

New World Accounting

User - Manual

Compiled by Tech Services

07/22/2021

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New World Accounting

Getting Started

Getting Started – New User Information

Introduction

This manual was designed to assist employees who enter accounts payable information into the New World ERP financial system to generate payables checks.

When a department hires a new employee or an employee has left, the department must complete a “Payables Signature Authorization Form” (located on the Auditor’s web page) and turn it into the Auditor’s office.

Each department head can decide if the new or existing user is allowed to enter payable information with or without their department head or chief deputy’s approval. (This is similar to whether the department used to require the department head’s signature prior to delivering payables to the auditor’s office.)

A user is setup to enter purchase orders with or without supervisor rights.

01. User has supervisor rights.

This allows the employee to enter purchase orders without being approved by another individual in that department. The auditor’s office will review and approve the purchase order.

02. User does not have supervisor rights.

A user without supervisor rights must have their payables approved by a supervisor within the department (prior to the auditor’s approval).

The Auditor’s office will contact the Tech Services department to set up the new user account in the accounting system.

Tech Services will set up the new user name and password and contact the employee on how to log onto the accounting system.

You may contact the Auditor’s office or Tech Services if you have any questions about the payables process, user account information or problems with the software.

Getting Started – New User Information

Login Link

Use Chrome or Firefox (*not Internet Explorer*) to log onto the accounting system.

Use the following URL Link:

<https://nw-as.vercounty.org/nwerp>

****** *Contact the Tech Services department if your pc does not have Chrome installed.*

Note: *The first time you run a report in New World - Chrome will block the pop-up.*

Click on the prompt in the upper right hand corner (highlighted in red) to always allow pop-ups from the New World accounting system.

Getting Started – New User Information

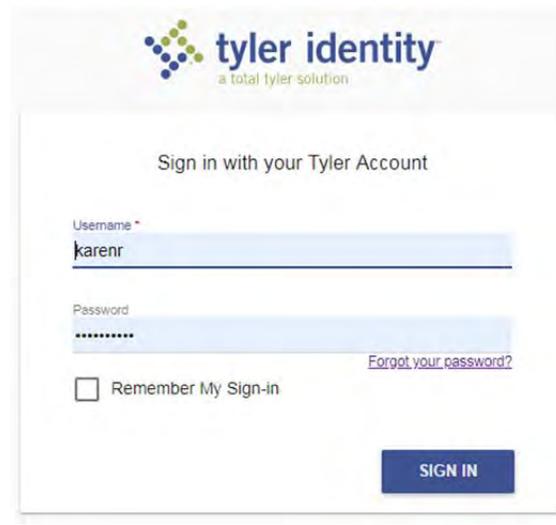
User Login

Enter the user name on the first line and password on the 2nd line.

Click on “Remember My Sign-In” box if you want Chrome to save your logon user name.

The first time that you log on - Chrome will ask if you want your password information saved. Answer ‘Yes’ if you want your password to be saved so you do not have to enter the password each time you log on.

Note: Each user is responsible for remembering their password.



tyler identity
a total tyler solution

Sign in with your Tyler Account

Username *
karen

Password

[Forgot your password?](#)

Remember My Sign-in

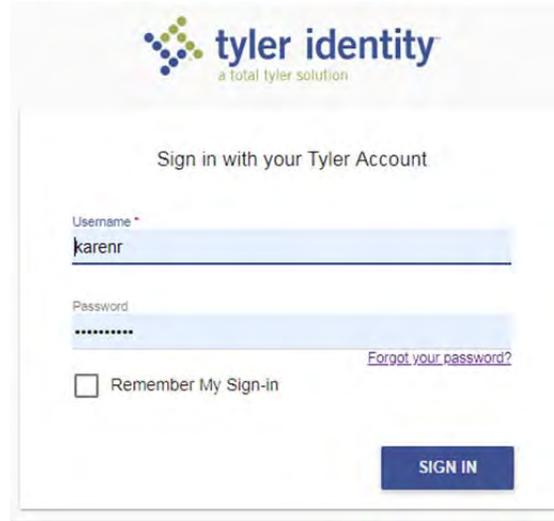
SIGN IN

Getting Started – New User Information

Updating Your Password

You can change your password If you forgot your password or your password is no longer working.

Click on “Forgot your password?” on the sign-on screen to begin the process to create a new password.



The image shows the Tyler Identity sign-in interface. At the top, the logo reads "tyler identity a total tyler solution". Below the logo, the text "Sign in with your Tyler Account" is centered. There are two input fields: "Username" with the text "karenr" and "Password" with masked characters "*****". To the right of the password field is a link that says "Forgot your password?". Below the password field is a checkbox labeled "Remember My Sign-in". At the bottom right, there is a blue button labeled "SIGN IN".

A prompt will ask for your e-mail address. Enter the e-mail address and click on the “Reset Password” box.



The image shows the "User Self-Service" interface for password reset. The header includes "User Self-Service" and a "SIGN IN" button. Below the header, the title "Password Reset" is displayed. The main content area contains the instruction "Please enter your email to reset your password." followed by an "Email" input field. At the bottom right, there are two buttons: "RESET PASSWORD" and "CANCEL". A small copyright notice "© 2019 Tyler Technologies, Inc. All Rights Reserved" is visible at the very bottom.

New World will e-mail you a link to complete the process of creating a new password. Follow the instructions in the e-mail.

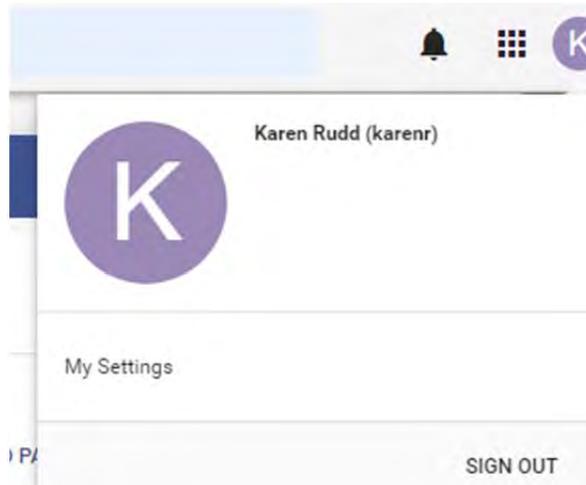
Contact Karen in Tech Services if you need assistance in updating your password.

