

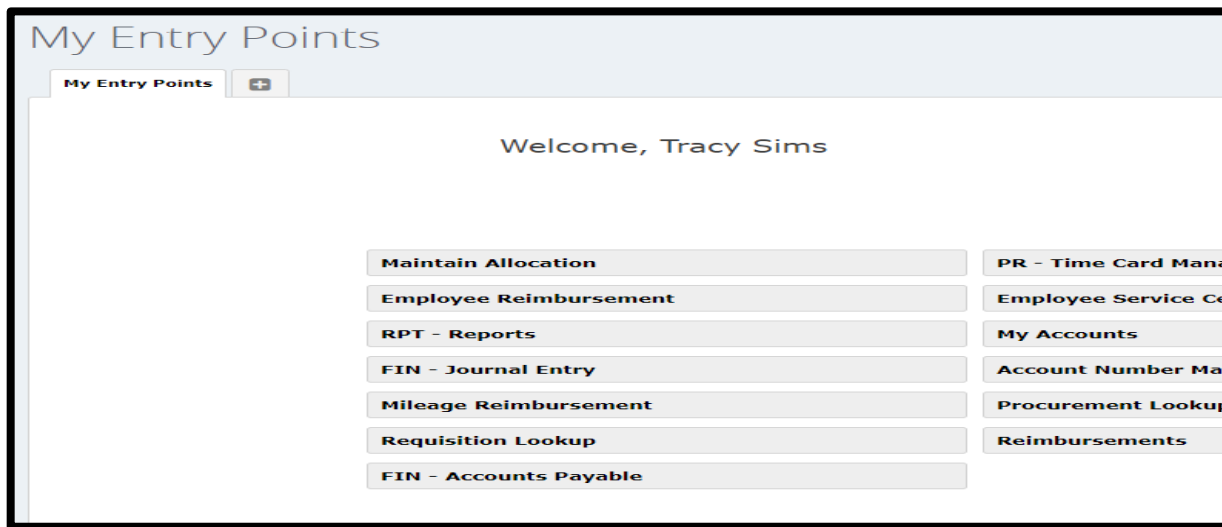
**Frontline
Budget
Allocation
Process for
Departments
2024-2025**

<h1 style="margin: 0;">FRONTLINE PROCEDURES</h1> <p style="margin: 0;">Pasadena ISD</p>	<p style="margin: 0;">ENTRY POINT: Allocate Budget Owner Allocations</p>
<p style="margin: 0;">DATE DEVELOPED: 01/21/2022 REVISED DATE: 2/20/24</p>	
<p style="margin: 0;">SUBJECT: Budget Allocation Process</p>	

ENTER BUDGET INTO FRONTLINE SYSTEM

You **must enter** the data into the automated budget preparation system. The system will total the entry for each budget unit as you complete your entry. Upon completion of data entry, you may print a copy of your budget using standard reporting available in the system.

- **LOGIN TO FRONTLINE**
 - Click –Budget Preparation or Maintain Allocation or you can search entry point name
 - Click – Allocate Budget Owner Allocations



- **VERIFY 2025 BUDGET YEAR**
 - Your budget worksheet should be listed at the bottom of the screen

Allocate Budget Owner Allocation

Budget Owner Allocation Search Criteria

Budget Year: ★ 2024	Status: <input type="text"/>
Budget Owner: <input type="text"/>	Fund - Func - Obj - SubObj - Org - PIC - Local
Allocation: <input type="text"/>	My Budget Lines? <input checked="" type="radio"/> Yes <input type="radio"/> No
Category: <input type="text"/>	Filter: <input type="text"/>
Allocation Group: <input type="text"/>	
Allocation Subgroup: <input type="text"/>	

Q Search

Budget Owner Allocations

Allocation	Budget Owner	Status	Curr/Next Approver	Org Alltmnt	Avail Alltmnt	Adjustment In	Adjustment Out	Allocatable Alltmnt
Departments	727-Budget Office	Incomplete		53,636.00	53,636.00	0.00	0.00	53,636.00

