

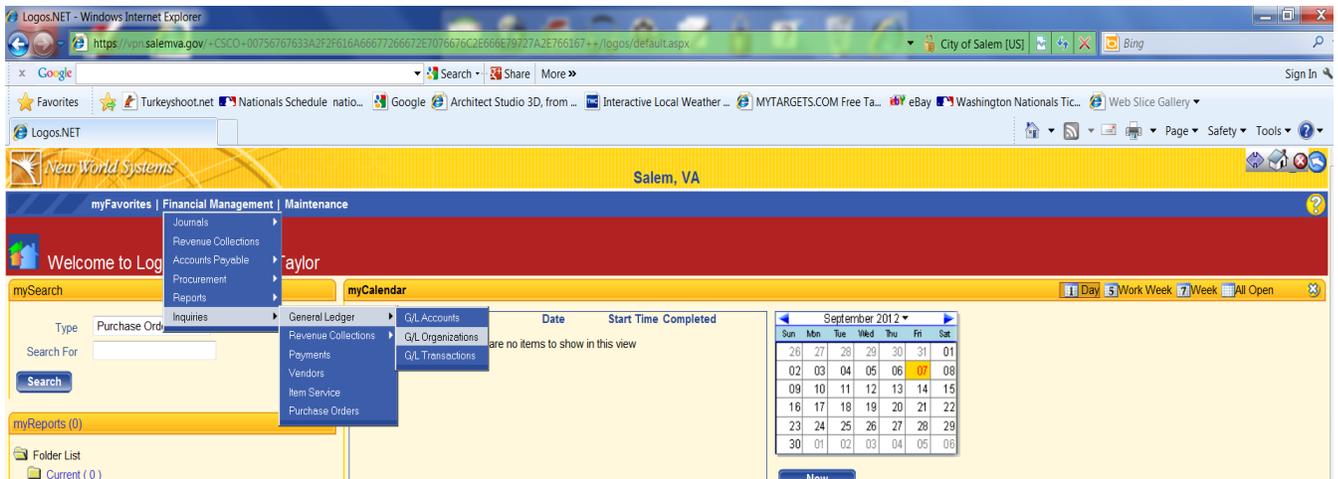
Inquiry & Reports on Logos

Inquiry

Logos has numerous inquiry screens and reports. Following are instructions on using a couple that may be helpful in monitoring budgets and year-to-date expenditures.

When entering a purchase order or paying an invoice, Logos checks availability of funding based on account classification. Each of your accounts is placed into a classification, such as Personal Services or Travel and Training. Each of these classifications is represented by a specific series of object codes. For example, Travel and Training is represented by object codes between 55510 and 55599. When purchasing goods or services, the system performs budget verification based on classification. For example, if you have \$2,000 available in the Airfare (55520) and Mileage (55510) accounts, but are overspent by \$500 in the Registration (55540) account, purchases will still be processed as funding is available in the overall Travel and Training classification.

The inquiry shown below Financial Management→Inquiries→General Ledger→G/L Organizations is useful to review availability of funds in a budget category.



Following is the first inquiry screen displayed.

While the entire organizational structure is displayed, you only have access to your departmental accounts. Clicking on the  icon beside the appropriate fund, department and cost center will expand the account structure so you can drill down and see the list of accounts.

The “Summarization Level” is shown at the Organization level when you first access your accounts. As shown below, year-to-date budget, encumbrances, expenses, remaining balance and percent used are displayed.

