

# SECTION 15:

## FRONTLINE PROCEDURES

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## General Information

The Frontline Procedures section of this manual provides screen prints of various inquiry and report screens to assist with processing transactions and running various reports.

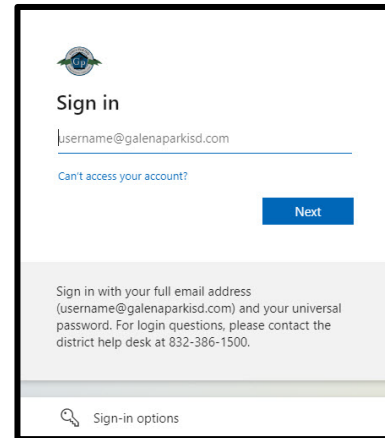
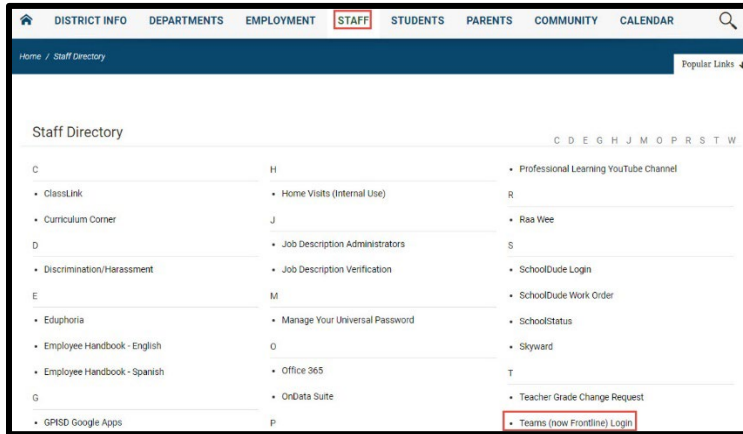
## Getting Started

### Logging in to Frontline

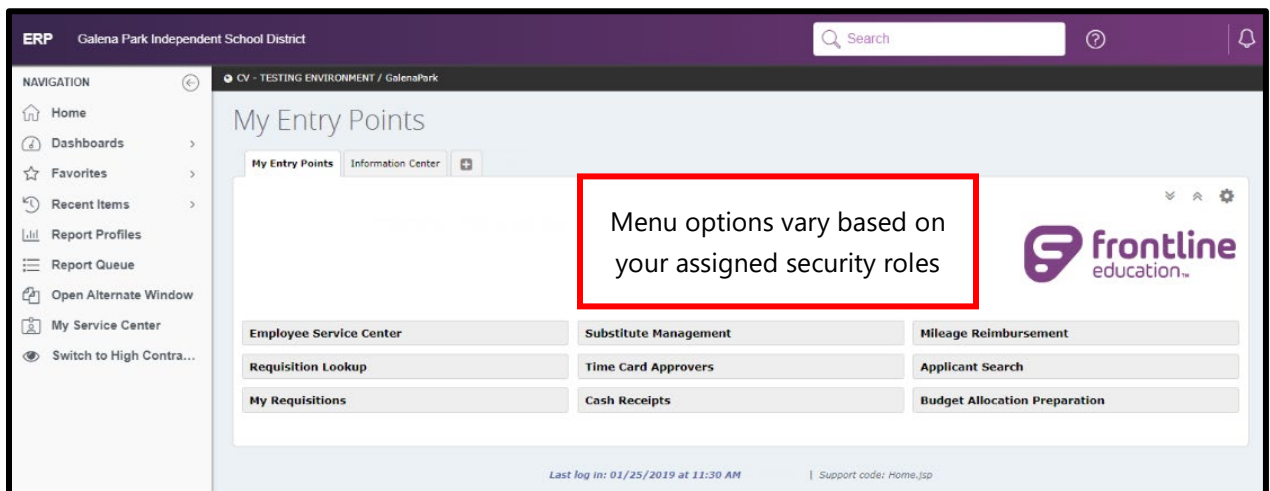
Frontline can be accessed through the District webpage.

1. Log into Frontline using **Google Chrome**
2. Select **Staff**
3. Select **Teams(now Frontline) Login**
4. Enter the User ID and Password (same as Universal Password)

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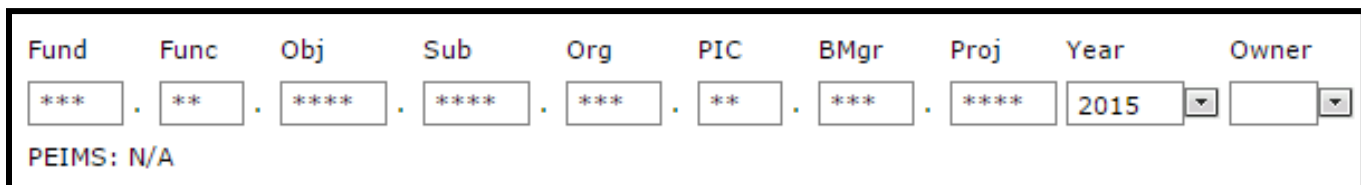
**Security Alert:** Do **NOT** share your log in with anyone and do **NOT** accept or use anyone's log in.



After accessing Frontline, the Frontline Home Page Appears. This Frontline Home Page varies according to assigned security roles.

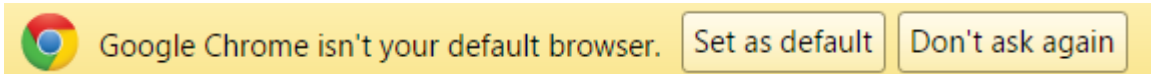
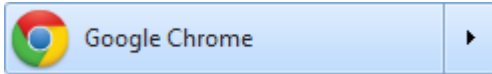
### Frontline Account Code Structure

Below is the Account Code Structure used in Frontline, see Section 17: Account Codes for more detail. The delimiter between elements of the account string is a period (.) and no longer a dash (-).

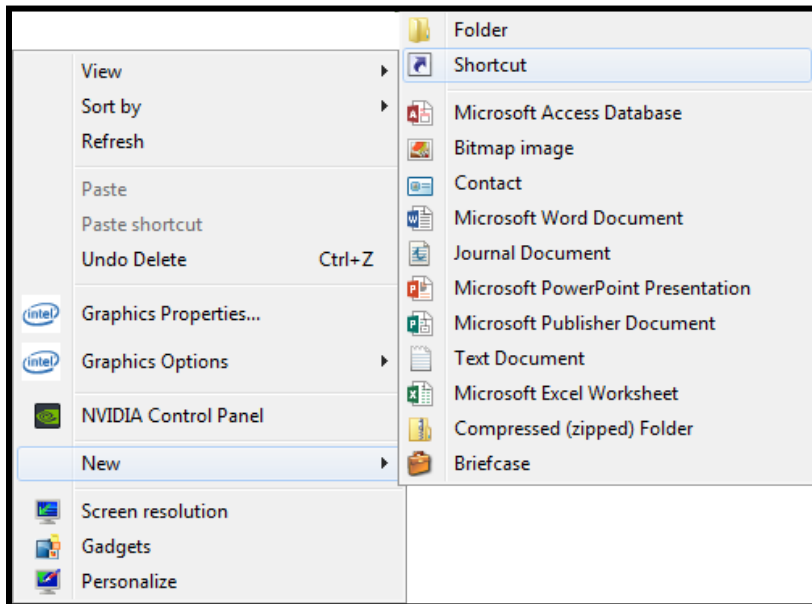


**Creating a Desktop Shortcut for Frontline**

1. Choose Google Chrome as default internet browser.
  - a. Select a browser and open it. If the browser is not already the default, it will likely ask the user to set it as the default



2. Right-click on the computer's **desktop** to show the options shown below
  - a. Place the mouse arrow over **New**
  - b. Click **Shortcut**
  - c. The **Create Shortcut Wizard** window will open



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3. In the field indicated below, enter the address as shown, then click **Next**.

← Create Shortcut

What item would you like to create a shortcut for?

This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Type the location of the item:

https://login.frontlineeducation.com/sso/galenapark

Browse...

Click Next to continue.

Next Cancel

4. In the field indicated below, enter 'Frontline', then click **Finish**.

What would you like to name the shortcut?

Type a name for this shortcut:

Frontline

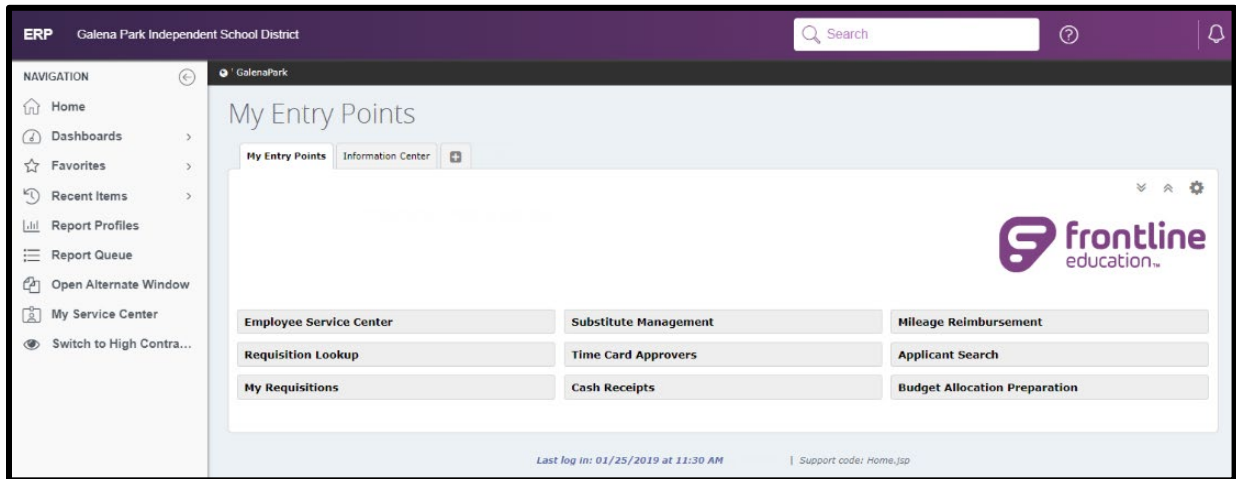
Click Finish to create the shortcut.

Finish Cancel

- The shortcut will be added to the computer Desktop

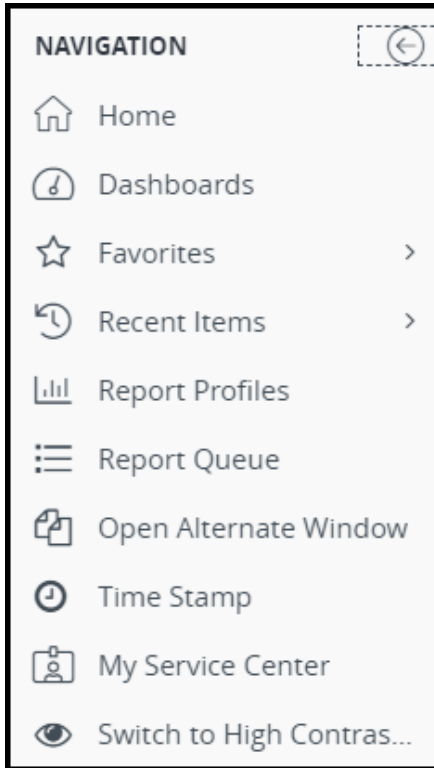
### **Frontline Home Page, Navigation, Search and Customization**

The Frontline Home Page has customizable options and a **search menu items** box.



## Frontline Navigation Bar

The Frontline Navigation bar is on the left side of the Home Page and has the following icons:



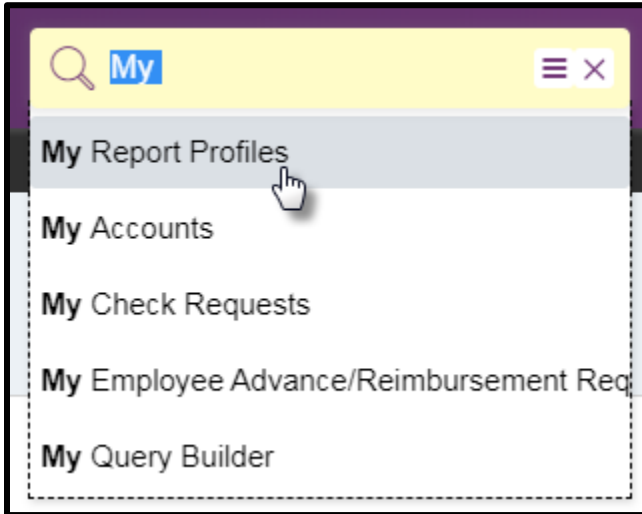
- **Arrow** collapses or expands the Navigation bar.
- **Home** Button returns to the starting screen.
- **Dashboards** navigates to any created dashboards.
- **Favorites** quickly navigates favored entry points.
- **Recent Items** navigates to recently used entry points.
- **Report Profiles** will display reports that can be generated.
- **Report Queue** for access to generated reports.
- **Open Alternate Window** opens an alternate screen to work in while retaining the main screen. The alternate screen will show **Viewing Alternate Window** in the middle bar across the screen.
- **Time Stamp** From this window you can submit a punch and view your last eight punches, if your role is configured to allow you to perform time stamp punches.
- **My Service Center** navigates to the Employee Service Center.
- **Switch to High Contrast** allows a user to switch between Standard and High Contrast modes.

**Note:** If you are not working in any screen for 30 minutes, you will be logged out.



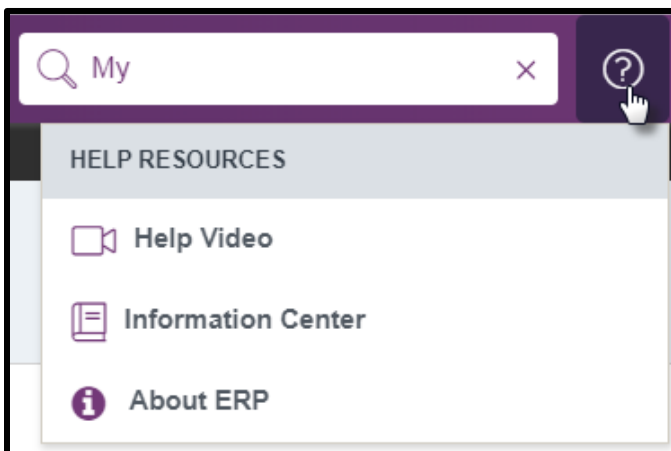
### Search Menu Items

At the top of the Home Page is a search feature for entry points. In the dialog box enter the desired entry point and results with the keyword will be displayed for easy selection.

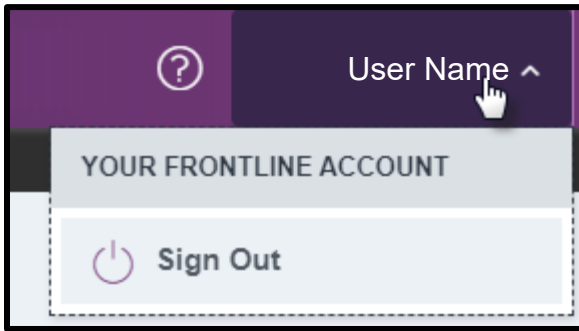


### Help Resources

The **question mark icon** located next to the Search feature will navigate a user to Help Videos, Information Center, or information related to the Enterprise Resource Planning (ERP) system.




## Your Frontline Account



Selecting the User Name will display the **Sign Out** option.

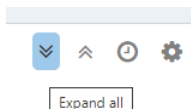
## Notifications



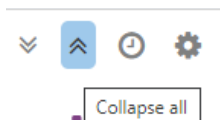
**Notification** Icon – a yellow circle will appear next to the icon  when new notifications are received; examples include creation of a Purchase Order or Requisitions that need approval, etc. New messages will display the **NEW** icon, indicating an unread message. Messages can be deleted once read by selecting a message and choosing delete at bottom of messages.

## Ribbon/Entry Point Customization

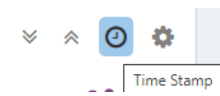
The following options pertain to the Ribbons and Entry Points displayed on the Home Page, and can be found on the far right side of the screen, below the Notification Bell and just above the Frontline logo.



Expand All Icon – Expands all menus to show all options.



Collapse All Icon – Closes all menus and hides options.



Time Stamp - Submit a punch and view your last eight punches, if your role is configured to allow you to perform time stamp punches



Configure Icon – Opens the customization menu and has tutorial information. More information on this coming soon.

## Last Log in and Page Identification

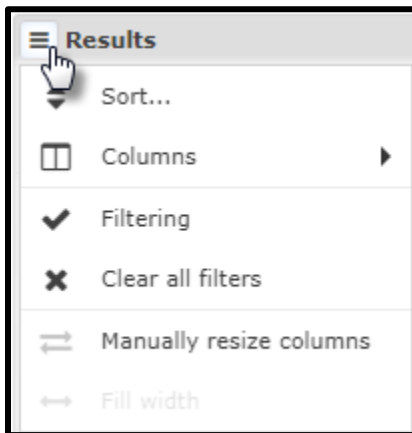
Last log in information for the user, and page identification name can be located at the bottom of the screen. When encountering errors in the system, this information should be included when reporting the issue to Support Staff.

*Last log in: 07/18/2019 at 11:00 AM by 133078 | Support code: AccountTransactions.jsp*

## Configure Columns and Sort

Result screen columns can be configured as needed.

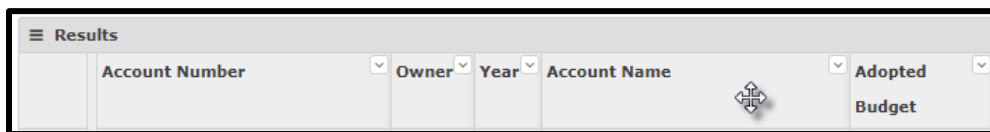
Click the icon next to Results.



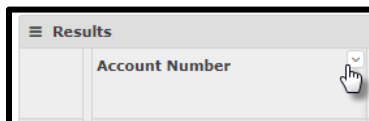
The options vary depending on the screen.

- **Sort** will display a list of available columns to sort by.
- **Columns** will display all available columns. Use the radio buttons to toggle the column view.
- **Filtering** allows data to be filtered by specific criteria.
- **Clear All Filters** will remove any filter settings applied.

Columns can be manually ordered by clicking it and dragging to the desired location.



The down arrow provides additional options available to that specific column.

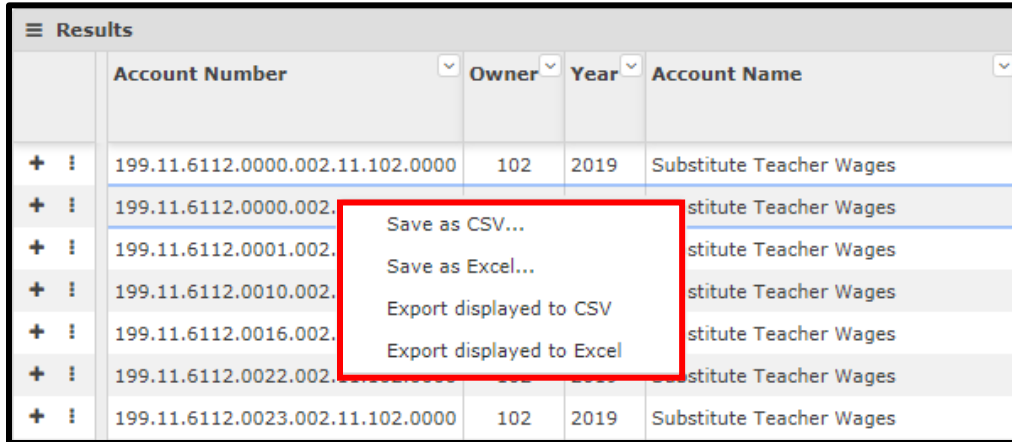


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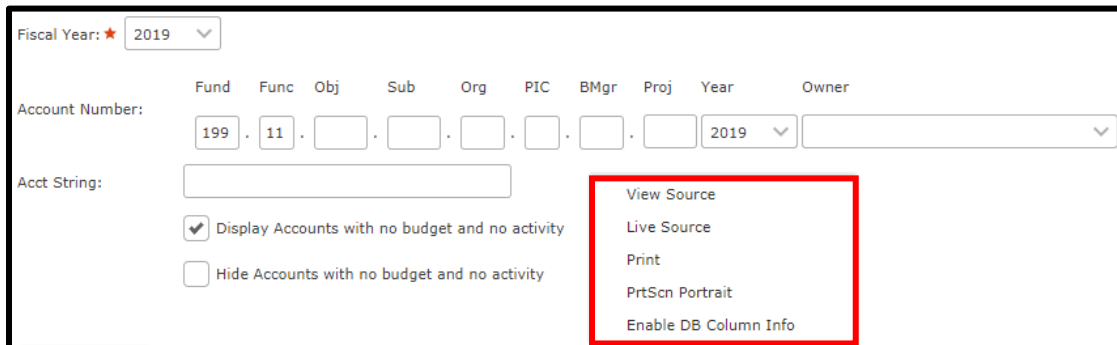
### Right-Click Menu Options

On a results screen you can right click on any record to see the **save or export menu**. All records that were loaded will be sent to an Excel or CSV file.



Results				
	Account Number	Owner	Year	Account Name
+ !	199.11.6112.0000.002.11.102.0000	102	2019	Substitute Teacher Wages
+ !	199.11.6112.0000.002.11.102.0000			Substitute Teacher Wages
+ !	199.11.6112.0001.002.11.102.0000			Substitute Teacher Wages
+ !	199.11.6112.0010.002.11.102.0000			Substitute Teacher Wages
+ !	199.11.6112.0016.002.11.102.0000			Substitute Teacher Wages
+ !	199.11.6112.0022.002.11.102.0000			Substitute Teacher Wages
+ !	199.11.6112.0023.002.11.102.0000	102	2019	Substitute Teacher Wages

To see the print and print screen menu you right-click outside of the results area, either the top or bottom area on most screens, to see the options menu:



Fiscal Year: ★ 2019

Account Number: Fund Func Obj Sub Org PIC BMgr Proj Year Owner

199 . 11 . . . . . 2019

Acct String:

Display Accounts with no budget and no activity

Hide Accounts with no budget and no activity

- View Source
- Live Source
- Print
- PrtScn Portrait
- Enable DB Column Info

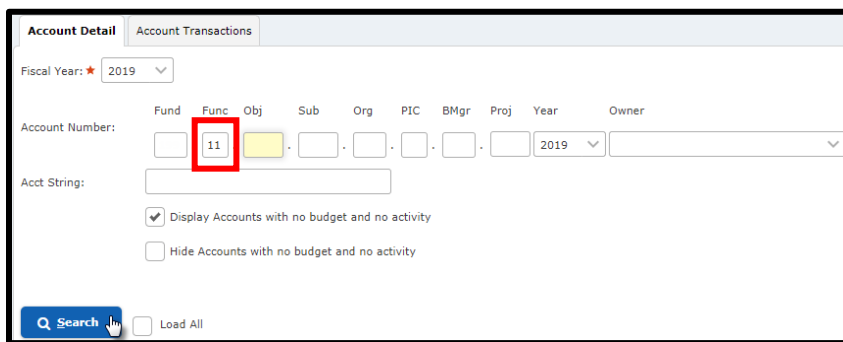
## Search My Accounts

### Account Detail

Navigate to the **My Accounts** entry point, either using the Ribbons or Search feature.



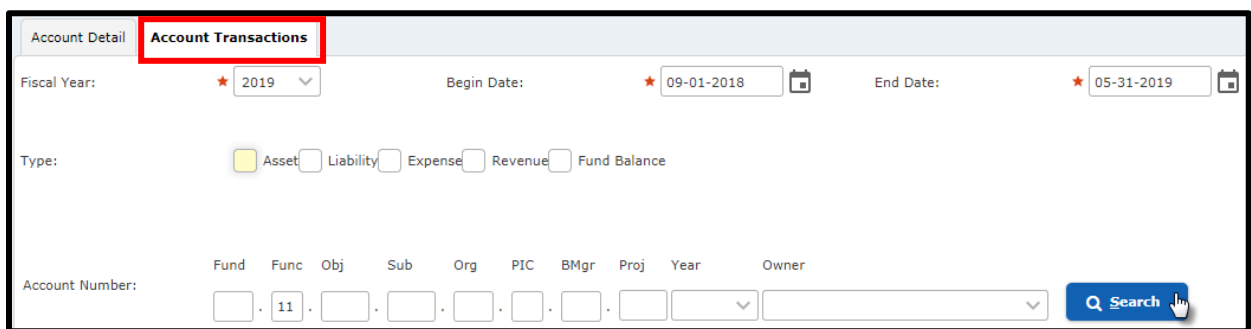
Enter at least 2 digits into the account search criteria, then select **Search**.



Accounts matching the search criteria will display and can be selected to access **View Period Summary**.

### Account Transactions

Selecting the **Account Transactions** tab will provide search results with transaction-level details. Enter the date range, at least 2 digits into the account search criteria, then select **Search**.



The **Mass Export Txns** button can be ignored.

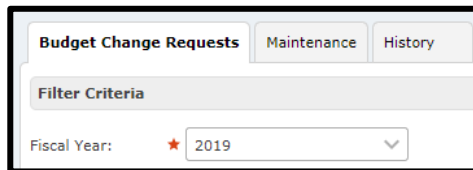
## Budget Processing

### Enter a Budget Change Request

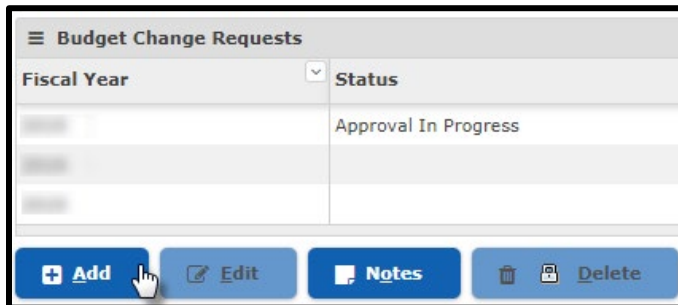
1. Navigate to the **Request Budget Change** entry point, either using the Ribbons or Search feature.






2. Select the fiscal year



3. Click **Add**



4. Enter budget Change request details in the Maintenance tab:
  - a. Request ID is system generated, and will become the *Budget Transaction Number* once the request is submitted
  - b. The Date field defaults to the current date, but a new date can be entered or selected from the calendar if required.
  - c. Enter a short description for the budget change request
  - d. Enter more description in the Justification field
  - e. Enter the total Budget Change amount in the field labeled "Amount" (located at the top right corner of the screen)
  - f. Press **+** to add an account in the Decrease/Increase areas.
  - g. To filter the list of account numbers, press 
  - h. To clear the values from the element boxes, click 
  - i. To remove an account, click 

**Note:** The Auto Complete option is ON by default. When this option is on, the system will use colors to validate the account number as you complete the account element boxes. If the labels of the element boxes are displayed in orange text, then the system has found too many results to filter and you should complete another element box. If the labels are displayed in green, you can either continue to complete element boxes or click the icon to display a list of matching accounts and select one. If the labels are displayed in red, then you have entered an invalid value in an account element box. If the system finds one exact match as you are entering an account number, it will automatically complete the remaining element boxes. If you do not want to use the Auto Complete option, click the Auto Complete link to toggle the option OFF.

- j. Enter the Amounts to be decreased and increased

**Note:** Multiple accounts can be increased and decreased in a single request, but the total must match the amount entered at the top of the screen.

- k. To save the request without submitting, click "Save" at the bottom of the screen. Saved requests can be edited at a later time.
- l. To cancel the request, click **Cancel**. Users will be returned to the Frontline Home Page without saving the request.
- m. Once the entry is complete, click "Submit" at the bottom of the screen. Note that a request cannot be edited once submitted.

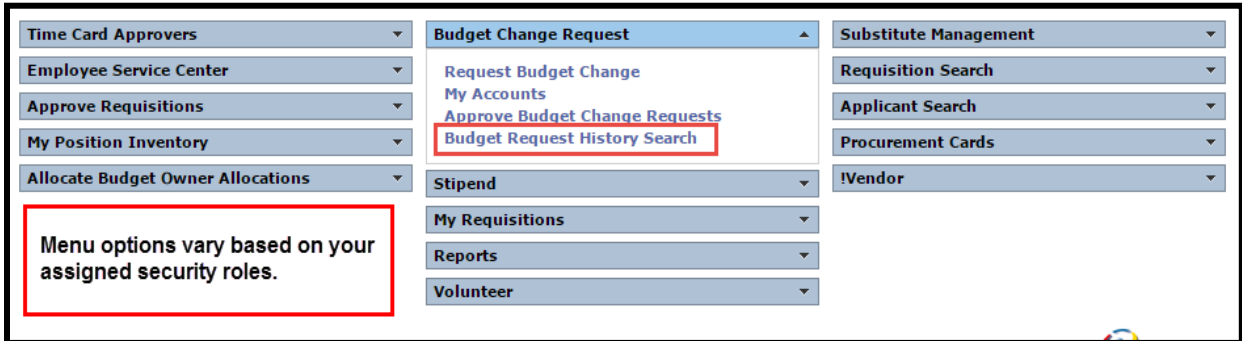
Budget Change Requests that have been saved or submitted can be found in the Budget Change Requests tab. Submitted requests going through the approval process will display the current status and the name of the next approver.





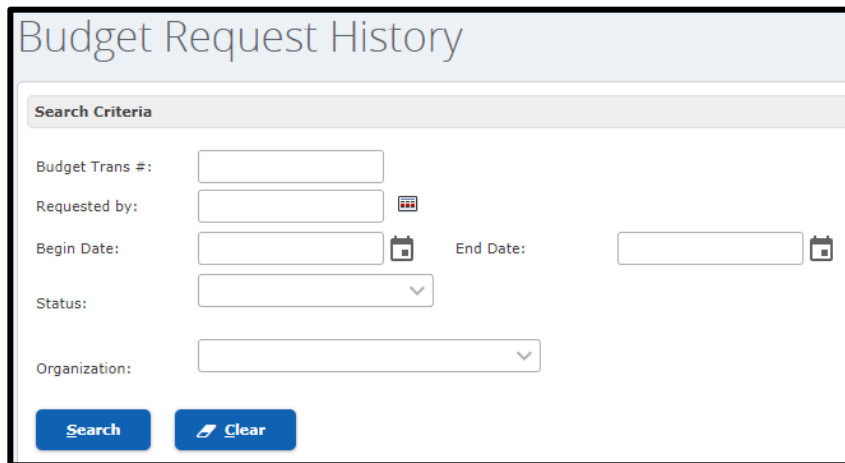
Note that the "Delete" button is locked. A Budget Change Request cannot be deleted.

### Review Budget History

1. Use the Budget Change Request menu to select **Budget Request History Search**



2. Use the SEARCH CRITERIA fields to enter the data to filter by.
  - a. **Budget Trans #:** The Request ID number becomes the Budget Transfer Number upon Submission
  - b. **Requested By:** Filter by the ID number of the employee who requested the Budget Transfer
  - c. **Begin Date:** Enter the start date for which the system should search for requests or click the  icon to select it from the calendar
  - d. **End Date:** Enter the end date for which the system should search for requests or click the  icon to select it from the calendar
  - e. **Status:** Filter by the status of the Budget Change Request (i.e., Denied by Validation Rules)
  - f. **Organization:** Filter results by a specific Organization
3. Click **Search**



4. Double click on a request to display the Budget Change Request Maintenance tab and see details. When finished, click "Return to Budget Request" button to return to the history tab.
5. If the status shows APPROVAL HISTORY, the link can be clicked to display the Budget Approve History box. When finished, click "Close".



