PROCESSING BUDGET AMENDMENT REQUESTS

8/8/2014

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. You can see where you stand in each classification by going to Financial Management \rightarrow Inquiries \rightarrow General Ledger \rightarrow G/L Organization. When you bring up your 4 digit cost center, change "Summarization Level" to "Classification". You will then see a list of your classifications and the amended budget, encumbrances, expenses, and remaining balance for each classification.

Journals provide the ability for users to set up and approve budget amendment requests. The system recognizes budget transfers as budget journals, so this terminology is used interchangeably in these instructions. To enter a budget amendment request, select Financial Management, Journals, Journals.



If you already have requests in process that have not been approved, they will be displayed on the Journal List.



To initiate a new request, select the NEW button in bottom left corner.

] 🗢	~									ب د د
New	World System	ms	\sim		TEST**S	alem, VA**TEST				0000
	myFavorites	Financial Man	agement Community	/ Development Maintenan	ice					🖰 თ 🗐 ი
Journal L	_ist									
5000	3 3 3 @	List								
myTasks	Validated	Approvals	Department		Journal Number	Туре	G/L Date	Description		Created by User
🗟 New 🤤	Remove Impo	t ExportJour	nal 🖪 Options							0 Ro
					Copyright 2012, New	World Systems, Inc. All rights reserve	đ.			
Done								🗸 Trusted	sites Protected Mode: Off	🖓 🔻 🔍 100%
1			<u>os</u> W						2 📮 🥝) 🏴 🛱 🛱 🍆 10:33 A 8/16/20

The journal header is now displayed. Select your Department. Some users have multiple departments to choose from, others have only one.

🥖 Journal - Windows Internet Explorer
ⓒ ○ ♥ 📓 http://mwstest/Logos/FinancialManagement/Journals/JournalContainer.aspx?
🖕 Favorites 🛛 🖕 🔊 Budget Reports 📶 Free Hotmail 🔊 Softpedia News 🔻 🔊 Softpedia Software 👻 🖉 Softpedia 😇 Suggested Sites 🔻 🖉 Get more Add-ons 🕶
Journal
New World Systems Salem, VA
myFavorites Financial Management Maintenance
Journal List Journal
1 1 1 2 2 3 C General
Journal Header
Journal Information Defaults
Department 051-0022 - Water Distribution 🔹 G/L Date 08/19/2012
Journal Type 051-0021 - Water Water Production Source
Fiscal Year 051-0022 - Water Distribution Description
052- Sewer Retain Entries □
Save Reset

Journal Type should be defaulted as Budget Adjustment.

🥖 Journal - Windows Internet	t Explorer						
🕞 🕞 🗢 🔣 http://nwst	est/Logos/FinancialManagement/Journals/Jo	urnalContain	er.aspx?				
👷 Favorites 🛛 🚖 🔊 Budg	get Reports 🛛 Free Hotmail 👩 Softpedia I	Vews 🔻 🙋 S	ioftpedia Software 🔻 🙋 Softp	edia 🛅 Suggested Sites 🔻 🖉 Get moi	e Add-ons 🔻		
Journal							🏠 🗸
New World Syste	ems			Salem, V	Ą		
myFavorites	s Financial Management Maintenance						
Journal List Journal							
1 9980	🖉 상 📎 General						
Journal Header							
Journal Information			Defaults				
Department	051-0022 - Water.Water Distribution	•	G/L Date	8/19/2012			
Journal Type	Budget Adjustment 💌		Source				
Fiscal Year	2012 -		Description				
Reference		•	Retain Entries				
Save Reset							

Select correct fiscal year. Remember, the fiscal year is not always the same as the date; for example, a budget amendment completed on 8/19/2012 will be fiscal year 2013.

