



FRONTLINE PROCEDURES

Pasadena ISD

ENTRY POINT:
Approve
Budget Change
Request

DATE DEVELOPED: 08/12/21

REVISED DATE:

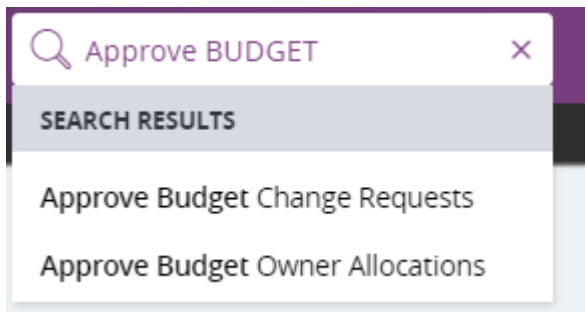
SUBJECT: Approve Budget Change Request

APPROVE BUDGET CHANGE REQUEST

(previously Budget Amendment)

If you have been designated as an approver for this workflow, use the Approve Budget Change Request to approve or deny budget change requests.

In the search box in the upper right hand side of your screen type in the word "APPROVE BUDGET". Select "APPROVE BUDGET CHANGE REQUESTS".





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The Budget Change Request Workflow Approval tab is displayed with requests awaiting approval. The “Approve As field” defaults to your name. In the upper right corner of the tab, the date and time that the approval list was last compiled is displayed. We recommend that you click the “Refresh this list” link to be sure you are viewing the most current requests.

Budget Change Request Workflow Approval

Selected Position: 7006 Role Name: Specialist - Business and Finance (Support)

Budget Change Request Workflow Approval | Budget History

Approvable Budget Change Request

Approve As: Dominguez, (Carmen) Maria Carmen (7006) ▾

	FY	Budget Trans#	Request Date	Description
+	2021	36	08-12-2021	REALLOCATE TO PROPER FUNCTION

[View](#) [Select All](#) [Approve](#) [Approve All](#) [Deny](#) [Notes](#)

This approval list was compiled for you on **08-12-2021 9:35**.
[Refresh this list](#) with the most current approval candidates?

Requestor	Organization
Maria Dominguez	Budget - 727

1 Record



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SUBJECT: **Approve Budget Change Request**

Click on a Budget Change Request (BCR) and it will highlight in yellow. Once it is highlighted in yellow click the “View” button to display the BCR for review.

Budget Change Request Workflow Approval

Selected Position: 7006 Role Name: Specialist - Business and Finance (Support)

Budget Change Request Workflow Approval | Budget History

Approvable Budget Change Request

Approve As:

	FY	Budget Trans#	Request Date	Description
+	2021	36	08-12-2021	REALLOCATE TO PROPER FUNCTION

View | **Select All** | **Approve** | **Approve All** | **Deny** | **Notes**



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Approval Button

Review the details. Click on the “Approve & Return” button to approve the request. An “Approval Note” box will pop up. *Optional:* Enter a note regarding the BCR.

Click the “Ok” button to finish the process.

Fiscal Year: 2021 Request Description: REALLOCATE TO PROPER FUNCTION

Budget Change Request Details

Request ID: 26

Date: 08-12-2021

Description: REALLOCATE TO PROPER FUNCTION

Justification: TO PURCHASE FOOD FOR MEETINGS

Characters remaining: 471 (500 max)

Decrease Accounts

Account	Balance	Amount	Percentage
199.31.6399.000.001.31.000000.2021.001	\$1,550.00	\$250.00	100.00000%

Auto Complete: on

Increase Accounts

Account	Balance	Amount	Percentage
199.23.6499.000.001.99.000000.2021.001	\$1,750.00	\$250.00	100.00000%

Auto Complete: on

Attachments

Deleted Attachments

Approve & Return Deny & Return Save Cancel

Submit

Approval Note

Approval Note:

Ok



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REVISED DATE:

SUBJECT: Approve Budget Change Request

Deny Button

Review the details about the BCR. Click the “Deny & Return” button to deny the request. A “Deny Note” box will pop up. Enter a note regarding the denial then click the Ok button to finish the process.

Fiscal Year: 2021 Request Description: REALLOCATE TO PROPER FUNCTION

Budget Change Request Details

Request ID: 36

Date: 08-12-2021

Description: REALLOCATE TO PROPER FUNCTION

Justification: TO PURCHASE FOOD FOR MEETINGS
Characters remaining: 471 (500 max)

Decrease Accounts

Account	Balance	Amount	Percentage
199.31.6399.000.001.31.000000.2021.001	\$1,550.00	\$250.00	100.00000%

Auto Complete: on

Increase Accounts

Account	Balance	Amount	Percentage
199.23.6499.000.001.99.000000.2021.001	\$1,750.00	\$250.00	100.00000%

Auto Complete: on

Attachments

Deleted Attachments

Approve & Return Deny & Return Save Cancel Submit

Denial Note

Denial Note:

Characters remaining: 500 (500 max)

Ok