

Ypsilanti Community Schools Financial Manual

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Purchase Order Processing

USER GUIDE FOR ENTRY, VALIDATION, APPROVAL AND PRINTING





PURCHASE ORDER PROCESSING – ENTRY

The Purchase Order process will start from the Requisition form shown below which staff will fill out and submit to the Secretaries. The Secretaries will start the PO process in Logos.NET using this form. Most users will submit this form as a hard copy but they do have the option to send it electronically as well.

	YCB		Ypsilanti Community Schools Purchase Order Requisition Form		
v	PSILANTI				
7	OMMUNITY SCHOOLS		Vendor Information		
		Name:			
		Address:			
_					
_	Catalog Item	Quantity	Item Description	Unit Price	Total Price
	Number				
1					
2					-
3					
4					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
			Estimated Shipping Charges		
			Order Grand Total		
			Thready Suprimitianisment		
	Requested by:			Date:	
	ALL PURCHASE	REQUISITION	S OVER \$10 PROTE NUST HAVE BOARD OF EDUCATION ARREVAL REFORE DURCHA	SE ORDER W	L DE DELEASED
			Administrator's Approval		
	Anorrowed Diseases	Classification:	Parter -		
_	which one of the blocked	agenter.			
	Budget Line Item To Char	nge:	·		

Purchase Order Processing

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Purchase Order List

This Purchase Order List screen shows all edit mode purchase orders that are being created. Depending on how security is configured, a user may have the option to just see the purchase orders they created or all of the purchase orders within the departments they are assigned. The list screen gives basic information about the purchase order. Purchase Orders can be opened by clicking on the purchase order number or the word Edit. In addition, purchase orders on the list can be sorted by clicking on any of the various column headers. Purchase order attachments (if any) can be viewed by clicking on the attachments icons on the right side of the list screen (not shown).

	myFa	vorites Fina	ancial Mana	gement Human Resources Maintenar	ice		
Purcha	ise Orde	er List					
I	804	398	8	List			
myTasks	Validated	Approvals	Delivery	Department -	P.O. Number	Туре	Description
		0 of 1 at 1	6	FBD_FIN - Finance and Budget.Finance	Edit	Standard	Electronics for Communications Office
	1	Approved		FBD_FIN - Finance and Budget.Finance	2012-00000010	Standard	Roofing Supplies
	1	Approved		FBD_FIN - Finance and Budget.Finance	2012-00000011	Blanket	Office Supplies 3rd Quarter
		0 of 1 at 1	4	FBD_FIN - Finance and Budget.Finance	Edit	Standard	Alarm
		Approved		FBD_FIN - Finance and Budget.Finance	2012-00000006	Standard	Audit Fees
	1	0 of 1 at 1	6	SPVR_Econ Dev - Supervisor.Econom	Edit	Standard	Office Supplies
	1	Approved		TR - Treasury	2012-00000005	Standard	Insurance

Financial Management > Procurement > Purchasing > Purchase Orders

Entering Purchase Orders

Clicking the **New** button on the Purchase Order List screen will allow a user to create a new purchase order.

Purchase Order Entry Screen

my	Favorites Financial Mana	gement Human Resource	s Maintenanc	e				
Purchase Order List	lor							
Fulchase Oil								
	800000	Entry						
Template		•	8	Purchasing Add	iress	0 00		- D DD
Department	FBD_FIN - Finance and Bu	Idget.Finance 🗸 🗸		C1.	Data	06/01/2012		
Vendor		~	۵	Deliver by	Date			
Description			š	Expiration	Date			
Туре		•		Resolution Nur	mber			_
Form Type		-		Assian to E	Buver			-
Bill To Location	Fin - Finance Department	-		-	·			
Item	<new></new>		🗞 😂 🛛 Num	nber of Items 0 Total	\$0.00	Encumbered Amount	\$0.00	
Item			×	Detail				
		v 🖸 🔽 🗎		Vendor Part Number				
Description			1	<u>E</u> mployee			¥ 💽	
Quantity	,			<u>S</u> hip Via				-
Unit of Measure	Each - Each	•		Ship <u>T</u> o	Fin -	Finance Department		•
List Price per Unit	t	\$0.00		<u>F</u> reight Terms				•
Discount Percent	t	0.0000 \$0.00		Confirming Request		1099 Ite <u>m</u>		
G/L Account	t		2 💽 💿	Ta <u>x</u> able Item		Create New <u>A</u> sset		
Co <u>n</u> tract	t	 S 						
Save Save/N	lew Item Save/New	v PO Delete Item	Delete PO	Reset				

The top portion of this screen is the purchase order Header. The Header contains general information related to the purchase order. The bottom portion is where the entry of the item detail occurs. The following is a description of each field and icon available on the Purchase Order Entry screen.

Header Section

Templates – This field can be utilized to pull in PO templates for recurring purchase orders. Using this feature will fill in all of the fields previously entered on a template purchase order.

Copy PO Icon – Allows a user to search for a specific PO that was created in the past, and then recreate it. Searching can be performed by vendor and/or by PO number. **Save/Maintain** copies a purchase

order and returns the user to the Purchase Order Entry screen. **Save/New** copies the purchase order and returns the user to the Search screen to copy another purchase order.

Department FBD_FIN - Finance and Budget Finance Purchasing Address GL Date Description Roofing Supplies Form Type STD PO - Standard Purchasi • Expiration Date Fin - Finance Department Resolution Number Assign to Buyer Assign to Buyer Control Market Purchasi • Expiration Date <	endor		~	Purchase Order	2012-0	10000010 - Roofing S	upplies	v 🔽	Select
Vendor 157 - BARNETT ROOFING & SIDING INC ✓ GL Date 06/01/2012 Description Roofing Supplies Deliver by Date Image: Constraint of the supervision of the supervisi	Department	FBD_FIN - Finance and Budg	et.Finance	•	F	Purchasing Address	CC BARNETT R	OOFING & SIDING IN	C - DDD
Description Roofing Supplies Form Type STD PO - Standard Purchasi III To Location Fin - Finance Department Item Description Unit of Measure Quantity List Price per Unit Discount %	Vendor	157 - BARNETT ROOFING & SIDING INC		*		G/L Date	06/01/2012		
Form Type STD PO - Standard Purchase Fin - Finance Department Ito Location Fin - Finance Department Description Unit of Measure Quantity List Price per Unit Object	Description	Roofing Supplies				Deliver by Date			
III To Location Fin - Finance Department Resolution Number Assign to Buyer Item Description Unit of Measure Quantity List Price per Unit Discount %	Form Type	STD PO - Standard Purchas	•			Expiration Date			
Assign to Buyer	ill To Location	Fin - Finance Department		•		Resolution Number			
Item Description Unit of Measure Quantity List Price per Unit Discount %						Assign to Buyer			•
	Item		Description			Unit of Measure	Quantity	List Price per Unit E	Discount % A
Tool repairs Each - Eac	roof repairs					Each - Each 🔹	1.0000	\$25.0000	

Copy Purchase Order screen

Department – Select the department for which the purchase order is being generated. This list pulls from the department's setup in Process Manager. Departments will only appear for which a user has security clearance to enter purchase orders.

Contract Items – Only available if the Contract Accounting module is being used. If the Contract module is active, this is where the Purchasing Department would enter the contract information.

Vendor – Select the vendor to be used to purchase these items. It is possible to search the vendor list by typing part of the vendor name or by using the vendor number. The system will narrow down the available vendors based on the search criteria entered.

Description – Information put into this field will show on the Purchase Order List screen. This description identifies the purchase order for internal purposes. It is meant to be an overall description of the PO summarizing the items to be purchased. Example: Office Supplies or Auto Parts. It is differentiated from the detailed, bottom half of the

purchase order, where a user can have multiple items with detailed descriptions for each item being purchased.

One Time Message – This optional field is designed to print on the bottom of the standard NWS Purchase Order Form, under the Special Instructions section. The one time message icon will have an asterisk next to it when a message has been entered.

Type – The type identifies the type of purchase order being entered. These pull from the PO types that were created for the organization. There are three PO types which are commonly created and used. They are Standard, Blanket, and Internal.

Form Type – Will default in based upon selection of the PO Type. This identifies the way the PO form will look when it's printed.

Bill to Location – Defaults in based upon the Functional Department that was selected above. The drop-down menu may be used to change the *Bill To Location*, and would show all locations that were designated as "Bill To" locations in the system.

Purchasing Address – Defaults in after a Vendor is selected. Hovering over the address will show additional details. It may also be possible to change the address if a vendor has multiple purchasing addresses.

G/L Date – Select the appropriate G/L date (it will always default to today's date). This will be the date used for the resulting G/L encumbrance journal entry.

Delivery Date – Optional field, for entering a desired delivery date for the items on the purchase order.

Expiration Date – Optional field, for entering an expiration date for the purchase order. Utilizing this field will give a warning to any user that tries to utilize this purchase order in the system after the expiration date.

Resolution Number – Optional, text field. This field can be printed on the purchase order form.

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Purchase Order Processing
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Assign to Buyer – Please leave this field blank. This field is not applicabe to your processes.

Item Detail Section

Item – Select an item to purchase. The system can be set up to allow users to enter items on the fly (not recommended), manually create new items, or pick items from a previously created item list. Further analysis can be performed on items to see buying patterns that have occurred in the past, including which vendors an item was previously purchased. To assist with item selection, the buttons **Item Search**, **Item Analysis**, **Item Display Settings**, and optionally **Associating Items** to an asset are included to the right of the *Item* field.

Description – Enter a detailed description to specify what type of item is being purchased. Example: Item = Paper, Detail Description = 8.5×11 White, High Gloss, Laser Printer Paper.

Detail Description Icon – Allows a user to add even more detailed description information, up to a limit of 512 characters. During the purchase order printing process, a user can also choose to include this additional detailed item description information on the printed PO form.

User Defined Field Icon – A user can add additional detail by using this User Defined Field Icon The customer should be asked if there are any additional requirements for their purchase order processing. If the customer has a need for an additional field, this is where it would appear. To establish a User Defined Field Icon, go to:

Maintenance > Logos Suite > Security > User-Defined Fields

Quantity – Enter the quantity of the item being purchased.

Unit of Measure – Select the unit of measure, which pulls from the Unit of Measure Validation Set. Note that typing the first letter of a unit of measure, such as an "E", would pull in units of measure that start with "E", such as "Each."

Price per Unit – Enter price per unit. The system will calculate quantity times price per unit to show the total cost for that item. This field will be labeled List Price per Unit if *Specify Discounts* in Procurement is selected in Company FM Settings.

Discount Percent – The Discount Percent field will only be available if Specify Discounts in Procurement is selected in Company FM Settings. Users can enter an optional discount percent to be taken on the List Price per Unit. If entered, the new price per unit will be displayed to the right of this field. *G/L Account* – Select the G/L account to which the item should be charged. The user can type in the G/L account number, or use the Advanced Search icon to search for a specific G/L account. If an item needs to be charged to multiple G/L accounts, clicking on the *Multiple G/L Icon* will allow the user to assign an item to multiple G/L accounts. After saving the purchase order, a telescope icon next to the G/L account field will allow for a budget analysis to be performed on the G/L account that was selected.

Users will only have access to the G/L accounts they were assigned in User Based Security for the Purchasing Sub-ledger. The G/L Organization Sets which were assigned for the Purchasing Sub-ledger will govern the G/L accounts available for use.

Contract – If the Contract Accounting module is being utilized, users will be able to associate a purchase order item to contracts they have security rights to use. Contract search and analysis icons are available next to the *Contract* field.

Vendor Part Number – This is an optional text field. This field can be printed on the purchase order form as part of item detail information. It is intended to have the vendor's part number for the item being purchased filled in, if known.

Employee – Provides the option of selecting an employee the purchase order should be associated with. This field pulls from the HR employee list if the HR module is active.

Ship Via – This field is optional. If a shipping preference is desired, this field would be used. If used, the options will pull from Validation Set # 36. This field is for informational purposes only. It can be printed on the purchase order form.

Ship To – This field defaults in when the functional department is selected. It can be changed by using the drop-down to select a different ship to location if needed.

Freight Terms – Optional field to select freight terms which pull from Validation Set # 28. This field is for informational purposes only, and can be printed on the purchase order form.

Confirming Request – This check box can be selected if entering a PO that has already been received and the associated invoice paid. This allows a user to enter the detail of the PO for future reference, even if not entered originally.

1099 Item – This box can be selected if the transaction is to a vendor that would require a 1099 to be issued at the end of the current year. When this purchase order is paid via the Accounts Payable process, the same box will also be selected for that A/P transaction. Selecting this box will generate a 1099 for this specific vendor.

Taxable Item – Select this box if the item being purchased is a taxable item.

Create New Asset – This box is used to identify fixed assets during the purchase order entry process. Selecting the box will link them to the Fixed Asset Management module (provided that the Item selected above is also set up as a fixed asset item, and the Fixed Asset Management module is in use).

Buttons on the Bottom of the Purchase Order Entry Screen



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Save - This saves all entries that have been made on the screen. Once the purchase order has been saved, the user can add quotes, notes, and documents to the purchase order.

Save/New Item – Saves the entries that have been made on the screen, and allows the user to enter another item onto the same purchase order. The purchase order Header information re-populates for the next item to be added.

Save/New PO – Saves the purchase order, and takes the user to a new purchase order screen for entry of their next purchase order.

Delete Item – Deletes the current item displayed on the screen.

Delete PO – Deletes the entire purchase order shown on the screen.

Reset – This button resets any changed values on the screen back to the last time they were saved.