🏉 Journal - Windows Internet	: Explorer						
🚱 🕞 🗢 🔣 http:// nwstest /Logos/FinancialManagement/JournalS/JournalContainer.aspx?							
🚖 Favorites 🛛 🚖 🙋 Budg	iet Reports 🔣 Free Hotmail 👩 Softpedia N	Jewrs 👻 💋 Si	Softpedia Software 🔻 🕖 Softpedia 🔁 Suggested Sites 🔻 🔊 Get more Add-ons 🔻				
Journal							
New World Syst	ems		Salem, VA				
myFavorites	Financial Management Maintenance						
Journal List Journal							
<mark>1</mark> 70 8 8 2 4	🖉 상 📎 General						
Journal Header							
Journal Information			Defaults				
Department	051-0022 - Water.Water Distribution	•	G/L Date 08/19/2012				
Journal Type	Budget Adjustment 💌		Source				
Fiscal Year	2012 -		Description				
Reference	2013	•	Retain Entries				
Save Reset	2011 2010						

Select G/L Date, which should be a date within the fiscal year you selected. For example, if you're entering a budget amendment request on 7/15/12 for FY2012, the G/L date should be no later than 6/30/12.

🏉 Journal - Windows Internet	Explorer						
🕒 🕞 💌 🔀 http://mwstest/Logos/FinancialManagement/Journals/JournalContainer.aspx?							
	et Reports 📶 Free Hotmail 🤌 Softpedia News 🕶	🥖 Softpedia Software 👻 🏉 Sof	tpedia 迃 Suggested '	Sites 🔻 🙋 Get more Add-ons 🔻			
📉 Journal							
New World Syste	ems			Salem, VA			
myFavorites	; Financial Management Maintenance						
Journal List Journal							
100000	🖉 🍐 📎 General						
Journal Header							
Journal Information		Defaults					
Department	051-0022 - Water.Water Distribution	G/L Dat	e 06/30/2012				
Journal Type	Budget Adjustment 💌	Sourc		Date format MM/DD/YYYY. Shortcut keys: [T] for Today. [UP] for Next. [DOWN] for Previous. [PAGEUP]			
Fiscal Year	2012 -	Descriptio	n	for Next Month. [PAGEDOWN] for Previous Month. [C]			
Reference	•	Retain Entrie	a 🗖 🛛	for Calendar.			
Save Reset							

No data is keyed in the Reference or Source fields. Description field is required. The maximum character length is 64; the minimum is 1. Enter a brief description of your amendment and click Save. This saves the journal header.

🏉 Journal - Windows Internet Explorer				
🕒 🗢 🔣 http://nwstest/Logos	s/FinancialManagement/Journals/JournalContaine	ir.aspx?		
🖕 Favorites 🛛 🚖 💋 Budget Report	ts 🔝 Free Hotmail 👩 Softpedia News 👻 🏉 So	oftpedia Software 👻 💋 Softp	edia 🔁 Suggested Sites 🔻 👩 Get more Add-ons 👻	
Journal				
New World Systems			Salem, VA	
myFavorites Financ	cial Management Maintenance			
Journal List Journal				
	🛇 General			
Journal Header				
Journal Information		Defaults		_
Department 051-00	22 - Water Water Distribution 🔹 👻	G/L Date	06/30/2012	
Journal Type Budget	Adjustment 🔻	Source		
Fiscal Year 2012 •	•	Description	Transfer to purchase printer	
Reference	•	Retain Entries		
Save Reset				

The first line of your budget amendment request is then available. The G/L Date and Description are populated from what you've already entered. Tab to the G/L account field, which can by typed in (with

dashes) or you can click on the **and the second sec**

🏉 Journal - 2012-00000004 - Windows Internet Explorer				
ⓒ	ainer.aspx?		🕶 🐓 🗙 🖸 Bing	م
👷 Favorites 🛛 🚔 🔊 Budget Reports 🔝 Free Hotmail 🖉 Softpedia News 🔻 🛔] Softpedia Software 🔻 👩 Softpedia 🔽 Suggested Sites 🔻 👩 Get more Add-ons 🔻			
Numal - 2012-00000004			🏠 🕶 🔝 👻 🚍 🖶 🕶 Pa	ge 🕶 Safety 🕶 Tools 🕶 🔞 🕶
New World Systems	Salem, VA			0000
myFavorites Financial Management Maintenance				<mark>8</mark> 0 🗐 0
Journal List Journal - 2012-00000004				
😚 🖏 🗐 🖏 💋 🧭 🏷 General				
Journal Header				*
Journal Information	Defaults			
Department 051-0022 - Water.Water Distribution	G/L Date 06/30/2012			
Journal Type Budget Adjustment 💌	Source			
Reference	Description Transfer to purchase printer			
	Relain Entries			
Save Save.New Save.Update Detail Reset Remove				
Fund Summary		2		÷
GIL Date GIL Account Project / Project Revenue	Description Due To Due From Fund	Increase	Decrease	&
06/30/2012 📖	Transfer to purchase printer			2 Q
0 Entries open	Page: 1 -	\$0.00	\$0.00	

