

Logos .NET

New World Systems

Review and Training

Presented in April 2014

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Financial Management - Inquiries

- General Ledger
 - G/L Accounts
 - G/L Organizations
 - Accounts
 - G/L Transactions
- Vendors
 - Purchase Orders
 - Invoices
 - Checks
- Purchase Orders

Financial Management – Inquiries

General Ledger

- General Ledger
 - G/L Organization
 - Provides a view of entire department on one screen and allows you to “drill down” to further detail.
 - G/L Account
 - Takes you directly to a specific account within a department.
 - Accounts
 - Allows you to choose the type of account (revenue, expense, etc.), and then a specific line item across multiple departments.

G/L Organizations

Organization Inquiry

Fiscal Year: 2014

Summarization Level: None Reclassification Journal Type: []

Account Type: Expense

1010.415 - General, Public Works Division Fiscal Year: 2014

Budget \$1,935,584.93 Encumbrances \$261,618.23 Expenses \$502,399.82 Balance \$1,171,566.88 Percent Used 39 %

Account Number	Description	Amended Budget	Encumbrances	Expenses	Remaining Balance	Perce
71100	Executive Salaries FT	\$157,594.00	\$0.00	\$41,319.66	\$116,274.34	
71101	Executive Salaries PT	\$0.00	\$0.00	\$0.00	\$0.00	
71220	Organized Labor FT	\$584,204.00	\$0.00	\$143,263.56	\$440,940.44	
71221	Organized Labor PT	\$0.00	\$0.00	\$0.00	\$0.00	
71240	Non-Bargaining FT	\$116,839.00	\$0.00	\$30,224.47	\$86,614.53	
71241	Non-Bargaining PT	\$36,222.00	\$0.00	\$2,753.91	\$33,468.09	
71260	Overtime	\$25,280.00	\$0.00	\$35,355.62	-\$10,075.62	
72110	OPERS Retirement	\$128,820.00	\$0.00	\$35,408.50	\$93,411.50	
72140	Medicare	\$12,458.00	\$0.00	\$2,964.08	\$9,493.92	
72211	Medical/Hospitalization	\$199,555.00	\$0.00	\$45,158.87	\$154,396.13	
72212	Life Insurance	\$729.00	\$0.00	\$209.25	\$519.75	
72213	Dental Insurance	\$4,830.00	\$0.00	\$1,539.85	\$3,290.15	
72221	Work Comp & Disabled Rel	\$22,084.00	\$0.00	\$0.00	\$22,084.00	
72320	Uniforms, Tools & Equip	\$9,000.00	\$982.50	\$2,290.67	\$5,726.83	
72330	Meeting/Travel/Mileage	\$500.00	\$0.00	\$0.00	\$500.00	
72390	Other Reimburse & Fringes	\$200.00	\$0.00	\$76.00	\$124.00	
73120	Management Services	\$72,000.00	\$53,279.43	\$18,720.57	\$0.00	
73150	Property Services	\$12,604.00	\$0.00	\$2,604.00	\$10,000.00	

Financial Management – Inquiries

General Ledger (cont.)

- Drill Down for more detail on Accounts Payable or Payroll items:
 - “Blue” links allow for more detail.
 - The magnifying glass column also provides more detail.

Search		Reset								
G/L Date	G/L Account	Journal Type	SubLedger	Journal Number	Transaction Description	Debit	Credit	Source	Refere	
01/24/2014	1010.150.73120	Journal Entry	Accounts Payabl	2014-00000225	A/P Invoice Entry	\$4,541.16		Accounts Pay		
02/18/2014	1010.150.73120	Journal Entry	Accounts Payabl	2014-00000719	A/P Invoice Entry	\$4,433.63		Accounts Pay		
Vendor Name			Invoice Number	Invoice Date	Payment Type	Payment Number	Invoice Amount	Dist Amount		
PRACTICE CONSULTING SPECIALIST			JAN 2014	02/01/2014	Check	85756	\$4,433.63	\$4,433.63		
02/26/2014	1010.150.73120	Journal Entry	Accounts Payabl	2014-00000854	A/P Invoice Entry	\$275.00		Accounts Pay		
03/03/2014	1010.150.73120	Journal Entry	Accounts Payabl	2014-00000993	A/P Invoice Entry	\$1,325.00		Accounts Pay		
03/12/2014	1010.150.73120	Journal Entry	Accounts Payabl	2014-00001083	A/P Invoice Entry	\$4,303.94		Accounts Pay		
04/07/2014	1010.150.73120	Journal Entry	Accounts Payabl	2014-00001515	A/P Invoice Entry	\$5,452.70		Accounts Pay		
04/10/2014	1010.150.73120	Journal Entry	Accounts Payabl	2014-00001515	A/P Invoice Entry	\$4,325.00		Accounts Pay		

How Much Budget is Available?