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- **SELECT AN ALLOCATION WORKSHEET**
 - **CLICK - EDIT**

Allocation	Budget Owner	Status
Departments	705-General Counsel	Incomplete
Departments	711-Payroll	Incomplete
Departments	720-Financial Compliance	Incomplete
Departments	726-Printing	Incomplete
Departments	727-Budget Office	Approval in Progress
Departments	728-CFO - Finance	Incomplete
Departments	729-Purchasing Department	Incomplete

Edit View Un-adopt Un-post



- **WHEN YOUR ALLOCATION WORKSHEET IS OPEN, PLEASE NOTE THE FOLLOWING**
 - 1. AVAILABLE ALLOTMENT AMOUNT
 - 2. TOTAL ALLOCATION AMOUNT
 - A RUNNING TOTAL OF THE ALLOCATED AMOUNT ENTERED
 - 3. REMAINDER OF ALLOCATION AMOUNT
 - THE AMOUNT LEFT TO ENTER INTO FRONTLINE. THIS MUST BE 0.00 BEFORE SUBMISSION.

Budget Owner Allocation	Allotment Adjustment	Version History	Approval History
Allotment			
Available Budget Percent:	100.0	Recurring:	Recurring with Allocation
Allotment Amount:	265,854.00	Justification:	Characters remaining: 500 (500 max)
Original Allotment	Avail Allotment	Adj	
2	265,854.00	1	265,854.00
Total Allocation Amount: 265,854.00		Remainder Allocation Amount: 0.00	
Result Page: 1 Results 1-16 of 16			

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- COLUMN DESCRIPTIONS:**

- ALLOCATE PERCENT**

This is the percentage of your allocation per line.

- ALLOCATE AMOUNT**

This is the amount you allocate per line.

- DETAILS**

You can enter more details including specific budgeted amounts if needed. When using this field the amounts you enter will autofill the allocation amount

- EXPLANATION**

The District Improvement Plan (DIP) number goes in the explanation field

- CURRENT YEAR ADOPTED BUDGET**

This is the 2023-2024 appropriation (budget) for that account when the budget was imported into Frontline system September 1st.

- CURRENT YEAR AMENDED BUDGET**

This is the 2023-2024 appropriation (budget) as of current date.

- CURRENT YEAR TRANSACTIONS**

This is the 2023-2024 transactions as of current date.

- CURRENT YEAR DIFFERENCE**

This is the 2023-2024 difference between the Amended Budget and the Transactions.

- PRIOR YEAR ADOPTED BUDGET**

This is the 2022-2023 appropriation(budget) for that account when the budget was extracted into the Budget Preparation system September 1st.

- PRIOR YEAR AMENDED BUDGET**

This is the 2022-2023 appropriation(budget) at the end of the fiscal year.

- PRIOR YEAR TRANSACTIONS**

This is the 2022-2023 transactions at the end of the fiscal year.

- PRIOR YEAR DIFFERENCE**

This is the 2022-2023 difference between the Amended Budget and the Transactions.

Bdgt Acct	Description	Allocate PCT	Allocate Amt	Details	Explanatio	Rsrv PCT	Curr Adopted Bdgt	Curr Amended Bdgt	Curr Yr Tran	Curr Yr Diff	Pr Adopted Bdgt	Pr Yr Amended Bdgt	Pr Yr Tran	Pr Yr Diff
199-41-6121-000-727-99-CDP	Extra-Duty Pay - Support Persc	0.00	0.00				0.00	0.00	1,184.39	-1,184.39	0.00	0.00	0.00	0.00
199-41-6122-000-727-99-CDP	Substitute Wages - Support Pe	0.75	2,000.00	Details			2,000.00	2,000.00	715.00	1,285.00	0.00	0.00	0.00	0.00
199-41-6126-000-727-99-CDP	Part-Time & Temporary Wages	0.19	500.00	Details			500.00	500.00	0.00	500.00	0.00	0.00	0.00	0.00
199-41-6141-000-727-99-CDP	Medicare	0.02	45.00				45.00	45.00	34.92	10.08	0.00	0.00	0.00	0.00

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You can allocate FY 2025 using the distribute based on the prior year button.

