BUSINESS & FINANCE

MONTHLY NEWSLETTER

HIGHLIGHTS

CREDITS | ABSENCES | ELECTRONIC PURCHASES | CLOSEOUT TRAINING | MISSING ITEMS

ACCOUNTS PAYABLE

PO Search
Please review "Purchase Order Search" report to ensure July-March purchase orders have been paid and closed except for blanket purchase orders.

Credits
If you have been issued a credit by a vendor, please submit the invoice or credit memo to accounts.payable@eisd.net and include the original invoice number that it should be applied to. Credits are not automatically applied to accounts.

PAYROLL

Welcome
We would like to welcome Angela Moreno to the Payroll Department. She will be handling bi-weekly and substitutes payroll.

Time Cards
Editors must build time cards daily and confirm time cards are approved every Monday by 1pm. Editors cannot 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

Shipping/Freight Charges
Please ensure shipping/freight charges are on both the quote and requisition.

6396- Technology Purchases
Please make sure that your purchases containing object code 6396 have Warehouse as the ship-to address. They need to be asset tagged before Technology can prep the devices for use. Failure to do so will delay the use of the devices you are purchasing as Technology will not be able to add them to the configuration/setup queue until they physically receive the item.

TRAINING & RESOURCES

Closeout Training Dates
Please reach out to business.training@eisd.net to schedule your appointment. New dates have been added- June 1st, 2nd, 8th and 9th. There are two sessions per day available, and two employees per session.

EDGEWOOD
INDEPENDENT SCHOOL DISTRICT
San Antonio
PROFESSIONALISM • ACCOUNTABILITY • COMMUNICATION

TRAINING & RESOURCES CONT'D

Expense Reports

Please complete an Expense Report for all approved travel requests. Proof of attendance documentation is required. Proof can be photos taken, badges, handouts received, etc. You can upload these into the registration area of the Expense Report.

Missing Items

If any items are missing from an order you placed, please contact the vendor immediately. If you have issues making contact with the vendor, or resolving the missing items, please contact business.training@eisd.net. Please also make sure that the line item is not received in Frontline if the item was not physically received. For Office Depot orders, please call 1-888-263-3423. You will need your PO# and the Office Depot account number (we have both 88209190 or 88223028).

Notifications

Laserfiche- Please note that notifications no longer go out from Laserfiche. If you have submitted a form, no one in the approval path will receive the notification that your form is pending, and you may need to follow up with them.

Frontline- Please check the 🔔 notification icon located at the top right of your screen in Frontline for all notifications. Users do not receive email notifications for each item in their workflows for approval, but they are in the notification section of Frontline.

Returned Requisitions Not Resubmitted

Please follow the below process regularly throughout the year.

1. Under status select "Not Approved with a predefined reason." Then Search.
2. Right Click on the list and select "Save as Excel."
3. Send the list to business.training@eisd.net requesting the requisitions you want to be voided.

*These items are staying as an encumbrance until the requisition is either resubmitted or voided. Please also do this for Blanket Requisitions.

WE WILL VOID ALL RETURNED REQUISITIONS NOT RESUBMITTED CURRENTLY IN FRONTLINE UNLESS THE TRAINING DEPARTMENT RECEIVES AN EMAIL BY 5/20/22.