Processing

**Vendor Search – Vendor Listing**

Approved Vendors should be used for District purchases. **Vendor Listing** is a tool that will allow you to see the vendors in Frontline that are already approved and what cooperative(s) they are on. This tool is updated monthly. It can be found at **GPISD Home Page-Departments-Purchasing-Approved Vendors-Vendor Listing** or <https://www.galenaparkisd.com/Page/1153>. A district log in is required to access the file once **Vendor Listing** is selected. Choose **Vendor Listing** again and the current month spreadsheet will download in Excel

Galena Park I.S.D. It's All About Excellence

Translate Sign In

District Home Choose Your School

DISTRICT INFO DEPARTMENTS EMPLOYMENT STAFF STUDENTS PARENTS COMMUNITY CALENDAR

Home / Departments / Purchasing / Approved Vendors

Popular Links

Purchasing

- Department Homepage
- Vendor Information
- Available Solicitations
- Approved Vendors**
- Awarded Bids
- Frequently Asked Questions
- Cooperatives
- Conflict of Interest
- Contracts

Approved Vendors

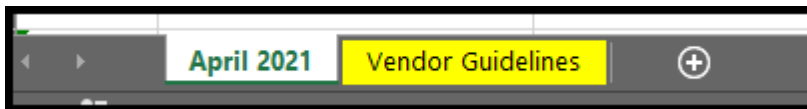
To verify the name of an approved Galena Park ISD vendor, click the category description and search for the vendor name.

NUMBER	CATEGORY DESCRIPTION	EXPIRATION
RFP MA 17-012	<a href="#">Catering Services, Food, Restaurant, Fast Food</a>	06/30/2022
RFP 18-008	<a href="#">Fundraising Vendors</a>	04/30/2021
RFP MA 17-010	<a href="#">General Retail Merchandise</a>	05/23/2022
RFP MA 18-012	Books and Publications	10/31/2021

Vendor Listing is HERE!

» VENDOR LISTING

Vendor Listing is updated on a monthly basis. Check it monthly for updated vendor information.



The first tab – Month Year, is a listing of approved vendors with categories. The second tab, Vendor Guidelines, is to give specific details of how the vendor expects payments if other than a purchase order.

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A	B	C	D	E	F
Vendor Listing with Categories					
Vendor ID	Vendor Official Name	Category	Contract ID	Contract Start Date	Contract End Date

A filter can be added to the first row to allow a better search option.

Vendor Listing with Categories					
Vendor ID	Vendor Official Name	Category	Contract ID	Contract Start Date	Contract End Date
301715	13000 Woodforest LLC	Tax Refund	Tax Refund	[OPEN]	[OPEN]
169137	1st Photo Texas, LLC	Photos, Photography	17 TIPS	05/22/2020	05/31/2023
169137	1st Photo Texas, LLC	Fundraising	17 TIPS	06/12/2017	04/30/2021
14210	1st Source Parts Center	Food Service Equipment & Supplies	45	[OPEN]	[OPEN]
14210	1st Source Parts Center	Maintenance, Operations	103	[OPEN]	[OPEN]
301819	2013 SWE LLC	Tax Refund	Tax Refund	[OPEN]	[OPEN]
302013	2015 PP Peterson Properties	Tax Refund	Tax Refund	[OPEN]	[OPEN]
79243	247 Security, Inc.	School Bus Surveillance	26 - Safety (Fire, Security	[OPEN]	10/31/2021
79243	247 Security, Inc.	Security, Fire, Safety &	86	[OPEN]	[OPEN]

**Create a Traditional Requisition**

To purchase items using Frontline, you must create and submit requisitions to be approved by approvers and analyzers so that it can be posted and invoiced. Traditional Requisitions require receiving before a payment can be processed.

Time Card Approvers	Substitute Management	Employee Service Center
Requisition Lookup	Applicant Search	My Requisitions
Cash Receipts		<ul style="list-style-type: none"> <li>My Accounts</li> <li style="border: 1px solid red; padding: 2px;">Create Requisitions</li> <li>Create Check Request</li> <li>Create Employee Advance/Reimbursement Request</li> <li>Create Non-Employee Advance/Reimbursement Request</li> <li>Request Budget Change</li> <li>Organization PO Search</li> <li>My Employee Advance/Reimbursement Requests</li> <li>Requisition Search</li> <li>Receive</li> <li>Request for New Vendor</li> <li>All Non-Employee Advance/Reimbursement Requests</li> </ul>

Menu options vary based on your assigned security roles.

1. Navigate to the Frontline Home Page and locate the **My Requisitions** menu

2. Select **Create Requisition**

3. Select **Traditional (New)**

4. **Cart Name:** A Cart Name will auto populate, leave the cart name as it appears. (You will need this to search your requisitions later.) The following information is defaulted in:

- a. The employee’s name who is logged in
- b. Today’s date
- c. The next cart numbers

**Note: Cart Names** are stored in numbered increments.

5. Select **Continue**

6. Enter the **Category** and **Vendor** fields. You can either choose the Category first or the Vendor.

- a. **Select a Category first:** If you enter a category first , the vendor drop-down list is populated with those vendors that are assigned to the category you selected.
- b. **Select a Vendor first:** If you enter a vendor first, the category drop-down list is populated with those categories that are assigned to the vendor you selected.



**Tip:** You can start typing in the box and information will populate.

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The screenshot shows a web form titled "Traditional Requisition Header". It contains several fields with red asterisks indicating they are required:

- Category: \* [dropdown]
- Contract: \* [dropdown]
- Requestor: \* [dropdown]
- Ship-To Location: \* [dropdown]
- Vendor: \* [text input]
- Order From: \* [dropdown]
- Ship-To Receiving Group: \* [dropdown]

Below the header is a "Messages" section with a green bar. It contains three buttons: "Add Line Items", "Clear", and "Cancel".

7. Select a **Contract** from the drop-down list. If a contract number is not provided on the quote, contact Purchasing. Select  icon to choose a different contract if one is available.
8. Select **Order From** from the drop-down list if it is not already populated. **Order from** with a **(P)** prior to the address indicates a paper Purchase Order will be printed. **Order from** with a **(E)** prior to the address indicates the Purchase Order will be emailed by the system remotely to the vendor. The Financial Clerk is responsible for following up **with the vendor** to ensure the PO has been received.
9. The **Requestor** field defaults to the name of the person creating the requisition, but a different name can be selected from the drop down list if necessary.
10. Select the **Ship-To Location** from the drop-down list.
11. Select the **Ship-To Receiving Group** from the drop-down list.
12. Click the  on the Messages panel to expand the Messages panel.
  - a. To include a message to the Vendors, highlight 1. **Available Vendor Messages** to select the appropriate message in the respective field and click the 2. **Add** button. The Messages listed are titles, choose the appropriate Message for the time of year. Purchasing will update the dates associated with each message.

The screenshot shows the "Create Requisition" form with the "Messages" panel expanded. The "Messages" panel is highlighted with a green border and contains two green arrows pointing left and right, indicating it is expandable. The "Traditional Requisition Header" section is visible above it, showing the same required fields as in the previous screenshot.

Available Approver Messages

Selected Approver Messages

Available Buyer Messages

Selected Buyer Messages

Available Vendor Messages

Labor Day

Spring Break

Summer Hours

Thanksgiving Break

Winter Break

Selected Vendor Messages

13. Click the  button. The Line Items tab is displayed.

Traditional Requisition Line Items											
Save as Fav.?	Quantity	Vendor Stock Number	Unit of Measure	Long Description	Justification	Special Instructions	Unit Price	Unit Dscnt.	Total Line Amount	Accounts	Type
<input type="checkbox"/>	1.0						0.00	0.00	0.00	<i>(click to add an account)</i>	Traditional

**Section 15: Frontline Procedures**

- 14. **Show Install?** field, indicates whether the item needs to be installed. If you select Yes, the Unit Install column is added to the table displaying the line items. Enter the amount the installation will cost in that cell of the appropriate line item.
- 15. **Show Freight?** field, indicates whether freight charges will be applied to the item.
- 16. If you select Yes, the Freight column is added to the table displaying the line items. Enter the amount in that cell of the appropriate line item. You can select No, and add Freight as a line item.
- 17. **Show Tax?** field, defaults to No. Leave it at No; tax should never be charged.
- 18. **Split Account By Type?** field, indicates whether the unit price or discount amount needs to be taken out of another account. If you select Yes, the Expense Accounts and Discount Accounts columns are added to the table displaying the line items. Enter the amounts for each and add the accounts to be charged.
- 19. **Cart Total Amount** field, will show the total of your cart as the requisition is created. This field is automatically populated and can not be changed.

20. Use the information in the following table to enter items you are ordering.

**Note:** Click inside the cells under the relevant columns to enter information.

Column	Action
Save As Fav?	<p>Select the check box in this column to save that line item as a favorite. The line item is added to the My Favorites tab when you click the Submit button.</p> <p>The values maintained in the My Favorites tab are the ones captured at the time they are added. Some of these values, such as Unit Price, may have changed after the item was added to favorites.</p> <p>When you need to add that item later, click the <input type="button" value="Add Line From Catalog"/> button to access the Favorited Items tab. For more information about how to add favorited items, see Adding Items from the My Favorites tab.</p>
Quantity	Enter the number of items you want to purchase.
Item Number	<p>Enter the item's number.</p> <p>Entering an item number that matches the item number used in the catalog populates all of the information for the line item except for the account. For more information about adding an account, see step 26.</p>
Unit of Measure	Select how the items are grouped from the drop-down list.

Long Description	Enter a long description, 1000 characters maximum. This field may or may not appear on the tab, as your district can choose to show only the Short Description, only the Long Description, or both.
Justification	Enter an explanation for the purchase. The approver sees this explanation during the approval process. Explanations do not appear on the purchase order.

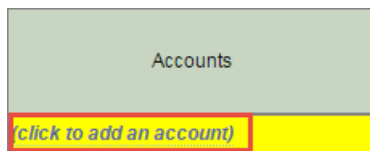
**\*\*Long Description** Enter specific information regarding item being ordered You can copy and paste items from the web or other sources by using ctrl c to copy and ctrl v to paste.



**\*\*Justification** If this is a Technology item enter specific information (this is an internal field). **Justification is required.**

Special Instructions	Special Instructions print on the Purchase Order beneath their corresponding line items.
Unit Price	Enter a price per unit.
Unit Dscnt.	Enter a unit discount. Unit discount can be entered with a percent sign (%) which will calculate the amount of discount based on the Unit Price, or you can add the dollar amount of the discount.

**\*\*Special Instructions** Quote number and/or Cart number must be included for the order to be placed. Also, type the email address given on the quote, to verify the purchase order is sent to the correct email.

If you have the same instruction for the entire purchase order, only add to the last item on the purchase order.



21. Click the  hyperlink to include an account to the requisition. The **Edit Requisitions Accounts** box will open up. Enter the account number, or click  icon to select one from the Account Number tab (Use the grey scroll bar to see this option).

**Section 15: Frontline Procedures**

**Tip:** Complete any of the boxes and click the search icon to filter the search. A list of budget codes will appear for you to choose from.

22. The Percent (**Prct**) field is 100 by default. If you are adding one account number, leave 100 in the Prct field. Enter another percent or dollar amount if you are adding two or more accounts.


**Note:** To delete an account, click the icon.

23. Optional, click the icon to add another account number and dollar amount for the requisition. Repeat 19 and 20, and ensure that the Percentage fields for all accounts equal 100.

24. Click the **Ok (save current line)** button to apply the account number only to the line item selected, or click the **Copy to ALL empty lines** button to apply the account number to all the line items in the requisition which do not currently have accounts assigned to them. The account is added into the Accounts column in the Line items tab.

25. Use the following to add line items



- a. Use the **Add Line From Scratch** button to add a new, blank line item. The account number you have added will automatically populate in the other lines you add. Confirm if that is the correct account number you are using.
  - b. Use the **Add Line From Catalog** button to add a line that was previously entered and saved as Fav
26. To add attachments click the down arrow on Requisition Attachments and then click the  icon to browse for your saved attachments. If requisition is utilizing a quote, **the quote must be attached. No Invoice should be attached to a requisition – send all invoices to Accounts Payable.**
27. Click the Submit button. A message will be displayed that tells you the requisition was successfully created, and asks if you would like to create another requisition.


**Traditional Requisition Line Items**

Show Install?:  Yes  No    Show Freight?:  Yes  No    Show Tax?:  Yes  No    Split Accounts By Type?:  Yes  No    Cart Total Amount: **\$1.00**

Save as Fav.?	Quantity	Vendor Stock Number	Unit of Measure	Long Description	Justification	Special Instructions	Unit Price	Unit Dscnt.	Total Line Amount	Accounts	Type
<input checked="" type="checkbox"/>	1.0	123	Assorted	test	test	test	1.00	0.00	1.00	199.11.6395.0000,106.11.116.0000 - 100	Traditional

**Requisition Attachments**

File Description



**Add Line from Scratch**    **Add Line from Catalog**    **Save Cart as Incomplete**

**Submit**    **Return**    **Cancel Shopping Cart**

**Note:** Use the **Save Cart as Incomplete** button to save the requisition and complete it at another time. When you want to continue creating the requisition, select **Create Requisition, Saved Carts , Traditional (Saved) and Continue** from My Requisition and choose the requisition you created and saved from the drop-down list. Saved carts do encumber funds at the time they are saved. The carts will be saved for 14 days and then they will be deleted and the funds will be added back to the account.

Section 15: Frontline Procedures

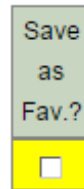
Select Requisition Type

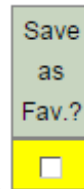
Requisition Types

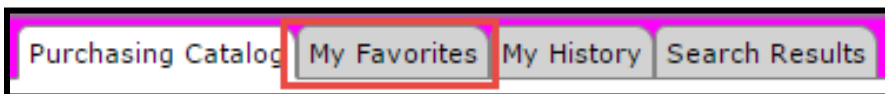
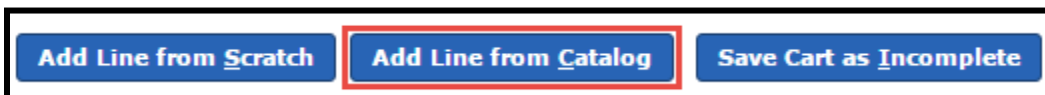
Requisition Type: \*

- Traditional (New)
- Warehouse (New)
- Saved Carts
- Blanket
- Traditional (Saved)
- Warehouse (Saved)

Continue



**Note:** When line items are originally entered and saved in the  field, they are available for later use. Click **Add Line From Catalog**, Click **My Favorites** to bring it forward, Highlight to select the item from the My Favorite Shopping Carts list, choose your item and click the **Select** button. Click **Return to Shopping Cart**. Your saved item will be added to the order. Your last entered **quantity, account number** and **unit price** will be saved, so you will need to confirm any changes.



Purchasing Catalog My Favorites My History Search Results

My Favorite Shopping Carts

Sort | Clear Sorted by: (default)

Name	Created On	Requisition Type	Purchasing Category	Created By	Description	Num Items

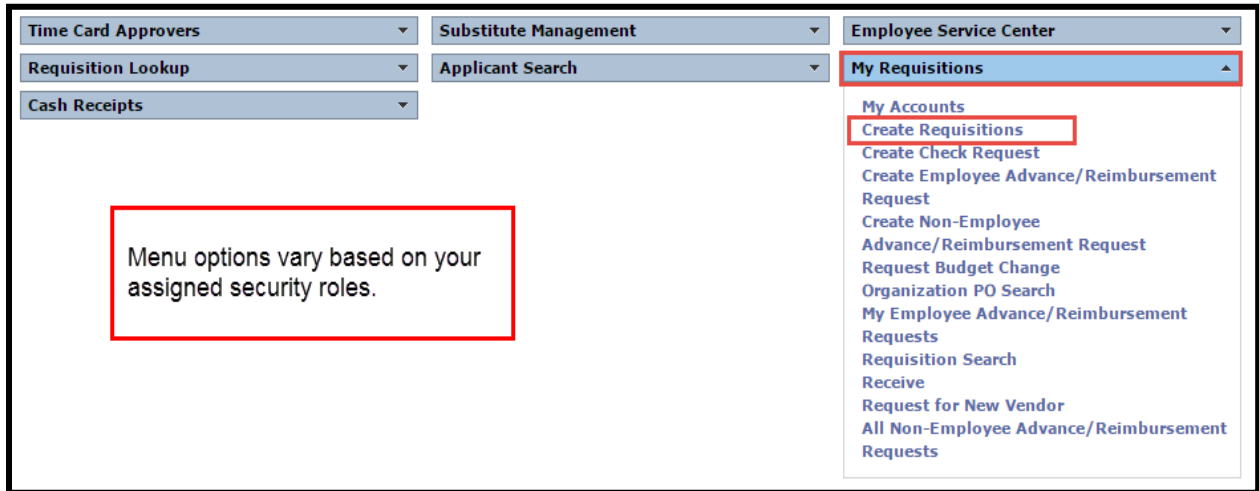
record count: 0 of 0

Select Delete

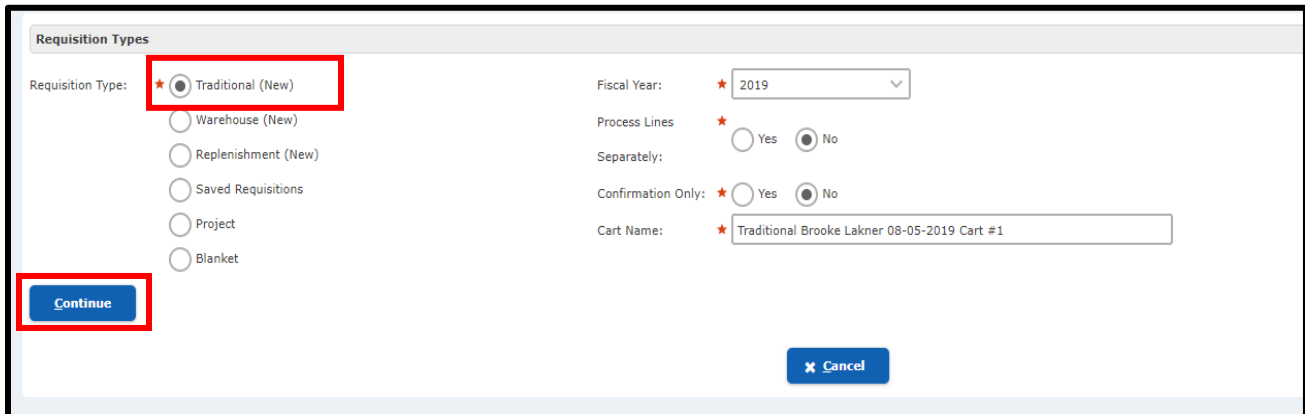
Return to Shopping Cart

**Traditional Requisition: Vendor Punch-out (Office Depot example)**

Some Vendors in Frontline utilize the "Vendor Punch-out" method for traditional requisitions, where the user is able to build their cart on the vendor's actual website, with Frontline automatically importing the cart data to build the requisition. Just like a Traditional Requisition, the items ordered require receiving before a payment can be processed.



1. Navigate to the Frontline Home Page and locate the **My Requisitions** menu
2. Select **Create Requisition**



3. Select requisition type **Traditional** and click **Continue**. \*DO NOT SELECT BLANKET\*
4. Enter the vendor name or Vendor ID#, Office Depot (PunchOut)

**Note: The (eP) on the 'Order From'**

## Section 15: Frontline Procedures

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The screenshot shows a web interface for creating a requisition. At the top, there are two tabs: 'Create Requisition' (active) and 'Line Items'. Below the tabs is a section titled 'Traditional Requisition Header' containing several dropdown menus, each with a red asterisk indicating it is a required field. The fields are: Category (Office Supplies), Vendor (Office Depot Business Services Div. - 10132), Contract (73-TCPN), Order From ((eP) Office Depot Business Services Div. - Acct 88442561 6225 West By Northwest Blvd, Houston, TX, 77040), Requestor (Lakner, Brooke Elize - 107691), Ship-To Location (Administration Building -), and Ship-To Receiving Group (Warehouse). Below this section is a 'Messages' section with two buttons: 'Add Line Items' (highlighted with a red box) and 'Clear'. At the bottom right of the form is a 'Cancel' button.

Complete all Required Fields:

- Category
- Ship-To Location
- Ship-To Receiving Group

5. Click the **Add Line Items** Button

Traditional Requisition Line Items

Cart Total Amount: \$0.00

Save as Fav.?	Quantity	Vendor Stock Number	Unit of Measure	Long Description	Justification	Special Instructions	Unit Price	Unit Dscnt.	Total Line Amount	Accounts	Type
<input type="checkbox"/>	1.00						0.00	0.00	0.00	(click to add an account)	Traditional

Requisition Attachments

Upload

Drop files here  
or use the Upload button to attach.

File Name Description Delete

**Add Line from Catalog** Save Cart as Incomplete

Submit Return Cancel Shopping Cart

- Click on 'Add Line from Catalog' at the bottom of page  
FRONTLINE will automatically route you to the Office Depot Website as shown below:

Office DEPOT Taking care of business

Order By Item | My Lists

Search by Keyword or Item#

Store Locator Help Account 04382135 Hi, PUNCHOUT USER Logout

My Account Orders Quick Order My Lists Cart 0 Items \$0

Office Supplies Paper Ink & Toner Breakroom Cleaning Technology Furniture School Supplies Print + Copy Services

Message News updates

Last update by: N/A-Initialized

You currently have no messages.

Recent Orders Pending Approval Shopping Lists

Order Number go View all

No recent orders in the past 90 days.  
View all order history

MY OFFICE DEPOT

Hi, Punchout User  
Logout  
Account 04382135

New User Guide  
Watch Demo

Cart 0

Recently Viewed

Order By Item

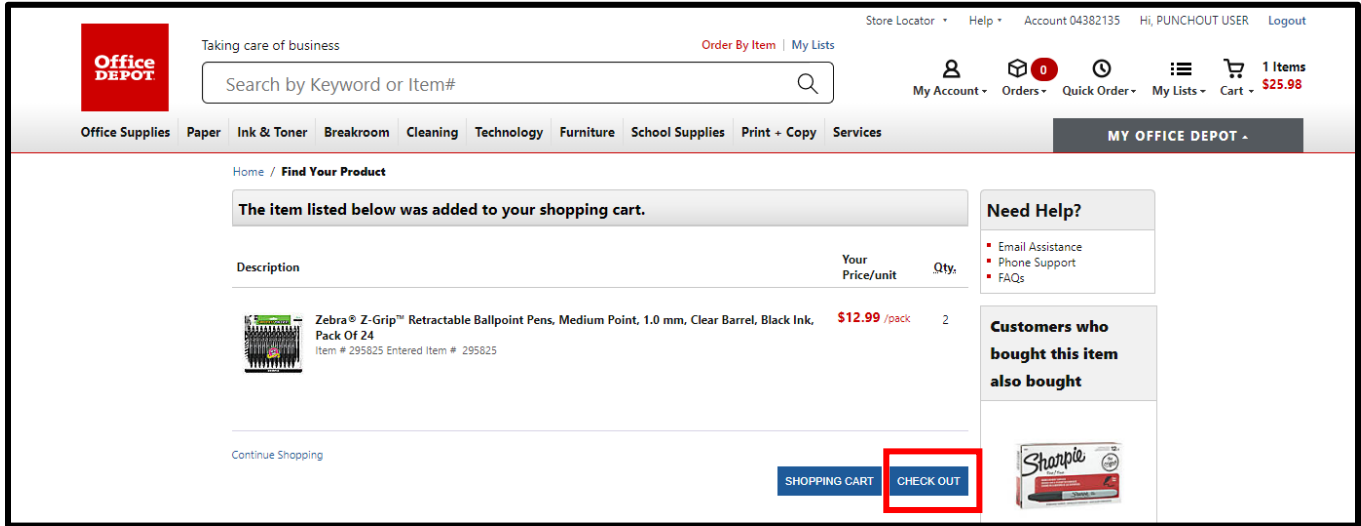
Recent Searches

Helpful Links

We're here to help

**Section 15: Frontline Procedures**

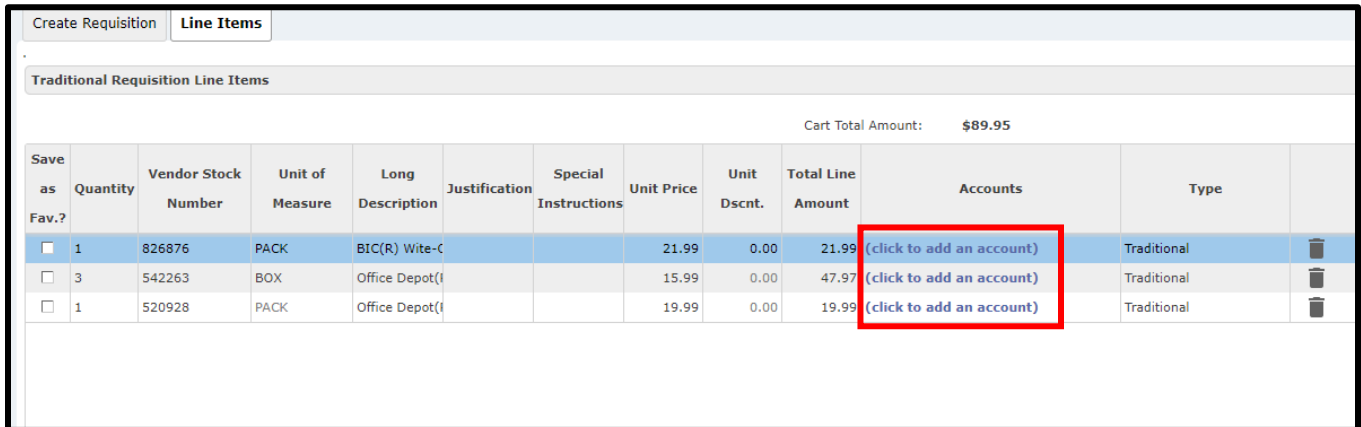
7. Search by item numbers or description of items and add items to cart



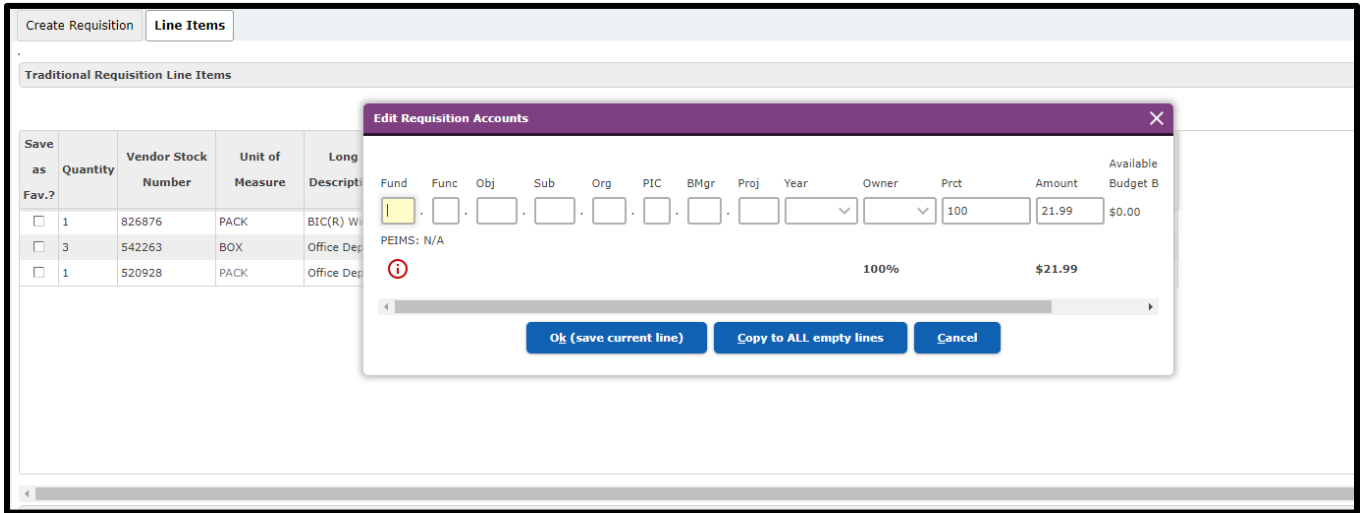
8. Once your cart is complete, click 'Check Out' button

The items in the cart will be transferred back into FRONTLINE

- Quantities
- Vendor Stock Number
- Unit of Measure
- Description
- Unit Price



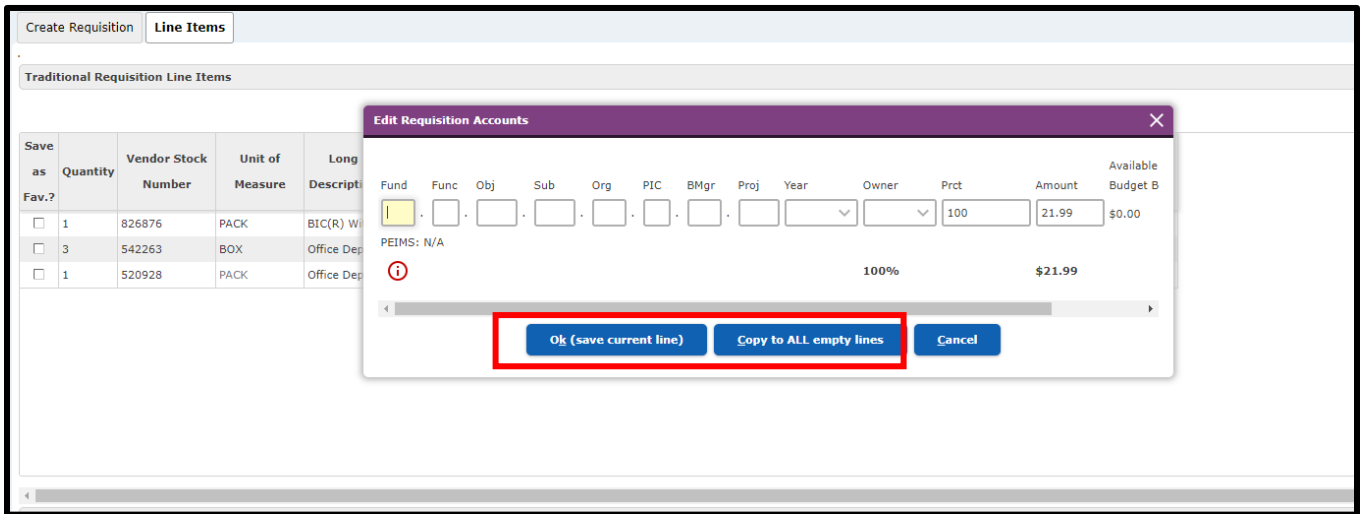
9. To enter account number, select 'Click to add an account' under the Accounts column.



10. Enter the appropriate account number

**\*Note: 'Ok (save current line)' will add account number to the ONE line**

**'Copy to ALL empty lines' will add the same account number to ALL lines\***



**Section 15: Frontline Procedures**

Traditional Requisition Line Items

Cart Total Amount: **\$89.95**

Save as Fav.?	Quantity	Vendor Stock Number	Unit of Measure	Long Description	Justification	Special Instructions	Unit Price	Unit Dscnt.	Total Line Amount	Accounts	Type	
<input type="checkbox"/>	1	520928	PACK	Office Depot(I			19.99	0.00	19.99	199.41.6399.0000.750.99.802.0000	Traditional	
<input type="checkbox"/>	3	542263	BOX	Office Depot(I			15.99	0.00	47.97	199.41.6399.0000.750.99.802.0000	Traditional	
<input type="checkbox"/>	1	826876	PACK	BIC(R) Wite-C			21.99	0.00	21.99	199.41.6399.0000.750.99.802.0000	Traditional	

Requisition Attachments

Upload

**Drop files here**  
or use the Upload button to attach.

File Name	Description	Delete

[Add Line from Catalog](#)

[Save Cart as Incomplete](#)

[Submit](#)

[Return](#)

[Cancel Shopping Cart](#)

11. Attach cart by uploading or dropping the file

**REVIEW YOUR ORDER CAREFULLY BEFORE** clicking the 'Submit' button

\*Note: PRIOR to hitting "Submit" button, you may continue to add additional lines by clicking "Add Line from Catalog". However, once requisition is submitted you cannot change your order.

