My Accounts

Use the My Accounts entry point to view the accounts to which you have security access. For each account, you can view a period summary of account activity.

How To Access My Accounts-

1. Navigate to the Frontline Home Page and search for "My Account".

2. Select the My Accounts link.

My Accounts

My Accounts

The Account Detail tab will be displayed.

My Accounts

Account Detail   Account Transactions

Fiscal Year: ★ 2022 ▼

Account Number: Fund Func Obj SubObj Org PIC Local Year Owner

Acct String:

✔ Display Accounts with no budget and no activity

☐ Hide Accounts with no budget and no activity

🔍 **Search**   ☐ Load All

Select the Fiscal Year from the drop-down list.

My Accounts

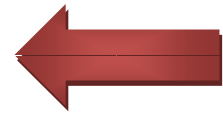**Account Detail**   Account Transactions

Fiscal Year: ★ 2022

Account Number:

Fund   Func   Obj   SubObj   Org   PIC   Local   Year   Owner

Acct String:

✔ Display Accounts with no budget and no activity

☐ Hide Accounts with no budget and no activity

To narrow your search results to show only those accounts that your campus is responsible for, complete **both** of the following items:

- **Account Number:** Fill in Fund, Object (6***), Year boxes
- **Owner:** Enter a budget owner code (school/campus #).

Select whether to display accounts with no budget and no activity.

Click the **Search** Button. Results matching your search criteria are displayed on the tab, as shown below.

Select an account and click the View Period Summary button. The period Summary tab is displayed.

Period Summary

Budget String: 199-41-6399-000-727-99-000000   2022   Account Name: General Supplies

☰ Period Summary   12 Records ▼

	Period	Adopted Budget	Beginning Transactions	Amendments	Unapproved Journal Entries	Amended Budget	Budget Encumbrance	Encumbrance	Transactions	Balance
+	September	15,000.00	0.00	0.00	0.00	15,000.00	0.00	2,000.00	0.00	13,000.00
+	October			0.00	0.00	15,000.00	0.00	0.00	44.90	12,955.10
+	November			0.00	0.00	15,000.00	0.00	0.00	204.73	12,750.37
+	December			0.00	0.00	15,000.00	0.00	0.00	2,157.99	10,592.38
+	January			0.00	0.00	15,000.00	0.00	0.00	0.00	10,592.38
+	February			-3,061.00	0.00	11,939.00	0.00	0.00	1,010.80	6,520.58
+	March			-168.00	0.00	11,771.00	0.00	0.00	1,419.81	4,932.77
+	April			-1,272.00	0.00	10,499.00	0.00	102.65	521.23	3,036.89
+	May			0.00	0.00	10,499.00	0.00	950.58	0.00	2,086.31
+	June			0.00	0.00	10,499.00	0.00	0.00	0.00	2,086.31
+	July			0.00	0.00	10,499.00	0.00	0.00	0.00	2,086.31
+	August			0.00	0.00	10,499.00	0.00	0.00	0.00	2,086.31
		15,000.00	0.00	-4,501.00	0.00	10,499.00	0.00	3,053.23	5,359.46	

↩ Back

☰ GL Accounts for Budget   1 Record ▼

Account Number	Owner	Year	Account Name	Unapproved Journal Entries	Ledger Encumbrances	Beginning Transactions	Transactions
199-41-6399-000-727-99-000000	727	2022	General Supplies	0.00	3,053.23	0.00	5,359.46
				0.00			

Sync Accounts

Wanting an excel document? Right click on the "+" sign or anywhere on the line you are needing an excel file.

If the amount in the Amendments, Encumbrance, or Transactions column is a link, you can drill down for more details about the amount. Click the link to display the Period Detail tab. A Period Detail tab with transactions Detail is shown below.

Budget String: 199-41-6399-000-727-99-000000	2022		Account Name: General Supplies		Month: March

≡ Period Detail				1 Record ▼
Date	**Source System**	**Source ID**	**Amount**	
03-04-2022	Budget Change Request		2917	-$168.00

↩ **Back**

Click the **Back** Button to return to the Period Summary Tab.

Click the **Back** button to close the Period Summary tab and return to the Account Detail Tab.

	FRONTLINE PROCEDURES Pasadena ISD	ENTRY POINT: My Accounts
	DATE DEVELOPED: 08/05/22 **REVISED DATE:**	
	SUBJECT: **My Accounts**	

How to Access Account Transactions:

In "My Accounts" click on the tab "Account Transactions"

- It will take you to the "Account Transactions Report" screen

- Enter "Begin Date" and "End Date"
- Enter the account string that you want to check all the transactions on
- Click "Search"

This shows you all transactions for that object code for the time frame you entered or you can narrow that down by clicking Expense or Revenue in the "Type" section above

When you have requested encumbrances closed or changed or any other items may have changed, but the "My Accounts" has not updated automatically like it should.

1. Go to the "View Period Summary".

2. This will take you to the below screen, then click on the "Sync Accounts" button below.

Questions?

Click on the "?" at the top right of your Home Page to get directions for any application you are trying to navigate.