Organization Inquiry
G/L Account Inquiry - 1010.415.73650 - Vehicle Maintenance

Summary Detail Five Year Trend Budget Analysis Budget History

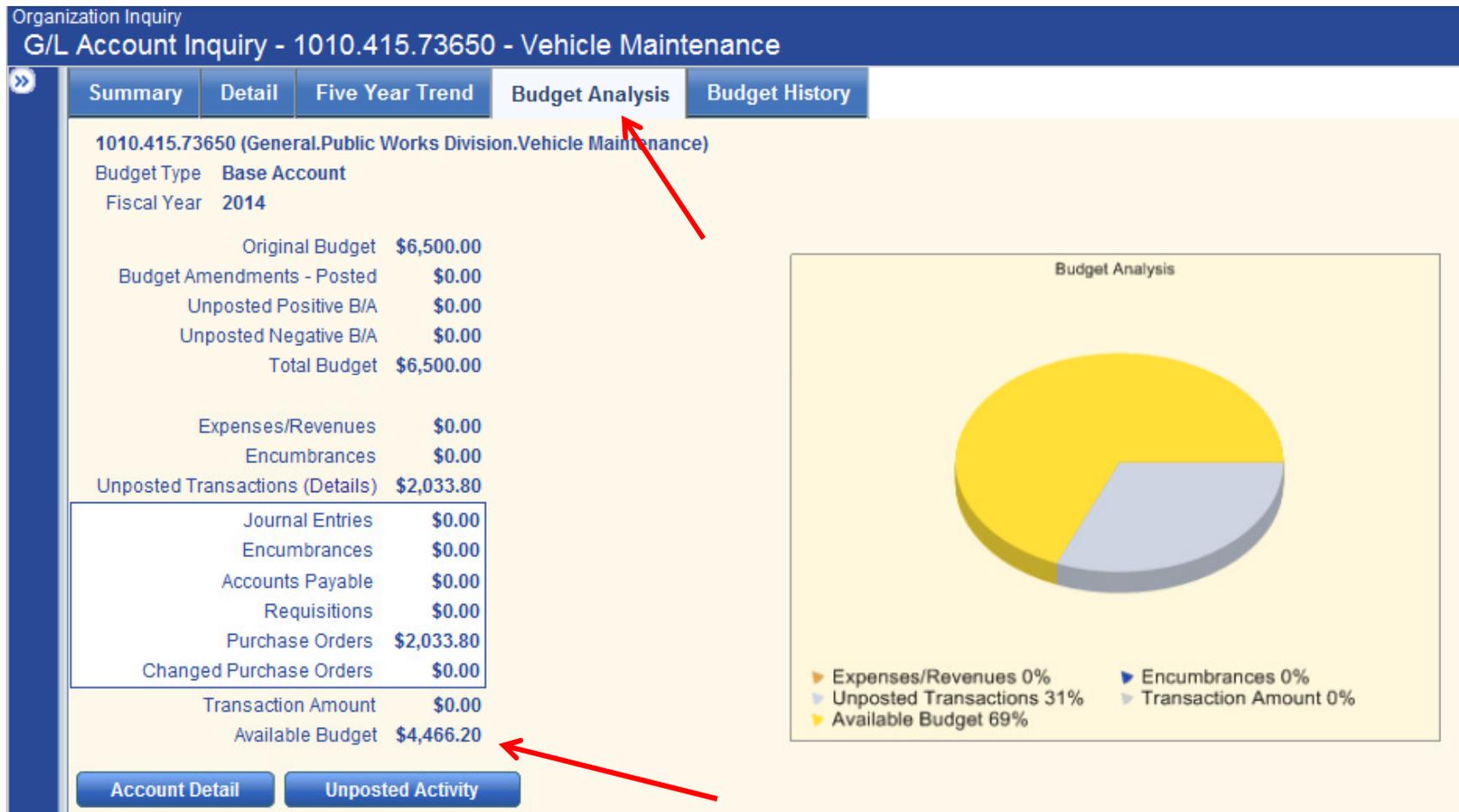
Annual Totals YTD Reclass Journal Type

Classification Contractual Services Fiscal Year 2014

Amended Budget	Encumbrances	Expenses	YTD Balance	Percent Used
\$6,500.00	\$0.00	\$0.00	\$6,500.00	0%