Description	Amended Budget	Encumbrances	Expenses	Remaining Balance	Percent Used
53150 - Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00	0%
53191 - Billing And Collection Costs	\$0.00	\$0.00	\$0.00	\$0.00	0%
53199 - Other Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	0%
53310 - Maintenance Of Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0%
53320 - Maintenance Of Building & Ground	\$0.00	\$500.00	\$1,000.00	-\$1,500.00	+++
53330 - Maintenance Of Auto Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0%
53370 - Software Maintenance/Support	\$0.00	\$0.00	\$0.00	\$0.00	0%
53500 - Printing And Binding	\$0.00	\$0.00	\$0.00	\$0.00	0%
53600 - Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0%
55110 - Electrical Services	\$0.00	\$0.00	\$0.00	\$0.00	0%
55120 - Heating Services - Gas, Coal And	\$0.00	\$0.00	\$0.00	\$0.00	0%
55130 - Water And Sewer	\$0.00	\$0.00	\$0.00	\$0.00	0%
55210 - Postage	\$0.00	\$0.00	\$0.00	\$0.00	0%
55230 - Telephone Service	\$0.00	\$0.00	\$0.00	\$0.00	0%
55240 - Cell Phone Service	\$0.00	\$0.00	\$0.00	\$0.00	0%
55250 - Internet Service	\$0.00	\$0.00	\$0.00	\$0.00	0%
55304 - Other Property Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0%

By selecting “Classification” in the “Summarization Level” drop down, balances will be displayed based on classification, which is how Logos verifies budget availability.

Organization Inquiry

Fiscal Year: 2013

Summarization Level: Organization

Account Type: None

Reclassification Journal Type: [Dropdown]

Prior Fiscal Year Activity: Exclude

51-051-0021 - Water Fund, Water, Production Fiscal Year: 2013

Classification	Amended Budget	Encumbrances	Expenses	Remaining Balance	Percent Used
53190 - Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00	0%
53191 - Billing And Collection Costs	\$0.00	\$0.00	\$0.00	\$0.00	0%
53199 - Other Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	0%
53310 - Maintenance Of Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0%
53320 - Maintenance Of Building & Ground	\$0.00	\$500.00	\$1,000.00	-\$1,500.00	+++
53330 - Maintenance Of Auto Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0%
53370 - Software Maintenance/Support	\$0.00	\$0.00	\$0.00	\$0.00	0%
53500 - Printing And Binding	\$0.00	\$0.00	\$0.00	\$0.00	0%
53600 - Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0%
55110 - Electrical Services	\$0.00	\$0.00	\$0.00	\$0.00	0%
55120 - Heating Services - Gas, Coal And	\$0.00	\$0.00	\$0.00	\$0.00	0%
55130 - Water And Sewer	\$0.00	\$0.00	\$0.00	\$0.00	0%
55210 - Postage	\$0.00	\$0.00	\$0.00	\$0.00	0%
55230 - Telephone Service	\$0.00	\$0.00	\$0.00	\$0.00	0%
55240 - Cell Phone Service	\$0.00	\$0.00	\$0.00	\$0.00	0%
55250 - Internet Service	\$0.00	\$0.00	\$0.00	\$0.00	0%
55304 - Other Property Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0%

Organization Inquiry

Fiscal Year: 2013

Summarization Level: Classification

Account Type: Expense

Reclassification Journal Type: [Dropdown]

Prior Fiscal Year Activity: Include

51-051-0021 - Water Fund, Water, Production Fiscal Year: 2013

Classification	Amended Budget	Encumbrances	Expenses	Remaining Balance	Percent Used
Personal Services	\$0.00	\$0.00	\$0.00	\$0.00	0%
Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	0%
Other Benefits	\$0.00	\$0.00	\$0.00	\$0.00	0%
Contractual Services	\$0.00	\$500.00	\$1,000.00	-\$1,500.00	+++
Printing and Binding	\$0.00	\$0.00	\$0.00	\$0.00	0%
Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0%
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	0%
Communications	\$0.00	\$0.00	\$0.00	\$0.00	0%
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0%
Leases and Rentals	\$0.00	\$0.00	\$0.00	\$0.00	0%
Travel and Training	\$0.00	\$0.00	\$0.00	\$0.00	0%
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0%
Materials and Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0%
Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0%

Clicking on the + under any Classification expands the classification to see each object code within the budget classification. Any text in blue indicates further drill down is available.

