



FRONTLINE PROCEDURES

Pasadena ISD

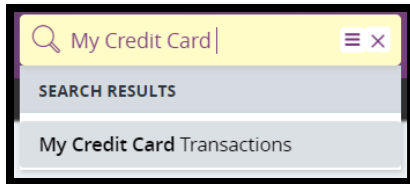
ENTRY POINT:
My Credit Card
Transactions

DATE DEVELOPED: 11/01/2021

REVISED DATE:

SUBJECT: My Credit Card Transactions

Enter **My Credit Card Transactions** in the Search field. Located upper right corner on the purple ribbon.



You will see to the My Credit Card Transaction screen

My Credit Card Transactions

Search Criteria

Transaction Approval Status: Entered/Returned Approval In Progress Approved

Fraudulent: Yes No

Credit Card: ALL

Filter

Transactions will not be submitted for approval unless at least one account number has been selected, and a receipt has been uploaded as an attachment.

Transaction ID	Status	Next in Workflow	Posting Date	Transaction Date	Amount	Account Number	Description	Merchant Name	City	State / Province	Attach
242	Entered		09-17-2021	09-17-2021	17.86	(click to add an account)	MOTION PICTURE THEATERS	CNK**CINEMARK HQ 001	800-246-3627	TX	
285	Entered		09-23-2021	09-22-2021	93.00	(click to add an account)	CONSULTING MANAGEMENT AND PUBLIC RELATIONS SVCS	MATH ASSOC AMERICA	2023198485	DC	
331	Entered		09-27-2021	09-25-2021	8.12	(click to add an account)	MOTION PICTURE THEATERS	CINEMARK THEATRES 190	PASADENA	TX	
195	Entered		09-10-2021	09-09-2021	265.00	(click to add an account)	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	ETSCA.COM	AMARILLO	TX	
203	Entered		09-13-2021	09-11-2021	275.00	(click to add an account)	THEATRICAL PRODUCERS(EXCL MOTION PIX) TICKET AGENCY	RICE UNIV ATHLETICS	HOUSTON	TX	
332	Entered		09-27-2021	09-25-2021	32.21	(click to add an account)	MOTION PICTURE THEATERS	CINEMARK THEATRES 190	PASADENA	TX	
202	Entered		09-13-2021	09-11-2021	373.27	(click to add an account)	MOTION PICTURE THEATERS	CNK**CINEMARK HQ 001	800-246-3627	TX	
196	Entered		09-10-2021	09-09-2021	328.00	(click to add an account)	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	NATIONAL SPEECH DEBAT	920-7486206	IA	
383	Entered		10-07-2021	10-06-2021	220.00	(click to add an account)	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLEGES	UH ATHLETIC TICKETS	7137439447	TX	
511	Entered		10-25-2021	10-21-2021	277.50	(click to add an account)	THEATRICAL PRODUCERS(EXCL MOTION PIX) TICKET AGENCY	HOUSTON GRAND OPERA	HOUSTON	TX	
463	Entered		10-19-2021	10-18-2021	633.75	(click to add an account)	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	TEXAS FFA	AUSTIN	TX	

Mark as Fraudulent Un-Mark as Fraudulent Find Fraudulent Charge Attachment Submit for Approval

You will be able to view all of the transactions

- Account Number column: click on "click to add an account"

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285	Entered		09-23-2021	09-22-2021	93.00	(click to add an account)	CONSULTING MANAGEMENT AND PUBLIC RELATIONS SVCS	MATH ASSOC AMERICA	2023198485	DC	
331	Entered		09-27-2021	09-25-2021	8.12	(click to add an account)	MOTION PICTURE THEATERS	CINEMARK THEATRES 190	PASADENA	TX	
195	Entered		09-10-2021	09-09-2021	265.00	(click to add an account)	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	ETSCA.COM	AMARILLO	TX	
203	Entered		09-13-2021	09-11-2021	275.00	(click to add an account)	THEATRICAL PRODUCERS(EXCL MOTION PIX) TICKET AGENCY	RICE UNIV ATHLETICS	HOUSTON	TX	
332	Entered		09-27-2021	09-25-2021	32.21	(click to add an account)	MOTION PICTURE THEATERS	CINEMARK THEATRES 190	PASADENA	TX	
202	Entered		09-13-2021	09-11-2021	373.27	(click to add an account)	MOTION PICTURE THEATERS	CNK**CINEMARK HQ 001	800-246-3627	TX	
196	Entered		09-10-2021	09-09-2021	328.00	(click to add an account)	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	NATIONAL SPEECH DEBAT	920-7486206	IA	
383	Entered		10-07-2021	10-06-2021	220.00	(click to add an account)	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLEGES	UH ATHLETIC TICKETS	7137439447	TX	
511	Entered		10-25-2021	10-21-2021	277.50	(click to add an account)	THEATRICAL PRODUCERS(EXCL MOTION PIX) TICKET AGENCY	HOUSTON GRAND OPERA	HOUSTON	TX	
463	Entered		10-19-2021	10-18-2021	633.75	(click to add an account)	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	TEXAS FFA	AUSTIN	TX	

