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 objects 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 \rightarrow Inquiries \rightarrow General Ledger \rightarrow G/L Organizations is useful to review availability of funds in a budget category.

Logos.NET - Windows Internet Explorer		
🚱 🕞 🖉 https://vpn.salemva.gov/+CSCO+007567	767633A2E2F616A66677266672E7076676C2E666E79727A2E766167++/logos/defaultaspx 🔹 🔒 City of Salem [US]	📓 🄄 🗙 🔽 Bing 🔎
× Google	🕶 🛃 Search 🕘 🔀 Share 🛛 More 🍽	Sign In 🌂
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6 Logos.NET		🟠 💌 🔝 📼 🚋 👻 Page 👻 Safety 👻 Tools 👻 🔞 💌
New World Systems	Salem, VA	CO_60 \$
myFavorites Financial Management	Maintenance	2
Vorranse Vorder List Current (0)	September 2012 * General Ledger Gil Accounts General Ledger Gil Accounts Powenue Collections Gil Orgenizations Gil Transactions Gil Orgenizations Gil Transactions Gil Orgenizations Powenue Collections Gil Transactions Processe Orders Gil Transactions	I Day Work Week 7 Week All Open 🛞

Following is the first inquiry screen displayed.

New World Systems			Salem	VA			C
myFavorites Financial Management M	laintenance						(
Organization Inquiry							
📚 🥙 Fiscal Year 2013 🔻	Summarization Level	None 🔻			Reclassification Journal Type		-
n 10 - General Fund	Account Type	Expense •			Prior Fiscal Year Activity	Include 🔻	
10 20 - Capital Projects Fund	51-051-0020 - Water F	und, Water, Revenu	ies Fiscal Year: 2013				
1 30 - School General Fund	Budget \$0.00 Enc	umbrances \$0.00	Expenses \$0.00 Balan	ce \$0.00 Percent Use	ed 0%		
n 32 - School Grants Fund	Account Number De	scription	Amended Budget	Encumbrances	Expenses Remaining Balance	Percent Used	
1 33 - School Cafeteria Fund				1	ł		
10 34 - School Capital Projects Fund							
40 - Debt Service Fund							
012 Einense							
0 051 - Water							
0020 - Revenues							
1 0021 - Production							
0022 - Distribution							
n 52 - Sewer Fund							
53 - Civic Center Fund							
1 54 - Electric Fund							
n 55 - Catering Fund							
n 72 - Cardinal Academy							
14 - Court Community Corrections							
1 97 - General Long-Term Debt							
1 98 - General Fixed Assets							
III 99 - School Gen Fixed Asset	1						

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.

New World Systems		Salem, VA					<mark>(</mark> \$\$
myFavorites Financial Management Maintenance							(0) 🗐
Organization Inquiry							
S K Fiscal Year 2013 -	Summarization Level Organization -			Reclassification J	ournal Type	•	
10 - General Fund	Account Type Expense 🔻			Prior Fiscal	Year Activity Exclu	de 🔻	
10 20 - Capital Projects Fund	51-051-0021 - Water Fund, Water, Product	tion Fiscal Year: 2013					
🚯 30 - School General Fund	Description	Amended Budget	Encumbrances	Expenses Re	maining Balance	Percent Used	
1 32 - School Grants Fund	53190 - Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00	0%	
n 33 - School Cafeteria Fund	53191 - Billing And Collection Costs	\$0.00	\$0.00	\$0.00	\$0.00	0%	
1 34 - School Capital Projects Fund	53199 - Other Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	0%	
40 - Debt Service Fund	53310 - Maintenance Of Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0%	
1 - Water Fund	53320 - Maintenance Of Building & Ground	\$0.00	\$500.00	\$1,000.00	-\$1,500.00	+++	
10 012 - Finance	53330 - Maintenance Of Auto Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0%	
1051 - Water	53370 - Software Maintenance/Support	\$0.00	\$0.00	\$0.00	\$0.00	0%	
0020 - Revenues	53500 - Printing And Binding	\$0.00	\$0.00	\$0.00	\$0.00	0%	
0021 - Production	52600 Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0%	
No results	55000 - Puverusing	\$0.00	\$0.00	\$0.00	\$0.00	0/0	
1 52 Source Fund	55110 - Electrical Services	30.00	30.00	30.00	30.00	0%	
1 53 - Civic Center Fund	55120 - Heating Services - Gas, Coal And	50.00	50.00	\$0.00	\$0.00	0%	
54 - Electric Fund	55130 - Water And Sewer	\$0.00	\$0.00	\$0.00	\$0.00	0%	
55 - Catering Fund	55210 - Postage	\$0.00	\$0.00	\$0.00	\$0.00	0%	
1 72 - Cardinal Academy	55230 - Telephone Service	\$0.00	\$0.00	\$0.00	\$0.00	0%	
1 74 - Court Community Corrections	55240 - Cell Phone Service	\$0.00	\$0.00	\$0.00	\$0.00	0%	
1 97 - General Long-Term Debt	55250 - Internet Service	\$0.00	\$0.00	\$0.00	\$0.00	0%	
1 98 - General Fixed Assets	55304 - Other Property Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0%	
1 99 - School Gen Fixed Asset		80.00	80 00	An nn	AA AA		