Organization Inquiry - Windows Internet Explorer
 https://www.salemva.gov - CSCO+007567663A2F2F616A66677266672E707667C2E666E79727A2E766167+.../Logos/FM/Inquiries/GLAccountFiscalYearSummary.aspx?type=eC City of Salem [US]

Organization Inquiry

myFavorites | Financial Management | Maintenance

Organization Inquiry

Fiscal Year: 2013

Summarization Level: Classification
 Account Type: Expense
 Reclassification Journal Type: [Dropdown]
 Prior Fiscal Year Activity: Include

51-051-0021 - Water Fund, Water, Production Fiscal Year: 2013

Budget	Encumbrances	Expenses	Balance	Percent Used	
\$0.00	\$500.00	\$1,000.00	-\$1,500.00	0%	
Classification	Amended Budget	Encumbrances	Expenses	Remaining Balance	Percent Used
Personal Services	\$0.00	\$0.00	\$0.00	\$0.00	0%
Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	0%
Other Benefits	\$0.00	\$0.00	\$0.00	\$0.00	0%
Contractual Services	\$0.00	\$500.00	\$1,000.00	-\$1,500.00	+++
Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	0%
Maintenance Services	\$0.00	\$500.00	\$1,000.00	-\$1,500.00	+++
53310 - Maintenance Of Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0%
53320 - Maintenance Of Building & Grounds	\$0.00	\$500.00	\$1,000.00	-\$1,500.00	+++
53330 - Maintenance Of Auto Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0%
53370 - Software Maintenance/Support	\$0.00	\$0.00	\$0.00	\$0.00	0%
Printing and Binding	\$0.00	\$0.00	\$0.00	\$0.00	0%
Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0%
Utilities	\$0.00	\$0.00	\$0.00	\$0.00	0%
Communications	\$0.00	\$0.00	\$0.00	\$0.00	0%
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0%
Leases and Rentals	\$0.00	\$0.00	\$0.00	\$0.00	0%
Travel and Training	\$0.00	\$0.00	\$0.00	\$0.00	0%

By clicking on 53320-Maintenance of Building & Grounds, a summary of results by fiscal month is displayed.

Organization Inquiry

myFavorites | Financial Management | Maintenance

Organization Inquiry

G/L Account Inquiry - 51-051-0021-53320 - Maintenance Of Building & Grounds

Fiscal Year: 2013
 G/L Account: 51-051-0021-53320 - Maintenance

Search Reset

Summary Detail Five Year Trend Budget Analysis Budget History

Annual Totals YTD Reclass Journal Type Prior Year Include

Classification: Contractual Services, Maintenance Services
 Fiscal Year 2013

Amended Budget	Encumbrances	Expenses	YTD Balance	Percent Used		
\$0.00	\$500.00	\$1,000.00	-\$1,500.00	---		
Month	Budget	Amendments	Encumbrances	Expenses	Current YTD Balance	Percent Used
July	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	---
August	\$0.00	\$0.00	\$500.00	\$1,000.00	-\$1,500.00	---
September	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,500.00	---
October	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,500.00	---
November	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,500.00	---
December	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,500.00	---
January	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,500.00	---
February	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,500.00	---
March	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,500.00	---
April	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,500.00	---
May	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,500.00	---
June	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,500.00	---
Total	\$0.00	\$0.00	\$500.00	\$1,000.00	-\$1,500.00	---

Clicking on **\$500.00** displays further details of the transactions comprising the \$500 balance.

Organization Inquiry > G/L Account Inquiry - 51-051-0021-53320 - Maintenance Of Building & Grounds
G/L Transaction Inquiry
 G/L Account - 51-051-0021-53320 - Maintenance Of Building & Grounds

From Date: 08/01/2012 To Date: 08/31/2012
 G/L Account: 51-051-0021-53320 - Maintenance Project: Enter Value
 Journal Type: AB JE BA EA

G/L Date	G/L Account	Journal Type	SubLedger	Journal Number	Transaction Description	Debit	Credit	Source	Reference	Department	Project
08/31/2012	51-051-0021-53320	Encumbrance Adj	Purchasing	2013-00000009	Purchase Order Post	\$500.00		Purchase O		SYS System Ger	

Summary: \$500.00 Debit, \$0.00 Credit

Selecting **51-051-0021-53350** under G/L Account displays details about the transaction.

