Ypsilanti Community Schools
Financial Manual

Purchase Order Processing

USER GUIDE FOR ENTRY, VALIDATION, APPROVAL AND PRINTING

Public Administration Software

newworldsystems.com

LOGOS

New World Systems®

The Public Sector Software Company

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.

YPSILANTI
COMMUNITY SCHOOLS

Ypsilanti Community Schools
Purchase Order Requisition Form

Vendor Information

Name:

Address:

	Catalog Item Number	Quantity	Item Description	Unit Price	Total Price
1					-
2					-
3					-
4					-
5					-
6					-
7					-
8					-
9					-
10					-
11					-
12					-
13					-
14					-
15					-
			Estimated Shipping Charges		
			Order Grand Total		-

Technology Supplies/Equipment   Grant Funded Purchase

Requested by: ____________________ Date: __________

ALL PURCHASE REQUISITIONS OVER $10,000.00 MUST HAVE BOARD OF EDUCATION APPROVAL BEFORE PURCHASE ORDER WILL BE RELEASED.

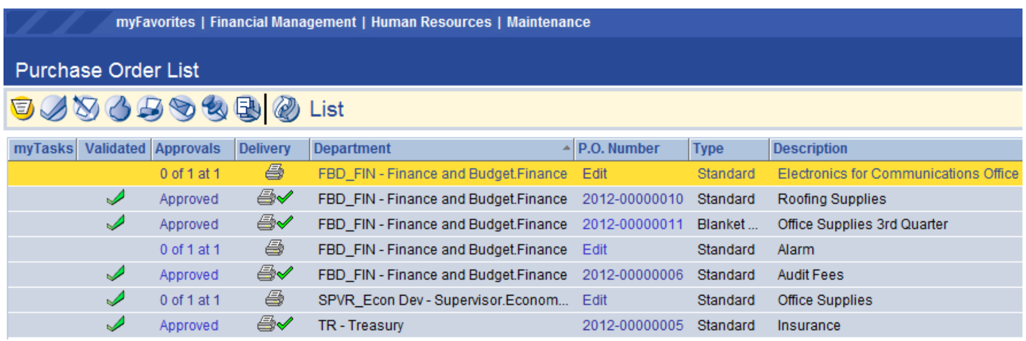
Administrator's Approval

Approved/ Disapproved Signature: ____________________ Date: __________

Budget Line Item To Charge: ____________________

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).



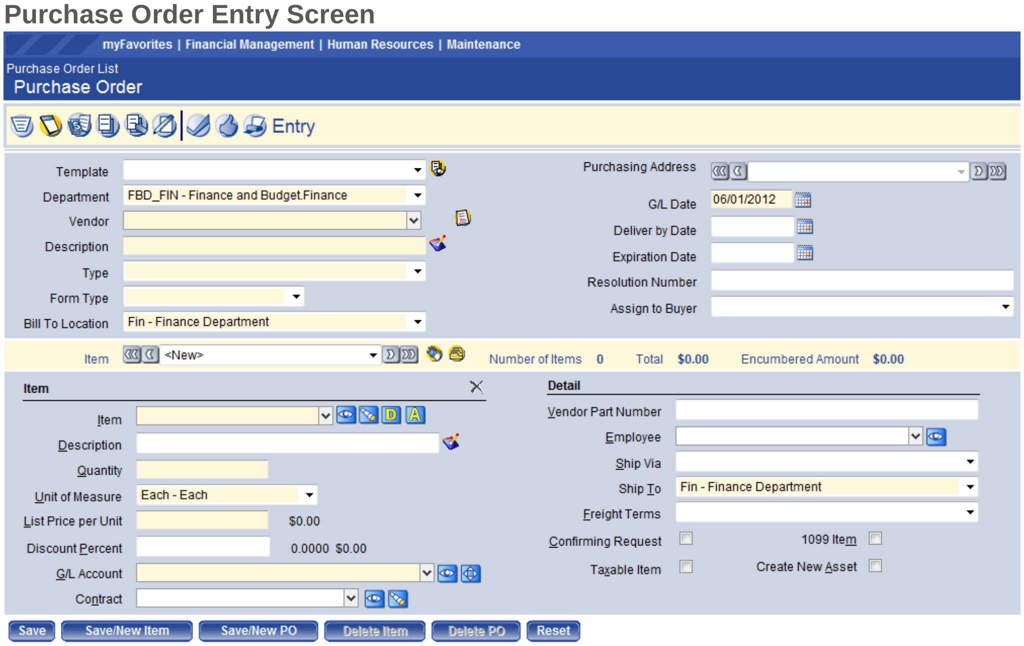
myTasks	Validated	Approvals	Delivery	Department	P.O. Number	Type	Description
		0 of 1 at 1		FBD_FIN - Finance and Budget.Finance	Edit	Standard	Electronics for Communications Office
	✓	Approved	✓	FBD_FIN - Finance and Budget.Finance	2012-00000010	Standard	Roofing Supplies
	✓	Approved	✓	FBD_FIN - Finance and Budget.Finance	2012-00000011	Blanket ...	Office Supplies 3rd Quarter
		0 of 1 at 1		FBD_FIN - Finance and Budget.Finance	Edit	Standard	Alarm
	✓	Approved	✓	FBD_FIN - Finance and Budget.Finance	2012-00000006	Standard	Audit Fees
	✓	0 of 1 at 1		SPVR_Econ Dev - Supervisor.Econom...	Edit	Standard	Office Supplies
	✓	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

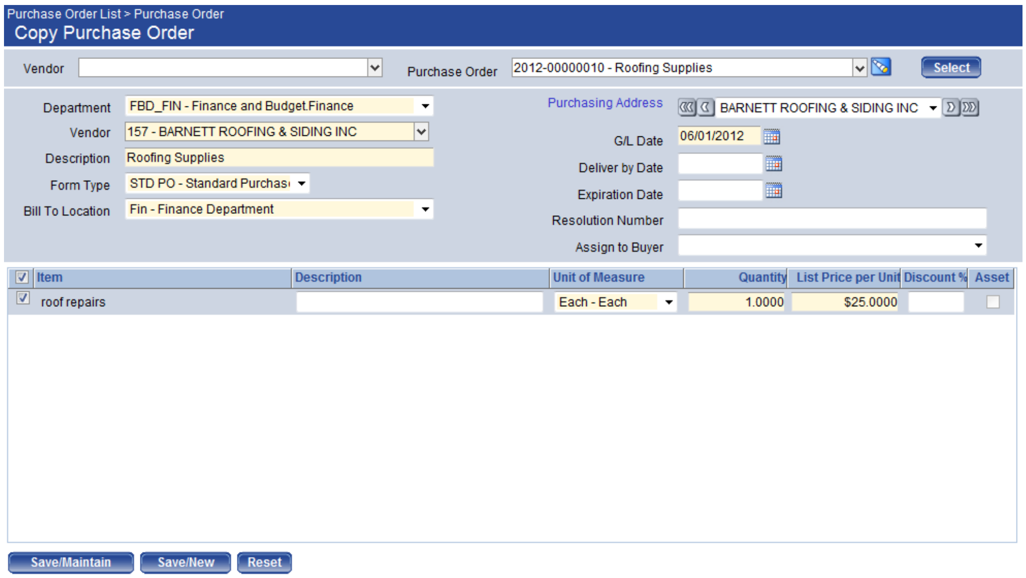


The top portion of this screen is the purchase order Header. The Header contains general information related to the purchase order. The bottom portion is where the entry of the item detail occurs. The following is a description of each field and icon available on the Purchase Order Entry screen.

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.



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.

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 x 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

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.

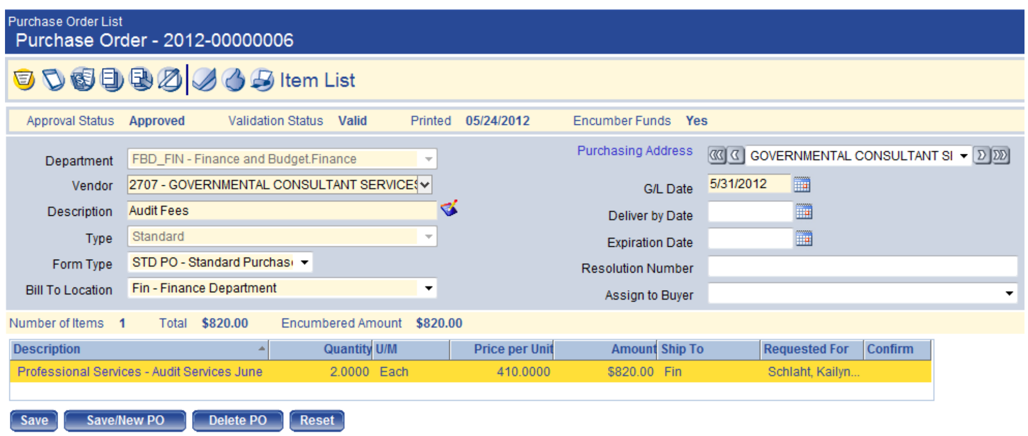
Reset – This button resets any changed values on the screen back to the last time they were saved.

Icons on the Top of the Purchase Order Entry Screen

Purchase Order List Icons

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.

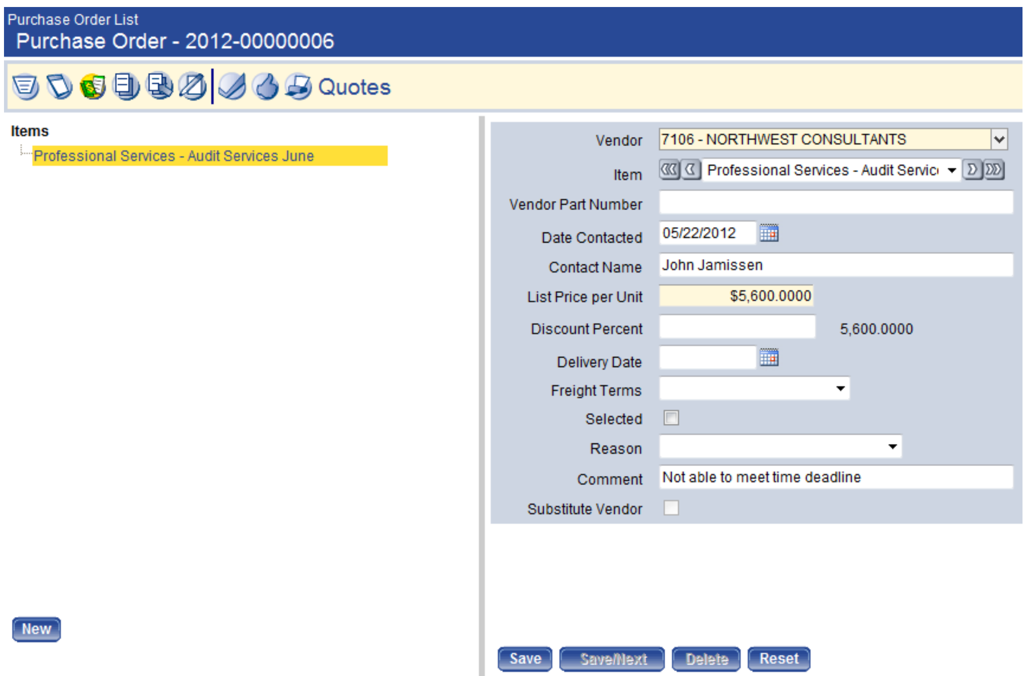


Entry

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

Quotes

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.

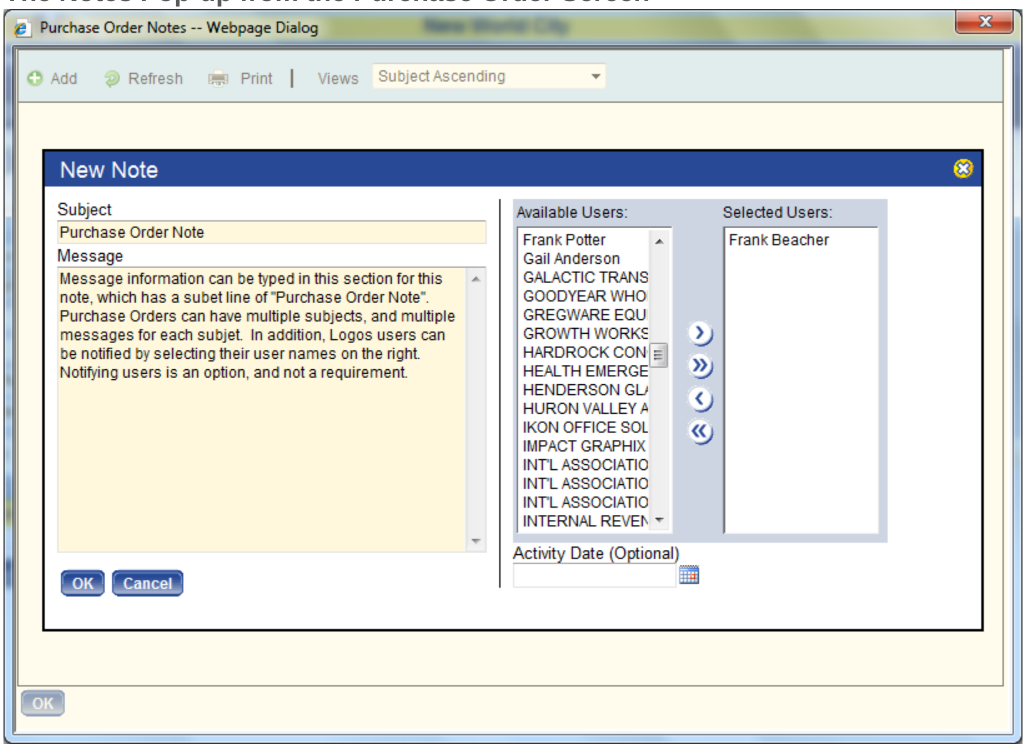


Adding Notes

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.

The Notes Pop-up from the Purchase Order Screen

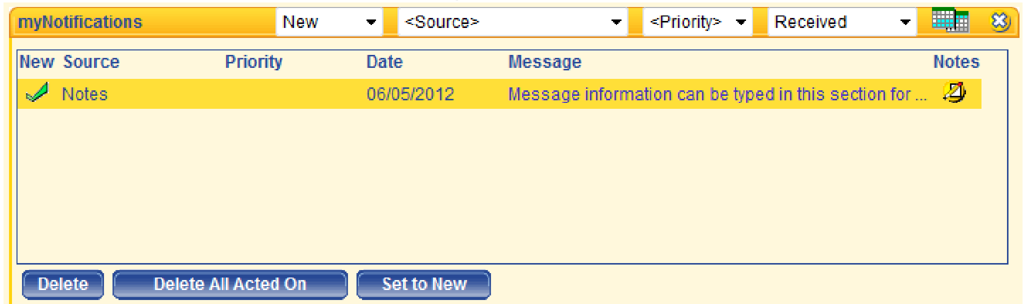


Subject – Enter a title that broadly explains what the note is about.

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



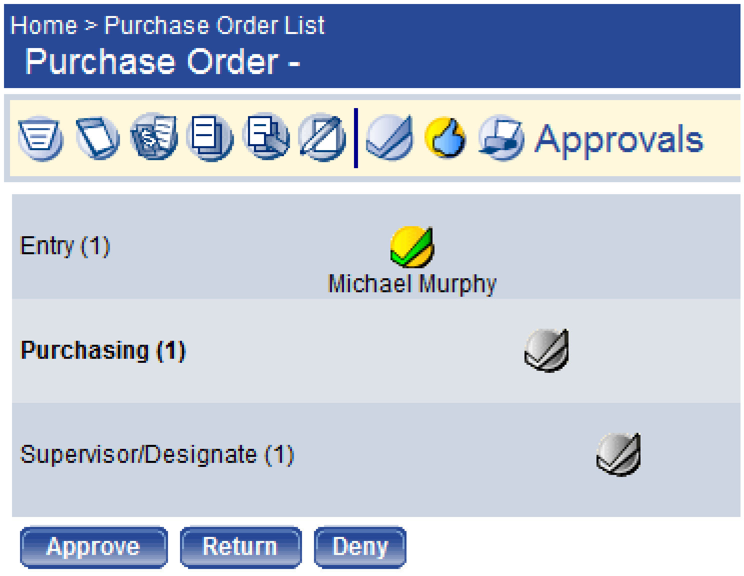
From there, the user can click on the Message hyperlink to see the Purchase Order screen which will allow them to see the rest of the purchase order information.

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.

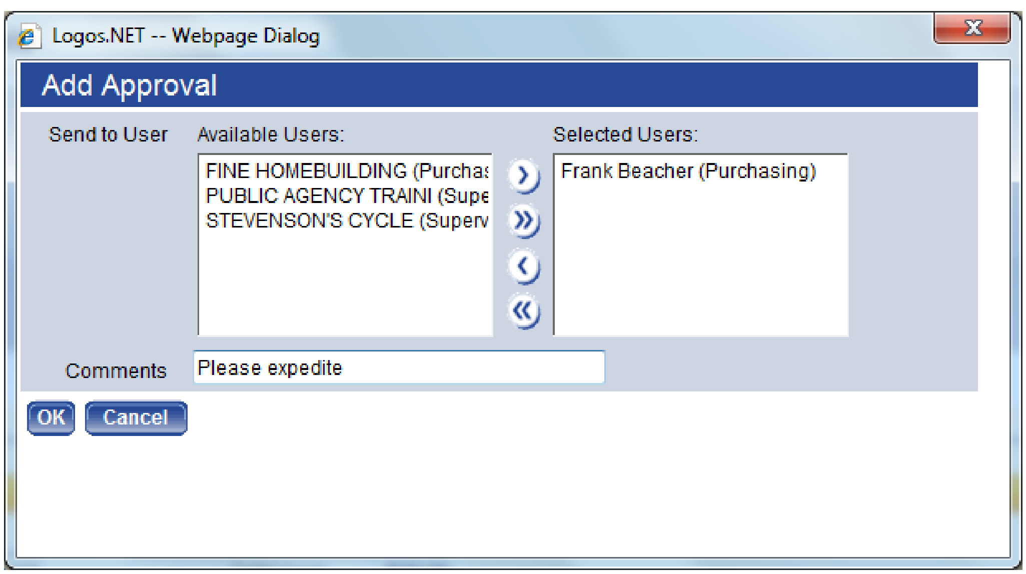
Validation, Approval & Printing from within a Purchase Order

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.



