

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

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.



The Account Detail tab will be displayed.

A screenshot of the 'My Accounts' application interface. At the top, there are two tabs: 'Account Detail' (highlighted with a red box) and 'Account Transactions'. Below the tabs, there is a 'Fiscal Year' dropdown menu set to '2022'. Underneath, there is a form for 'Account Number' with fields for Fund, Func, Obj, SubObj, Org, PIC, Local, Year, and Owner. Below this is an 'Acct String' input field. There are two checkboxes: 'Display Accounts with no budget and no activity' (checked) and 'Hide Accounts with no budget and no activity' (unchecked). At the bottom left, there is a blue 'Search' button and a 'Load All' checkbox.


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Select the Fiscal Year from the drop-down list.

My Accounts

Account Detail

Account Transactions

Fiscal Year: ★ 2022 

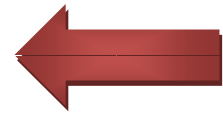
Account Number:	Fund	Func	Obj	SubObj	Org	PIC	Local	Year	Owner
Acct String: <input style="width: 100%;" type="text"/>	<input style="width: 30px;" type="text"/>	-	<input style="width: 30px;" type="text"/>	-	<input style="width: 30px;" type="text"/>	-	<input style="width: 30px;" type="text"/>	-	<input style="width: 30px;" type="text"/>
	<input style="width: 30px;" type="text"/>	-	<input style="width: 30px;" type="text"/>	-	<input style="width: 30px;" type="text"/>	-	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>

Display Accounts with no budget and no activity
 Hide Accounts with no budget and no activity

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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.

My Accounts

Account Detail

Account Transactions

Fiscal Year: ★ 2022 ▼

Account Number:	Fund	Func	Obj	SubObj	Org	PIC	Local	Year	Owner
<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	▼	▼

Acct String:

Display Accounts with no budget and no activity
 Hide Accounts with no budget and no activity

Q Search

Load All

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

My Accounts

Account Detail | Account Transactions

Fiscal Year: ★ 2022

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

199 - - 6*** - - - - 2022 727 Budget Office

Acct String:

Display Accounts with no budget and no activity
 Hide Accounts with no budget and no activity

Search Load All

Results

	Account Number	Owner	Year	Account Name	Balance	Unapproved Journal Entries	Adopted Budget
+	199-41-6121-000-727-99-CDPAYS	727	2022	Extra-Duty Pay/Overtime - Support Personnel	0.19	0.00	0.00
+	199-41-6122-000-727-99-CDPAYS	727	2022	Substitute Support Personnel	5.50	0.00	2,000.00
+	199-41-6126-000-727-99-CDPAYS	727	2022	Part-Time & Temporary Salary Cost	0.00	0.00	500.00
+	199-41-6141-000-727-99-CDPAYS	727	2022	Medicare	1.74	0.00	45.00
+	199-41-6146-000-727-99-CDPAYS	727	2022	Teacher Retirement	40.10	0.00	0.00
+	199-41-6130-000-727-99-CDPAYS	727	2022	Other Education Service Center Services	0.00	0.00	0.00

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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.

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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
<div style="background-color: #0056b3; color: white; padding: 5px; display: inline-block;"> Back </div>				

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.

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How to Access Account Transactions:

In “My Accounts” click on the tab “Account Transactions”

My Accounts

Account Detail Account Transactions

Fiscal Year: ★ 2022

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

- It will take you to the “Account Transactions Report” screen

Account Transactions Report

Account Detail Account Transactions

Fiscal Year: ★ 2022 Begin Date: ★ End Date: ★

Type: Asset Liability Expense Revenue Fund Balance

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

Search

Mass Export Txns

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

Account Transactions Report

Account Detail | **Account Transactions**

Fiscal Year: Begin Date: End Date:

Type: Asset Liability Expense Revenue Fund Balance

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

Results

Txn ID	Post Date	Account #	Year	Bdgt Owner	Amount	Doc ID	System	Orig Doc. ID	Orig System	Vendor ID	Name
2681802	07-21-2022	199-41-6399-000-727-99-000000	2022	727	197.12	63184	Requisition	22014898	Requisition	520591	GATEWAY PRINTING EC
2681800	07-21-2022	199-41-6399-000-727-99-000000	2022	727	203.44	63184	Requisition	22014898	Requisition	520591	GATEWAY PRINTING EC

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

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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”.

	Account Number	Owner	Year	Account Name
+ :	199-51-6219-000-004-99-00CNST	850	2022	Professional Services
+ :	199-51-6219-000-112-99-00CNST	850	2022	Professional Services
+ :	199-51-6219-000-141-99-00CNST	850	2022	Professional Services
+ ✕	199-51-6219-000-850-99-00CNST	850	2022	Professional Services
+ :	199-51-6219-000-850-99-00CNST	850	2022	Professional Services

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

Period Summary

Budget String: 199-51-6219-000-850-99-000000 2022 Account Name: Professional Services

Period	Adopted Budget	Beginning Transactions	Amendments	Unapproved Journal Entries	Amended Budget	Budget Encumbrance	Encumbrance	Transactions	Balance
September	200,000.00	0.00	0.00	0.00	200,000.00	0.00	0.00	0.00	200,000.00
October			0.00	0.00	200,000.00	0.00	0.00	5,350.00	194,650.00
November			0.00	0.00	200,000.00	0.00	0.00	11,578.62	188,071.38
December			5,150.00	0.00	205,150.00	0.00	0.00	265.00	187,965.38
January			0.00	0.00	205,150.00	0.00	0.00	1,120.00	186,845.38
February			0.00	0.00	205,150.00	0.00	0.00	3,900.00	182,945.38
March			0.00	0.00	205,150.00	0.00	0.00	2,590.00	180,355.38
April			-10,000.00	0.00	195,150.00	0.00	0.00	1,120.00	169,235.38
May			0.00	0.00	195,150.00	0.00	0.00	1,120.00	168,115.38
June			0.00	0.00	195,150.00	0.00	0.00	7,350.00	160,765.38
July			-65,635.00	0.00	129,524.00	0.00	0.00	3,319.13	91,811.25
August			0.00	0.00	129,524.00	0.00	16,101.25	0.00	75,710.00
	200,000.00		0.00	-70,476.00	0.00	129,524.00	0.00	16,101.25	37,712.75

GL Accounts for Budget

Account Number	Owner	Year	Account Name	Unapproved Journal Entries	Ledger Encumbrances	Beginning Transactions	Transactions
199-51-6219-000-850-99-000000	850	2022	Professional Services	0.00	85,766.25	0.00	37,712.75
				0.00			

Sync Accounts

Last log in: 08/04/2022 at 12:50 PM by 101436 | Support code: EmployeeAccountsPeriodSummary.jp | Modify Security

Questions?

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