Organization Inquiry > G/L Account Inquiry - 51-051-0021-53320 - Maintenance Of Building & Grounds > G/L Transaction Inquiry
G/L Transaction Detail

General

Journal Number: 2013-00000009
 Journal Type: Encumbrance Adjustment
 Source: Purchase Orders
 Reference:
 Sub Ledger: Purchasing
 Originating Department: System Generated
 G/L Account: 51-051-0021-53320 (Water Fund, Water, Production - Maintenance Of Building & Grounds)
 G/L Date: 08/31/2012
 Transaction Description: Purchase Order Post
 Transaction Amount: \$500.00
 Due To/Due From:
 Transfer Organization:
 Prior Fiscal Year Activity:

Source

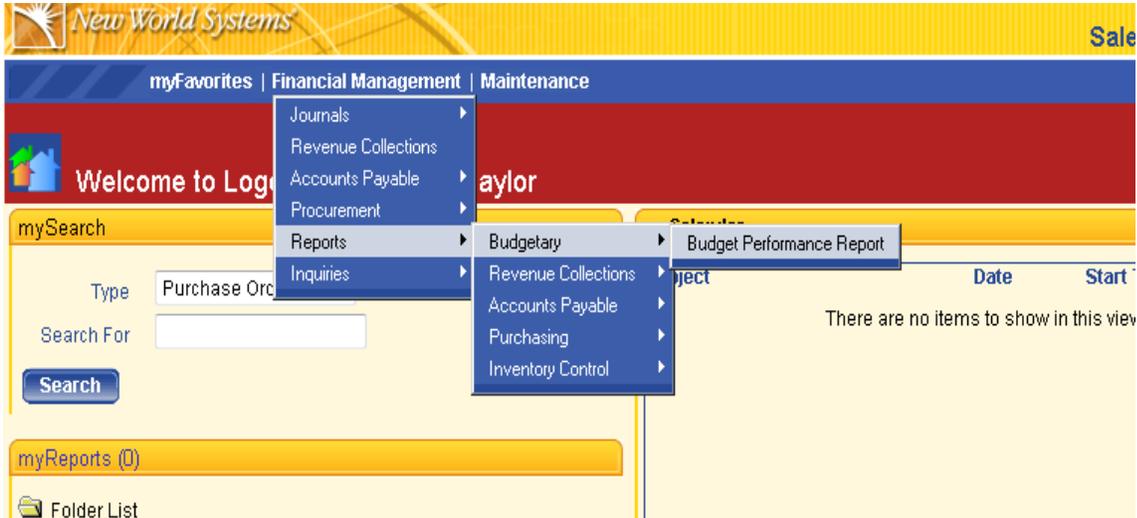
P.O. Number	P.O. Type	Description	Status	Vendor Name	Amount
2013-00000004	Standard	rug service	Open	Cintas Corporation #524	\$500.00

Associated Journals (+)
 Export History (+)
 Documents (+)
 Remote Documents (+)
 Approvals (+)

Clicking on the “+” will expand any further sections you wish to review.