Icons on the Top of the Purchase Order Entry Screen



Item List

The Item List view shows the header information for the purchase order, followed by a line listing of all the items on that purchase order. Clicking on P.O. Number will take the user back into purchase order entry mode for that item.

Purchase Order List Purchase Ord	der - 2012-00000	006					
<u>006</u> 0	80000) Item List					
Approval Status	Approved Validati	on Status Valid	Printed	05/24/2012	Encumber Funds Yes	3	
Department	FBD_FIN - Finance and	Budget.Finance	-		Purchasing Address		TANT SI 👻 DDD
Vendor	2707 - GOVERNMENTAL	CONSULTANT SERV	ICE 🗸		G/L Date	5/31/2012	
Description	Audit Fees		4		Deliver by Date		
Туре	Standard		-		Expiration Date		
Form Type	STD PO - Standard Purc	hası 🔻			Resolution Number		
Bill To Location	Fin - Finance Departmen	ıt	-		Assign to Buyer		•
Number of Items 1	Total \$820.00	Encumbered Amour	nt \$820.0	0			
Description	*	Quantity U/M	1	Price per Unit	Amount Ship To	Requested For Confirm	m
Professional Servi	ces - Audit Services June	2.0000 Ea	ch	410.0000	\$820.00 Fin	Schlaht, Kailyn	
Save Save/N	lew PO	Reset					

Entry

This is discussed in detail in the Entering Purchase Order section (page 4).



Quotes

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Quote information can be attached to items on a purchase order. These quotes are for informational purposes and can be used as a way of documenting and retaining quote information for future reference. Items can have multiple quotes; which each can include information shown on the right-hand side of the quote screen. Only the *Vendor* and *Amount per Unit* fields are required. Note that the Reason field is based on Validation Set # 232, Bid Reason.



Adding Notes



The notes feature provides a way of storing important narrative information related to a purchase order. It can also be used to communicate this information to other users in the system. If a user sends a note to another user or users, the note will appear in that users' "myNotifications" section of the home page with a link to the purchase

order. You can create a note by clicking the **Notes** icon. Notes can also be accessed in purchase order inquiry after the purchase order is posted.

To add a Note, click on the **Notes** icon. A pop-up will appear that will reflect any notes that have been added to the purchase order. To add a new Note, click on the **+ Add** icon.



Add Refresh Print Views Subject Ascendin New Note	ng 👻	8
Subject Purchase Order Note Message Message information can be typed in this section for this note, which has a subet line of "Purchase Order Note". Purchase Orders can have multiple subjects, and multiple messages for each subjet. In addition, Logos users can be notified by selecting their user names on the right. Notifying users is an option, and not a requirement.	Available Users: Selected Users: Frank Potter Gail Anderson GALACTIC TRANS Frank Beacher GODYEAR WHO GREGWARE EQU GROWTH WORKS > HARDROCK CONE > HEALTH EMERGE > HURON VALLEY A INPACT GRAPHIX INTL ASSOCIATIO INTL ASSOCIATIO INTL RSOCIATIO INTERNAL REVEN	
OK Cancel	Activity Date (Optional)	

Subject – Enter a title that broadly explains what the note is about.

Message – Enter the body content of the note.

Users – If you wish to forward the note to another user or users, select the user(s) from the select box on the right-side of the screen. The users you select will then receive the note in their "myNotifications" window on the Home Screen as seen below:

A Note notification on the Home Page

myNo	otifications		New	•	<source/>	•	<priority></priority>	•	Received -		8
New	Source	Priority		Date	е	Message				Notes	
\checkmark	Notes			06/0)5/2012	Message inform	ation can be	type	d in this section for	🖉	
_											
De	lete Delete A	All Acted	On	S	et to New						

From there, the user can click on the Message hyperlink to see the Purchase Order screen which will allow them to see the rest of the purchase order information.

Alternatively, the user can click on the *Notes* icon to simply read the note itself, and will even have the option to reply to the Note.

Validation, Approval & Printing from within a Purchase Order



In addition to processing purchase orders via the standard workflow, it is also possible to validate, add approvals, and print purchase orders while inside the purchase order. The *Checkmark, Thumbs Up*, and *Printer* icons shown above allow users to perform each of these three tasks.

Clicking the *Approval* icon will reveal the necessary approval levels for the purchase order. Users will have options of approving, denying, and possibly returning particular purchase orders. Adding approval will move the purchase order to the next level of approval, or if it is currently at the highest level of approval, it will then be fully approved. Returning a purchase order will allow a lower-level user the opportunity to make changes before resubmitting for higher-level approval. Denying a

purchase order will in effect cancel the purchase order. A cancelled purchase order may not be changed or later approved.



The Add Approval pop-up screen allows users to route an approval to a particular user or users if needed. If no users are selected, the system will route the approval request to all users at the next approval level. A user is also able to add a comment to their approval, which can be seen by subsequent approval users.

🖉 Logos.NET W	ebpage Dialog		×
Add Approv	/al		
Send to User	Available Users: FINE HOMEBUILDING (Purchas PUBLIC AGENCY TRAINI (Supe STEVENSON'S CYCLE (Superv	Selected Users: Frank Beacher (Purchasing) () () () 	
Comments	Please expedite		
OK Cancel			

When approvals are sent to users at subsequent levels, those users receive approval reminders on their home page, in the My Tasks section. Users are then able to click on any of the Source, Approval Status, or Transaction ID links in order to be routed directly into the appropriate areas on the purchase order.

myTasks				<all tasks=""> (1) ▼</all>
Source	Approval Status	Transaction ID	Description	Attachments
Purchase Order	0 of 1 at 2	Edit	Office Supplies	

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PURCHASE ORDER PROCESSING – WORKFLOW

Once the Purchase Orders have been entered, they need to be taken through the workflow buttons shown on the Purchase Order List screen.

List

The *List* icon, on the far right is the first icon. It shows the status and other information related to each purchase order. The various columns are described below.

Purcha	ase Orde	er List							
50	806	398	🚯 List						
myTasks	Validated	Approvals	Delivery	Department *	P.O. Number	Туре	Description	Attach	ments
		Approved		FBD_FIN - Finance and Budget.Finance	2012-00000010	Standard	Roofing Supplies		
		0 of 1 at 1	9	FBD_FIN - Finance and Budget.Finance	Edit	Standard	Alarm		
		0 of 1 at 1	4	FBD_FIN - Finance and Budget.Finance	Edit	Standard	Electronics for Communications Office		
	1	Approved		FBD_FIN - Finance and Budget.Finance	2012-00000006	Standard	Audit Fees	٩	- 💋
<i></i>		0 of 1 at 2	4	SPVR_Econ Dev - Supervisor.Econom	Edit	Standard	Office Supplies		
	1	Approved		TR - Treasury	2012-00000005	Standard	Insurance		
New	Delete	Refresh							

MyTasks – A green checkmark in this column indicates that a purchase order is waiting for that users' approval.

Validated – A green checkmark in this column indicates that a purchase order has successfully completed a validation.

Approvals – Shows the current approval status of a purchase order.

Delivery – Indicates whether a purchase order needs to be printed or emailed. A Green Checkmark indicates that the printing or emailing step has been completed.

Department – Lists the Functional Department under which a purchase order was created.

P.O. Number – Lists the purchase order number. If the Company FM Settings box *Display Unprinted Purchase Order Numbers* is left cleared, the words "Edit" will be listed instead of a purchase order number until the time the purchase order is printed.

Type – Displays the Purchase Order Type used when creating the PO.

Description – Displays the description given to a purchase order by its creator.

Attachments – Lists icons for Documents, Remote Documents, and/or Notes, if any were added to the purchase order.

Validation

Submit Reset

Pu	rchase (Order Validation			
9	<mark>/</mark> 🖉 🖉	👌 ᠫ 🥱 🌏 🕃 Validation			
	Delivery	Department	 P.O. Number 	Туре	Description
V	6	FBD_FIN - Finance and Budget.Finance	Edit	Standard	Electronics for Communications Office
	9	FBD_FIN - Finance and Budget.Finance	Edit	Standard	Alarm

Validation of purchase orders checks budget availability as well as insuring no other purchase order rules have been violated. This step is a software validation. Check the box next to the desired purchase order(s). Click the **Submit** button.

Print Edit & Error Listing

Purchase Order Print Edit & Error Listing							
😇 🥔 🥸 🍐 😒 🧐 🕄 Print Edit & Error Listing							
Output	t Prefere	nces					
	Include Full Descriptions						
Includ	Include G/L Account Distributions						
	Include I	P.O. Message Text 📃					
		Print Error Listing					
New	Page for	Each Department 📃					
De De	elivery	Department 🔺	P.O. Number	Туре	Description		
	@√	FBD_FIN - Finance and Budget.Finance	2012-00000010	Standard	Roofing Supplies		
V	8	FBD_FIN - Finance and Budget.Finance	Edit	Standard	Alarm		
	8	FBD_FIN - Finance and Budget.Finance	Edit	Standard	Electronics for Communications Office		
		FBD_FIN - Finance and Budget.Finance	2012-00000006	Standard	Audit Fees		
	9	SPVR_Econ Dev - Supervisor.Economic D	Edit	Standard	Office Supplies		
	∂ √	TR - Treasury	2012-00000005	Standard	Insurance		
Submi	t Re:	set					

Users have the option of printing an Edit Listing and/or Error Listing. Clicking the Show Preferences link on the right-side of the screen (not shown) reveals the output preferences shown above. Users can select the preferences which suit their needs, check the purchase orders needed, and then click the **Submit** button to process their report. These reports will then be available for viewing in myReports. Note that any selections made in the output preferences section will be saved for that user until a time at which they make any future output preference changes.

Approval

Pur	Purchase Order Approval							
J.	00	👌 冯 📎 🌏 🕃 Approval						
V	Delivery	Department 🔺	P.O. Number	Туре	Description			
V	6	SPVR_Econ Dev - Supervisor.Economic D	Edit	Standard	Office Supplies			
Sub	Submit Reset							

Users can check the purchase orders needing approval, and then click the **Submit** button. Note that only purchase orders ready for approval by the user will be available on this screen.

Once a purchase order has received all the required approvals, it will show up as "APPROVED" on the Purchase Order List. It will then be

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available for printing. Printing will be done by the Business Office so that we avoid sending duplicate copies to the vendors.

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CHANGE PURCHASE ORDERS PROCESSING

Any changes made to a purchase order which has already been posted must occur in Change Purchase Orders. Possible changes include altering items, amounts, G/L accounts, as well as completing partially used purchase orders, or cancelling purchase orders in their entirety even if they were never utilized.

Change Purchase Orders List

The Change Purchase Orders List screen initially shows any purchase orders currently in a state of being changed. If a user desires to view or work with purchase orders not currently in a state of being changed, the user must uncheck the *Change Process Only* check box. Similar to the Purchase Order List screen, this list screen gives basic information about purchase orders the user has security rights to view. Note that once a purchase order has been completed, it will no longer be available in the Change Purchase Order area.

urchase Order Nu	mber				Vendor			*			
Depart	ment				 Type 		•				
Change Process	Only [V									
earch Reset											
Tasks Validated	Approva	Is Changed G/L Date	Status	Delivery	Department	*	P.O. Number	Туре	Description	Attachr	nent
1	0 of 1 a	t1	Open	6	CLS_ADMIN - Le	is. Serv. Admini	2009-00001437	Standard	Wayfinding Signage		.2
1	0 of 1 a	t1	Open	9	CLS_ADMIN - Le	is. Serv. Admini	2008-00002586	Standard	Design of Pedestrian Bridges		.2
1	0 of 1 a	t1	Open	9	CLS_Comm Ctr	Leis. ServCo	2010-00000906	Blanket	Phone Repairs		.2
1	0 of 1 a	t2	V-Pend	8	CLS_REC_PRG	C - Leis. ServR	2010-00003789	Standard	Emergency call for sludge re		.2
1	0 of 1 a	t1	C-Pend	8	FBD_FIN - Finan	ce and Budget.F	2012-00000007	Standard	More Stuff for Scott		
	0 of 1 a	t1	Open	6	FBD_FIN - Finan	ce and Budget.F	2012-00000006	Standard	Audit Fees	٩	.2

Financial Management > Procurement > Purchasing > Change Purchase Orders

Search criteria are available in the top part of screen so you can narrow your search, or search for a specific purchase order. Once a purchase order is available on the screen, there are various options available via buttons near the bottom of the screen to view or process the purchase order.

View – Highlight a purchase order and click **View** to see the details of the purchase order. This allows you to see the PO detail without putting the purchase order into an Open Change Status.

Remove – Highlight a purchase order (currently in the change process), and click the **Remove** button to remove the PO from an Open Change Status. Please be aware that any PO that is in an open status will not be pulled into an invoice until the change is complete or open status is removed.

Refresh – Updates the Change Purchase Order List to reflect the most recent activity.

Substitute Vendors – Allows authorized users to view and maintain the list of substitute vendors that are allowed for the purchase order, if the type of purchase order allows substitute vendors.

Complete – This will un-encumber any outstanding encumbrance amount, and remove it from the Change Purchase Order List after it is processed thru the Change Purchase Orders workflow buttons. Completing a purchase order which has already been partially utilized will result in that purchase order being moved into a C-Pending status (Complete Pending). Completing a purchase order which has never been utilized in Accounts Payable Invoicing will result in that purchase order being moved into a V-Pending status (Void Pending).

Undo Complete – Removes the C-Pending or V-Pending status from a purchase order, and returns the purchase order to an Open status. Open status simply means that the purchase order has been initiated in the Change Purchase Orders process.

Mass Complete – Used for marking multiple POs complete at a time. Can run the open PO report to review all the open POs and then use the mass complete button to select all of the purchase orders that should be complete.

