

# FRONTLINE PROCEDURES

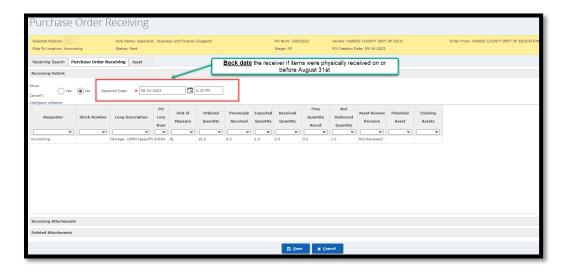
Pasadena ISD

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

#### Receiving:

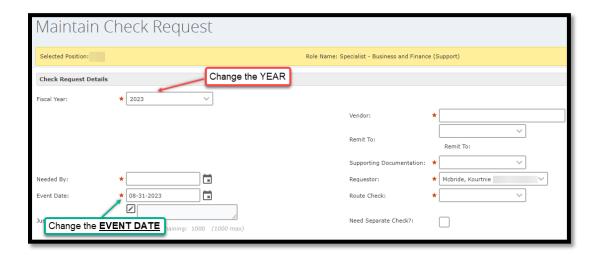
Items physically received by **END OF DAY** 8-31-2023, the receiver date in Frontline **MUST BE CHANGED** to 8-31-2023 in order to be paid with FY23 funds.

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).



## **Check Request:**

**Fiscal Year:** make sure the year is **2023** - when paying for items in the <u>previous year</u> **Event Date**: make sure it's **8-31-2023** - when paying for items in the <u>previous year</u>





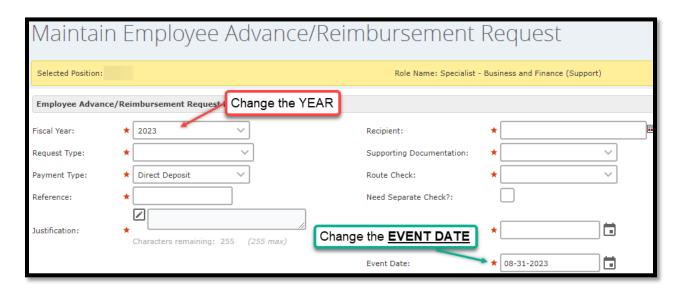
# FRONTLINE PROCEDURES

Pasadena ISD

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

#### **Employee Reimbursements:**

**Fiscal Year:** make sure the year is **2023** - when paying for items in the <u>previous year</u> **Event Date**: make sure it's **8-31-2023** - when paying for items in the <u>previous year</u>



## My Accounts – Negative Encumbrance:

If you have a negative amount in the <u>Encumbrance column</u>, Highlight the Account

Click View Period Summary

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