Reports

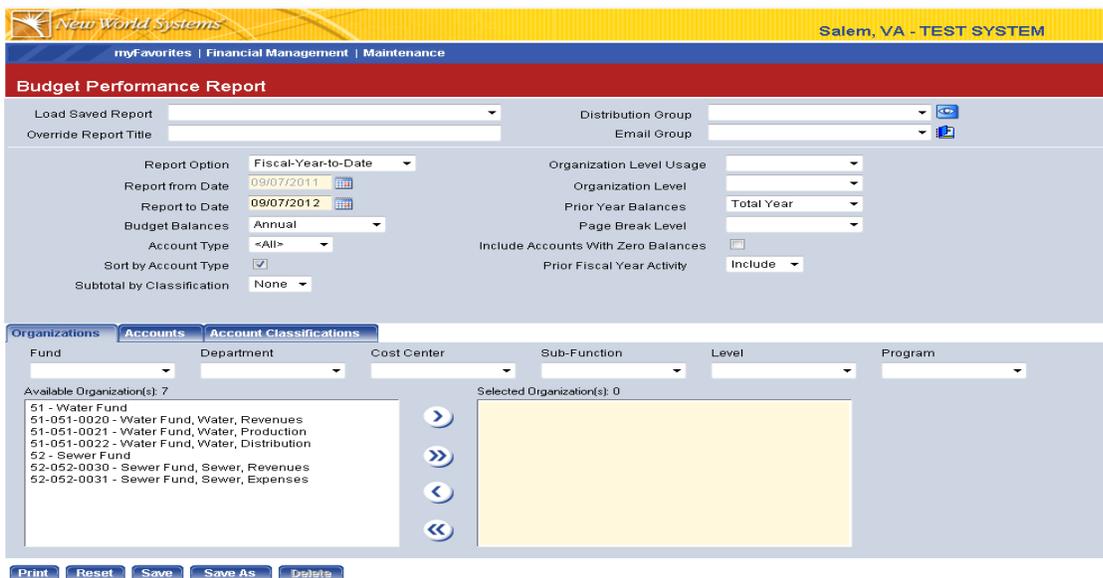
To access a budget vs. actual report that may be helpful, Financial Management → Reports → Budgetary → Budget Performance Report



Different date and sort criteria are available for reports. Modify settings as desired on the top part of the screen. Make sure the “Include Amounts With Zero Balances” box is checked if you want all accounts, regardless of balance, included on your report.

To generate the report, criteria must be selected for Organization, Accounts and Account Classification.

Under Organization, only your departments will be displayed. Highlight the cost center to include on the report and click “>” to select.”>>” selects all.



Under Accounts, select which object code(s) to include on the report.

The screenshot shows the 'Budget Performance Report' interface. At the top, there is a header with the 'New World Systems' logo and 'Salem, VA - TEST SYSTEM'. Below this is a navigation bar with 'myFavorites | Financial Management | Maintenance'. The main title is 'Budget Performance Report'. The interface includes several dropdown menus and input fields for report configuration: 'Load Saved Report', 'Override Report Title', 'Distribution Group', 'Email Group', 'Report Option' (set to 'Fiscal-Year-to-Date'), 'Report from Date' (09/07/2011), 'Report to Date' (09/07/2012), 'Budget Balances' (Annual), 'Account Type' (<All>), 'Sort by Account Type' (checked), 'Subtotal by Classification' (None), 'Organization Level Usage', 'Organization Level', 'Prior Year Balances' (Total Year), 'Page Break Level', 'Include Accounts With Zero Balances' (unchecked), and 'Prior Fiscal Year Activity' (Include). Below these options are three tabs: 'Organizations', 'Accounts', and 'Account Classifications'. The 'Accounts' tab is active, showing a list of available accounts (e.g., 44610 - Residential Services, 44611 - Small Commercial Services, etc.) and a 'Selected Account(s): 0' area. At the bottom, there are buttons for 'Print', 'Reset', 'Save', 'Save As', and 'Delete', along with a copyright notice for 2012.

Under Account Classification, select which classifications to include on the report.

The screenshot shows the 'Budget Performance Report' interface, similar to the previous one, but with the 'Account Classifications' tab selected. The configuration options at the top are identical. The 'Account Classifications' tab is active, showing a list of available account classifications (e.g., Expense Classification 1 - 1 - 51000 - Personal Services, Expense Classification 1 - 10 - 55100 - Utilities, etc.) and a 'Selected Account Classification(s): 0' area. An 'Add All' button is visible between the two lists. At the bottom, there are buttons for 'Print', 'Reset', 'Save', 'Save As', and 'Delete', along with a copyright notice for 2012.

