars and Sense

AUGUST 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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Interim Director of Finance Services
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Excel Trainings

Contact a Bookkeeping Coordinator to sign up for one of the following Excel trainings:

Tuesday, September 26, 2017	Basic	9:00 AM - 11:00 AM
Tuesday, September 26, 2017	Intermediate	1:00 PM - 3:30 PM

*All training sessions will be held in the Finance Conference Room, Building 4.

Munis Trainings: August/September

Register for trainings through myPGS:

Tuesday, August 2, 2017	Contracts	1:00 PM - 4:30 PM
Thursday, August 3, 2017	Payroll	8:30 AM - 12:00 PM
Wednesday, August 9, 2017	Advanced Munis	8:30 AM - 12:00 PM
Tuesday, August 22, 2017	Budget Amendments/P-Cards	8:30 AM - 12:00 PM
Thursday, August 24, 2017	Requisition Entry	8:30 AM - 12:00 PM
Thursday, August 31, 2017	Work Orders	8:30 AM - 12:00 PM
Wednesday, Sept. 6, 2017	Payroll	8:30 AM - 12:00 PM
Thursday, Sept. 7, 2017	Contracts	8:30 AM - 12:00 PM
Wednesday, Sept. 13, 2017	Advanced Munis	1:00 PM - 4:30 PM
Thursday, Sept. 14, 2017	Requisition Entry	1:00 PM - 4:30 PM
Tuesday, Sept. 19, 2017	Work Orders	1:00 PM - 4:30 PM
Thursday, Sept. 21, 2017	Budget Amendments/P-Cards	8:30 AM - 12:00 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.

District Implementations

Currently we have multiple new implementations with systems and/or procedures occurring. The following is a review and the rollout dates for each:

Effective immediately:

- **Fleet Service Requests (Transportation for Field Trips)** are no longer entered in TERMS. All transportation requests for field trips are entered in Munis. The Quick Start Guide to navigate through Munis can be found under Work Orders in the Munis QSG Index.

July/August 2017:

- **Copiers** - Changeover is occurring throughout July/August 2017

August/September 2017

- **TimeClock Plus** - District pilot for electronic time keeping

September/October 2017

- **TimeClock Plus** - Schools pilot for electronic time keeping