



School Dollars and \$ense

SEPTEMBER 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:

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*****Fall School Bookkeeper Meeting – Save the Date*****

The Fall School Bookkeeper Meeting is scheduled for 11/9/2017 in the new Oak Room in Building 2. 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	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:

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
Tuesday, October 3, 2017	Contracts	1:00 PM - 4:30 PM
Thursday, October 5, 2017	Payroll	1:00 PM - 4:30 PM
Tuesday, October 17, 2017	Advanced Munis	8:30 AM – 12:00 PM
Thursday, October 19, 2017	Requisition Entry	8:30 AM – 12:00 PM
Tuesday, October 24, 2017	Work Orders	8:30 AM – 12:00 PM
Thursday, October 26, 2017	Budget Amendments/P-Cards	1:00 PM - 4:30 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, September 12, 2017	Finance Conference Room	8:30 AM – 12:00 PM
Tuesday, October 3, 2017	Finance Conference Room	8:30 AM – 12:00 PM
Tuesday, October 10, 2017	Finance Conference Room	8:30 AM – 12:00 PM
Tuesday, November 7, 2017	Finance Conference Room	8:30 AM – 12:00 PM
Tuesday, November 14, 2017	Finance Conference Room	8:30 AM – 12:00 PM
Tuesday, December 5, 2017	Finance Conference Room	8:30 AM – 12:00 PM
Tuesday, December 12, 2017	Finance Conference Room	8:30 AM – 12:00 PM

Athletics Payable/Band Payable

Reminder: Monies collected for Band Payable and Athletics Payable are due by September 30th. Please send supporting documentation along with your payment.

Invoice Date Field When Creating Disbursements

When creating a disbursement in Munis, the invoice field is now requiring a unique naming convention, i.e. date/number. The system will no longer allow repeats for that vendor.

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.**

Payroll Report – Due From Internal Funds (Due to District)

A report is available to view Payroll - Due From Internal Funds. This report can be used to monitor the correct amount has been processed from your internal funds for existing employees, and to ensure that employees on unpaid leave or terminated have not been paid. The link is found below for your convenience.

[Payroll - Due From Internal Funds](#)

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**. Continue to follow the QSG suggestion regarding changing the charge description when coding transactions to *Due From Internal Funds*.

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

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

Reports A & B

Reports A & B needed for Month End Reconciliation are still not functioning properly at this time. We expect that Reports A & B will be functioning properly when it is time to balance September therefore plan to include these reports with your September month end packet. If this is not the case, we will let you know later in the month.

Student Fee Management Activity 900111

This school year the Board approved an increase of \$3 to the General Fee which all schools were instructed to receipt into the new *Student Fee Management Activity* (900111). This amount will be used to offset the cost of the new ACORN system for school's student fee management. All schools are asked to disburse the balance of this activity to the District using Action Code 5730XXXX by October 1, 2017. If you have any questions, please contact one of the Bookkeeping Coordinators.

Transportation Request Estimated Cost Now Available in Munis

Bookkeepers can now view a report that will display the estimated cost for transportation. We recommend that you view this once the request is in status 3 stage.

Munis Navigation

Munis>Financials>Work Orders, Fleet and Facilities>Fleet>Inquiries and Reports>Statistics >Estimated Field Trip Cost

Workflow for Transportation Requests (Administrator Approval)

The administrators now have workflow approval for transportation requests meaning that Principal/Administrator approval is required in Munis. If using the Music Transportation project approval from Tom Viking is required.