



School Dollars and \$ense

JULY 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.

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

Accounting Manager
Jayne Haire
X42279
jhaire@pasco.k12.fl.us

Senior Manager
James Class
x42176
jclass@pasco.k12.fl.us

2017-2018 Student Fees

The student schedule fee information in myStudent is being updated with the new 2017-2018 student fees. We will let you know when the fees are updated and schedules can be printed. Additional information on these student fee changes will be provided in the coming weeks.

ACORN Training (For Pilot Schools)

Training has been scheduled for those schools that are piloting ACORN to replace SchoolPay. Please call a bookkeeping coordinator to register for a session:

Tuesday, July 18, 2017	Principals	Portable 8A	8:00 – 12:00 PM
Tuesday, July 20, 2017	Principals	Portable 8A	8:00 – 12:00 PM
Tuesday, July 25, 2017	Bookkeepers	Portable 8A	8:00 – 12:00 PM
Tuesday, July 27, 2017	Bookkeepers	Portable 8A	8:00 – 12:00 PM

Excel Trainings

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

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

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

Munis Trainings: July/August - Register for trainings through myPGS:

Wednesday, July 5, 2017	Contracts	8:30 – 12:00 PM
Thursday, July 6, 2017	Payroll	8:30 – 12:00 PM
Tuesday, July 18, 2017	Work Orders	1:00 – 4:30 PM
Wednesday, July 19, 2017	Requisition Entry	1:00 – 4:30 PM
Thursday, July 20, 2017	Budget Amendments/P-Cards	1:00 – 4:30 PM
Wednesday, July 26, 2017	Advanced Munis	1:00 – 4:30 PM
Tuesday, August 2, 2017	Contracts	1:00 – 4:30 PM
Thursday, August 3, 2017	Payroll	8:30 – 12:00 PM
Wednesday, August 9, 2017	Advanced Munis	8:30 – 12:00 PM
Tuesday, August 22, 2017	Budget Amendments/P-Cards	8:30 – 12:00 PM
Thursday, August 24, 2017	Requisition Entry	8:30 – 12:00 PM
Thursday, August 31, 2017	Work Orders	8:30 – 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.

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, July 11, 2017	Finance Conference Room	8:30 – 12:00 PM
Tuesday, September 5, 2017	Finance Conference Room	8:30 – 12:00 PM
Tuesday, September 12, 2017	Finance Conference Room	8:30 – 12:00 PM
Tuesday, October 3, 2017	Finance Conference Room	8:30 – 12:00 PM
Tuesday, October 10, 2017	Finance Conference Room	8:30 – 12:00 PM
Tuesday, November 7, 2017	Finance Conference Room	8:30 – 12:00 PM
Tuesday, November 14, 2017	Finance Conference Room	8:30 – 12:00 PM
Tuesday, December 5, 2017	Finance Conference Room	8:30 – 12:00 PM
Tuesday, December 12, 2017	Finance Conference Room	8:30 – 12:00 PM

New Bookkeeper Registration/Orientation Training

There are two dates reserved for New Bookkeeper Registration Training. We will cover procedures, preplanning activities, station directions, SchoolPay, and best practices. Please contact one of the Bookkeeping Coordinators to reserve a space.

Wednesday, July 12, 2017	Portable 8A	8:30 – 12:00 PM
Wednesday, July 19, 2017	Portable 8A	8:30 – 12:00 PM

Title 1 Workshop

There is another Title 1 workshop scheduled for bookkeepers at the new Title 1 schools. If you missed the last session here is your opportunity to catch what you missed. Contact a Bookkeeping Coordinator to RSVP by July 20, 2017.

Wednesday, July 26, 2017	Portable 8A	8:00 – 11:30 PM
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The Title 1 PowerPoint and handouts from our first session are posted on the Finance website in the Bookkeeper Resources section.

Bank Statement Clarification

We have had many questions around these two types of transactions shown on your bank statements. They appear exactly as follows:

- **E P S:** This is an ACH credit for an NSF check from Envision
- **M P N:** This is the convenience fee from SchoolPay.

2016 – 2017 Year End Reports

Year End Reports along with applicable inventory forms are due by July 17, 2017. Please contact a bookkeeping coordinator if you need assistance.

Envision Parent Letter

If your school is assembling parent/student packets and wish to include the Envision Parent Letter, you can find the letter here: [Envision Parent Letter](#).

Envision Reports for Month End Reconciliation

We have seen multiple Envision reports attached to your Month End Reconciliation. When running your Envision report, please submit the "Check Status – Standard" report with your packet.

Transportation in Munis

As of July 1, 2017 you will no longer use TERMS for transportation requests. All transportation requests will be entered in Munis. A QSG link is provided for your convenience: [Fleet Service Requests \(Field Trips\)](#).

Payroll Report – Employee Inquiry

An employee payroll report needs to be generated before the payroll due dates to verify if any employees were paid that are inactive or on leave. Only the top portion of the QSG is completed for this report (See link below steps 1-5).

[Employee Inquiry - Employee Rosters, Leave Reports, and Accruals](#)

Once the list is generated, review the list and notify payroll if an employee appears on the list that is terminated or on leave.

Digital Ticketing

There is a new ticketing option approved by Purchasing to meet your athletic event ticketing needs. This new way of ticketing will minimize the amount of cash at the gate, minimize lines, and help track and reconcile ticket sales.

*Huddle Tickets can provide:

- Free Digital Ticketing Platform
- Scanning and Non-Scanning Ticket Validation options
- Free Physical Tickets
- Ticket Sales Reporting accounts
- Does not require any extra hardware
- No cost to you.
- No WIFI needed.
- Visit www.huddletickets.com for more information

A packet is attached about the service and Griffin Pugh's contact information at Huddle Tickets.

*If your school signs up for an on-line ticketing account through Huddle Tickets, visitors will be able to purchase tickets online prior to the sporting events. At the event, the visitors will have an app on their phones that display the ticket. The ticket taker will just need to "swipe" on the visitor's phone for the school to get paid for the ticket sale. No equipment or app will be needed by the school.

Information will be exchanged with Griffin Pugh to allow for these on line purchases and for the ticket selling price to be deposited directly to the school's bank account.

This is an option, to be decided by your school principal and athletic director. If you have any questions or concerns about this process, please contact Matt Wicks @ ext. 42755 or mwicks@pasco.k12.fl.us.

Matt Wicks encourages all school Athletic Directors to reach out to Griffin Pugh at Huddle Tickets, in the next few weeks to get your ticketing accounts set up. His contact information is as follows:

Griffin Pugh

Director of Ticketing, Huddle Tickets

Office: 678-672-1727

Cell: 904-233-4706

gpugh@huddleinc.com