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

myFavorites Financial Management Maintenance									
rganization Inquiry									
Siscal Year 2013 •	Summarization Level Organization 👻			Reclassification	on Journal Type				
10 - General Fund	Account Type Classification			Prior Fis	cal Year Activity Exclu	ide 🔻			
20 - Capital Projects Fund	51-051-0021 - Water FL Organization cti	on Fiscal Year: 2013							
30 - School General Fund		ended Budget	Encumbrances	Expenses	Remaining Balance	Percent Used			
32 - School Grants Fund	53190 - Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00	0%			
33 - School Cafeteria Fund	53191 - Billing And Collection Costs	\$0.00	\$0.00	\$0.00	\$0.00	0%			
34 - School Capital Projects Fund	53199 - Other Professional Services	\$0.00	\$0.00	\$0.00	\$0.00	0%			
40 - Debt Service Fund	53310 - Maintenance Of Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0%			
51 - Water Fund	53320 - Maintenance Of Building & Ground	\$0.00	\$500.00	\$1,000.00	-\$1,500.00	+++			
10 012 - Finance	53330 - Maintenance Of Auto Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0%			
10 051 - Water	53370 - Software Maintenance/Support	\$0.00	\$0.00	\$0.00	\$0.00	0%			
0020 - Revenues	53500 - Printing And Binding	\$0.00	\$0.00	\$0.00	\$0.00	0%			
0021 - Production	53600 - Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0%			
No results	EE110 Electrical Continen	\$0.00	\$0.00	\$0.00	\$0.00	0%			
52 Sewer Fund	55110 - Electrical Services	\$0.00	\$0.00	\$0.00	\$0.00	0%			
53 - Civic Center Fund	55120 - Heating Services - Gas, Coal And	\$0.00	\$0.00	\$0.00	\$0.00	0%			
54 - Electric Fund	55130 - Water And Sewer	\$0.00	\$0.00	\$0.00	\$0.00	0%			
55 - Catering Fund	55210 - Postage	\$0.00	\$0.00	\$0.00	\$0.00	0%			
72 - Cardinal Academy	55230 - Telephone Service	\$0.00	\$0.00	\$0.00	\$0.00	0%			
74 - Court Community Corrections	55240 - Cell Phone Service	\$0.00	\$0.00	\$0.00	\$0.00	0%			
97 - General Long-Term Debt	55250 - Internet Service	\$0.00	\$0.00	\$0.00	\$0.00	0%			
98 - General Fixed Assets	55304 - Other Property Insurance	\$0.00	\$0.00	\$0.00	\$0.00	0%			
👔 99 - School Gen Fixed Asset	COOP MAY MARKED	A0.00	AD 00	AD 00	AD 00	007			