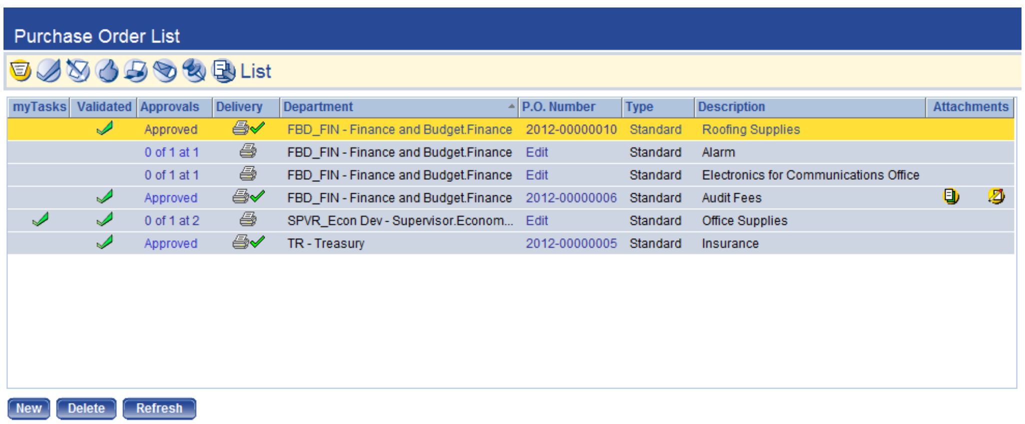
When approvals are sent to users at subsequent levels, those users receive approval reminders on their home page, in the My Tasks section. Users are then able to click on any of the Source, Approval Status, or Transaction ID links in order to be routed directly into the appropriate areas on the purchase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

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.



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.

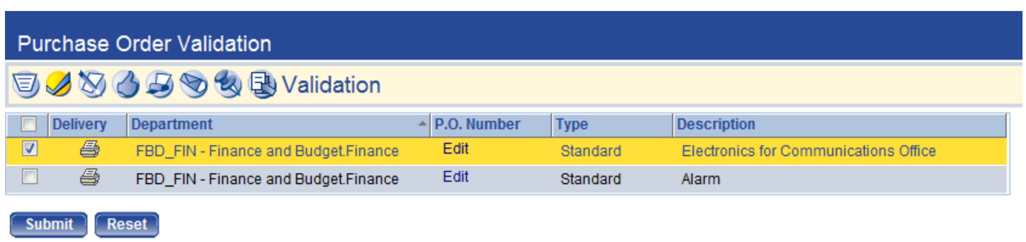
P.O. Number – Lists the purchase order number. If the Company FM Settings box *Display Unprinted Purchase Order Numbers* is left cleared, the words “Edit” will be listed instead of a purchase order number until the time the purchase order is printed.

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

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

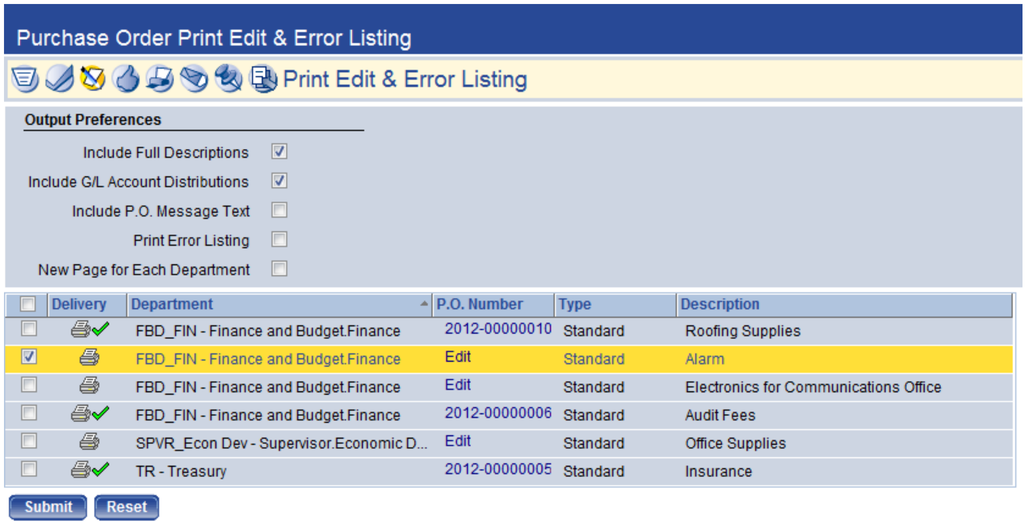
Attachments – Lists icons for Documents, Remote Documents, and/or Notes, if any were added to the purchase order.

Validation



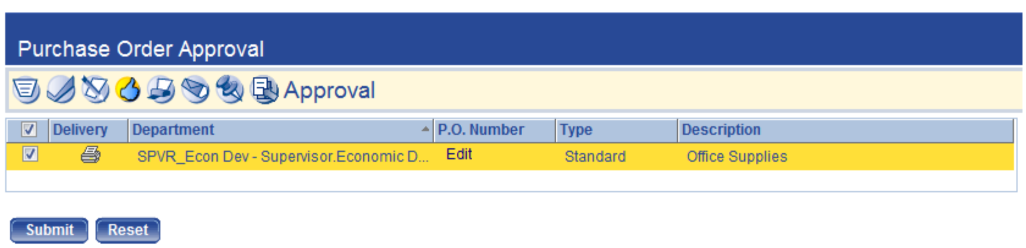
Validation of purchase orders checks budget availability as well as insuring no other purchase order rules have been violated. This step is a software validation. Check the box next to the desired purchase order(s). Click the **Submit** button.

Print Edit & Error Listing



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



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.

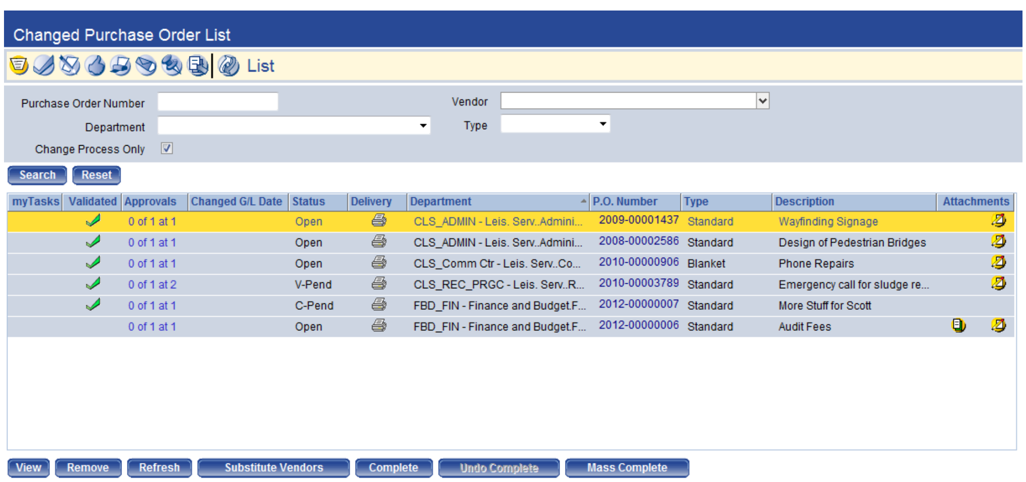
Once a purchase order has received all the required approvals, it will show up as “APPROVED” on the Purchase Order List. It will then be available for printing. Printing will be done by the Business Office so that we avoid sending duplicate copies to the vendors.

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.



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.

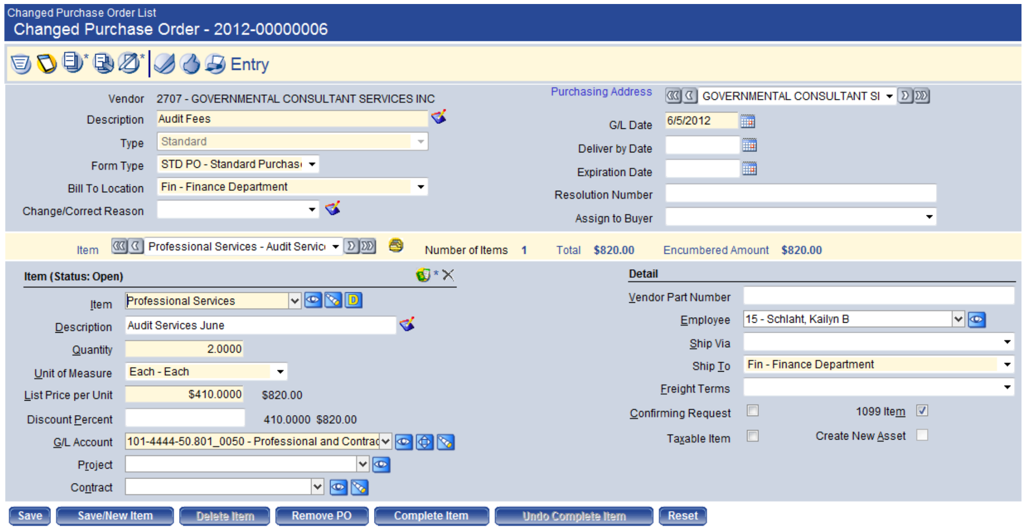
Complete – This will un-encumber any outstanding encumbrance amount, and remove it from the Change Purchase Order List after it is processed thru the Change Purchase Orders workflow buttons. Completing a purchase order which has already been partially utilized will result in that purchase order being 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



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:

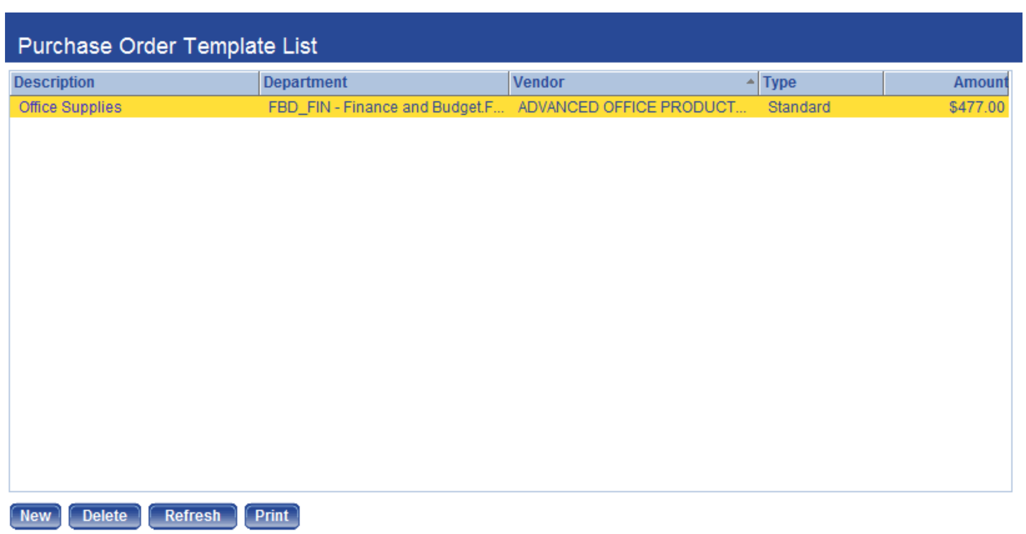
- Validate
- Print Edit Listing
- Approve
- Print/Email
- Post

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

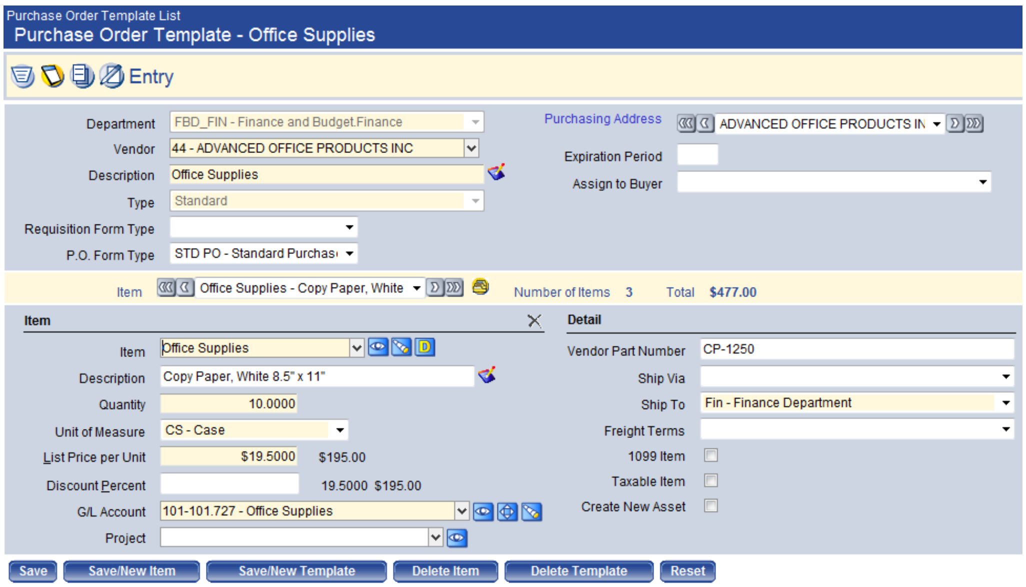
The Purchase Order Template List screen shows all purchase order templates which have been created, which a user has security rights to view and use. The list screen gives basic information about the template purchase order. Purchase order templates can be opened by clicking on the description. In addition, 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

Creating Purchase Order Templates

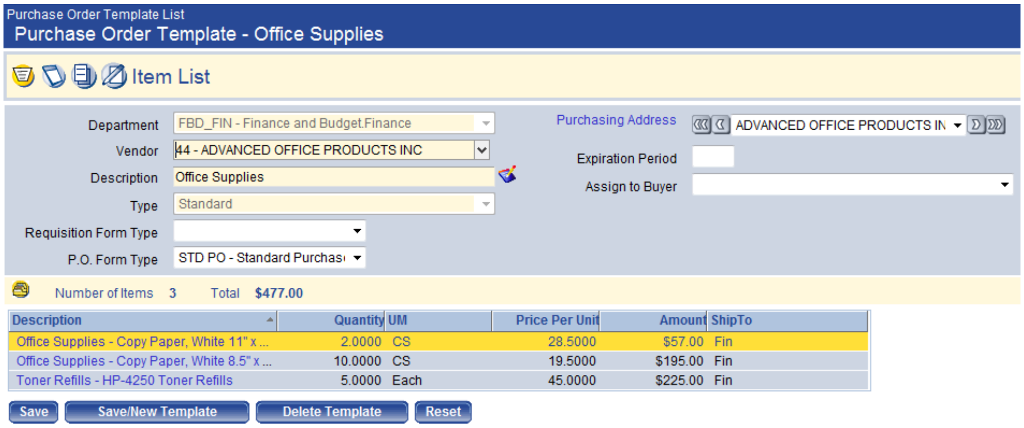
Clicking the **New** button on the Purchase Order Template List screen will allow the user to create a new purchase order template.



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.

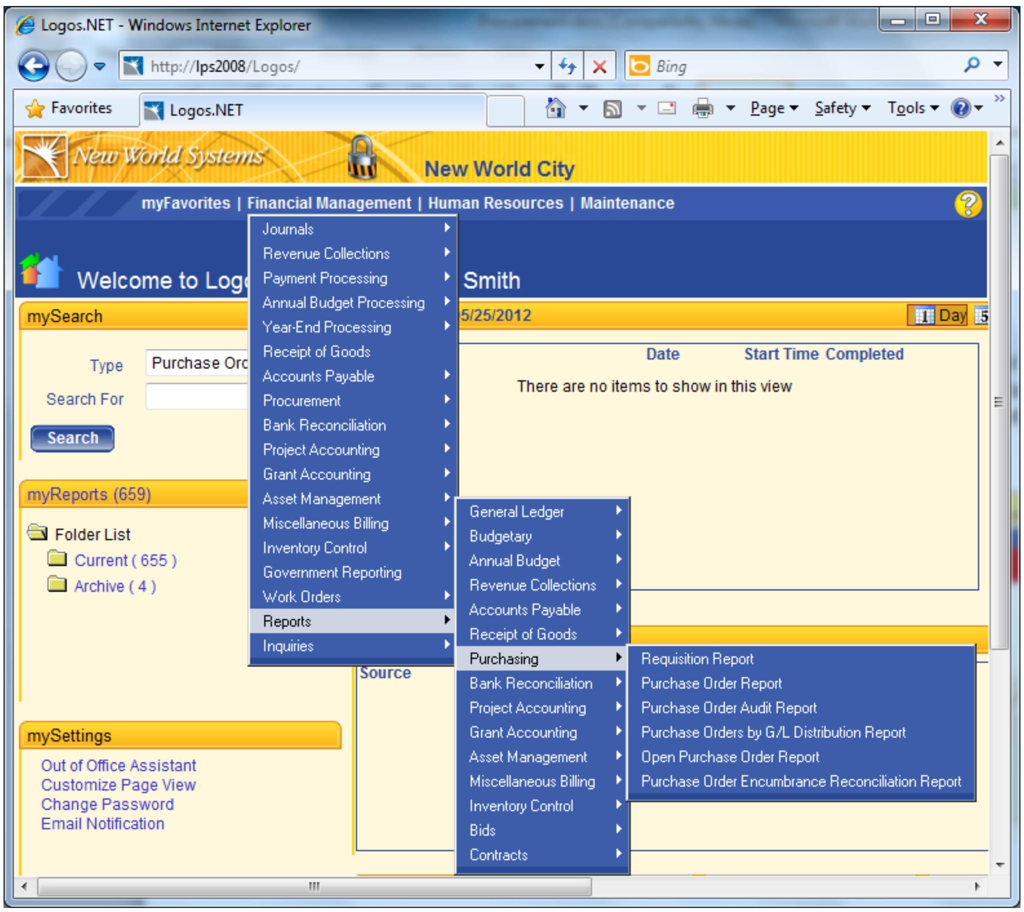
Clicking on the **Item List** icon on the upper-left side of the screen will take the user to a screen where they can easily view all items entered on the template purchase order.



