

Finance Talk

Finance Staff:

Trish Davidson
Finance Director
(804) 722-8720

- * CIP
- * Budget
- * Debt Management

Becky Hicks
Dep. Finance Director
(804) 722-8719

- * Financials
- * Reporting
- * Benefits

Leigh Primmer
Procurement Officer
(804) 722-8715

- * Purchasing
- * Surplus
- * Cell Phones

*Prince George County Finance received the
Distinguished Budget
Presentation Award
– 2nd year in a row*



Munis Updates

Munis has been upgraded - our current version is now 9.4.

Use the following link to make sure you are logging into the latest version:

<http://aspdashboard.tylertech.com>

For assistance with printing reports in Munis, contact Jami (804) 722-8711

Once logged into Munis, follow these steps for printing your year to date budget reports:

1. YTD Budget Report
2. Seg Find
3. Select your department
4. Report Options
5. Print Options yr/period
6. Additional options
7. Select from yr/per to yr/per
8. Green check
9. Ok
10. Close report options
11. Select PDF or Export to Excel

Employee Self Service (ESS)

Employee Self Service, or ESS for short, is up and running. With ESS, employees can have access to payroll related functions and information right at their fingertips.

ESS can be accessed by going to the County's intranet page and choosing the Employee Self Serve option (right by Tyler Munis ASP). Once ESS opens you must log in with the username and

password you were given. Once in ESS, employees can enter time worked, have access to all leave balances and W-2 information is available for viewing and/or printing. You can change W-4 information and view and/or print a copy of your pay advices.

Not all departments have started ESS to date, but additional departments are being added each

payday. If your department is not yet set up, it will be available in the near future.

For questions regarding ESS, please contact the Finance office at (804) 722-8710.

Jami Engel

Accountant Senior

(804) 722-8711

* Accounting

* Budget

Jeannie Hargrave

Accounting Clerk

(804) 722-8714

* Accounts Payable

Ann Daniel

Payroll Specialist

(804) 722-8716

* Payroll

The real measure of your wealth is how much you'd be worth if you lost all your money.

~Author Unknown

If you think nobody cares if you're alive, try missing a couple of car payments.

~Earl Wilson

Procurement

Purchasing has been progressing in Munis since July. All requisitions for goods and services are now being entered through Munis. Purchase orders are then generated and distributed for purchase.

Important points to remember when entering a requisition in Munis: If the purchase required quotes, make sure quotes

are scanned in and attached to the Munis requisition. This will eliminate requisitions being rejected or being put on hold. Other requisitions which should have documentation attached include purchases being made from State contracts and County contracts.

If you have questions regarding scanning and

how to attach documentation to requisitions, or about which requisitions may require documentation, please call Leigh Primmer at (804) 722-8715.

REMINDER: When submitting invoices which are associated with a purchase order – always attach a copy of the purchase order to the invoice

Budget Update

The FY '14 budget is underway! The County Administrator has submitted the budget proposal to the Board of Supervisors and budget work sessions are in process. The proposed budget is available on-line at

<http://www.princegeorgeva.org/Index.aspx?page=18&recordid=2332&returnURL=%2findex.aspx>

Important dates for the budget are:

Tax Rate Public Hearing and Adoption
Budget/CIP Public Hearing
Budget/CIP Adoption

April 9th
April 23rd
May 14th

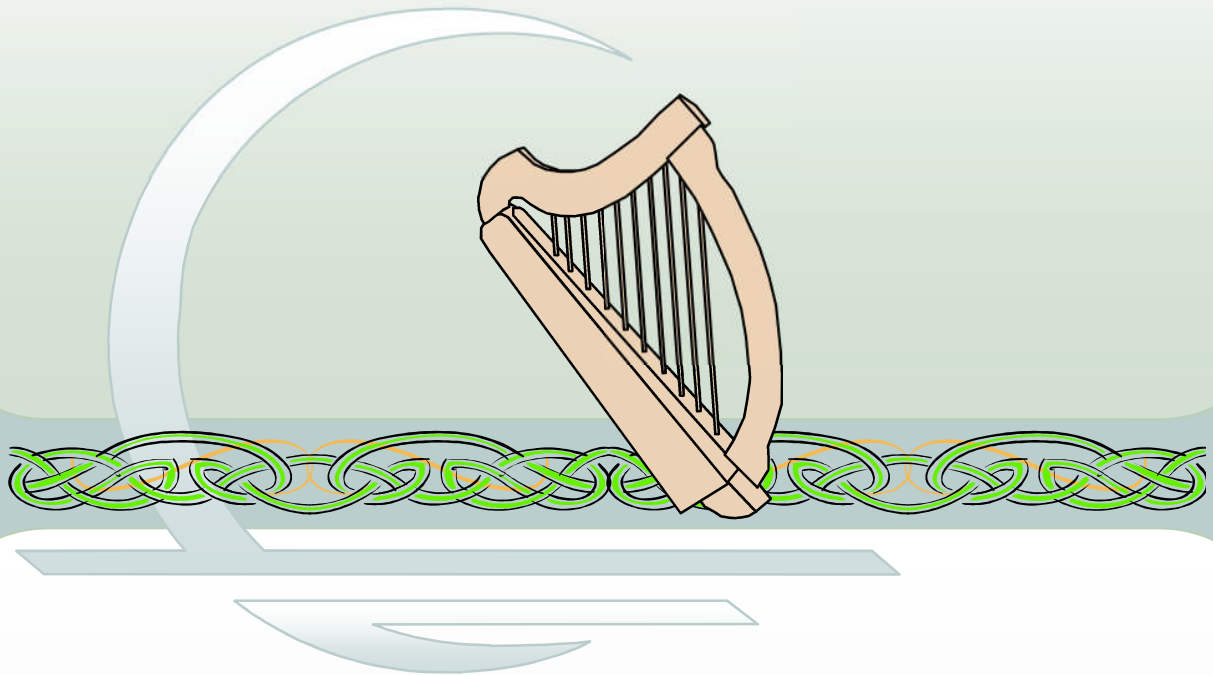
Six Month Work Plan Highlights

- \$ Prepare FY '14 budget document for Board of Supervisors
- \$ Complete implementation of ESS
- \$ Payroll meetings with departments
- \$ Utility billing audit
- \$ Employee training (6 hours)
- \$ Internal controls review

Prince George Food Pantry



Help fill the box with green !



Shamrock the Box !

This month's theme has all to do with green. Help us fill the box with non-perishable 'green' items. Use your imagination - green beans, green peas, green jello, green pudding, green boxes and packages, or green as in organic. As mentioned before donations of peanut butter, tuna and breakfast cereals (Lucky Charms) are always needed. Thanks to all of those who donated in February. With your donations, we were able to deliver 2 bags of food to the food pantry.



Thanks !
PG Finance Office