Month	Budget	Amendments	Encumbrances	Expenses	Current YTD Balance	Percent Used
January	\$6,500.00	\$0.00	\$0.00	\$0.00	\$6,500.00	0%
February	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00	0%
March	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00	0%
April	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00	0%
May	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00	0%
June	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00	0%
July	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00	0%
August	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00	0%
September	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00	0%
October	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00	0%
November	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00	0%
December	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00	0%
Total	\$6,500.00	\$0.00	\$0.00	\$0.00	\$6,500.00	0%

How Much Budget is Available?



How Much Budget is Available?

Purchase Order List
Purchase Order - 2014-00000786

Entry

Approval Status **Approved** Validation Status **Valid** Printed **Not Printed** Encumber Funds **Yes**

Department: 4000-415 - Public Works Department Public Works
Vendor: 61869 - CROZIER BODY SHOP
Description: CROZIER BODY SHOP 604 REPAIRS
Type: CBG
Form Type: STND - Standard
Bill To Location: P-4000 - Public Works Department

Purchasing Address: CROZIER BODY SHOP - Primary
G/L Date: 4/4/2014
Deliver by Date:
Expiration Date:
Resolution Number:
Assign to Buyer:

Item: Vehicle Maintenance - FIX VEH. 604 Number of Items: 1 Total: \$2,033.80 Encumbered Amount: \$2,033.80

Item		Detail	
Item	73650.Vehicle Maintenance.Vehi	Vendor Part Number	
Description	FIX VEH. 604	Employee	
Quantity	1.0000	Ship Via	
Unit of Measure	EA - Each	Ship To	P-4000 - Public Works Department
Price per Unit	\$2,033.8000 \$2,033.80	Freight Terms	
G/L Account	1010.415.73650 - Vehicle Maintenance	Confirming Request	<input type="checkbox"/> 1099 Item <input checked="" type="checkbox"/>
Project		Taxable Item	<input type="checkbox"/> Create New Asset <input type="checkbox"/>

Save Save/New Item Save/New PO Delete Item Delete PO Reset

Takes you to the Budget Analysis Screen

Financial Management – Inquiries

General Ledger (cont.)

- G/L Transactions
 - Selection Criteria – click on grey arrow...
 - Watch for dates and Journal Type

G/L Transaction Inquiry

From Date: 04/11/2013 To Date: 04/11/2014

G/L Account: 1010.150.73420 - Postage/Mail Se Project: Enter Value

Journal Type: AB JE BA EA

Journal Information **Transaction Information**

Journal Number:

Include Associated Journals:

Sub Ledger:

Reference:

Reclassification Journal Type:

Amount Options: Single

Amount:

Description:

Source:

