


# Document Attachments

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# Document Attachments

The Document Attachments feature allows you to upload and view documents by application, school year, folder, and document type. **This feature is not available in all districts.**

If you are logged on as a user assigned to a Document Attachments-enabled role, the **Documents** button is displayed on various pages in the TxEIS Business system. If a document is attached, the **Documents** button displays a note icon.

If you have full access, you can upload and download files. If you have read-only access, you can download existing files, but you cannot upload files.

If you are logged on with a role that does *not* have security access to Document Attachments, the **Documents** button is *not* displayed on any pages.

Document Attachment-enabled pages

| Application | Menu | Folder | Document Type |
|---|---|---|---|
| Accounts Receivable | Tables > Customer Information | Customers | Other |
| Accounts Receivable | Maintenance > Create/Modify Invoice | Invoices | Invoices |
| Accounts Receivable | Maintenance > Invoice Approval | Invoices | Invoices |
| Accounts Receivable | Maintenance > Invoice Voids/Adjustments (read-only) | Invoices | Invoices |
| Accounts Receivable | Maintenance > Invoice Inquiry/Customer Notes > Inquiry | Invoices | Invoices |
| Accounts Receivable | Maintenance > Invoice Status Inquiry (read-only) | Invoices | Invoices |
| Asset Management | Maintenance > Inventory Maintenance | Asset | Other, Warranty |
| Bank Reconciliation | Maintenance > Bank Reconciliation | Reconciliation | Reconciliation |
| Finance | Maintenance > Vendor Information | Vendor<br><br><br><br><br><br><br>Vendor Catalog | Bid<br>Contract<br>Other<br>Quote<br>Setup Form<br>Sole Source<br>W-9<br><br>Catalog |
| Finance | Maintenance > Postings > Journal Budget | Journal Entry | Journal Entry |
| Finance | Maintenance > Postings > Journal Inquiry | Journal Entry | Journal Entry |
| Finance | Maintenance > Postings > Purchase Order | Encumbrances | Encumbrances |

| Application | Menu | Folder | Document Type |
|---|---|---|---|
| Finance | Maintenance > Postings > Cash Receipt | Cash Receipt | Cash Receipt |
| Finance | Maintenance > Postings > Credit Memo | Invoices | Invoices |
| Finance | Maintenance > Postings > Check Processing - PA | Invoices | Invoices |
| Finance | Maintenance > Postings > Check Processing - PO | Invoices | Invoices |
| Finance | Maintenance > Postings > Journal Actual | Journal Entry | Journal Entry |
| Finance | Maintenance > Pending Payables | Purchasing - Requisition<br><br>Finance - Invoices | Purchasing - Receiving<br><br>Finance - Invoices |
| Finance | Maintenance > Credit Card > Posting - PA | Invoices | Invoices |
| Finance | Maintenance > Credit Card > Posting - PO | Invoices | Invoices |
| Finance | Inquiry > GL Inquiry > GL Inquiry (read-only) | Accounts Receivable - Invoices<br><br>Finance - Journal Entry<br>Finance - Encumbrances<br>Finance - Cash Receipt<br>Finance - Invoices<br><br>Purchasing - Requisition | Accounts Receivable - Invoices<br><br>Finance - Journal Entry<br>Finance - Encumbrances<br>Finance - Cash Receipt<br>Finance - Invoices<br><br>Purchasing - Receiving |
| Finance | Inquiry > Vendor Inquiry > Vendor PO Inquiry (read-only) | Encumbrances | Encumbrances |
| Finance | Inquiry > Vendor Inquiry > Vendor Payment Inquiry (read-only) | Invoices | Invoices |
| Finance | Inquiry > Travel Reimbursement Inquiry (read-only) | TRVL | Other |
| Finance | Budget Amendment > Budget Amendment Maintenance | BAR | Other |
| Finance | Budget Amendment > Approve Budget Amendment | BAR | Other |
| Finance | Budget Amendment > Budget Amendment Inquiry (read-only) | BAR | Other |
| Grants and Projects | Maintenance > Member Grants > Grant Maintenance | NOGA | Other |
| Grants and Projects | Maintenance > Member Grants > Object Maintenance | NOGA | Other |
| Grants and Projects | Maintenance > Approval Dashboard | Budget<br><br>Reimburse | Other<br><br>Other |