Getting Started – New User Information

Setting up E-Mail Notifications

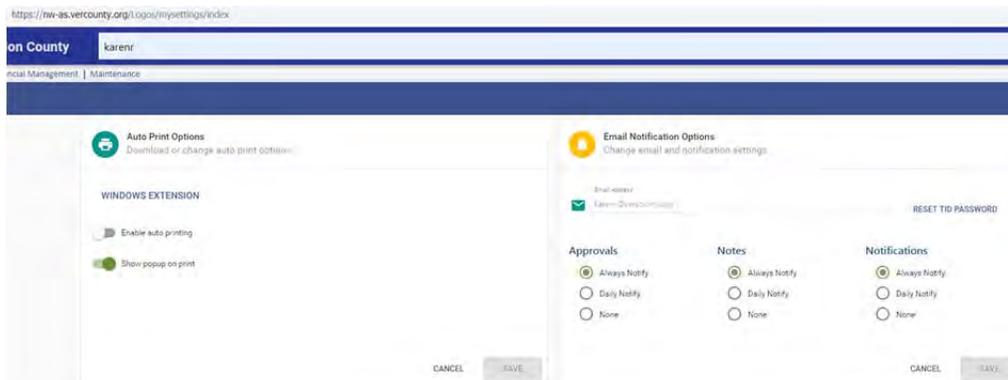
In order to get e-mail notifications from the accounting system, you must make changes to your account.

In the upper right hand corner of the screen – click on the Circle (with an initial).



Select : My Settings

Change your Email Notifications Options on the right and click on Save



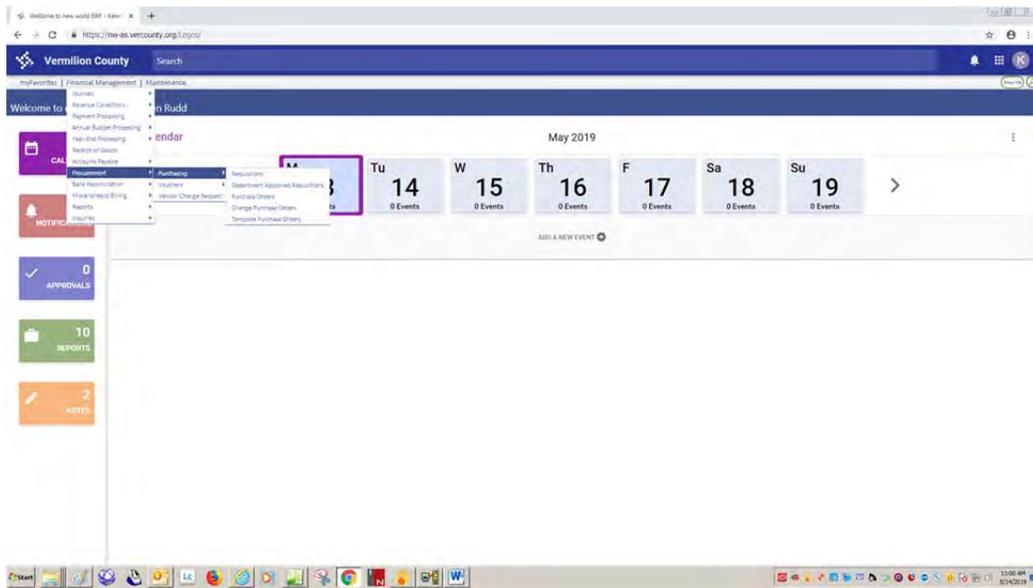
Getting Started – New User Information

Creating Favorite Shortcuts

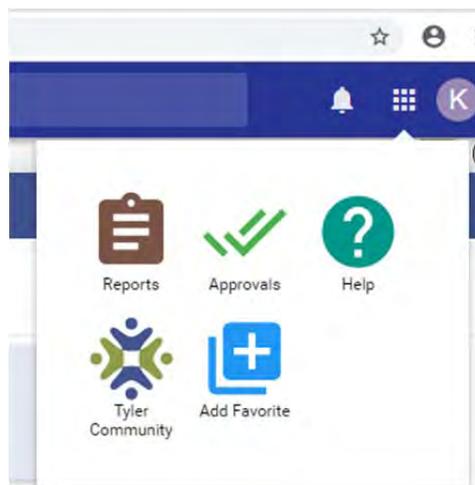
You may create a favorites shortcut so you can go directly to a menu item (instead of having to navigate through the menus each time).

Example: To enter information for a purchase order, you normally select:

Financial Management Menu
Procurement Menu
Purchasing Menu
Purchase Orders

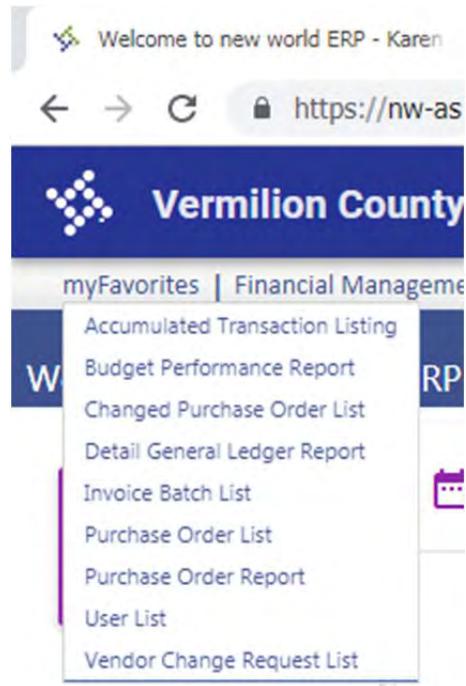


Once you navigate to where you need to go – click on the Box icon located on the upper right hand corner of the screen – then click “Add Favorite”



Getting Started – New User Information

Your new shortcut is now saved under the MyFavorites tab in the upper left hand corner of the screen.



Getting Started – New User Information

Return to Home Page

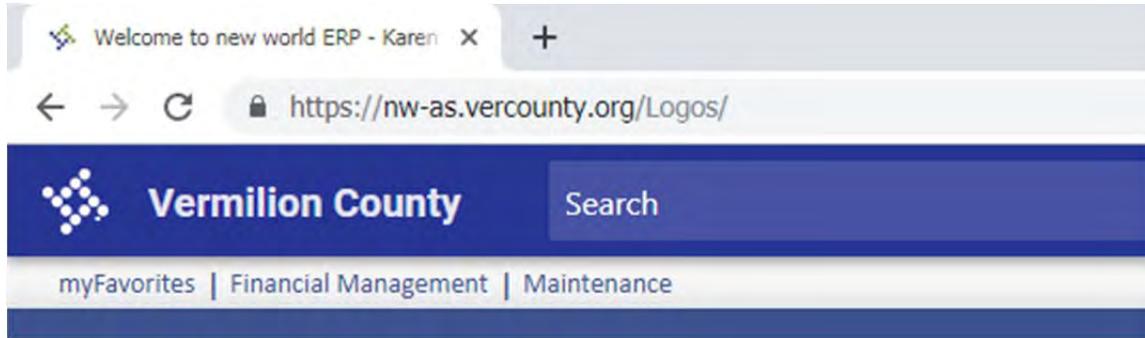
Click on the icon in the upper left hand corner of the screen to return to your main menu.