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

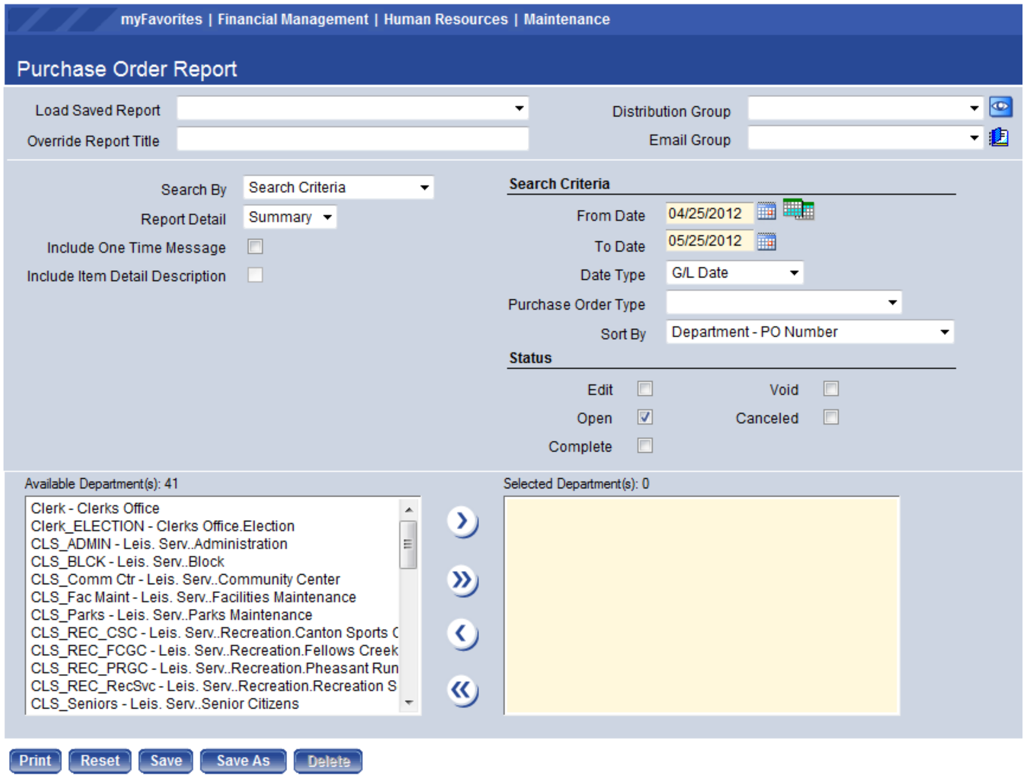
PURCHASE ORDER REPORTS

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.



Purchase Order Report

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



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.

YPSILANTI COMMUNITY SCHOOLS

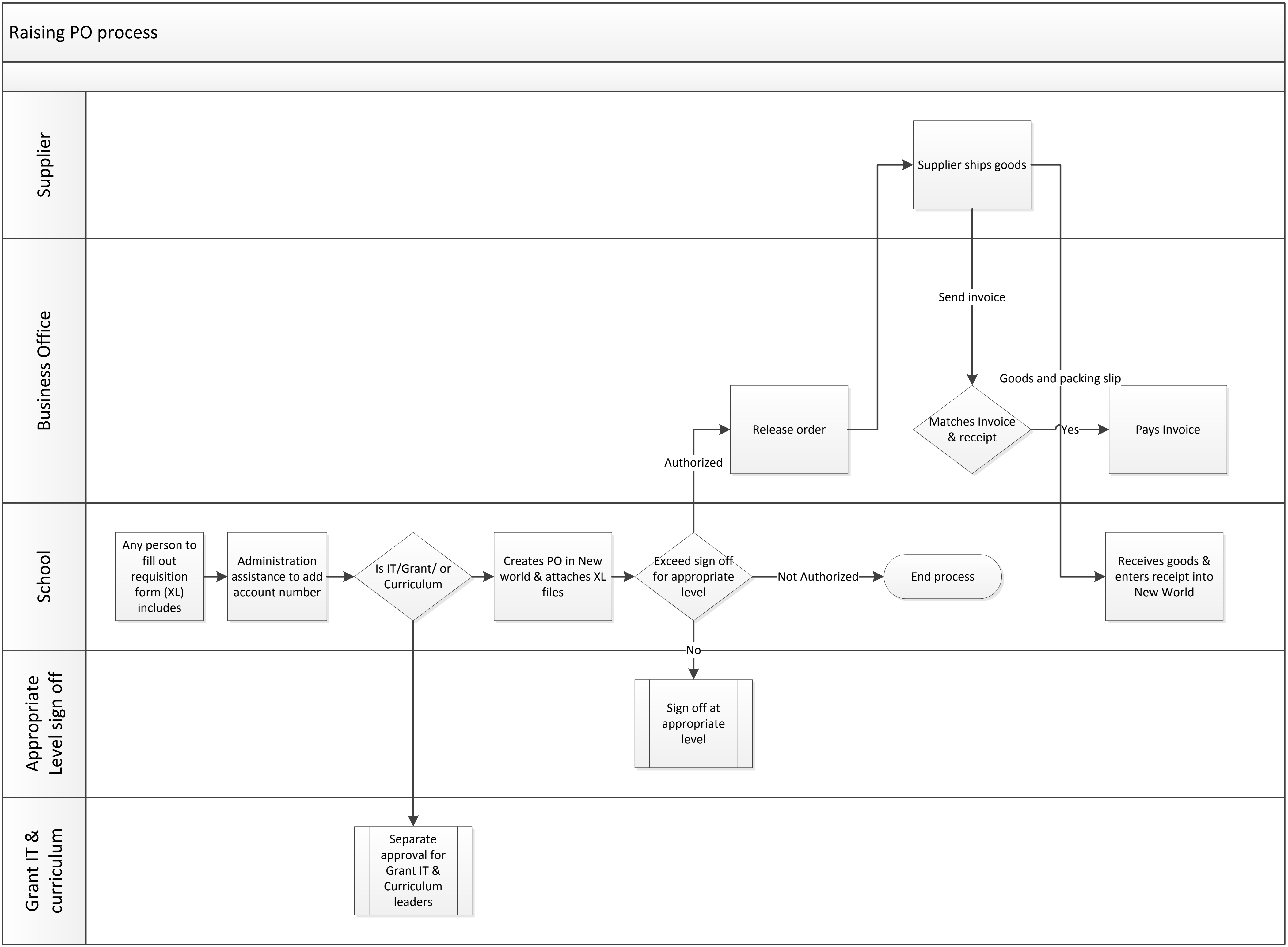
PO Processing

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.


Raising PO process
Supplier
Business Office
School
Appropriate Level sign off
Grant IT & curriculum
Supplier ships goods
Send invoice
Goods and packing slip
Release order
Authorized
Matches Invoice & receipt
Yes
Pays Invoice
Any person to fill out requisition form (XL) includes
Administration assistance to add account number
Is IT/Grant/ or Curriculum
Creates PO in New world & attaches XL files
Exceed sign off for appropriate level
Not Authorized
End process
Receives goods & enters receipt into New World
No
Sign off at appropriate level
Separate approval for Grant IT & Curriculum leaders

Receipt of Goods Processing

USER GUIDE

Public Administration Software

newworldsystems.com

LOGOS

New World Systems®

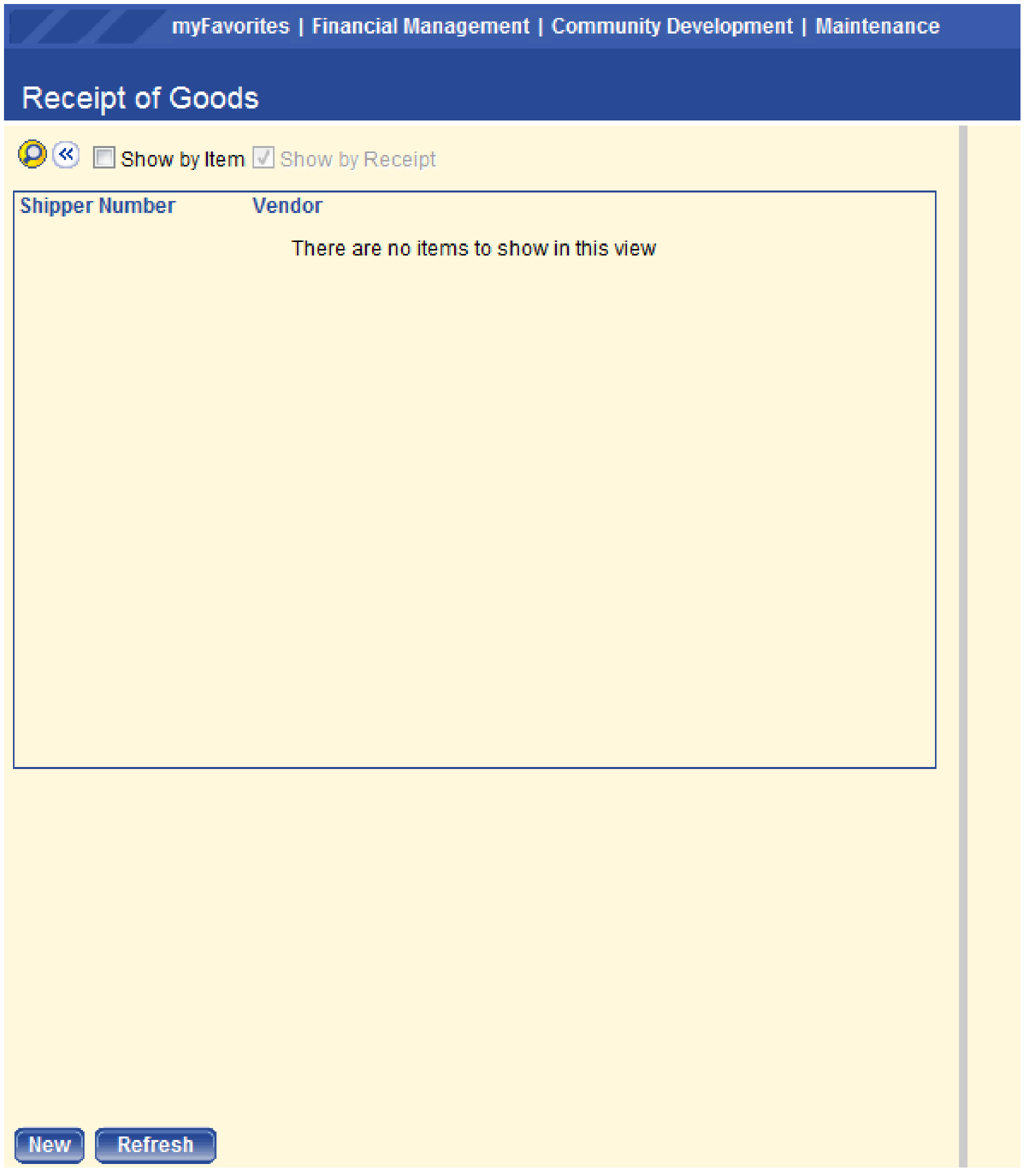
The Public Sector Software Company

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).

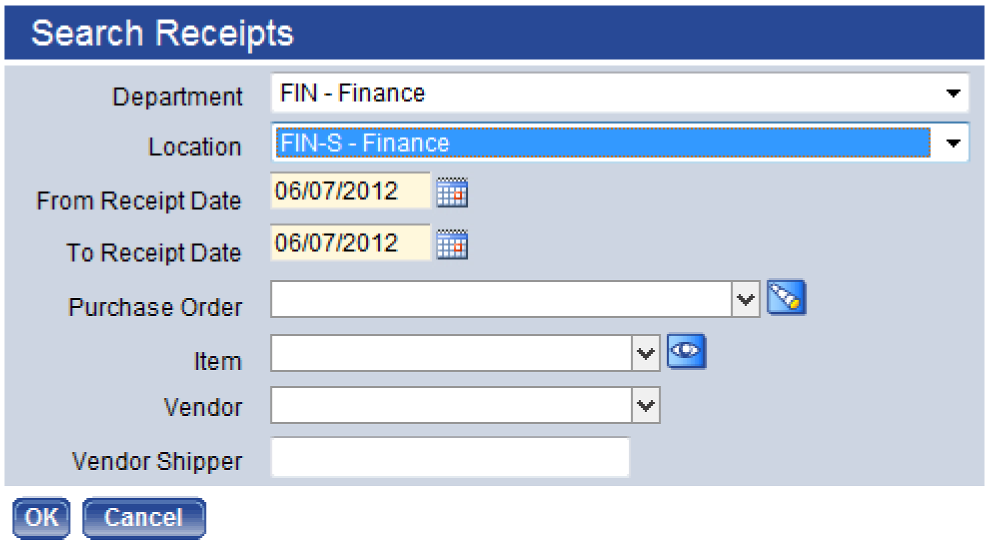
Receipt of Goods List



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 resequenced 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 icon in the upper-left corner of the list to limit results using search criteria.



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.

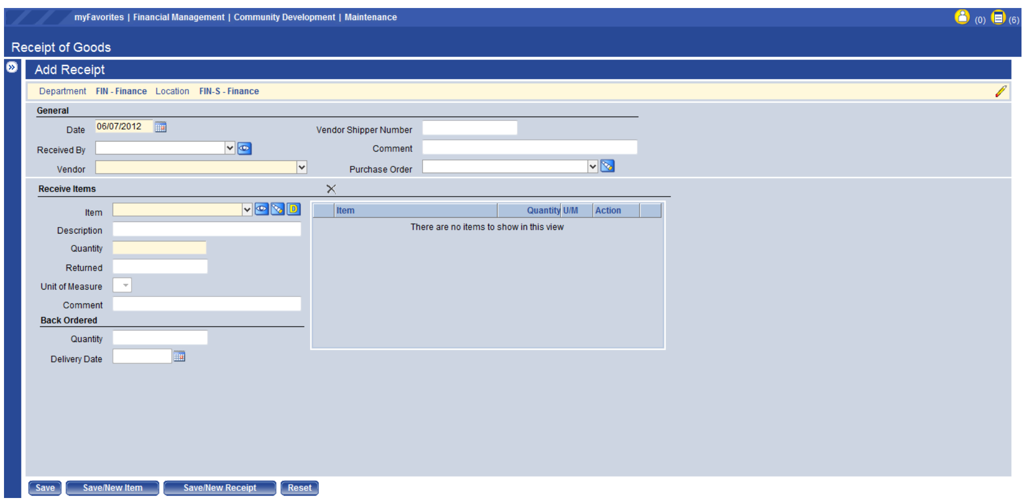
Item – Select an item to isolate Shippers where the respective item has been received.

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

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

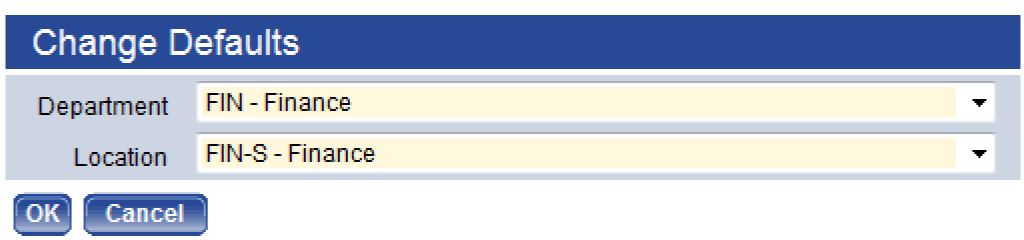
Receipting Against a Purchase Order

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.



Shipper (Receipt) Entry Screen

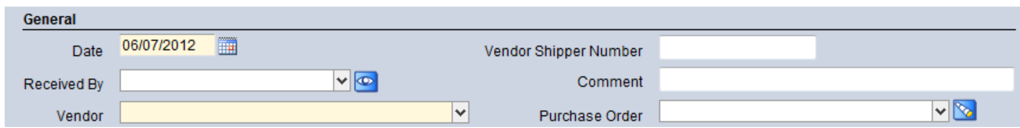
The users' home *Department* and *Location* will default in for the Shipper. If either needs to be changed for this Shipper, it can be done by clicking on the pencil icon on the far right-hand side of the screen which will open the Change Defaults pop-up.



Change Defaults 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



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.

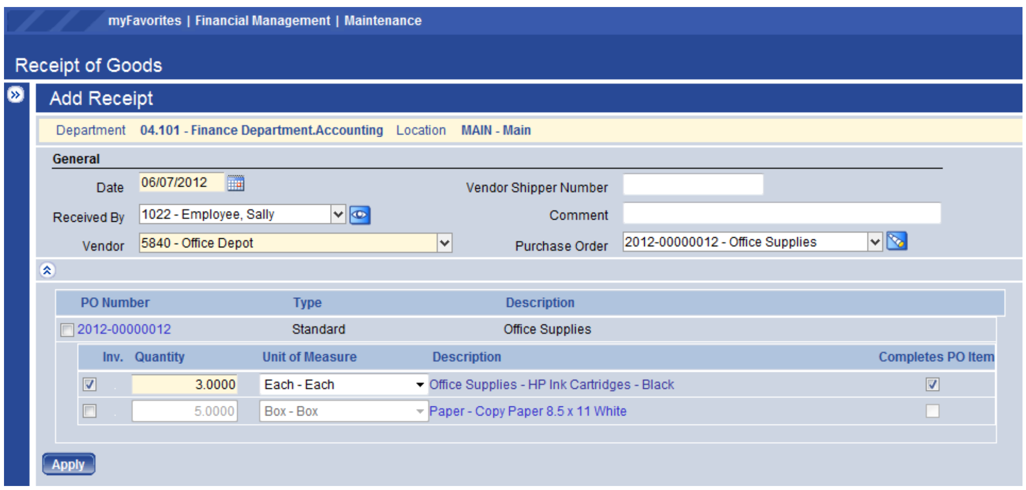
Vendor – When the vendor is selected, the application will display all open purchase orders for that vendor beneath the General Section. If a purchase order number is entered into the *Purchase Order* field before a vendor is selected, the *Vendor* field will populate automatically with the vendor the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

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).