Prior Fiscal Year Activity: Include

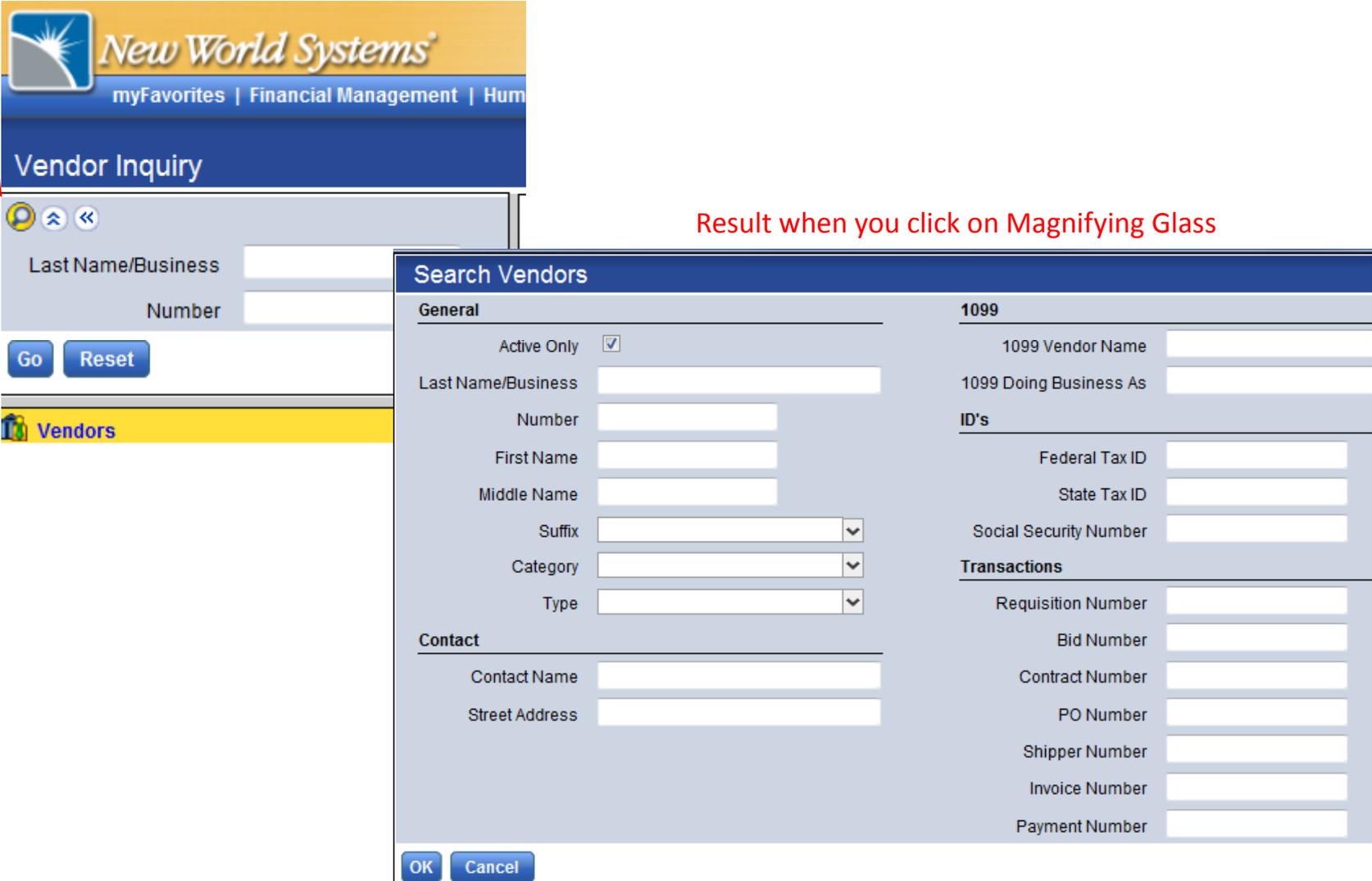
Search Reset

	G/L Date ↑	G/L Account ↑	Journal Type	SubLedger	Journal Number	Transaction Description	Debit
	04/23/2013	1010.150.73420	Journal Entry	Accounts Payabl	1301815-JE-AP	NEOFUNDS FINANCE	\$337.87

Expand or Collapse by clicking on grey arrow

Financial Management – Inquiries

Vendors



The image shows a screenshot of the New World Systems financial management software interface. The main window is titled "Vendor Inquiry" and features a search form with fields for "Last Name/Business" and "Number". A red arrow points to a magnifying glass icon in the top left corner of the search form. A secondary window, titled "Search Vendors", is open over the main window, displaying a detailed search form with various fields and sections.