Getting Started – New User Information

Search on Information

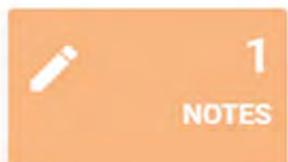
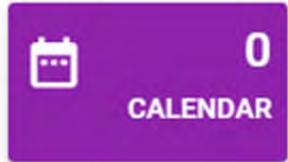
You can use the Search command on the title bar to search for information.



Getting Started – New User Information

Displaying Notifications

Notifications can be displayed in the Notifications box located on the left hand portion of the screen or the Bell icon located on the upper right hand portion of the screen.



Getting Started – New User Information

Other - New World Online Resource Information

On-Line Info – Contains videos and user documentation information

https://nwerphelp.tylertech.com/nwerp_help_2018.1/Content/Home.htm

Customer Support – This link is reserved for individuals who work with New World to resolve issues and problems. It requires an individual to create a user login account.

<https://www.tylertech.com/client-support/new-world-erp-support>

New World Accounting

Payables Workflow Information

Payables Workflow Information

Payables Workflow Overview

The payables process consists of 3 main steps:

1. Purchase Order – Enter information to get a purchase order number

The department must enter the required information into the accounting system for each purchase order.

- a. The purchase order must be approved by the auditor's office before the department can enter the purchase order in an invoice batch.

2. Invoice Batch – Enter the approved purchases prior to printing a check

The department must enter the approved purchase orders into an Invoice Batch.

- a. The Invoice Batches are approved by the auditor's office prior to the Treasurer's office printing checks.

3. Print Payable checks

The Treasurer's office will print the payables checks from the approved invoice batches.

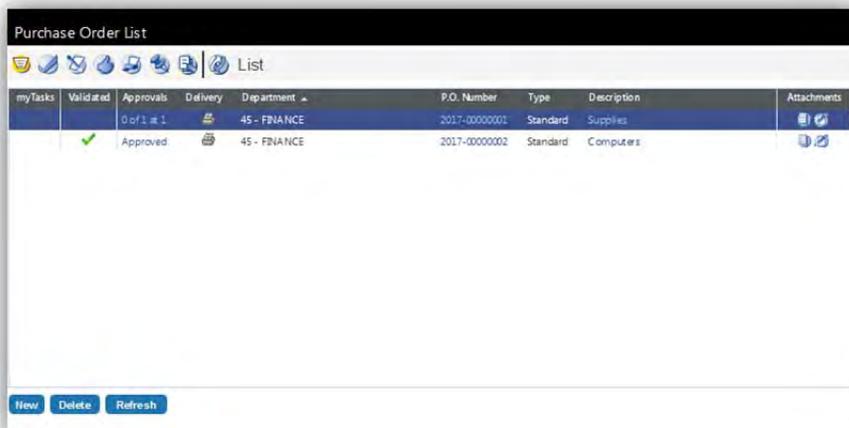
Payables Workflow Information

Purchase Order - Entry

1. Navigate to Financial Management>Procurement>Purchasing>Purchase Orders

Remember that you can save this as a Favorites shortcut by clicking on the  icon in the upper right hand corner of the screen and then clicking on Add Favorite.

2. Click New icon (located on the bottom portion of the screen)



The screenshot shows a web application window titled "Purchase Order List". At the top, there is a navigation bar with several icons and a "List" button. Below this is a table with columns: "myTasks", "Validated", "Approvals", "Delivery", "Department", "P.O. Number", "Type", "Description", and "Attachments". The table contains one row with a green checkmark in the "Validated" column, "Approved" in "Approvals", "45 - FINANCE" in "Department", "2017-00000002" in "P.O. Number", "Standard" in "Type", and "Computer" in "Description". At the bottom of the window, there are three buttons: "New", "Delete", and "Refresh".

myTasks	Validated	Approvals	Delivery	Department	P.O. Number	Type	Description	Attachments
	✓	Approved		45 - FINANCE	2017-00000002	Standard	Computer	

Payables Workflow Information

3. Complete the following fields in the Purchase Order.

A new screen will pop up that will allow you to enter the payables information.

*The * Required fields are shaded in gray on the screen.*

If there is an arrow to the right of the field, this field has a drop down menu.

Any field with a drop down menu must have the value selected from the drop down menu. You can enter the first few characters for the value to appear on the screen (and then you must select the value from the drop down menu).

Purchase Order List
Purchase Order

Approval Status: N/A Validation Status: N/A Printed: N/A Encumber Funds: N/A

Template: [Dropdown] Purchasing Address: [Dropdown]

Department: 130 - Tech Services G/L Date: 05/14/2019

Vendor: [Dropdown] Deliver by Date: [Date Picker]

Description: [Text] Expiration Date: [Date Picker]

Type: [Dropdown] Resolution Number: [Text]

Form Type: [Dropdown] Assign to Buyer: [Dropdown]

Bill To Location: Tech Services - Tech Services

Item: [Dropdown] <New> Number of Items: 0 Total: \$0.00 Encumbered Amount: \$0.00

Complete the top portion of the screen:

- * Department This will default to your department. (If you have authority to more than one department, select the appropriate department.)
- * Vendor Start typing in part of the vendor's name and select from the drop down list.

You can confirm the address of the vendor by viewing the Purchasing Address information in the upper right hand portion of the screen. This may be especially important if there are multiple vendors with the same name.

If the vendor is NOT found – you must enter the vendor information before the purchase order can be created. See the documentation on how to add / edit a vendor.

Payables Workflow Information

- *Description Overall description of the items being purchased.
**Do not put a % character in the description field.
Content Management uses the % as a wild card in sql and will
cause problems.**
- *Type Select the correct PO Type (Blanket or Standard)
Most purchase orders are Standard

*Note: You can ask the Auditor's office on how to create and use
blanket po's.*
- *Form Type Select the correct PO Form Type: SSRS PO Form – PO Form
- *Bill to Location Defaults to your department.

Optional fields on the right top portion of the screen:

Deliver by Date	Not needed. Informational field that will print on the PO
Expiration Date	Not needed.
Resolution No	Not needed.
Assign to Buyer	Not needed.