PO Number – Clicking on a Purchaser Order number will place the PO in edit mode, where most fields can be changed.

```
Purchase Order Processing
```

Changed Purchase Order List									
Changed Purchase Order - 2012-00000006									
🗐 🛇 🕒 🖏 🖉 🏈 🍪 Entry									
Vend	or 2707 - GOVERNMENTAL CONSULTANT SERVI	CES INC	Purchasing Address	GOVER	RNMENTAL CONSULTANT SI - DDD				
Descripti	on Audit Fees	V	G/L Date	6/5/2012					
Ту	Type Standard 🗸								
Form Ty	Form Type STD PO - Standard Purchasi -								
Bill To Locati	Bill To Location Fin - Finance Department								
Change/Correct Reas	on 👻 🍕		Assign to Buyer		•				
Item 🔍	🔇 Professional Services - Audit Service 🔻 🕽 🔊	Number of Items 1	Total \$820.00	Encumbered A	mount \$820.00				
Item (Status: Open)		6 * ×	Detail						
Item F									
in the second	rofessional Services 🛛 🗸 🔽 🔽 🔽		Vendo	r Part Number					
Description	rofessional Services 🗸 🔽 🖸 🔟	3	⊻endo	r Part Number <u>E</u> mployee	15 - Schlaht, Kailyn B	v 💽			
Description A Quantity	rofessional Services V 💽 🔯 🚺 udit Services June 2.0000	4	<u>V</u> endo	r Part Number <u>E</u> mployee <u>S</u> hip Via	15 - Schlaht, Kailyn B	v 💽 •			
Description A Quantity Unit of Measure	rofessional Services V 🗠 🔯 🔟 udit Services June 2.0000 Each - Each V	4	⊻endo	r Part Number <u>E</u> mployee <u>S</u> hip Via Ship <u>T</u> o	15 - Schlaht, Kailyn B Fin - Finance Department	✓ 💽 ▼			
Quantity Unit of Measure List Price per Unit	rofessional Services V Co V III wdft Services June 2.0000 Each - Each V \$410.0000 \$820.00	4	⊻endo	r Part Number <u>E</u> mployee <u>S</u> hip Via Ship <u>T</u> o <u>E</u> reight Terms	15 - Schlaht, Kailyn B Fin - Finance Department	 ✓ ✓ ✓ ✓ ✓ 			
Description Quantity Unit of Measure List Price per Unit Discount Percent	rofessional Services V C C U	4	⊻endo ⊻	r Part Number Employee Ship Via Ship To Ereight Terms ming Request	15 - Schlaht, Kailyn B Fin - Finance Department 1099 Item V	v 💽 • •			
Quantity Quantity Unit of Measure List Price per Unit Discount Percent Q/L Account	rofessional Services V C	4	⊻endo ⊥ Çonfiri	r Part Number Employee Ship Via Ship To Ereight Terms ming Request Taxable Item	15 - Schlaht, Kailyn B Fin - Finance Department 1099 Item ? Create New <u>A</u> sset	V 💿 V V			
Quantity Quantity Unit of Measure List Price per Unit Discount Percent QL Account Project	rofessional Services // Constraints	4 000	⊻endo Confin	r Part Number Employee Ship Via Ship Io Ereight Terms ming Request Taxable Item	15 - Schlaht, Kailyn B Fin - Finance Department 1099 Item 7 Create New <u>A</u> sset	 ▼ ▼ ▼ 			
Quantity Quantity Quantity Unit of Measure List Price per Unit Discount Percent Q/L Account Project Contract	rofessional Services Une 2.0000 Each - Each \$410.0000 \$820.00 410.0000 \$820.00 01-4444-50.801_0050 - Professional and Contra(V @ V @	4	⊻endo ⊥ ©onfin	r Part Number Employee Ship Via Ship Io Ereight Terms ming Request Tagable Item	15 - Schlaht, Kailyn B Fin - Finance Department □ 1099 Item ♥ Create New <u>A</u> sset □	 • • • 			

When in edit mode for a Changed Purchase Order, it is possible to complete a single item on the purchase order (as opposed to the entire purchase order) by clicking the **Complete Item** button near the bottom of the screen. If an item is marked to be complete, it is also possible to undo this action by clicking the **Undo Complete Item** button when that item is displayed on the screen.

In order for changes to take effect, the changed purchase order must be saved and then moved through the Changed Purchase Orders workflow icons. These are the same workflow icons described earlier in the Purchase Order Processing – Workflow:

- Validate
- Print Edit Listing
- Approve
- Print/Email
- Post

PURCHASE ORDER TEMPLATES

The system allows users to create purchase order entry templates which can then be used repeatedly while in standard Purchase Order Entry mode. Using pre-built templates will allow users to be more efficient when creating purchase orders. These templates can be particularly helpful for purchase orders which contain multiple items and/or multiple G/L accounts, and for purchase orders which are either the same, or very similar, each time they are utilized.

Purchase Order Template List

The Purchase Order Template List screen shows all purchase order templates which have been created, which a user has security rights to view and use. The list screen gives basic information about the template purchase order. Purchase order templates can be opened by clicking on the description. In addition, purchase order templates on the list can be sorted by clicking on the various column headers. Clicking the **New** button will allow a user to create a new template purchase order. Existing template purchase orders can also be deleted from this screen.



Financial Management > Procurement > Purchasing > Template Purchase Orders

Purchase Order Processing

File: Purchase Order Processing.doc

Creating Purchase Order Templates

Clicking the **New** button on the Purchase Order Template List screen will allow the user to create a new purchase order template.

Purchase Order Template List Purchase Order Template - Office Supplies							
😇 🚫 🗐 🖉 Entry							
Department	FBD_FIN - Finance and	d Budget.Finance	-	Purchasing Address	C ADVANCED OFFICE PRODUCTS IN V DDD		
Vendor	44 - ADVANCED OFFIC	E PRODUCTS INC	~	Expiration Period			
Description	Office Supplies		1	Assign to Buyer			
Туре	Standard		-				
Requisition Form Type		-					
P.O. Form Type	STD PO - Standard Pu	rchas) 🔻					
Item	Office Supplies - C	copy Paper, White 👻 🕥	» 🗳 🕟	lumber of Items 3 T	otal \$477.00		
Item				× Detail			
Item	Office Supplies	v 🗠 🔽 D		Vendor Part Numb	er CP-1250		
Description	Copy Paper, White 8.5" x	11"	🧭	Ship V	ia 🗸 🗸		
Quantity	10.0000			Ship 1	Fin - Finance Department		
Unit of Measure	CS - Case	•		Freight Term	IS 🗸		
List Price per Unit	\$19.5000	\$195.00		1099 Ite	m 🔟		
Discount Percent		19.5000 \$195.00		Taxable Ite	m 🗖		
G/L Account	101-101.727 - Office Sup	plies	v 💿 💿	Create New Ass	et 🔲		
Project		~					
Save Save/New It	em Save/New T	emplate Delete	Item	Delete Template	Reset		

The Purchase Order Template entry screen closely resembles the standard purchase order entry screen described in detail earlier in this guide.

The top portion of this screen is the purchase order header section, which contains general information related to the purchase order. The bottom portion is where purchase order item detail entry occurs. Subtle differences include the fact that there are no date related fields on the template purchase order, as these will be added when the template PO is turned into an active purchase order. Also, there is an added *Requisition Form Type* field, since purchase order templates can be used to create both requisitions and purchase orders.

Clicking on the **Item List** icon on the upper-left side of the screen will take the user to a screen where they can easily view all items entered on the template purchase order.

Purchase Order Template List									
Purchase Order To	Purchase Order Template - Office Supplies								
😇 🖏 🗐 🖉 Item	List								
Department	FBD_FIN - Finance and Buc	get.Finance	-	Purchasin	ig Address	ADVANCED OFFICE	PRODUCTS IN - DDD		
Vendor	44 - ADVANCED OFFICE PR	ODUCTS INC	~	Expirat	tion Period				
Description	Office Supplies		4	Assio	on to Buver		-		
Туре	Standard		-						
Requisition Form Type		•							
P.O. Form Type	STD PO - Standard Purchas								
Number of Items 3	3 Total \$477.00								
Description	G	uantity UM		Price Per Unit	Amo	unt ShipTo			
Office Supplies - Copy Pap	er, White 11" x	2.0000 CS		28.5000	\$57.	00 Fin			
Office Supplies - Copy Pap	er, White 8.5" x 1	0.0000 CS		19.5000	\$195.	00 Fin			
Toner Refills - HP-4250 To	ner Refills	5.0000 Each		45.0000	\$225.	00 Fin			
Save Save/New Te	emplate Delete Te	mplate Rese	t						

Once a purchase order template has been created, it is available for use in standard purchase order entry.

PURCHASE ORDER REPORTS

Purchase Order Reports can be found by navigating to **Financial Management > Reports > Purchasing**. Budgetary Reports are also under the Reports menu. These include current year monitoring reports.

🔏 Logos.NET - Windows Internet	Explorer	
G ⊂ ▼ 1 http://lps2008/	/Logos/	 ← 4₂ × 100 Bing
🖕 Favorites 🛛 📉 Logos.NET		🐴 🔹 🗟 👻 🖃 🖶 💌 Page 👻 Safety 🕶 Tools 🕶 🕢 👻
New World System	New	/ World City
myFavorites	Financial Management Huma	an Resources Maintenance 📀
Welcome to Loge	Journals Revenue Collections Payment Processing Annual Budget Processing Year-End Processing	Smith 5/25/2012
Type Purchase Ord Search For	Receipt of Goods Accounts Payable Procurement	Date Start Time Completed There are no items to show in this view ≡
Search	Bank Reconciliation	
Folder List Current (655) Archive (4)	Asset Management Miscellaneous Billing Inventory Control Government Reporting	General Ledger Budgetary Annual Budget Revenue Collections
	Reports	Accounts Payable
	Source	Purchasing Hequisition Report
mySettings Out of Office Assistant Customize Page View Change Password Email Notification		Grant Accounting Purchase Orders by G/L Distribution Report Open Purchase Order Report Miscellaneous Billing Purchase Order Encumbrance Reconciliation Report Inventory Control Bids Contracts Purchase Order Structure Purchase Order Encumbrance Reconciliation Report Contracts
•		Þ

Purchase Order Report

To execute the report, navigate to Financial Management > Reports > Purchasing > Purchase Order Report

Purchase	Order	Pro	cessing
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File: Purchase Order Processing.doc

myFavorites Fir	ancial Management Human Resourc	es Maintenance			
Purchase Order Report	:				
Load Saved Report Override Report Title		▼ Distribu	ution Group mail Group		• 🕑 • 🛃
Search By Report Detail Include One Time Message Include Item Detail Description	Search Criteria Summary Summ	Search Criteria From Date To Date Date Type Purchase Order Type Sort By Status Edit Open Complete	04/25/2012 III IIII 05/25/2012 IIII G/L Date IIII Department - PO Num Void Canceled	▼ ber ▼	
Available Department(s): 41 Clerk - Clerks Office Clerk_ELECTION - Clerks Office CLS_ADMIN - Leis. ServAdmin CLS_BLCK - Leis. ServBlock CLS_Comm Ct - Leis. ServFarc CLS_Farc Maint - Leis. ServFarc CLS_REC_CSC - Leis. ServR CLS_REC_FCGC - Leis. ServR CLS_REC_PCGC - Leis. Serv CLS_REC_ReCSvc - Leis. Serv CLS_Seniors - Leis. ServC	e.Election istration mmunity Center ilities Maintenance Jaintenance cereation.Canton Sports C Recreation.Pheasant Run Recreation.Recreation S or Citizens	Selected Department(s): 0			

Report Selection Criteria:

Report Detail - Select either Summary or Detail.

Sort by Account Type - If selected, the report will list all revenues and all expenses. If not selected, the report will list Organization Set, Revenues, and Expenses within the Organization Set. The next Organization Set will then be listed.

Subtotal by Classification Level - This drop-down will drive account classification subtotals on the report. If desired, the sub-totals can be provided at classification levels, one to three.

Summarize to Organization Level - This setting would typically be left blank. As an exception, the report can be run to summarize account information at a higher Organization Set level.

Page Break Level - This setting is only meaningful if you plan to print the report. Page breaks can be established by utilizing this field.

Include Comments - Select an option here if you wish to print comments entered into the budget. Comments can be printed along with individual line items or grouped together in a footnote.

Print Transactions - If this box is selected, the Transaction Type, Budget Level, and Transaction Order become available.

Transaction Type – Select whether you would like to see Position Budgeting Details, Budget Transaction Details or both.

Budget Level - Select the budget level which you would like the transactions printed.

Transaction Order - Transactions will be sorted based on the selection here. The options are Alphabetical, Entry Order or by Amount.

Create Microsoft Excel File - This gives you the option of sending your report directly to Excel from MyReports. This Excel export will contain summary formulas in subtotal fields.

On the bottom of the screen are three tabs for filtering the report:

Organization - Select the general ledger organization sets to include on the report.

Accounts - Select the accounts to be included.

Balances to Include - This tab includes a number of optional columns that can be chosen to include in the report. Up to seven columns can be selected for a single report.

Purchase Order Processing

File: Purchase Order Processing.doc

YPSILANTI COMMUNITY SCHOOLS

PO Processing

- 1. Requisition Form completed by staff member.
- 2. Form turned in to secretary.
- 3. Secretary acquires approval from Principal.
- 4. After approval is rendered, secretary prepares PO. If vendor is not in system, acquire W-9 from vendor and send to Business Office to add to system.
- 5. PO approval is given by appropriate supervisor (i.e. Principal, Tech Director, Curriculum, etc.). Support such as quotes should be scanned and attached to PO.
- 6. PO is reviewed by Business Office for appropriate account number.
- 7. PO printed by Business Office and sent to vendor. Copy will be provided to department secretary originating PO.