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.

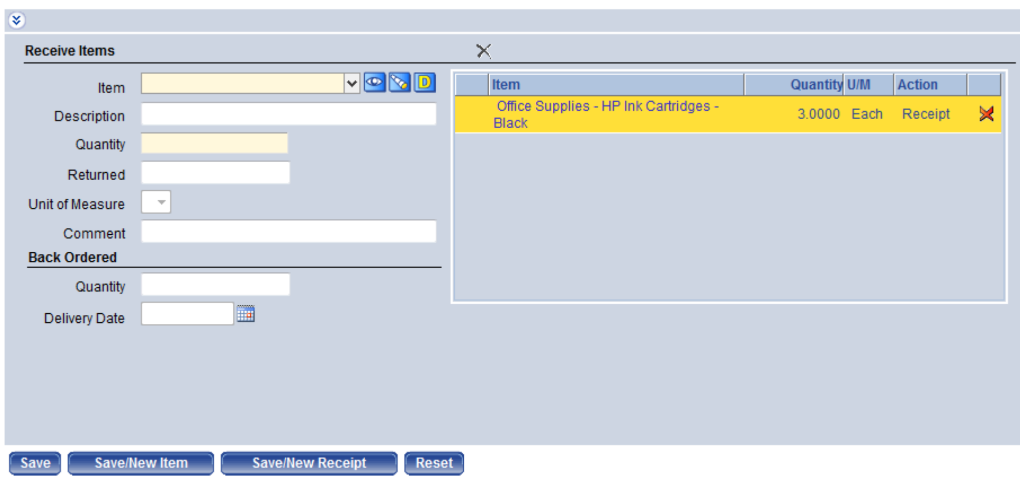
Fields:

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.



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.

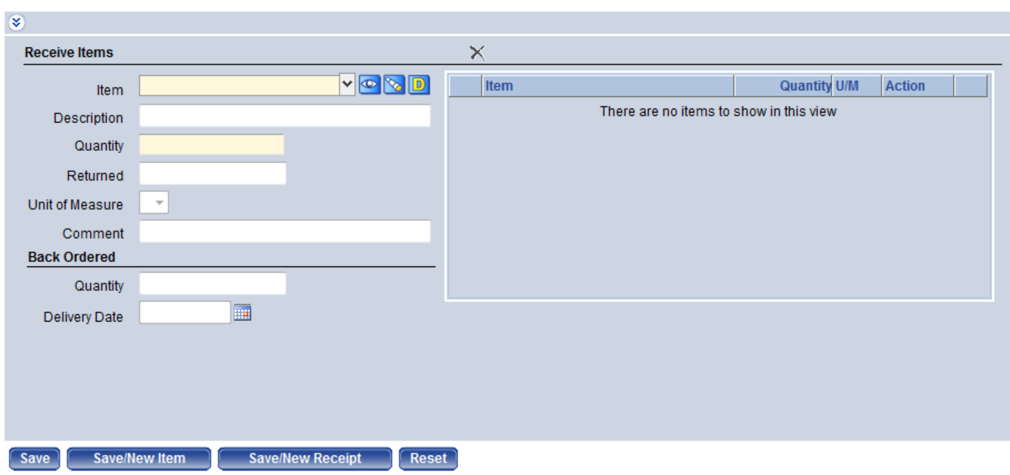
Buttons:

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.



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:

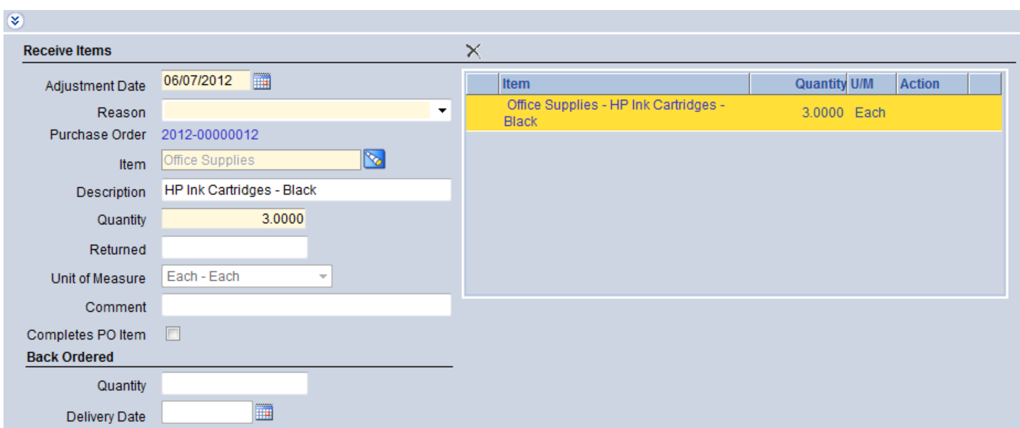
If all of the necessary items have been added to the Shipper, and no additional Shippers need to be added at this time, click the **Save** button. If additional items need to be added from scratch, the **Save/New Item** button can be used to save what has been entered thus far, and open up a fresh item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



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.

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.

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.

New World City

Accounts Payable Invoice Report
Invoice Date Range 01/01/12 - 12/31/12
Report By 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 PEST CONTROL INC**									
2012-00000052	Test	Open		05/29/2012	06/08/2012	05/29/2012		05/29/2012	100.00
			Vendor **2 - AABLE PEST CONTROL INC** Totals				Invoices	1	$100.00
Vendor **8267 - STAPLES, INC.**									
12345	Office Supplies	Open		06/06/2012	06/06/2012	06/06/2012			100.00
132456	Office Supplies	Open		06/06/2012	06/06/2012	06/06/2012			136.00
542234	Office Supplies	Open		06/06/2012	06/06/2012	06/06/2012			100.00
			Vendor **8267 - STAPLES, INC.** Totals				Invoices	3	$336.00
			Grand Totals				Invoices	4	$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.

New World City

Accounts Payable Invoice Aging Report
Through Invoice Date 06/08/12
Report By A/P Account - Invoice

	Past Due			<0>	Future			
Invoice Number	Over 90	61 - 90 days	31 - 60 Days	1- 30 Days	0 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90	Total Balance
A/P Account **010 22000 - ACCOUNTS PAYABLE**									
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

Accounts Payable by G/L Distribution Report
Invoice Date Range 06/01/12 - 06/30/12

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund **010 - GENERAL FUND**										
Account **22000 - ACCOUNTS PAYABLE**										
8267 - STAPLES, INC.	12345	Office Supplies	Open		06/06/2012	06/06/2012	06/06/2012			(100.00)
8267 - STAPLES, INC.	542234	Office Supplies	Open		06/06/2012	06/06/2012	06/06/2012			(100.00)
8267 - STAPLES, INC.	132456	Office Supplies	Open		06/06/2012	06/06/2012	06/06/2012			(136.00)
						Account **22000 - ACCOUNTS PAYABLE** Totals		Invoice Transactions 3		($336.00)
Department **01 - MAYOR**										
Activity **8200 - MAYOR**										
Account **1561 - OFFICE SUPP & MINOR EQUIP**										
8267 - STAPLES, INC.	12345	Office Supplies	Open		06/06/2012	06/06/2012	06/06/2012			100.00
8267 - STAPLES, INC.	542234	Office Supplies	Open		06/06/2012	06/06/2012	06/06/2012			100.00
						Account **1561 - OFFICE SUPP & MINOR EQUIP** Totals		Invoice Transactions 2		$200.00
						Activity **8200 - MAYOR** Totals		Invoice Transactions 2		$200.00
						Department **01 - MAYOR** Totals		Invoice Transactions 2		$200.00
Department **03 - CITY CLERK & FINANCE**										
Activity **8400 - CITY CLERK & FINANCE**										
Account **1561 - OFFICE SUPP & MINOR EQUIP**										
8267 - STAPLES, INC.	132456	Office Supplies	Open		06/06/2012	06/06/2012	06/06/2012			136.00
						Account **1561 - OFFICE SUPP & MINOR EQUIP** Totals		Invoice Transactions 1		$136.00
						Activity **8400 - CITY CLERK & FINANCE** Totals		Invoice Transactions 1		$136.00
						Department **03 - CITY CLERK & FINANCE** Totals		Invoice Transactions 1		$136.00
						Fund **010 - GENERAL FUND** Totals		Invoice Transactions 6		$0.00
* = Prior Fiscal Year Activity						Grand Totals		Invoice Transactions 6		$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 City

Accounts Payable Budget to Actual Report
Through G/L Date 06/08/12
Prior Fiscal Year Activity Included

Account Number	Account Description	Amended Budget	Un-posted Invoices	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used	Prior Year Total
Fund **010 - GENERAL FUND**								
Department **01 - MAYOR**								
Activity **1700 - 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
	Activity **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

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

Accounts Payable Variance Report
Invoice Price < Purchase Request Price
Invoice Date Range 06/09/11 - 06/08/12
Sort by Vendor - Invoice

Invoice	Invoice Description	Invoice Date	PO Number	Item Description	Contract Number	Status	Override User
Vendor **8267 - STAPLES, INC.**							
132456	Office Supplies	06/06/2012	2012-00000002	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 **8267 - STAPLES, 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

Accounts Payable 1099 Activity Report
G/L Date Range 01/01/12 - 06/08/12
Report By 1099 Type - Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description		Invoice Date	Due Date	G/L Date	Received Date	Invoice Net Amount	Invoice 1099 Amount
1099 Type **1099-MISC**								
Vendor **22 - AHLERS & COONEY, P.C.**		Default 1099 Type	1099-MISC		Tax ID #	11-1111111		
623420	LEGAL, MOLINARO VS CITY		11/22/2011	01/23/2012	01/23/2012		737.70	737.70
624711	LEGAL, MOLINARO VS CITY		12/23/2011	01/23/2012	01/23/2012		1,451.50	1,451.50
624981	LEGAL LABOR NEGOTIATIONS SVCS		12/30/2011	01/23/2012	01/23/2012		11,054.88	11,054.88
626176	PROF SVCS RENDERED MOLINARO VS CITY		01/26/2012	02/13/2012	02/13/2012		4,230.60	4,230.60
626453	PROFESSIONAL SERVICES		01/30/2012	02/13/2012	02/13/2012		7,784.78	7,784.78
627686	PROF SERVICES MOLINARO VS CITY WALSH		02/28/2012	04/09/2012	04/09/2012		2,203.05	2,203.05
627982	PROFESSIONAL SERVICES		02/29/2012	03/19/2012	03/19/2012		3,357.50	3,357.50
629233	PROF SVC		03/29/2012	04/16/2012	04/16/2012		2,603.86	2,603.86
629530	PROFESSIONAL SERVICES THRU 3/19/12		03/30/2012	04/23/2012	04/23/2012		2,949.47	2,949.47
	Vendor **22 - AHLERS & COONEY, P.C.** Totals	1099 Transactions	9				$36,373.34	$36,373.34
	1099 Type **1099-MISC** Totals	1099 Transactions	9				$36,373.34	$36,373.34
	Grand Totals	1099 Transactions	9				$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 City

Item Transaction Report
Invoice Date Range 06/09/11 - 06/08/12
Include Vendor Invoices
Sort By Item, Detail Listing

Item Description	Number of Purchases	Total Amount Expenses	Total Units Purchased	Unit of Measure	Quantity/Purchase	Cost/Unit
Conversion Item	29,576	78,795,434.98	51,884.0000	EA	1.7543	1,518.6847

Detail: Vendor	Number of Purchases	Total Amount Expenses	Total Units Purchased	Unit of Measure	Quantity/Purchase	Cost/Unit
13392 - 1ST CALL LAWN CARE	3	4,875.00	3.0000	EA	1.0000	1,625.0000

Invoices:	Invoice Date	Invoice Number	Quantity	U/M	Price/Unit	Total Cost
	9/21/2011	3444	1.0000	EA	1,300.0000	1,300.00
	10/24/2011	4041	1.0000	EA	2,600.0000	2,600.00
	11/21/2011	4088	1.0000	EA	975.0000	975.00

Vendor	Number of Purchases	Total Amount Expenses	Total Units Purchased	Unit of Measure	Quantity/Purchase	Cost/Unit
13635 - 2.2 COMMUNICATIONS INC.	1	399.95	1.0000	EA	1.0000	399.9500

Invoices:	Invoice Date	Invoice Number	Quantity	U/M	Price/Unit	Total Cost
	4/6/2012	2012-00000044	1.0000	EA	399.9500	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 Date Range 06/09/11 - 06/08/12
Total Expenses Over $0
Sort By Item, Summary 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	EA	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.

New World City

Vendor Invoice Summary
Invoice Date Range 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

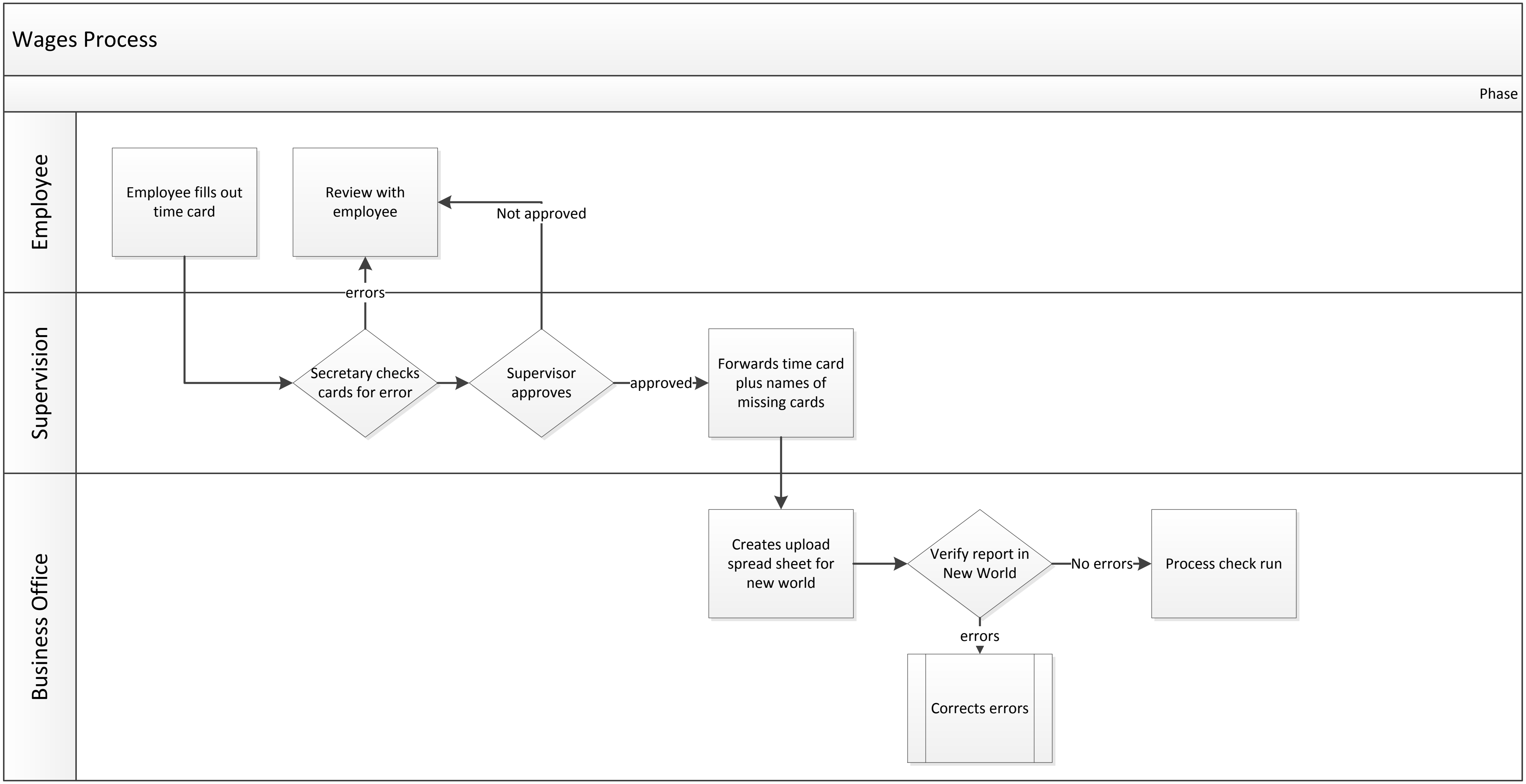
Vendor Invoice Summary

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.