Payables Workflow Information

Complete the bottom portion of the screen:

The screenshot shows a software interface for entering payables information. It is divided into two main sections: 'Item' on the left and 'Detail' on the right. The 'Item' section includes fields for Item (a dropdown menu with an eyeball icon), Description (a text input field with an eyeball icon), Quantity (a text input field), Unit of Measure (a dropdown menu showing 'Each - Each'), Price per Unit (a text input field with '\$0.00' displayed), and G/L Account (a dropdown menu with an eyeball icon). The 'Detail' section includes Vendor Part Number (a text input field), Employee (a dropdown menu), Ship Via (a dropdown menu), Ship To (a dropdown menu showing 'Tech Services - Tech Services'), Freight Terms (a dropdown menu), Confirming Request (a checkbox with '1099 Item' next to it), and Taxable Item (a checkbox). At the bottom of the form, there are several buttons: 'Save', 'Save/New Item', 'Save/New PO', 'Delete Item', 'Delete PO', and 'Reset'. The fields for Item, Description, and G/L Account are shaded gray, indicating they are required.

*The * Required fields are shaded in gray on the screen.*

*Item Drop down menu - Begin typing description and select item from the drop down list or click the eyeball icon to search entire item list.

Description Can copy and paste the description from the top portion of the screen. This describes the individual item being purchased. This description information will print on the PO.

**Do not put a % character in the description field.
Content Management uses the % as a wild card in sql and will cause problems.**

*Quantity Enter the quantity being purchased

*Unit of measure Drop down menu – Select the matching item: Each, Full, Month, Yearly, etc.

*Price per unit Enter the price of the item. If the quantity is more than 1, the total amount will calculate.

*GL Account Drop down menu. You can type the full GL Account number (ex: 001.130.00.4210) or click the eyeball icon to use search for the correct GL account. The account can also be selected from the dropdown list, which will show recently used GL accounts.

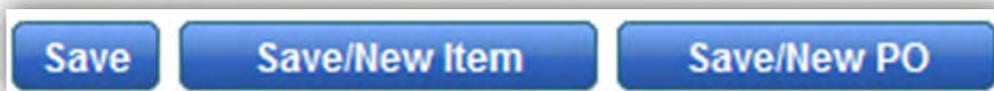
The other fields on the right are optional.

If you know that the item is a 1099 Item (contractual / professional services or labor) then click on the 1099 Item.

Payables Workflow Information

4. Save the entered information:

- a. Save – This will save the current PO
- b. Save/New Item – This will save the PO and bring up a new item screen to add a second item to the current PO. You would use this when you have purchased different line items from the same vendor.
- c. Save/New PO – This will save the current PO and bring up a new PO entry screen.



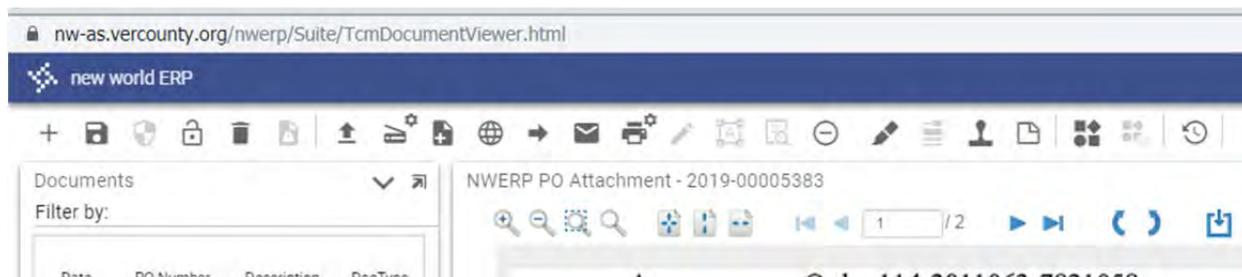
5. Attaching an Invoice (if you have already received an invoice)

Note: Invoices must be imported in pdf format. The Auditor's office requires all pages are included in an invoice (not just the front summary page).

- a. After the PO has been saved, click the Document icon at the top

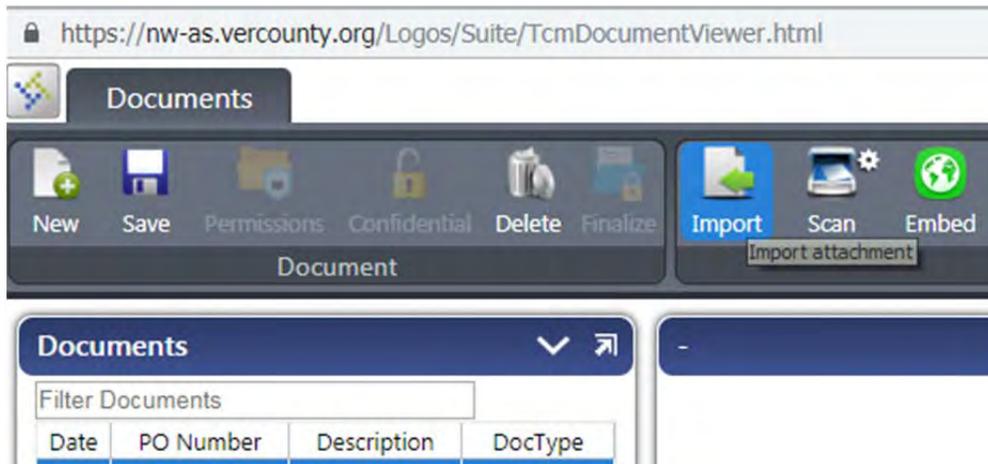


- b. This will bring up the document viewer
- c. Click **plus icon +** in the upper left hand corner of the screen

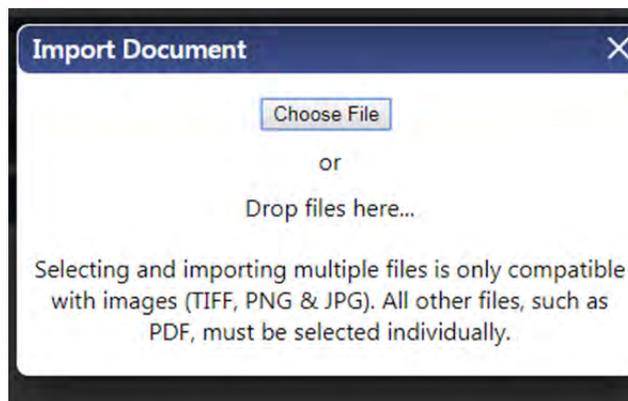


Payables Workflow Information

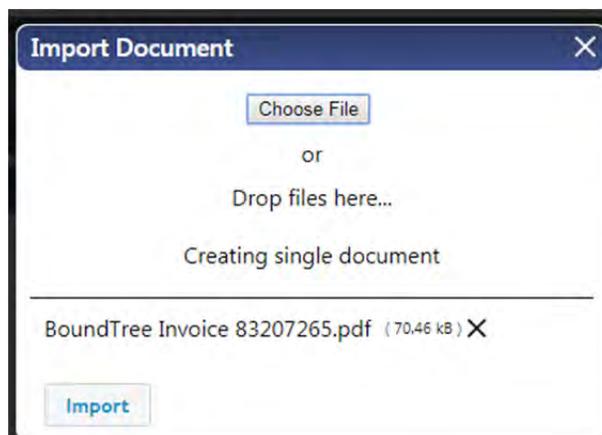
- d. Click the **arrow**  to import the document



- e. A pop up window will ask you to Choose file – Locate the pdf invoice on your pc.