Receipting of Goods

- 1. Receipt goods electronically on the system, using the PO number as the "shipper" number.
- 2. Scan packing slip and attach electronically to receipt. Attach original packing slip to building office PO copy for reference.

**If invoice is included in shipment of goods, send over to Business Office for payment processing.





USER GUIDE





RECEIPT OF GOODS PROCESSING

Receipt of Goods Processing

Receipt of Goods

Receipt of Goods Shippers (Receipt of Goods transaction) can be entered in two ways; against a Purchase Order to show what has been received against the quantity ordered or, entered from scratch (no Purchase Order to receive against).



Receipt of Goods Processing

RECEIPT OF GOODS PROCESSING

Receipt of Goods List



Financial Management>Receipt of Goods

The Receipt of Goods list will display all Shippers entered for the current day by default. The list can be refreshed by clicking the **Refresh** button along the bottom of the list to make sure that the most current list of Shippers entered for the current day is displayed. The list can be re-

Receipt of Goods Processing

RECEIPT OF GOODS PROCESSING

sequenced by the items each Shipper has on it by selecting the *Show* by *Item* check box along the top of the list.

To display a previous day's Shippers or, narrow down list contents, click the ^O icon in the upper-left corner of the list to limit results using search criteria.

Search Receipts							
Department	FIN - Finance	•					
Location	FIN-S - Finance	•					
From Receipt Date	06/07/2012						
To Receipt Date	06/07/2012						
Purchase Order	✓ Solution						
Item	✓						
Vendor	✓						
Vendor Shipper							
OK Cancel							

Search Pop-up

Fields:

The entered criteria determines the Shippers displayed in the list.

Department – This field can be used to isolate Shippers attributed to a particular department.

Location – This field can be used to isolate Shippers attributed to a particular Location.

From Receipt Date/To Receipt Date – These fields can be used to isolate Shippers with a Receipt Date in between the respective to and from date range.

Purchase Order – Enter a purchase order number to isolate Shippers that were entered against a specific purchase order.

Receipt of Goods Processing
Item – Select an item to isolate Shippers where the respective item has been received.

Vendor – Select a vendor to isolate Shippers attributed to that respective vendor.

Vendor Shipper – Enter a Shipper number to isolate a specific Shipper.

Receipting Against a Purchase Order

To pull up a fresh Shipper (Receipt) entry screen, click the **New** button on the lower-left hand corner of the Receipt of Goods list. The Add Receipt entry screen will appear.

eceipt of Goods Add Receipt				🙆 (0) 🗐
Add Receipt	2			
Department FIN	- Finance Location FIN-S - Finance			/
General				
Date 06/	/07/2012	Vendor Shipper Number		
Received By	v 💽	Comment		
Vendor		Purchase Order	✓ No.	
Receive Items		×		
Item	v 🗠 🔀 🕻	Item	Quantity U/M Action	
Description		Th	here are no items to show in this view	
Quantity				
Returned				
Unit of Measure				
Comment				
Back Ordered		-		
Quantity				
Delivery Date				

Shipper (Receipt) Entry Screen

The users' home *Department* and *Location* will default in for the Shipper. If either needs to be changed for this Shipper, it can be done by clicking on the pencil icon on the far right-hand side of the screen which will open the Change Defaults pop-up.

Change Defaults							
Department	FIN - Finance 🔹						
Location	FIN-S - Finance 🔹						
OK Cancel							

Receipt of Goods Processing

Change Defaults Pop-up

The Shipper entry screen is divided into two main sections. The General Section pertains to the receipt as a whole and the Receive Items Section which falls beneath the *Vendor* and *Purchase Order* Fields. When receipting against a purchase order, the fields in the Receive Items section should not be used as the items will be selected directly from the Purchase Order.

General Section

General					
Date	06/07/2012		Vendo	or Shipper Number	
Received By		¥ 💽		Comment	
Vendor			~	Purchase Order	▼ 🔽

Fields:

Date – The date will default to today's date. It can be changed if necessary.

Received By – This field is intended to indicate who actually took possesion of the respective goods or, services. If the organization has licensed the Human Resources application, the options in the *Received By* field will pull from the Employee Master files. If the organization has not licensed the Human Resources application, the options in the field will pull from Validation Set #38 – Employee.

Vendor – When the vendor is selected, the application will display all open purchase orders for that vendor beneath the General Section. If a purchase order number is entered into the *Purchase Order* field before a vendor is selected, the *Vendor* field will populate automatically with the vendor the purchase order is attributed to.

Vendor Shipper Number – A shipper number can be entered into this field or, the field can be left blank. If left blank, the application will assign a shipper number using the standard numbering convention of the four digit year followed by the next sequentially available number. If a packing slip number was provided by the vendor, this is often keyed in as the shipper number.

Receipt of Goods Processing

Comment – Text comments can be entered up to 64 characters.

Purchase Order – If the purchase order number is known, it can be keyed directly into this field. The purchase order can be inquired on by clicking the scope icon to the right of the field. After the purchase order is selected, the purchase order and its items will display beneath the General Section.

Once the General Section is filled out, the user needs to select the items to be receipted onto the Shipper from the respective purchase order(s).

	myFavorites Financial Management Maintenance									
Re	Receipt of Goods									
»	Add Recei	ipt								
	Department	04.101 - Finance D	epartment.Accounting	Location	MAIN - Main					
	General									
	Date	06/07/2012			Vendor Shipper Number					
	Received By	1022 - Employee, S	ally 🗸 💽		Comment					
	Vendor	5840 - Office Depot		~	Purchase Order	¥ 🔽				
	۲									
	PO Numb	er	Туре		Description					
	2012-000	00012	Standard		Office Supplies					
	Inv.	Quantity	Unit of Measure	Des	cription		Completes PO Item			
	V	3.0000	Each - Each	→ Office	e Supplies - HP Ink Cartridg	es - Black				
		5.0000	Box - Box	- Pape	er - Copy Paper 8.5 x 11 Whi	te				
	Apply									

In the table where the purchase order and its items are displayed, there are check boxes along the left side to select which items are to be receipted onto the Shipper. Select the check box to the left of the purchase order number to select all of the items on the purchase order. If only certain items need to be included, select the check box to the left of each individual item. For the selected items the *Quantity* field, *Unit of Measure* field, and *Completes PO Item* check box become available. If a user wants to inquire on the purchase order, the purchase order number is a hyperlink that will open a pop-up inquiry.

Fields:

Quantity – Enter the quantity to be receipted in. The quantity that defaults in is the remaining quantity (quantity not yet receipted in).

Unit of Measure – This field will default to the Unit of Measure that was selected when the purchase order was created.

Completes PO Item – When selected, this item will complete from the purchase order when the shipper is invoiced against it, releiving any remaining encumbrance. If left cleared, the remaining quantity will be left open on the purchase order. This box should be selected if the entire quantity for the item is being received or, if the remaining quantity is no longer needed.

After the appropriate items have been selected, click the **Apply** button to add them to the Shipper. After clicking the **Apply** button, the selected items from the purchase order will appear in the item list for the Shipper.

 Receive Items 		×	
Item	v 🖸 📎 🛛	Item	Quantity U/M Action
Description		Office Supplies - HP Ink Cartridges - Black	3.0000 Each Receipt 🔀
Quantity			
Returned			
Unit of Measure	-		
Comment			
Back Ordered			
Quantity			
Delivery Date			
Save Save/N	ew Item Save/New Receipt Rese	t	

The item can be reopened to reference a quantity returned or, back ordered by clicking on the value in the Item column. The item can be removed from the Shipper by clicking on the Red X in the last column of the item list.

Additional items can be added to the Shipper from scratch (not pertaining to a purchase order) by using the fresh item entry section that appears on the left of the Receive Items Section of the Shipper entry screen. These fields will be described in detail in the next section.

Receipt of Goods Processing

Buttons:

If all of the necessary items have been added to the Shipper, and no additional Shippers need to be added at this time, click the **Save** button. If additional items need to be added from scratch, the **Save/New Item** button can be used to save what has been entered thus far and open up a fresh item entry section on the left of the Receive Items Section of the Shipper entry screen. If all of the necessary items have been added, and additional Shippers need to be added, the **Save/New Receipt** button can be used to save what has been entered, and open a fresh Shipper entry screen as a whole. The **Reset** button can be used to reset the Shipper back to its status as of the last save.

Receipting without a Purchase Order

To pull up a fresh Shipper entry screen, click the **New** button along the lower left-hand corner of the Receipt of Goods list.

The fields in the General Section are the same as when receipting against a purchase order with the exception of the *Purchase Order* field. The *Purchase Order* field would not be used when receipting from scratch. After the vendor has been selected, any open purchase orders for that vendor will display by default. To hide these purchase orders, and open the Receive Items Section of the Shipper entry screen, click the double arrow icon just beneath the *Vendor* field.

*			
Receive Items		×	
Item		Item	Quantity U/M Action
Description		There are no items to	show in this view
Quantity			
Returned			
Unit of Measure	~		
Comment			
Back Ordered			
Quantity			
Delivery Date			
Save Save/N	ew Item Save/New Receipt Rese	t	

Receipt of Goods Processing

Fields:

Item – Select the Item to be used. There are three icons to the right of the *Item* field. The first icon is **Search**, which opens a pop-up where additional criteria can be used to search for the appropriate item. The second icon is **Analysis**. A value must be selected from the Item drop-down before selecting this icon. Once clicked, the Procurement Analysis pop-up appears, showing historical purchase information for the item. The third icon is **Detail** which can be used to change how items display in the drop-down and the primary field being used to search by (Description, Quick Code, and Item Number.)

Description – Enter a textdescription for the item. Up to 64 characters may be entered.

Quantity – Enter the quantity to be receipted in.

Returned – Enter the quantity that was returned to the vendor if applicable.

Unit of Measure – Select the appropriate unit of measure for the items being received.

Comments – Enter any comments that are specific to this item on the Shipper.

Backordered Quantity – Enter any quantity that needs to be referenced on back order for the shipper. This is for informational purposes only.

Backordered Delivery Date – Enter the expected delivery date for the back ordered quantity if available.

Buttons:

If all of the necessary items have been added to the Shipper, and no additional Shippers need to be added at this time, click the **Save** button. If additional items need to be added from scratch, the **Save/New Item** button can be used to save what has been entered thus far, and open up a fresh item entry section on the left of the Receive Items Section of

Receipt of Goods Processing

the Shipper entry screen. If all of the necessary items have been added, and additional Shippers need to be added, the **Save/New Receipt** button can be used to save what has been entered, and open a fresh Shipper entry screen as a whole. The **Reset** button can be used to reset the Shipper back to its status as of the last save.

Adjusting a Receipt of Goods Shipper

Shippers can be adjusted after the initial entry if corrections need to be made. This is usually done to correct entry errors, or, to correct the Shipper when it is determined that items need to be returned after the initial entry. To make adjustments to a Shipper after the initial entry, click on the vendor hyperlink to the right of the shipper number that has to be adjusted from Receipt of Goods list to re-open the shipper.

To open the item that has to be adjusted, click on the value in the item column of the item list on the Shipper.

The application recognizes that the item is being adjusted, and will bring in two additional fields; *Adjustment Date* and *Reason*.

۲			
Receive Items		×	
Adjustment Date	06/07/2012	Item	Quantity U/M Action
Reason		Office Supplies - HP Ink Cartridges - Black	3.0000 Each
Purchase Order	2012-00000012	Didde	
Item	Office Supplies		
Description	HP Ink Cartridges - Black		
Quantity	3.0000		
Returned			
Unit of Measure	Each - Each 👻		
Comment			
Completes PO Item			
Back Ordered			
Quantity			
Delivery Date			

Fields:

Adjustment Date – The date will automatically populate with today's date but, it can be changed if necessary.

Reason – The reasons available for selection pull from Validation Set #244 Receipt of Goods Adjustment Reason.

Receipt of Goods Processing

After the necessary adjustments have been made, click the appropriate **Save** button along the bottom of the entry screen.

Inquiries on Receipt of Goods Shippers can be made through vendor inquiry. Receipt of Goods Shippers can be reported on through the Receipt of Goods Report.

File: Receipt of Goods Processing.doc

ACCOUNTS PAYABLE REPORTS

Accounts Payable (AP) Reports can be found by navigating to **Financial Management > Reports > Accounts Payable.**

Accounts Payable Invoice Report

The Accounts Payable Invoice Report is the most general of the AP reports. It allows users to isolate AP Invoices based on date, status, department, and bank account criteria. The report can be run in summary for header information or, detail to include item information.

X New World City Accounts Payable Invoice I Invoice Date Range 01/01/12 Report By Vend Sum									Ce Report D1/12 - 12/31/12 Vendor - Invoice Summary Listing
Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor 2 - AABLE P 2012-00000052	EST CONTROL INC Test	Open		05/29/2012	06/08/2012	05/29/2012		05/29/2012	100.00
		Vend	or 2 - AABLE PEST CONT	ROL INC Totals		Invoices	: 1	L	\$100.00
Vendor 8267 - STAI	PLES, INC.								
12345 132456 542234	Office Supplies Office Supplies Office Supplies	Open Open Open		06/06/2012 06/06/2012 06/06/2012	06/06/2012 06/06/2012 06/06/2012	06/06/2012 06/06/2012 06/06/2012			100.00 136.00 100.00
			Vendor 8267 - STAP	LES, INC. Totals		Invoices	: 3	3	\$336.00
				Grand Totals	:	Invoices	; 4	ł	\$436.00

Accounts Payable Invoice Report

Accounts Payable Invoice Aging Report

The Accounts Payable Invoice Aging Report organizes open invoices by due date. The report can also be run by the accounts payable liability account that the invoices are attributed to. Both departments and bank accounts are also available as selection criteria.

