



# School Dollars and \$ense

AUGUST 2017

## 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.

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### **2017-2018 Student Fees and New Student Activities**

An email was sent out to all school bookkeepers and principals by Joshua Stringfellow on July 24, 2017 to communicate information about student fees. The memo also provided instructions on how to code (or deposit) student fees to Student Activities. A link is provided here for your convenience for updated Chart of Accounts:

[Chart of Accounts - Elementary Schools](#); [Chart of Accounts - Middle Schools](#); [Chart of Accounts - High Schools](#).

### **Excel Trainings**

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

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

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

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.

### **Month End Reconciliation Workshop**

We have scheduled dates for Month End Reconciliation workshops. Some of the topics reviewed will be basic procedures, reports, troubleshooting hints, and best practices. Contact a Bookkeeping Coordinator to sign up for one of the following workshops:

Tuesday, September 5, 2017	Finance Conference Room	<b>8:30 AM - 12:00 PM</b>
Tuesday, September 12, 2017	Finance Conference Room	<b>8:30 AM - 12:00 PM</b>
Tuesday, October 3, 2017	Finance Conference Room	<b>8:30 AM - 12:00 PM</b>
Tuesday, October 10, 2017	Finance Conference Room	<b>8:30 AM - 12:00 PM</b>
Tuesday, November 7, 2017	Finance Conference Room	<b>8:30 AM - 12:00 PM</b>
Tuesday, November 14, 2017	Finance Conference Room	<b>8:30 AM - 12:00 PM</b>
Tuesday, December 5, 2017	Finance Conference Room	<b>8:30 AM - 12:00 PM</b>
Tuesday, December 12, 2017	Finance Conference Room	<b>8:30 AM - 12:00 PM</b>

## **Envision Check Acceptance Policy**

Remember to display the Envision Parent Letter by the stations that are collecting money on Registration Day. The letter explains potential fees for returned checks and has been updated with a sentence asking check writers to include a name, address, and one telephone number on checks written to your schools: [Envision Check Writing Policy](#)

## **Field Trip Request Entry (Fleet Service Request)**

All Fleet Service Requests (Transportation) will now be entered in Munis. Attached are the Munis Video Guide and the Munis Quick Start Guide (QSG) for Transportation requests:

[Field Trip Request Entry \(Fleet Service Requests\) Munis Video Guide](#); [Fleet Service Request QSG](#). If you need further assistance please contact a bookkeeping coordinator.

## **Munis - Posting Journal Entries Outside of the Default Period 12**

A warning message appears in certain applications in Munis while attempting to post journals outside of the default period, 12. This is happening because of the transitioning between fiscal years and will continue until Finance closes the current fiscal year (around September). When this message appears, press "OK" and continue. The warning message is as follows: ***WARNINIG: The G/L Default Fiscal Year/Period of 2018/01 does not match the Effective Date Fiscal Year/Period of 2018/02.***

## **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.
- **Textbooks/Instructional Materials** – Jennifer Krill is no longer with Pasco County Schools. **Arti Lele** will field questions about instructional materials, assist with processing orders, and work directly with the curriculum team to ensure resources are in classrooms before the start of the school year.
  - **P-Card approvals for textbooks** can go to **Tammy Rabon**. If they have been sent to [pcards@pasco.k12.fl.us](mailto:pcards@pasco.k12.fl.us), Purchasing will forward them to Tammy. Please include the funding used on the request.

### **July/August 2017:**

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

### **August 1, 2017:**

- **ACORN** - Implementation for pilot schools
- **SmartFindExpress**- District-wide software release to replace Aesop for school-based employees. (New version is expected in 2018.) More information on **SmartFindExpress** is found below.

### **August/September 2017**

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

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### **January 2018:**

- **PeopleAdmin** – District-wide software release that replaces Munis/ESS for job applications, postings, and hiring

### **SmartFindExpress**

The implementation of a new substitute management and leave system, SmartFindExpress is set to go live on August 1, 2017. SmartFindExpress will function very similarly to Aesop and will require very little getting used to, therefore the expectation is a seamless transition with planned updates to keep you informed through the implementation process. An additional upgrade will be coming called SmartFind Next Generation. This upgrade will include a mobile app for all users (subs, teachers, and admins), as well as advanced analytics that can be used to further strengthen the overall substitute system. SmartFind is part of the PeopleAdmin umbrella of products, which includes a new application and onboarding system that are tentatively scheduled to be added in January 2018. More about those enhancements will be shared later this fall.

- If your teachers and/or staff have any pre-planned absences for August 1 and beyond (and they are already in AESOP,) they will need to re-create them in SmartFind once the system is up and running. Sub Central will be happy to assist with this.

### **Updated Support Organization Agreement and Checklist**

An updated Support Organization Agreement and a new Support Organization Checklist have been posted to the Internal Audit website. The most important change to the Support Organization Agreement that the auditors will be looking for going forward is a clear description of the expected activities of the support organization including the profit share. Links have been provided here for your convenience:

[Support Organization Agreement](#); [Support Organization Checklist](#).