When you click on

, the following screen will be displayed.

al - 2013-00000023 - Wi	indows Internet Explorer		
🤌 Logos.NET Webp	oage Dialog		
G/L Account F	Prompt		
General		Account Type	
Organization Set	v	Asset 🔽	
Account Number	V	Liability 🔽	
Description		Fund Equity 🔽	
Budget Type	<all></all>	Revenue 🔽	
Level	<all> 🔻</all>	Expense 🔽	
Search Reset			
			Copyright 2012, New World Sign Ens., Inc. All rights recensed.

The boxes under Account Type can be unchecked so only expense accounts are displayed.

- 2012-00000003 - Windows Internet Explorer		
Logos.NET Webpage Dialog		
G/L Account Prompt		
General	Account Type	
Organization Set	Asset 🔲	
Account Number	Liability 🔲	
Description	Fund Equity 🔲	
Budget Type <a>All> 	Revenue	
Level <all> 💌</all>	Expense 🛛	

In the Organization List field, enter two or more digits of your G/L account (with the dash in between segments). A list of cost centers you have access to will be displayed. Scroll down or up and select. Once selected, hit Search.

- Logos.NET Webp	age Dialog		
G/L Account F	Prompt		
General		Account Type	
Organization Set	51-	Asset	
Account Number	51-051-0020 - Water Fund, Water, Revenues 51-051-0021 - Water Fund, Water, Production	Liability	V
Description	51-051-0022 - Water Fund, Water, Distribution	Fund Equity	V
Budget Type		Revenue	V
Level	<all> 🔻</all>	Expense	V
earch Reset			

A list of G/L accounts will be displayed. Select the G/L Account (click on the blue account number, not description) and the G/L field will be populated in your entry.

al - 2012-00000004 - Wi	indows Internet Explorer						
🖉 Logos.NET Webpage Dialog							
G/L Account Prompt							
General			Account Type	. <u></u>			
Organization Set	51-	~	Asset				

Organization Set	51-		Asset				
Account Number	✓		Liability				
Description			Fund Equity				
Budget Type	<all> •</all>		Revenue				
Level	<a > 🔻		Expense	V			
Search Reset)						
G/L Account	Description	Quick Code	Transaction	Budget	Report	Account Type	Organization Description
51-051-0021-53150	Legal Services		1	1	1	Expense	Water Fund,Water,Production
51-051-0021-53190	Administrative Costs		1	1	1	Expense	Water Fund,Water,Production
51-051-0021-53191	Billing And Collection Costs			1	1	Expense	Water Fund,Water,Production
51-051-0021-53199	Other Professional Services			1	1	Expense	Water Fund,Water,Production
51-051-0021-53310	Maintenance Of Equipment		1	1	1	Expense	Water Fund,Water,Production
51-051-0021-53320	Maintenance Of Building & Grounds		1	1	1	Expense	Water Fund,Water,Production
51-051-0021-53330	Maintenance Of Auto Equipment		1	1	1	Expense	Water Fund,Water,Production
51-051-0021-53370	Software Maintenance/Support		1	1	1	Expense	Water Fund,Water,Production
51-051-0021-53500	Printing And Binding			1	1	Expense	Water Fund,Water,Production
51-051-0021-53600	Advertising		1	1	1	Expense	Water Fund,Water,Production
51-051-0021-55110	Electrical Services			1	1	Expense	Water Fund,Water,Production
51-051-0021-55120	Heating Services - Gas, Coal And Oil		1	1	1	Expense	Water Fund,Water,Production
51-051-0021-55130	Water And Sewer			1	1	Expense	Water Fund,Water,Production
51-051-0021-55210	Postage		1	1	1	Expense	Water Fund,Water,Production
51-051-0021-55230	Telephone Service		1	1	1	Expense	Water Fund,Water,Production
Current Page: 2	Total Number of Pages: 1	14			Total G	/L Accounts: 204	

Refresh < Prev Next >

Copyright 2012, New World Systems, Inc. All rights reserved.