X New World City			Accounts Payable Invoice Aging F Through Invoice Dat Report By A/P Accou						Report ate 06/08/12 unt - Invoice
		Past Due		<	0>		ihire		
Invoice Number	Over 90	61 - 90 davs	31 - 60 Davs	1- 30 Davs	0 - 30 Davs	31 - 60 Davs	61 - 90 Davs	Over 90	Total Balance
A/P Account 010 22000 - ACCOUNTS PAYABLE			,				, i i i i i i i i i i i i i i i i i i i		
Vendor 2 - AABLE PEST CONTROL INC									
2012-00000052					100.00				
Vendor 2 - AABLE PEST CONTROL INC Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Vendor 8267 - STAPLES, INC.									
12345				100.00					
132456				136.00					
542234				100.00					
Vendor 8267 - STAPLES, INC. Totals	\$0.00	\$0.00	\$0.00	\$336.00	\$0.00	\$0.00	\$0.00	\$0.00	\$336.00
A/P Account 010 22000 Totals	\$0.00	\$0.00	\$0.00	\$336.00	\$100.00	\$0.00	\$0.00	\$0.00	\$436.00
A/P Account 010 22000 Invoices	0	0	0	3	1	0	0	0	
Grand Totals	\$0.00	\$0.00	\$0.00	\$336.00	\$100.00	\$0.00	\$0.00	\$0.00	\$436.00
Grand Total Invoices	0	0	0	3	1	0	0	0	

Accounts Payable Invoice Aging Report

Receipt of Goods Processing

Accounts Payable by G/L Distribution Report

The Accounts Payable by G/L Distribution Report shows which AP invoices are attributed to which G/L Accounts. The report is primarily sorted by G/L Account.

New World City			Acco	unts Pay	vable	by G/			on Re	port
							Involce Dute	. Runge oo	/01/12 00	JJ0/12
Vendor	Invoice No.	Invoice Description	Status	Held Reason I	nvoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 010 - GENERAL FUND	TC DAVADUE									
Account 22000 - ACCOUN 8267 - STAPLES, INC. 8267 - STAPLES, INC. 8267 - STAPLES, INC. Department 01 - MAYOR Activity 8200 - MAYOR Activity 8200 - MAYOR	12345 542234 132456	Office Supplies Office Supplies Office Supplies	Open Open Open	a Account 22000 - ACC	6/06/2012 6/06/2012 6/06/2012 00NTS PAY	06/06/2012 06/06/2012 06/06/2012 (ABLE Totals	06/06/2012 06/06/2012 06/06/2012 Invoi	ce Transactions	3	(100.00) (100.00) (136.00) (\$336.00)
8267 - STAPLES, INC.	12345	Office Supplies	Open	Q	6/06/2012	06/06/2012	06/06/2012			100.00
Department 03 - CTTY CLERK & FINA	542234	Ornice Supplies	Account	1561 - OFFICE SUPP Activit Departm	& MINOR E y 8200 - M nent 01 - M	EQUIP Totals AYOR Totals AYOR Totals	Invoi Invoi Invoi	ce Transactions ce Transactions ce Transactions	2 2 2	\$200.00 \$200.00 \$200.00
Activity 8400 - CITY CLERK & FINA	ANCE	OUTR								
8267 - STAPLES, INC.	132456	Office Supplies	Open Account J De	0 1561 - OFFICE SUPP Activity 8400 - CITY C epartment 03 - CITY C Fund 010	6/06/2012 & MINOR E LERK & FIN LERK & FIN - GENERAL	06/06/2012 EQUIP Totals IANCE Totals IANCE Totals FUND Totals	06/06/2012 Invoi Invoi Invoi Invoi	ce Transactions ce Transactions ce Transactions ce Transactions	1 1 6	136.00 \$136.00 \$136.00 \$136.00 \$0.00
* = Prior Fiscal Year Activity						Grand Totals	10/0	ce Transactions	р	\$0.00

Accounts Payable by G/L Distribution Report

Accounts Payable Budget to Actual Report

The Accounts Payable Budget to Actual Report shows how un-posted AP invoices affect budget availability for the G/L Accounts they are attributed to.

× New World	i City	Accounts Payable Budget to Actual Report								
		Through G/L Date 06/ Prior Fiscal Year Activity Inc								
Account Numbe	r Account Description	Amended Budget	Un-posted Invoices	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used	Prior Year Total		
Fund 010 - GE	NERAL FUND									
Activity 17	00 - B.H. EMERGENCY MGT AGY									
1334	SERV FROM CITY AGENCIES	.00	.00	.00	.00	.00	0	.00		
1373	FIXED PLANT OPER EQUIPMNT	.00	.00	.00	.00	.00	0	.00		
1390	OTHER CONTRACTUAL SERVICE	.00	.00	.00	.00	.00	0	.00		
1393	CONTRIBUTIONS & SUBSIDIES	64,148.00	.00	.00	63,953.96	194.04	1	72,370.92		
1400	UTILITY SERVICE	2,800.00	.00	.00	2,305.97	494.03	1	2,696.35		
A	ctivity 1700 - B.H. EMERGENCY MGT AGY Totals	\$66,948.00	\$0.00	\$0.00	\$66,259.93	\$688.07	0%	\$75,067.27		

Accounts Payable Budget to Actual Report

Accounts Payable Variance Report

Receipt of Goods Processing

The Accounts Payable Variance Report helps highlight material differences that exist between AP invoices and the purchase orders they were entered against.

× New World City	r				Accounts P	ayable Va	riance	Report
					Invoid	Invoice Date Ra	hase Red inge 06/09/ Sort by Ve	quest Price 11 - 06/08/12 ndor - Invoice
Invoice	Invoice Description	Inv	oice Date	PO Number	Item Description	Contract Number	Status	Override User
Vendor 8267 - 9	STAPLES, INC.							
132456	Office Supplies	06/	/06/2012	2012-0000002	Item - 8.5 x 11 Copy Paper		Open	
Source	Quantity	U/M	Price/Unit	Total	Variance Amount			
Invoice	4.0000	BX	34.0000	136.00	-1.00			
Request	5.0000	BX	35.0000	175.00				
	Vendor 4	8267 - STAPL	ES. INC. Totals	Transactions	1			
			Grand Totals	Transactions	1			

Accounts Payable Variance Report

Accounts Payable 1099 Activity Report

The Accounts Payable 1099 Activity Report shows a summary of 1099 activity attributed to vendors within the selected date range.

New World City			Acco	unts l	Payab	le 1099 G/L Da Report By	Activity ate Range 01/01/ / 1099 Type - Ve Su	Report 12 - 06/08/12 ndor - Invoice mmary Listing
Invoice Number	Invoice Description		Invoice Date	Due Date	G/L Date	Received Date	Invoice Net Amount Ir	voice 1099 Amount
1099 Type 1099-MIS Vendor 22 - AHLER 623420 624711 624981 626176 622453 627686 627982 622923 629923 629530	cC S& COONEY, P.C. LEGAL, MOLINARO VS CITY LEGAL, MOLINARO VS CITY LEGAL, MOLINARO VS CITY REGAL LABOR NEGOTIATIONS SVCS PROF SISIONAL SERVICES PROF SISIONAL SERVICES PROFESSIONAL SERVICES TROFESSIONAL SERVICES TROFESSIONAL SERVICES 1099 Type 1099-9HISC Totals Grand Totals	Default 1099 Type 1099 Transactions 1099 Transactions 1099 Transactions	1099-MISC 11/22/2011 12/23/2011 12/30/2011 01/26/2012 02/28/2012 03/29/2012 03/29/2012 03/30/2012 03/30/2012	01/23/2012 01/23/2012 02/13/2012 02/13/2012 02/13/2012 03/19/2012 03/19/2012 04/23/2012	Tax ID 01/23/2012 01/23/2012 02/13/2012 02/13/2012 04/09/2012 04/09/2012 04/16/2012 04/23/2012	# 11-111111	737.70 1,451.50 11,054,88 4,230.60 7,784.78 2,203.05 3,357.50 2,603.86 2,949.47 \$36,373.34 \$36,373.34	737.70 1,451.50 11,054.88 4,220.60 7,784.78 2,203.05 3,557.50 2,603.86 2,949.47 \$36,373.34 \$36,373.34 \$36,373.34

Accounts Payable 1099 Activity Report

Item Transaction Report

The Item Transaction Report shows the detail of transactions attributed to procurement items. This can give the user a better idea of how much is being spent on particular items and where it is being spent.

× New World C	City				Ite	m Trans Invoice Date I	Saction R Range 06/09/11 Include Vend Sort By Item, D	eport - 06/08/12 or Invoices etail Listing
Item Description Conversion Item			Number of Purchases 29,576	Total Amount Expenses 78,795,434.98	Total Units Purchased 51,884.0000	Unit of Measure EA	Quantity/Purchase 1.7543	Cost/Unit 1,518.6847
Detail:	<i>Vendor</i> 13392 - 1ST C	ALL LAWN CARE	Number of Purchases 3	Total Amount Expenses 4,875.00	Total Units Purchased 3.0000	Unit of Measure EA	<i>Quantity/Purchase</i> 1.0000	Cost/Unit 1,625.0000
	Invoices:	Invoice Date 9/21/2011 10/24/2011 11/21/2011	Invoice Number 3444 4041 4088	<i>Quantity</i> 1.0000 1.0000 1.0000	U/M EA EA EA	Price/Unit 1,300.0000 2,600.0000 975.0000	<i>Total Cost</i> 1,300.00 2,600.00 975.00	
	13635 - 2.2 C	OMMUNICATIONS INC.	1	399.95	1.0000	EA	1.0000	399.9500
	Invoices:	Invoice Date 4/6/2012	Invoice Number 2012-00000044	Quantity 1.0000	U/M EA	Price/Unit 399.9500	Total Cost 399.95	

Item Transaction Report

Item Analysis Report

The Item Analysis Report shows very high level item based information. Highlighting how much was spend on each item, the number of units purchased, the average price per unit and the average number of units per purchase.

× New World City					Item	Analysis	Report
					Invoice Da	ate Range 06/09/1	1 - 06/08/12
						Total Expe	nses Over \$0
						Sort By Item, Sur	imary Listing
Item Description		Number of Purchases	Total Amount Expenses	Total Units Purchased	U/M	Quantity/Purchase	Cost/Unit
Conversion Item		29576	78,795,434.98	51884.0000	ÉA	1.754260	1,518.6847
Item		3	336.00		*Various*		
Payroll Item		351	691,857.33	351.0000	EA	1.000000	1,971.1035
	Grand Totals	29,930	\$79,487,628,31				

Item Analysis Report

Vendor Invoice Summary

The Vendor Invoice Summary shows how much has being spent with vendors within the selected date range.

X New World City		Vendor Invo Invoice Date Rar	ice Summary nge 01/01/12 - 12/31/12 Sort By Vendor
Vendor	Number of Invoices	Total Invoice Amount	
13635 - 2.2 COMMUNICATIONS INC.	1	399.95	
12322 - 32-DEGREES, INC	4	1,890.00	
2601 - 3M	1	1,404.00	
3446 - A.M. LEONARD, INC.	2	365.08	
2 - AABLE PEST CONTROL INC	9	1,379.36	
13576 - ABATEMENT SPECIALTIES, LLC	1	32,523.00	
8276 - ABC EMBROIDERY	2	103.00	
10531 - ABC SUPPLY CO INC	1	13.84	

Vendor Invoice Summary

Receipt of Goods Processing

YPSILANTI COMMUNITY SCHOOLS

PAYROLL TIME PROCESSING

- 1. Pay periods will be the first day of the month through the 15th or the 16th of the month through the last day of the month.
- 2. For overtime purposes, overtime will be calculated Sunday through Saturday. Overtime should only be submitted on the time card (no overtime sheet is needed in addition to time card).
- 3. Completed time sheets/time cards should be turned in to the supervisor immediately after the pay period ending date. Time sheets should be filled out appropriately with employee's full name, position, dates of service, etc.
- 4. Supervisor will review, approve, and send to the Business Office no later than 5 days after the pay period ending date.
- 5. All requests for changes in deductions, taxes, etc. may take a full pay period to implement.

**Tracy Time clocks will be installed in the near future. At that time, new communication will be sent out for procedures.





Ypsilanti Community Schools Budget Line Item Transfer Request

Please enter	whole dollar amounts (no cents)				*** For Busine	ess Office Us	e Only ***
Amount to be Transferred	Transfer From Account Number	Transfer From Account Description	Transfer To Account Number	Transfer To Account Description	Beginning New World A Balance	djustment	Ending New World Balance
-						$\left \right $	\setminus
2						\square	\backslash
3						\backslash	\setminus
4						$\left\langle \right\rangle$	\setminus
5						\backslash	\setminus
9						\backslash	\backslash
7						$\left \right $	\backslash
8						$\left \right\rangle$	\backslash
Requested by:			Date:		*** Accour	nting Use C	inly ***
					Reference:		
		A State of the second se			Entered by:		
	Finance Manager Approval:				Date:		

YPSILANTI COMMUNITY SCHOOLS CHECK REQUEST FORM

Check to be Made Payable To Mailing Address (if required):	.
Date of Request: Date Needed: Purpose (Explanation):	Requested Amount: \$ Department:
Applicable Fund/Program/Gra	ant Account Number:
	APPROVALS
Board Approval Needed?	es 🗌 No Board Approved? 🗌 Yes 🗌 No
Originator:	Date:
Principal/Supervisor:	Date:
Principal/Supervisor: Business Manager:	Date: Date:
Principal/Supervisor:	Date: Date:

YPSILANTI COMMUNITY SCHOOLS MILEAGE REIMBURSEMENT REPORT

Name:_____School/Department: _____

Account Number(s)

DATE	ITEM/EXPENSE DESTINATION	PURPOSE	NUMBER OF MILES	EXPENSE
Total Expense	Reported:			

Note: All forms are to be approved by the appropriate Administrator before submitting to the Business Office. Mapquest printouts must accompany all approved forms.