Mark as Fraudulent Un-Mark as Fraudulent Find Fraudulent Charge Attachment Submit for Approval



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ENTRY POINT:
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Transactions

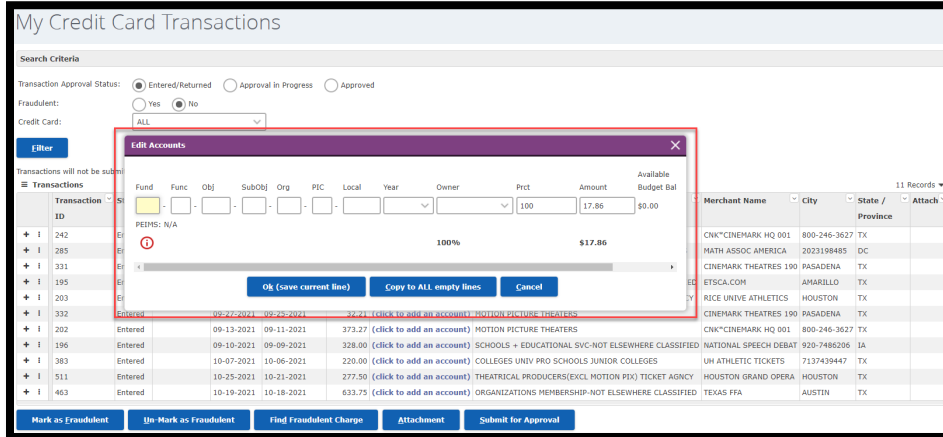
DATE DEVELOPED: 11/01/2021

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SUBJECT: My Credit Card Transactions

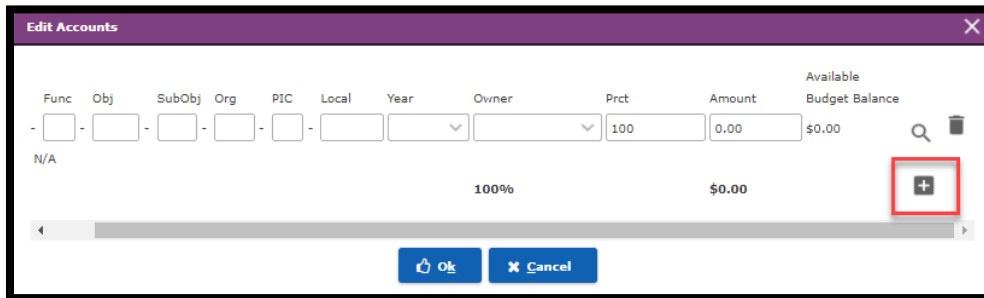
- Enter the General Ledger Account Number
- Click "Ok (save current line)"

If you click "Copy to ALL Empty Lines" you cannot undo this function.