199-41-6397-000-727-99-000 Postage Expense	0.00	0.00	Details	6	138,600.00	138,600.00	25,013.56	113,586.44	138,600.00	138,600.00	77,721.41	60,878.59
199-41-6399-000-727-99-000 General Supplies	0.00	0.00	Details	6	8,695.00	8,105.00	4,094.42	4,010.58	8,695.00	6,727.00	5,919.65	807.35
199-41-6411-000-727-99-000 Travel and Entertainment - Excess	0.00	0.00	Details	6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

****YOU CAN SELECT SAVE ALLOCATE AND RETURN LATER IF NOT FINISHED****

- **ENTER ALLOCATION AMOUNT:**
 - **THE ALLOCATION PERCENT WILL AUTOMATICALLY UPDATE**

Bdgt Acct	Description	Allocate PCT	Allocate Amt	Details	Explanation
199-41-6126-000-829-99-CDP	Part-Time & Temporary Wages	18.08	5,400.00	Details	
199-41-6141-000-829-99-CDP	Medicare	0.00	0.00	Details	
199-41-6249-000-742-99-000	Contracted Maintenance and R	0.00	0.00	Details	
199-41-6299-000-742-99-000	Misc. Contracted Services	0.00	0.00	Details	
199-41-6329-000-742-99-000	Books & Reading Materials - N	0.00	0.00	Details	

- **IF YOU WOULD LIKE TO ADD DETAILS:**
 - **CLICK DETAILS**
 - **ADD AMOUNT & DESCRIPTION**
 - **THIS WILL AUTOFILL THE TOTAL ALLOCATION AMOUNT**
 - **IF YOU WANT TO INCLUDE ADDITIONAL FUNDS FOR UNSPECIFIED USES "ENTER UNALLOCATED" AND THE AMOUNT**
 - **CLICK OK**

Details

Budget Account: 199-41-6126-000-829-99-CDPAYS
Total Amount: 5400.0

Amount	Description
5,000.00	Part-time Wages
400.00	unallocated
0.00	

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ONCE YOU HAVE ENTERED DETAILS AND YOU FIND THAT YOU NEED TO MAKE CHANGES TO THE AMOUNT IN THE ALLOCATE AMOUNT FIELD, YOU WILL NOW HAVE TO MAKE THOSE CHANGES IN THE DETAILS FIELD, THEN IT WILL CHANGE THE AMOUNT IN THE ALLOCATE AMOUNT FIELD.

Bdgt Acct	Description	Allocate PCT	Allocate Amt	Details
199-41-6121-000-727-99-CDP	Extra-Duty Pay - Support Perso	0.00	0.00	
199-41-6122-000-727-99-CDP	Substitute Wages - Support Pe	0.75	2,000.00	Details
199-41-6126-000-727-99-CDP	Part-Time & Temporary Wages	0.19	500.00	Details
199-41-6141-000-727-99-CDP	Medicare	0.02	45.00	



- **THE EXPLANATION COLUMN IS USED TO ADD NOTES BUT WILL NOT AUTOFILL THE ALLOCATION AMOUNT COLUMN**
- **THE DISTRICT IMPROVEMENT PLAN (DIP) NUMBER GOES IN THE EXPLANATION FIELD**

Bdgt Acct	Description	Allocate PCT	Allocate Amt	Details	Explanation	Curr Adopted Bdgt
199-41-6141-000-829-99-CDP	Medicare	0.00	0.00	Details		85.00
199-41-6249-000-742-99-000	Contracted Maintenance and R	0.00	0.00	Details		800.00
199-41-6299-000-742-99-000	Misc. Contracted Services	0.00	0.00	Details		3,500.00
199-41-6329-000-742-99-000	Books & Reading Materials - No	0.00	0.00	Details		215.00
199-41-6397-000-742-99-000	Postage Expenses	0.33	100.00	Details	6	100.00
199-41-6399-000-742-99-000	General Supplies & Materials	23.27	6,949.00	Details	Enter the District Improvement	6,949.00
199-41-6411-000-742-99-000	Travel - PISD Employees Only	0.00	0.00	Details	Enter the District Improvement Plan Number (DIP) that supports this item Goal 1 thru Goal 6	6,775.00
199-41-6495-000-742-99-000	Membership Fees & Dues	0.00	0.00	Details		1,935.00
199-41-6497-000-742-99-000	Misc. Fees	0.00	0.00	Details		1,300.00
199-41-6499-000-742-99-000	Misc. Operating Costs	0.00	0.00	Details		900.00
199-51-6256-000-829-99-000	Telephone Service	0.00	0.00	Details		1,900.00