When the requisition receives final approval, the PO will automatically be sent to Office Depot for processing.



## Search for Traditional Requisition

Search for a Requisition already created. Choose **Requisition Lookup** and **Requisition Search**



To search for all requisitions you have created check the box for **My Requisitions** and choose **Search**

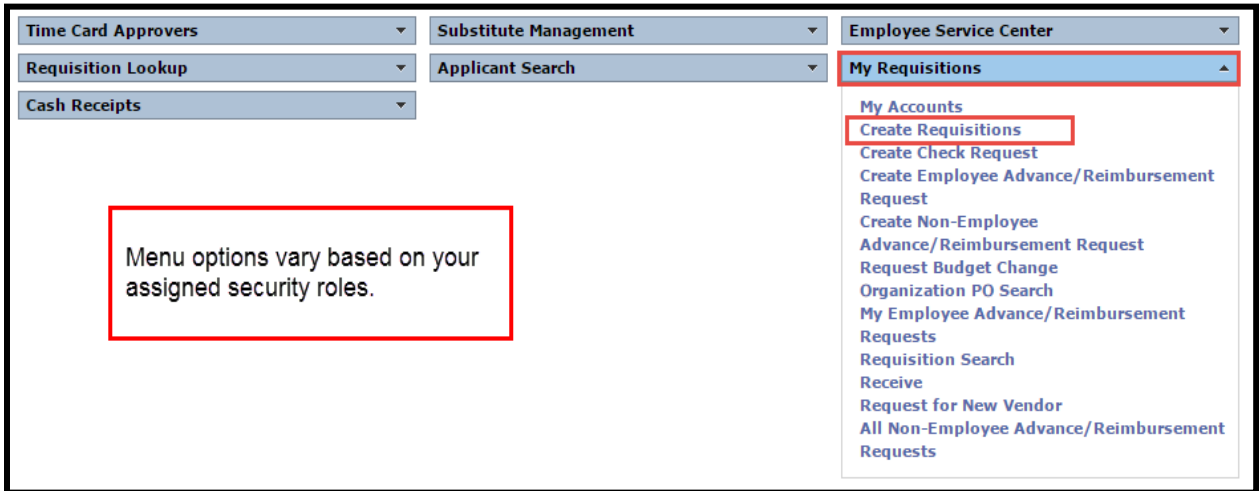
A screenshot of the 'Requisition Search Results' page. The page has a header with 'Requisition Search' and 'Requisition Search Results'. Below the header is a section titled 'Search Types to Include' with radio buttons for 'My Requisitions' (checked), 'Requisitions I Approved', and 'All Requisitions'. There is also a 'Requisition Type' dropdown menu. Below this is the 'Requisition Criteria' section, which includes fields for Vendor, Requestor, Stage, Status, Order From, Shopping Cart Name, Warehouse Shopping Cart ID, Ship-To Location, and Delivery Location. There is also an 'Account Number' section with fields for Fund, Func, Obj, Sub, Org, PIC, BMgr, and Proj. Below that are date ranges for 'Requisition Create Date' (Minimum: 09-01-2015, Maximum: 05-19-2016), 'Requisition Last Modified Date', and 'Purchase Order Date'. The 'Purchase Item Criteria' section includes fields for Stock Number, Purchase Item Number, Category, Description, and Keywords, as well as a 'NIGP Commodity Code' field. At the bottom left, there are 'Search' and 'Clear' buttons, with the 'Search' button highlighted by a red box.

Your requisitions will display and you can select the one you want to view.

There are multiple criteria available to narrow your results including vendor, account code element, and date. Frontline allows the use of multiple criteria to assist with your search.

**Create a Blanket Requisition**

1. Navigate to the Frontline Home Page and locate the **My Requisition** menu.
2. Select the **Create Requisition** link.
3. In the Requisition Type field, select the **Blanket** option.



4. The **Fiscal Year** is auto populated.
5. Click the **Continue** button.

6. Enter the **Category** and **Vendor** fields. You can either choose the Category first or the Vendor.
  - a. **Select a Category first:** If you enter a category first, the vendor drop-down list is populated with those vendors that are assigned to the category you selected.
  - b. **Select a Vendor first:** If you enter a vendor first, the category drop-down list is populated with those categories that are assigned to the vendor you selected.



**Tip:** You can start typing in the box and information will populate.

**Note:** The **Contract** and **Requestor** drop-down lists are populated with preferred contracts and requestors.

7. Select the **Order From** from the drop-down list.
8. Select a **Contract** from the drop-down list.
9. Select the **Ship-To Location** from the drop-down list.
10. Select the **Ship-To Receiving Group** from the drop-down list. Available selections in the drop-list are based on your selection in the Ship-To location field.
11. Enter a **Description** of what the requisition is for.
12. Enter the **Amount**.
13. The Percentage (**Prct**) field is 100 by default. If you are adding one account number, leave 100 in Prct field. Enter another percent if you are adding two or more accounts or enter the dollar amount and the percentage will auto populate.

## Section 15: Frontline Procedures

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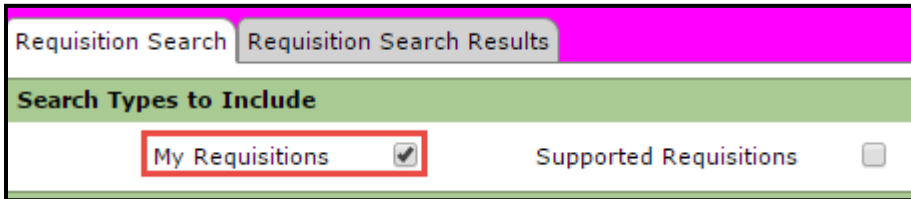
14. Click the  icon to add another account number for the requisition. Repeat the steps and ensure that the Percentage fields for all accounts equals 100.
15. In the **Blanket Requisition Attachments** panel, click the  icon to add an attachment. Click the Choose File button to search for files. You can also use the drag and drop feature to add attachments. **No Invoice should be attached to a requisition – send all invoices to Accounts Payable.**
16. Click the **Submit** button. A message is displayed that tells you that the requisition was successfully created and asks if you would like to create another requisition.

### Search for Blanket Requisition

Choose **Requisition Lookup** and **Blanket/Project Requisition Search**



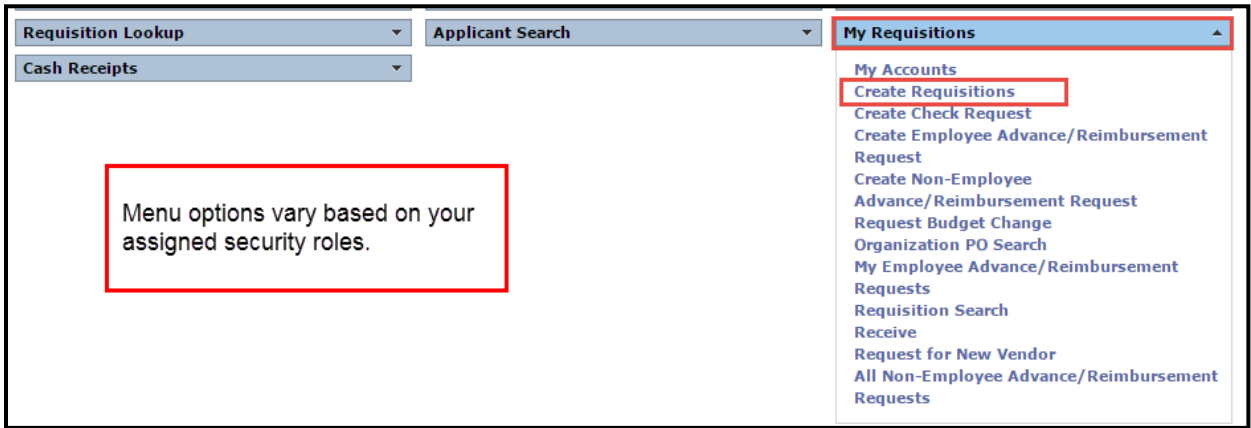
Check the box for **My Requisitions** and choose **Search**



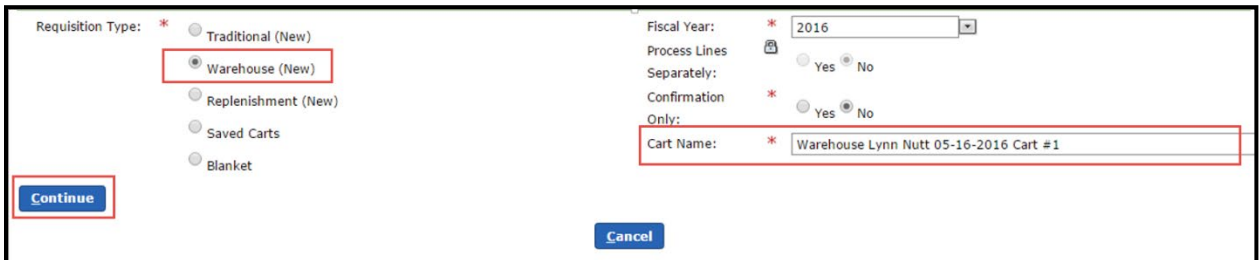
Your requisitions will display and you can select the one you want to view.

### Create a Warehouse Requisition

To purchase Warehouse items using Frontline, you must create and submit requisitions so the order can be created, filled, and invoiced. Create Warehouse Requisitions does not require approval or receiving. Warehouse approves, creates and posts the invoice for payment.



1. Navigate to the Frontline Home Page and locate the **My Requisitions** menu
2. Select **Create Requisition**



3. Select **Warehouse (New)**
4. **Cart Name:** The cart name will auto populate. When creating Warehouse orders if the intended recipient is not in your list of requestors, you can enter a name here. The order will be marked with that name and the pick ticket number before delivery to the selected location.
5. Select **Continue**
6. You **do not** have to choose a **Purchasing Category** when placing Warehouse requisitions. This will allow you to order from all categories on one order.
7. Select a Requestor if the order is not for you. If there is not a list of requestors, then you could enter a name on the cart name referenced above in #4.

Purchasing Category: [dropdown]  
 Requestor: \* Nutt, Lynn S - 026328  
 Deliver or Pick up at the Warehouse: \* Bowen, Raegan - 100022  
 Casanova, Frances A - 152021  
 Nutt, Lynn S - 026328  
 Rideaux, Melinda - 003816  
 Tobias, Joe A - 026824  
 Delivery Receiving Group: \* [dropdown]  
 Messages  
 Add Line Items Clear Cancel

8. Select a Delivery Location from the drop down list.
9. The Delivery location will then have a Delivery Receiving Group to choose from.

Purchasing Category: [dropdown]  
 Requestor: \* Nutt, Lynn S - 026328  
 Deliver or Pick up at the Warehouse: \*  Deliver  Pick up At Warehouse  
 Delivery Location: \* [dropdown]  
 Administration Annex - 202  
 Administration Building - 400  
 Athletics - 401  
 Becker Early Childhood Center - 204  
 Cimarron Elementary School - 101  
 Cloverleaf Elementary School - 102  
 Cobb 6th Grade Campus - 045  
 Delivery Receiving Group: \* [dropdown]  
 Messages  
 Add Line Items Clear Cancel

10. Click the **Add Line Items** button. The order screen will open.

Warehouse Requisition Line Items

Cart Total Amount: **\$0.00**

Save as Fav.?	Deliver All Together	Quantity	Qty Available	Purchase Item Number	Purchasing Category	Unit of Measure	Long Description	Justification	Special Instructions	Unit Price	Unit Dscnt.	Total Line Amount	Accounts
<input type="checkbox"/>	<input type="checkbox"/>	1.00								0.00	0.00	0.00	(click to add an account)

Requisition Attachments

File Description

**Section 15: Frontline Procedures**

11. When ordering from the warehouse, you have two options:

- a. **Item Number:** If you know your warehouse purchase item number then you can order by entering it on the **Purchase Item Number** field. Once you enter the item number the system will auto fill the information for that item. You need to choose how many and enter a budget code under the accounts tab.
- b. **Catalog:** This is another area in Warehouse Requisitions where you do not have to choose a purchasing category, you can simply enter a brief description of the item that you are looking for and click on the Search tab. The system will pull up all items in that category.

Prchs Item ID	Req. Type	Short Description	Long Description	Unit Price	Category	Unit of Measure	Hazard	Perish	NIGP Code	Quantity Available	Image
60094	W	MECHANICAL PENCIL WITH TWIST ERASE 0.9MM	MECHANICAL PENCIL WITH TWIST ERASE 0.9MM	.73	Office Supplies	Each	X	X		104	
60110	W	PEN CHAINRITER BLACK REFILL	PEN CHAINRITER BLACK REFILL	1.24	Office Supplies	Each	X	X		31	
60111	W	PENCIL SHARPENER INDIVIDUAL STUDENT	PENCIL SHARPENER INDIVIDUAL STUDENT	.24	Office Supplies	Each	X	X		1264	
60059	W	HANGING FOLDERS PENDAFLEX LEGAL GREEN BOX OF 25 WITH TABS	HANGING FOLDERS PENDAFLEX LEGAL GREEN BOX OF 25 WITH TABS	5.66	Office Supplies	Box	X	X		15	
60114	W	PENCILS #2 PRE-SHARPENED	PENCILS #2 PRE-SHARPENED	1.46	Office Supplies	Dozen	X	X		593	
60115	W	PENCILS RED MARKING	PENCILS RED MARKING	.89	Office Supplies	Dozen	X	X		269	
60079	W	LEAD REFILLS FOR MECHANICAL PENCILS 0.9MM	LEAD REFILLS FOR MECHANICAL PENCILS 0.9MM	.12	Office Supplies	Package	X	X		100	
60112	W	PENCIL SHARPENERS MANUAL WALL OR DESK MOUNT	PENCIL SHARPENERS MANUAL WALL OR DESK MOUNT	5.99	Office Supplies	Each	X	X		93	
60113	W	PENCIL TOP ERASERS PINK BOX OF	PENCIL TOP ERASERS PINK BOX OF	.88	Office Supplies	Box	X	X		156	

Then select the catalog item you wish to order, click on  the item will be added to your order

**Note:** A complete warehouse catalog is located on the Warehouse Operations web page. The online catalog lists all of the available items in numeric order with current pricing and you can download into an Excel sheet, print a PDF copy to have handy, or you can click on Item No and this will sort the list alphabetically.



**Warehouse Catalog**  
Data current as of Mon, May 16, 2016 02:43 pm

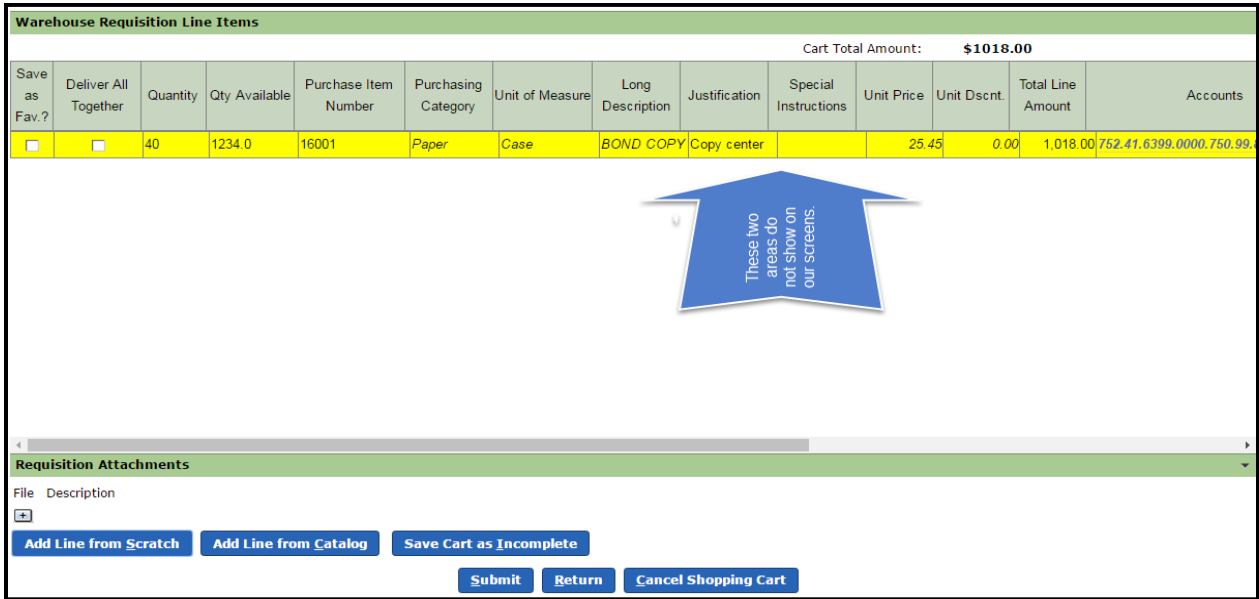
[Export to Excel](#)

Item No	Description	UOM	Price
10001	BUTCHER PAPER WHITE 18" X 100' ROLL	Roll	15.58
10002	COLORED PENCILS 12 COUNT ASSORTED COLORS	Box	1.07
10003	CONSTRUCTION PAPER 12x18 ASSORTED COLORS 50 SHEETS	Package	2.18
10004	CRAYOLA CRAYONS 24 COUNT ASSORTED COLORS	Box	0.68
10005	DRAWING PAPER WHITE 12X18-500 SHEETS 100% SULFATE 80#	Ream	16.51
10006	DRAWING PAPER WHITE 18X24 500 SHEETS 100% SULFATE 80#	Ream	28.58
10007	DRAWING PENCIL EBONY DOZEN	Dozen	1.51
10008	ERASERS PINK PEARL MEDIUM	Each	0.22
10009	ERASERS STAEDLER MARS WHITE BLOCK 4 PKG	Package	0.79
10010	ERASERS WHITE MAGIC RUB	Each	0.37
10011	FUN TAC REUSABLE BLUE ADHESIVE	Package	0.94
10012	GLUE 4oz BOTTLE ELMER'S	Each	0.55
10013	GLUE GALLON SIZE ELMER'S	Each	8.18
10014	GLUE STICK NON-TOXIC WASHABLE .74oz	Each	0.13
10015	NEWSPRINT 18X24 500 SHEETS	Ream	9.61
10016	PAINTBRUSH # 10 ROUND CAMEL HAIR	Each	0.59
10017	PASTELS CHALK SQUARE 24 ASSORTED COLORS	Box	4.68
10018	PASTELS OIL ROUND 16 ASSORTED COLORS	Box	11.81
10019	POSTER BOARD WHITE PACKAGE OF 100 SHEETS 6 PLY 22X28	Package	22.13
10020	PRISMACOLOR PENCILS 24 ASSORTED COLORS WATER AND SMEAR RESISTANT PERMANENT PIGMENT	Each	14.19
10021	STUDENT SCISSORS BLUNT TIP 5" MOLDED PLASTIC HANDLE	Each	0.39
10022	TAGBOARD 100LB WHITE 18X24 100 SHEETS	Package	8.20
10023	TEMPERA PAINT BLACK 32oz	Quart	2.63

12. Once you have selected all of your items enter the quantity and budget account for each line.

**Note:** If you use the **Justification, Notes** or **Special Instructions** field, they will not show when the warehouse order is pulled to be processed.

**Section 15: Frontline Procedures**

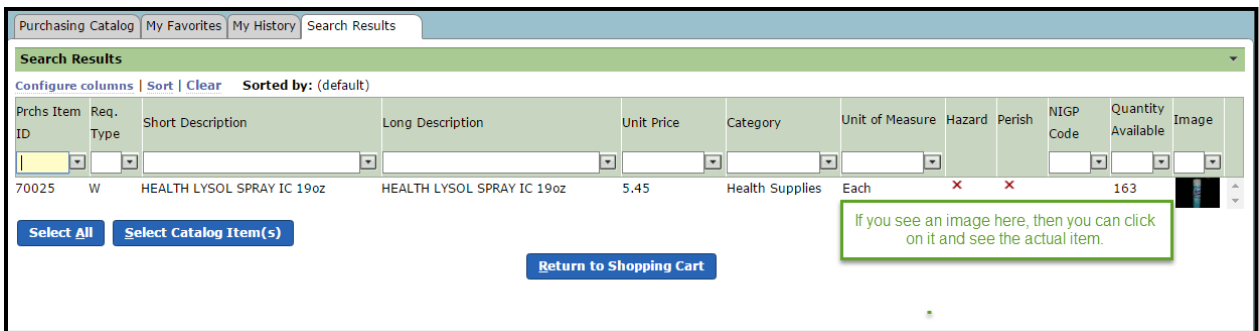


- Submit the cart by selecting the **Submit** button or you can **Save Cart as Incomplete** and come back to it later to finish or add more items.

Your orders will be processed, a pick ticket printed, the order pulled and checked and then packaged for delivery. When you receive the order the pick ticket will tell you how many boxes, bags, envelopes, etc., that it took to box your order for delivery. Please verify that you have the total number of packages for your order.

All orders are processed in the order that they are received and normally with 24 hours. However, there are times when the delivery of your order may take longer.

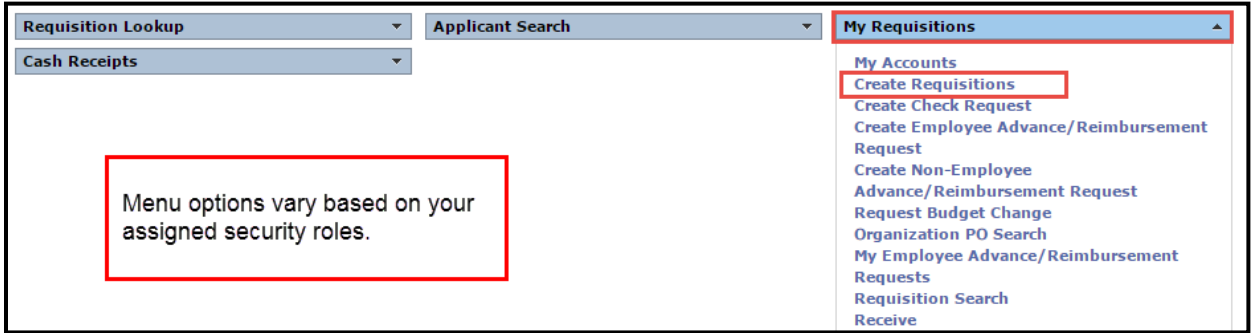
There is an option for photos or images of the Warehouse items in stock to be viewed. This is only available when you choose the option to add items from the catalog. These photos are representations as sometimes the bid specifications change or the manufacturers discontinue an item.



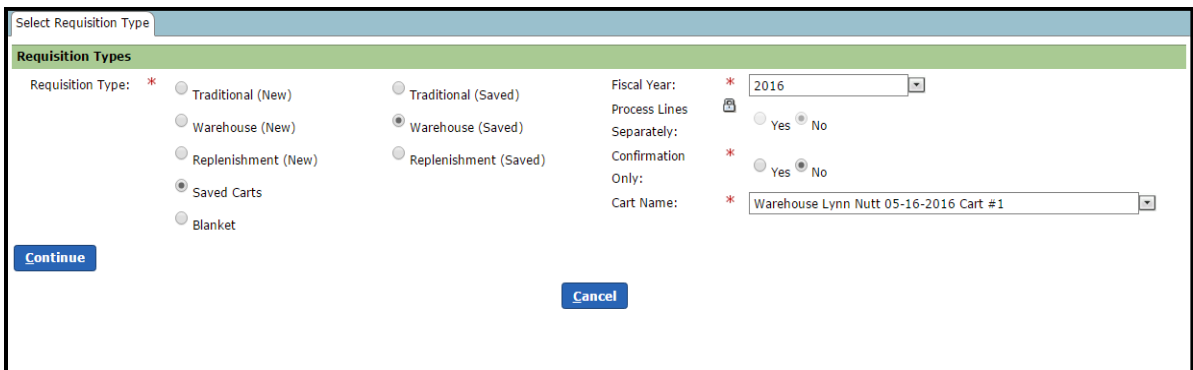
## Search for Saved Warehouse Cart

To search for an incomplete warehouse shopping cart.

1. Navigate to the Frontline Home Page and locate the **My Requisitions** menu
2. Select **Create Requisition**



3. Select **Saved Carts**, choose **Warehouse Saved**, and then enter the cart name if you have more than one saved.



4. Once the cart is recalled you can make changes, continue adding items or submit the order as is.

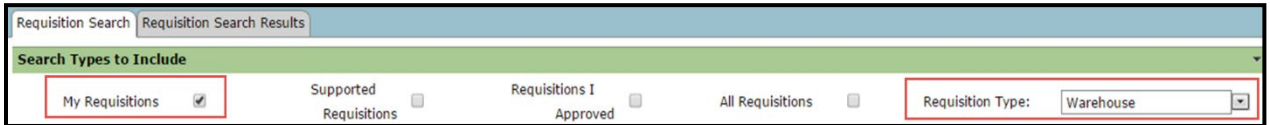
**Note:** When you are searching for your warehouse cart, the cart number is not needed, it is the requisition number that is added as you enter the items.

### **Search for Warehouse Requisition**

To search for a Requisition already created: Choose **Requisition Lookup** and **Requisition Search**



Check the box for **My Requisitions** and select **Requisition Type: Warehouse** and choose **Search**

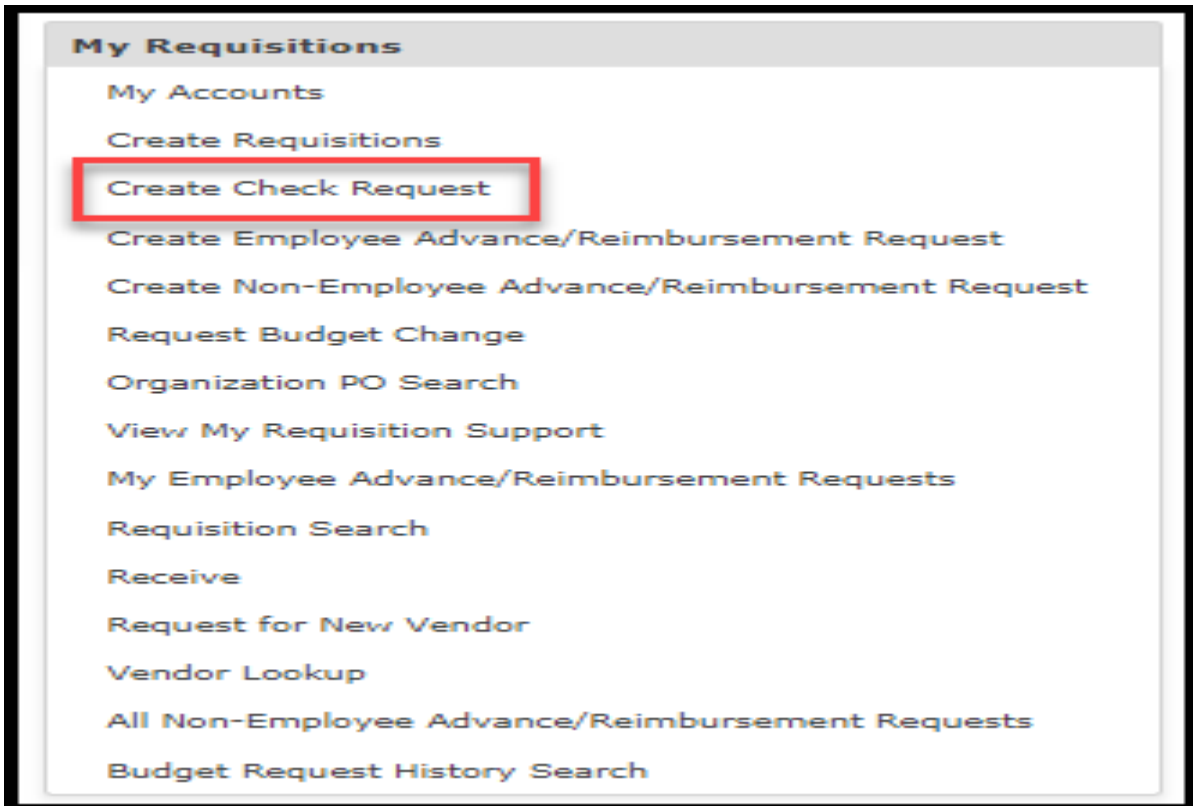


Your requisitions will display and you can select the one you want to view.

**Create a Check Request**

Create Check Request is used to enter payment for items that do not require receiving. **Do not use a Check Request to order items.**

**Examples** include, but are not limited to: Hotel Request, Fieldtrips, Registrations, Clinicians, Contracted Workers, Athletic Official Timesheets, Security Timesheets, and College Tutor Timesheets.



1. Navigate to the Frontline Home Page and locate the **My Requisitions** menu.
2. Select the **Create Check Request** link.

## Section 15: Frontline Procedures

Maintain Check Request

Selected Position: 2514 Role Name: Supervisor, Exempt

**Check Request Details**

Fiscal Year: 2019

Category: [Dropdown]

Vendor: [Dropdown]

Remit To: [Dropdown]

Supporting Documentation: [Dropdown]

Requestor: Macal, Roxanna - 081957

Route Check: [Dropdown]

Need Separate Check?:

Attachment (header): File (click File to view saved attachment.) (no attachment)

**Check Request Line Items**

Line: Invoice Number: \* Amount: \* Description: \* Accounts: \*

1. [Input] [Input] [Input] [Input]

Total Check Request Amount: \$

Add Invoice

**Check Request Line Item Attachment(s)**

Please select the Invoice Number for which you want to add an attachment.

Upload

Drop files here or use the Upload button to attach.

File Name Type Description Invoice Number Delete

Submit Save as Incomplete




Saved Check Requests: [Dropdown]


Clear

3. The **Fiscal Year** is auto populated.
4. Enter the **Category** and **Vendor** fields. You can either choose the Category first or the Vendor.
  - a. **Select a Category first:** If you enter a category first, the vendor drop-down list is populated with those vendors that are assigned to the category you selected.
  - b. **Select a Vendor first:** If you enter a vendor first, the category drop-down list is populated with those categories that are assigned to the vendor you selected.

**Tip:** You can start typing in the box and information will auto populate.

5. The **Remit to** field will auto populate. If a vendor has multiple remit to addresses, you can select them from the drop-down list.

6. **Supporting Documentation** field, select an option from the drop-down list. If you select **Attached**, you will scan and upload the supporting documentation. **Inter-Office Mail:** Select this option if you will be submitting through interoffice mail. Back up documentation will be needed to process payment.
7. Use the **Needed by** field to enter the date in which the check is needed. Click the calendar icon to select from the calendar.  ( Be mindful of the Accounts Payable Check Run Schedule found in Section 5). Checks print according to **Needed by** date. Be sure to plan ahead.
8. The **Requestor** field defaults to your name. To create a check request for someone else, select the name from the drop-down list.
9. Use the **Event Date** field to enter the date the event took place or invoice date, or click the  icon to select one from the calendar.
10. In the **Route Check** field, select one of the following:
  - a. Hold for Pickup
  - b. Return to Requestor
  - c. Send to Vendor
11. In the **Justification** field, enter the reason for the Check Request in **full detail**.
12. Check the **Need Separate Check** field, in order for the check to print separately from other checks to the same vendor.
13. In the **Invoice Number** field: Enter the invoice numbers or names. If you are paying more than one invoice, membership, or registration, each item or persons name must be listed on a separate line, select  to add a new line.
  - a. Invoice - list the invoice number you are paying as it appears on the invoice
  - b. Membership – First initial, last name, and member number if available (i.e., J Doe 1234)
  - c. Conference registration - First initial, last name, and date of conference in mm/dd/yy format (i.e., C Long 10/15/15)
  - d. Field trip – School initials and date in mm/dd/yy format (i.e., NSMS 10/15/15)
14. Enter the **Amount** for the check.
15. Enter a short **Description** with detail for the check request.