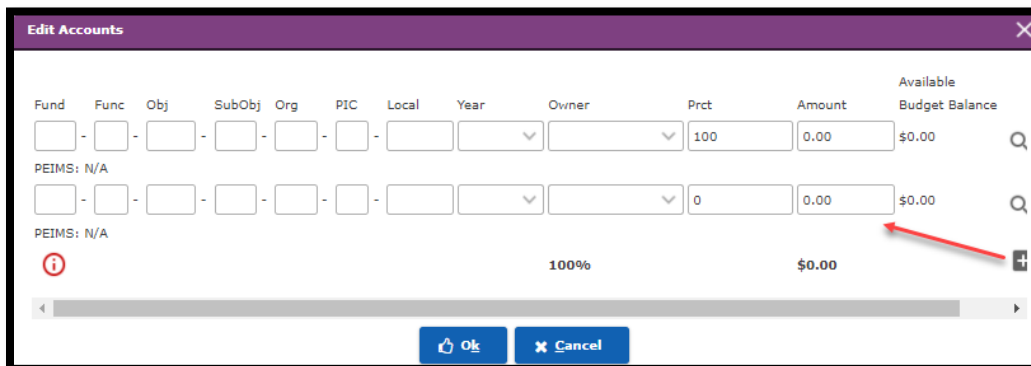


To Split Accounts: Use the Grey bar to scroll to the right

- Click on the Plus icon



This brings up a second line for the GL Account





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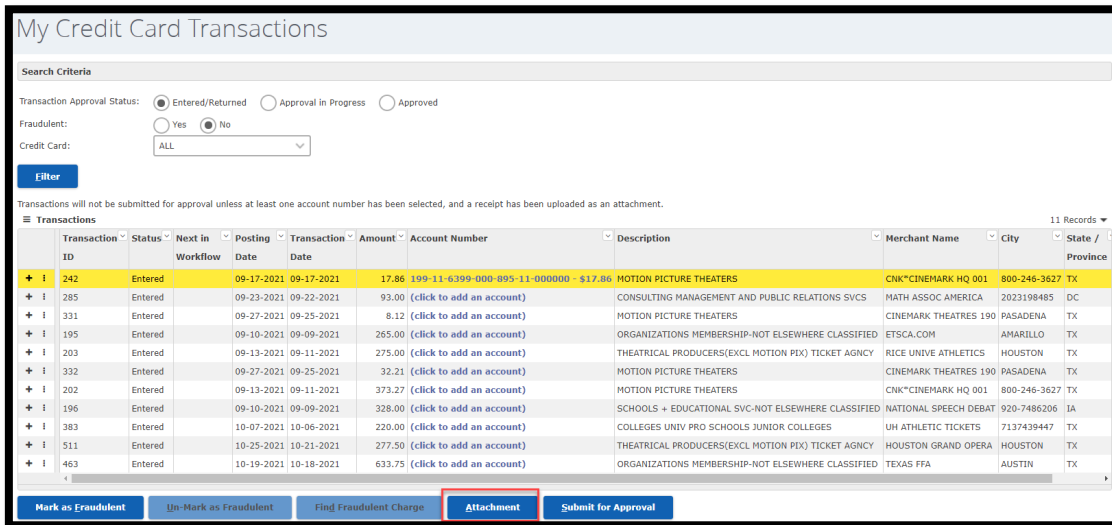
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Once the Account Number is entered the attachments will need to be added

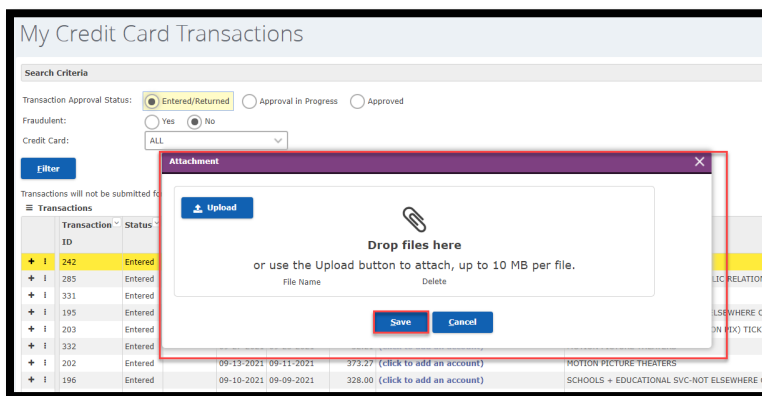
To add the attachments:

- Highlight the line
- Click Attachment button



The attachment pop up will appear

- Drag and Drop your attachment
- Click Save





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You will see an "A" under the Attach column - this indicates that you have uploaded an attachment

- You will have to upload an attachment for each line before you are able to submit the transactions for approval

Transactions will not be submitted for approval unless at least one account number has been selected, and a receipt has been uploaded as an attachment.

