



FRONTLINE PROCEDURES

Pasadena ISD

SUBJECT: 2022 – 2023 Dates – Receive, Check Request and Emp Reimb

Receiving:

Items physically received by **END OF DAY 8-31-2023**, the receiver date in Frontline **MUST BE CHANGED** to **8-31-2023** in order to be paid with FY23 funds.

The date always defaults to the current day, you will need to change the date and time to the day you received the product(s).

Purchase Order Receiving

Selected Position: Role Name: Specialist - Business and Finance (Support) PO Num: 23002522 Vendor: HARRIS COUNTY DEPT OF EDUC Order From: HARRIS COUNTY DEPT OF EDUCATION
 Ship-To Location: Accounting Status: Sent Stage: PO PO Creation Date: 09-24-2022

Receiving Search: Purchase Order Receiving Asset

Receiving Details

Show: Yes No Received Date: 08-31-2023 2:32 PM

Configure columns

Requestor	Stock Number	Long Description	PO Line Num	Unit of Measure	Ordered Quantity	Previously Received	Expected Quantity	Received Quantity	Free Quantity Recvd	Not Delivered Quantity	Asset Review Decision	Potential Asset	Existing Assets
Accounting		Storage: 16MM tapes/Fls 83694	BL	10.0	9.0	1.0	0.0	0.0	1.0	Not Reviewed			

Receiving Attachments
Deleted Attachments

Save Cancel

Check Request:

Fiscal Year: make sure the year is **2023** - when paying for items in the previous year

Event Date: make sure it's **8-31-2023** - when paying for items in the previous year

Maintain Check Request

Selected Position: Role Name: Specialist - Business and Finance (Support)

Check Request Details

Fiscal Year: 2023

Vendor: *

Remit To: *

Supporting Documentation: *

Requestor: * McBride, Kourtne

Route Check: *

Need Separate Check?:

Needed By: *

Event Date: 08-31-2023

Change the YEAR

Change the EVENT DATE



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Employee Reimbursements:

Fiscal Year: make sure the year is **2023** - when paying for items in the previous year

Event Date: make sure it's **8-31-2023** - when paying for items in the previous year

Maintain Employee Advance/Reimbursement Request

Selected Position: [redacted] Role Name: Specialist - Business and Finance (Support)

Employee Advance/Reimbursement Request **Change the YEAR**

Fiscal Year: ★ 2023
Request Type: ★ [redacted]
Payment Type: ★ Direct Deposit
Reference: ★ [redacted]
Justification: ★ [redacted] Characters remaining: 255 (255 max)

Recipient: ★ [redacted]
Supporting Documentation: ★ [redacted]
Route Check: ★ [redacted]
Need Separate Check?:
Event Date: ★ 08-31-2023 **Change the EVENT DATE**

My Accounts – Negative Encumbrance:

If you have a negative amount in the Encumbrance column,

Highlight the Account

Click View Period Summary

Click **Sync Accounts** to correct the negative.

	Balance	Encumbrances	Year	Adopted Budget	Account Number
+	0.55	-4.78	2023	1,625.00	199-11-6399-000-
	0.55	-4.78		1,625.00	

View Period Summary

Account Number	Ledger Encumbrances
199-11-6399-000-	-4.78

Sync Accounts