



FRONTLINE PROCEDURES

Pasadena ISD

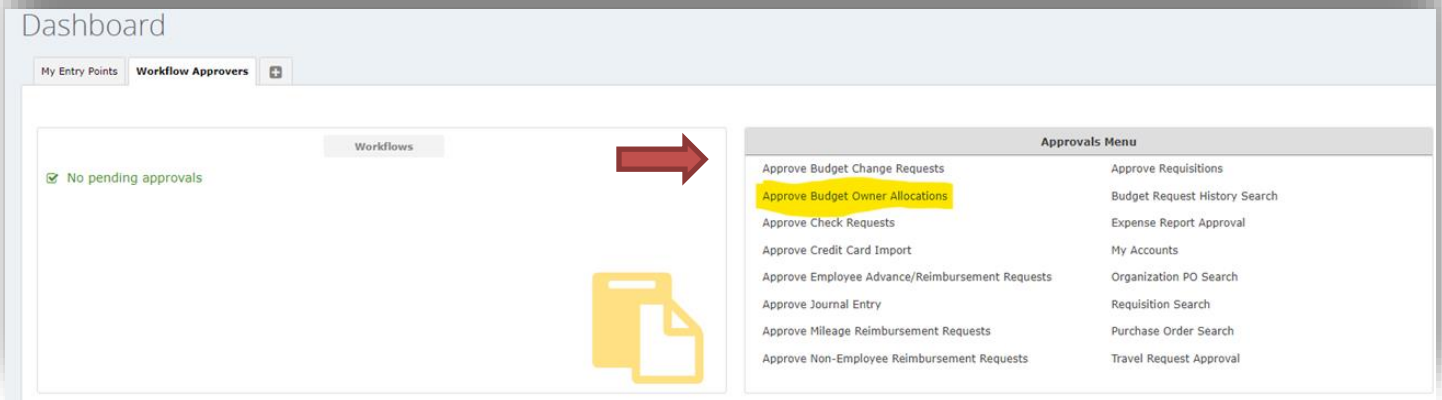
ENTRY POINT:
APPROVE BUDGET
OWNER ALLOCATIONS

DATE DEVELOPED: 02/15/2022 REVISED DATE: 02/20/2024

SUBJECT: APPROVE BUDGET OWNER ALLOCATIONS

APPROVING BUDGET

- Login to frontline
 - Go to workflow approvers tab or under My Entry Points you may see Budget Worksheet Approver
 - On the right-hand side – click approve budget owner allocations



- Select and edit the budget needed. Make sure Budget Year is 2025.

Allocate Budget Owner Allocation

Budget Owner Allocation Search Criteria

Budget Year: Status:

Budget Owner:

Fund - Func - Obj - SubObj - Org - PIC - Local
 - - - - - -

Allocation: My Budget Lines? Yes No

Allocation: Filter:

Category:

Allocation Group:

Allocation:

Subgroup:

Budget Owner Allocations

Allocation	Budget Owner	Status	Curr/Next Approver	Org Allmnt	Avail Allmnt
Bond Projects	850C-Construction	Incomplete		0.00	





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- You will then select the approve or deny button

Available Budget Percent: 100.0 Recurring: Recurring with Allocation these account numbers were current American Co...
are equal to zero?

Allotment Amount: 29,859.00 Justification: Characters remaining: 500 (500 max) Account Number:

Original Allotment	Avail Allotment	Adjustment In
29,859.00	29,859.00	

Total Allocation Amount: 29,859.00 Remainder Allocation Amount: 0.00
Result Page: 1 || Results 1-12 of 12

Bdgt Acct	Description	Allocate PCT	Allocate Amt	Details	Explanatio	Rsrv PCT	Curr Adopted Bdgt	Curr Amended Bdgt
199-41-6126-000-829-99-CDP	Part-Time & Temporary Wages	18.08	5,400.00			6,3	5,400.00	0.00
199-41-6141-000-829-99-CDP	Medicare	0.28	85.00			6	85.00	0.00
199-41-6249-000-742-99-000	Contracted Maintenance and R	2.34	700.00	Details		6	800.00	800.00
199-41-6299-000-742-99-000	Misc. Contracted Services	11.72	3,500.00			6	3,500.00	8,985.00
199-41-6329-000-742-99-000	Books & Reading Materials - No	1.05	315.00			6	215.00	215.00
199-41-6397-000-742-99-000	Postage Expenses	0.33	100.00			6	100.00	100.00
199-41-6399-000-742-99-000	General Supplies & Materials	23.27	6,949.00			6	6,949.00	6,949.00
199-41-6411-000-742-99-000	Travel - PISD Employees Only	22.69	6,775.00			6	6,775.00	6,775.00
199-41-6495-000-742-99-000	Membership Fees & Dues	6.48	1,935.00			6	1,935.00	1,935.00
199-41-6497-000-742-99-000	Misc. Fees	4.35	1,300.00			6	1,300.00	1,300.00
199-41-6499-000-742-99-000	Misc. Operating Costs	3.01	900.00			6	900.00	900.00
199-41-6555-000-829-99-000	Telephone Service	6.36	1,899.00			6	1,899.00	1,899.00

Deny/Cut:

Reason:



If you deny, you will need to select a reason and the budget will come back to the budget office

You will need to contact the budget office ([Bethany Jordan](#) or [Valeria Lopez](#)) so that it can be reactivated and sent back to the assigned worksheet managers.

Budget approvers will be notified via email and in-app (bell) you will not see anything in the workflow panel on the left of the screen.

If the approver submits their own budget, you will still need to approve your own budget.

Note: some budgets require multiple approvers.