Transaction ID	Status	Next in Workflow	Posting Date	Transaction Date	Amount	Account Number	Description	Merchant Name	City	State / Province	Attach
242	Entered		09-17-2021	09-17-2021	17.86	199-11-6399-000-895-11-000000 - \$17.86	MOTION PICTURE THEATERS	CINEMARK HQ 001	800-246-3627	TX	A
285	Entered		09-23-2021	09-22-2021	93.00	(click to add an account)	CONSULTING MANAGEMENT AND PUBLIC RELATIONS SVCS	MATH ASSOC AMERICA	2023198485	DC	
331	Entered		09-27-2021	09-25-2021	8.12	(click to add an account)	MOTION PICTURE THEATERS	CINEMARK THEATRES 190	PASADENA	TX	
195	Entered		09-16-2021	09-09-2021	265.00	(click to add an account)	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	ETSCA.COM	AMARILLO	TX	
203	Entered		09-13-2021	09-11-2021	275.00	(click to add an account)	THEATRICAL PRODUCERS(EXCL MOTION PIX) TICKET AGENCY	RICE UNIV ATHLETICS	HOUSTON	TX	
332	Entered		09-27-2021	09-25-2021	22.21	(click to add an account)	MOTION PICTURE THEATERS	CINEMARK THEATRES 190	PASADENA	TX	
202	Entered		09-13-2021	09-11-2021	373.27	(click to add an account)	MOTION PICTURE THEATERS	CINEMARK HQ 001	800-246-3627	TX	
196	Entered		09-10-2021	09-09-2021	328.00	(click to add an account)	SCHOOLS - EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	NATIONAL SPEECH DEBAT	920-746206	IA	
383	Entered		10-07-2021	10-06-2021	220.00	(click to add an account)	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLEGES	UH ATHLETIC TICKETS	713-7439447	TX	
511	Entered		10-25-2021	10-21-2021	277.50	(click to add an account)	THEATRICAL PRODUCERS(EXCL MOTION PIX) TICKET AGENCY	HOUSTON GRAND OPERA	HOUSTON	TX	

Buttons: Mark as Fraudulent, Un-Mark as Fraudulent, Find Fraudulent Charge, Attachment, Submit for Approval

Once the Account Number(s) and Attachments are completed

- Click Submit for Approval

This will submit all transactions that have been completed - these are ready for workflow approval

My Credit Card Transactions

Change card

Search Criteria

Transaction Approval Status: Entered/Retired Approval in Progress Approved

Fraudulent: Yes No

Credit Card: ALL

Filter

Transactions will not be submitted for approval unless at least one account number has been selected, and a receipt has been uploaded as an attachment.

Transaction ID	Status	Next in Workflow	Posting Date	Transaction Date	Amount	Account Number	Description	Merchant Name	City	State / Province	Attach
242	Entered		09-17-2021	09-17-2021	17.86	199-11-6399-000-895-11-000000 - \$17.86	MOTION PICTURE THEATERS	CINEMARK HQ 001	800-246-3627	TX	A
285	Entered		09-23-2021	09-22-2021	93.00	199-11-6399-000-895-11-000000 - \$93.00	CONSULTING MANAGEMENT AND PUBLIC RELATIONS SVCS	MATH ASSOC AMERICA	2023198485	DC	A
331	Entered		09-27-2021	09-25-2021	8.12	199-11-6399-000-895-11-000000 - \$8.12	MOTION PICTURE THEATERS	CINEMARK THEATRES 190	PASADENA	TX	A
195	Entered		09-16-2021	09-09-2021	265.00	199-11-6399-000-895-11-000000 - \$265.00	ORGANIZATIONS MEMBERSHIP-NOT ELSEWHERE CLASSIFIED	ETSCA.COM	AMARILLO	TX	A
203	Entered		09-13-2021	09-11-2021	275.00	199-11-6399-000-895-11-000000 - \$275.00	THEATRICAL PRODUCERS(EXCL MOTION PIX) TICKET AGENCY	RICE UNIV ATHLETICS	HOUSTON	TX	A
332	Entered		09-27-2021	09-25-2021	22.21	199-11-6399-000-895-11-000000 - \$22.21	MOTION PICTURE THEATERS	CINEMARK THEATRES 190	PASADENA	TX	A
202	Entered		09-13-2021	09-11-2021	373.27	199-11-6399-000-895-11-000000 - \$373.27	MOTION PICTURE THEATERS	CINEMARK HQ 001	800-246-3627	TX	A
196	Entered		09-10-2021	09-09-2021	328.00	199-11-6399-000-895-11-000000 - \$328.00	SCHOOLS - EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	NATIONAL SPEECH DEBAT	920-746206	IA	A
383	Entered		10-07-2021	10-06-2021	220.00	199-11-6399-000-895-11-000000 - \$220.00	COLLEGES UNIV PRO SCHOOLS JUNIOR COLLEGES	UH ATHLETIC TICKETS	713-7439447	TX	A
511	Entered		10-25-2021	10-21-2021	277.50	199-11-6399-000-895-11-000000 - \$277.50	THEATRICAL PRODUCERS(EXCL MOTION PIX) TICKET AGENCY	HOUSTON GRAND OPERA	HOUSTON	TX	A

Buttons: Mark as Fraudulent, Un-Mark as Fraudulent, Find Fraudulent Charge, Attachment, Submit for Approval