**Tip:** If you tab to the  icon it will open the **Edit Accounts** box.



## Section 15: Frontline Procedures

Fund	Func	Obj	Sub	Org	PIC	BMGr	Proj	Year	Owner	Prct	Amount	Available	Budget Balance
										100	0.00		\$0.00

PEIMS: N/A

100% \$0.00


Ok Cancel



16. In the **Accounts** field, click the  icon to add an account. Enter the account number in the account element boxes or click  icon to search for a code. Choose your code and click **Select** and then **Ok**.

Line	Invoice Number	Amount	Description	Accounts
1.	12345	500.00	OFFICE SUPPLIES	199.23.6399.0000.106.99.116.0000 - 100.0%
2.	12345697	200.00	FOOD SUPPLIES	199.41.6499.0000.750.99.807.0000 - 100.0%

Total Check Request Amount:  
\$700.00

Add Invoice Reset

**Tip:** If you complete at least one of the account element boxes, and click  icon, you can search your budget codes.

17. Optional, click the  icon to add another account number to the invoice you have already entered.
18. To add another line to this request choose **Add Invoice** and repeat step 16. **If Add Invoice is not used and multiple invoices are added on one line, the Check Request will be denied.**
19. To add an attachment, click  in the **Check Request Attachments** panel, and select the invoice number that you want to add the attachment to. Choose the file you have scanned and saved on your computer.

**Failure to attach proper documentation will delay payment.**

20. Click the **Submit** button and the request will be submitted for approval.

### **Search for Check Request**

Choose **Requisition Lookup** and **My Check Requests**





Choose Search to lookup your Check Request

A screenshot of the 'My Check Requests Search' form. The form is titled 'My Check Requests Search' and has a yellow header bar with 'Selected Position: 2514'. Below the header, there are two tabs: 'Check Request Search' and 'Results'. The form contains several input fields and a search button. The fields are: 'Fiscal Year' (dropdown), 'Check Request Number' (text), 'Vendor' (text), 'Status' (dropdown), 'Description' (text), 'Account Number' (table with columns: Fund, Func, Obj, Sub, Org, PIC, BMgr, Proj), 'Needed By Date Min' (text with calendar icon), 'Needed By Date Max' (text with calendar icon), 'Invoice Line Amount Min' (text), 'Invoice Line Amount Max' (text), 'Check Request Total' (text), and 'Amount Min' (text). There are also radio buttons for 'Contains' and 'Exact'. A blue 'Search' button is at the bottom left.

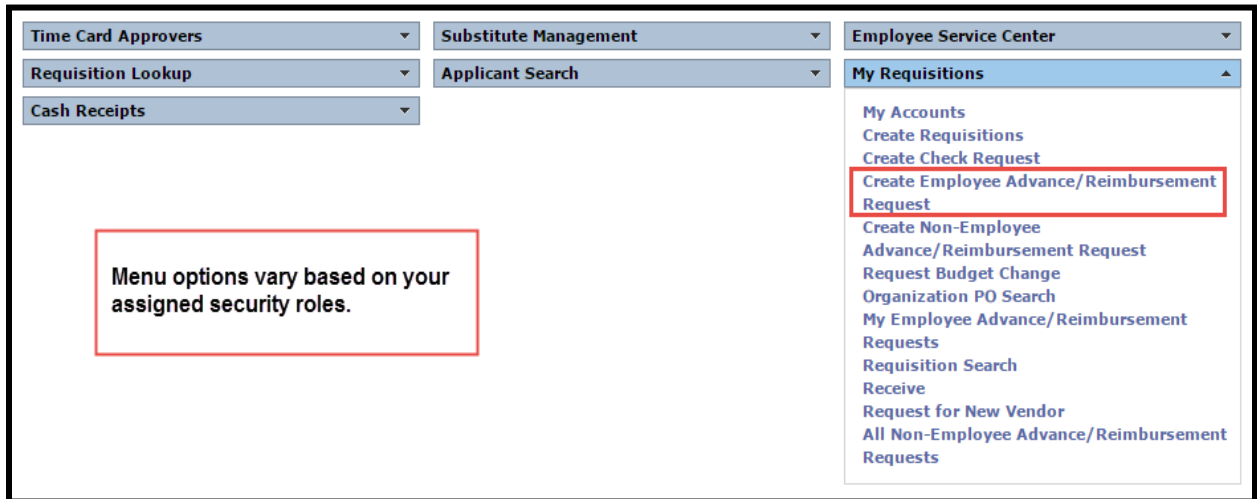
Your Check Request will display and you can select the one you want to view.

## Section 15: Frontline Procedures

### Create an Employee Advance/Reimbursement Request

This is used to reimburse monthly mileage, travel reimbursement and employee reimbursement. The forms must be signed by the employee and attached in Frontline with your reimbursement submission along with any receipts or documentation as directed through the form. The associated forms have been updated and only require the employee signature, not the budget manager.

1. Navigate to the Frontline Home Page and locate **My Requisitions** menu.



Time Card Approvers ▾ Substitute Management ▾ Employee Service Center ▾

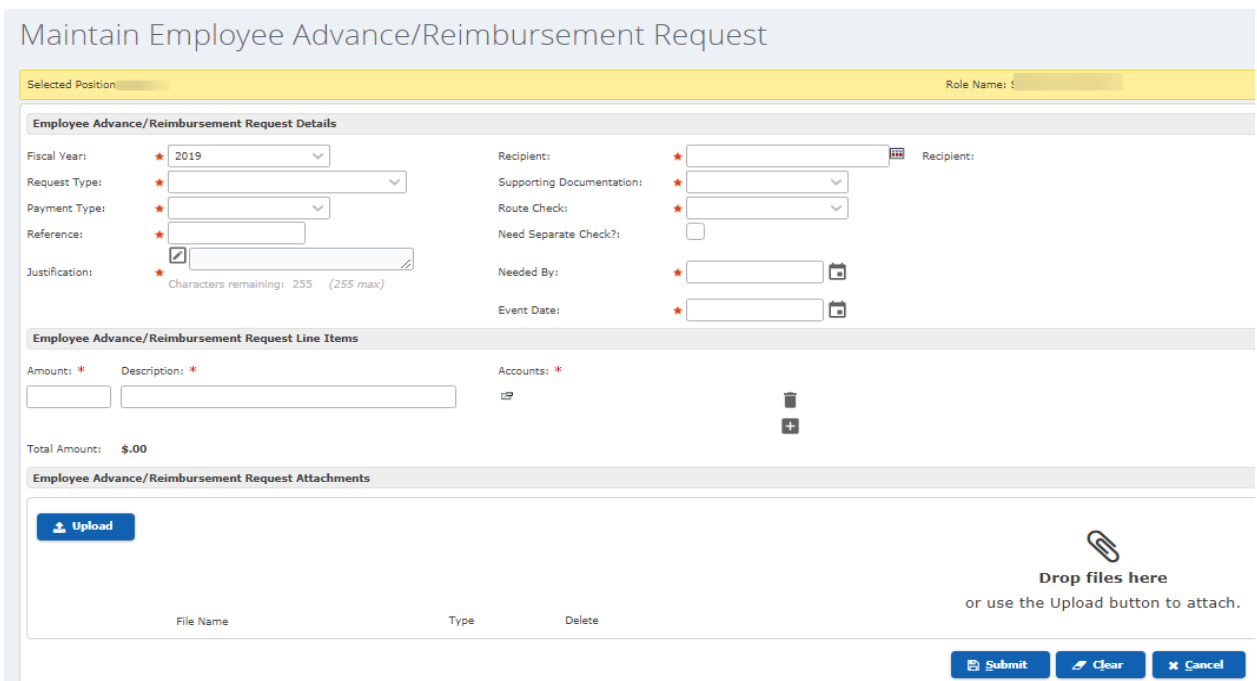
Requisition Lookup ▾ Applicant Search ▾ My Requisitions ▲

Cash Receipts ▾

My Accounts  
Create Requisitions  
Create Check Request  
**Create Employee Advance/Reimbursement Request**  
Create Non-Employee Advance/Reimbursement Request  
Request Budget Change  
Organization PO Search  
My Employee Advance/Reimbursement Requests  
Requisition Search  
Receive  
Request for New Vendor  
All Non-Employee Advance/Reimbursement Requests

Menu options vary based on your assigned security roles.

2. Select **Create Employee Advance/ Reimbursement Request**.



Maintain Employee Advance/Reimbursement Request

Selected Position: \_\_\_\_\_ Role Name: \_\_\_\_\_

**Employee Advance/Reimbursement Request Details**

Fiscal Year: \* 2019 ▾ Recipient: \* \_\_\_\_\_ Recipient: \_\_\_\_\_

Request Type: \* \_\_\_\_\_ Supporting Documentation: \* \_\_\_\_\_

Payment Type: \* \_\_\_\_\_ ▾ Route Check: \* \_\_\_\_\_

Reference: \* \_\_\_\_\_ Need Separate Check?:

Justification: \*  \_\_\_\_\_ Needed By: \* \_\_\_\_\_

Characters remaining: 255 (255 max) Event Date: \* \_\_\_\_\_

**Employee Advance/Reimbursement Request Line Items**

Amount: \* Description: \* Accounts: \*

Total Amount: \$0.00


**Employee Advance/Reimbursement Request Attachments**

Upload





Drop files here  
or use the Upload button to attach.


File Name Type Delete

3. The **Fiscal Year** is auto populated.

4. Select **Recipient**, use the  icon to lookup the employee being reimbursed.
5. Select the **Request Type** from the drop-down list.
6. Select an item from the **Supporting Documentation** drop-down list.

**Note:** If you select Attachment, the tab is displayed to show the Browse and Type Fields in the Employee Advance/Reimbursement Request Attachments panel.

7. Select **Payment Type** from the drop-down list. An employee that is already set up for direct deposit in Payroll will not receive a paper check. They will have a direct deposit for their reimbursement.
8. Select an item from the **Route Check** drop-down list to indicate how the check will be routed.
9. In the **Reference** field (only 30 characters allowed)
  - a. Mileage – Enter mileage dates using mm/dd/yy – mm/dd/yy format
  - b. Travel – enter the travel dates using mm/dd/yy – mm/dd/yy format, if more than one conference enter separate reimbursements
  - c. Purchase – Enter the date and the store name of the receipt in mm/dd/yy format (i.e., 02/11/15 Kroger)
10. Select the box for **Need Separate Check?** If you choose to print separate checks.
11. Enter in the **Justification** field a **full description** of the reimbursement/request. (Should match the Reason of Charge column on the Employee Reimbursement form/Travel form.)
12. Use the **Needed By** field to enter a date by which the check is needed, or click the  icon to select one from the calendar. ( Be mindful of the Accounts Payable Check Run Schedule found in Section 5).
13. Use the **Event Date** field to enter the date the event took place, or click the  icon to select one from the calendar.
14. Enter the **Amount** of your request.
15. Copy and paste the Justification in the **Description** field.
16. In the **Accounts** field, click the  icon to add an account. The Edit Accounts box will display. Enter the account number in the account element boxes or click  icon to search for a code.


**Tip:** If you complete at least one of the account element boxes, and click  icon, you can search your budget codes.


## Section 15: Frontline Procedures

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Fund	Func	Obj	Sub	Org	PIC	BMgr	Proj	Year	Owner	Prct	Amount	Available Budget Balance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100	0.00	\$0.00
										100%	\$0.00	

17. Select **Ok**

18. Optional, click the  icon to add another account number to the check request.

**19.** To add an attachment click  in the **Employee Advance/Reimbursement Request Attachments** panel. Choose the file you have scanned and saved on your computer. **Failure to attach proper documentation will delay payment.**

20. Select the **Type** of attachment from the drop-down list.

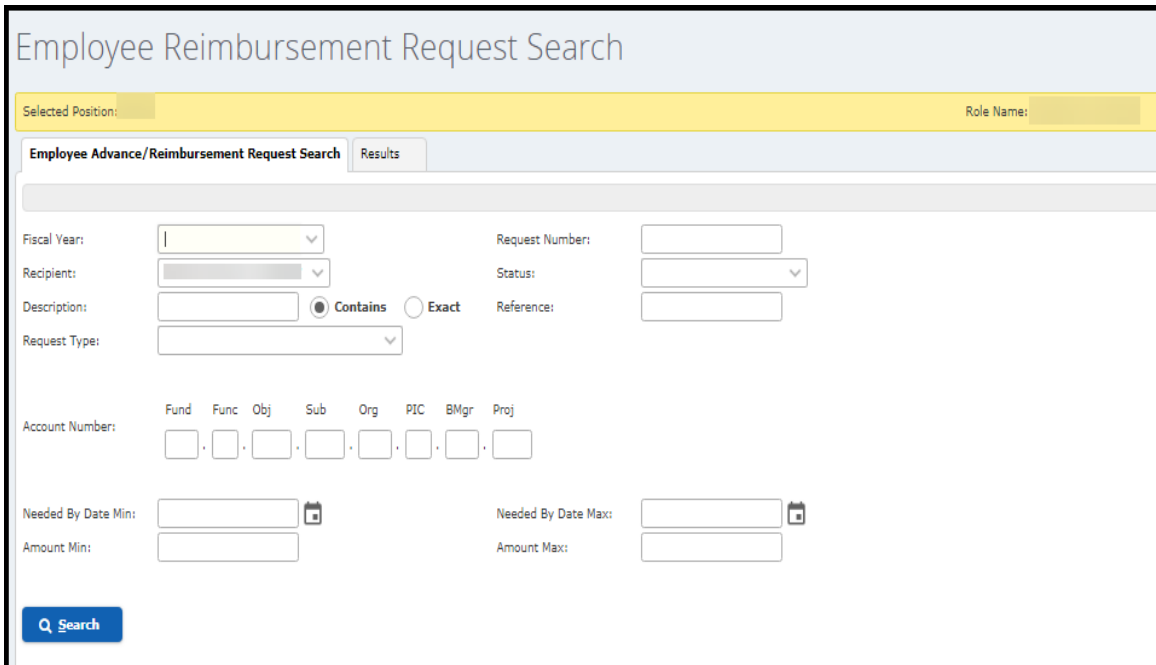
21. Click the **Submit** button and the request will be submitted for approval.

### Search My Employee Advance/Reimbursement Requests

Choose **My Requisitions** and **My Employee Advance/Reimbursement Requests**



Select the Recipient of the reimbursement and **Search** to view your request.



**Section 15: Frontline Procedures**

**15-Create Mileage Reimbursement Requests**

Use the **Create Mileage Reimbursement Request** entry point to create a mileage reimbursement request. This is to be used for requesting reimbursement for **In-District Travel only**.


The screenshot shows the 'Create Mileage Reimbursement Request' interface. At the top, there is a search bar with 'create mile' and a navigation menu. The main header features the 'frontline education' logo. The form fields are as follows:

- Selected Position:** your PCN Displayed
- Requestor Name:** your name displayed
- Requestor Employee ID:** your Employee Number Displayed
- Date:** 08-06-2019 (highlighted with a red box and labeled 'The current year, month and date auto-populate')
- Year:** 2019
- Month:** August
- Departure Address:** [Empty field] **Add New**
- Departure Location:** [Empty field]
- Arrival Address:** [Empty field] **Add New**
- Arrival Location:** [Empty field]
- Reason for Trip:** [Dropdown menu] **Add New**
- Notes:** [Text area] Characters remaining: 2000 (2000 max)
- Toll Type:**  Fixed  Variable  None
- Reimbursement Amount:** \$0.00
- Budget Table:**

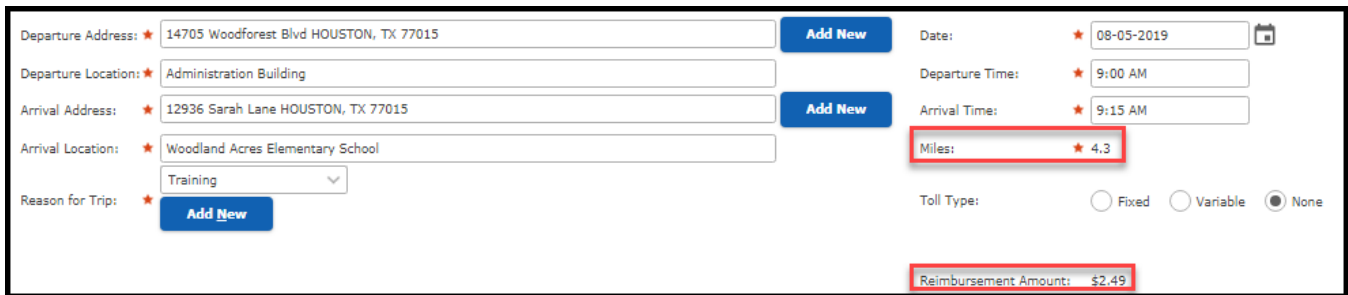
Fund	Func	Obj	Sub	Org	PIC	BMgr	Proj	Year	Owner	Prc	Amount	Available Budget Balance
[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	[Empty]	100%	\$0.00	\$0.00

At the bottom, there are buttons for 'Complete Daily Route', 'Continue Daily Route', and 'Clear'. A 'Route Attachments' section includes an 'Upload' button and a 'Drop files here' area with the instruction 'or use the Upload button to attach.'

To Create a request:

1. Select a **Year** and **Month** for the request. To enter mileage for previous month, change the month. To enter mileage for the current month, do not change the month. **The current date auto-populates; this will need to be changed for each route entered.**
2. Enter location name in Departure **Location** and select location from the options listed in the drop down. Address will auto-populate. **Do not use abbreviations for school locations.**
3. Enter an **Arrival Location** for the request. This fields behaves in the same way as the Departure Location.
4. Enter approximate **Departure Time** and approximate **Arrival Time**. **\*Required Fields**
5. Select a **Reason for Trip** for the request from the drop downs.
6. Add **Notes** to your request for the purpose of the trip.
7. Enter the account information for the trip. **Will always be Object 6411**. You can use the  icon to search for an account, if needed.
8. If the route you entered has already been approved, the **Miles** field will be populated for you. If the route has not been approved, enter the **Miles** for the trip. The approver may revise the value during the approval process.
9. Set the **Toll Type** for the route. If you select Fixed or Variable, enter the **Toll Fee** amount.
10. If this completes the daily route, click the **Complete Daily Route** button. If there are more stops in the route, click the **Continue Daily Route** button to enter more stops, then click the Complete Daily Route button when all stops have been entered.

**Note:** The Departure Location (previously Arrival Location), the Date, the Reason and the account number will remain for the next route on same day. The reason can be changed if necessary. Complete any blank fields.



The screenshot shows a web form for creating a request. It includes the following fields and values:

- Departure Address: 14705 Woodforest Blvd HOUSTON, TX 77015
- Departure Location: Administration Building
- Arrival Address: 12936 Sarah Lane HOUSTON, TX 77015
- Arrival Location: Woodland Acres Elementary School
- Date: 08-05-2019
- Departure Time: 9:00 AM
- Arrival Time: 9:15 AM
- Reason for Trip: Training
- Miles: 4.3
- Toll Type: None (selected)
- Reimbursement Amount: \$2.49

**The Miles and Reimbursement Amount will automatically calculate for routes between Galena Park ISD locations.**

## Section 15: Frontline Procedures

### Add New Location:

Departure Address: 14705 Woodforest Blvd HOUSTON, TX 77015 **Add New** Date: 08-06-2019  
Departure Location: Administration Building **Add New** Departure Time:  
Arrival Address: 21802 Townsen Blvd W, Humble, TX, 21802 TOWNSEN BLVD W. **Add New** Arrival Time:  
Arrival Location:  
Reason for Trip: **Add New** Miles:  
Toll Type:  
Notes: Characters remaining: 2000 (2000 max) Reimbursement:  
Fund Func Obj Sub Org PIC BMgr Proj Year Owner Prct Amount Available Budget Balance  
100% \$0.00

Departure Address: 14705 Woodforest Blvd HOUSTON, TX 77015 **Add New** Date: 08-06-2019  
Departure Location: Administration Building **Add New** Departure Time:  
Arrival Address: 21802 Townsen Blvd W, Humble, TX, 21802 TOWNSEN BLVD W. **Add New** Arrival Time:  
Arrival Location:  
Reason for Trip: **Add New** Miles:  
Toll Type:  
Notes: Characters remaining: 2000 (2000 max) Reimbursement:  
Fund Func Obj Sub Org PIC BMgr Proj Year Owner Prct Amount Available Budget Balance  
100% \$0.00

Address	City	State	Zip	Match Quality	Match Assessment
21802 Townsen Blvd W	Humble	TX	77338-1594	100.00 %	AC10: Street Name Change; AS01: Full Address Match

select the address you are adding

**Add Address** **Cancel**

**Route Attachments**

**upload mapquest for all new routes added**

**Upload**

File Name	Delete
Mapquest to Cosco.pdf	

1. If a location is not found in Frontline database, click on **Add New**, enter address completely and **Continue**
2. The address will be displayed, confirm and highlight the address, click **Add Address** and complete the rest of the route information.
3. Upload the **MapQuest** for the new route.
4. If the **Miles** do not auto-populate, enter the miles based of the **MapQuest**.

**Note:** If you create a request in which a route is not yet approved, the route will appear in the Mileage Routes to approve queue. The reimbursement request for that route will not move to the Approve Mileage Reimbursement Requests queue until it has been approved.



If you create a request for the current month, the request will appear in the Approve Mileage Reimbursement Requests queue at the end of the month. If you create a request for a previous month, the request will appear in the Approve Mileage Reimbursement Requests queue on the day after you enter it. **Mileage request process at the end of every month.**

### Trip Mileage Records

	Date	Departure Location	Departure Time	Arrival Location	Arrival Time	Reason for Trip	Miles	Amount	Account Number	Status	Route Status
+	08-05-2019	Administration Building	9:00 AM	Woodland Acres Elementary School	9:15 AM	Training	4.3	\$2.49	199.41.6411.0000.750.99.807.0000 - 100.0%	Open	Route Approved
+	08-05-2019	Woodland Acres Elementary School	9:25 AM	Woodland Acres Middle School	9:40 AM	Training	0.1	\$0.06	199.41.6411.0000.750.99.807.0000 - 100.0%	Open	Route Approved
+	08-05-2019	Woodland Acres Middle School	10:13 AM	Galena Park Middle School	1:45 PM	Training	4.7	\$2.73	199.41.6411.0000.750.99.807.0000 - 100.0%	Open	Route Approved
+	08-05-2019	Galena Park Middle School	2:00 PM	Galena Park High School	2:05 PM	Training	0.5	\$0.29	199.41.6411.0000.750.99.807.0000 - 100.0%	Open	Route Approved
+	08-05-2019	Galena Park High School	3:00 PM	Administration Building	3:30 PM	Training	8.6	\$4.99	199.41.6411.0000.750.99.807.0000 - 100.0%	Open	Route Approved
+	08-06-2019	Administration Building	9:00 AM	Costco	10:00 AM	Meeting	12.88	\$7.47	199.41.6411.0000.750.99.807.0000 - 100.0%	Open	Pending

Edit Delete Return

able to edit pending for new route added

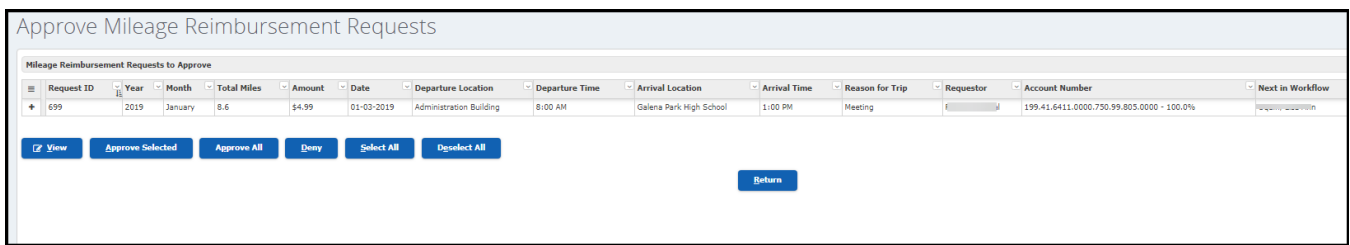
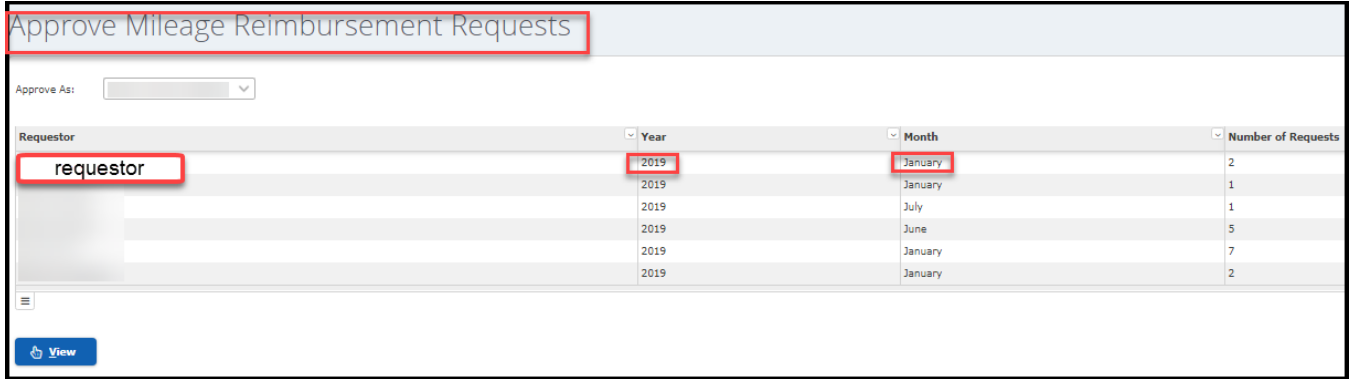
All routes will be displayed in **Trip Mileage Records**

Corrections **can only** be made when the route status is **Open**

Select route and **Edit** to make changes

Corrections **cannot** be made when the route status is **Approved** or **Approval in Progress**

### Approve Mileage Reimbursement Requests



Use the **Approve Mileage Reimbursement Requests** entry point to view requests and either approve or deny them.

To view the requests for a particular requestor in a particular month, click the corresponding line in the table on the Approve Mileage Reimbursement Requests tab, then click the **View** button.

You can view, approve, or deny any or all of the items in the list of Mileage Reimbursement Requests to Approve. **Review the dates to verify if school holiday or weekend dates are used.**

If a requestor creates a reimbursement request with not-yet-approved routes, then those routes must be approved via **Approve Mileage Routes** before they can enter the Mileage Reimbursement Requests to Approve queue.

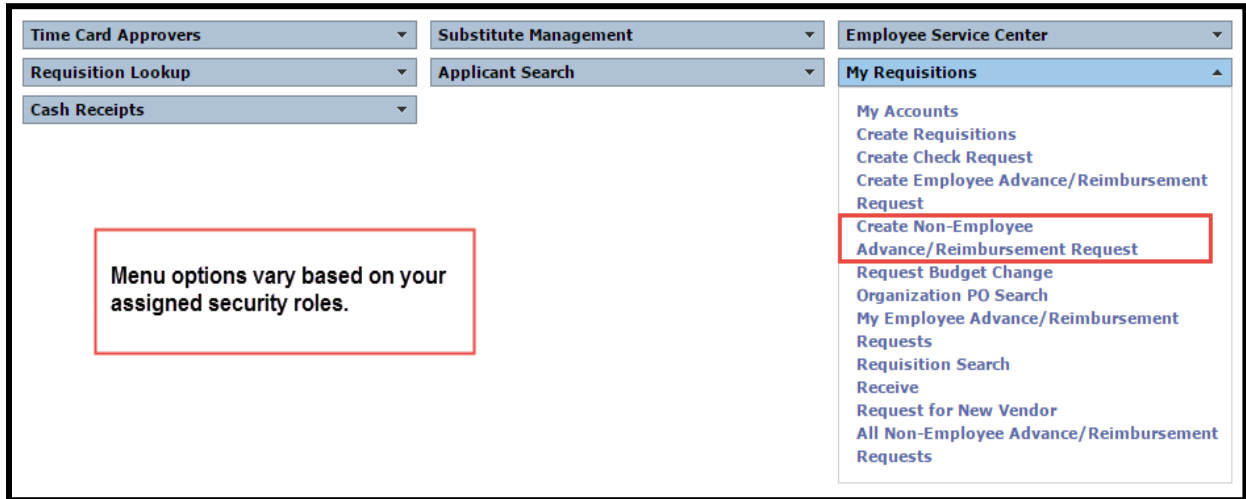
If you deny a request, the requestor has the option to resubmit the request later.

## Create a Non-Employee Advance/Reimbursement Request

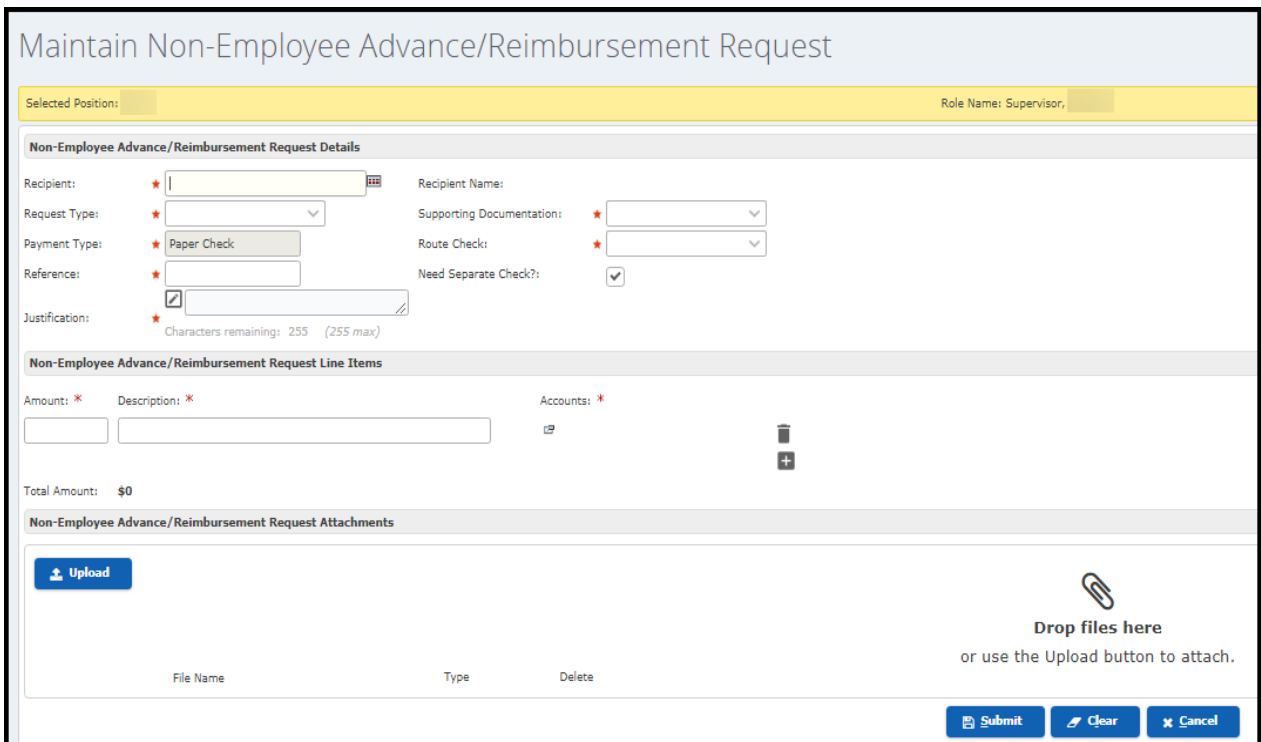
Create Non-Employee Advance/Reimbursement Request is used to enter refunds for persons not employed by the district.

**Examples** include, but are not limited to: Tax Refunds, Parent Refunds, and Student Refunds.

1. Navigate to the Frontline Home Page and locate **My Requisitions** menu.




2. Select **Create Non-Employee Advance/ Reimbursement Request**.



## Section 15: Frontline Procedures

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3. In the **Recipient** field, enter the Person ID for whom the request is being created , or click the  icon to open the Search Person tab and locate the recipient. If the Recipient is not set up, email Purchasing with Recipient name and address verified in Skyward.


