

Back to School Finance Training Q&A 7.26.23

Q: All secretaries in the admin building will be Districtwide August 4th. Will the initial finance training be recorded as we have a secretary that the asst sup wants her to attend?

A: That training will be in-person and not on Zoom. The next opportunity will be on Sept 7th

Q: Are we going to have a separate budget for Smart tags?

A: No

Q: Since this report is similar to budget query, that means the pre-encumbered is not reflected correct?

A: If you check the Include Pre-encumbrances it will reflect them on the report.

Q: For Sam's, the instructions say to add \$1 for whichever line you're not actually purchasing anything for...that's still in the instructions I just pulled up

A: Follow the instructions on the purchasing website. Do not add a line for shipping for Sam's orders

Q: Amazon

A: Legally, Amazon is only available for use through a Purchase Order.

Q: Can we talk about fundraising?

A: The link for the Fundraiser Open Office Hours video that Blair discussed is on the Finance Training Website

Q: What is the positive pay website link?

A: You can also go to Woodforest.com and select positive pay from the drop down.

Q: Do we follow this same process when traveling for field trips?

A: Requesting buses for field trips through Transportation is a separate item not managed by Travel

Q: I missed the screen that talked about what day the checks are done for Travel...sorry...is that still Thursdays?

A: Yes

Q: For new secretaries...is there a difference between an "Awarded" and an "Approved" vendor?

A: Yes, there is a difference between the two. An "Awarded" vendor is one that has a contract in place that we can utilize to purchase goods/service through. An "Approved" vendor means we have enough information in eFinance that we can pay them. An "Approved" vendor does not have a contract in place for us to purchase against and we cannot use them.

Q: Where in eduphoria do you find the access request forms?

A: Formspace>Submit New Form located in the bottom left hand side of your screen

Q: How would I handle coaches working summer camps and submitting time sheets for work prior to their hire date.

A: New hire teachers have a start date of 7/25 this year in order to accommodate payment for new teacher orientation. If you are needing to submit payment through supplemental pay for a date prior to this, yes, the hire date will need to be amended through Human Resources. The supplemental pay cannot be paid prior to the first check in the employee's check cycle (9/1 for 187-day teachers).

Q: Are the budget clerks able to pick up the travel cards or does the employee have to do it?

A: Yes, budget clerks will be able to pick up cards just like they would checks. They are signed out by whomever picks it up. We'll discuss further in the August open hours.

Q: If a new hire completed a training on July 11, can their start date be amended to this date so they can be paid for it?

A: New hire teachers have a start date of 7/25 this year in order to accommodate payment for new teacher orientation. If you are needing to submit payment through supplemental pay for a date prior to this, yes, the hire date will need to be amended through Human Resources. The supplemental pay cannot be paid prior to the first check in the employee's check cycle (9/1 for 187-day teachers).

Q: This year we also have paras that are brand new but were asked by the campus principal to attend a CPI course during the summer - but how do we pay them?

A: Paraprofessional are paid out of Kronos and they cannot punch in and out of Kronos prior to their hire date and they cannot have an early start date. If this has already happened, please send me an email with the dates and the name of the new para

Q: Question for Payroll? The missing punch forms previously were filled with the employee's file, so I kept doing that this pass year. So should I pull them out and file them with the correct pay period for the 22-23 year. I know for this upcoming year I will keep it with payroll.

A: You can decide what works best for you. We just require that you retain all back-up documentation on your campus according to record retention timelines.

Q: In regards to the travel card. Are we able to make the reservation with the travel card to hold the hotel rooms?

A: No. Reservations are still made by the employee.

Q: Can you please explain who gets notified when a "Needs Correction" get assigned on a purchase requisition?

A: Routs the requisition back to the submitter for corrections.

Q: Different types of reports to run in efinance

A: Check the eFinance Plus section on the training website or contact Janith Stowers with questions.

Q: Share spreadsheets/processes campuses use for keeping track of all purchase requests and accounting for all materials

A: Each campus has their own process. Reach out to a neighboring campus and ask.

Q: Can we get a Commodity Code created for Flowers?

A: There is a commodity code (275-010 CTE: Floral Design Supplies & Equipment) available. If purchased for other reasons, commodity 600-008 Decorations should be used.

Q: Are there any suggestions for best practices when split funding a requisition? Especially when one of the fund sources is federal. When should this occur? Who sees the requisition for approval, etc?

A: Split funding requisitions is allowable, however be mindful of how the routing on the requisition may be impacted. All those in the approval process must have access to all budgets being used on the requisition.

Q: Are there new travel guidelines for travel?

A: Travel guidelines can be found on the Travel website.

Q: I have heard that the teacher will be responsible to go to the district office to pick up a debit card for hotel charges and will have to bring the card back to the district office after the travel is complete. Is that correct? In the past, I have picked up checks for teacher when they were not able to get to the district office during the workday. Will this still be possible with the debit cards? Can I return the cards for them?

A: Yes, it will follow a similar process as in place now with picking up checks. The person picking up the card will have to sign it out (either for his/her self or on behalf of the employee). The card is required to be returned in person after the travel is complete.