Select print. In the screen shot below, not much activity has been posted, but you can see what data can be accessed on the report. The report can be printed or exported to excel by clicking on the icons at the top of the screen. If you click on “Send to myReports” in the bottom left, a pdf file will be created which can be accessed under myReports.

http://nwstest7/ReportGUID=135f6201-239d-450e-8096-9bb96f644021&ComponentID=613&ReportTitle=Bud - Windows Internet Explorer

1 of 2 100% Find | Next Select a format Export

Salem, VA - TEST SYSTEM

Budget Performance Report

Fiscal Year to Date 09/07/12
Include Rollup Account and Rollup to Object

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/Rec'd	Prior Year Total
Fund 51	Water Fund									
	EXPENSE									
	Department 051 - Water									
	Cost Center 0021 - Production									
51100	Salaries-Regular	.00	.00	.00	.00	.00	.00	.00	+++	.00
51200	Salaries-Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
51300	Part-Time Salaries-Regular	.00	.00	.00	.00	.00	.00	.00	+++	.00
51400	Part-Time Salaries-Overtime	.00	.00	.00	.00	.00	.00	.00	+++	.00
51900	Vacancy Savings	.00	.00	.00	.00	.00	.00	.00	+++	.00
52100	FICA	.00	.00	.00	.00	.00	.00	.00	+++	.00
52200	VRS Retirement	.00	.00	.00	.00	.00	.00	.00	+++	.00
52300	Health Insurance	.00	.00	.00	.00	.00	.00	.00	+++	.00
52400	VRS Life Insurance	.00	.00	.00	.00	.00	.00	.00	+++	.00
52600	Unemployment Insurance	.00	.00	.00	.00	.00	.00	.00	+++	.00
52700	Workers Compensation	.00	.00	.00	.00	.00	.00	.00	+++	.00
52840	Accrued Annual Leave	.00	.00	.00	.00	.00	.00	.00	+++	.00
52850	Other Postemployment Benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
53130	Management Consulting Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
53140	Engineering And Architectural Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
53150	Legal Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
53190	Administrative Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
53191	Billing And Collection Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
53193	Other Professional Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
53210	Maintenance Of Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
53320	Maintenance Of Building & Grounds	.00	.00	.00	.00	.00	1,000.00	(1,000.00)	+++	.00
53330	Maintenance Of Auto Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
53370	Software Maintenance/Support	.00	.00	.00	.00	.00	.00	.00	+++	.00
53600	Printing And Binding	.00	.00	.00	.00	.00	.00	.00	+++	.00
53600	Advertising	.00	.00	.00	.00	.00	.00	.00	+++	.00
55110	Electrical Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
55120	Heating Services - Gas, Coal And Oil	.00	.00	.00	.00	.00	.00	.00	+++	.00
55130	Water And Sewer	.00	.00	.00	.00	.00	.00	.00	+++	.00
55210	Postage	.00	.00	.00	.00	.00	.00	.00	+++	.00
55230	Telephone Service	.00	.00	.00	.00	.00	.00	.00	+++	.00
55240	Cell Phone Service	.00	.00	.00	.00	.00	.00	.00	+++	.00
55250	Internet Service	.00	.00	.00	.00	.00	.00	.00	+++	.00
55304	Other Property Insurance	.00	.00	.00	.00	.00	.00	.00	+++	.00
55305	Motor Vehicle Insurance	.00	.00	.00	.00	.00	.00	.00	+++	.00
55308	General Liability Insurance	.00	.00	.00	.00	.00	.00	.00	+++	.00
55410	Lease/Rent Of Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
55510	Mileage	.00	.00	.00	.00	.00	.00	.00	+++	.00
55520	Airfare	.00	.00	.00	.00	.00	.00	.00	+++	.00
55530	Meals And Lodging	.00	.00	.00	.00	.00	.00	.00	+++	.00
55540	Registration/Training Costs	.00	.00	.00	.00	.00	.00	.00	+++	.00
55600	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	.00
55600	Travel Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
55600	Supplies	.00	.00	.00	.00	.00	.00	.00	+++	.00

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