

ENTRY POINT: My Accounts

Pasadena ISD

DATE DEVELOPED: 09/03/2021 REVISED DATE:

SUBJECT: Accessing 461 Locals in My Accounts

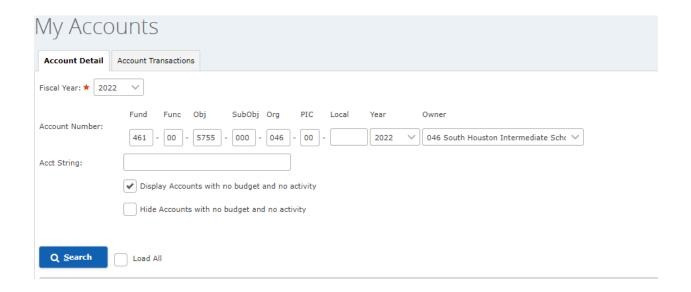
Go to My Accounts.



In My Accounts, fill out the account detail.

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

See below-



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.

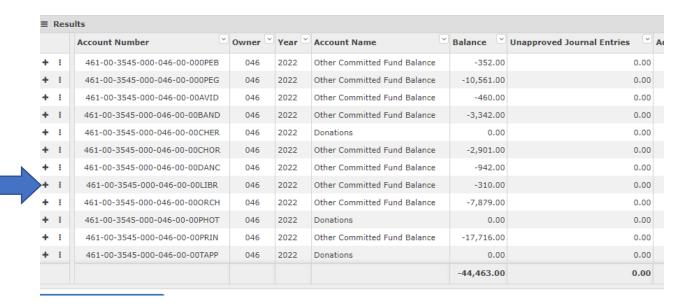


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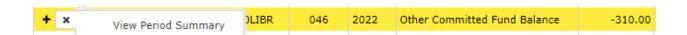
Let's say you want to look at OOLIBR for further details on expense/revenues.

This would be your expenses or deposits.



Click on the 3 dots by the account coding.

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



Click on that box.



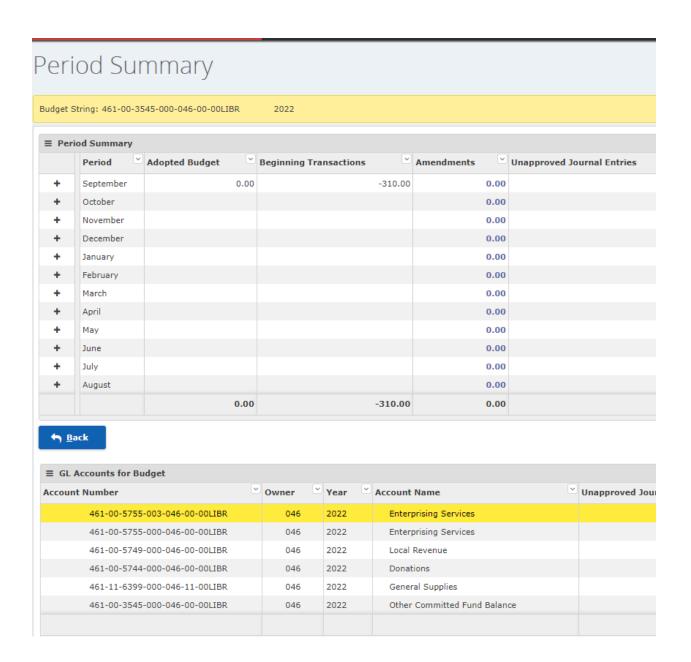
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You will now be able to see your Period Summary and GL Accounts for Budget for local OOLIBR or any other Local of your choosing.





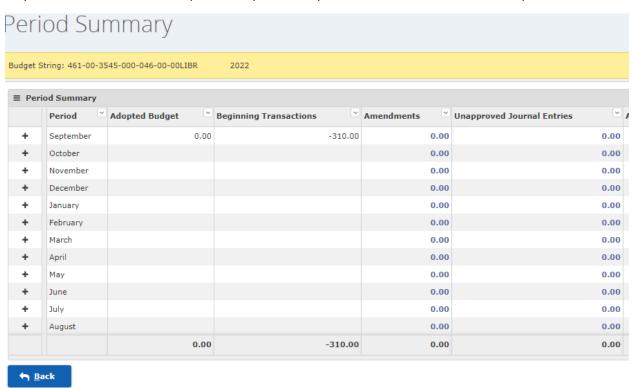
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As you can see below, this campus already has an expense for OOLIBR for \$310.00 in September.



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



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

Thanks!