🏉 Journal - 2012-00000004 - Windows Internet Explorer		
🚱 💿 💌 🖬 http://wwstest/Logos/FinancialManagement/Journals/JournalContainer.aspx?	🚽 😽 🗙 🔂 Bing	م
🖕 Favorites 🛛 🖕 🔊 Budget Reports 🔝 free Hotmail 🗿 Softpedia News 🔻 🔊 Softpedia Software 🔻 🖉 Softpedia 🛅 Suggested Sites 🔻 🖉 Get more Add-ons 🔻		
T Journal - 2012-0000004	🛅 🔻 🖾 👘 🔻 Page	:▼ Safety▼ Tools▼ 🔞▼
New World Systems Salem, VA		0000
myFavorites Financial Management Maintenance		<u>თ</u> 🗐 თ
Journal List Journal - 2012-00000004		
1 🕄 🗐 🕄 🖉 🚿 General		
Journal Header		*
Journal Information Defaults		
Department 051-0022 - Water Water Distribution GIL Date 06/30/2012		
Journal Type Budget Adjustment 👻 Source		
Reference Description Transfer to purchase printer		
Retain Entries 📃		
Save Save New Save Update Detail Reset Remove		
Fund Summary		+
GL Date GL Account Description Project / Project Revenue Due To Due From Fund	Increase Decrease	\$
06/30/2012 💼 51-051-0021-55210 🗸 🔤 🔯 Transfer to purchase printer		p Q
0 Entries Page: 1 •	\$0.00	

Tab over to the Increase/Decrease field and enter the amount you wish to transfer. To reduce an expense budget, the amount must be entered as a negative number.

🥖 Journal - 2012-00000004 - Windows Internet Explorer		
🚱 🕞 💌 http://mwstest/Logos/FinancialManagement/Journals/JournalContainer.aspx?		- + + × 5 Bing
🖕 Favorites 🛛 👍 🕫 Budget Reports 🌃 Free Hotmail 👩 Softpedia News 🔻 👩 Softpedia Software 👻 🔊 Softpedia 🗔 Suggested Sites 👻 👩 Get more Add-ons		
🔣 Journal - 2012-00000004		🟠 🔻 🗟 👻 🚍 🖶 👻 Page 🕶 Safety 🕶 Tools 🕶 🔞 🕶
New World Systems Salem, VA		0000
myFavorites Financial Management Maintenance		<u>ല</u> ത
Journal List Journal - 2012-00000004		
1 🐑 🗐 🕄 🖉 🦪 🖏 General		
Journal Header		*
Journal Information Defaults		
Department 051-0022 - Water Water Distribution GIL Date 06/30/2012		
Journal Type Budget Adjustment 👻 Source		
Reference Description Transfer to purchase printer		
Retain Entries 📃		
Save New Save.Update Detail Reset Remove		
Fund Summary		•
GL Date GL Account Description Project / Project Revenue Due To Due From Fund	Increase	Decrease 🔱
06/30/2012 📰 51-051-0021-55210 - Postage 🔽 🔄 💽		-500 🤣 🔍
0 Entries Page: 1 •	\$0.00	\$0.00

Hit tab until the next line of your entry is displayed and enter the rest of your adjustments. Use Tab to move from one field to the next. The entry must be balanced (i.e. increase = decrease). Tab to a blank line when done so the system will recognize all lines of your entry.

