



# District Dollars and Sense

SEPTEMBER 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:

DeEtte Parrish  
x42264  
[dparrish@pasco.k12.fl.us](mailto:dparrish@pasco.k12.fl.us)

Carol Jugan  
x42445  
[cjugan@pasco.k12.fl.us](mailto:cjugan@pasco.k12.fl.us)

Sharon Trese  
x42261  
[strese@pasco.k12.fl.us](mailto:strese@pasco.k12.fl.us)

Michael Gonzalez  
x42073  
[mmgonzal@pasco.k12.fl.us](mailto:mmgonzal@pasco.k12.fl.us)

Accounting Manager  
Jayne Haire  
X42279  
[jhaire@pasco.k12.fl.us](mailto:jhaire@pasco.k12.fl.us)

Interim Director of Finance Services  
James Class  
x42176  
[jclass@pasco.k12.fl.us](mailto:jclass@pasco.k12.fl.us)

### **\*\*\*Fall District Bookkeeper Meeting – Save the Date\*\*\***

The Fall District Bookkeeper Meeting is scheduled for 11/15/2017 in Portable 8A. The time and agenda will be shared closer to the meeting date. Our goal is to produce a more successful meeting each time by listening to your feedback and recognizing what works well.

### **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:

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>
Tuesday, October 3, 2017	Contracts	<b>1:00 PM - 4:30 PM</b>
Thursday, October 5, 2017	Payroll	<b>1:00 PM - 4:30 PM</b>
Tuesday, October 17, 2017	Advanced Munis	<b>8:30 AM – 12:00 PM</b>
Thursday, October 19, 2017	Requisition Entry	<b>8:30 AM – 12:00 PM</b>
Tuesday, October 24, 2017	Work Orders	<b>8:30 AM – 12:00 PM</b>
Thursday, October 26, 2017	Budget Amendments/P-Cards	<b>1:00 PM - 4:30 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.


### **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 transition between fiscal years and will continue until Finance closes the current fiscal year (around the end of 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.**

### **P-Card purchases description field – School & District**

When managing your P-Cards remember to ***always*** change the charge description data box shown below from the random number assigned by the vendor to a description of your charge when coding transactions to **district funds**.

Transaction		
Munis Transaction ID	233159	 Notes
Card holder for transaction	[REDACTED]	
Vendor	31089 ...	Office Depot Inc
Charge description	2442827434001	

Transaction		
Munis Transaction ID	233159	 Notes
Card holder for transaction	[REDACTED]	
Vendor	31089 ...	Office Depot Inc
Charge description	Stapler, staples for Principal's Secretary	