- **ONCE YOUR REMAINDER ALLOCATION AMOUNT IS 0.00**
- **CLICKSAVE ALLOCATE - NOTE: IF YOU ARE UNABLE TO SAVE ALLOCATE, IT MIGHT BE THAT YOUR CACHE IS TOO FULL – CLEAR COMPUTER CACHE. SEE HELPFUL INFORMATION ON PAGE 11, IF YOU DO NOT KNOW HOW TO CLEAR CACHE. IF YOU CLEAR CACHE DURING THIS PROCESS, THE SYSTEM WILL LOG YOU OUT.**

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- **PRINT/SAVE YOUR WORKSHEET TO KEEP AS A REFERENCE**
 - **CLICK – PRINT WORKSHEET**

Total Allocation Amount: 62,342.00 Remainder Allocation Amount: 0.00
 Result Page: 1 | 2 | 3 || Results 1-25 of 60

Bdgt Acct	Description	Allocate PCT	Allocate Amt	Details	Explanation	Rs
199.11.6117.00.130.11.000	Wages-PT Teachers/Other Prof	0.16	100.00		Tutors to te	
199.11.6118.00.130.11.000	Extra-duty Pay-Teachers/Other	0.48	300.00		"/ Destinati	
199.11.6118.00.130.11.350	Extra-duty Pay-Teachers/Other	0.00	0.00		Fine Arts Bu	
199.11.6121.00.130.11.000	Extra-duty/Overtime-Support S	0.32	200.00		Instructiona	
199.11.6121.00.130.11.254	Extra-duty/Overtime-Support S	0.08	50.00		Behavior Aid	
199.11.6121.00.130.11.255	Extra-duty/Overtime-Support S	0.32	200.00		Primary Lite	
199.11.6121.00.130.25.000	Extra-duty/Overtime-Support S	0.00	0.00		Special Ed A	

[Distribute Based Prior Yr](#)
 [Save Allocate](#)
 [Reset](#)
 [Submit For Approval](#)
 [Print Worksheet](#)

- **SELECT THE TYPE OF REPORT YOU PREFER**
 - **NOTE: PDF DISPLAYS DATA IN EASIER TO READ FOR MAT**

Click on a report to run

[Budget Owner Allocations Report \[Adobe Acrobat \(PDF\)\]](#)

[Budget Owner Allocations Report \[Microsoft Excel \(XLS\)\]](#)

Close

FRONTLINE PROCEDURES

Pasadena ISD

ENTRY POINT:
Allocate Budget
Owner Allocations

DATE DEVELOPED: 01/21/2022 REVISED DATE: 2/20/24

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- **ONCE YOU SELECT THE REPORT YOU WANT TO PRINT, THE REPORT WILL POPULATE IN A NEW WINDOW**

ReportServerServlet - Work - Microsoft Edge

https://env1-pasadenaisd.nonpd.erp.frontlineeducation.com/...

Microsoft Edge offers secure and reliable PDF reading experiences. Would you like to set it as your default PDF reader?

1 of 3

Budget Owner Allocations by Allocation - Detail
Budget Year: 2023 Workbook: Open

Budget Owner: 727
Bdgt Owner Grp: Department
Print Date/Time: 02/02/2022 10:01:30 AM

Allocation/Owner (Type)	Avail Bdg PCT	Alloc per unit	Students	Orig Allotment	Adj In	Adj Out	Total Allotment	Total Allocated	Avail Allotment	Status
Departments / 727 Budget Office (Flat)	100.00	0.00		265,854.0			265,854.0	265,854.00	265,854.00	Approval in