New World Systems		Saler	n, VA				<mark>(@@@@</mark> @
myFavorites Financial Management Mainte	nance						(0) 🗐 (0)
Organization Inquiry							
Fiscal Year 2013 •	Summarization Level Classification -			Reclas	ssification Journal Type	•	
10 - General Fund	Account Type Expense 🔻			P	Prior Fiscal Year Activity	Include 🔻	
20 - Capital Projects Fund	51-051-0021 - Water Fund, Water, Producti	on Fiscal Year: 2013					
30 - School General Fund	Budget \$0.00 Encumbrances \$500.00	Expenses \$1,000.00	Balance -\$1,500.00	Percent Used	0 %		
32 - School Grants Fund	Classification	Amended Budget	Encumbrances	Expenses R	temaining Balance	Percent Used	
33 - School Cafeteria Fund	+ Personal Services	\$0.00	\$0.00	\$0.00	\$0.00	0%	
34 - School Capital Projects Fund	Fringe Benefits	\$0.00	\$0.00	\$0.00	\$0.00	0%	
40 - Debt Service Fund	Other Benefits	\$0.00	\$0.00	\$0.00	\$0.00	0%	
51 - Water Fund	Contractual Services	\$0.00	\$500.00	\$1 000 00	-\$1 500 00	+++	
051 - Water	Printing and Binding	\$0.00	\$0.00	\$0.00	\$0.00	0%	
0020 - Revenues	a Advertising	\$0.00	\$0.00	\$0.00	\$0.00	0%	
0021 - Production	a hitier	\$0.00	\$0.00	\$0.00	\$0.00	0%	
No results	Communications	\$0.00	\$0.00	\$0.00	\$0.00	0%	
0022 - Distribution		\$0.00	\$0.00	\$0.00	\$0.00	0%	
52 - Sewer Fund	D Lesses and Pentals	\$0.00	\$0.00	\$0.00	\$0.00	0%	
53 - Civic Center Fund	Travel and Training	\$0.00	\$0.00	\$0.00	\$0.00	0%	
54 - Electric Fund	Missellaneous	\$0.00	\$0.00	\$0.00	\$0.00	0%	
55 - Catering Fund	Materials and Supplies	\$0.00	\$0.00	\$0.00	\$0.00	0%	
72 - Cardinal Academy	Capital Outlaw	\$0.00	\$0.00	\$0.00	\$0.00	0%	
97 - General Long-Term Debt		\$0.00	\$0.00	\$0.00	\$0.00	0%	
98 - General Fixed Assets	± Transfers	\$0.00	\$0.00	\$0.00	\$0.00	076	
99 - School Gen Fixed Asset							
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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 Organization Inquiry - Windows Internet Explorer Organization Inquiry - Windows Internet Explorer	756767633A2F2F616A66677266672E7076	576C2E666E79727A2E766167	'++/Logos/FM/Inquiries/G	LAccountFiscalYearSum	mary.aspx?type=eC	 City of Salem [L 	IS] 📓 🍫 🗙 💽
× Google	👻 🛃 Se	arch 🔹 🐺 Share 🛛 More »					
🔶 Favorites 🛛 🍰 👔 Turkeyshoot.net 💽 Natio	onals Schedule natio 猪 Google 🍘	Architect Studio 3D, from	Interactive Local Wea	ther 🕖 MYTARGETS	S.COM Free Ta 👪	eBay 💽 Washington	Nationals Tic 🍘 W
	×						
New World Systems			Salem, VA				
myFavorites Financial Manageme	ent Maintenance						
Organization Inquiry							
Fiscal Year 2013 •	Summarization Level	Classification -			Reclassification	n Journal Type	
🚺 10 - General Fund	Account Type	Expense 🔻			Prior Fisca	al Year Activity Inclu	le 🔻
🚺 20 - Capital Projects Fund	51-051-0021 - Water Fu	nd, Water, Production Fisca	l Year: 2013				
30 - School General Fund	Budget \$0.00 Encur	nbrances \$500.00 Expe	nses \$1,000.00 Balar	ice - \$1,500.00 Perc	cent Used 0%		
32 - School Grants Fund	Classification		Amended Budget	Encumbrances	Expenses I	Remaining Balance	Percent Used
33 - School Cafeteria Fund	Personal Services		\$0.00	\$0.00	\$0.00	\$0.00	0%
34 - School Capital Projects Fund	+ Fringe Benefits		\$0.00	\$0.00	\$0.00	\$0.00	0%
40 - Debt Service Fund	+ Other Benefits		\$0.00	\$0.00	\$0.00	\$0.00	0%
51 - Vvater Fund	Contractual Services		\$0.00	\$500.00	\$1 000 00	-\$1 500 00	+++
0 051 Water	Professional Sania	96	\$0.00	\$0.00	\$0.00	\$0.00	0%
1 0020 - Revenues	Maintanance Service		\$0.00	\$5.00	\$0.00	\$1,500,00	070
1 0021 - Production		co	\$0.00	\$300.00	\$1,000.00	-31,500.00	
No results	53310 - Mainte	nance Or Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0%
🚺 0022 - Distribution	53320 - Mainter	lance Of Building & Grounds	\$0.00	\$500.00	\$1,000.00	-\$1,500.00	+++
52 - Sewer Fund	53330 - Mainter	lance Of Auto Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0%
53 - Civic Center Fund	53370 - Softwa	re Maintenance/Support	\$0.00	\$0.00	\$0.00	\$0.00	0%
54 - Electric Fund	Printing and Binding		\$0.00	\$0.00	\$0.00	\$0.00	0%
55 - Catering Fund	Advertising		\$0.00	\$0.00	\$0.00	\$0.00	0%
72 - Cardinal Academy	Utilities		\$0.00	\$0.00	\$0.00	\$0.00	0%
74 - Court Community Corrections	Communications		\$0.00	\$0.00	\$0.00	\$0.00	0%
97 - General Long-Term Debt	∃ Insurance		\$0.00	\$0.00	\$0.00	\$0.00	0%
98 - General Fixed Assets	∃ Leases and Rentals		\$0.00	\$0.00	\$0.00	\$0.00	0%
a 99 - School Gen Fixed Asset	Travel and Training		\$0.00	\$0.00	\$0.00	\$0.00	0%

