

BUSINESS & FINANCE

MONTHLY NEWSLETTER

APRIL
2022

HIGHLIGHTS

BUDGET UPDATE | RECEIVING | CREDIT CARD RECONCILIATION | TIMECARDS | PO DEADLINE | EOY | TRAVEL | CAMPUS CASH RECIEPTS



ACCOUNTING

2022-2023 Budget Update

We will be sending out a training schedule shortly on Budgeting for next year. Please make sure to attend one of the training sessions as the process is different in Frontline.



ACCOUNTS PAYABLE

Receiving

If you have physically received your items, please complete receiving in Frontline for traditional requisitions.

REMINER

Packing Slip/Invoice

Do not enter the packing slip or invoice number when receiving your items in the "Receive" entry point. Accounts Payable is unable to make edits and it delays payment to vendor.

Credit Card Reconciliation

Please send all credit card reconciliations to accounts.payable@eisd.net. Please make sure that you have submitted Jan-March by April 11, 2022. If you are not able to access your account statements, please contact karen.mcinvale@eisd.net.



PAYROLL

Time Cards

Editors must build time cards daily and confirm time cards are approved every Monday by 1pm. Editors can not leave errors or it will prevent payment to the employee.

Absences

Ensure all absences are entered into Absence Management. Encourage your staff to enter their absences into Absence Management by calling 1-800-942-3767 or using the website. Additional Payroll resources are located on the Training & Resources department page of eisd.net.



PURCHASING

PO Deadline Extended

We have extended the PO deadline due to issues ordering from some vendors. The deadline for all PO's to be entered is now April 14, 2022. This is for all funds except 461,499 and 865.



PURCHASING CONT'D

Requisition Details

- Please make sure that your category matches the object code you are using when entering your requisition.
- All requisitions must have the coop#/contract# listed in the special instructions. If there is no contract, enter no contract, and attach the three quotes to the requisition if applicable.
- If a requisition is returned to you to change, make sure to resubmit every line of the requisition. They need to be submitted one by one.



STATE & FEDERAL PROGRAMS

End of Year

Many vendors have long lead times and you want to make sure the items are received for this year. Verify with the vendor that they can deliver by June 30th. Please note the April 14th PO deadline includes Federal Funds.

Requisition Notes

Please make sure that the Campus Improvement Plan/Department Improvement Plan and justification are clearly entered in the requisition.



TRAINING & RESOURCES

2022 In-District Mileage

The 2022 In-District Mileage Form is on the district website [here](#). It is located under "Forms" on the Training Page. Please use this form for mileage reimbursement from January 1, 2022-present.

Travel: Hotels

All travelers must present a completed Texas Hotel Occupancy Tax Exemption Certificate to the hotel upon check-in to claim exemption from hotel state tax. If state taxes are included in your hotel receipt, contact the hotel to remove state taxes and request an updated receipt. Please note: There are times you will pay a city tax, but we are state-tax exempt.

When making a reservation, please ask for the government rate. This is typically lower than the conference rate, and you can book the lower of the two rates.

Travel: Expense Reports

Expense Reports must be completed for each travel request within five day of return. The expense will not post to the general ledger until an expense report is approved.

Campus Cash Receipt

All Campuses must use "Campus Cash Receipt" entry point in Frontline for 461 and 865 fund deposits. Please contact the training department if you do not see your account number listed to deposit.