



FRONTLINE PROCEDURES

Pasadena ISD

ENTRY POINT:
Organization PO Search

REVISED DATE: 09/2023

SUBJECT: Viewing Invoices in Frontline

Entry point, **Organization PO Search**

- Enter the purchase order number
- Click **Search**

Purchase Order Search

Selected Position: [Redacted] Role Name: Specialist - Business and Finance (Support)

Purchase Order Search | Purchase Order Search Results

Purchase Order Criteria

Number: 24001994 Vendor: [Redacted]

Req. Type: [Dropdown] Status: [Dropdown]

Create Min: 09-01-2023 Create Max: 09-22-2023

Search Clear

- Highlight the **FIRST** line of the purchase order
(Invoices will always be attached to the first line of the PO)
- Click **View Related Requisitions**

Purchase Order | Requisitions | History

Purchase Order Header

Vendor: AMAZON.COM EQUALLEVEL (520574) Order From: AMAZON.COM EQUALLEVEL

Fiscal Year: 2024 Req. Type: Traditional

Freight Amount: 0.0 Total Amount: \$696.90

Installation Amount: 0.0 Total Paid Amount: \$0.00

Total Accrual Amount: 0.0

Purchase Order Detail Lines

| Qty | Unit | Ext Unit | Item Num | Long Description | Short Description | Ext Disc |
|-----|------|----------|-----------|---|-------------------|----------|
| | Cost | Amt | | | | Amt |
| + | 2.0 | 9.99 | 19,98000 | B09NX3C3DB Cable Management Under Desk 31.5 J Channel Cable Raceway, 2 Pack Cord Hider Desk Cable Tray, No Drilling Under Desk Cable Management Tray, Self Adh... | | |
| + | 2.0 | 29.98 | 59,96000 | B082DVCCDR 2 Pack Surge Protector Power Strip with 6 Outlets 2 USB Ports 5-Foot Long Heavy-Duty Braided Extension Cords Flat Plug 900 Joules 15A Circuit Break... | | |
| + | 1.0 | 6.99 | 6,99000 | B07YXRRTMF Felt Cabinet Door Bumpers-Small Felt Pads for Cabinet Doors, Cabinet Bumpers Felt, 3/8" Diameter 100PCS, 5mm Thick Self Adhesive Brown | | |
| + | 3.0 | 269.99 | 809,97000 | B0797HZ8W1 Duramont Ergonomic Office Chair - Adjustable Desk Chair with Lumbar Support and Rollerblade Wheels - High Back Chairs with Breathable Mesh - Thick ... | | |

View Related Requisitions Delete Purchase Order Line



FRONTLINE PROCEDURES

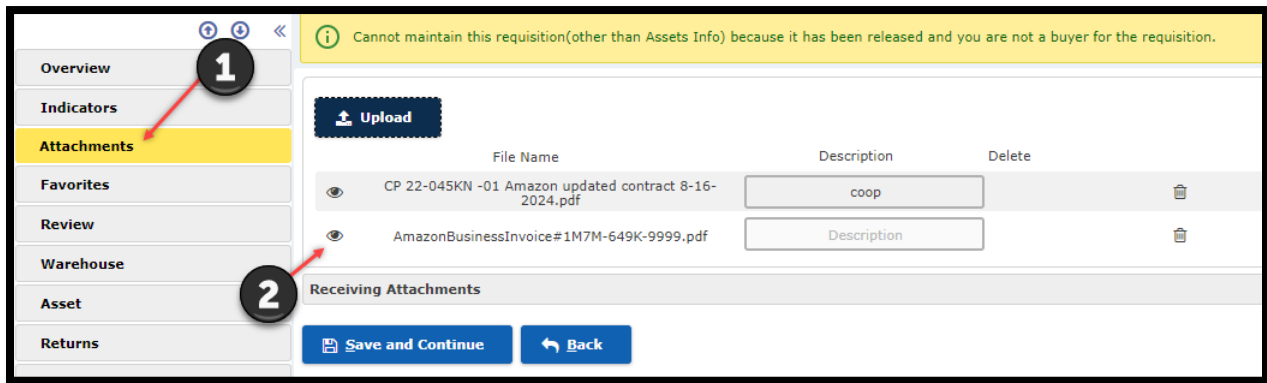
Pasadena ISD

ENTRY POINT:
Organization PO Search

REVISED DATE: 09/2023

SUBJECT: Viewing Invoices in Frontline

- Click the **Attachments** tab
- Click on the **eyeball icon** to view the invoice



Once you click on the eyeball icon the invoice will pop up. You can then choose to print it out or download the invoice for your records.