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

New World Systems					Salem, V	Ά			
myFavorites Financial Management Maintenance									
Organization Inquiry G/L Account Inquiry - 51-051-0021-53320 - Maintenance Of Building & Grounds									
(e)(e)	Summary	Detail	Five Year Trend	Budget Anal	ysis Budget His	tory			
Fiscal Year 2013 -	Annual Total	s YTD 💌	Reclass Journ	ial Type		Prior Year	Include 💌		
G/L Account 51-051-0021-55520 - Maintenance 💟	Classificat	ion Contra	ctual Services, Ma	intenance Service	5	Fiscal	Year 2013		
Search Reset	Amende	d Budget \$0.00	Encumbrances \$500.00	Expe \$1,00	nses YTD Ba 0.00 -\$1,8	alance Pero 500.00	ent Used		
53320 Maintenance Of Building & Ground	Month		Budget	Amendments	Encumbrances	Expenses	Current YTD Balance	Percent Used	
53330 Maintenance Of Auto Equipment	July		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
 53370 Software Maintenance/Support 52500 Printing And Rinding 	August		\$0.00	\$0.00	\$500.00	\$1,000.00	-\$1,500.00		
S 53600 Advertising ≈	September		\$0.00	\$0.00	\$0.00	\$0.00	-\$1,500.00		
55110 Electrical Services	October		\$0.00	\$0.00	\$0.00	\$0.00	-\$1,500.00		
覧 55120 Heating Services - Gas, Coal And	November		\$0.00	\$0.00	\$0.00	\$0.00	-\$1,500.00		
55130 Water And Sewer	December		\$0.00	\$0.00	\$0.00	\$0.00	-\$1,500.00		
55210 Postage	January		\$0.00	\$0.00	\$0.00	\$0.00	-\$1.500.00		
55230 Telephone Service	February		\$0.00	\$0.00	\$0.00	\$0.00	-\$1,500.00		
55250 Internet Service	March		\$0.00	\$0.00	\$0.00	\$0.00	-\$1 500 00		
55304 Other Property Insurance	April		\$0.00	\$0.00	\$0.00	\$0.00	-\$1 500 00		
55305 Motor Vehicle Insurance	May		\$0.00	\$0.00	\$0.00	\$0.00	-\$1,500,00		
55308 General Liability Insurance	lune		\$0.00	\$0.00	\$0.00	\$0.00	-\$1,500.00		
55410 Lease/Rent Of Equipment	Total		\$0.00	\$0.00	\$500.00	\$1,000,00	\$1,500.00		
55510 Mileage	, old.		00.00	\$0.00	0300.00	51,000.00	\$1,500.00		
55520 Aintare									
Soboli Means And Lodging									