Employee Signature

Date

Administrator's Signature

Date

Superintendent's Signature

Date

Ypsilanti Community Schools Journal Voucher

Account	Debit	Credit
		1
Balance Check		-
Purpose/Rational:		
Prepared by:		
Approved by:		
Entered by:		

Date: _____ Journal Entry Number: _____





	Logos Ir	nquiries	
Script ID/Name:	IN001	Logos Inquiries	
Prepared By:	Schafer Consulting	Last Updated:	08/13/2013
Predecessor Scripts:	Logos Overview & Home Page	Successor Scripts:	Reports
Description: Demonstrates ho	w to perform inquiries wit	hin the system.	

NEW WORLD INQUIRIES

To inquire on any transaction in New World, access the "Inquiries" option from the Financial Management dropdown menu (located in the Header portion of your Homepage). Inquiries are for quickly referencing specific transaction details. Inquiries cannot be printed. *Note** transactions cannot be edited or changed from the inquiry screen.*

Purchase Orders:



Once you have selected the transaction on which you wish to run an inquiry, a standard inquiry page appears and presents the option of searching by the transaction number. (For this example a Purchase Order Inquiry is used). If you know the transaction number, enter it into the field and select "Go". For a more advanced search (or if you do not know the transaction number), select the magnifying glass icon. Afterwards, a new dialogue box will open, allowing for additional search criteria, on which to narrow/broaden your search.





Mew World Systems' myFavorites Financial Management Human Resources Mair	Ypsilanti Community Schools	() () () () () () () () () () () () () (
Purchase Order Aquiry	New World System	777.5

Depending on the item you are trying to inquire on, different fields will be available to narrow your search. However, there are several common fields that will commonly assist in any inquiry.

New world Systems	Ypsilanti Community Schools	00000
myFavorites Financial Management Human F	Resources Maintenance	8 (1) 💼 (52
Purchase Order Inquiry	a Logos.NET Webpage Dialog	
* *	thtps://mwycs.wash.k12.mi.us/Logos/Logos/LogosSuite/CommonPages/ModalDialogContainer.aspx?Page=/Logos/fm/inquirie:	
Purchase Order	Search Purchase Orders	
Туре	Purchase Order	
Go Reset	Туре	
2	Resolution Number	
Purchase Orders 🖏	Description	
	Vendor V	
	Notes	
	Bid	
	Reauisition	
	From Date 08/13/2012	
	To Date 08/13/2013	
	Date Type G/L Date	
	Department	
	Status <aii></aii>	
	OK Cancel	
	✓	

Vendor - If you know the vendor on the transaction you are looking for, this will list all transactions for this vendor only.

From Date/ To Date - This will pull only transactions between your specified date range.

Department - This will pull only transactions from the specified department.





The search criteria fields are cumulative. So, based on this search, only Purchase Orders created between 8/13/12 - 8/13/13 will display. After you have entered your search criteria, click on the OK button in the lower left hand corner.

Once the OK button is selected, a new standard inquiry screen appears with the transactions that match your criteria. In this case, there is only one purchase order in this date range, with Foster Specialty Floors as the vendor. If there were more, they would all list on the left hand side. By clicking on the selected Purchase Order, specific sections appear under information bars on the right side of your screen.

New World Systems		Ypsilanti Commu	nity Schools		0000
myFavorites Financial Management H	uman Resources Mainten	nance			8 (1) 宣 (52)
Purchase Order Inquiry - 2014-0000	0002 - GYM FLOC	OR CONSOLIDATION CHANGES	5		
× *	General				💆 Notes 🛛 📇 Print 🛞
Purchase Order	General		Totals		
Type Standard 🗸	Department	Business Office	Total Cost	\$25,550.00	
	Vendor	1035 - FOSTER SPECIALTY FLOORS	Amount Voided	\$0.00	
Go Reset	Status	Edit	Amount Expensed	\$0.00	
	Durchesing Address	TOSTER SPECIAL IT FLOORS	Amount Encumbered	\$25,550.00	
Purchase Orders 🕲	City	WIXOM	Amount Remaining	\$25.550.00	
2014-00000002 - GYM FLOOR CONSOLIDATION	State	MI	Dates		
Documents	Zip Code	48116	G/L Date	07/29/2013	
Remote Documents	Email Address		Deliver by Date		
	Miscellaneous		Printed Date	07/30/2013	
	Change Counter No.		Expiration Date		
	Туре	Standard	Completed/Void Date		
	Form Type	STD			
	Assigned to Buyer	Administration Building			
	Description	GYM FLOOR CONSOLIDATION CHANGES			
	Resolution Number				
	Message				
	Detail 🗸				●
	Transactions				•
	History				⊕
	Approvals 🗸				⊕
	Receipt of Goods				•
	Accounts Payable Invo	pices			•
< >					

Ten different information bars appear on the right hand side. Only ones with a white check mark contain additional information.

1	W/T	SD
	WI	5D

New World Systems	

New World Systems		Ypsilanti Commu	nity Schools		0000
myFavorites Financial Management Hu	man Resources Mainten	a le			(1) (a) (52)
Purchase Order Inquiry - 2014-0000	0002 - GYM FLOO	R CONSOLIDATION CHANGES	5		
● ≈ ≪	General				💋 Notes 🛛 Print 🕄
Purchase Order Type Standard Standard Standard Purchase Order Type Standard Purchase Order Consol.toAtton Documents Remote Documents	General Department Vendor Status Contact Name Purchasing Address City State Zip Code Email Address Maccellaneous Change Counter No. Type Bill To Location Assigned to Buyer Description	Business Office 1035 - FOSTER SPECIALTY FLOORS Edit FOSTER SPECIALTY FLOORS 30681 WIXOM ROAD WIXOM MI 48116 Standard STD Administration Building GYM FLOOR CONSOLIDATION CHANGES	Totals Total Cost Amount Voided Amount Expensed Amount Encumbered Amount Discounted Amount Remaining Dates G/L Date Printed Date Expiration Date Completed/Void Date	\$25,550.00 \$0.00 \$25,550.00 \$0.00 \$25,550.00 07/29/2013 07/30/2013	
	Message Detail Transactions History Approvals				6 6 6
	Receipt of Goods Accounts Payable Invo	ices			€ €

To expand or compress the information contained within the bar, simply click on the bar. The 10 information bars in this example are:

General - This supplies the most common and basic information about the transaction such as Department, Vendor, Amounts and Dates.

User Defined Fields – displays fields defined at your site. Currently they are not used.

Detail - This shows the description, quantity, price per unit, the amount, and if the ^(B) icon is clicked, the G/L account will display as well.





New World Systems			Ypsilanti	Community	Schools			00	
myFavorites Financial Management Hu	man Resources	Maintenance						8	(1) 📋 (52)
Purchase Order Inquiry - 2014-0000	0002 - GYN		ONSOLIDATION CH	IANGES					
♀ ≪	General							💋 Notes 🖉	🔓 Print 🕂
Purchase Order	Detail								8
Type Standard V		Seq Status	Description	Quantity	Received	Price per Unit U/M	Amount	Remaining Amount Associated Records	
Go Reset	ß	1 Edit	Contracted Services - W	1.0000		3,800.0000 Each	\$3,800.00	\$3,800.00	
	B	2 Edit	Contracted Services - Y	1.0000		21,750.0000 Each	\$21,750.00	\$21,750.00	
Purchase Orders									
2014-00000002 - GYM FLOOR CONSOLIDATION Documents	Options								2 Rows
Remote Documents	Transaction	is 🗸							•
	History								
	Approvals	,							+
	Receipt of 0	Goods							+
	Accounts P	ayable Invoices							-

Transactions - This shows the type of transaction(s) the system will generate and the GL accounts involved.

New World Systems	Ypsilanti Community Schools	0000
myFavorites Financial Management H	luman Resources Maintenance	
urchase Order Inquiry - 2014-000	00002 - GYM FLOOR CONSOLIDATION CHANGES	
* *	General -	💋 Notes 🚜 Print 🕁
Purchase Order	Detail	•
Type Standard V	Transactions /	8
Reset	Journal Type	
	Encumbrance Adjustment	
Purchase Orders 🔕	G/L Account Project	
2014-00000002 - GYM FLOOR CONSOLIDATIO	N 11.1261.4120.000.0000.0000 - Equipment	
Documents		
	History	٤
	History Approvals ✓	•
	History Approvals ✓ Receipt of Goods	÷
	History Approvals ✓ Receipt of Goods Accounts Payable Invoices	6 6 6 6
	History Approvals J Receipt of Goods Accounts Payable Invoices	• • •
	History Approvals ✓ Receipt of Goods Accounts Payable Invoices	9 9 9 9
	History Approvals ✓ Receipt of Goods Accounts Payable Invoices	\$ \$ \$
	History Approvals ✓ Receipt of Goods Accounts Payable Invoices	• • •

History – shows changes the item underwent after posting. For example, if the PO value had been increased history would show fields were changed, what their old value was and what the current value is.

Approvals - This shows the approval routing and the actual approvers for the transaction. If you hover the mouse over one of the approvals a balloon box will appear showing the approval time and date, with any comments that were made.





New World Systems	Ypsilanti Community Schools	0000
myFavorites Financial Management	(1) (1) (1) (52)	
Purchase Order Inquiry - 2014-0		
	General -	🖪 Notes 🚑 Print 🕂
Purchase Order	Detail	•
Type Standard V	Transactions	9
GoReset	History	•
	Approvals v	8
2014-00000002 - GYM FLOOR CONSOLID/ Documents Remote Documents	ATION.L Level 1 (1)	
	Receipt of Goods	•
	Accounts Payable Invoices	•
1		

Receipt of Goods - Will show what has been received against the PO

Accounts payable Invoices - This will show any invoices currently against this transaction

E-mail History - Will list any e-mail addresses the Purchase Order has been e-mailed to and when

Fax History - Will show any fax numbers the Purchase Order has been faxed to and when

G/L Accounts:

Go to the Financial Management portion of the header of your Homepage, then go to inquiries, General Ledger, and then G/L Accounts





	The Systems			Ypsilanti Co	mmunity Schools				
myFavorites	Financial Management H Journals Revenue Collections Payment Processing	iuman Resources Mainte	nance						0
Type Purch Search For Search For Search	Year-End Processing Recept of Goods Accounts Payable Procurement Bark Reconciliation Project Accounting Asset Management Miscellaneous Billing Inventory Control Government Reporting	Subject	/13/2013 There ar	Date :	Start Time Completed	Kungust 2013 Fill Son Mon Twe Wod Twe Two Fill Son Son <t< th=""><th>Day S Work Week</th><th>7 Week All Open</th><th>3</th></t<>	Day S Work Week	7 Week All Open	3
Archive (0)	reports Inquiries	General Ledger Revenue Collections Payments Bank Accounts Vendors Vendor Audit Item Service	GiL Accounts GiL Organizations Accounts GiL Transactions 1 Or 2 8L1	tus Transaction ID 2014-00000003	Description A/P Invoice Entry	Attachments	<aii ta<="" td=""><td>usics> (1) V</td><td>8</td></aii>	usics> (1) V	8
vyserungs Jul of Office Assistant Lustomize Page View Jhange Password Imail Notification		Purchase Orders Contracts Project Accounting Asset Management Miscellaneous Billing Facilities	Prior	ity Date	Message	New 🗹 <source/>	V <priority> V</priority>	Received V	8

When you get to this screen, notice the **blue and yellow** icons **1** on the left hand side. Those icons mean that there are other levels to open. When you click on an icon, that level will open and the list will expand. To get to the lowest level of the list and be able to see additional details of the selected items, continue clicking until you see **green and yellow** icons **1** next to the list instead of blue and yellow icons.



You can choose any fiscal year to view using the Fiscal Year drop down box (arrow pointing to 2012).

When you click on the **green and yellow icon** for an account, the summary information comes up on the right side of the screen. You can quickly see current budget status of the selected account, YTD receipts or expenditures,





etc. Any amounts that show on the bottom right part of the screen (arrow on the far right) can be clicked on to drill into the detail (the individual transactions that make up that amount).

When you click on the green and yellow icon for an account, the right panel of the screen will display summary information about the account. Budget information is displayed at the the top of the list. Below that you will see the entire fiscal year at a glance for that account. You can click on any of the values in the list to drill into the detailed transactions that make up that number.