Wages Process
Phase
Employee
Supervision
Business Office
Employee fills out time card
Review with employee
Not approved
errors
Secretary checks cards for error
Supervisor approves
approved
Forwards time card plus names of missing cards
Creates upload spread sheet for new world
Verify report in New World
No errors
Process check run
errors
Corrects errors

YPSILANTI
COMMUNITY SCHOOLS

Ypsilanti Community Schools
Budget Line Item Transfer Request

Please enter whole dollar amounts (no cents)

	Amount to be Transferred	Transfer From Account Number	Transfer From Account Description	Transfer To Account Number	Transfer To Account Description
1					
2					
3					
4					
5					
6					
7					
8					

*** For Business Office Use Only ***		
Beginning New World Balance	Adjustment	Ending New World Balance

Requested by: ______________________ Date: ____________

Finance Manager Approval: ______________________

*** Accounting Use Only ***

Reference: ____________

Entered by: ____________

Date: ____________

YPSILANTI COMMUNITY SCHOOLS
CHECK REQUEST FORM

Check to be Made Payable To: ______________________________

Mailing Address (if required): ______________________________

____

Date of Request: ____________ **Requested Amount: $**____________

Date Needed: ____________ **Department:** ____________

Purpose (Explanation): ______________________________

____

____

____

____

____

Applicable Fund/Program/Grant Account Number:

____

APPROVALS

Board Approval Needed? ☐ Yes ☐ No Board Approved? ☐ Yes ☐ No

Originator: ______________________________ Date: ____________

Principal/Supervisor: ______________________________ Date: ____________

Business Manager: ______________________________ Date: ____________

COMMENTS: (For Business Office Use Only)

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
Balance Check	-	-

Purpose/Rational: ______________________________

____

____

Prepared by: ______________________________

Approved by: ______________________________

Entered by: ______________________________

Date: ____________

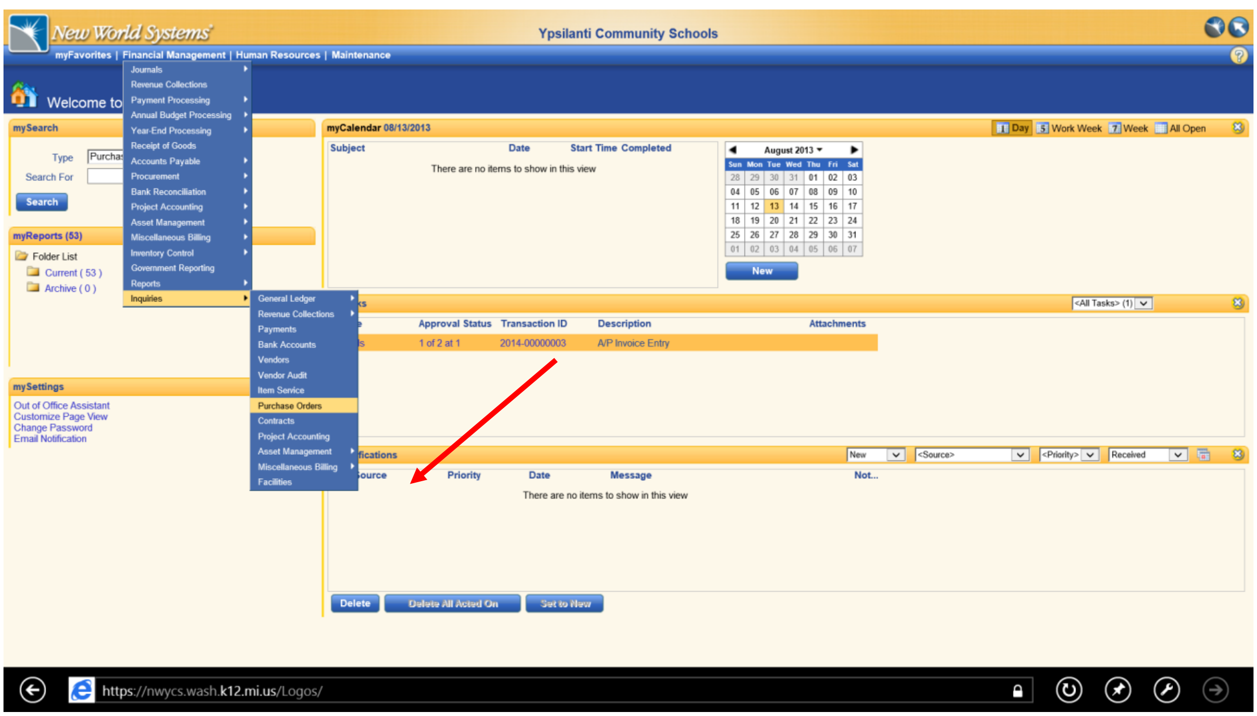
Journal Entry Number: ____________

Logos Inquiries			
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 how to perform inquiries within the system.			

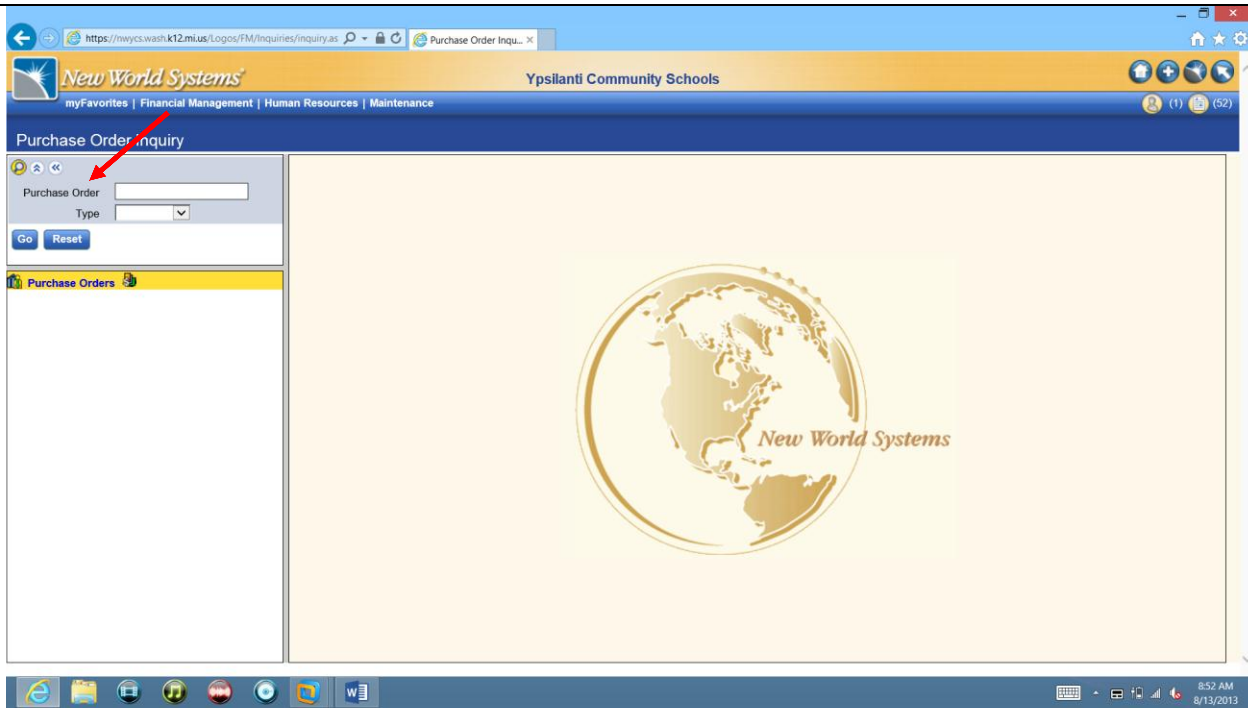
NEW WORLD INQUIRIES

To inquire on any transaction in New World, access the “Inquiries” option from the Financial Management drop-down 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.***

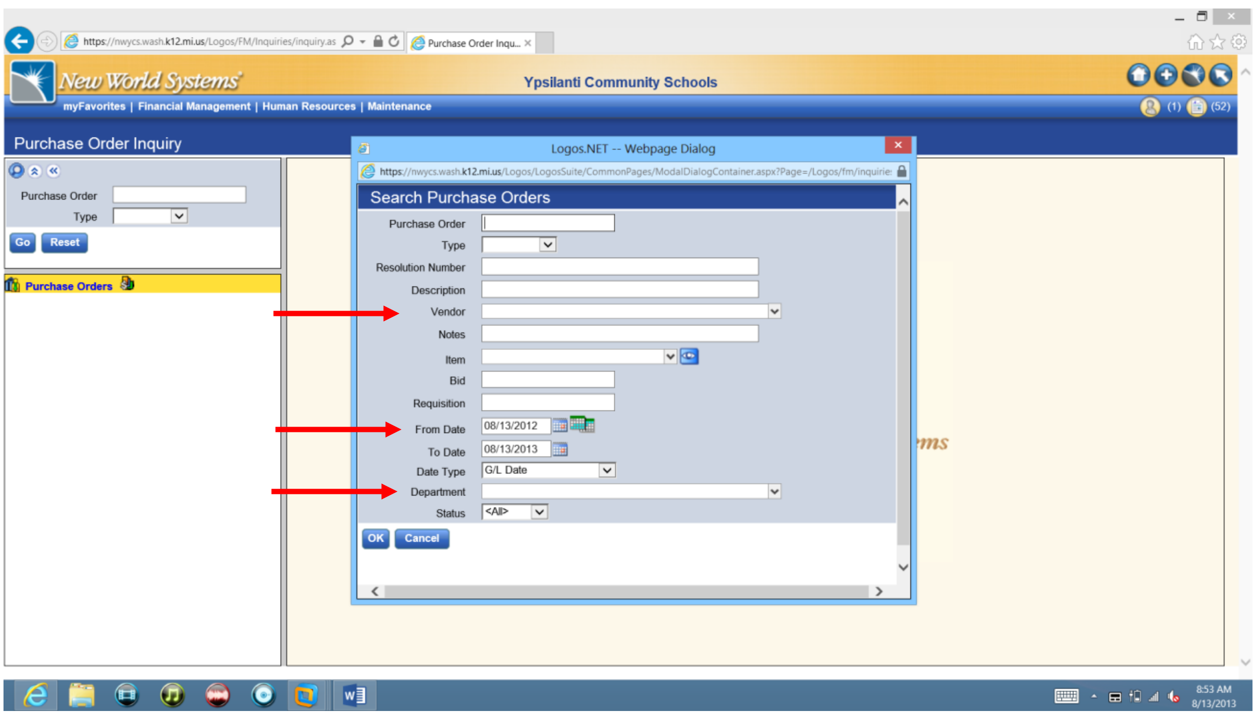
Purchase Orders:



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.



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.



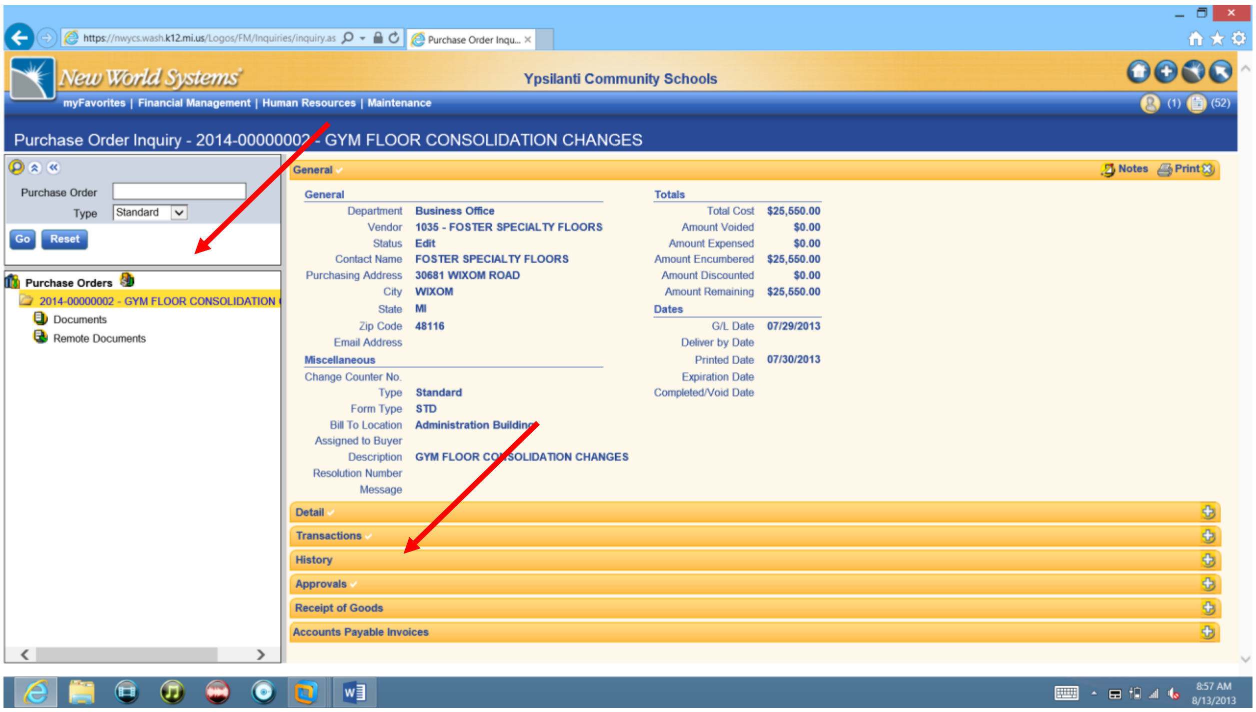
Vendor - If you know the vendor on the transaction you are looking for, this will list all transactions for this vendor only.

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

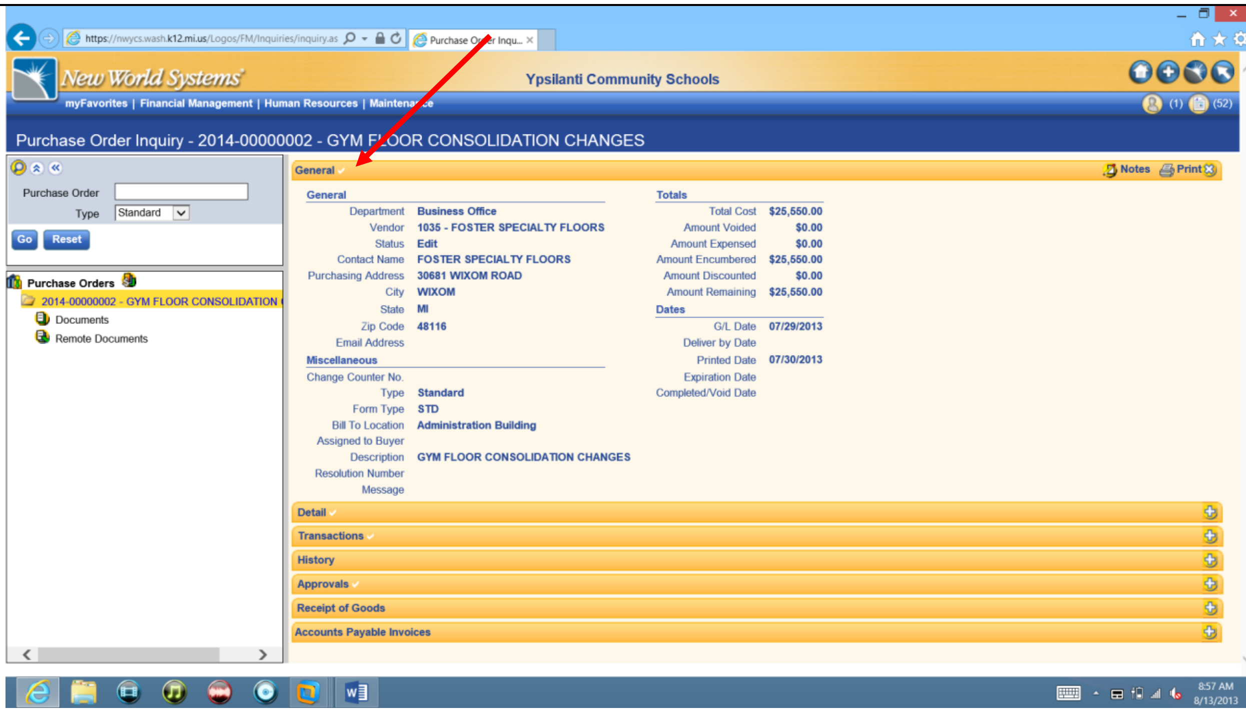
Department - This will pull only transactions from the specified department.

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.