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

New World Systems	Salem, VA
myFavorites Financial Management Maintenance	
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 G/L Account 51-051-0021-53320 - Maintenance FOR Date 08/31/2012 FOR Project Enter Value FOR Date OB/31/2012	Journal Type AB JE BA EA V
Search Reset	
GL Date 1 GL Account 1 Journal type SubLedger Journal Number Transaction Description Gl 09/31/2012 51:051:0021:53320 Encumbrance 4di Purchasing 2013.00000009 Purchase Order Post	Source Reference Department Project
۲ ۲	
	\$500.00 \$0.00

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

New World Sy	istems			Salem	, VA		(\$\$)Q			
myFavor	myFavorites Financial Management Maintenance									
Organization Inquiry > G/L A G/L Transaction	Account Inquiry - 51-051- Detail	0021-53320 - Maintenance Of Building & Gro	unds > G/L Transa	iction Inquiry						
General 🗸							6			
Journal Number Journal Type Reference Sub Ledger Originating Department GIL Account GIL Account GIL Catcount Transaction Description Transaction Amount Due To/Due From Transfer Organization Prior Fiscal Year Activity	2013-0000009 Encumbrance Adjust Purchase Orders Purchasing System Generated 51-051-0021-53320 (N 08/31/2012 Purchase Order Pos \$500.00	ment Vater Fund, Water, Production - Maintena t	nce Of Building &	Grounds)						
Source V							1			
P.O. Number P.	О. Туре	Description	Status	Vendor Name	A	mount				
2013-0000004 Sta	andard	rug service	Open	Cintas Corporation #524	\$5	500.00				
Associated Journals							(
Export History										
Documents										
Remote Documents										
Annrovals							1			

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 \rightarrow Reports \rightarrow Budgetary \rightarrow Budget Performance Report

New W	orld System	IS I						Sale
	myFavorites	Financial Manageme	nt	Maintenance				
🐔 Welco	me to Logi	Journals Revenue Collections Accounts Payable	•	aylor				
mySearch		Procurement Reports	•	Budgetary	•	Budget Performance Report		
Type Search For	Purchase Orc		•	Revenue Collections Accounts Payable Purchasing Inventory Control	+ + +	yect There an	Date e no items to show	Start ⁻ in this viev
myReports (0)						-		

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.

New World Syste	ems						s	alem	, VA - TEST SYSTEM
myFavorites Financial Management Maintenance									
Budget Performance	e Repo	ort							
Load Saved Report Override Report Title				•	Distribution Group Email Group	E			 ✓ ✓
Report Report fron Budget Bal Accour Sort by Accour Subtotal by Classif	Option m Date to Date llances nt Type nt Type fication	Fiscal-Year-to-Da 09/07/2011		Include	Organization Level Usag Organization Level Prior Year Balances Page Break Level Accounts With Zero Balance Prior Fiscal Year Activity	IB IS	Total Year Include 👻	* * *	
Organizations Accounts	Accou	nt Classifications	Cost Contor		Sub Eunction	1.0	vol		Program
- unu	Departin		Cost Center	-		Le	1081	-	-rogram
Available Organization(s): 7				Selected	Organization(s): 0				
51 - Water Fund 51 - 051 - 0020 - Water Fund 51 - 051 - 0020 - Water Fund 51 - 051 - 0022 - Water Fund 52 - 052 - 0030 - Sewer Fund 52 - 052 - 0030 - Sewer Fund 52 - 052 - 0031 - Sewer Fund	d, Water, R d, Water, P d, Water, D d, Sewer, I d, Sewer, I	revenues roduction istribution Revenues Expenses	> >> < <						