- f. After you choose the file on your pc – click on the Import button



Payables Workflow Information

- g. The invoice will be displayed on the screen for you to view.
- h. Click on Save icon  to save the invoice!!

You may attach several invoices but must click on Save on each invoice before importing an additional invoice.

Close the document window by clicking on the X at the right hand portion of the screen.

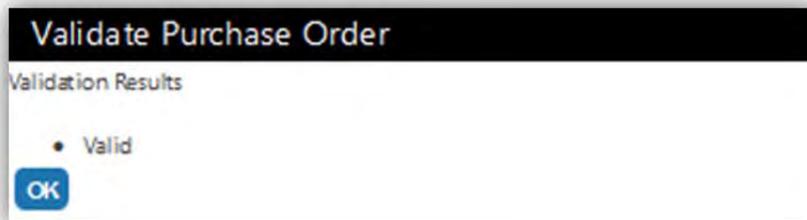
Note: The purchase order number will be displayed in the upper right hand corner of the screen when you attach an invoice.

6. Validate

- a. Click the Validate (checkmark) icon at the top



- b. Click OK on the validation popup window. If any validation errors exist, these must be fixed and revalidated before the PO can be approved.



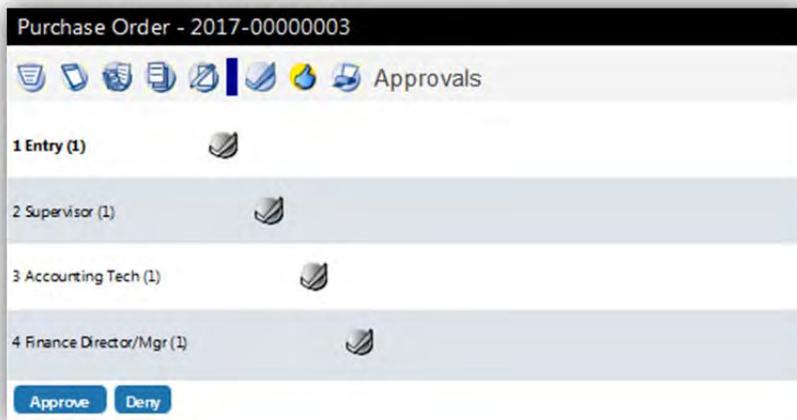
Payables Workflow Information

7. Approval:

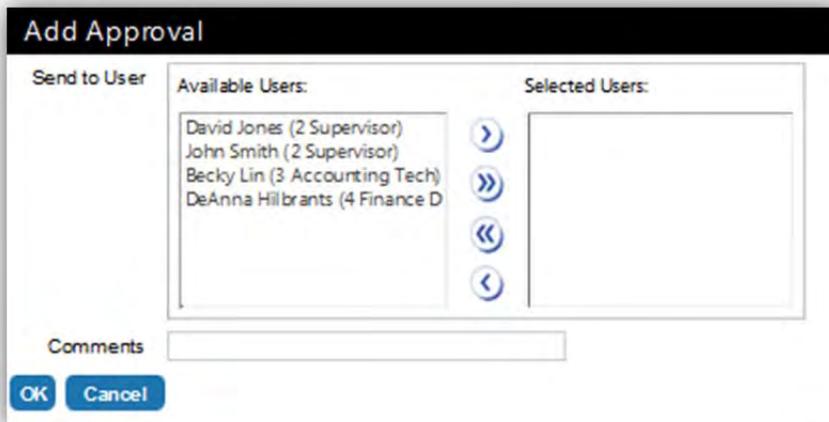
- a. Click the Approval (thumbs up) icon at the top



- b. Click the Approve Button

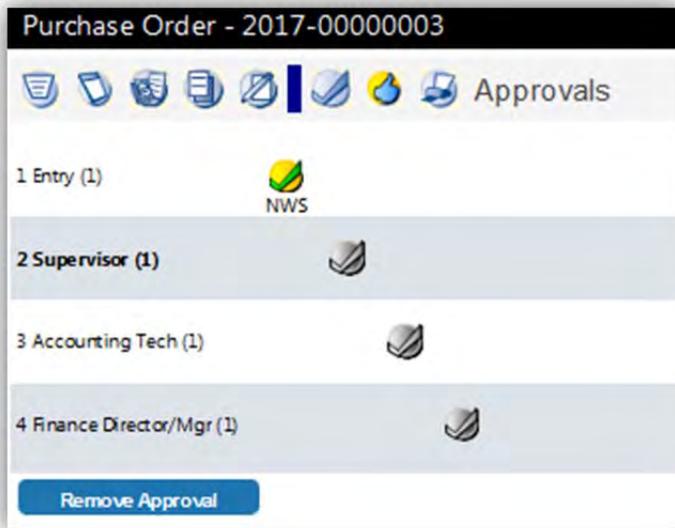


- c. Click OK from the approval popup window.
(You do NOT need to select an individual user.)



Payables Workflow Information

- After you approve the PO, the icon next to your approval level will be colored in and your name will appear below it. You will also be able to remove your approval if needed



- Return to the Purchase Order List main menu by clicking on Purchase Order List on the top menu bar.

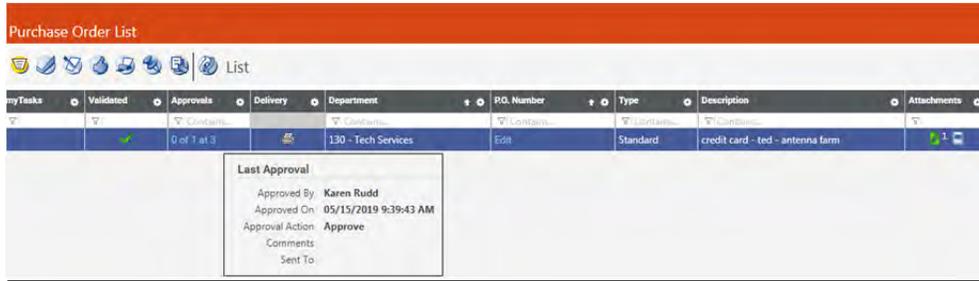


Payables Workflow Information

10. Your unapproved purchase orders will be displayed on the Purchase Order List screen.

Move the mouse in the Approval section of each purchase order to verify the approval level on the purchase order.