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

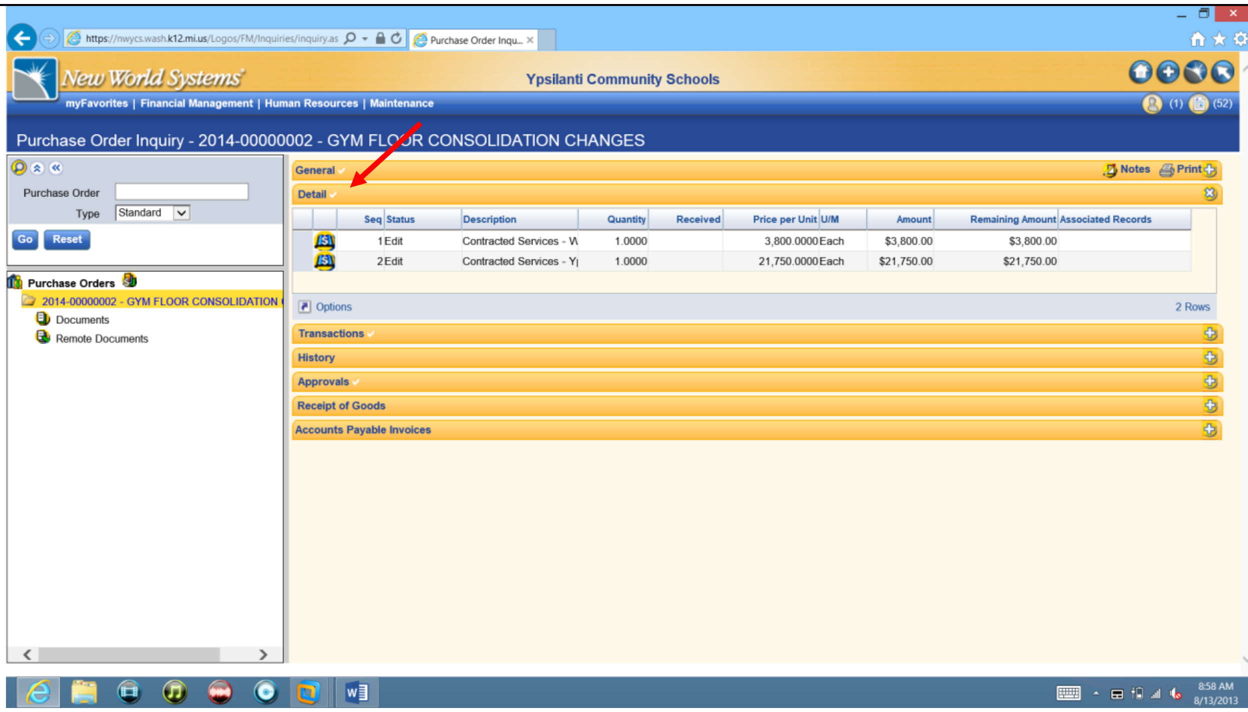


To expand or compress the information contained within the bar, simply click on the bar. The 10 information bars in this example are:

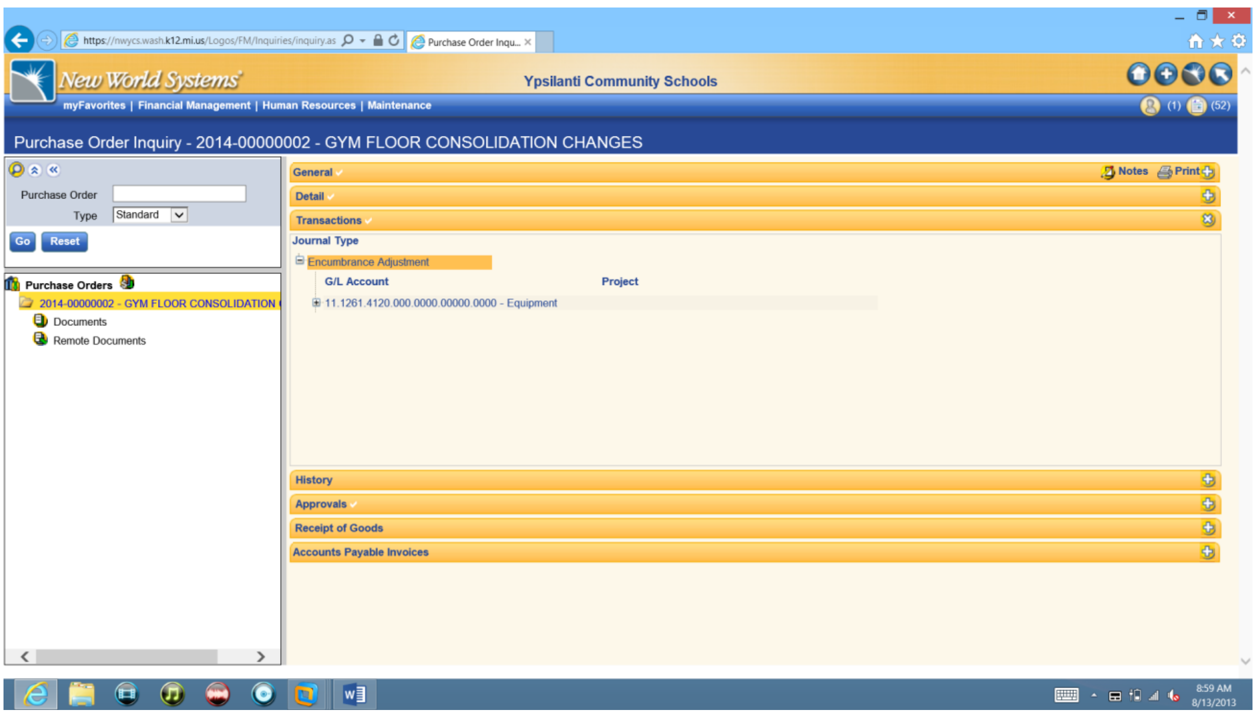
General - This supplies the most common and basic information about the transaction such as Department, Vendor, Amounts and Dates.

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 icon is clicked, the G/L account will display as well.

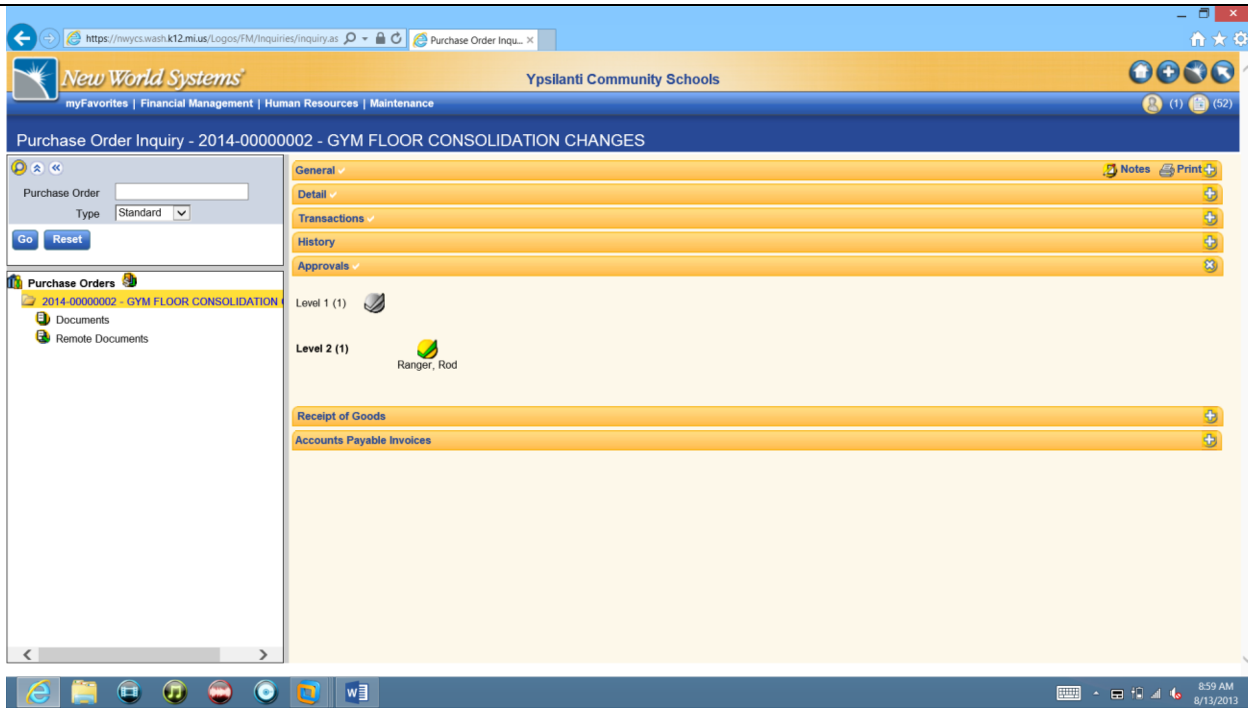


Transactions - This shows the type of transaction(s) the system will generate and the GL accounts involved.



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.



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

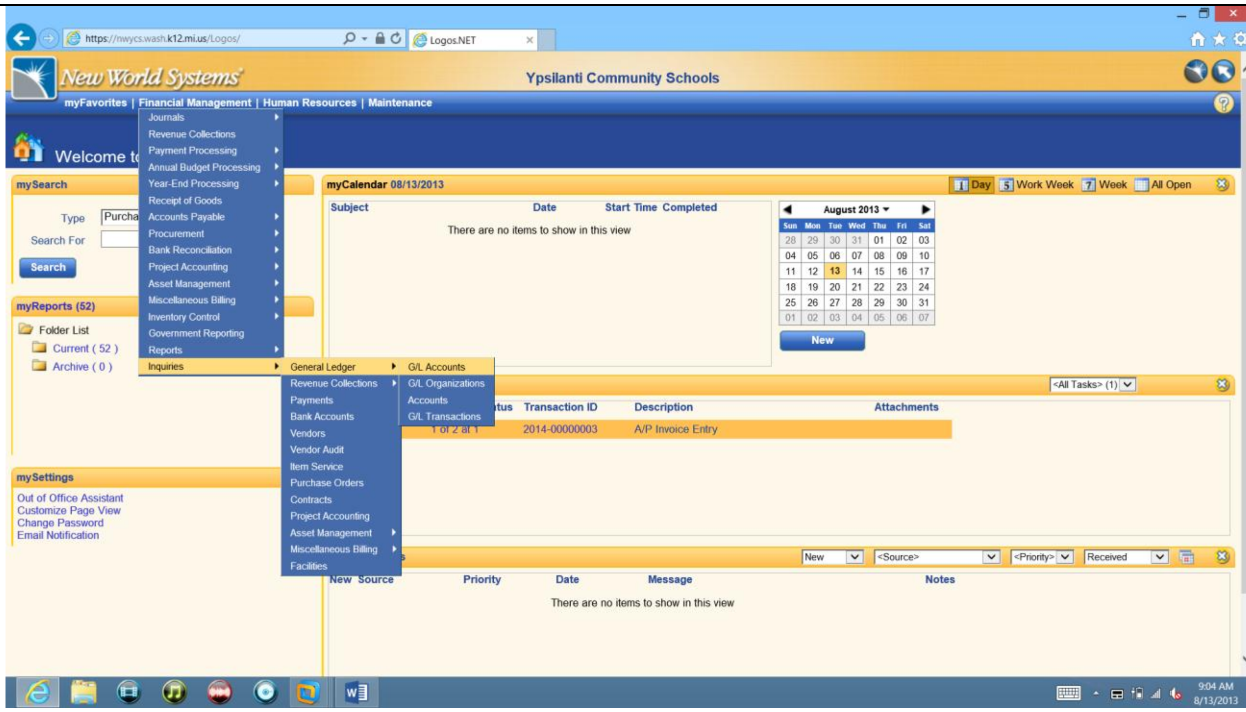
Accounts payable Invoices - This will show any invoices currently against this transaction

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

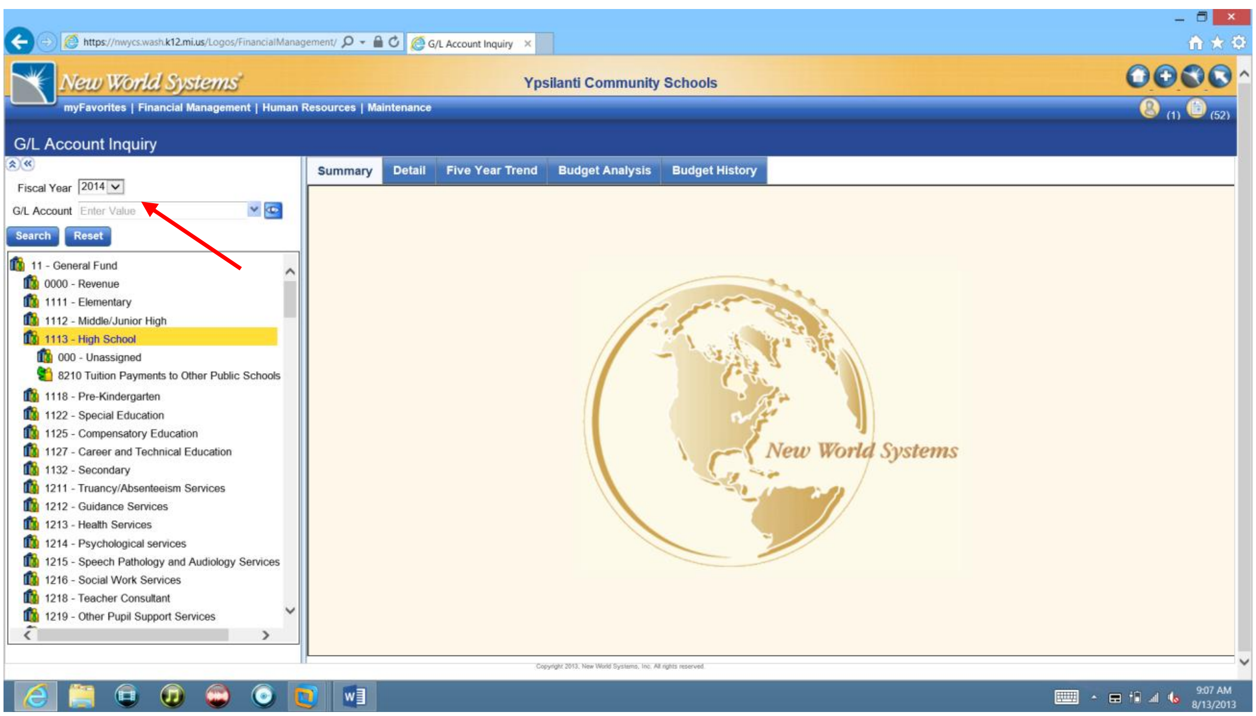
Fax History - Will show any fax numbers the Purchase Order has been faxed to and when

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



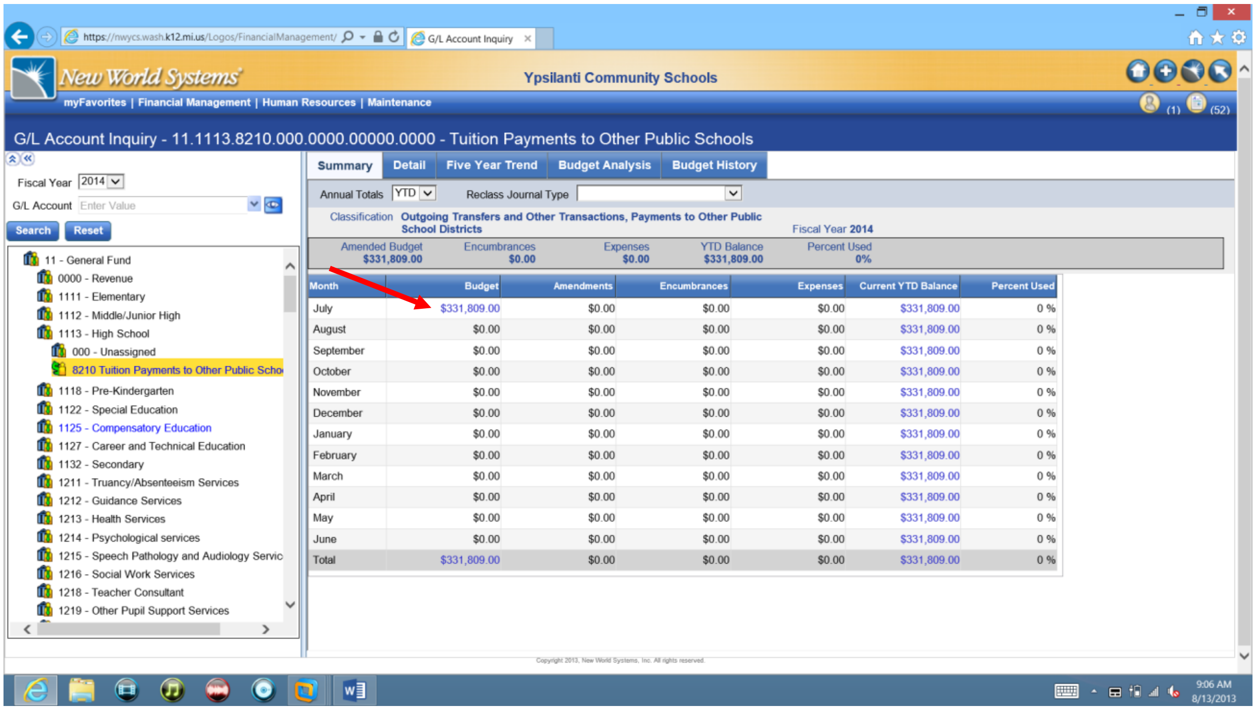
When you get to this screen, notice the **blue and yellow** icons on the left hand side. Those icons mean that there are other levels to open. When you click on an icon, that level will open and the list will expand. To get to the lowest level of the list and be able to see additional details of the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

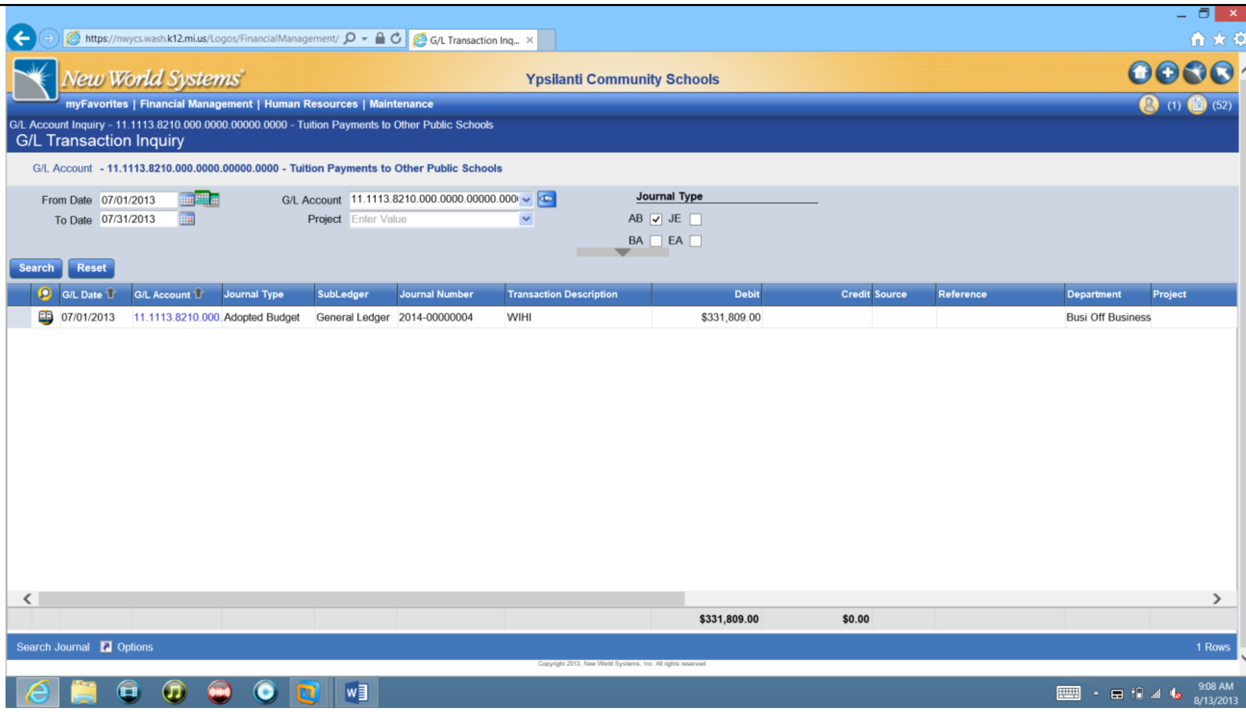
When you click on the **green and yellow icon** for an account, the summary information comes up on the right side of the screen. You can quickly see current budget status of the selected account, YTD receipts or expenditures, etc. Any amounts that show on the bottom right part of the screen (arrow on 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.