New World Systems
myFavorites | Financial Management | Home

Vendor Inquiry

Last Name/Business
Number

Go **Reset**

Vendors

Search Vendors

General

Active Only

Last Name/Business
Number
First Name
Middle Name
Suffix
Category
Type

Contact

Contact Name
Street Address

1099

1099 Vendor Name
1099 Doing Business As

ID's

Federal Tax ID
State Tax ID
Social Security Number

Transactions

Requisition Number
Bid Number
Contract Number
PO Number
Shipper Number
Invoice Number
Payment Number

OK **Cancel**

Result when you click on Magnifying Glass

Financial Management – Inquiries

Vendors

Vendor Inquiry - 52551 - STAPLES

Last Name/Business: staples
Number:

Go Reset

Vendors

- 52551 - STAPLES
 - Documents
 - Remote Documents
 - User Defined
 - Invoices
 - Receipt of Goods
 - Checks
 - 1099 History
 - Purchase Orders**
 - Requisitions
 - Wire Transfers

Purchase Orders From: 04/11/2013 To: 04/11/2014 Group By: <ALL> Open POs Only

	#	Amount	Expensed	Encumbered
Edit	0	\$0.00	\$0.00	\$0.00
Open	8	\$13,430.54	\$3,776.48	\$9,690.95
Complete	0	\$0.00	\$0.00	\$0.00
Total	8	\$13,430.54	\$3,776.48	\$9,690.95
Canceled	0	\$0.00	\$0.00	\$0.00
Voided	0	\$0.00	\$0.00	\$0.00

Click header to sort

Status	Number	Description	Type	G/L Date	Amount	Expensed	Encumbered	Attachments
Open	2014-00000195	Office Supplies	SBKT	01/16/2014	\$3,500.00	\$985.83	\$2,514.17	
Open	2014-00000116	Staples.Office materials/s...	SBKT	01/15/2014	\$5,000.00	\$1,352.00	\$3,648.00	
Open	2014-00000125	OFFICE SUPPLIES	SBKT	01/15/2014	\$2,000.00	\$587.90	\$1,412.10	
Open	2014-00000170	Staples - Tools and Equip...	SBKT	01/15/2014	\$750.00	\$0.00	\$750.00	
Open	2014-00000009	Miscellaneous Office Sup...	SBKT	01/14/2014	\$800.00	\$836.89	\$0.00	
Open	13120214K	YEAR END OFFICE SUPP...	CBG	12/17/2013	\$501.34	\$13.86	\$487.48	
Open	13120086H	MISC OFFICE SUPPLIES ...	CBG	12/10/2013	\$500.00	\$0.00	\$500.00	
Open	13120056P	LARGE DISCUS	CBG	12/06/2013	\$379.20	\$0.00	\$379.20	

Click to Drill Down

Financial Management – Inquiries

Purchase Orders

The image shows two screenshots from the Logos.NET application. The left screenshot is titled "Purchase Order Inquiry" and features a search form with a "Purchase Order" text field, a "Type" dropdown menu, and "Go" and "Reset" buttons. Below the form is a yellow navigation bar with a "Purchase Orders" link. The right screenshot is titled "Search Purchase Orders" and is a more detailed search dialog. It includes fields for "Purchase Order", "Type", "Resolution Number", "Description", "Vendor", "Notes", "Item", "Bid", "Requisition", "From Date" (04/11/2013), "To Date" (04/11/2014), "Date Type" (G/L Date), "Department", and "Status" (<All>). It also has "OK" and "Cancel" buttons at the bottom. Red arrows point from the "Purchase Order" and "Type" fields in the left screenshot to the corresponding fields in the right screenshot.

Purchase Order Inquiry

Purchase Order

Type

Go Reset

Purchase Orders

Logos.NET -- Webpage Dialog

Search Purchase Orders

Purchase Order

Type

Resolution Number

Description

Vendor

Notes

Item

Bid

Requisition

From Date 04/11/2013

To Date 04/11/2014

Date Type G/L Date

Department

Status <All>

OK Cancel

Financial Management – Reports

- Budgetary
 - Budget Performance Report
 - Budget Exception Report
- Accounts Payable
 - Accounts Payable by G/L Distribution
 - Date Type – G/L
 - Use Department 1000-150 – Administration.Finance
- Revenue Collections
 - Receipts by G/L Distribution Report
 - Status – Posted
 - Use Department 1000-150 – Administration.Finance

Miscellaneous Financial Management

- Purchase Orders
 - After approval is complete you must print and POST.
- Change Purchase Orders
 - To modify or delete you must use this area.
- Print Purchase Orders
 - Show preferences from P.O. list or individual P.O.
- Budget Amendments
 - Financial Management, Journals, Journals

Human Resources - Report

- Reports
 - Management Reports
 - Accrual Balance Report
 - Select by Primary Department and Status or by Benefit Group or by Employee.