The Auditor's office cannot approve the purchase order if it has not been approved by the department 1st!



myTasks	Validated	Approvals	Delivery	Department	PO Number	Type	Description	Attachments
		0 of 7 at 3		130 - Tech Services	Edit	Standard	credit card - ted - antenna farm	

Last Approval

Approved By: Karen Rudd
Approved On: 05/15/2019 9:39:43 AM
Approval Action: Approve
Comments:
Sent To:

Note: You can edit or add attachments to the purchase order prior to the Auditor's approval.

You can edit the purchase order by clicking on Edit (located under the PO Number column).

You can also attach invoices by clicking on the 1st Document icon (located under the Attachments column).

The purchase order will disappear from the Purchase Order List Menu after the Auditor's office approves the purchase. (Press the F5 button on the keyboard to refresh the information on your screen.)

Payables Workflow Information

Looking Up the PO Number and PO Status

Once your PO has been fully approved by the Auditor's office, the PO number will be available (and the purchase order entry will no longer appear on the Purchase Order List menu).

Using Reports to locate PO Number

1. Navigate to Financial Management > Reports > Purchasing > Purchase Order Report

Purchase Order Report

Load Saved Report Distribution Group

Override Report Title Email Group

Search By Search Criteria

Report Detail Detail

Include One Time Message

Include Item Detail Description

From Date 04/15/2019

To Date 05/15/2019

Date Type G/L Date

Purchase Order Type

Sort By Department - PO Number

Status

Edit Void

Open Canceled

Complete

Available Department(s): 42

Selected Department(s): 1

110 - County Board

120 - Auditor

131 - GIS Automation

140 - Treasurer

140C - Collector

140D - Drainage Districts

140X - Treasurer Specific

148 - Law Enforcement Grant

210 - Circuit Clerk

220 - State's Attorney

230 - Probation

130 - Tech Services

Print Reset Save Save As Delete

2. Select information in the fields to create a PO report for your department.

Report Detail: Select "Summary" from the drop down menu

From Date: Enter the beginning date range information

To Date: Enter the ending date range information

Payables Workflow Information

Status: Click the appropriate box in the Status area to select information

Edit:	POs that are still in process
<u>Open:</u>	<u>POs that are fully approved and posted POs (will have the PO number)</u>
Complete:	POs that have been fully invoiced and paid
Void:	POs that are voided after fully processed
Canceled:	POs were stopped within the process before being approved and posted.

Available Departments box:

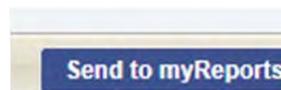
Move the applicable department(s) to the Selected Department(s) box on the right hand portion of the screen.

Click on the Print icon to generate the report.

The requested report will pop-up on the screen (with the PO number information).

Note: If the report does not pop-up – look to see if there is a chrome pop-up message in the upper right hand portion of the screen (highlighted in red). If there is a pop-up blocker message – click on the message and answer to always allow pop-ups from the website.

If you want a printed reported – click on the Send to myReports icon at the top right portion of the screen.



A Successfully Sent message will be displayed when the pdf report has been created.



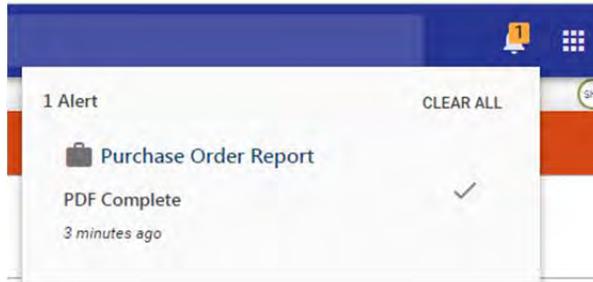
Click on the X at the upper right hand portion of the screen to close the reports screen to return back to the Purchase Order report parameter screen.

A message will be displayed at the top right hand portion of the screen that will allow you to print the newly created pdf report.

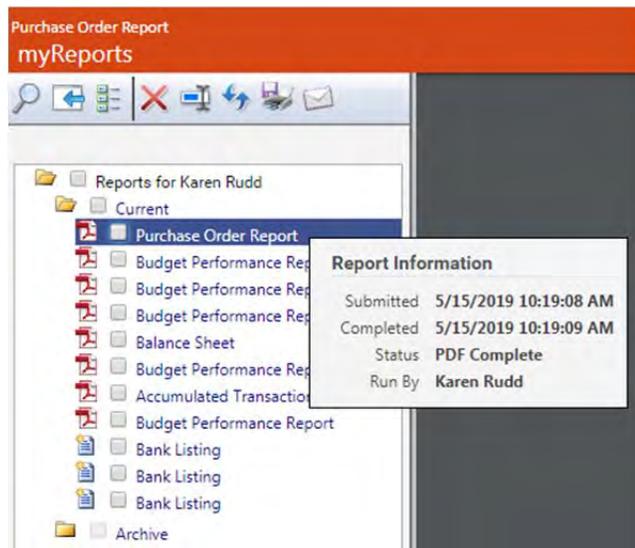


Payables Workflow Information

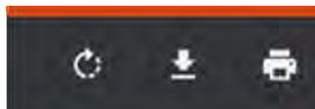
Click on the Bell icon to and then click on the pop-up window to display the newly created report.



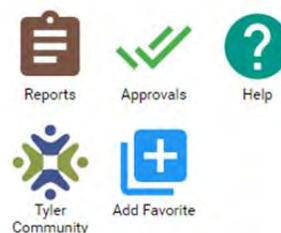
The newly created report will be at the top of the MyReports. Click on the new report.



Click on the Printer icon at the top right hand portion of the screen.



Note: You can always access reports to locating the Box icon on the upper right hand portion of the screen (and then click on the Reports icon).



Payables Workflow Information

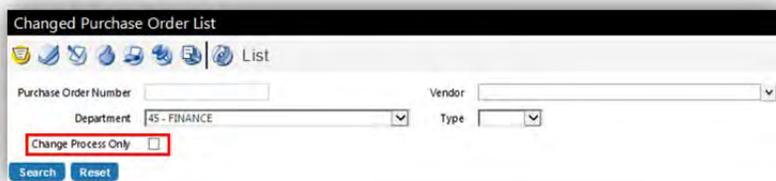
Change or Cancel an approved Purchase Order

Navigate to Financial Management>Procurement>Purchasing>Change Purchase Orders

Enter the search fields at the top of the screen to locate the PO that you want to change. (Enter the PO number with the last 4 numbers – no need to enter the year. Example: 2593)

You MUST Uncheck the 'Change Process Only' box!