**Note:** The system populates the **Recipient Name** field based on the selected recipient.

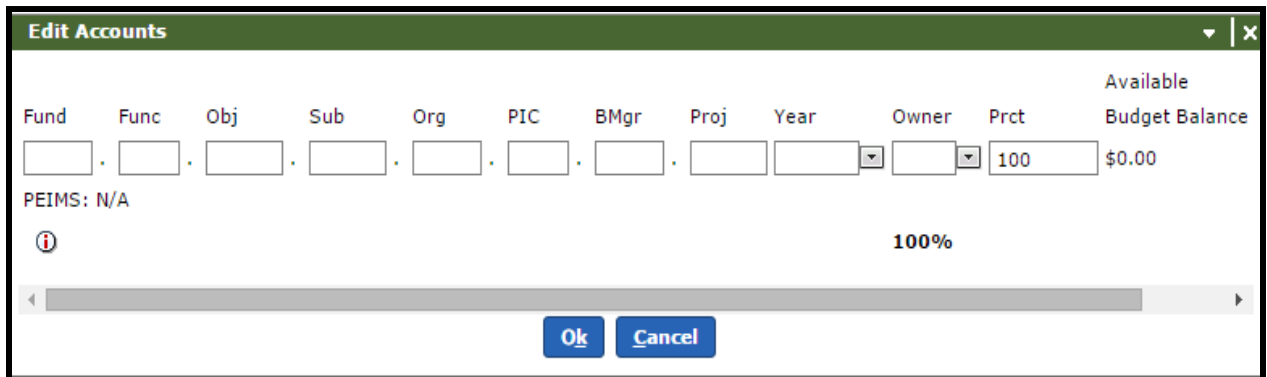
4. In the Request Type field, select the type of non-employee request you are creating from the drop-down menu.
5. Select an item from the **Supporting Documentation** drop-down list.

**Note:** If you select Attachment, the tab is displayed to show the Browse and Type Fields in the Employee Advance/Reimbursement Request Attachments panel.

6. The **Payment Type** defaults to paper check.
7. In the **Route Check** field, select one of the options from the drop-down list.
8. Enter a **Reference** for the request. The reference is used as the invoice number for the request and should include the date in mm/dd/yy format and reason for the reimbursement.
  - a. Meals – Student’s name – **First name and initial of last name** and date of request using mm/dd/yy format (i.e. John D 02/11/20)
  - b. Mileage – Enter mileage dates using mm/dd/yy – mm/dd/yy format
  - c. Travel – Enter the travel dates using mm/dd/yy – mm/dd/yy format, if more than one conference enter separate reimbursements
  - d. Purchase – Enter the store name and the date of the receipt in mm/dd/yy format (i.e., Kroger 02/11/15)
  - e. Parent Reimbursement – Enter the District issued receipt number and date of receipt. (i.e, 102456 07/15/16)
  - f. Collection Log – Enter the date of the collection log then student name – **First name and initial of last name** . (i.e. 02/11/20 John D)
9. The **Need Separate Check** option is defaulted and cannot be changed.
10. Enter in the **Justification** field a full description of the reimbursement/request.
11. Enter the **Amount** of the request.
12. Copy and paste the Justification in the **Description** field.

13. In the **Accounts** field, click the  icon to add an account. The Edit Accounts box will display. Enter the account number in the account element boxes or click  icon to search for a code. You may need to scroll on the grey bar to view the  icon.

**Tip:** If you complete a least one of the account element boxes, and click  icon, you can search your budget codes.




Fund	Func	Obj	Sub	Org	PIC	BMgr	Proj	Year	Owner	Prct	Available Budget Balance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	100	\$0.00

PEIMS: N/A

100%

Ok Cancel

14. Select **Ok**.

15. To add an attachment click  in the **Non-Employee Advance/Reimbursement Request Attachments** panel. Choose the file you have scanned and saved on your computer.

16. Select the **Type** of attachment from the drop-down list.

17. Click the **Submit** button and the request will be submitted for approval.

**Section 15: Frontline Procedures**

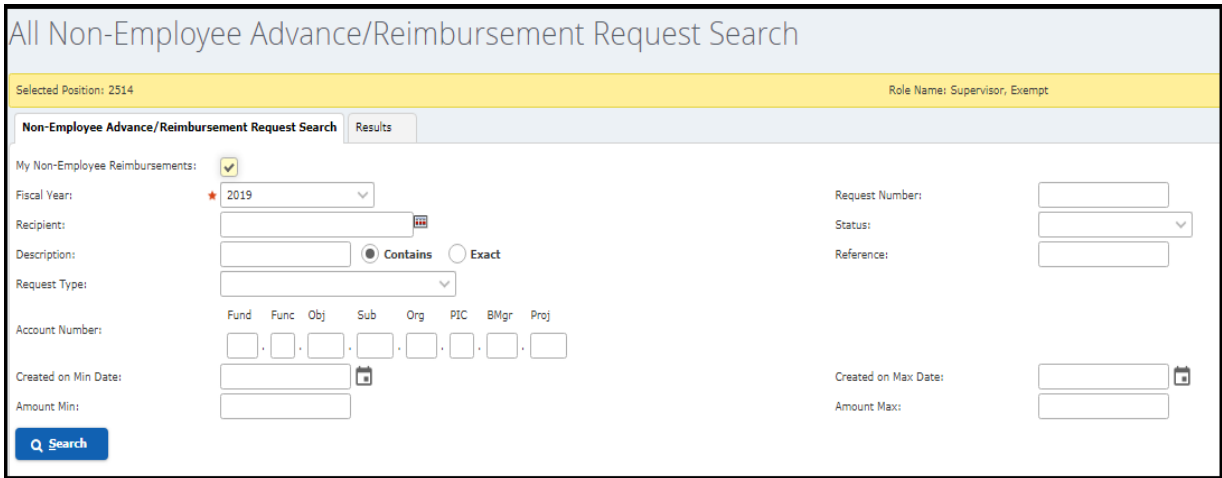
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**Search for Non-Employee Advance/Reimbursement Requests**

Choose **Requisition Search** and **All Non-Employee Advance/Reimbursement Requests**



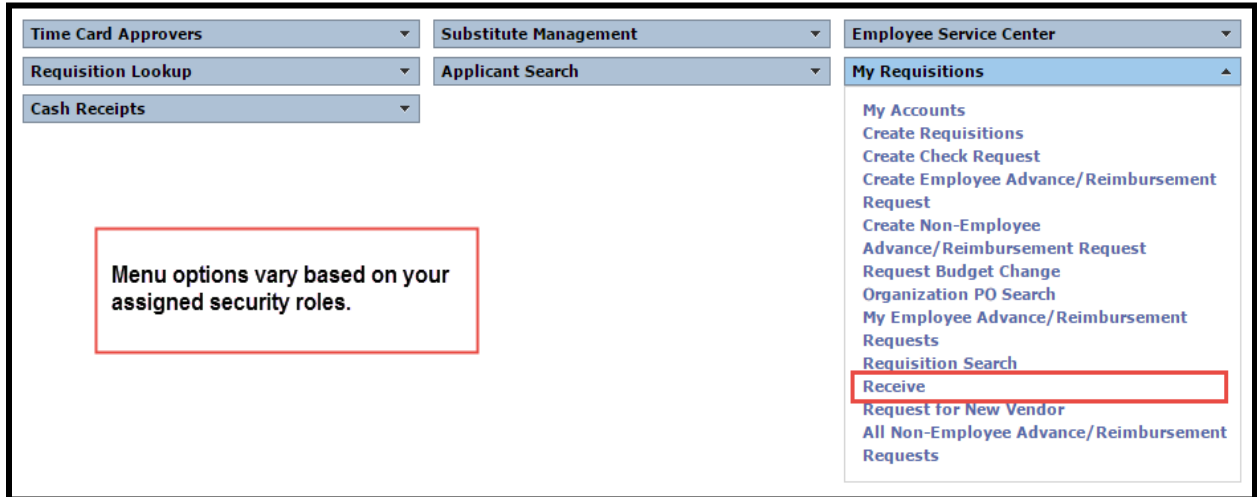
Choose **Search** to lookup your Non-Employee Advance/Reimbursement Requests.



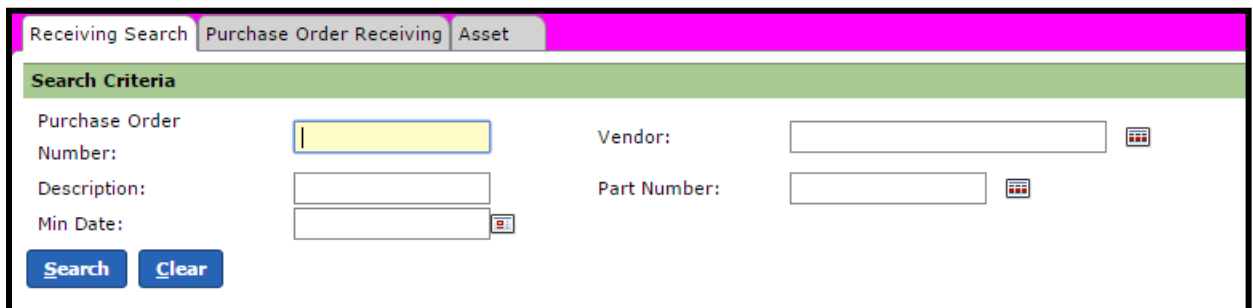
Your Non-Employee Advance/Reimbursement Requests will display and you can select the one you want to view.

## Receiving Purchase Order

Once your items have been delivered from the vendor, you must receive them in Frontline **no later than one week after receipt.**



1. Navigate to the Frontline Home Page and locate **My Requisitions**
2. Select **Receive**



3. Enter data in any field to search
4. Select **Search** to display the purchase order

**Section 15: Frontline Procedures**

- Click on the line item you are receiving, it will highlight in yellow.
- Select **Receive/Cancel**

**Note:** If you need to cancel an item from the purchase order, choose **Show Cancel? Yes**, and **Qty. Canceled** and **Cancel Reason** will populate in your columns. Enter the quantity to cancel and choose a cancel reason from the drop down menu. Cancelling an item will return the money back into your budget.

**Note:** Receive date will auto populate with the current date and time, but **actual date of receiving** must be entered.

- Enter the amount of items received and click tab to continue to next line item



Receiving Search Purchase Order Receiving Asset

Receiving Details

Show  
Cancel?:  Yes  No Received Date: \* 08-29-2015 10:38 AM

Configure columns

Requestor	Stock Number	Long Description	Unit of Measure	Ordered Quantity	Expected Quantity	Received Quantity	Free Quantity	Not Delivered	Asset Review	Potential Asset	Existing Assets
North Shore Senior High S	4568	Black pens	Each	1.0	1.0	0.0	0.0	1.0	Not Reviewed		

8. Select **Save** once all items are entered as received

Receiving Search Purchase Order Receiving Asset

Receiving Details

Show  
Cancel?:  Yes  No Received Date: \* 08-29-2015 10:38 AM

Configure columns

Requestor	Stock Number	Long Description	Unit of Measure	Ordered Quantity	Expected Quantity	Received Quantity	Free Quantity	Not Delivered	Asset Review	Potential Asset	Existing Assets
North Shore Senior High S	4568	Black pens	Each	1.0	1.0	1.0	0.0	0.0	Not Reviewed		

**Packing Slip**

Packing Slip ID:

Vendor's

Invoice Number:

Receiving Attachments

9. **Packing Slip ID** – Do not enter information in this area or it prevents Accounts Payable from paying that item on the purchase order.

10. **Vendor's Invoice Number** Do not enter any other information in this area or it prevents Accounts Payable from paying that item on the purchase order.

**Packing Slip**

Packing Slip ID:

Vendor's

Invoice Number:

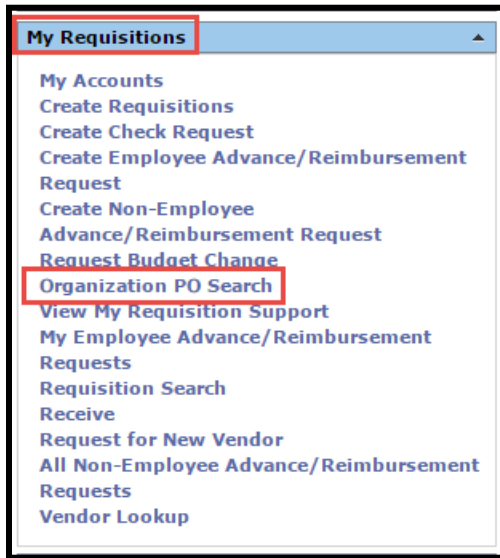
11. Select **Save** to complete the receiving process

## Section 15: Frontline Procedures

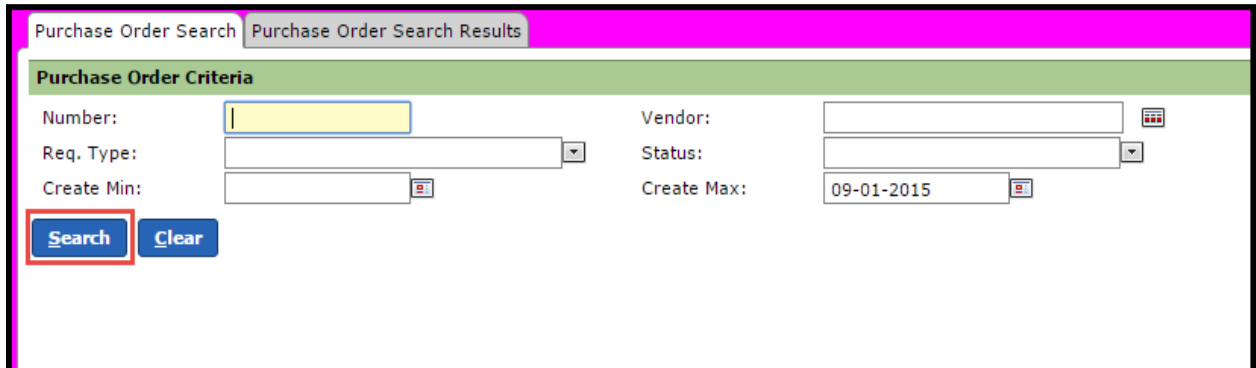
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### Search Purchase Order

Search for a Purchase Order already created. Choose **My Requisition** and **Organization PO Search**



Enter your search criteria and choose **Search**



A screenshot of a web application's search interface. The interface has a pink header bar with two tabs: "Purchase Order Search" and "Purchase Order Search Results". Below the header is a section titled "Purchase Order Criteria" with a green background. This section contains several input fields: "Number:" (a text box), "Req. Type:" (a dropdown menu), "Create Min:" (a date picker), "Vendor:" (a text box with a search icon), "Status:" (a dropdown menu), and "Create Max:" (a date picker with the value "09-01-2015"). At the bottom of the criteria section, there are two buttons: "Search" and "Clear". The "Search" button is highlighted with a red rectangular box.

Your purchase orders will display and you can select the one you want to view.

## Budget Approvals

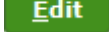
### Budget Entry

1. Use the menu to navigate to **Allocate Budget Owner Allocations**

A screenshot of a navigation menu with several dropdown items. The item 'Allocate Budget Owner Allocations' is highlighted with a red rectangular box. Below it, a sub-menu item with the same name is visible.

2. Select the Budget Year for which to enter
3. Select the Budget Owner for which to enter. Click **Search**. The allocation(s) for the selected Budget Owner will appear below.

A screenshot of the 'Allocate Budget Owner Allocation Search Criteria' form. It contains several input fields: Budget Year (with an asterisk), Budget Owner, Allocation, Allocation Category, Allocation Group, Allocation Subgroup, Status, Fund -Function-Object -Sub-Object-Organization-Program Intent-Budget Manager-Project, My Budget Lines? (radio buttons for Yes and No), and Filter. A green 'Search' button is located at the bottom left.

4. Select the allocation name for which to enter, then click 
5. The allotment amount available to allocate will be listed toward the top of the screen.

A screenshot of the 'Allotment' section. It displays 'Available Budget Percent: 100.0' and 'Recurring: Recurring with Allocation'. The 'Allotment Amount' field is highlighted with a red rectangular box. Below it, there is a 'Justification' field and a 'Characters remaining: 500 (500 max)' indicator.

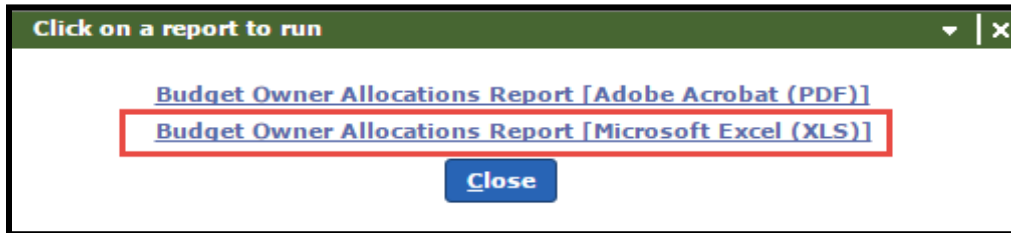
## Section 15: Frontline Procedures

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- Budget accounts will be displayed in the middle of the screen. If Control Accounting has been selected (in the case of most Grant allocations), the Control accounts will be displayed rather than individual expenditure codes.

**Note:** If it is easier to sort account codes by a particular dimension, choose

[Print Worksheet](#)



When the report runs, use the Text-to-Columns function in Excel to extract each account element. For additional information on Text-to-Columns, see the **Excel tip** below.

**Excel Tip: Text-to-Columns**

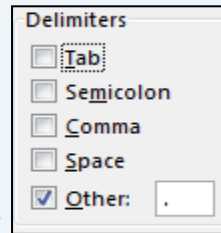
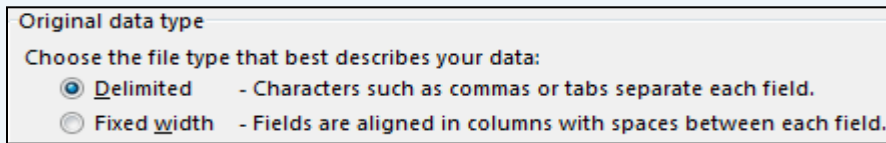
The Text-to-Columns option allows a user to separate a string of data in an excel cell to cells in multiple columns. The data can be split either by a specific character (Delimited) or by a fixed space (Fixed Width). When using this option to separate account code elements, the best option is to use Delimited, with a period (.) as the character by which to separate.

The Account string is comprised of eight elements: Fund, Function, Object, SubObject, Organization, Program Intent Code (PIC), Budget Manager, and Project. For efficient sorting, add eight columns either before or after the column where the account code is found. Select the column with the account code, go to the DATA tab in the Excel ribbon,



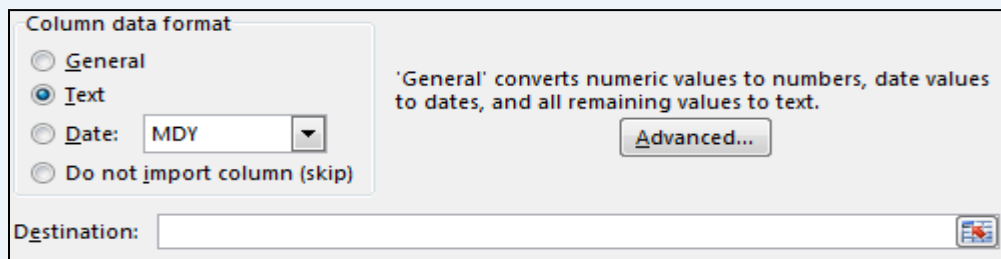
then click the Text-to-Columns icon.

The Convert Text to Columns wizard will appear. Select "Delimited", then click "Next"

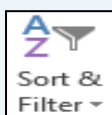


Choose "Other" as the delimiter, add a period to the field, then click "Next"

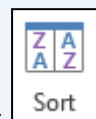
Choose the format option "General" or "Text", then select the "Destination". Destination refers to the cell in which the separated elements will begin in. If columns were added BEFORE the columns with the account numbers, choose Cell A1. If the columns were added AFTER the column with the account numbers, choose Cell B1. Click "Finish"



The account elements should now appear in their own columns. Add header information for each, then sort as needed. Sorting can be done with the following icons.



Home tab:



Data tab:

## Section 15: Frontline Procedures

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To allocate funds to a particular account, click the Allocate Amount field and type the desired allocation.

**Optional:** Click **Details** to add line-item information that will appear on the Budget Worksheet report. This will be helpful in the budget development process.

Amount	Description	-
0.00		

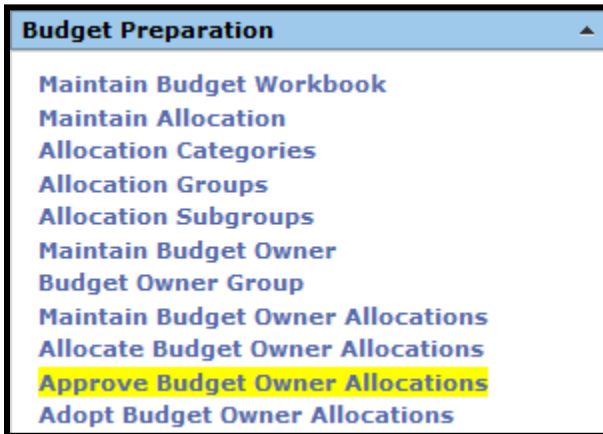
7. At any point in the budget process, the **Save Allocate** button can be used to save progress without submitting for approval.

Once the full allotment has been allocated, press **Submit For Approval**

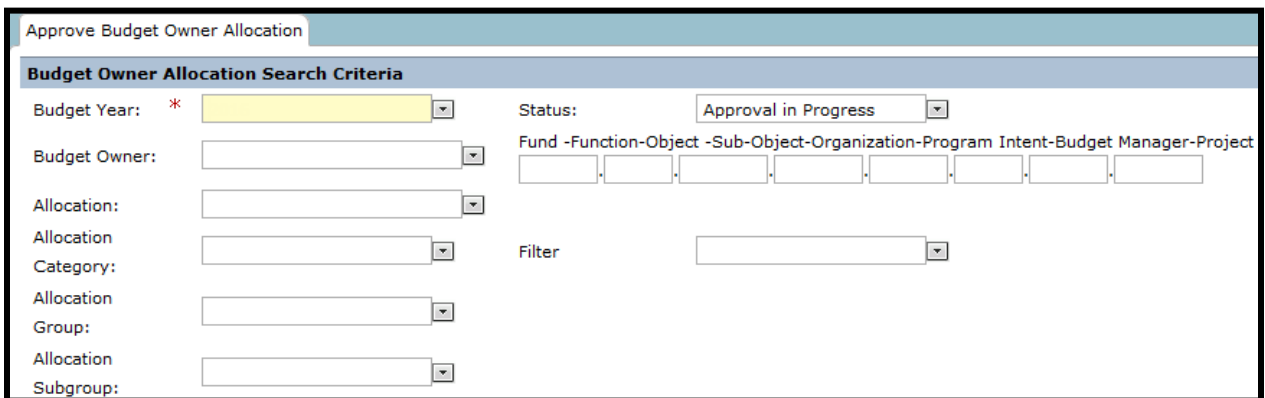
To leave the worksheet and return to the results screen, press **Exit Worksheet**

**Approve Budget Entry**

1. Use the menu to select "Approve Budget Owner Allocations"



2. Enter the "Budget Year" and select the Budget Owner for which approval is needed, then click "Search". The results will appear below.



3. Choose the allocation for which approval is needed. Click "Edit".

**Note:** Click "View" only if you want to view the allocation without modifying it.

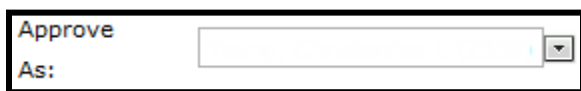
4. When ready, choose the option for "Approve Allocation"

## Approve a Budget Change Request

1. Use the Budget Change Request menu to select **Approve Budget Change Requests**



**Note:** The **Approve As** field will default with your name. If you are approving on behalf of someone, use the drop down box to choose their name.



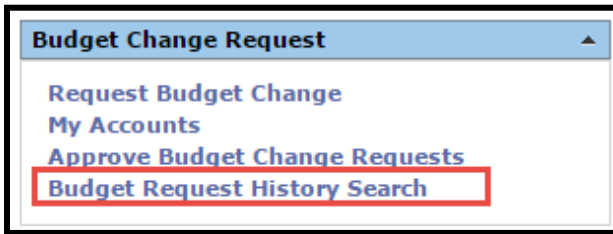
**Note:** In the upper right corner of the tab, the date and time that the approval list was last compiled is displayed. We recommend that you click the Refresh this list link to be sure you are viewing the most current approval candidates.



2. To view a Budget Change Request prior to approving, select it and click **View**. User will be taken to the Budget Change Request Maintenance tab, where the following options are available:
  - a. **Approve & Return:** Click to the Approve & Return button to approve the budget change request. The Approval Note box is displayed. In the Approval Note field, enter a note regarding the approval, if desired. Click the Ok button to proceed with the approval. You are returned to the Budget Change Request Workflow Approval tab.
  - b. **Deny & Return:** Click to the Deny & Return button to deny the budget change request. The Denial Note box is displayed. In the Denial Note field, enter a note regarding the denial, if desired. Click the Ok button to proceed with the denial. You are returned to the Budget Change Request Workflow Approval tab.
  - c. **Cancel:** Click the Cancel button to return to the Budget Change Request Workflow Approval tab without taking any action on the request.
3. A user can approve or deny a request directly from the Budget Change Request Workflow Approval screen.
  - a. Click the **Select All** button to select all requests listed.
  - b. Click the **Approve** button to approve a selected request.
  - c. Click the **Approve All** button to approve all requests listed.
  - d. Click the **Deny** button to deny a selected request.

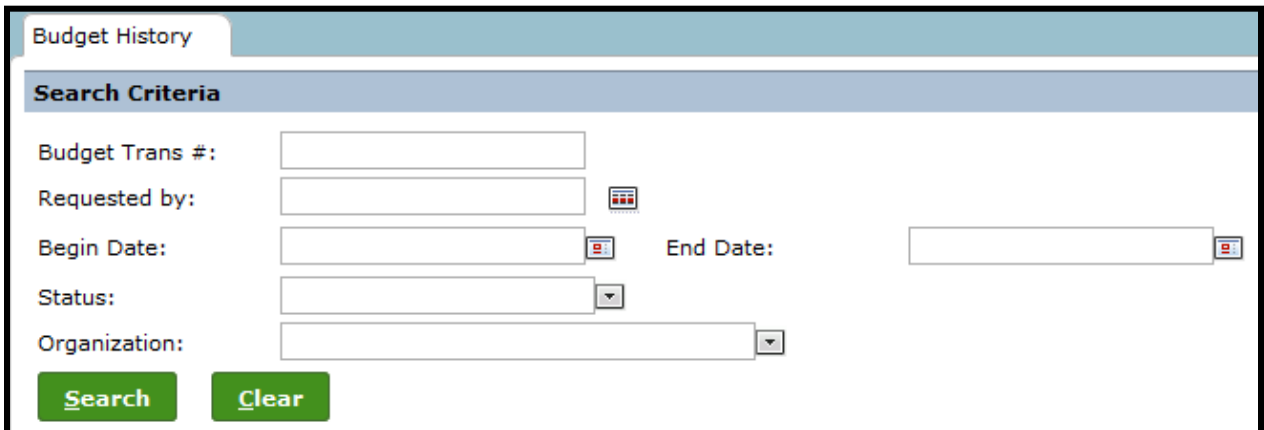


**Review Budget History**

1. Use the Budget Change Request menu to select **Budget Request History Search**



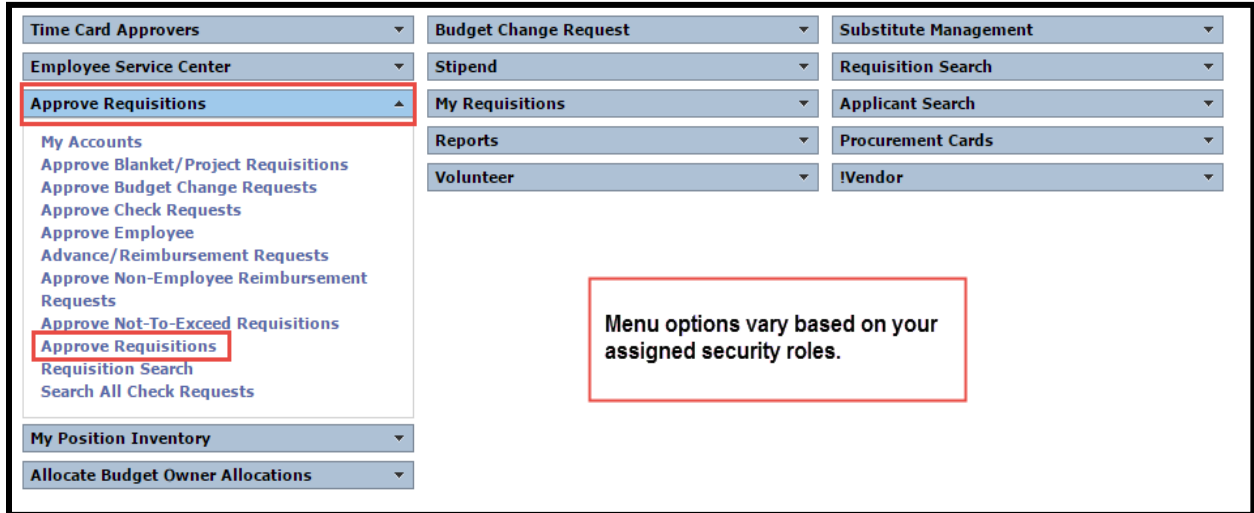
2. Use the SEARCH CRITERIA fields to enter the data to filter by.
  - a. **Budget Trans #:** The Request ID number becomes the Budget Transfer number upon Submission
  - b. **Requested By:** Filter by the ID number of the employee who requested the Budget Transfer
  - c. **Begin Date:** Enter the start date for which the system should search for requests or click the  icon to select it from the calendar
  - d. **End Date:** Enter the end date for which the system should search for requests or click the  icon to select it from the calendar
  - e. **Status:** Filter by the status of the Budget Change Request (i.e., Denied by Validation Rules)
  - f. **Organization:** Filter results by a specific Organization
3. Click **Search**



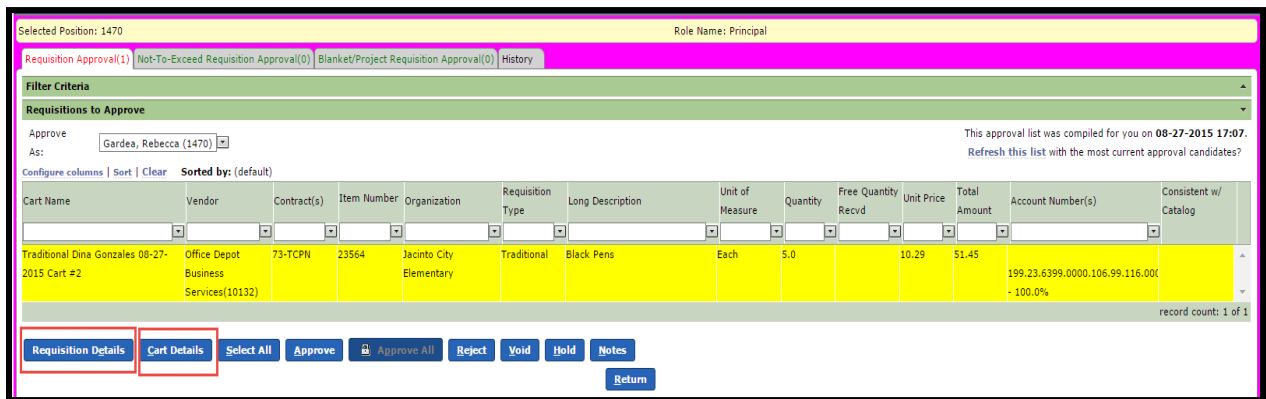
4. Double click on a request to display the Budget Change Request Maintenance tab and see details. When finished, click **Return to Budget Request** button to return to the history tab.
5. If the status shows APPROVAL HISTORY, the link can be clicked to display the Budget Approve History box. When finished, click **Close**.

