

DISTRICT MONTHLY CHECK UP



August 19, 2015

Reminders

- AP Timelines
 - ▣ Warrants are cut and mailed every Tuesday
 - ▣ Warrant run includes all ad hoc payments submitted with signed transmittal received in B&F by Monday
 - ▣ Accounting dates for imports are based on import date, not date on imported file

- TC74/Disbursement Requests
 - ▣ Send to PCTreasury with completed template attached
 - ▣ Do not email or cc individuals
 - ▣ Include nature of the request in the subject line (Transfer, Deposit, Investment, etc)
 - ▣ Do not send old TC74 forms, only new templates will be accepted

Reminders

- Period Close
 - Notification will be posted on Portal Home Page (target is 10th of each month)
 - Tax Collection reports are available on Portal Reports page
 - Investment/Debt Reports are sent via email
 - School Reports are sent via email

Cash Transaction Forms

- ❑ Old forms will no longer accepted for the following transactions:
 - ❑ Ad Hoc Bank Transactions (formerly DJV)
 - ❑ Cash Sale Transactions (formerly MTAR)
- ❑ Contact ***PCTreasury@co.pierce.wa.us*** for new forms if needed

MTAR/Cash Sale Forms

DJV/Ad Hoc Bank Transaction Form



What's Ahead?

- Fall Update to v25
 - ▣ Production delivery September 12
 - ▣ Details will be covered in September Web Ex
- V25 Testing Opportunity
 - ▣ Email Jennifer (jwhitta@co.pierce.wa.us) if you are interested in testing the new version
 - ▣ Thurs, Aug 27 @ 8:30
- September Web Ex – **DATE CHANGE**
 - ▣ Wed, Sept 9 @ 2:00

Questions???