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.



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

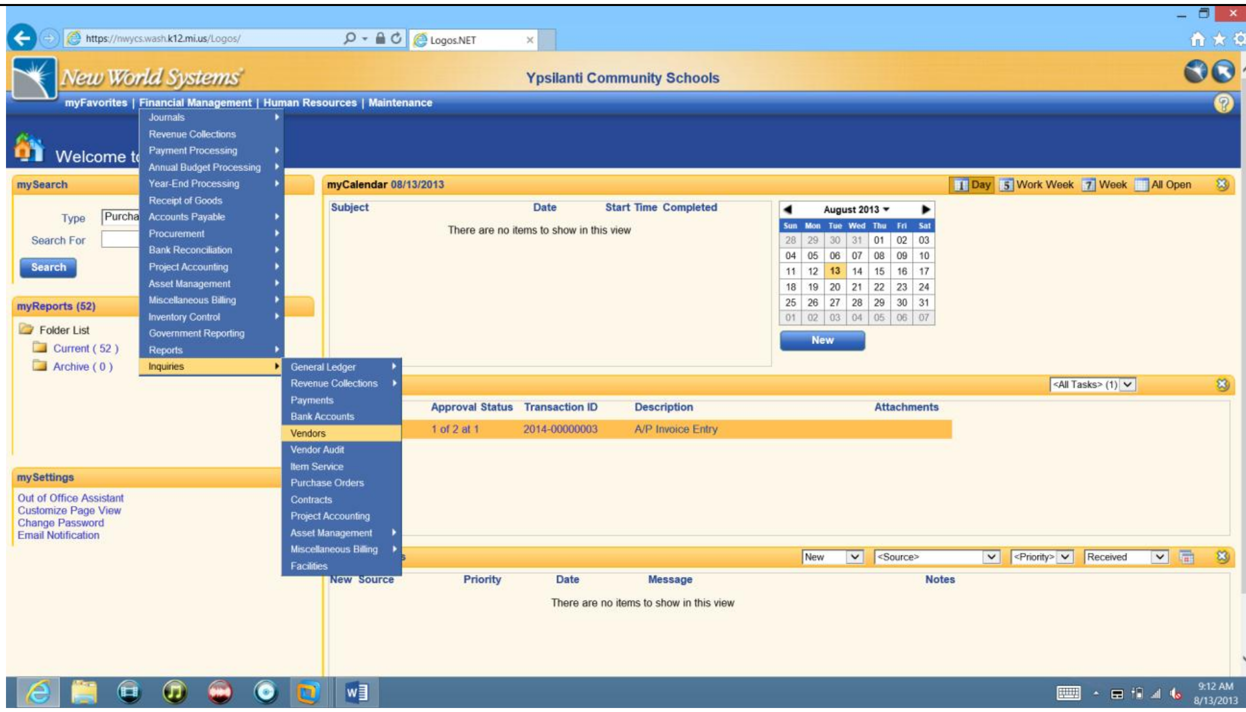
Five-Year Trend – Will show up to the last 5 years of budget-to-actual activity for the account.

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.

<u>Vendor</u>:

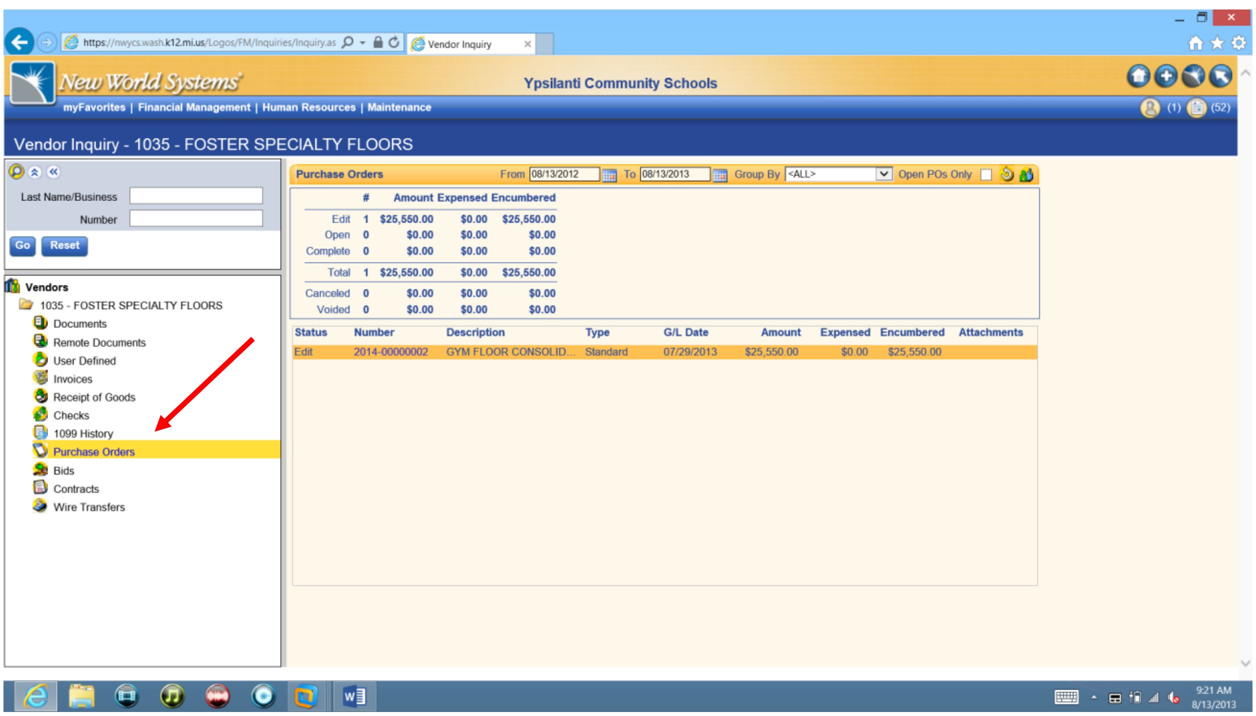
Go to the Financial Management drop down on the Header portion of your Homepage and select Inquiries then Vendor. Type in the name of the vendor or a partial spelling of the name and click OK.



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

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

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.



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.

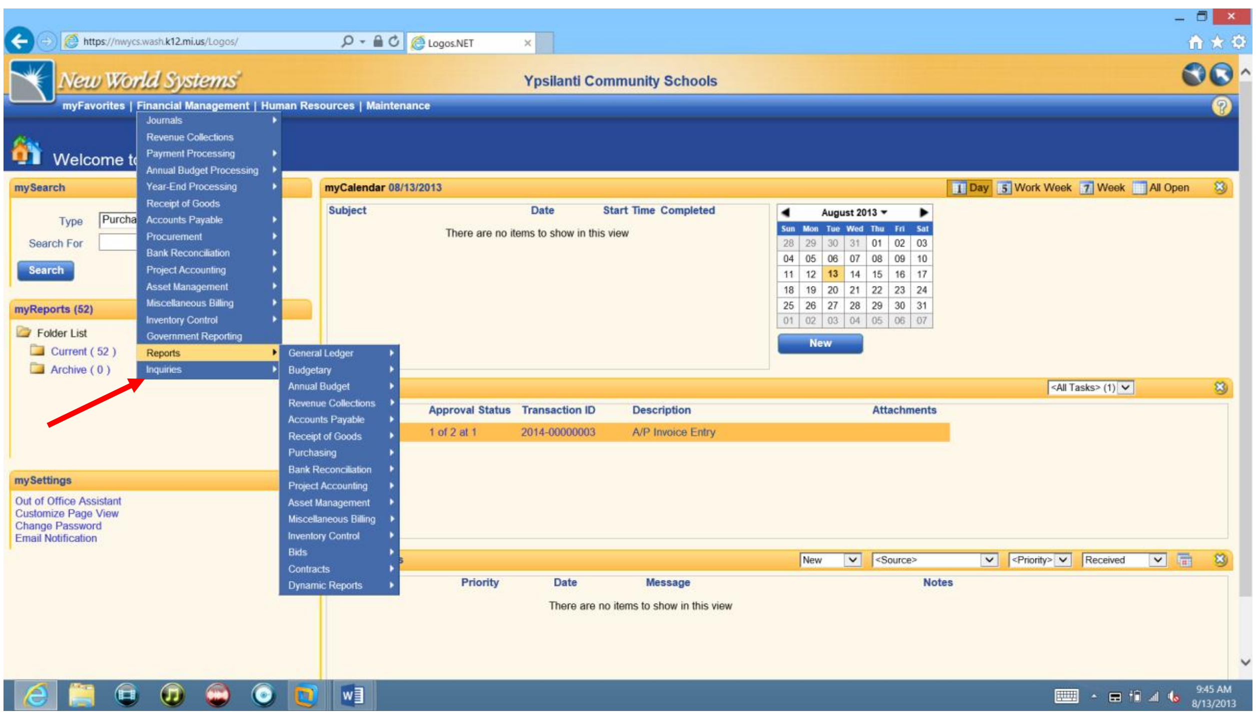
Logos Reports

Script ID/Name:	**RP001**	Logos Reports	
Prepared By:	Schafer Consulting	**Last Updated:**	08/13/2013
Predecessor Scripts:	Inquiries	**Successor Scripts:**	NA

Description: Demonstrates how to use Logos Reports

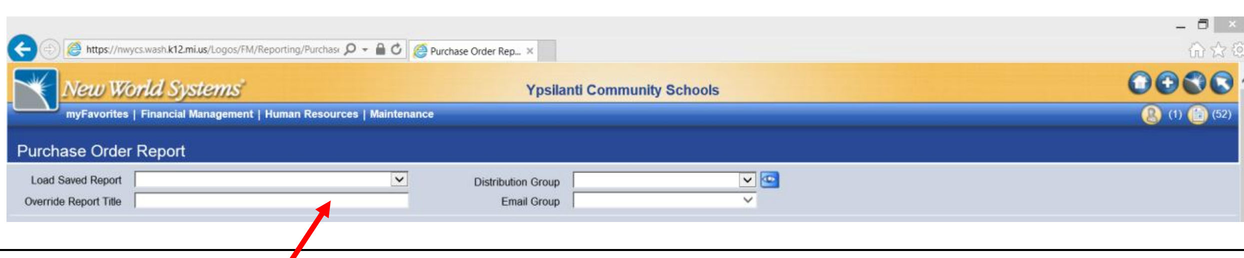
NEW WORLD REPORTS

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.

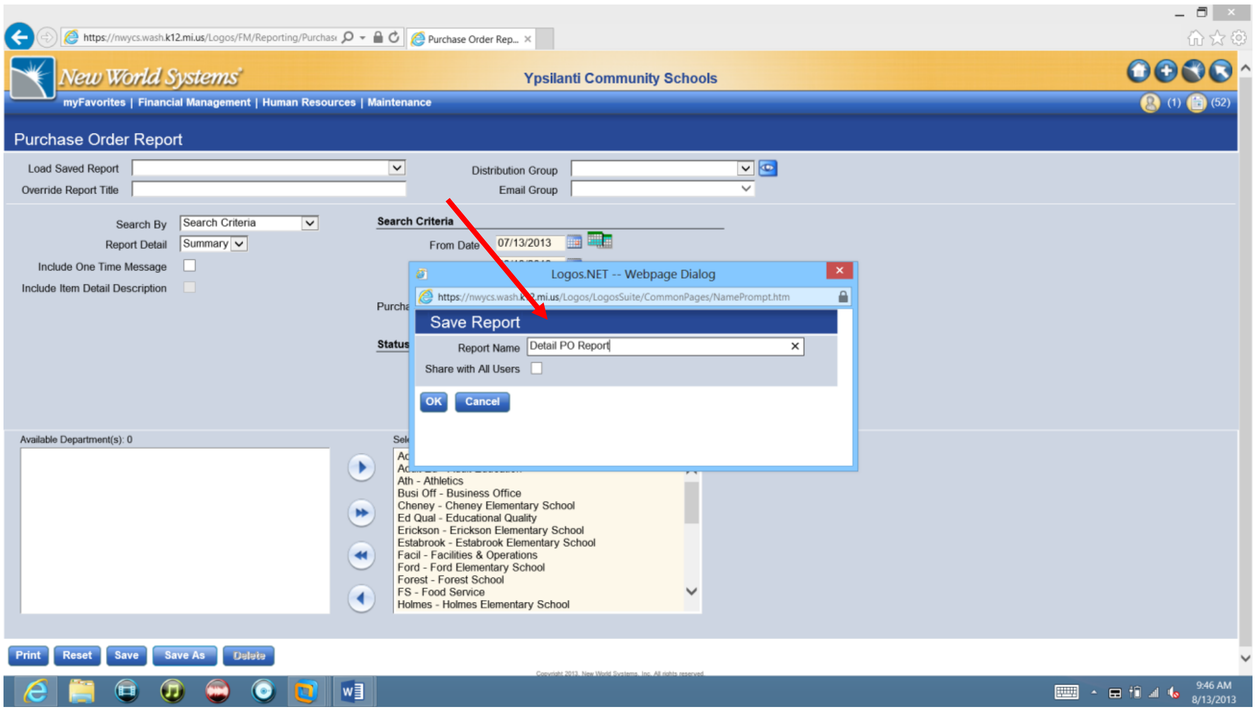
All reports have a common header above their search criteria with four available fields.



1. Load Saved Report

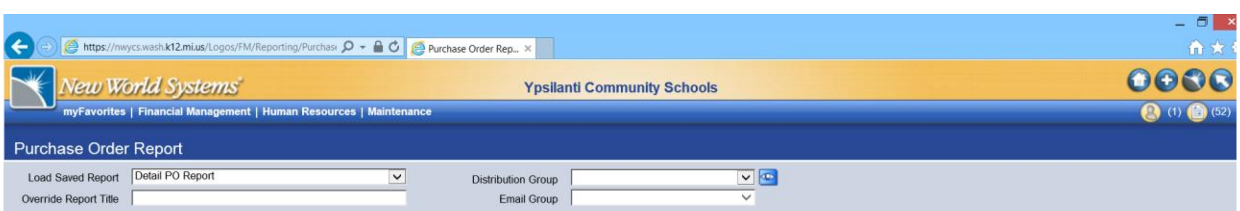
This field allows for the selection of previously saved reports when the dropdown arrow is selected. This would be convenient if a user were to run the same report with the same criteria on a consistent basis. Instead of entering the same information repeatedly, the report criteria "self-populate" according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

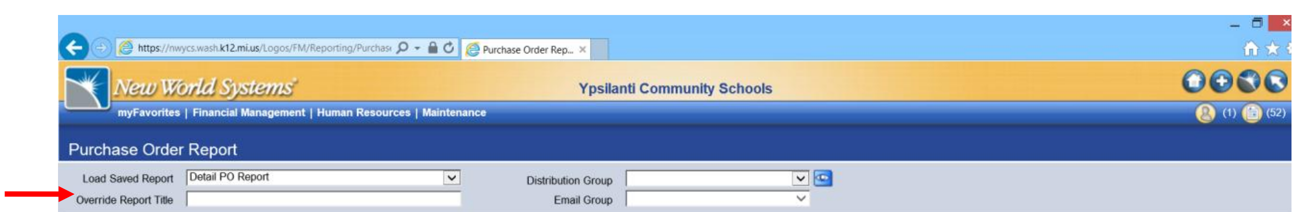


The name entered in the Report Name box will then be available for you in the dropdown box next time you use the Load Saved Report dropdown. In this case, the report has been named "*Detail PO Report*". Below the Report Name Field, there is also a share with all users checkbox. If this box is check marked, 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.