Click on the Search icon



Changed Purchase Order List

Purchase Order Number: Vendor:

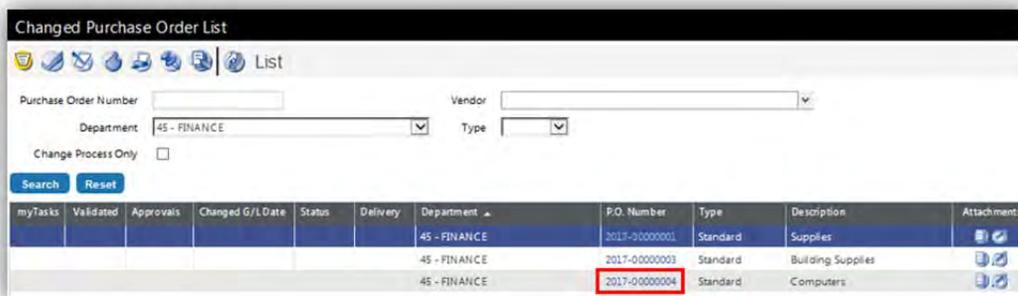
Department: 45 - FINANCE Type:

Change Process Only

Search Reset

The screen will display the matching purchase orders.

Click on the PO number of the item that you want to change.



Changed Purchase Order List

Purchase Order Number: Vendor:

Department: 45 - FINANCE Type:

Change Process Only

Search Reset

myTasks	Validated	Approvals	Changed G/L Date	Status	Delivery	Department	P.O. Number	Type	Description	Attachments
						45 - FINANCE	2017-00000001	Standard	Supplies	
						45 - FINANCE	2017-00000003	Standard	Building Supplies	
						45 - FINANCE	2017-00000004	Standard	Computers	

This will take you into the Change PO entry screen (similar to PO entry).

Update the PO as needed

The Department, Vendor and PO Type are the only fields that cannot be changed

Payables Workflow Information

The Change/Correct Reason drop down menu is required

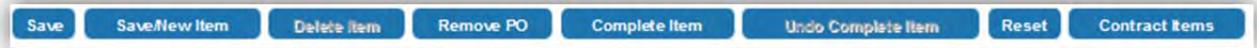
Select one of the options in the drop down list

Click the icon next to the dropdown field to add additional text explaining the reason

If you have multiple items for a purchase order: The item summary in the middle of the screen shows the total quantity and dollar amount of the items on the PO. Use the dropdown list to select an item to change.

Payables Workflow Information

The bottom row of buttons on the screen will allow you to:



Save Save the Change PO once you're done making changes

Save/New Item Save any changes made so far and add a new item to the PO

Delete Item Delete an item that was added to the Changed PO. This button is inactive for items that previously existed on the PO.

Remove PO This will remove any changes made to the PO and take it out of the change process. This will not void/complete the PO.

Complete Item Completes/Closes the item (This is used if you wish to cancel a purchase order and remove it from the encumbrances. This can also be used to complete a blanket purchase order.)

Undo Complete Item Reactivate an item that was completed

Reset Removes any unsaved changes

Contract Items Allows you to associate a commodity-based contract item to the PO

Finish the Change process by referring to the Purchase Order Entry steps:

Attach documents – attach any required invoices

Validate by clicking on the validate (checkmark) icon

Approve by clicking on the approval (thumbs up) icon

The purchase order will disappear from the Changed Purchase Order menu after the Auditor's office approves the change. (Press F5 to refresh the screen.)

Payables Workflow Information

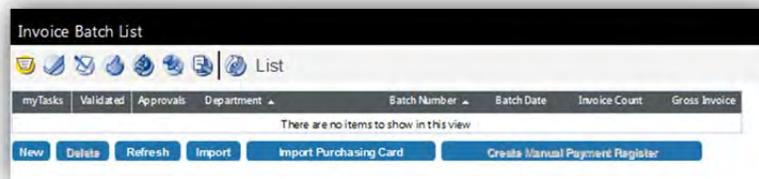
AP Invoice Entry – prior to printing the check

The department must enter approved purchase orders in an invoice batch before the Treasurer's office can print the payables check.

(Any payments paid from the County credit card should be grouped together in the same Invoice Batch.)

Navigate to Financial Management>Accounts Payable>Invoice Entry Batches

Click on the New icon at the bottom of the screen



Enter the Required fields:

Department: Will default to your department

Number or Total Enter information in either the Number field or the Total field:

If the Batch Number is left blank, the system will automatically generate a number.

The Total field amount must match the total amount of all the entered payables in the invoice batch.

Batch Description Enter a description of the invoice batch

Click on the Save icon to begin entering invoices.

Payables Workflow Information

Batch Description Enter a description of the invoice batch

Click on the Save icon to begin entering invoices.

A new screen will appear that will allow you to enter the purchase orders into the invoice batch.

Locate the **Select Purchase Order** icon bar at the left of the screen. By scrolling over the images, you can select the title of each type of invoice. Click on the **Select Purchase Order** icon.

Here is the screen you will get:

Complete the following fields (*Required Fields are highlighted in gray):

- *Department: This will default to your department
- Purchase Order: Enter the purchase order number (can enter the last 4 numbers)
- *Vendor Invoice: Enter the invoice number – located on the invoice
- *Description: Information will populated from the purchase order
- Paying Bank Enter the bank code for your department (EX: GFCK)
- Check Sort Code Enter your department number from the drop down menu
Leave this field blank if this item was purchased on the County Credit Card.
- Check Code Enter your department number. However, if you wish to print separate checks for the same vendor – enter a different check code for each purchase order. (EX: 130A, 130B, etc.)
Leave this field blank if this item was purchased on the County Credit Card.

Payables Workflow Information

Purchase Order	Type	Description
<input checked="" type="checkbox"/> 2019-00002629	Standard	SOG medical supplies

Item/Description	U/M	Quantity	Price/Unit	Completes Item
<input checked="" type="checkbox"/> Medical Supplies	Original Amount	1.0000	44.0900	\$44.0900
<input type="text" value="SOG medical supplies"/>	<input type="text" value="FULL - Full Cost"/>	<input type="text" value="1.0000"/>	<input type="text" value="44.0900"/>	<input checked="" type="checkbox"/>

At the bottom of the screen – Click on the Plus Sign to expand the PO and view the item detail.

Standard POs: Check the boxes including the Completes Item on the right.

Blanket POs: Check the boxes on the left.

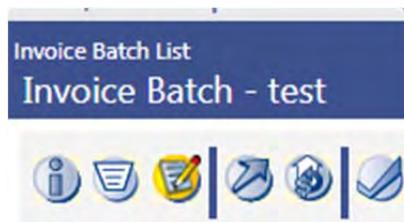
Do NOT check the Completes Item box on the right.

Click on the Accept icon at the bottom.

A new “Select Purchase Order” entry screen will appear.

Enter additional purchase using the same method and steps.