## Approvals

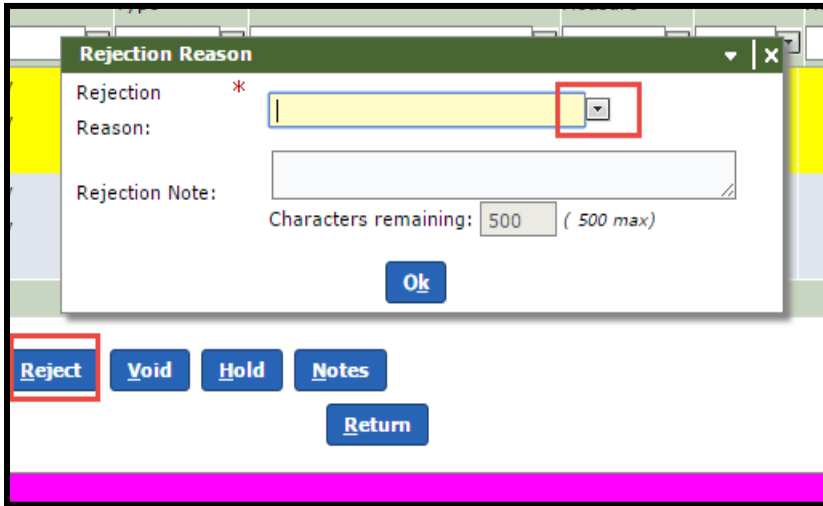
### Approve/Reject Traditional Requisitions



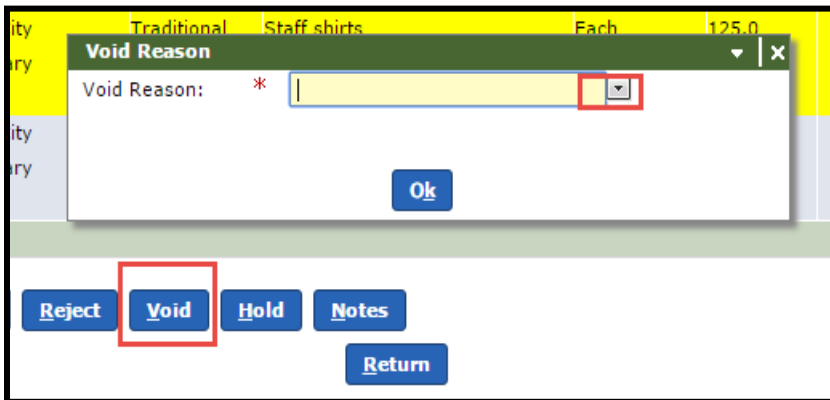
1. Navigate to the Frontline home page and locate Approve Requisitions
2. Select **Approve Requisitions**



3. Click on the cart to highlight, then select **Requisition Details** or **Cart Details** to view details about the cart.
  - a. **Requisition Details**, offers a full page view of the requisition details. The approver can approve the requisition after viewing and/or editing the cart by clicking **Approve and Return**. (Once approved, they fall off the screen). Click **Return** to reject, void or hold the requisition.
  - b. **Cart Details**, offers a condensed view of the requisition details. The approver can approve the requisition after viewing and/or editing the cart by clicking **Approve Cart**. Click **Return** to reject, void or hold the requisition.

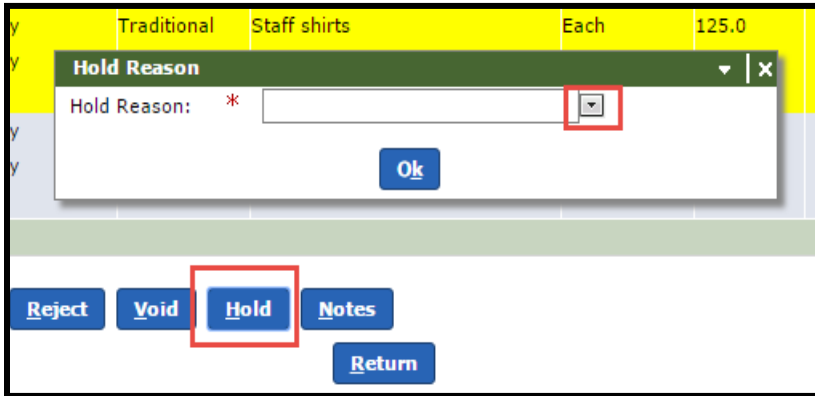


- c. **Reject a Requisition**, click on the cart to highlight the requisition to be rejected. Select **Reject** and select **Rejection Reason** from drop-down list. (Returns the requisition to the requestor for changes to be made and re-submitted).
- d. Enter a **Rejection Note**.
- e. Click the **OK** button. The requisition is removed from the list.

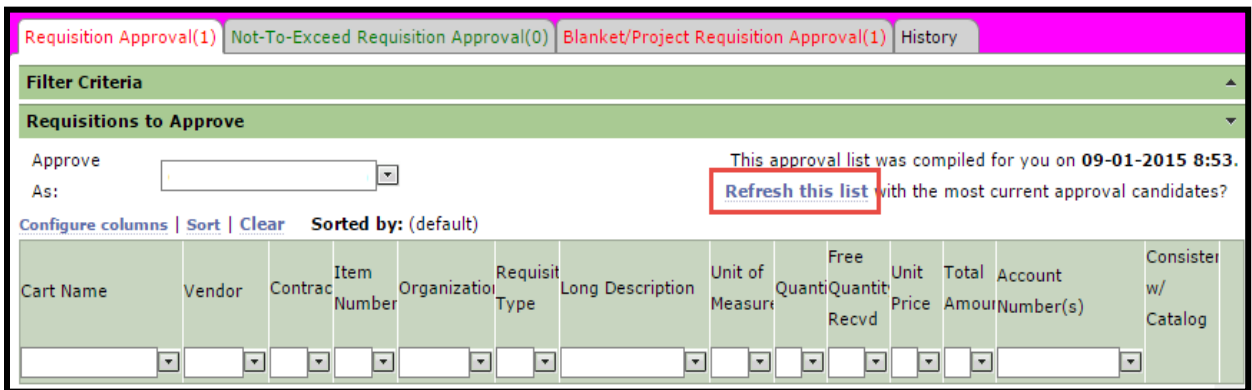


- f. **Void a Requisition**, click on the cart to highlight the requisition to be voided. Select **Void** and select **Void Reason** from drop-down list. (Requisition can no longer be updated, it is dead).
- g. Click the **OK** button. The requisition is removed from the list.

**Section 15: Frontline Procedures**



- h. **Hold a Requisition**, click on the cart to highlight the requisition to be held. Select **Hold** and select **Hold Reason** from drop-down list. (Will hold the requisition in your queue for further viewing and will not process until it has been approved.)
- i. Click the **OK** button. The requisition can no longer be approved.
- j. If any changes are made to the requisition, it will be re-routed through the entire approval process again. This will ensure that all approvers are aware of the changes made.



- k. Select **Refresh this list** to display the most current requisitions awaiting your approval.

## Search for Traditional Requisitions

Select **Requisition Search** and **Requisition Search**

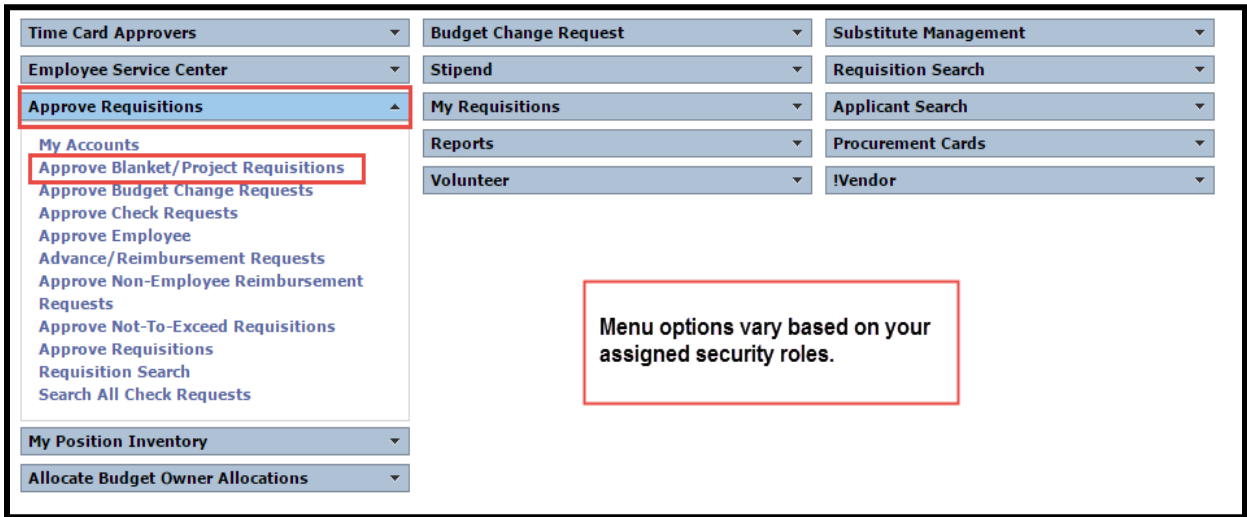
The screenshot shows a navigation menu with several categories. The 'Substitute Management' category is expanded, and 'Requisition Search' is highlighted with a red box. Other categories include Time Card Approvers, Employee Service Center, Approve Requisitions, My Position Inventory, Allocate Budget Owner Allocations, Budget Change Request, Stipend, My Requisitions, Reports, Volunteer, Applicant Search, Procurement Cards, and Vendor.

Check the box **Requisitions I Approved**, enter **Minimum** requisition date to view all requisitions you've approved within that date range and select **Search**

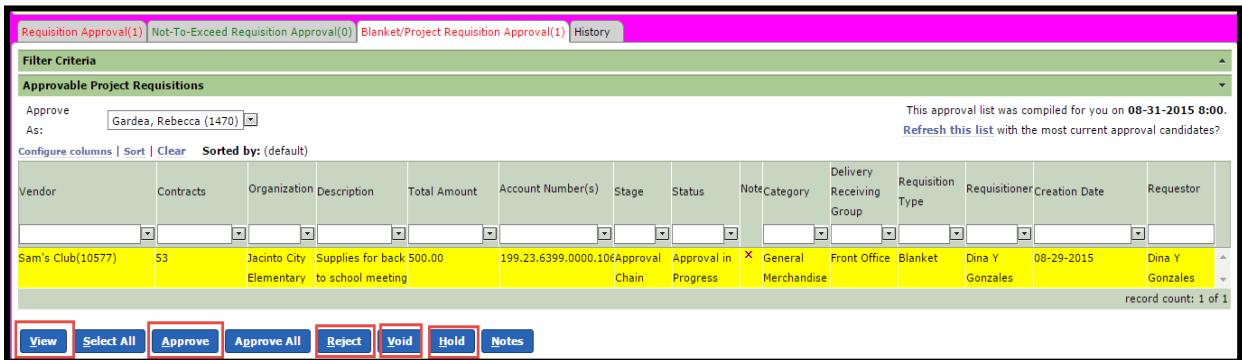
The screenshot shows the 'Requisition Search Results' page. The 'Search Types to Include' section has 'Requisitions I Approved' checked with a red box. The 'Requisition Criteria' section includes fields for Vendor, Requestor, Stage, Status, Order From, Shopping Cart Name, Ship-To Location, Delivery Location, and Account Number. The 'Minimum' and 'Maximum' requisition create dates are entered as 08-25-2015 and 09-01-2015, respectively, with the minimum date field highlighted in a red box. The 'Purchase Item Criteria' section includes fields for Stock Number, Category, NIGP Commodity Code, Purchase Item Number, Description, and Keywords. A 'Search' button is highlighted in a red box at the bottom left.

Your approved requisitions will display and you can select the one you want to view.

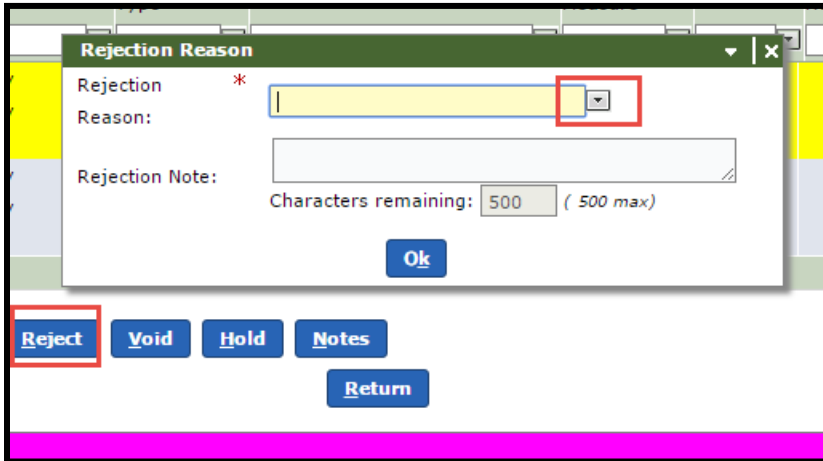
### Approve/Reject Blanket Requisitions



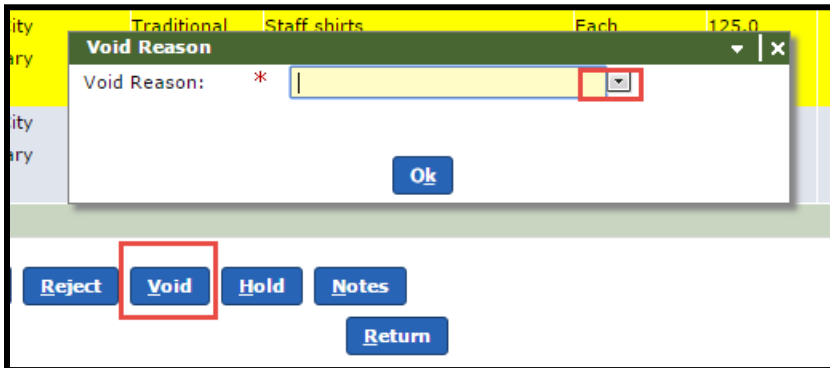
1. Navigate to Frontline home page and locate Approve Requisitions.
2. Select **Approve Blanket/ Project Requisitions**.



3. Click on the cart to highlight, then select **View** to view details about the cart.
  - a. **Approve**, you can approve the blanket requisition after viewing and/or editing the cart by clicking **Approve**. (Once approved, they fall off the screen). Click **Return** to reject, void or hold the blanket requisition.

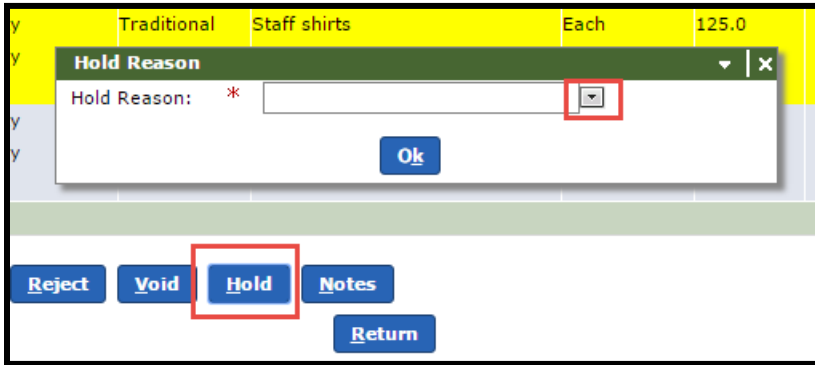


- b. **Reject a Blanket Requisition**, click on the cart to highlight the requisition to be rejected. Select **Reject** and select **Rejection Reason** from drop-down list. (Returns the requisition to the requestor for changes to be made and re-submitted).
- c. Enter a **Rejection Note**.
- d. Click the **OK** button. The requisition is removed from the list.

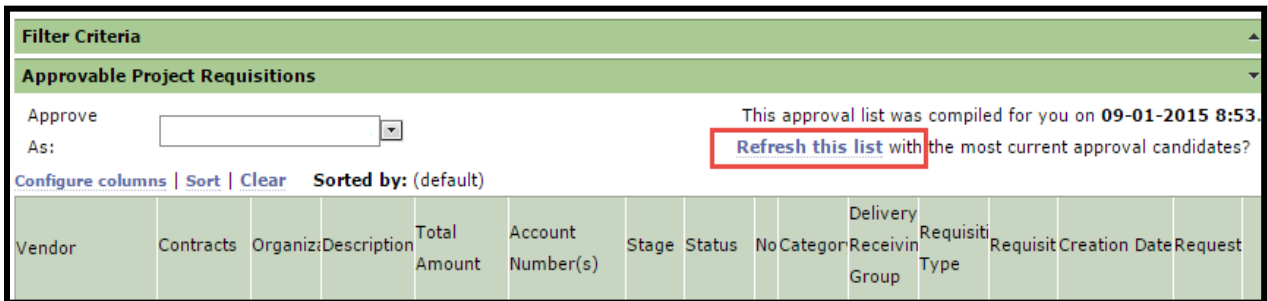


- e. **Void a Blanket Requisition**, click on the cart to highlight the requisition to be voided. Select **Void** and select **Void Reason** from drop-down list. (Requisition can no longer be updated; it is dead).
- f. Click the **OK** button. The requisition is removed from the list.

**Section 15: Frontline Procedures**



- g. **Hold a Blanket Requisition**, click on the cart to highlight the requisition to be held. Select **Hold** and select **Hold Reason** from drop-down list. (Will hold the requisition in your queue for further viewing and will not process until it has been approved).
- h. Click the **OK** button.
- i. If any changes are made to the requisition, it will be re-routed through the entire approval process again. This will ensure that all approvers are aware of the changes made.
- j. Select **Refresh this list** to display the most current requisitions awaiting your approval.





### **Search for Blanket Requisition**

Choose **Requisition Search** and **Blanket/Project Requisition Search**



Check the box for **Requisitions I Approved** and choose **Search**



Your requisitions will display and you can select the one you want to view.

## Section 15: Frontline Procedures

### Review Attachments and Notes on Requisitions

Click on the cart to highlight, then select **Notes** to view the notes.

The screenshot shows a web application interface for requisition approval. At the top, it displays 'Selected Position: 1470' and 'Role Name: Principal'. Below this is a navigation bar with tabs for 'Requisition Approval(1)', 'Not-To-Exceed Requisition Approval(0)', 'Blanket/Project Requisition Approval(1)', and 'History'. A 'Filter Criteria' section is visible, followed by a 'Requisitions to Approve' section. The main area contains a table with columns: Cart Name, Vendor, Contract(s), Item Number, Organization, Requisition Type, Long Description, Unit of Measure, Quantity, Free Quantity Recvd, Unit Price, Total Amount, Account Number(s), and Consistent w/ Catalog. A single row is highlighted in yellow, representing a requisition for 'Staff shirts'. Below the table is a navigation bar with buttons: 'Requisition Details', 'Cart Details', 'Select All', 'Approve', 'Approve All', 'Reject', 'Void', 'Hold', 'Notes', and 'Return'. The 'Notes' button is highlighted with a red box.

After reviewing the notes, select **Return** to return to the previous screen.

The notes and attachments can also be viewed by highlighting the cart and selecting **Requisition Details**.

The screenshot shows the 'Notes' screen. At the top, it says 'Notes' and 'Notes:'. Below this is a form with a text input field, a 'Characters remaining: 2000' indicator, and radio buttons for 'Private' and 'Internal Only'. There are 'Add' and 'Clear' buttons. Below the form is a table with columns: Added On, Last Modified, Note, Added By, Private, Internal Only, and Note Operation. A single row is visible, showing a note added on 09-01-2015. Below the table are 'Edit' and 'Delete' buttons. At the bottom center, there is a 'Return' button highlighted with a red box.

To view the notes, select **Notes** at the bottom of the screen.

**Requisition Overview**

**Purchase Item Details**

Vendor: \* J.a. Davis Advertising (1347) Category: \* Clothing: Custom Clothing, Spirit Wear, Letterman Jackets  
 Order From: \* (P) J.a. Davis Advertising - 1213 Adj Contract: 19  
 Vendor Stock Num: 78956 Unit of Measure: \* Each  
 Description:  Staff shirts  
 Characters remaining: 987 ( 999 max)  
 Special Instructions:   
 Characters remaining: 499 ( 499 max)  
 Justification: Traditional Dina Gonzales 08-27-2015  
 Cart Name: Cart #3

**Requisition Details**

**Accounts**

Quantity:	* Unit Price:	* Unit Discount Amount/Pct:	* Unit Tax Amount/Pct:	* Installation Amount/Pct:	* Freight Amount:	* Total:
125.0	10.00	0.00	0.00	0.00	0.00	1,250.00
	1,250.00	0.00	0.00	0.00	0.00	1,250.00

Buttons: Save and Continue, Save and Restart Approval, **Notes**, Return

To view the attachments, select the **Attachments** tab on the left of the screen.

Select the attached file to open and view the document.

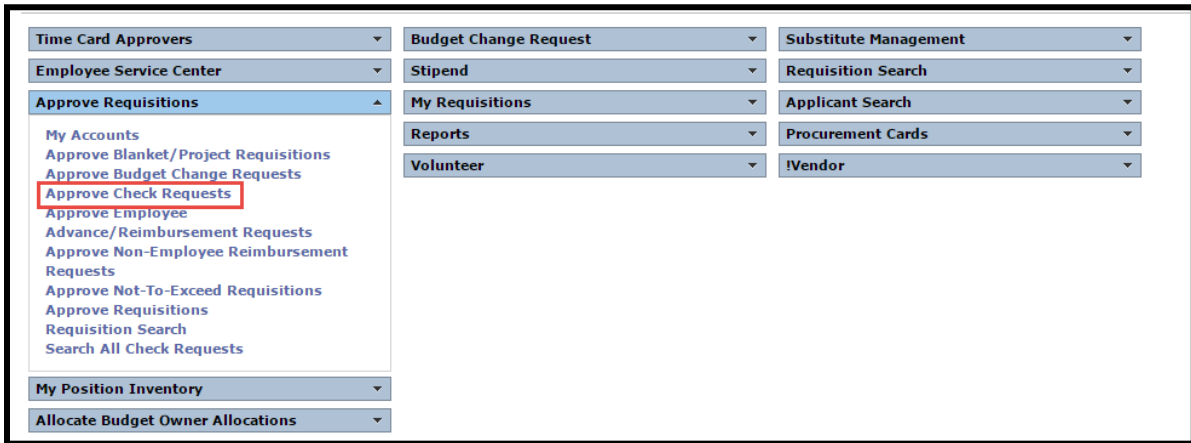
Select **Return** to return to the previous screen.

**Requisition Attachments**

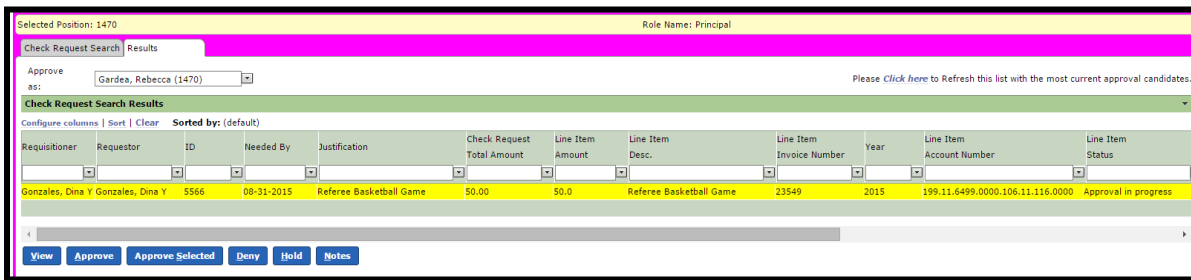
File	Description
SAMPLE FOR.pdf	

Buttons: Save and Continue, Back, **Return**

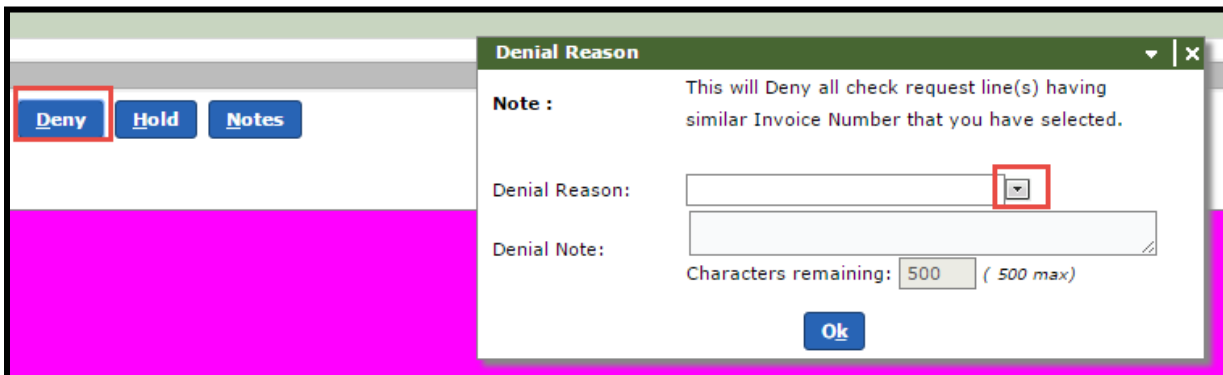
**Approve/Deny Check Requests**



1. Navigate to Frontline home page and locate Approve Requisitions.
2. Select **Approve Check Requests**.

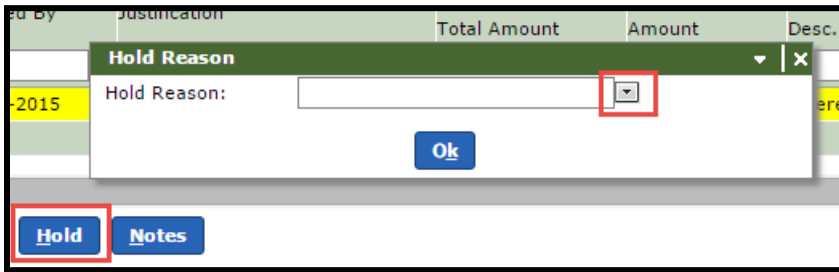


3. Click on the check request to highlight, then select **View** to view details about the check request. Select **Save and Process** to approve from this screen. Click **Return** to deny or hold the check request.
  - a. Select **Approve Selected** or **Approve** to approve the check request without viewing the details.



- b. **Deny a Check Request**, select **Deny** and select **Denial Reason** from drop-down list. (When a Check Request has been denied it will have to be cloned, information changed and submitted as a new Check Request.)

- c. Enter a **Denial Note**.
- d. Click the **OK** button. The check request is removed from the list.



- e. **Hold a Check Request**, select **Hold** and select **Hold Reason** from drop-down list. (I will hold the check request in your queue for further viewing and will not process it until it has been approved).
- f. Click the **OK** button.
- g. Select **Click here** to display the most current check requests awaiting your approval.

### Search for Check Request

Choose **Approve Requisitions** and **Search All Check Requests**

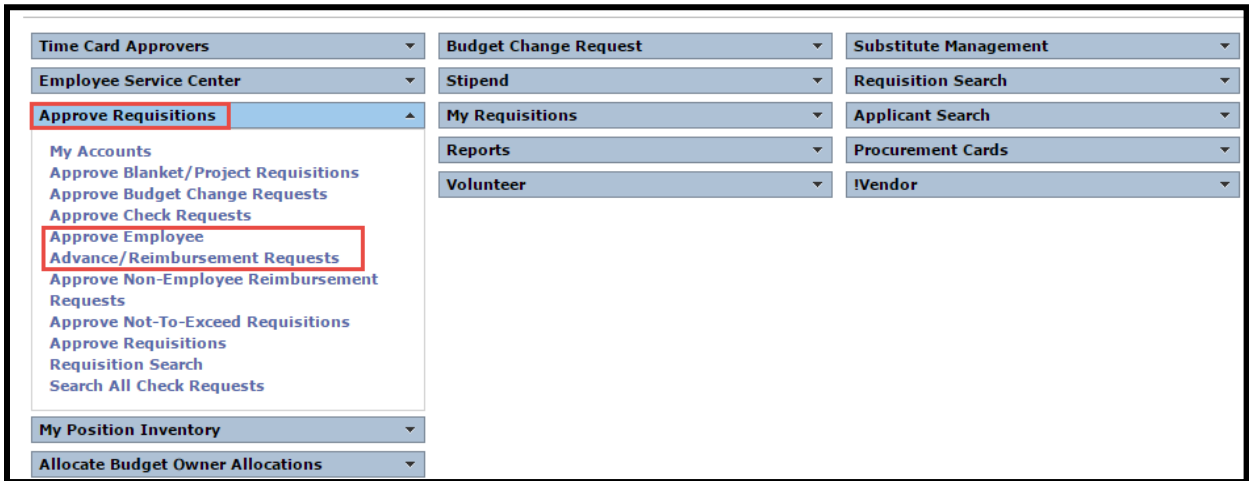


Choose Search to lookup your Check Request

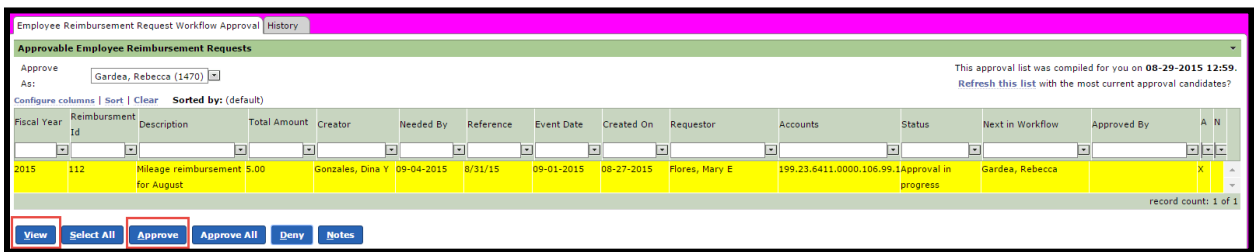
A screenshot of the 'Check Request Search' form. The form has a pink header bar with 'Check Request Search' and 'Results' tabs. Below the header, there are several input fields: 'Fiscal Year' (set to 2015), 'Vendor', 'Description', 'Check Request Number', 'Status', and search criteria 'Contains' and 'Exact'. There is also an 'Account Number' section with fields for Fund, Func, Obj, Sub, Org, PIC, BMgr, and Proj. At the bottom, there are 'Needed By Date' (Min and Max) and 'Amount' (Min and Max) fields. A blue 'Search' button is highlighted with a red rectangular box.

Your Check Request will display and you can select the one you want to view.

## Approve/Deny Employee Advance/Reimbursement Requests

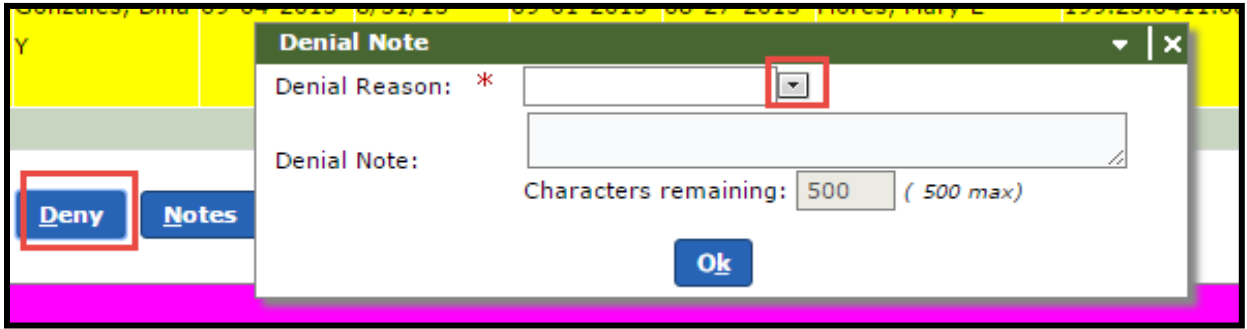


1. Navigate to Frontline home page and locate Approve Requisitions.
2. Select **Approve Employee Advance/Reimbursement Requests**.