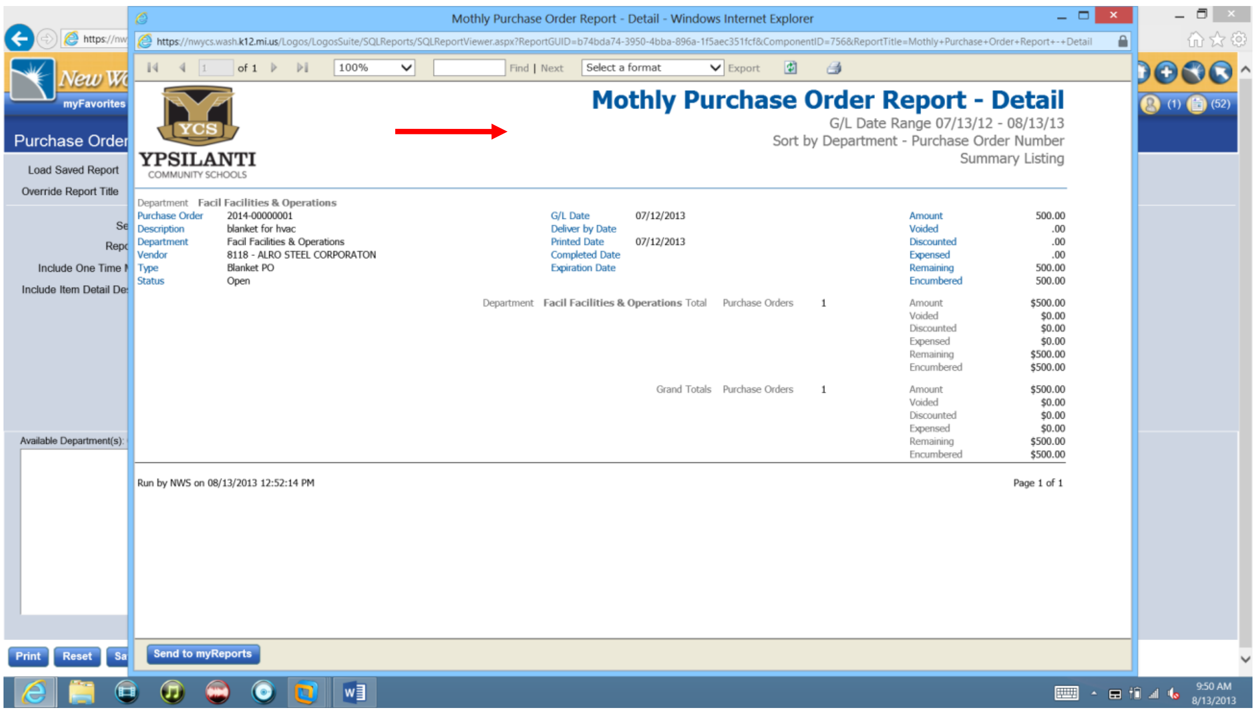


2. Override Report Title

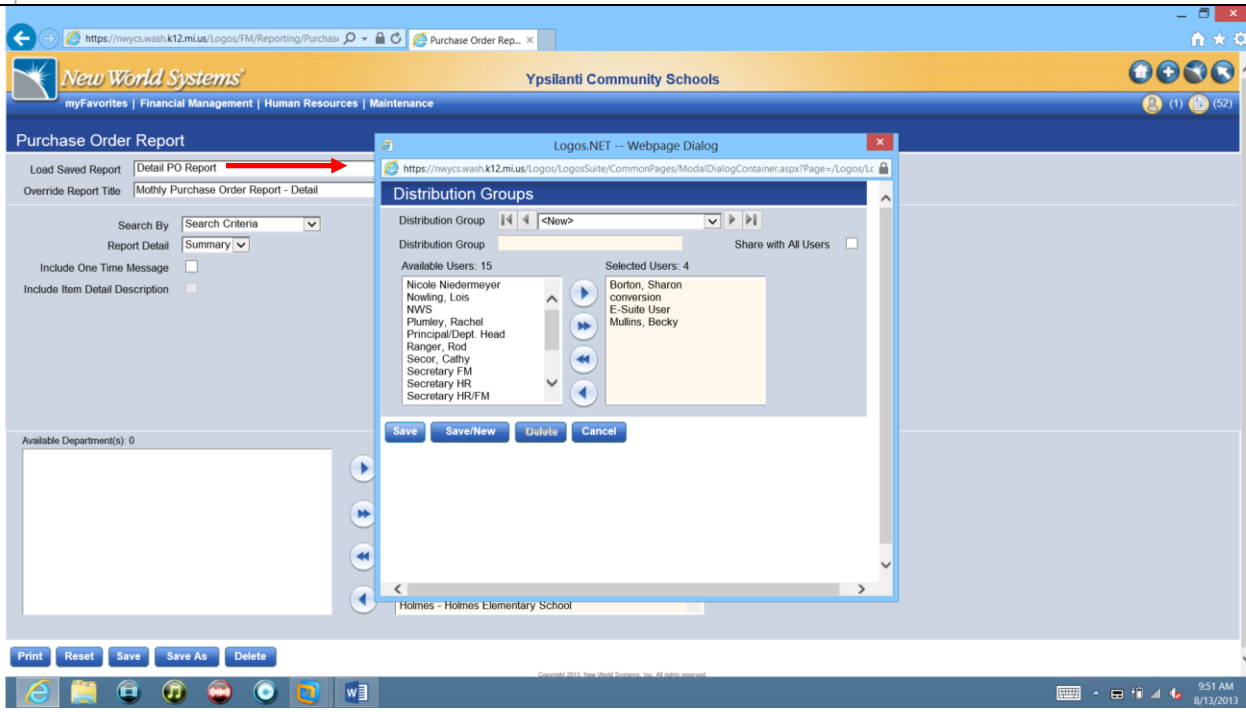


This field is used if you want to change the name of the report title that prints out when the report is printed. For example, the current report has a generic name of “Purchase Order Report” located in the upper left hand corner of the screen. Simply type in the name of the report you want.

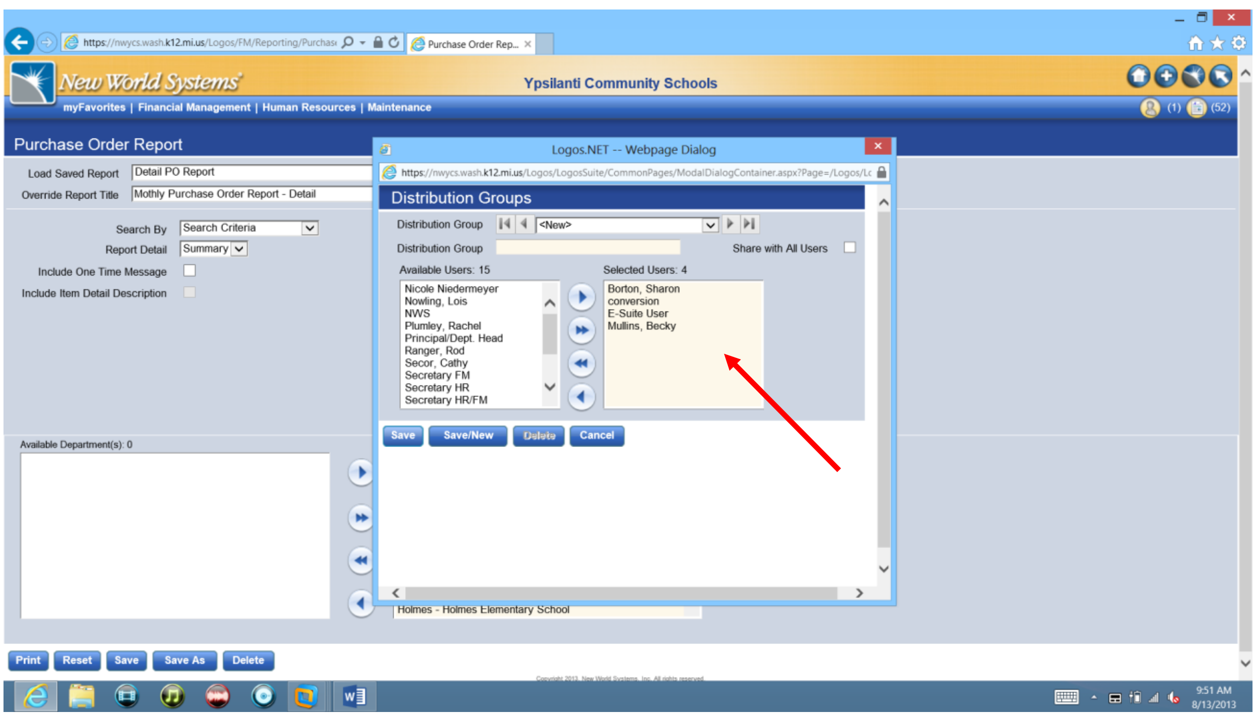
This name will then appear as the report title when it is printed



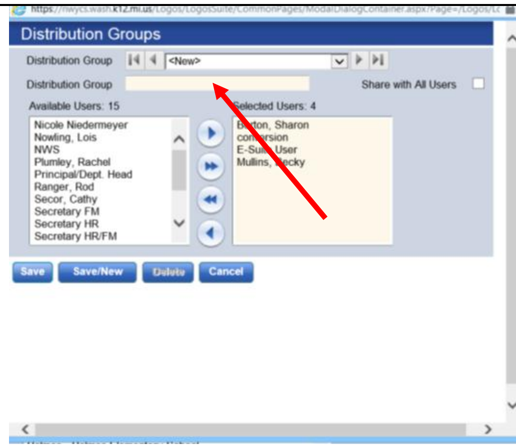
3. Distribution Group



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.

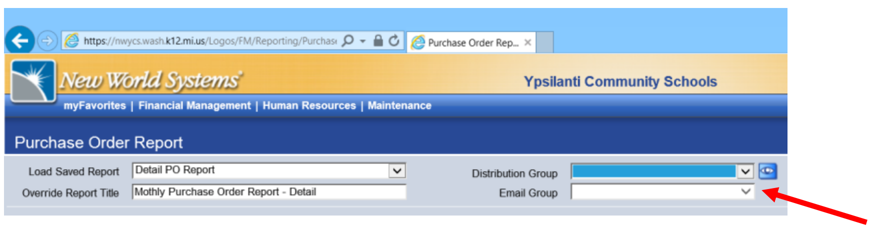


This will bring up a popup screen where you can select the users to whom you want the document sent. Simply highlight the names of the people you want to send your report to, then click the add button to drag them into the Selected Users box. Next, you will need to name your distribution group.



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.

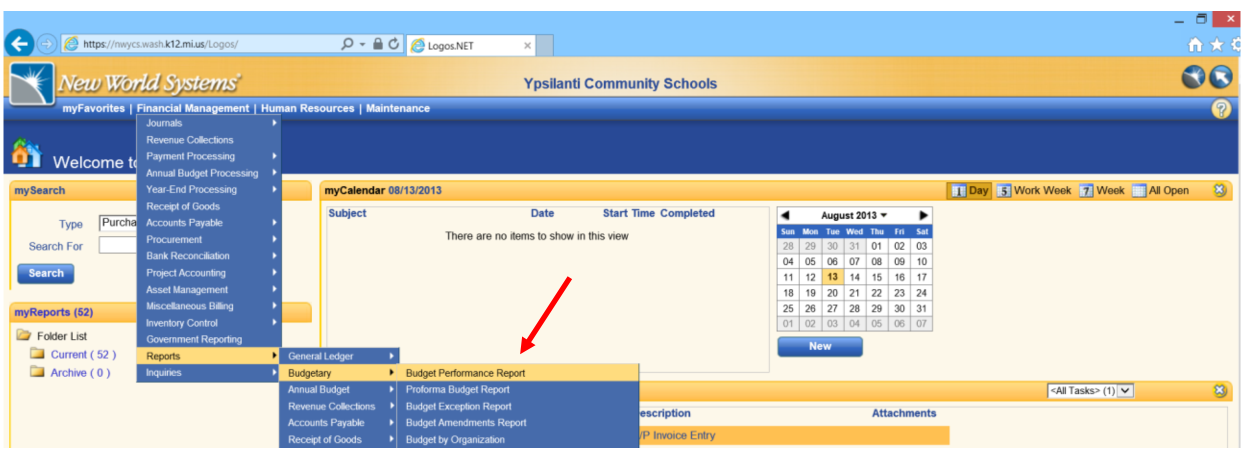
4. E-Mail Group



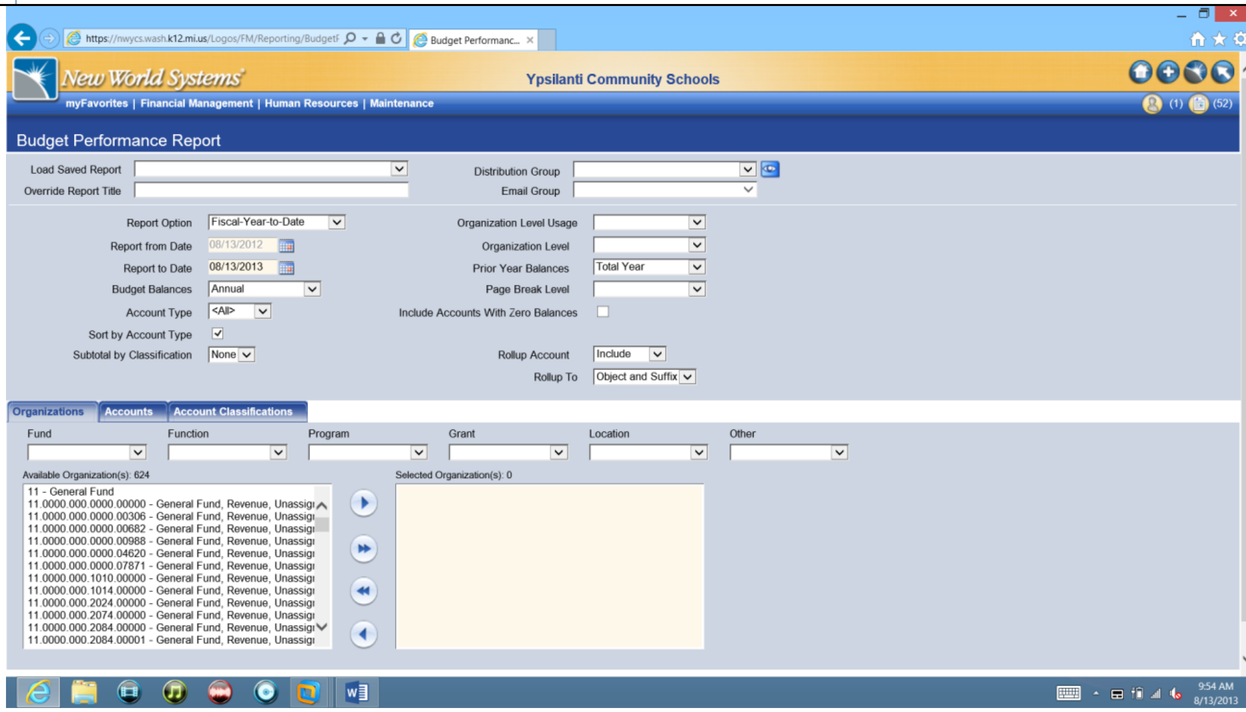
Will not be used at this time.

<u>Budget Performance Report:</u>

In the example below, we will look at the 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.



- **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.

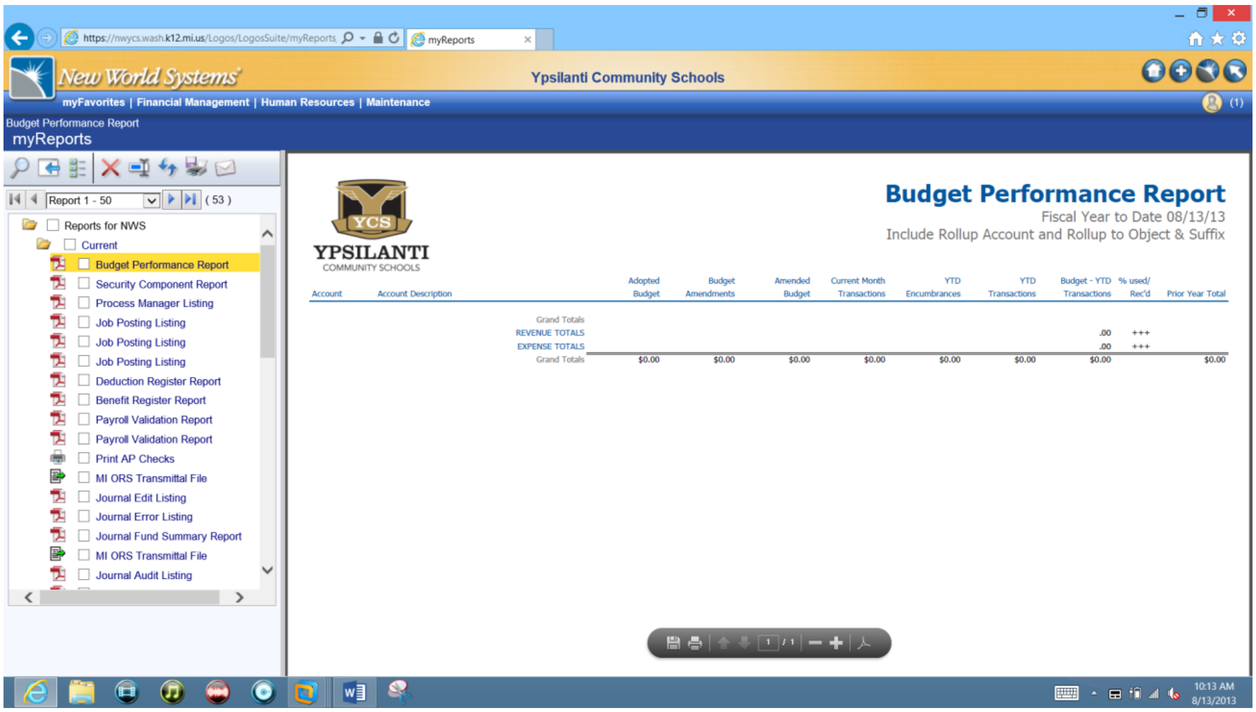
1. **Advanced Search** – Lets you refine your search if you are looking for a report that was previously ran.
2. **Hide Report List** – Hides report list so you can see more of the open report on the screen.
3. **Group Report List By Title** – Groups your report list by title, in alphabetical order
4. **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

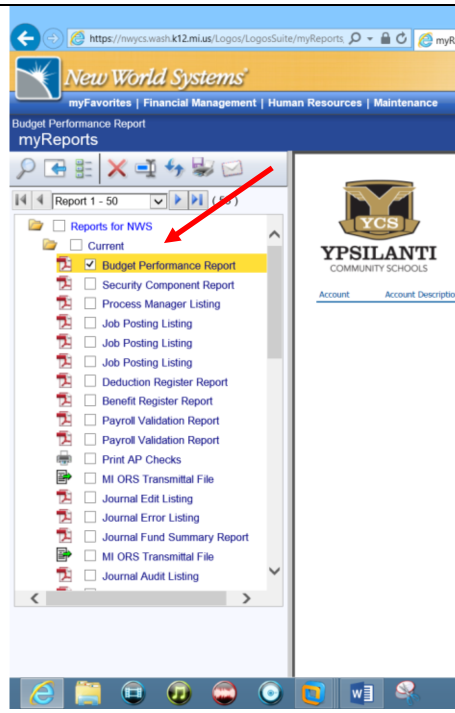
After a report is generated it is sent to the reports queue in myReports. Reports may be accessed by clicking on the myReports button that is located in the upper right hand portion of your screen.

This will take you to your reports screen, where all the reports you have printed will appear.



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.