New World Systems		Үр	silanti Community	Schools				000
myFavorites Financial Management Humar	n Resources Mai	ntenance						(1) (<u>8</u>
.ccount Inquiry - 11.1113.8210.00	0.0000.0000	0.0000 - Tuition Paym	nents to Other P	ublic Schools				
	Summary	Detail Five Year Trend	Budget Analysis	Budget History				
ear 2014 🗸	Annual Totals	YTD V Reclass Journal						
Enter Value 💌 💽	Classificatio	Outgoing Transfers and Ott	er Transactions, Payn	ents to Other Public				
Reset	Amondod	School Districts	Exponence	VTD Ralance	Fiscal Year 201	1 4		
- General Fund	\$331	,809.00 \$0.00	\$0.00	\$331,809.00		6 16		
0000 - Revenue	Month	Budget	Amendments	Encumbrances	Expenses C	urrent YTD Balance	Percent Used	
1111 - Elementary 1112 - Middle/ Junior High	July	\$331,809.00	\$0.00	\$0.00	\$0.00	\$331,809.00	0 %	
1113 - High School	August	\$0.00	\$0.00	\$0.00	\$0.00	\$331,809.00	0 %	
000 - Unassigned	September	\$0.00	\$0.00	\$0.00	\$0.00	\$331,809.00	0 %	
8210 Tuition Payments to Other Public Scho	October	\$0.00	\$0.00	\$0.00	\$0.00	\$331,809.00	0 %	
1118 - Pre-Kindergarten	November	\$0.00	\$0.00	\$0.00	\$0.00	\$331,809.00	0 %	
1122 - Special Education	December	\$0.00	\$0.00	\$0.00	\$0.00	\$331,809.00	0 %	
1125 - Compensatory Education	January	\$0.00	\$0.00	\$0.00	\$0.00	\$331,809.00	0 %	
1127 - Career and Technical Education	February	\$0.00	\$0.00	\$0.00	\$0.00	\$331,809.00	0 %	
1132 - Secondary	March	\$0.00	\$0.00	\$0.00	\$0.00	\$331,809.00	0 %	
1211 - Truancy/Absenteeism Services	April	\$0.00	\$0.00	\$0.00	\$0.00	\$331,809.00	0 %	
1213 - Health Services	May	\$0.00	\$0.00	\$0.00	\$0.00	\$331,809.00	0 %	
1214 - Psychological services	June	\$0.00	\$0.00	\$0.00	\$0.00	\$331,809.00	0 %	
1215 - Speech Pathology and Audiology Servic	Total	\$331.809.00	\$0.00	\$0.00	\$0.00	\$331,809.00	0 %	
1216 - Social Work Services						,		
1218 - Teacher Consultant								
1219 - Other Pupil Support Services								

You can also click on the Budget Analysis button at the bottom of the screen. The Budget Analysis screen gives information related to the budget for a particular General Ledger Account including the original budget, budget amendments, expenses, encumbrances, unposted transactions (i.e. - PO's that have been started but not fully approved and posted), and the remaining available budget.

You can also click on one of the tabs at the top of the inquiry page to display additional information about the GL account.





Now World Systems		Vesilanti Communi	v Schools			6	0000
Thew works systems	Decement Maintenance	rpsilanu Communi	y Schools				
Account Inquiry - 11 1113 8210 000 0000 0000 0000 -	Tuition Payments to Other Public Schoo	als					8 (1) 🔝 (52)
/L Transaction Inquiry							
G/L Account - 11.1113.8210.000.0000.0000 - T	uition Payments to Other Public Sch	ools					
From Date 07/01/2013 G/L	Account 11.1113.8210.000.0000.000	000.000 🗸 💽 Jou	rnal Type				
To Date 07/31/2013	Project Enter Value	AB	JE				
		BA	EA 🗌				
arch Reset							
👂 G/L Date 🕆 G/L Account 🕆 Journal Type	SubLedger Journal Number	Transaction Description	Debit	Credit Source	Reference	Department	Project
07/01/2013 11.1113.8210.000. Adopted Budge	t General Ledger 2014-00000004	WIHI	\$331,809.00			Busi Off Busines	is
							>
			\$331,809.00	\$0.00			>

Detail – Will show the reporting and processing settings for the account.

Five-Year Trend – Will show up to the last 5 years of budget-to-actual activity for the account.

Budget Analysis – Will display the current budget with in-progress transactions that will affect the budget when posted.

Budget History – Will show changes in budget amounts through the annual budget process.

Vendor:

Go to the Financial Management drop down on the Header portion of your Homepage and select Inquiries then Vendor. Type in the name of the vendor or a partial spelling of the name and click OK.





New wo	rld Systems		Ypsilar	ti Community Schools			00
myFavorites	Financial Management H	Human Resources Maintena	ince				?
Welcome t	Journals Revenue Collections Payment Processing Annual Budget Processing	:					
nySearch	Year-End Processing	myCalendar 08/1	3/2013			Day S Work Week 7 Week All (Open 😫
Type Purch Search For Search myReports (52) Folder List Current (52) Archive (0)	Receipt of Goods Accounts Payable Procurement Bank Reconcilation Project Accounting Asset Management Miscellaneous Billing Inventory Control Government Reporting Reports Inquiries	Subject	Date There are no items to show	Start Time Completed v in this view	August 2013 Image: Tele Work Tele Work		
		Revenue Collections				<all tasks=""> (1) 💌</all>	8
		Payments Pault Accounts	Approval Status Transacti	on ID Description	Attachments		
		Vendors	1 of 2 at 1 2014-0000	00003 A/P Invoice Entry			
		Vendor Audit					
nySettings		Purchase Orders					
Out of Office Assistant Customize Page View Change Password Email Notification		Contracts Project Accounting Asset Management Miscellaneous Billing					
		Facilities			New <pre><source/></pre>	Priority> Received	8
		New Source	Priority Dat Ther	e are no items to show in this view	Note	25	

Click on the name of the vendor you want and the information bars will appear on the right hand side

	luman Deseuress I Maint	r psilanti Community Och		
myFavorites Financial Management I	iuman Resources Maint	enance		🛞 (I) 🔳 🐼
Vendor Inquiry - 1035 - FOSTER S	PECIALTY FLOOP	रड		
≥ ≈ ≪	General 🗸			🚱 Other Customer Receivables 🖉 Notes 🔞
Last Name/Business	Active Vendor Number	1035	Category Type	
Number	Name	FOSTER SPECIALTY FLOORS	Federal Tax ID	38-2830659
Go Reset	Primary Contact	FOSTER SPECIALTY FLOORS	State Tax ID Social Socurity Number	
	Address	30681 WIXOM ROAD	Web Site Address	
Vendors	Email Addross	WIXOM , MI 48116		
	Phone Number			
	Fax Number			
	Miscellaneous 🗸			🕁
	Contacts ✓			<u>●</u>
	Compliance Types			<u>•</u>
	Commodities			<u> </u>
	Catalog			<u>9</u>
	Purchasing Cards			
	Merchant Information	1		
	Vendor Merge Histor	y Nister		×
	vendor Form Letter	HISTORY		<u>⊻</u>

If you click on the folder icon to the left of the Vendor name, you can inquire on several other areas of transactions tied to this vendor such as purchase orders, invoices, or checks paid to this vendor



	W/I	SD.
WW.		

New worka Systems	Ypsilanti Community S	chools
myFavorites Financial Management	Human Resources Maintenance	(1) (ii) (52)
Vendor Inquiry - 1035 - FOSTER	SPECIALTY FLOORS	
) * «	General	Conter Customer Receivables
Last Name/Business	Active	Category
Number	Name FOSTER SPECIALTY FLOORS	Federal Tax ID 38-2830659
GoReset	Primary Contact FOSTER SPECIALTY FLOORS	State Tax ID
	Description	Social Security Number
Vendors	Address 30681 WIXOM ROAD	Web Site Address
1035 - FOSTER SPECIALTY FLOORS	Email Address	
Documents	Phone Number	
Remote Documents	Fax Number	
👌 User Defined	Miscellaneous 🗸	÷
Invoices	Contacts -	•
Receipt of Goods	Compliance Types	4
Checks	Commodities	
Directory Revenues Orders	Catalon	
S Bide	Durahasian Carda	<u> </u>
Contracts	Purchasing Cards	v
Wire Transfers		<u> </u>
	Vendor Merge History	<u>•</u>
	Vendor Form Letter History	🕁

To inquire on a specific area, click on the area you want and all transactions tied to the vendor will come up in a list. For the example below we will use purchase orders.

myFavorites Financial Management	t Human Resources	Maintenand	9							(1) ((52)
endor Inquiry - 1035 - FOSTER		LOORS									
* «	Purchase C	rders		From 08/13/2012	To 08/13/201	3 Group By 名	LL>	V Open POs	Only 🔲 👌 👪		
ast Name/Business		# Amou	nt Expensed	Encumbered							
Number	Edit	1 \$25,550.	0 \$0.00	\$25,550.00							
Reset	Open	0 \$0.0	0 \$0.00	\$0.00							
	Total	1 \$25 550	0 \$0.00	\$25 550 00							
Vendors	Canceled	0 \$0.0	0 \$0.00	\$0.00							
1035 - FOSTER SPECIALTY FLOORS	Voided	0 \$0.0	0 \$0.00	\$0.00							
Documents	Status	Number	Descripti	on	Type G/L	Date Amount	t Expensed	Encumbered	Attachments		
Remote Documents	Edit	2014-000000	GYM FLO	OR CONSOLID	Standard 07/2	9/2013 \$25,550.00	\$0.00	\$25,550.00			
S Receipt of Goods											
🚱 Checks											
1099 History											
Purchase Orders											
Bids											
Wire Transfers											

In the example above, on the right hand side of the screen we can see a summary at the top of the screen and then a listing of each PO at the bottom. In list of POs we can see which records are still being worked on, as well as the one that is open. Clicking on the PO number will drill into the PO and open a page displaying all of the details of that specific purchase order.









	Logos F	Reports	
Script ID/Name:	RP001	Logos Reports	
Prepared By:	Schafer Consulting	Last Updated:	08/13/2013
Predecessor Scripts:	Inquiries	Successor Scripts:	NA
Description: Demonstrates ho	ow to use Logos Reports		

NEW WORLD REPORTS

There are many reports in New World covering a wide variety of areas. To access your reports, go to the Financial Management drop down in the header section of your Homepage and select Reports. Reports are commonly used to query information that you want to print or e-mail.



There are more than 200 reports in Financial Management, ranging from General Ledger to Contracts. The reports you may access depends on your security access.

All reports have a common header above their search criteria with four available fields.

👋 New World System	Ypsilanti Community Schools	0000
myFavorites Financial Managen	ent Human Resources Maintenance	🚷 (I) 🙆 (S
Purchase Order Report		
Purchase Order Report	Distribution Group	





1. Load Saved Report

This field allows for the selection of previously saved reports when the dropdown arrow is selected. This would be convenient if a user were to run the same report with the same criteria on a consistent basis. Instead of entering the same information repeatedly, the report criteria "self-populate" according to your pre-specified settings.

To save a report- Select the report you want to run and fill out your report criteria. Then select the SAVE button at the bottom of the report screen. A popup box will then come up asking you to name your report.

https://gwy.cs.wash.k12.mi.us/l.ogos/FM/Reporting/Pu	thas $O = \Theta C O Purchase Order Page V$	
New World Systems'	Ypsilanti Community Schools	0000
myFavorites Financial Management Human Re	sources Maintenance	
Irchase Order Report		
Load Saved Report verride Report Title	Distribution Group Email Group V	
Search By Search Criteria	Search Criteria	
Include One Time Message	A Lagor NET - Webpage Dialog	
lude Item Detail Description	https://www.wash.k.om.us/Logos	
	Purche Save Report	
	Status Report Name Detail PO Report X	
	Share with All Users	
	OK Cancel	
ailable Department(s): 0	Soli	
	Ac Ath - Athletics Bust Off - Business Office Cheney - Cheney Elementary School Ed Gual - Educational Quality Erickson - Erickson Elementary School Fact - Facilities & Operations Forest - Forest School Forest - Forest School Forest - Forest School	
nt Reset Save Save As Dulaio	Indenies - Houries Elementary ouriou	
	Copyright 2013. New World Systems. Inc. All rights reserved.	
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The name entered in the Report Name box will then be available for you in the dropdown box next time you use the Load Saved Report dropdown. In this case, the report has been named "*Detail PO Report*". Below the Report Name Field, there is also a share with all users checkbox. If this box is check marked, all users in your department will be able to view and run your saved report when they access the Load saved Report dropdown instead of just you. This box is usually not checked unless the report was created for all users in the department to run this report frequently.

Once the Name is entered, click the OK button and the report is then saved for your use.

		_ 🗖 🗾 🛛
🗲 🕤 🏉 https://nwycs.wash.k12.mi.us/Logos/FM/Reporting/Purchasr 🔎 🕶	C Purchase Order Rep ×	合★ (
New World Systems'	Ypsilanti Community Schools	0000
myFavorites Financial Management Human Resources I	Maintenance	(1) (3) (52)
Purchase Order Report		
Load Saved Report Detail PO Report	Distribution Group	

2. Override Report Title

		Ypsilanti Commu	nity Schools	00
Human Resources	es Maintenance		-	() ()
Human Resources	es Maintenance			





This field is used if you want to change the name of the report title that prints out when the report is printed. For example, the current report has a generic name of "Purchase Order Report" located in the upper left hand corner of the screen. Simply type in the name of the report you want.