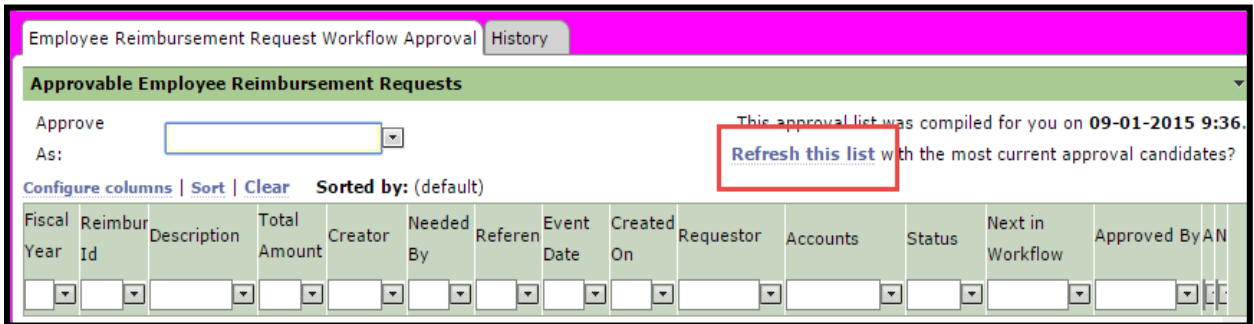


3. Click on the reimbursement to highlight, then select **View** to view details about the employee advance/reimbursement request.
  - a. Select **Save and Approve** to save any changes you have made to the request. Select **Return** to deny or hold the request.
  - b. Select **Approve** to approve the employee advance/reimbursement request.

**Section 15: Frontline Procedures**



- c. **Deny an Employee Advance/Reimbursement Request**, select **Deny** and select **Denial Reason** from drop-down list. When an Employee Advance/Reimbursement Request has been denied it will have to be cloned, information changed and submitted as a new request.
- d. Enter a **Denial Note**.
- e. Click the **OK** button. The employee advance/reimbursement request is removed from the list.



- f. Select **Refresh this list** to display the most current employee advance/reimbursement requests awaiting your approval.

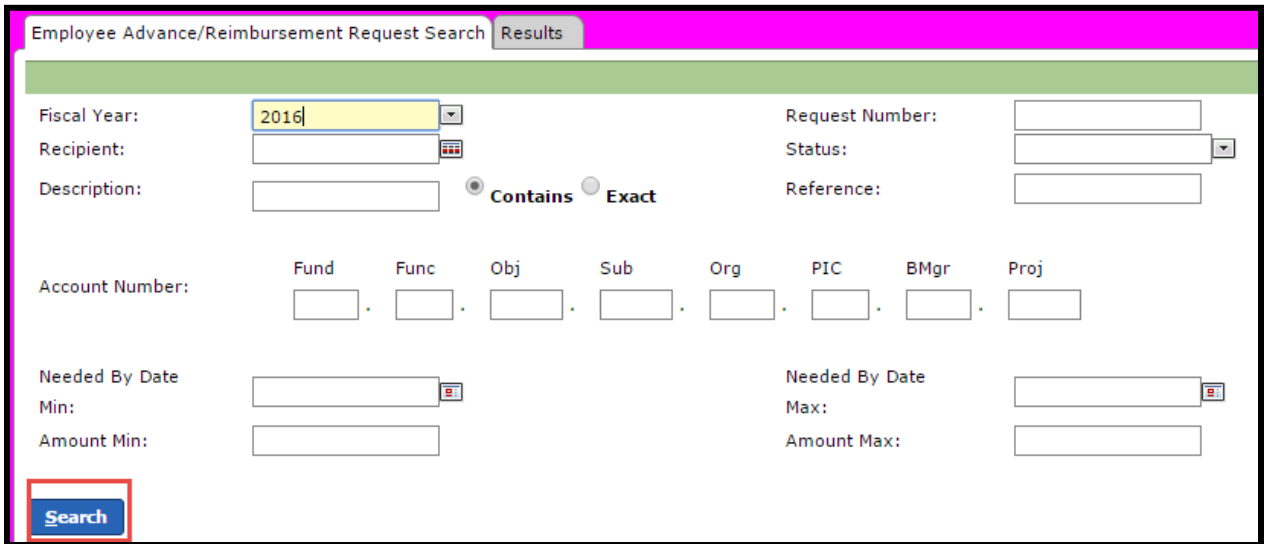


**Search for Employee Advance/Reimbursement Requests**

Choose **Requisition Search** and **All Employee Advance/Reimbursement Requests**

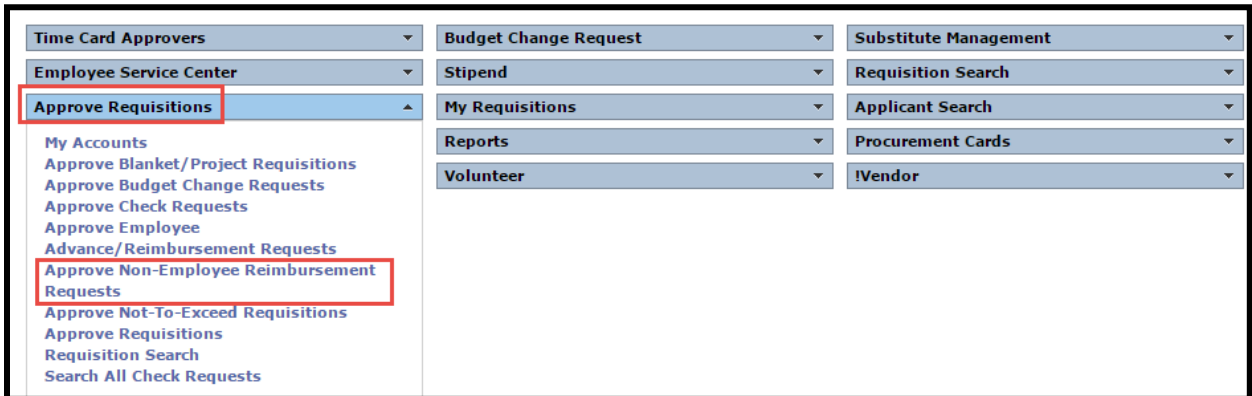


Choose Search to lookup your Employee Advance/Reimbursement Requests.

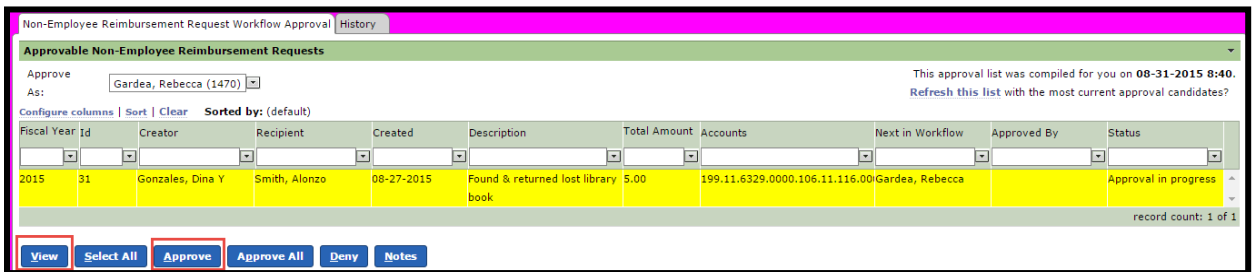


Your Employee Advance/Reimbursement Requests will display and you can select the one you want to view.

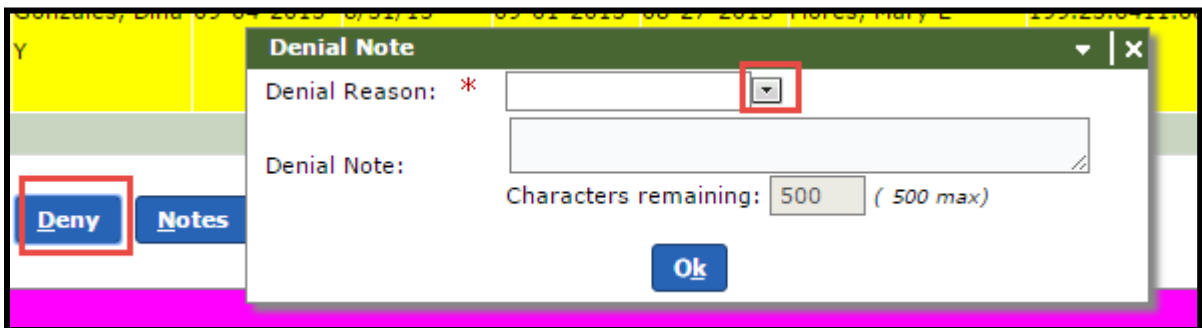
**Approve/Deny Non-Employee Advance/Reimbursement Requests**



1. Navigate to Frontline home page and locate Approve Requisitions.
2. Select **Approve Non-Employee Advance/Reimbursement Requests**.



3. Click on the reimbursement to highlight, then select **View** to view details about the non-employee advance/reimbursement request.
  - a. Select **Save and Approve** to save any changes you have made to the request. Select **Return** to deny the request.
  - b. Select **Approve** to approve the non-employee advance/reimbursement request.



- c. **Deny a Non-Employee Advance/Reimbursement Request**, select **Deny** and select **Denial Reason** from drop-down list. (Returns the request to the requestor for changes to be made and re-submitted).
  - d. Enter a **Denial Note**.

- e. Click the **OK** button. The non-employee advance/reimbursement request is removed from the list.
- f. Select **Refresh this list** to display the most current non-employee advance/reimbursement requests awaiting your approval.

Non-Employee Reimbursement Request Workflow Approval History

**Approvable Non-Employee Reimbursement Requests**

Approve  This approval list was compiled for you on **09-01-2015 9:42**.

As:  [Refresh this list](#) with the most current approval candidates?

[Configure columns](#) | [Sort](#) | [Clear](#)    **Sorted by:** (default)

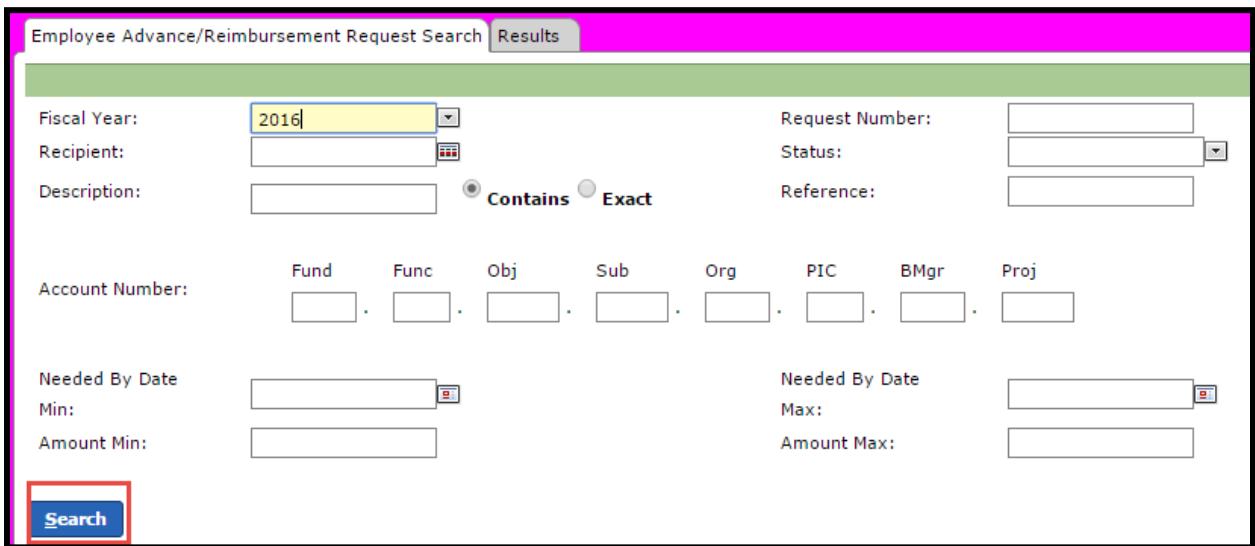
Fiscal Year	Id	Creator	Recipient	Created	Description	Total Amount	Accounts	Next in Workflow	Approved By	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Search for Non-Employee Advance/Reimbursement Requests**

Choose **Requisition Search** and **All Non-Employee Advance/Reimbursement Requests**



Choose Search to lookup your Non-Employee Advance/Reimbursement Requests.



Your Non-Employee Advance/Reimbursement Requests will display and you can select the one you want to view.

## Campus Cash Receipt Procedures

### Create a Campus Cash Receipt

In Frontline cash receipts will be entered electronically on a daily basis. One batch equals one deposit and will be entered per business day.



1. Navigate to the Frontline Home page and locate the **Cash Receipts** menu
2. Select **Campus Cash Receipt**

3. **Batch:** this number will be auto populated by Frontline
4. **Receipt Date:** Date funds are received from sponsor. (This field will auto populate with today's date. In the event a cash receipt is being entered for funds collected on a previous day make sure to change this date, as it should reflect the date that funds were actually received.)
5. **Person ID:** Type in the payee's GPISD employee ID number and their name should appear to the right. If you do not have an ID number click on the search button to the side of the field and search by name. **This cannot be a student.**

**Section 15: Frontline Procedures**

- 6. **Notes:** Use this field if you are receiving funds from a non-employee. Enter the business or person’s name you are receiving the funds from. This field can also be used for any additional notes to be included on the cash receipt.

The screenshot shows a form with the following fields: Group (dropdown), Activity (dropdown), Org (dropdown), Description (text input), and Price (text input with a dropdown arrow icon). Below the fields is a section labeled "Auto Complete: on" and three buttons: "Clear", "Add", and "Add and Print Receipt".

- 7. **Group:** This is a drop-down menu where you select the Group/Club the deposit is for (Ex. Choir)
- 8. **Activity:** This is a drop-down menu where you select the Activity. What deposit is for? (Ex. Fundraiser)
- 9. **Org:** This is a drop-down menu where you select the organization for which the deposit is made. Most will prepopulate due to your user rights.
- 10. Account code where funds will be deposited. This number is prepopulated based on the selections made in the Group, Activity, and Organization fields. If the account code does not populate once you have made your selections, please contact the Senior Accounting Clerk at x1476.
- 11. **Description:** This will be additional information, such as the name of a fundraiser, etc. and should not be left blank.
- 12. **Price:** the amount collected for this Group/Activity


This screenshot is identical to the previous one, but a red rectangular box highlights the dropdown arrow icon in the Price field.

- 13. After adding the price (deposit amount), select the [...] icon or press tab and the program will expand to be able to input the form of deposit

The screenshot shows a table with the following columns: Payment Type, Document ID, Authorization Code, Document Count, Amount, Bills, Coins, and Taxable. The Payment Type field is highlighted in yellow.

- 14. **Payment Type:** Select type of payment from the drop down list. Current options are as follows
  - a. ACH \* do not use this options at this time \*
  - b. Cash
  - c. Check
  - d. Checks
  - e. Credit Card \* do not use this options at this time \*

- f. Money Order
- g. Money Orders

**Note:** If more than one form of payment is being submitted use the  icon to add another payment type.

15. **Document ID:** If using the Check or Money Order option this field will be available to enter the Check or Money Order number
16. **Authorization Code:** This field is not used at this time
17. **Document Count:** If using the Checks or Money Orders option this field will be available to enter the quantity of checks you are entering.
18. **Amount:** The total of the current payment
19. **Bills and Coins:** If using the Cash option this field will be available to enter the amount of each received. This should total to the amount field.
20. **Taxable:** This is a drop down menu, choose yes or no. If you have questions whether the sale was taxable or not see section 16: Activity Funds and Booster Clubs.

21. Once all the information has been entered select **Add and Print Receipt** to generate the receipt in PDF format.
22. The receipt prints on an 8 ½ x 11 sheet of paper. You will need to tear the paper in half and give the payee one half and keep the other for document submission and your own records.

**Note:** Financial Clerks should enter receipts directly into Frontline at the time of collection in place of using the District-issued Receipt Books. By doing this, the time spent collecting funds, receipting, and depositing will be reduced. However, please make sure to keep a District-issued Receipt Book handy in the event Frontline is inaccessible or funds are being collected away from a computer.

**Section 15: Frontline Procedures**

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**Note:** Student Information needs to be protected. If this information is needed in the Notes or Description for reference, please use First Name and Last Initial, only.

<b>Galena Park Independent School District</b> <b>(832) 386-1000</b>				
Sales Receipt				
<b>Receipt Number:</b> 3900	<b>Date:</b> 02-16-2016	<b>Clerk:</b> Damaris Rodriguez		
<b>Printed on:</b> 02-16-2016 9:38 AM	<b>Received From:</b>	ID Number and name of payee appear here		
<b>Notes:</b>				
<b>Group</b>	<b>Activity</b>	<b>Account Number</b>	<b>Paid By</b>	<b>Amount</b>
Athletics	Field Trip / Trip	461.00.5759.0091.112.00.122.0000	Cash	\$200.00
<b>Total:</b>				<b>\$200.00</b>
Please retain a copy of the Sales Receipt for your records.				
<b>Galena Park Independent School District</b> <b>(832) 386-1000</b>				
Sales Receipt				
<b>Receipt Number:</b> 3900	<b>Date:</b> 02-16-2016	<b>Clerk:</b> Damaris Rodriguez		
<b>Printed on:</b> 02-16-2016 9:38 AM	<b>Received From:</b>	ID Number and name of payee appear here		
<b>Notes:</b>				
<b>Group</b>	<b>Activity</b>	<b>Account Number</b>	<b>Paid By</b>	<b>Amount</b>
Athletics	Field Trip / Trip	461.00.5759.0091.112.00.122.0000	Cash	\$200.00
<b>Total:</b>				<b>\$200.00</b>



23. Scan in Deposit Recap Form and attach to corresponding Frontline receipt and other supporting documentation:


- a. Collection Log, Ticket Sellers Report, Class Roster, Etc.

24. Select **Attachments**

Cash Receipts List					
Page:  < 2 >  of 1					
Modified	Status	Received From	Receipt Number	Amount	Attachments
02-16-2016	Entered	Name of payee	3900	\$200.00	
02-16-2016	Entered	Name of payee	3899	\$25.00	
02-16-2016	Entered	Name of payee	3898	\$500.00	
02-16-2016	Entered	Name of payee	3897	\$300.00	
02-16-2016	Entered	Name of payee	3896	\$100.00	

**Note:** If you receive an error message check your pop up blocker



25. In the attachment screen select the  icon to add an attachment

26. Select **Choose File** to browse for your file

## Section 15: Frontline Procedures

Cash Receipt Attachments

Receipt Number: 3896

File: Choose File No file chosen

Description: [Empty field]

Save Changes

Close

27. Select **Save Changes** when you have attached all documentation
28. **Close** the window
29. After attaching the documentation click on **Add**, this will show the **View** link on the Cash Receipts List

Batches OrderEntry

Batch: 1618 Created: 02-12-2016 Last Modified: 02-12-2016 Status: Open

Cash Receipt Detail

Receipt Date: 02-16-2016

Person ID: [Empty] Caldwell, Carlos Antonio

Notes: [Empty]

Total Due: \$0.00 Payment: \$0.00

Group: [Empty] Activity: [Empty] Org: [Empty] Description: [Empty] Price: [Empty]

Auto Complete: on

Clear Add Add and Print Receipt

Cash Receipts List

Page: < 1 > of 1

Modified	Status	Received From	Receipt Number	Amount	Attachments
02-16-2016	Entered	Name of payee	3900	\$200.00	
02-16-2016	Entered	Name of payee	3899	\$25.00	
02-16-2016	Entered	Name of payee	3898	\$500.00	
02-16-2016	Entered	Name of payee	3897	\$300.00	View
02-16-2016	Entered	Name of payee	3896	\$100.00	View

Attachments Delete Print Receipt Slip Print Batch Receipt

Receipts will accumulate to form a batch

Batches OrderEntry

**Batch**

Batch: 1618 Created: 02-12-2016 Last Modified: 02-12-2016 Status: Open Bank Deposit Number:

**Cash Receipt Detail**

Receipt Date: 02-16-2016  
 Person ID:   
 Notes:

Total Due: \$0.00 Payment: \$0.00

Group	Activity	Org	Description	Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Auto Complete: on

**Cash Receipts List**

Page: < 2 > | of 1

Modified	Status	Received From	Receipt Number	Amount	Attachments
02-16-2016	Entered	Name of payee	3900	\$200.00	
02-16-2016	Entered	Name of payee	3899	\$25.00	
02-16-2016	Entered	Name of payee	3898	\$500.00	
02-16-2016	Entered	Name of payee	3897	\$300.00	
02-16-2016	Entered	Name of payee	3896	\$100.00	

30. When your daily cash receipts have all been entered and you are ready to balance your daily batch enter the **Bank Deposit Number**

**NOTE: If you have more than \$20 in coin you will need to prepare multiple Deposit Bags and Deposit Slips affecting your Bank Deposit Number.**

Batches OrderEntry

**Batch**

Batch: 1618 Created: 02-12-2016 Last Modified: 02-12-2016 Status: Open Bank Deposit Number:

**DEPOSIT TICKET**  
 Wells Fargo Bank, N.A.  
 WELLS FARGO  
 TEXAS

DATE: \_\_\_\_\_

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL  
 INCLUDE ADDRESS MACHINE TYPE LISTING

CURRENCY COUNT		DOLLARS		CENTS	
X 100		TOTAL CURRENCY			
X 50		TOTAL COIN			
X 20		TOTAL FROM OTHER SIDE			
X 10		1			
X 5		2			
X 2		3			
X 1		4			
		5			
		6			
		7			
		8			
		9			
		10			
		11			
		12			
		13			
		14			
		15			
		16			
		17			
		18			
		19			
		20			
		21			
		22			
		23			
		24			
		25			
		26			
		TOTAL \$			

GALENA PARK INDEPENDENT SCHOOL DISTRICT  
 ACCOUNTING SERVICES DEPARTMENT  
 GENERAL OPERATING ACCOUNT  
 14705 WOODFOREST BLVD  
 HOUSTON, TX 77015

FOR ACCURATE DEPOSIT ONLY, USE A VOIDED CHECK

TOTAL DEPOSIT

PLEASE ENTER TOTAL HERE

DS1 4-T-BK  
 3174164

⑈ 7510000148 ⑆ ⑆ 580800393 ⑆ ⑆ 6195353203 ⑆

**Section 15: Frontline Procedures**

31. Click **Print Batch Receipt** to get a summary of the cash receipts

**Cash Receipts List**

Page: |< 2 >| of 1

Modified	Status	Received From	Receipt Number	Amount	Attachments
02-16-2016	Entered	Name of payee	3900	\$200.00	
02-16-2016	Entered	Name of payee	3899	\$25.00	
02-16-2016	Entered	Name of payee	3898	\$500.00	
02-16-2016	Entered	Name of payee	3897	\$300.00	
02-16-2016	Entered	Name of payee	3896	\$100.00	

Attachments
Delete
Print Receipt Slip
Print Batch Receipt

32. If your Batch Receipt totals match the funds you are depositing, print the Batch Receipt. The batch receipt is the summary of what the total deposit will be. You will use your Deposit Recap or Final Deposit Recap to complete your Wells Fargo Deposit Slip.

**Note:** If your batch and cash do not balance, review the calculations to find and correct the error. Then, return to step 30 and complete the batch process.

Batch ID: 1618 Bank Deposit Number: null

Payment Type	Qty	Total Amt	
ACH	0	\$0.00	
Cash	2	\$455.00	\$435.00 in bills \$20.00 in coins
Check	1	\$25.00	
Checks	6	\$45.00	
Credit Card	0	\$0.00	
Money Order	1	\$100.00	
Money Orders	10	\$500.00	
<b>Total</b>	<b>20</b>	<b>\$1,125.00</b>	

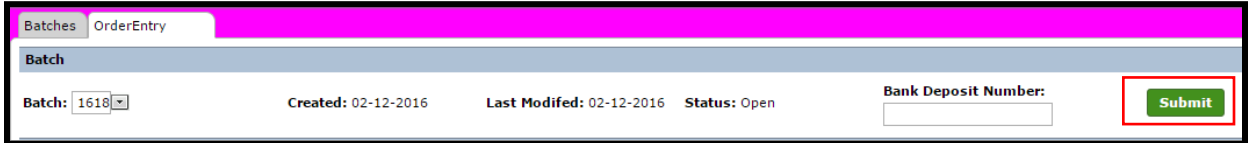
Account	Total
461.00.5755.00BA.004.00.104.0000	\$25.00
461.00.5759.0091.112.00.122.0000	\$200.00
461.00.5755.0018.041.00.141.0000	\$300.00
461.00.5749.00YB.004.00.104.0000	\$100.00
461.00.5749.CULA.004.00.104.0000	\$500.00

- 33. Tape the yellow deposit slip(s) and tear-off record from the Wells Fargo Tamper Evident Deposit Bag(s) to the **Batch Receipt**, then scan it with your Final Recap, Deposit Entry Form Batch Tab and attach to the last receipt issued in Frontline.

No documents will be sent to the Business Services Department.

All other supporting documentation should be maintained as support for funds being deposited until they have met the required time to be destroyed. All financial records will be stored on your campus.

- 34. If your batch and cash balance then click **Submit** and the following message will appear:



- 35. Select **Yes** if you would like another receipt printed or No if you do not need another copy.

Section 15: Frontline Procedures

**7510000148**

Payment Type	Qty	Total Amt	
ACH	0	\$0.00	
Cash	2	\$400.00	\$425.00 in bills, \$25.00 in coins
Check	1	\$25.00	
Checks	0	\$0.00	
Credit Card	0	\$0.00	
Money Order	1	\$100.00	
Money Orders	10	\$500.00	
<b>Total</b>	<b>20</b>	<b>\$1,125.00</b>	

Account	Total
401.00.5755.000A.004.00.104.0000	\$25.00
401.00.5759.0001.112.00.122.0000	\$200.00
401.00.5755.0010.041.00.141.0000	\$300.00
401.00.5749.0010.004.00.104.0000	\$100.00
401.00.5749.001A.004.00.104.0000	\$500.00

Remove this tear-off record (BEFORE sealing bag)  
 DATE: \_\_\_\_\_  
 AMOUNT: \_\_\_\_\_

**24721112**

**7510000148**

DEPOSIT TICKET

DEPOSIT NOT BE MADE FOR PROSPECTIVE ACCOUNTS  
 ACCOUNT NUMBER REQUIRED FOR ALL DEPOSITS

CURRENCY COUNT

	DOLLARS	COINS
ONE HUNDRED		
FIFTY		
TWENTY		
TEN		
FIVE		
ONE		
TOTAL CURRENCY		

GALENA PARK INDEPENDENT SCHOOL DISTRICT  
 ACCOUNTING SERVICES DEPARTMENT  
 GENERAL OPERATING ACCOUNT  
 14705 WOODCREST BLVD  
 HOUSTON, TX 77018

6195551203

TOTAL DEPOSIT

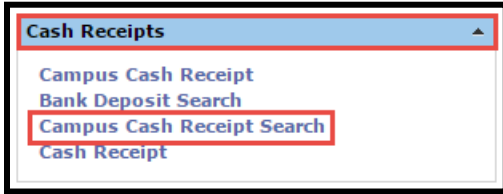
TOTAL \$

PLEASE ENTER TOTAL HERE

**Add Tear-Off Record from Wells Fargo Tamper Evident Deposit Bag.**

### Search for Campus Cash Receipt

Choose **Cash Receipts** and **Campus Cash Receipt Search**



Enter the criteria for your inquiry and select **Search**

Search **Cash Receipt Search**

Received From First Name:   Begins With  Exact

Received From Last Name:   Begins With  Exact

Created By First Name:

Created By Last Name:

Group Name:  Activity Name:

Receipt Min Date:  Receipt Max Date:

Account Number: Fund Func Obj Sub Org PIC BMgr Proj  
 .  .  .  .  .  .  .

Taxable:  Yes  No

Batch Number:

Bank Deposit Number:

**Search** **Clear**

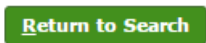
The results will display with the following information:

Search Results **Cash Receipt Search Results**

Configure columns | Sort | Clear Sorted by: (default)

Receipt Number	Receipt Date	Received From ID	Received From Name	Account String	Group Name	Activity Name	Type	Amount	Taxable	Description	Bank Deposit Number	Batch Number	Created By Person ID	Created By Person Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

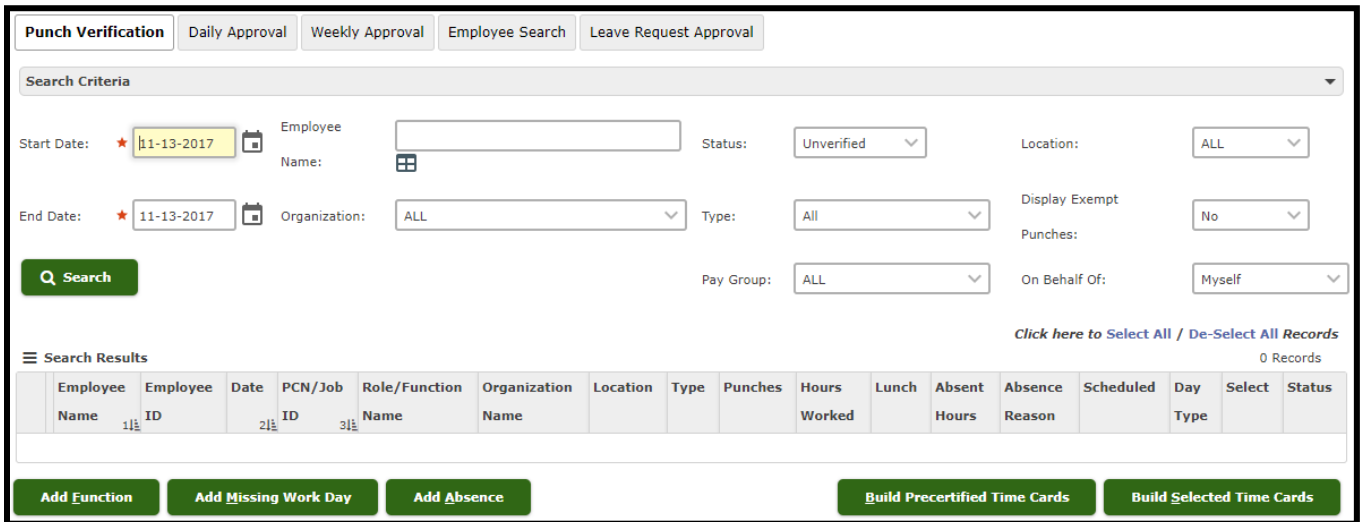
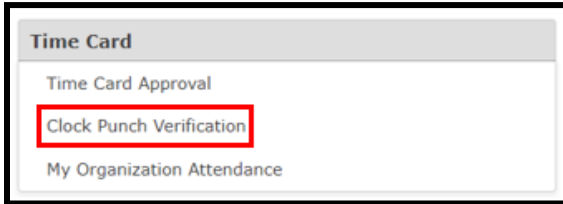
You can return to the search screen to change the search criteria by selecting




## Time Card Processing

### Locating Punch Records

1. Navigate to Frontline home page and locate Time Card.
2. Select **Clock Punch Verification**.



3. By default, the **Start Date** and **End Date** are the current date, but you can enter any date or date range you wish to view.
4. The following fields are also available to narrow your search:
  - **Employee Name.** Without entering a specific name, all employee in your workflow will populate. To locate punches for a specific employee, enter his or her Employee ID or name in the Employee Name field or click the  icon to access the Employee Lookup tab and search for the employee.
  - **Status.** By default, the Status is *Unverified*, which will return the records that have not been reviewed and for which time cards have not been built. You can change this selection to one of the other statuses.
    - Select *All* to return all statuses, except Missing Dates.
    - Select *Processed* to return punch records that have been verified and had time cards built. No further action is needed for processed records.