Print Reset Save Save As Delete

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

New World Systems		Salem, VA - TEST SYSTEM
myFavorites Finan	cial Management Maintenai	ice
Budget Performance Rep	ort	
Load Saved Report Override Report Title		■ Distribution Group ■ ■ Email Group ■ ■
Report Option Report from Date Report to Date Budget Balances Account Type Sort by Account Type Subtotal by Classification	Fiscal-Year-to-Date	Organization Level UsageOrganization LevelPrior Year BalancesTotal YearPage Break LevelInclude Accounts With Zero BalancesPrior Fiscal Year ActivityInclude Include
Organizations Accounts Accounts	ount Classifications	
Available Account(s): 96 44610 - Residential Services 44611 - Small Commercial Services 44612 - Large Commercial Services 44613 - Multi-Unit Services 44615 - Unmetered Services 44615 - Unmetered Services 44620 - Penatiles 44630 - Connections 44640 - Miscellaneous 44650 - Interest Income 44650 - Premium On Bonds 44670 - Contribution Of Assets	25 25 •	Selected Account(s): 0 Selected Account(s): 0 ()
Print Reset Save Save	As Delete	Copyright 2015, New World Systems , hc., All signly researd.

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

New World Systems			Salem, VA - TEST SYSTEM									
myFavorites Finan	cial Management Maintenance											
Budget Performance Report												
Load Saved Report Override Report Title		 Distribution Group Email Group 	• • • •									
Report Option Report from Date Report to Date Budget Balances Account Type Sort by Account Type Subtotal by Classification	Fiscal-Year-to-Date	Organization Level Usage Organization Level Prior Year Balances Page Break Level Include Accounts With Zero Balances Prior Fiscal Year Activity	a v Total Year v v s Include v									
Organizations 🗸 Accounts 🗸 Acco	ount Classifications											
Available Account Classification(s): 83 Expense Classification 1 - 1 - 510 Expense Classification 1 - 10 - 65 Expense Classification 1 - 11 - 55 Expense Classification 1 - 12 - 55 Expense Classification 1 - 13 - 55 Expense Classification 1 - 14 - 55 Expense Classification 1 - 15 - 55 Expense Classification 1 - 15 - 55 Expense Classification 1 - 16 - 55 Expense Classification 1 - 17 - 56 Expense Classification 1 - 18 - 57 Expense Classification 1 - 19 - 57 Expense Classification 1 - 19 - 57	00 - Personal Services 100 - Utilities 200 - Communications 200 - Insurance 300 - Insurance 300 - Insurance 300 - Contributions to C 300 - Public Assistance 300 - Materials and Sup 300 - Payment to Joint 300 - Pringe Benefits	Selected Account Classification(s): 0										
Print Reset Save Save	As		Controls 2012, New Vold Serlins, bo: All fabilit recents.									

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.

