



FRONTLINE PROCEDURES

Pasadena ISD

ENTRY POINT:
My Accounts

DATE DEVELOPED: 09/03/2021

REVISED DATE:

SUBJECT: Accessing 461 Locals in My Accounts

Go to My Accounts.



In My Accounts, fill out the account detail.

You do not have to fill the "Local" box.

See below-

My Accounts

Account Detail | Account Transactions

Fiscal Year: ★ 2022

Account Number:	Fund	Func	Obj	SubObj	Org	PIC	Local	Year	Owner
461 - 00 - 5755 - 000 - 046 - 00 - []	461	00	5755	000	046	00	[]	2022	046 South Houston Intermediate Sch

Acct String: []

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

Load All

Click Search.

All your accounts for 461 3545 (rollover) will be shown.

Please remember they rolled into 3545 and not 3611 like in previous years.



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Results							
	Account Number	Owner	Year	Account Name	Balance	Unapproved Journal Entries	Ac
+ !	461-00-3545-000-046-00-000PEB	046	2022	Other Committed Fund Balance	-352.00	0.00	
+ !	461-00-3545-000-046-00-000PEG	046	2022	Other Committed Fund Balance	-10,561.00	0.00	
+ !	461-00-3545-000-046-00-00AVID	046	2022	Other Committed Fund Balance	-460.00	0.00	
+ !	461-00-3545-000-046-00-00BAND	046	2022	Other Committed Fund Balance	-3,342.00	0.00	
+ !	461-00-3545-000-046-00-00CHER	046	2022	Donations	0.00	0.00	
+ !	461-00-3545-000-046-00-00CHOR	046	2022	Other Committed Fund Balance	-2,901.00	0.00	
+ !	461-00-3545-000-046-00-00DANC	046	2022	Other Committed Fund Balance	-942.00	0.00	
+ !	461-00-3545-000-046-00-00LIBR	046	2022	Other Committed Fund Balance	-310.00	0.00	
+ !	461-00-3545-000-046-00-00ORCH	046	2022	Other Committed Fund Balance	-7,879.00	0.00	
+ !	461-00-3545-000-046-00-00PHOT	046	2022	Donations	0.00	0.00	
+ !	461-00-3545-000-046-00-00PRIN	046	2022	Other Committed Fund Balance	-17,716.00	0.00	
+ !	461-00-3545-000-046-00-00TAPP	046	2022	Donations	0.00	0.00	
					-44,463.00	0.00	



Let's say you want to look at 00LIBR for further details on expense/revenues.

This would be your expenses or deposits.

+ !	461-00-3545-000-046-00-00LIBR	046	2022	Other Committed Fund Balance	-310.00	
+ !	461-00-3545-000-046-00-00ORCH	046	2022	Other Committed Fund Balance	-7,879.00	



Click on the 3 dots by the account coding.

A pop-up box saying "View Period Summary" will appear.

+ x	View Period Summary	LIBR	046	2022	Other Committed Fund Balance	-310.00
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Click on that box.



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You will now be able to see your Period Summary and GL Accounts for Budget for local 00LIBR or any other Local of your choosing.

Period Summary

Budget String: 461-00-3545-000-046-00-00LIBR 2022

Period Summary						
	Period	Adopted Budget	Beginning Transactions	Amendments	Unapproved Journal Entries	
+	September	0.00	-310.00	0.00		
+	October			0.00		
+	November			0.00		
+	December			0.00		
+	January			0.00		
+	February			0.00		
+	March			0.00		
+	April			0.00		
+	May			0.00		
+	June			0.00		
+	July			0.00		
+	August			0.00		
		0.00	-310.00	0.00		

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GL Accounts for Budget					
Account Number	Owner	Year	Account Name	Unapproved Journal Entries	
461-00-5755-003-046-00-00LIBR	046	2022	Enterprising Services		
461-00-5755-000-046-00-00LIBR	046	2022	Enterprising Services		
461-00-5749-000-046-00-00LIBR	046	2022	Local Revenue		
461-00-5744-000-046-00-00LIBR	046	2022	Donations		
461-11-6399-000-046-11-00LIBR	046	2022	General Supplies		
461-00-3545-000-046-00-00LIBR	046	2022	Other Committed Fund Balance		



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As you can see below, this campus already has an expense for 00LIBR for \$310.00 in September.

Period Summary

Budget String: 461-00-3545-000-046-00-00LIBR 2022

Period Summary						
	Period	Adopted Budget	Beginning Transactions	Amendments	Unapproved Journal Entries	
+	September	0.00	-310.00	0.00		0.00
+	October			0.00		0.00
+	November			0.00		0.00
+	December			0.00		0.00
+	January			0.00		0.00
+	February			0.00		0.00
+	March			0.00		0.00
+	April			0.00		0.00
+	May			0.00		0.00
+	June			0.00		0.00
+	July			0.00		0.00
+	August			0.00		0.00
		0.00	-310.00	0.00		0.00

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All the accounts for 00LIBR are listed below the Period Summary in the GL Accounts for Budget.

GL Accounts for Budget						
Account Number	Owner	Year	Account Name	Unapproved Journal Entries		Ledger Encumb
461-00-5755-003-046-00-00LIBR	046	2022	Enterprising Services			0.00
461-00-5755-000-046-00-00LIBR	046	2022	Enterprising Services			0.00
461-00-5749-000-046-00-00LIBR	046	2022	Local Revenue			0.00
461-00-5744-000-046-00-00LIBR	046	2022	Donations			0.00
461-11-6399-000-046-11-00LIBR	046	2022	General Supplies			0.00
461-00-3545-000-046-00-00LIBR	046	2022	Other Committed Fund Balance			0.00
						0.00

If you need an account that is not shown in your list, then a Google Doc request must be filled out.

Thanks!