| Application | Menu | Folder | Document Type |
|---|---|---|---|
| Personnel | Maintenance > Staff Demo > Demographic Information | Demographic | Application, Driver License, I-9, Other, Resume, SSN Card |
| Personnel | Maintenance > Staff Demo > Credentials | Credentials | Certification, Education |
| Personnel | Maintenance > Staff Demo > Verification | Verification | Contract, Signed Agreement |
| Personnel | Maintenance > Staff Demo > Service Record | Service Record | Service Record |
| Payroll | Maintenance > Staff Job/Pay Data | Payroll | Deduction, Other, W-4 |
| Payroll | Maintenance > Leave Account Transaction > Staff Leave Maint | Leave | Leave |
| Payroll | Maintenance > Leave Account Transaction > Leave Adjustment | Leave | Leave |
| Payroll | Maintenance > Leave Account Transaction > Employee Substitute | Leave | Leave |
| Purchasing | Maintenance > Vendor Order Addresses (read-only) | Requisition | Supporting Forms, Vendor Documents |
| Purchasing | Maintenance > Create/Modify Requisition Vendor Directory (read-only) | Requisition | Supporting Forms, Vendor Documents |
| Purchasing | Maintenance > Create/Modify Requisition | Requisition | Supporting Forms, Vendor Documents |
| Purchasing | Maintenance > Create/Modify Contract Requisition | Requisition | Supporting Forms, Vendor Documents |
| Purchasing | Maintenance > Approve Requisition | Requisition | Supporting Forms, Vendor Documents |
| Purchasing | Maintenance > Bundle Requisitions (read-only) | Requisition | Supporting Forms, Vendor Documents |
| Purchasing | Maintenance > Receiving | Receiving | Receiving Invoice |
| Purchasing | Inquiry > Requisition Status Inquiry | Requisition | Supporting Forms, Vendor Documents |
| Purchasing | Inquiry > Contract Requisition Status Inquiry | Requisition | Supporting Forms, Vendor Documents |
| Purchasing | Next Year > Maintenance > Create/Modify Requisition | Requisition | Supporting Forms, Vendor Documents |
| Purchasing | Next Year > Maintenance > Create/Modify Contract Requisition | Requisition | Supporting Forms, Vendor Documents |
| Purchasing | Next Year > Maintenance > Approve Requisition | Requisition | Supporting Forms, Vendor Documents |
| Warehouse | Maintenance > Inventory Maintenance | Items | Other |

List of permissible file types

| File Extension | Document Type |
|---|---|
| .doc | application/msword |
| .docx | application/vnd.openxmlformats-officedocument.wordprocessingml.document |

| File Extension | Document Type |
|---|---|
| .gif | image/gif |
| .jpeg | image/jpeg |
| .jpg | image/jpeg |
| .pdf | application/pdf |
| .png | image/png |
| .pps | application/vnd.ms-powerpoint |
| .ppt | application/vnd.ms-powerpoint |
| .pptx | application/vnd.openxmlformats-officedocument.presentationalml.presentation |
| .tif | image/tiff |
| .tiff | image/tiff |
| .txt | text/plain |
| .xls | application/vnd.ms-excel |
| .xlsx | application/vnd.openxmlformats-officedocument.spreadsheetml.sheet |

List of document types by application and folder

| Application | Folder | Document Type |
|---|---|---|
| Accounts Receivable | Customers | Other |
| Accounts Receivable | Invoices | Invoices |
| Asset Management | Asset | Other, Warranty |
| Bank Reconciliation | Reconciliation | Reconciliation |
| Finance | BAR | Other |
| Finance | Cash Receipt | Cash Receipt |
| Finance | Invoices | Invoices |
| Finance | Journal Entry | Journal Entry |
| Finance | Vendor | Bid Contract, Other, Quote, Set Up Form, Sole Source, W-9 |
| Finance | Vendor Catalog | Catalog |
| Finance | TRVL | Other |
| Grants and Projects | Budget | Other |
| Grants and Projects | NOGA | Other |
| Grants and Projects | Reimburse | Other |
| Payroll | Leave | Leave |
| Payroll | Payroll | Deduction, Other, W-4 |
| Personnel | Credentials | Certification, Education |
| Personnel | Demographic | Application, Driver License, I-9, Other, Resume, SSN Card |
| Personnel | Service Record | Service Record |
| Personnel | Verification | Contract, Signed Agreement |
| Purchasing | Receiving | Receiving Invoice |
| Purchasing | Requisition | Supporting Forms, Vendor Documents |
| Warehouse | Items | Other |

## Upload or view documents:

Under **Document List:**

| Field | Description |
|---|---|
| **Application** | The application you are currently logged on to is displayed (e.g., Finance). |
| **Folder** | Select the folder for which you want to view or attach a document.<br>Different types of documents must be uploaded to specific folders. Changing the folder will change the document type options in the **Select Type** field. |
| **Select School Year** | Select the school year for which you want to view documents. Student documents are stored by year. |

Existing documents are displayed according to specified criteria.

Under **Document Upload:**

| Field | Description |
|---|---|
| **Select File to Upload** | Click **Choose File**. Locate and select the document on your computer or network. The file name is displayed next to **Choose File**. |
| **Select Type** | Select the type of document you are uploading. The list varies according to your selection in the Folder field. |
| **Description** | Type an optional description of the document. |
| **Upload File** | Click to upload the file.<br>•<br>The document is listed in the **Document List** section.<br>•<br>The date-time stamp and user ID display the date and time the document was uploaded and the user ID of the user who uploaded the document. |

Any changes made in the Document Options window are saved when you close the window.

## Other Functions and Features:

| | |
|---|---|
| **Type** | Click the link in the **Type** column to download the file to your computer to view it. |
| **Choose File** | Click again to add another document, and repeat the steps for uploading a document. |
|  | Click to delete the document from the record. You are prompted to confirm that you want to delete the document. |

**NOTES**

- Deleted documents are not actually deleted from the Document Attachments server. You can retrieve deleted files using the Document Attachments File Recovery utility in District Administration.
- If a user deletes a requisition from the Purchasing > Maintenance > Create/Modify Requisition or Create/Modify Contract Requisition pages, the attached documents are deleted.
- Only users who are approvers can upload documents for a requisition on the Purchasing > Maintenance > Approve Requisition page.
- If a user uses the Purchasing > Utilities > Mass Delete Requisition Records page to delete requisitions, all associated document attachments are deleted.


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