Bldgt Acct	Description	Alloc PCT	Allocate Amt	Explanation	Curr Adopted Bdg	Curr Amended Bdg	Curr Yr Tran	Curr Yr Diff
199-41-6121-000-727-99-COPMATS	Extra-Duty Pay - Support Personnel	0.00	0.00		0.00	0.00	1,184.38	-1,184.38
199-41-6122-000-727-99-COPMATS	Substitute Wages - Support	0.75	2,000.00		2,000.00	2,000.00	715.00	1,285.00
	Test					2,000		
199-41-6126-000-727-99-COPMATS	Part-Time & Temporary Wages	0.19	500.00		500.00	500.00	0.00	500.00
	Test					500		
199-41-6141-000-727-99-COPMATS	Medicare	0.02	45.00		45.00	45.00	34.82	10.08
199-41-6148-000-727-99-COPMATS	Teacher Retirement/TRG Care	0.00	0.00		0.00	0.00	35.57	-35.57
199-41-6228-000-727-99-000200	Region IV Media Services	0.00	0.00		0.00	0.00	20.00	-20.00
199-41-6249-000-727-99-000200	Contracted Maintenance and Repair	0.19	500.00		500.00	500.00	415.40	84.60

Allocation/Owner (Type): Departments / 727 Budget Office (Flat)

Budget Owner Allocations by Allocation - Detail
Budget Year: 2023 Workbook: Open

Budget Owner: 727
Bdgt Owner Grp: Department
Print Date/Time: 02/02/2022 10:01:31 AM

Allocation/Owner (Type)	Avail Bdg PCT	Alloc per unit	Students	Orig Allotment	Adj In	Adj Out	Total Allotment	Total Allocated	Avail Allotment	Status
Departments / 727 Budget Office (Flat)	100.00	0.00		265,854.0			265,854.0	265,854.00	265,854.00	Approval in

- **CLICK – SUBMIT FOR APPROVAL**
- **NOTIFY THE BUDGET OFFICE BY SENDING AN EMAIL TO BUSINESSOFFICE@PASADENAISD.ORG**

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Which item below on the District Improvement Plan does this item support?*

1. **CURRICULUM & INSTRUCTION** - We will provide rigorous and meaningful curriculum by creating integrated learning experiences to meet individual student needs ensuring students are future ready.
2. **COLLEGE, CAREER, & MILITARY READY** - We will promote college, career, and military preparation and readiness through the use of systems and structures that meet the needs of each student.
3. **HUMAN RESOURCES** - We will actively recruit, develop, and retain a highly qualified staff to promote a successful learning environment for all.
4. **FAMILY & COMMUNITY ENGAGEMENT** - We will use a culturally responsive approach to relentlessly pursue meaningful engagement with family, business, and community stakeholders to support students and staff.
5. **SAFE SCHOOLS & SOCIAL-EMOTIONAL SUPPORT** - We will establish safe schools while meeting the social, emotional, and physical needs of all students and staff in a culturally responsive environment.
6. **ANCILLARY SERVICES** - We will promote an exemplary learning environment for students and staff through the utilization of ancillary service departments that integrate established and innovative practices, standards, and systems.

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HELPFUL DEFINITIONS

District Budget Personnel - employees within the Budget Department who are responsible for setting up next year budget worksheets, defining allotment amounts, etc. Once budget worksheets are approved, employees responsible for adopting and adjusting budget allocations.

Allocation Manager- employees who may not have created the budget workbook but are responsible for maintaining the allocation. This person has access to all worksheets within an allocation (ex: Federal Grants Coordinator will be the allocation manager for your Program/Grant Funds allocations).

Budget Worksheet Manager (AKA Budget Owner) - employees responsible for allocating budget owner allocations for a specific budget worksheet and submitting for approval (ex: campus principal)

Budget Approvers- employees responsible for reviewing completed allocation worksheet and approving next year budget calculations.

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HELPFUL INFORMATION

HOW TO CLEAR CACHE

1. Delete the browser cache with a shortcut.

1. Press the keys [Ctrl], [Shift] and [Del]. ...
2. A new window opens: "Clear Browser cache".
3. Here you can select in the upper dropdown-menu , for which time period you want to delete the cache data. ...
4. If you want to delete all cache date , select "all".

WINDOW THAT OPENS WHEN YOU DO STEP #2 LISTED ABOVE