New Wo	rid Systems	Salem, VA			
///m	nyFavorites Financial Management Maintenance				8 ₀ (
ournal List Journal - 20 1	12-00000004				
<mark>) </mark>	🕽 🖉 🧭 🏷 General				
Journal Header					
Journal Informat	lion	Defaults			
De	epartment 051-0022 - Water Water Distribution	G/L Date 06/30/2012			
Jou	imal Type Budget Adjustment 💌	Source			
R	Reference				
		Retain Entries 🔲			
Save Save.No	ew Save/Update Detail Reset Remove				
Fund Summary					
G.L. Date	GL Account Project / Project Revenue	Description Due To Due From Fund	Increase	Decrease	&
16/30/2012	51-051-0021-55210 - Postage	Transfer to purchase printer		\$500.00	0 4
06/30/2012	51-051-0021-56001 - Office Supplies	Transfer to purchase printer	\$500.00		0 4
06/30/2012		Transfer to purchase printer			ə Q
3 Entries		Page: 1 -	\$500.00	\$500.00	
3 Entries		Page:	\$500.00	\$500.00	

Click the Save button in the middle of the screen.

Some or all of the following workflow buttons will be displayed on your screen based on your role in the budget amendment process.





📉 Journal - 2012-0	0000004									
New World Systems Salem, VA										
m	Favorites Fin	ancial Management Maintenance								
Journal List Journal - 2012-00000004										
100 00	0000	🕽 📎 Review								
Journal Header										
Fund Summary										
P 🝕 🗊	G/L Date	G/L Account	Description	Increase	Decrease Pr	oject				
4	06/30/2012	51-051-0021-55210 - Postage	Transfer to purchase printer		\$500.00					
4	06/30/2012	51-051-0021-56001 - Office Supplies	Transfer to purchase printer	\$500.00						

E)

Documents Icon–Allows you to attach documents. Click the Add button in the bottom left corner to attach documents.

<i> Oocur</i>	ment Vi	ewer - Wind	dows Internet E	xplorer				• ×
		00000512	(Documenta)	STEST	Copy of p	od as of 7/28		₽ ?
Sta	atus 🔅 F	File		File Type	Changed User	Changed Date		- 3
0 - 0 of 0 re	cords				i← ¶ pre	v 1 next ▶ →	Show 25	✓ records
θ	Ō	.+.					88	Ö
Add	Delete	Download	Filing				Views	Options

Notes Icon – Allows you to add notes for approvers.

🙆 Notes - Windows Internet Expl	orer				• X
Journal Notes (Notes)	Weteel	Cop	Configure Last Activity E	Date (New to Old) 💌	₽?
Note			Changed Date		
♥ Contains	2	Contains	♥ On	▼I Equals	
•		"			•
0 - 0 of 0 records			∢ prev 1 next ▶	→ Show 25	✓ records
	_		and the state of		
					Ö
Add Edit Copy Delete	Print				Options

Validation Icon – Before budget amendment request can be sent to the next approval level, it must be validated by clicking on this icon.

🗧 Logos.NET Webpage Dialog	×
Journal Validation	
Validation Results	
• Journal 2012-00000004 - Valid	
OK	
_	

This step performs a system check and makes sure the journals are in balance and within available budget. If the journal is successfully validated, 'Valid' displays after the journal number in the Validation Results that are displayed. If the journal is not successfully validated, the reason displays after the journal number in the Validation Results that are displayed.

 \heartsuit

Approval Icon –This is a human approval to make sure the journal was reviewed by the appropriate parties. When you click on the approval icon, the approval levels required will be displayed with your level in bold. In the example below, this entry is at the initiator level.

myFavorites Financia	I Management Maintenance				
Journal List Journal - 2012-00000004					
199992000	Approvals				
Initiator (1) 🦪					
Department Head (1)					
City Manager (1)	8				
Finance (1)					
Approve Deny					
Journal Header					
Journal Information					Defaults
Journal Number	2012-00000004	Department	051-0022 - Water,Water Distribution		G/L Date
Journal Type	Budget Adjustment	Sub Ledger	General Ledger		Source
		Reference			Description
Fund Summary					
Fund	Description		G/L Date	Total Increases	Total Decreas
51	Water Fund		06/30/2012	\$500.00	\$500

Click the Approve button in the middle of the screen and a list of approvers is displayed.

🗈 Logos.NET Webpage Dialog 🛛 💽									
Add Approval									
Send to User	Available Users:	Selected Users:							
	Caleb Taylor (Department Heac Jay Taliaferro (City Manager) Kevin Boggess (City Manager) Frank Turk (Finance) Mary Ann Penney (Finance) NWS (Finance) Tammy Todd (Finance)	>>>> <>>							
Comments									
OK Cancel									

Most departments have the following approval levels for budget amendment requests:

Initiator – Enters request.

