

# BUSINESS & FINANCE

## Monthly Newsletter

JULY  
2021

### HIGHLIGHTS

Credit Cards | Activity Funds | EOY Closeout | Object Codes | E-procurement | Vendors

### FRONTLINE IS HERE!

Frontline launched July 1st district-wide. We are excited to bring you a more streamlined, user-friendly experience. We know that anytime there is a major change it comes with challenges, and we thank you for your patience as we work to resolve them as quickly as possible. Please reach out to us for any training or questions you may have, including technical/account-related issues.

Now that the first phase is wrapping up, we are gearing up to move payroll and timeclock services over to Frontline. Keep an eye out for communication from our office regarding dates and further instructions.



### ACCOUNTING

#### Credit Cards

Credit Card check out time: 9:00 AM - 2:00 PM. The card may only be checked out for two hours.

#### 461/865 Funds

We are working on reconciling ending balances for 461 and 865 funds. Budgets for activity funds have not been uploaded into Frontline. If you need to create a shopping cart using these funds, please contact Rachel Gomez or Jason Martinez with the activity fund account code so we can upload the budget.

#### EISD Paper Warehouse

If you are ordering copy paper, please send the PO to Leonor Gutierrez so she can process and schedule the delivery.



### ACCOUNTS PAYABLE

#### EOY Closeout **REMINDER**

All invoices due to Accounts Payable no later than EOB Friday, July 30th for purchases made/received in the 2020-2021 school year. To receive, please sign and include the PO# and date items were received. Invoices not submitted/received will be charged to your 2021-2022 budget.

#### HEB Cards

HEB Cards can now be picked up from the Accounts Payable department.

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### PURCHASING


#### Object Codes 6395 and 6396

Separate requisitions will be required for purchases using object codes 6395 or 6396. Please do not combine them with general supplies, misc. expenses, etc. Items ordered under 6395 must be delivered to the warehouse, and 6396 must be delivered to technology to be properly accounted for and asset tagged, and separate PO's will help ensure the proper processing of these items.

#### E-Procurement

Office Depot has two options for "order from." Select the "eP" option for e-procurement. The "P" selection is for special orders only.

Vendor: ★ OFFICE DEPOT, INC. (4513) 

Order From: ★ (eP) OFFICE DEPOT, INC. - P.O. BOX 660113, BOCA RATON, FL, 75266 

#### Category Codes

To add a category code to a vendor, contact Sonia Escalante or Ashley Martinez.

#### Account Object Codes

For each requisition, the category code should match your account object code. For example, if your account object code is 6395, your category code should start with 6395.

#### Purchasing Questions

The Assistant Business Manager- Purchasing position is vacant. For questions that would normally go to the Assistant Business Manager, please contact Mr. Keubke until further notice.

#### Vendor not Listed?

Many of the vendors in Ascender had outdated information. If your vendor is not listed in Frontline, check with Purchasing to see if updated information is needed. If so, you will need to have them fill out the New Vendor Packet and complete "New Vendor Setup" in frontline.



### TRAINING & RESOURCES

Please contact George Padilla or Rachel Gomez for any training needs.