- Select *Void* to view records that are not going to be used. In Frontline, punch records can be voided, but not deleted.
  - Select *Cancelled* to view punch records for absences that were cancelled when the Void Punch button was used based on the date of the absence, the date when the Void Punch button was used, and whether a substitute had been assigned to the related substitute job.
  - Select *Denied* to view records that were not approved.
  - Select *Missing Dates* to return employees who were scheduled to work during the selected date range, but who have not recorded a punch or an absence.
  - **Organization.** *All* is the default selection, which means results will be returned for all organizations that are included in your workflow. To view results for a specific organization, select it from the drop-down list.
  - **Type:** *All* is the default selection, but you can make a more specific selection.
    - Select *Function* to view only punches for extracurricular time outside of an employee's schedule.
    - Select *Regular* to view only punches within the regular schedule for the PCN.
    - Select *Absence* to view only absences.
  - **Display Exempt Punches.** By default, your results will not show punches from exempt employees for whom time cards are only used for tracking. If you want to view exempt punches, change the selection to *Yes*. To view both exempt and non-exempt punches, change the selection to *Both*.
5. When you have finished configuring search criteria, click the **Search** button to display matching results.

### **Editing Punch Records**

1. To access the clock punch details, click an employee's name or double click the row.

*\* Do not highlight the row before double-clicking. If the row you need is highlighted click it once to remove the highlighting and then double-click the row.*

## Section 15: Frontline Procedures

**Unused Punches**

**Add Punch Time field**

Hover your cursor over this icon to see the terminal.

Overview of total hours in the punch

**Unused Punches**

Type	Punches	Terminal Icon
In	8:05 AM	ⓘ
Out	1:31 PM	ⓘ
In	1:57 PM	ⓘ
Out	4:46 PM	ⓘ

**Other Records On This Date Range**

Job ID	Job Name	Date	Total Hours	Punches	Absence Reason	Verification Status
1818	Secretary - SP Supervisor	01-25-2016	08:00	8:09 AM, 1:49 PM, 2:36 PM, 2:59 PM, 4:50 PM		Unverified
1818	Secretary - SP Supervisor	01-26-2016	08:00	7:46 AM, 1:06 PM, 2:15 PM, 4:53 PM		Unverified
1818	Secretary - SP Supervisor	01-27-2016	08:15	8:05 AM, 1:31 PM, 1:57 PM, 4:46 PM		Unverified
1818	Secretary - SP Supervisor	01-28-2016	07:15	8:11 AM, 1:31 PM, 2:38 PM, 4:38 PM		Unverified

record count: 4 of 4

**Tip:** Hover your cursor over the ⓘ icon to display the terminal the employee used. Hovering over the punch time displays the date of the punch.

### Adding a Punch

1. In the Add Punch Time field, enter the time for the punch.
2. Click the **Enter Punch** button. The punch will be added to the Punches column in the correct chronological order.

### Removing a Punch

To remove a punch (for example, if there is a duplicate):

1. Click the punch time in the Punches column, click to select the time that you need to removed and drag it to the Unused Punches column. Before you release your mouse button, be sure that your cursor is touching the header row for the Unused Punches column.
2. Release your mouse button to place the time in the Unused Punches column.

Be sure your cursor is touching the header row before you release your mouse button.

Punch Verification Daily Approval Weekly Approval Employee Search

Name \_\_\_\_\_ Function ID 9011  
 Person ID 7878 Function Name 9011-Administrative Help  
 Badge ID 7878

Date: Friday 01-15-2016 - Status: Unverified

Type	Punches	
In	8:03 AM	
Out	1:00 PM	
In	3:57 PM	

Unused Punches  Out  Add Punch Time  01-15-2016

**Enter Punch**

Comments  
Reason:  
Additional  
Comments

## Saving Changes and Building Time Cards

When you have finished modifying details for the time, you can build the time card.

1. In the **Comments/Edit Reason** field, select the reason for the change.
2. Enter any **Additional Comments**. This is a free-text field.
3. Click the **Save Changes** button to save the changes.
4. If you have completed your changes to the record and are ready to build the Time Card, click the **Build Time Card** button. This action will build the time card and set this verification record's status to Processed.

If a verification record has a status of Processed (Time card created), you can still edit punch details if necessary. If you make changes and click the **Save Changes** button, the time card created from the old data is deleted, and the record's status will revert to Unverified. You will need to rebuild the time card by selecting the Build Time Card button.

## Voiding a Punch Record

If for some reason the verification record was entered in error or will not be used, the record can be set as *Void*, which makes it inactive. To void a record, click the **Void Punch Record** button.

- If the absence date is earlier than or equal to the current date and a substitute is assigned to the related substitute job, the system will set the time card and punch record status to *Cancelled*.
- If the absence date is later than the current date or the related substitute job is not *Filled* or *Pre-Arranged*, the time card status will be set to *Deleted* and the punch record will be set to *Void*.

### Recovering a Voided Punch Record

To recover a voided record:

1. On the Punch Verification tab, enter a date range, set the **Status** filter to *Void*, and click the **Search** button to show all voided records for the selected date range.
2. Double-click the record to access the Details view of the Punch Verification tab.
3. Click the **Save Changes** button to remove the void and set the status back to *Unverified*.

### Building Time Cards from Punch Records

Use the Build Precertified Time Cards and Build Selected Time Cards buttons to build time cards from the Punch Verification tab.

1. In the **Status** field, be sure that *Unverified* is selected.
2. Click the **Build Precertified Time Cards** button to build all time cards within a 15-minute variance of the employee’s schedule. After you have built the precertified time cards, the Punch Verification tab shows only the records that could not be processed in the list of search results.

The screenshot shows the 'Punch Verification' interface. At the top, there are tabs for 'Punch Verification', 'Daily Approval', 'Weekly Approval', 'Employee Search', and 'Leave Request Approval'. Below the tabs is a 'Search Criteria' section with various filters: Start Date (11-13-2017), End Date (11-13-2017), Employee Name, Organization (ALL), Status (Unverified), Location (ALL), Type (All), Display Exempt (No), Punches (No), Pay Group (ALL), and On Behalf Of (Myself). A green 'Search' button is located below the filters. Below the search criteria is a 'Search Results' section with a table header and a '0 Records' message. The table header includes columns for Employee Name, Employee ID, Date, PCN/Job ID, Role/Function Name, Organization Name, Location, Type, Punches, Hours Worked, Lunch Hours, Absent Hours, Absence Reason, Scheduled, Day Type, Select, and Status. At the bottom of the interface, there are several green buttons: 'Add Function', 'Add Missing Work Day', 'Add Absence', 'Build Precertified Time Cards' (highlighted with a red box), and 'Build Selected Time Cards'. A link 'Click here to Select All / De-Select All Records' is also present.

3. Review the remaining records in the list, and for each that is correct, select the **Select** box.
  - a. To select all records in the list, click the **Select All** link. To clear all selections, click the **De-Select All** link.

If a record shows Error in the Hours Worked column, the Select box is grayed-out and cannot be selected. You must work with the records on the Detail page prior to building the time card.

When you have finished reviewing and selecting records, click the **Build Selected Time Card** button. The system will process the records you selected that fall within the 15-minute variance.

**Punch Verification**
Daily Approval
Weekly Approval
Employee Search
Leave Request Approval

Search Criteria

Start Date:

Employee Name:

Status:

Location:

End Date:

Organization:

Type:

Display Exempt:

Punches:

Pay Group:

On Behalf Of:

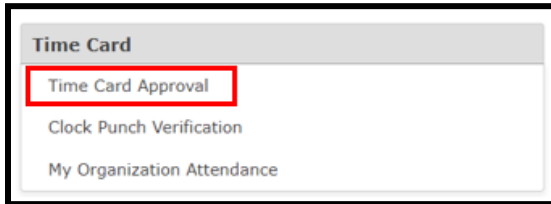
[Click here to \*\*Select All / De-Select All\*\* Records](#)

Search Results
0 Records

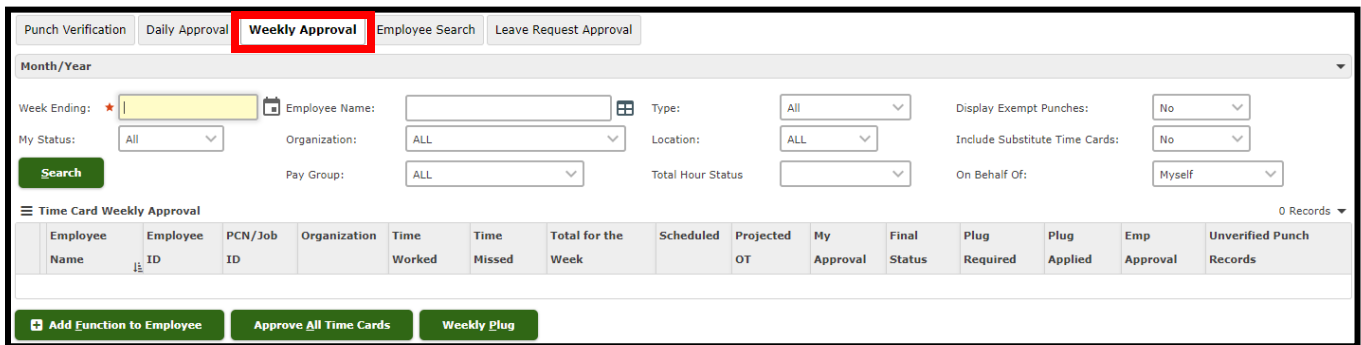
Employee Name	Employee ID	Date	PCN/Job ID	Role/Function Name	Organization Name	Location	Type	Punches	Hours Worked	Lunch Hours	Absent Hours	Absence Reason	Scheduled	Day Type	Select	Status

### Time Card Approval

1. Navigate to the Frontline home page and locate the Time Card.
2. Select **Time Card Approval**.




3. Select the **Weekly Approval** tab.



**If no verification records have been built in Clock Punch Verification, then the time card is not displayed on the Weekly Approval tab.**

### Locating Employee Time Cards

1. In the **Week Ending** field, enter the date within the week you want to view. When you click the Search button, this field will change to show the last day of the week you selected.
2. By default, search results will include all employees in your workflow. To locate time cards for a specific employee, in the **Employee Name** field, enter his or her Employee ID or name in the Employee Name field or click the  icon to access the Employee Lookup tab and search for the employee.
3. The default value of the **Display Exempt Punches** field is *Both* which will display both exempt and non-exempt punches. If this field is set to *No*, punches from exempt employees are not included in results. To view only exempt punches, set the selection to *Yes*.
4. By default, **My Status** is set to *All*, but you can change it to *(A)-Approved* or *(P)-Pending*.
5. Select an **Organization**, or leave the default *ALL* selected.
6. By default, **Include Substitute Time Cards** is *No*, which means substitute time cards will not be included in your search results. To include substitute time cards, change the selection to *Yes*.
7. Select the **Total Hour Status**: *All*, *Over 40*, *Over Schedule*, *Under 40*, or *Under Schedule*.
8. Click the **Search** button to view the employees' time card information on the tab.

The Time Card Weekly Approval table includes a row for employees who have no time cards available but do have Unverified punch records, including function punch records. For these records, the Time Worked, Time Missed, and Total for the Week columns contain 00:00, and the Unverified Punch Records column contains the number of unverified records. If an employee is non-exempt, the Plug Required column displays Yes.

**Viewing the Employee's Time and Attendance Summary for the Week**

You can click an employee's name on the Weekly Approval tab to view a summary of the employee's time and attendance records for the selected week.

The screenshot shows a web interface with several tabs: Punch Verification, Daily Approval, Weekly Approval (selected), Employee Search, and Leave Request Approval. Below the tabs are fields for Name, Person ID, Card ID, PCN - Role Name (1045 - Teacher - Elementary), Org Name (Elementary), and Position Location (Elementary). A link says "Click here to Select All / De-Select All Records".

The main table is titled "Regular Assignment - 1045" and has the following structure:

Date	Job / Absence Reason	Punches	Daily Totals				My Approval	Approved	Emp Approval	Detail
			Worked	Absent	Scheduled	Select				
11-02-2017	Professional Development		08:00	00:00	08:00	<input type="checkbox"/>	P	P	P	Detail
11-03-2017	Professional Development		08:00	00:00	08:00	<input type="checkbox"/>	P	P	P	Detail
Totals			16:00	0:00						
Page Totals			16:00	0:00						

At the bottom of the table are buttons: "Return to Weekly Approval", "Previous Employee", "Next Employee", and "Approve Selected Time Cards".

This view lists the record for each job and/or absence reason in the selected week, as well as the total hours. From this view you can:

- Click the **Detail** button to view the Time Card Detail tab.
- Select one or more items in the list and click the **Approve Selected Time Cards** button to approve the records.
- Click the **Return to Weekly Approval** button to go back to the Weekly Approval tab.
- Click the **Previous Employee** or **Next Employee** buttons to move through summaries for the other employees listed in the results.

**Approving All Time Cards**

To approve all time cards displayed in the list, click the **Approve All Time Cards** button. These records will prevent time cards from being approved:

- Function time cards
- Absences

## Section 15: Frontline Procedures

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- Time cards that exceed the Approval Hours Threshold business rule

### **Adding a Weekly Plug**

The Weekly Plug button creates a time card that covers the difference between the amount of time the employee has worked (Total for the Week) and the amount of time he or she is scheduled to work (Scheduled Hours). Employees whose Total for the Week amount is less than their Scheduled Hours amount will show *YES* in the Plug Required column.

If your district uses weekly plugs, then when the week is complete and employee time cards have been approved, click the **Weekly Plug** button. The weekly plug will apply to all employees who

- are currently displayed on the page based on the search criteria you entered,
- have all of their time cards for the week approved in the Final Approval column, *and*
- have *Yes* in the Plug Required column.

The system creates an absence for the hours created by the plug. The absence hours come out of the employee's leave bucket and systematically ensures that non-exempt employees account for all their hours. After you click the Weekly Plug button, the Plug Applied column shows *YES*.

### **15-Time Card Details**

Use the Time Card Detail tab to review employee time card information and to make any necessary adjustments before approving the time card for payroll processing.

1. To access the Time Card Detail tab from the Weekly Approval tab, click an employee name.



Time Card Detail

**(1 of 4) Approvals Required: 4**

Card ID: 3434      Name: [Redacted]      Role Name: Specialist - Computer Tech III  
 Person ID: 3434      PCN: 8888      Org Name: Technology Support Services  
 My Approval: **Pending**      Approval Status: **Pending**      [View Accounts](#)  
 Date/Job Name: Tue, Jan 19, 2016 - Specialist - Computer Tech [Dropdown]  
 Comments/Edit Reason: [Text Area]      Additional Comments: [Text Area]      Characters remaining: 500 (500 max)

Clock In	Clock Out	Time Card In	Time Card Out	Hours	Absence Reason	Abs. Code	Leave Path
6:53 AM	11:59 AM	6:53 AM	11:59 AM	05:06			
12:28 PM	4:00 PM	12:28 PM	4:00 PM	03:32			

Lunch: 00:00      Attachment      Count: 0  
 Time Card: 08:38  
 Payroll: 08:45  
 Absent: 00:00      Variance: 00:45  
 Accounted for: 08:45      Scheduled: 08:00

**Other Time Cards For This Date**

Sort | Clear      Sorted by: (default)

Job Id	Job Name	Approved	Scheduled	Actual	Actual Times	Adjusted Times
[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]	[Dropdown]

record count: 0 of 0

2. Modify the time card detail as necessary. The following criteria can be modified:
  - **Date/Job Name** for the time card. Use the drop-down list to select other time cards to view for the selected pay period.
  - **Comments/Edit Reason** to explain why you are editing the time card
  - **Additional Comments** regarding the time card
  - **Time Card In** and **Time Card Out** to adjust the start and end times
  - If absence information has been saved for the employee on the date, the **Absence Reason**, **Abs. Code**, and **Leave Path** fields are active and can be modified.
3. Click the **Save** button to save any modifications you have made to the time card details. The time card will be reverted back to *Pending* status.
4. Click the **Approve** button to approve the time card.

## Deleting or Cancelling a Time Card

To delete or cancel the record for the time card you are viewing:

1. Click the **DELETE / CANCEL Time Card** button. A Confirmation box asks you to confirm that you want to delete or cancel the time card and to remind you that if the time card is for an absence to notify any assigned substitute that the job is no longer active.
2. Click the **Yes** button to delete or cancel the time card.

If you have canceled a time card record in error, click the **Undo Cancellation** button.

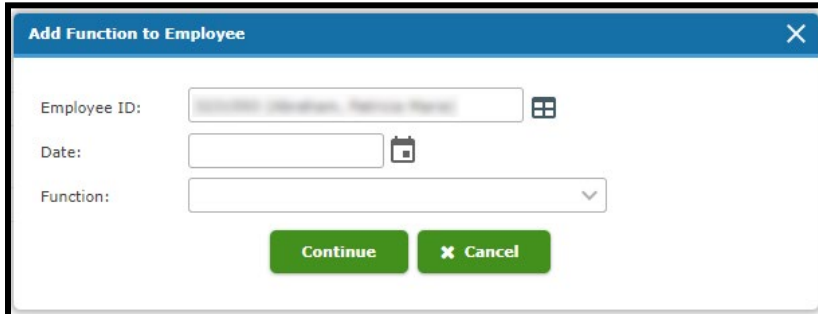
## Additional Tasks on the Punch Verification Tab


You can add a function to an employee to record activities or duties beyond his or her regular assignment. A function can be added for an employee who matched your search results and is already listed on the Punch Card Verification tab or for an employee who is not listed on the Punch Card Verification tab.

## Adding a Function for an Employee

To add a function to an employee, follow the steps below.

1. Click the row for the employee record and click the **Add Function** button. The Add Function to Employee box appears with the Employee ID field populated.




If you are adding a function for an employee not listed on the Punch Card Verification tab, click the **Add Function** button to display the Add Function to Employee box. The **Employee ID** field will not be populated. Enter the employee's ID or click the  icon to view the Employee Lookup tab and search for the employee.

2. Enter a **Date**.
3. Select a **Function**.  
Depending on the function type, the **Organization** field appears. Select the Organization to use for this function.
4. Click the **Continue** button to show the Punch Details view of the Punch Verification tab.

## Adding a Missing Work Day

If you are adding a missing work day for an employee not listed in the Search Results on the Punch Card Verification tab:

1. Click the **Add Missing Work Day** button to display the Add Record to Employee box.

2. In the **Employee ID** field, enter the employee's ID or click the  icon to view the Employee Lookup tab and search for the employee.
3. Enter the **Date** for the record that you are adding.
4. The employee's **PCN** appears when you select the Employee ID.
5. Click the **Continue** button. The Punch Details view of the Punch Verification tab is displayed with details for the selected employee shown. The Date field is populated with the date you entered in the Add Record to Employee box.
6. Enter the hours for the missing day, either in the Additional Hours field or by adding punches.
7. Select the **Comments/Edit Reason**.
8. Enter any **Additional Comments** as needed. This is a free-text field.
9. Click the **Save Changes** button.
10. If you are ready to build the time card, click the **Build Time Card** button. If the missing work day is within the date range you entered on the Punch Verification tab, the record is added to the list of search results.

## Adding an Absence

If necessary, you can add an absence record for an employee from the Punch Verification tab. An absence record can be added for an employee who matched your search results and is already listed on the Punch Card Verification tab, or for an employee who is not listed on the Punch Card Verification tab.


To add an absence for an employee listed on the Punch Card Verification tab:

1. Click the row for the employee record and click the **Add Absence** button. The Add Missing Record to Employee box appears with the Employee ID populated.

## Section 15: Frontline Procedures

The screenshot shows a web form titled "Add Missing Record to Employee". The form contains the following fields and controls:

- Employee ID: A text input field with a search icon (grid) to its right.
- Start Date: A date picker field.
- End Date: A date picker field.
- PCN: A dropdown menu.
- Hours Absent Per Day: A text input field.
- From: A text input field.
- To: A text input field.
- Lunch(In Minutes): A text input field.
- Absence Reason: A dropdown menu with a red star icon to its left.
- Leave Use Path: A dropdown menu with a red star icon to its left.
- Authorization Code: A text input field with a red star icon to its left.
- Note: A text area with a character count "Characters remaining: 500 (500 max)".
- Substitute Required?: Radio buttons for "Yes" (selected) and "No".
- FMLA Indicator: Radio buttons for "Yes" and "No" (selected).
- Submit and Cancel buttons at the bottom.

If you are adding an absence for an employee not listed on the Punch Card Verification tab, the **Employee ID** field will not be populated. Enter the employee's ID or click the  icon to display the Employee Lookup tab and search for the employee.

2. Enter the **Start Date** and **End Date** for the absence.
3. The employee's **PCN** should appear when you select dates.
4. Enter the **Hours Absent Per Day**. If you are entering a range of dates, **do not** enter the total hours for the range. Only enter the hours the employee will be absent each day in the date range.
5. The **From**, **To**, and **Lunch** fields are populated by the employee's assignment schedule, but you can change these if necessary.
6. Select the **Absence Reason**.
7. Select the **Leave Use Path**.
8. Enter the **Authorization Code**.
9. Optional. You can add a **Note** about the absence.

10. By default, the **Substitute Required** field is set to *Yes*. If no substitute is required for the absence, change the selection to *No*.
11. Select the **FMLA Indicator** based on whether this absence represents a Family Medical Leave of Absence.
12. Click the **Submit** button to create the absence.

## Frontline Reports

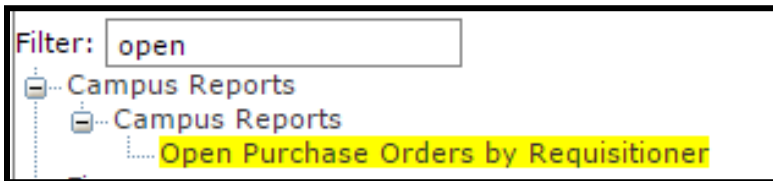
### Open Purchase Order Report

This guide will demonstrate how to run a report in Frontline that lists open purchase orders.

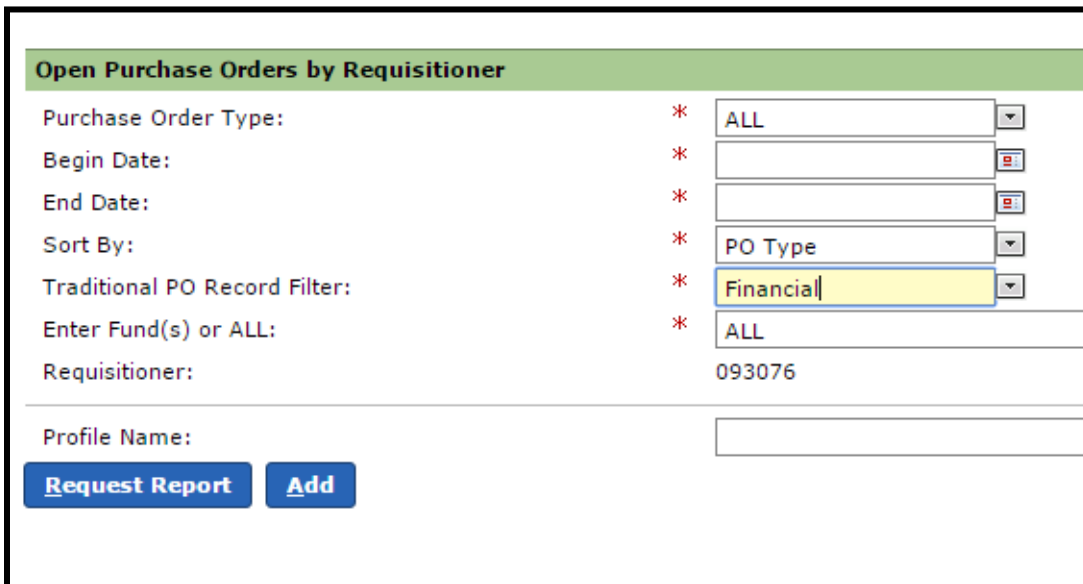
5. Navigate to the Report Tree, either through the Ribbon or selecting the icon at the top left of the screen.



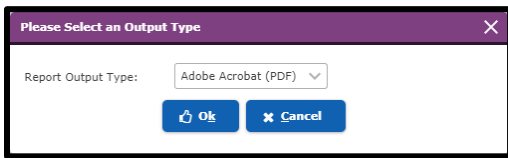
6. Select the **Open Purchase Orders by Requisitioner** report



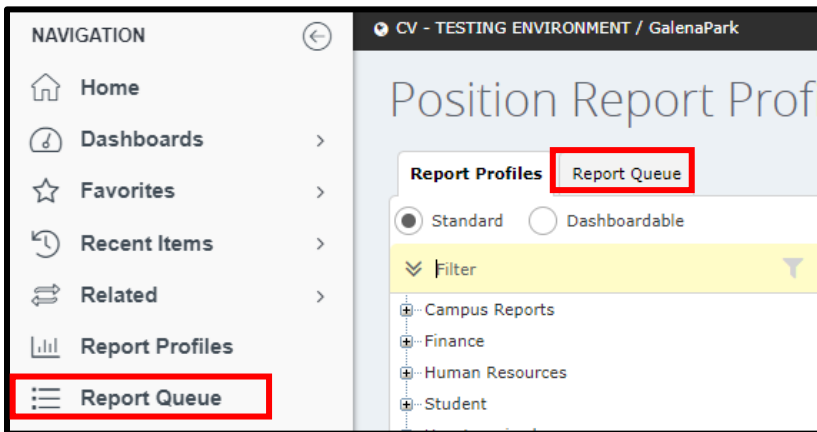
7. Enter the necessary data into the required fields. To account for the whole year, choose September 1 as the Begin date, as it is the beginning of the fiscal year.

The screenshot shows the configuration form for the 'Open Purchase Orders by Requisitioner' report. The form has a green header with the report title. Below the header, there are several fields with red asterisks indicating they are required: 'Purchase Order Type' (dropdown menu set to 'ALL'), 'Begin Date' (calendar icon), 'End Date' (calendar icon), 'Sort By' (dropdown menu set to 'PO Type'), 'Traditional PO Record Filter' (dropdown menu set to 'Financial'), 'Enter Fund(s) or ALL:' (text field set to 'ALL'), and 'Requisitioner:' (text field set to '093076'). At the bottom, there is a 'Profile Name:' text field and two buttons: 'Request Report' and 'Add'.

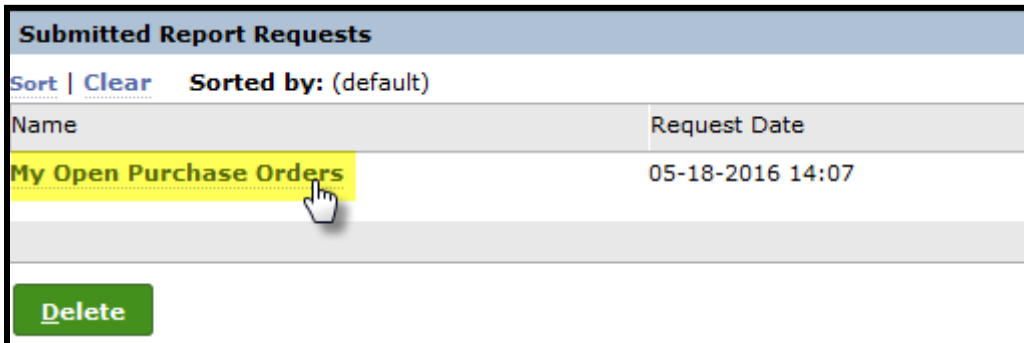
- After the information has been entered, press the **Request Report** button. Select the desired format (Adobe Acrobat PDF or Microsoft Excel), then press **Ok**.



The completed report will be found in the Report Queue. There are two places a user can click to enter the Report Queue, both circled below.



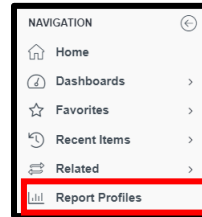
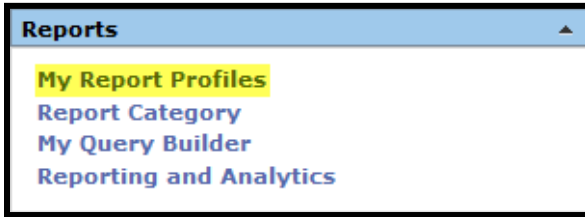
Click the report name to open it.



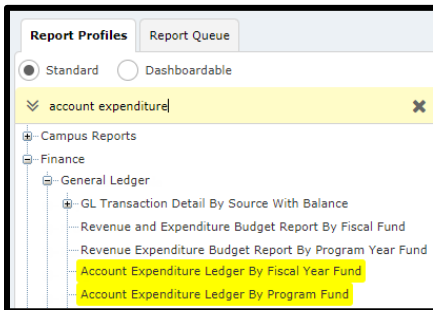
## Account Expenditure Ledger Report

This guide will demonstrate how to run an expenditure report in Frontline.

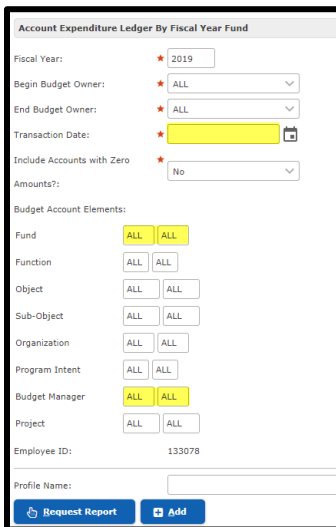
1. Navigate to the Report Tree, either through the Ribbon or selecting the icon at the top left of the screen.



2. Select the **Account Expenditure Ledger** report. For General Funds (199) others that are identified as "Fiscal Year", choose the **By Fiscal Year** option; for special revenue funds that are identified as "Program year", choose the **By Program Year** option.

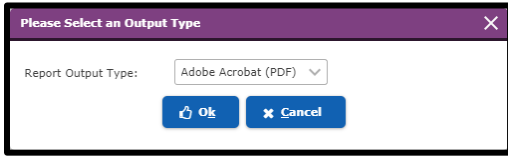


3. Enter the desired data constraints. The current date would most likely be used as the Transaction date, and the Fund and Budget Manager elements will narrow the report to a specific Budget Manager. When ready, press **Request Report**.

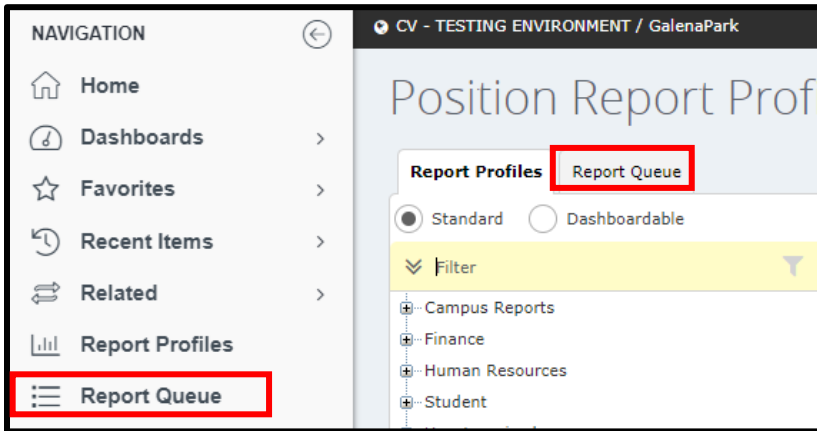




4. After the information has been entered, press the **Request Report** button. Select the desired format (Adobe Acrobat PDF or Microsoft Excel), then press **Ok**.



5. The completed report will be found in the Report Queue. There are two places a user can click to enter the Report Queue, both circled below.



Click the report name to open it.