Department Head – Can enter requests and approve or approve those sent from department's initiator(s).

City Manager – Any budget amendment requests for amounts greater than \$5,000 or requests \$500 or great that affect travel accounts should be routed to the City Manager for approval. Requests should be sent to Kevin Boggess. In the event he is out of the office, requests can be sent to Jay Taliaferro.

Finance – Final level of approval before posting. Requests can be sent to Rosie Jordan, Tammy Todd or Mary Ann Penney for approval at this level.

Some departments do not have Assistant Directors or other backups. In the event your Director is out of the office a budget amendment must be processed, it can be sent to the next level above the Director for approval.

From the approval list that is displayed based on the criteria above, select the next approval level and click the right arrow.



The user selected for the next approval level is moved to the Selected User field. Click OK

🥭 Logos.NET Webpage Dialog 🛛 🛛 💌										
Add Approval										
Send to User	Available Users:	Selected Users	S:							
	Jay Taliaferro (City Manager) Kevin Boggess (City Manager) Frank Turk (Finance) Mary Ann Penney (Finance) NWS (Finance) Tammy Todd (Finance)	Caleb Taylor ((Department Heac							
Comments										
OK Cancel										

The request is then sent to the selected user for approval and the initiator is now done with the transaction. The initiator can "bread crumb" back to the journal list to see the status of their entry.

The approver now has a notification on his/her home screen in NWS under myTasks that a budget journal is waiting for approval. The approver can view the entry by clicking on Transaction ID from this screen.

				Salem, V/	A		
myFavorites Financial Management Maintenance							
Welcome to Logos.NET - Caleb Taylor							
mySearch	myCalendar						
Type Purchase Order Search For Search myReports Current (0) Current (0)	Subject	There are no it	Date St	art Time Completed view	Sun Mon Tu 29 30 3 05 06 0 12 13 1 19 20 2 26 27 2	ugust 2012 Fr Sea Web CT Tool Fr Sea 31<01 0.2 0.3 0.4 07 08 0.9 1.0 1.1 14 1.5 16 1.7 1.8 22 2.2 2.3 2.4 2.5 28 29 3.0 3.0 0.1 0.4 0.5 0.6 0.7 0.8	
	myTasks						
	Source	Approval Status		Description		Attachments	
	Journals	0 of 1 at 2	2012-00000004	Transfer to purchas	se printer		
mySettings Customize Page View Change Password Email Notification							
'	myNotifications					New	✓ Source
	New Source	Priority	Date	Message		Notes	
	Delete	Delete All Acted Or		items to show in this vi	iew		

The entry is then displayed for review.

	Journa	al - 201	L2-00	000004							
	New World Systems Salem, VA										
			myf	Favorites Fin	ancial Management Maintenance						
	Home Journal - 2012-00000004										
C) 🕖	٩	Ð	00	🕽 📎 Review						
J	ournal I	leade	r								
F	ind Sur	nmary	1								
	9	4	Ĺ	G/L Date	G/L Account	Description	Increase	Decrease	Project		
	9			06/30/2012	51-051-0021-55210 - Postage	Transfer to purchase printer		\$500.00			
	9			06/30/2012	51-051-0021-56001 - Office Supplies	Transfer to purchase printer	\$500.00				

If documents or notes are attached, approver can click on the appropriate icon to view. To approve, click on the Approve lcon and the following screen is displayed. Click the Approve button in the middle of the screen.

Journal - 2012-00000004						🛐 🔻 🔝 🔻
New World Systems			Salem, VA			
myFavorites Financ	cial Management Maintenance					
Home Journal - 2012-00000004						
1998888	🛇 Approvals					
Initiator (1)						
Department Head (1)	2					
City Manager (1)	Ø					
Finance (1)	2					
Approve Return Deny						
Journal Header						
Journal Information					Defaults	
Journal Number		Department	051-0022 - Water,Water Distribution		G/L Dat	
Journal Type	e Budget Adjustment	Sub Ledger Reference	General Ledger		Sourc Descriptio	
Fund Summary						
Fund 51	Description Water Fund		G/L Date 06/30/2012	Total Increases \$500.00	Total Deci \$	reases 500.00

If the amount of the budget amendment request is greater than \$5,000 or the request increases or decreases travel account budgets by \$500 or more, the request should be routed to the City Manager. If it's less than \$5,000 and does not affect travel accounts, it can be routed to Finance.