(a) Attps://nwycs.wash.k12.mi.us/Logo	s/FM/Reporting/Purchase 🖉 👻 🎑 Purchase 🖉	Order Rep ×	
New World System	s	Ypsilanti Community Schools	000
myFavorites Financial Managen	nent Human Resources Maintenance		🔒 (t) 🚺

This name will then appear as the report title when it is printed

	🖉 Mothly Purchase Order Report - Detail - Windows Internet Explorer 🗕 🗖 🗙	_ 0 ×
https://nw	💋 https://mvyck.ws/h.k12.mlux/Logos/Logos/kite/SQLReports/SQLReport/Viewer.aspx?ReportGUID=b74bba74-3550-4bba 896a-115ae351tcf&ComponentID=756&ReportFile=Mothly+Purchase+Order=Report+-+Detail	6 ☆ 6
New Wo	14 4 1 of 1 100% V Find Next Select a format V Export	
myFavorites Purchase Order Load Saved Report	YPSILANTII Mothly Purchase Order Report - Detail G/L Date Range 07/13/12 - 08/13/13 G/L Date Range 07/13/12 - 08/13/13 Sort by Department - Purchase Order Number Summary Listing	& (1) (in (52)
Override Report Title	Department Facil Facilities & Operations	
Se Repo Include One Time M	Parchase Order 2014-0000001 Gr/L Date 0/1/2/2013 Amount 500.00 Description blanket for house Delever by Date Volded .00 Department Facl Facilities & Operations Printed Date 0/12/2013 Discounted .00 Vendor Sills - ALKO STELE CORPORATION Completed Date 0/12/2013 Discounted .00 Type Blanket PO Expensed .00 <td></td>	
monue nem pedil De	Department Facil Facilities & Operations Total Purchase Orders 1 Amount \$500.00 Voided \$0.00 Discounted \$0.00 Expensed \$0.00 Remaining \$500.00 Encumbered \$500.00	
Available Department(s):	Grand Totals Purchase Orders 1 Annount \$500.00 Voided \$0.00 Discounted \$0.00 Expensed \$0.00 Remaining \$500.00 Encumbered \$500.00	
	Run by NWS on 08/13/2013 12:52:14 PM Page 1 of 1	
Print Reset Sa	Send to myReports	
🧭 📋 🤅) 🕡 😂 🗿 🔛 📖 📖 📖	9:50 AM 1 🕼 8/13/201:
Distributio	n Group	





	Ypsiianti Community Schools	0000
myFavorites Financial Management Human Resource	tes Maintenance	8 (1) 💼 (52)
Purchase Order Report	🗗 Logos.NET Webpage Dialog	
Load Saved Report Detail PO Report	Mttps://nwycs.wash.kt2.mi.us/Logos/LogosSuite/CommonPages/ModalDialogContainer.aspx?Page=/Logos/Lc 🔒	
Override Report Title Mothly Purchase Order Report - Detail	Distribution Groups	
Search By Search Criteria	Distribution Group	
Report Detail Summary V	Distribution Group Share with All Users	
Include One Time Message	Available Users: 15 Selected Users: 4	
	Nowing, Lois Conversion Piumley, Rachel Princip/Dept. Head Ranger, Rod Secortary HR/FM Secretary HR/FM	
Available Department(s): 0	Save Save/New Dalate Cancel	
	•	
	()•	
	 • 	

This field allows the user to send their report to multiple users' myReports screen. To create a distribution list, click the eyeball icon located to the right of the distribution group field.

myFavorites	Financial Management Human Resou	ces maintenance	🕒 (1) 🕑
Purchase Order	r Report	Logos.NET Webpage Dialog	
Load Saved Report	Detail PO Report	https://nwycs.wash.k12.mi.us/Logos/LogosSuite/CommonPages/ModalDialogContainer.aspx?Page=/Logos/Lc	
Override Report Title	Mothly Purchase Order Report - Detail	Distribution Groups	
Se	earch By Search Criteria	Distribution Group 14 4 <new></new>	
Repo	ort Detail Summary V	Distribution Group Share with All Users	
Include One Time M	Message	Available Users: 15 Selected Users: 4	
mouve with Datali De	an grout	Nowling, Lois WVS Plumley, Rachel Principal/Dept. Head Ranger, Rod Secordary HR Secretary HR/FM	
Available Department(s):	0	Save Save/New Dalate Cancel	
		•	
		•	
		Holmes - Holmes Elementary School	
		Holmes - Holmes Elementary School	

This will bring up a popup screen where you can select the users to whom you want the document sent. Simply highlight the names of the people you want to send your report to, then click the add button to drag them into the Selected Users box. Next, you will need to name your distribution group.





Istribution Group Share with All Users Valiable Users: 15 Selected Users: 4 Selected Users: 4 Second Seco	Available Users: 15 Nockh Nickers Nockh Nickers Nicker	Distribution Group Share with All Users Available Users: 15 Nocle Needermayer NWS NWS Principal Capt. Head Ranger, Rod Secortary His Secretary		14 4	<new></new>	✓ P PI	
wailable Users: 15 Nicole Meidermayer NVS NVS NVS Secretary HR Secretary HR Secretary HRFM	Available Users: 15 Nicole Niedermayor Noviend, Lois NWS NWS Principal Copt. Head Ranger, Rod Secort, Cathy Secretary HR Secretary HR	Available Users: 15 Felected Users: 4 Nocke Nudermeyer NWS NWS Principal Cept. Head Ranger, Rod Secretary FM Secretary HKFM Secretary HKFM Secretary HKFM Secretary HKFM Cancel Secretary Secretary EVEN Secretary HKFM Cancel Secretary HKFM Secretary HKFM Cancel Secretary HKFM Secretary HKFM Cancel Secretary HKFM Secretary	Distribution Group		N	Share with All U	sers
Nicola Nedermayer Newford, Lois NWS Principal/Dept. Head Ranger, Rod Secretary FM Secretary FM Secretary HR FM	Nocké Nodermayer Nována, Lois NWS NVS Principal Dapt. Head Ranger, Rod Secort, Cathy Secretary HR: Mu Secretary HR: Secretary HR: Secre	Nicole Niedermayer NWS NWS Principal Cept. Head Ranger, Rod Secortary HR Secritary HR/FM WE Secritary HR/FM Secritary HR/FM Cancel Cancel	Available Users: 15	5	Selected Use	rs: 4	
	Save/New Delute Cancel	ave Save/New Dulote Cancel	Nowling, Lois NWS Plumley, Rachel Principal/Dept. Hr Ranger, Rod Secor, Cathy Secretary FM Secretary HR Secretary HR/FM	ead	Contrision E-Sub Use Mulins, too	ky	
			ave Save/Nev				
			ave Save/Nev				

Please note there is also a share with all users box if you want this group available to all users in your department. Click the save button and your group is now created and ready to use for all future report distributions. The reports distribute once the print button is clicked.

4. E-Mail Group



Will not be used at this time.

Budget Performance Report:

In the example below, we will look at the Budget Performance Report.

wyFavorites Financial Management Human Resources Maintenance Journals Revenue Collections Payment Processing Annual Budget Processing Annual Budget Processing Annual Budget Processing Type Purcha Record of Cools Search Porcesting Record Accounts Paymable Bank Record Mainton + Payment Pocument Bank Record Mainton + Payment Pocument Payment Pocument Bank Record Mainton + Payment Pocument Payment Pocument Payment Pocument Provide Accounts Paymable Payment Pocument Payment Pocument Paymen		ld Systems		Ypsilanti	Community Schools		S
myCalendar 08/13/2013 myCalendar 08/13/	myFavorites	Financial Management Hu Journals () Revenue Collections Payment Processing () Annual Budget Processing ()	man Resources Ma	intenance			
	nySearch Type Purcha Search For Search nyReports (52) Folder List Current (52)	Year-End Processing Year-End Processing Accounts Payable Procurement Bank Reconciliation Project Accounting Asset Management Miscellaneous Billing Inventory Control Government Reporting Decode	Subject	r 08/13/2013 Date There are no items to show i	Start Time Completed this view	August 2013 V Son Mon Tee With No No	1 Day S Work Week 7 Week Al Open
Archive (0) Inquiries Budgetary Budget Performance Report	Archive (0)	Reports Inquiries	General Ledger Budgetary	Budget Performance Report			

Once you click on Budget Performance Report, the screen below will open. This is where you will select the criteria for running your report.





1000 110110	Systems		Ypsilanti	Community Schools		0000
myFavorites Fina	ncial Management Human F	Resources Maintenan	ce			🛞 (1) 💼 (52
udget Performance	Report					
Load Saved Report		~	Distribution Group		▼	
Override Report Title			Email Group		×	
Report	Option Fiscal-Year-to-Date	v	Organization Level Usage	~		
Report from	n Date 08/13/2012		Organization Level	~		
Report t	Date 08/13/2013		Prior Year Balances	Total Year 🗸		
Budget Ba	ances Annual	~	Page Break Level	~		
Accourt	t Type <all></all>	Inclue	de Accounts With Zero Balances			
Sort by Accour	tType			Include		
Subtotal by Classif	cation None		Rollup Account	Object and Suffix by		
			Rolup To			
ganizations Accounts	Account Classifications					
Fund	Function	Program	Grant	Location	Other	
×	✓	~		×	~	
11 - General Fund		Select	ed Organization(s): 0			
11.0000.000.0000.00000 - 0 11.0000.000.0000.00306 - 0	eneral Fund, Revenue, Unassi eneral Fund, Revenue, Unassi					
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- Load Saved Report If you run the same report using the same criteria on a regular basis then you can save it and name it something meaningful to you. The next time you want to run the report you would find it in the Load Saved Report field by clicking on the drop down box. It would then load and you could make any necessary changes or print the report
- Distribution Group Allows you to set up a group of people who will be allowed to access this report
- Email Group Not used.
- **Override Report Title** If you want to rename a standard report so it is meaningful to you, then you would enter a new report title
- Report Options You can choose Fiscal-Year-to-Date, Life-to-Date, or other
- **Report from Date** This date defaults in based on the option you choose in Report Options and is based on the budgetary fiscal year. To change, type in the beginning date of your report
- **Report to Date –** Enter the ending date you want to run your report through
- Budget Balances You have the option to run your report for the entire year (Annual) or Year-to-date
- Account Type You can run the report for both revenue and expense or revenue only or expense only
- Sort by Account Type By checking this box, your report will sort by account type, i.e., personnel, operating, etc.
- **Subtotal by Classification** By checking this box, your report will subtotal at revenues, personnel, operating, etc.
- Summarize to Organization Level You can summarize your report to the Fund, Unit, Operation, or Cost Center level depending on how you want to see your information
- Prior Year Balances Used to compare this year to prior year for either entire year or year-to-date




- **Page Break Level** You can choose to page break your report at various levels (Fund, Unit, Operation, or Cost Center)
- Include Accounts With Zero Balances You can choose to include or exclude. Excluding accounts with zero balance generates a cleaner, easier to read report.
- **Prior Year Fiscal Activity** You can choose to include or exclude encumbrance and Amended budget information that rolled over from the previous year.
- **Organization Tab** You will choose the organization sets that you want included in your report (you can only choose those organization sets that you have access to based on your security)
- Accounts Tab You can choose which accounts you want to include from the Available Accounts column. You may choose one account, a range of accounts, or all accounts.
- Account Classifications You can choose the type of accounts you want to see in your report.

myReports

You can do several things with reports that have been sent to myReports using the icons in the upper left hand corner of the page. Moving from left to right in the example below, the first eight icons allow you to work with the reports that are displayed in the report list. Icons 9-11 are used specifically for the report that you are viewing.



- 1. Advanced Search Lets you refine your search if you are looking for a report that was previously ran.
- 2. Hide Report List Hides report list so you can see more of the open report on the screen.
- 3. Group Report List By Title Groups your report list by title, in alphabetical order
- 4. Delete Selected Reports By checking the box next to a report and clicking on this icon you can delete a report you no longer need.
- 5. Update Report Title If you want to rename your report you would click on this icon
- 6. **Refresh** Refreshes your screen. Use this when you don't see your report in the list as it may not be finished running.
- 7. Print Allows you to print one of the reports in your list by checking the box next to the report you want to print
- 8. Email Allows you to email a report to someone by checking the box next to it.
- 9. **Print** This button lets you print the report you are viewing.
- **10. Print Preview** Preview how your report will look
- **11. Generate a PDF** Allows you to generate a PDF of your report.

To export a report to Excel, right click anywhere on the report while it is being viewed and choose "Export to Excel".

Printing Reports





After a report is generated it is sent to the reports queue in myReports. Reports may be accessed by clicking on the myReports button that is located in the upper right hand portion of your screen. 🧭 https://nwycs.wash.k12.mi.us/Logos/FM/Reporting/BudgetF 🔎 ◄ 🔒 🖒 🧔 Budget Performanc... × 命余 0000 ew World Systems Ypsilanti Community Schools This will take you to your reports screen, where all the reports you have printed will appear.) 🖉 https://nwycs.wash.k12.mi.us/Logos/LogosSuite/myReports 🔎 👻 🖉 myReports E × 0000 iew World Systems **Ypsilanti Community Schools** nyFavorites | Financial Ma nt | Human Resources | Mainte rformance Report Reports ₽ 🖶 🗄 🗙 🛋 🍫 🐭 🖂 **Budget Performance Report** 4 Report 1 - 50 V 🕨 🚺 (53) Fiscal Year to Date 08/13/13 Include Rollup Account and Rollup to Object & Suffix Reports for NWS Current YPSILANTI ī. Security Component Report Rec'd Prior Year Total 2 Process Manager Listing 1 H Grand Totals Job Posting Listing Job Posting Listing \$0.00 +0.00 Job Posting Listing *0.00 +0.00 ** ** Deduction Register Report Benefit Register Report Payroll Validation Report ī. Payroll Validation Report ÷ Print AP Checks MI ORS Transmittal File Journal Edit Listing Journal Error Listing Journal Fund Summary Repor ₽ ¶1 MI ORS Transmittal File Journal Audit Listing 🖺 🖶 | 소 주 🗉 / 비 🗕 🛨 | 시 亘 🕡 😂 💽 💽 🗐 🗣 - - 10:13 A

To view your report on screen, click on the report title. The report will display in the right hand pane.

To print your report, simply click on the check box next to your report and then click on the Print Selected Reports icon at the top of the page.







To print multiple reports at the same time, select each report by clicking in the check box. Then click the Print Selected Reports icon.

When viewing a report in PDF format you can also easily print the report by using the onscreen controls that will display.