Contraction	//mistest/inteportootD=15010201-2590-400	e-8090-96696f64402	1&ComponentID=61	.38(Report Lith	e=Bud - Windov	ws Internet Explo	rer			
14	4 1 of 2 ▶ ▶ 100%	-	Find Next	Select a f	ormat	▼ Export	¢ 🗇			
Sale	em VA . TEST SYSTEM									
					B	uaget	Pertor	manc	ек	eport
							F	iscal Year t	o Date	9/07/12
						Includ	de Rollup Ad	count and	Rollur	to Object
										· ·· · ·
		Adopte	d Budget	Amended	Current Month	YTD	YTD	Budget - YTD	% used/	
Account	Account Description	Budg	et Amendments	Budget	Transactions	Encumbrances	Transactions	Transactions	Rec'd	Prior Year Total
Fund 51	- Water Fund									
Dep	oc artment 051 - Water									
C	ost Center 0021 - Production									
51100	Salaries-Regular	.0	00. 0	.00	.00	.00	.00	.00	+++	.00
51200	Salaries-Overtime	.0	00. 0	.00	.00	.00	.00	.00	+++	.00
51300	Part-Time Salaries-Regular	0.	0.00	.00	.00.	.00	.00	.00	+++	00.
51400	Part-Time Salaries-Overtime	0. 0	U .00	.00	.00	.00	.00	.00	+++	.00
52100	FICA		0.00	.00	.00	.00	.00	.00	+++	00. 00.
52200	VRS Retirement	.0	0.00	.00	.00	.00	.00	.00	+++	.00
52300	Health Insurance	.0	00. 0	.00	.00	.00	.00	.00	+++	.00
52400	VRS Life Insurance	.0	00. 0	.00	.00	.00	.00	.00	+++	.00
52600	Unemployment Insurance	0. 0	0.00	.00	.00	.00	.00	.00	+++	00.
52/00	Workers Compensation		0 .00	.00	.00	.00	.00	.00	+++	.00
52850	Other Posternolovment Benefits	 	0.00	.00	.00	.00	.00	.00	+++	.00
53130	Management Consulting Services	.0	0.00	.00	.00	.00	.00	.00	+++	.00
53140	Engineering And Architectural Services	.0	00.00	.00	.00	.00	.00	.00	+++	.00
53150	Legal Services	.0	0,00	.00	.00	.00	.00	.00	+++	.00
53190	Administrative Costs	0. 0	0 .00	.00	.00	.00	.00	.00	+++	.00
53199	Other Professional Services		0 .00	.00	.00	.00	.00	.00	+++	00.
53310	Maintenance OF Equipment	.0	0 .00	.00	.00	.00	.00	.00	+++	.00
53320	Maintenance Of Building & Grounds	.0	00. 0	.00	.00	.00	1,000.00	(1,000.00)	+++	.00
53330	Maintenance OF Auto Equipment	.0	00. 0	.00	.00	.00	.00	.00	+++	.00
53370	Software Maintenance/Support	0. 0	0.00	.00	.00	.00	.00	.00	+++	00.
53500	Advertising		0 .00	.00	.00	.00	.00	.00	+++	.00
55110	Electrical Services	.0	0,00	.00	.00	.00	.00	.00	+++	 00.
55120	Heating Services - Gas, Coal And Oil	.0	00.00	.00	.00	.00	.00	.00	+++	.00
55130	Water And Sewer	.0	00. 0	.00	.00	.00	.00	.00	+++	.00
55210	Postage	0.	00.00	.00	.00	.00	.00	.00	+++	00.
55230	Coll Dhone Service		0 .00	.00	.00	.00	.00	.00	+++	.00
55250	Internet Service	.0	0,00	.00	.00	.00	.00	.00	+++	.00
55304	Other Property Insurance	.0	00. 0	.00	.00	.00	.00	.00	+++	.00
55305	Motor Vehicle Insurance	.0	00. 0	.00	.00	.00	.00	.00	+++	.00
55308	General Liability Insurance	.0	0.00	.00	.00	.00	.00	.00	+++	.00
55410	Lease/Rent Of Equipment	0. 0	0 .00	.00	.00	.00	.00	.00	+++	00.
55520	Airfare		0 .00	.00	.00	.00	.00	.00	+++	.00
55530	Meals And Lodging	.0	0,00	.00	.00	.00	.00	.00	+++	 00.
55540	Registration/Training Costs	.0	0.00	.00	.00	.00	.00	.00	+++	.00
55800	Miscellaneous	.0	0.00	.00	.00	.00	.00	.00	+++	.00
distant in the local distance in the local d	erships	.0	00. 0	.00	.00	.00	.00	.00.	+++	.00