🧉 Logos.NET V	/ebpage Dialog		x
Add Approv	/al		
Send to User	Available Users:	Selected Users:	
	Jay Taliaferro (City Manager) Kevin Boggess (City Manager) Frank Turk (Finance) Mary Ann Penney (Finance) NWS (Finance) Tammy Todd (Finance)	Move selected items to the right	
Comments			
OK Cancel			

The request will then move to the next level of approval. Once all approvals are done, the entry will be posted by Finance.

To view your budgets, from Finance Management menu, select Inquiries, General Ledger, G/L Accounts.

🥖 Logos.NET - Windows Interr	et Explorer		
🚱 🕞 🗢 🔣 http://nwstes	t/Logos/default.aspx		
🖕 Favorites 🛛 👍 🔊 Budge	t Reports 🛛 Free Hotm	nail 🙋 Softpedia New	rs 🔻 🙋 Softpedia Software 👻 🙋 Soft
Logos.NET			
New World System	ns		
myFavorites	Financial Managemen	t Maintenance	
Welcome to Log	Journals Revenue Collections Accounts Payable Procurement	myCalendar	
Type Purchase Or	Reports Inquiries	General Ledger	G/L Accounts
Search For		Revenue Collections Payments Vendors	G/L Organizations G/L Transactions
Search		Item Service Purchase Orders	
myReports (0)			

Select the appropriate account you would like to see from drill down menu on the left side of the screen.



Account detail is displayed.

🕞 🗢 🛐 http://nwstest/Logos/FinancialManage	ment/GLAccounts/	GLInquiry.a	spx?fromcrumb=0					
Favorites 🛛 👍 🔊 Budget Reports 🌆 Free Hotma	il 👩 Softpedia Ne	ws 🔻 🙋 S	Softpedia Software 👻	🔊 Softpedia 🔁 Sugg	gested Sites 👻 🙋 Get	more Add-ons 🔻		
G/L Account Inquiry								
New World Systems								
					Salen	ı, VA		
myFavorites Financial Management	Maintenance							
/L Account Inquiry - 51-051-0021-56		Supplier	-					
C Account inquiry - 51-651-6621-56		Detail	Five Year Trend	Budget Analysis	Budget History			
cal Year 2013 👻	Summary	Detail	Five real frenu	Buuget Analysis	Budget History			
Account Enter Value	Annual Totals	YTD 🔻	Reclass Journal	Туре	~	Prior Year Include	• •	
	Classificati	on Materia	ls and Supplies			Fiscal Year 201	13	
arch Reset	Amended		Encumbrances	Expenses	YTD Balance	Percent Use		
 55895 Lapor Credits 56001 Office Supplies 	\$6	,000.00	\$0.00	\$0.00	\$6,000.00	0%	6	
56003 Construction Materials	Month		Budget #	mendments E	ncumbrances	Expenses Cu	urrent YTD Balance	Percent Used
🞽 56005 Janitorial Supplies	July		\$0.00	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0 %
👏 56007 Repair And Maintenance Supplies	August		\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0 %
👏 56008 Expendable Equipment	September		\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0 %
56011 Uniforms Or Wearing Apparel For I	October		\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0 %
56012 Books And Subscriptions 56056 Chemicals And Testing	November		\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0 %
56056 Chemicals And Testing 56057 Lab Supplies	December		\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0 %
58001 Machinery And Equipment	January		\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0 %
58002 Furniture And Fixtures	February		\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0 %
\$2003 Communications Equipment	March		\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0 %
	April		\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0 9
👏 58004 Motor Vehicles And Equipment			\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0 9
58004 Motor Vehicles And Equipment 58005 Construction Vehicles And Equipm	May		φ0.00					
ち 58004 Motor Vehicles And Equipment	May June		\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0 9

Clicking on the amount in the amendment column will display detail of budget amendments.