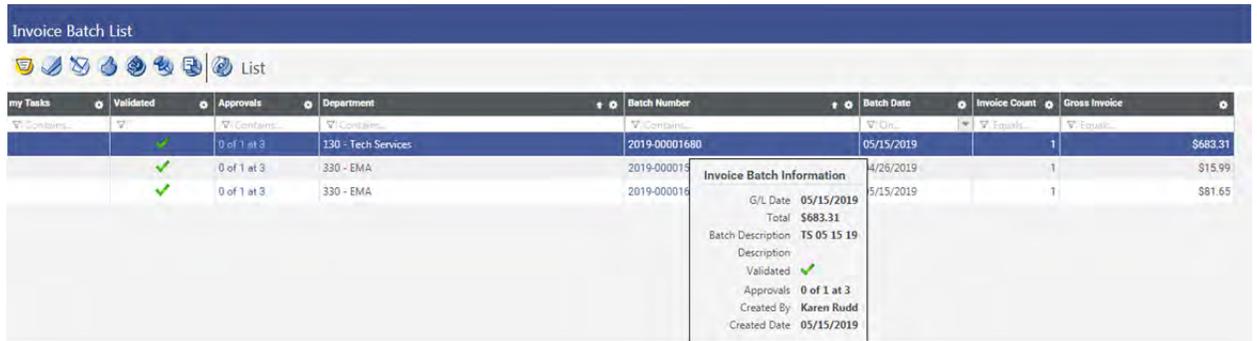
Return to the Invoice Batch web page by selecting the Invoice Batch List at the top/left portion of the page.



Payables Workflow Information

Attaching Invoices / Documents

If an invoice has not already been attached to the purchase – you **MUST** now attach the invoice. The Auditor’s office cannot approve an item for payment if you have not attached an invoice.

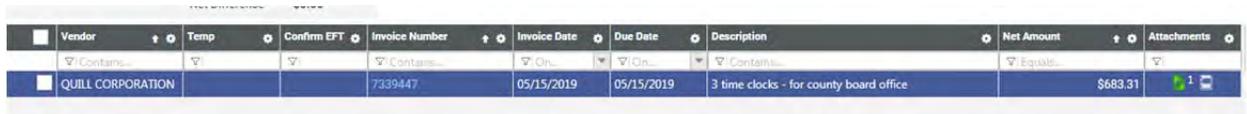


my Tasks	Validated	Approvals	Department	Batch Number	Batch Date	Invoice Count	Gross Invoice
	✓	0 of 1 at 3	130 - Tech Services	2019-00001680	05/15/2019	1	\$683.31
	✓	0 of 1 at 3	330 - EMA	2019-00001680	05/15/2019	1	\$81.65

Invoice Batch Information

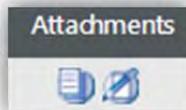
G/L Date: 05/15/2019
 Total: \$683.31
 Batch Description: 15 05 15 19
 Description:
 Validated: ✓
 Approvals: 0 of 1 at 3
 Created By: Karen Rudd
 Created Date: 05/15/2019

Click on the batch number of the payables to view all the attached documents for the invoice batch.



Vendor	Temp	Confirm EFT	Invoice Number	Invoice Date	Due Date	Description	Net Amount	Attachments
QUILL CORPORATION			7339447	05/15/2019	05/15/2019	3 time clocks - for county board office	\$683.31	1

Click on the Attachments icon for a selected item (2nd icon from the right). The program will prompt you to upload and attach documents in the same method as when you created a new purchase order.



Once all documents have been uploaded and saved - close both popup windows.

At any point you can click the 2nd button at the top to view the invoices that have been added to the batch.



Payables Workflow Information

From here you can also delete invoices from the batch if needed by checking the box next to the invoice and clicking Delete.

Validate and Approve – After all invoices have been entered in the batch

Follow the same process as before to:

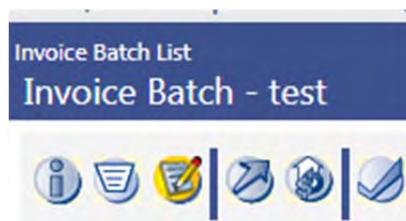
Click on the Validate (checkmark) icon at the top



Click on the Approval icon (thumbs up icon).



Return to the Invoice Batch web page by selecting the Invoice Batch List at the top/left portion of the page.



The invoice batch item will disappear from the Invoice Batch List after the Auditor approves the invoice batch for payment.

The department has successfully submitted purchase orders for payment!

The Treasurer's office will print your check(s) and notify your department when the checks are ready to be picked up from their office.

Payables Workflow Information

Note:

You only need to attach an invoice ONCE during the PO process (unless an invoice amount has been changed).

The invoice is attached during the original Purchase Order – Entry (page 2), changing a purchase order amount (page 15) or during the AP Invoice Entry (page 18).

You can view an attached invoice (that is currently in process) by going to:

Financial Management>Inquiries>Purchase Orders

Enter the Purchase Order number (and hit the Go button)

The invoice document can be accessed by locating the document icon on the upper right hand corner of the screen.



Purchase Order Inquiry - 2019-00002818 - 2019 yearly accounting and payroll software

Purchase Order: 2818
Type: [dropdown]
Go Reset

Purchase Orders
2018-00002818 - FOOD CODE AND ANNEXES BO
2019-00002818 - 2019 yearly accounting and pay
Documents (1)

General		Miscellaneous		Totals	
Department	Tech Services	Change Counter No.		Total Cost	\$14,779.80
Vendor	2152 - TYLER TECHNOLOGIES	Type	Standard	Amount Voided	\$0.00
Status	Open	Form Type	SSRS PO Form	Amount Expensed	\$14,779.80
Contact Name	TYLER TECHNOLOGIES	Bill To Location	Tech Services	Amount Encumbered	\$0.00
Purchasing Address	PO BOX 203556	Assigned to Buyer		Amount Discounted	\$0.00
City	DALLAS	Resolution Number		Amount Remaining	\$0.00
State	TX				
Zip Code	75320				
Email Address					
Description	2019 yearly accounting and payroll software				
Message					
				Dates	
				G/L Date	05/28/2019
				Deliver by Date	
				Printed Date	05/28/2019
				Expiration Date	
				Completed/Void Date	

New World Accounting

Vendor - How to Add or Edit

Vendor Adds / Changes

Vendor – How to Add or Edit

Note: You need to attach an updated W-9 form for any new vendor request (or for updating an existing vendor's address) .

First Step – Inquire on a Vendor to see if they are currently in the system and verify the vendor name and address information.

- Go to the Financial Management drop down \Rightarrow Inquiries \Rightarrow Vendors



- Enter part or all of the Vendor Name in the Last Name/Business line and hit the Go icon 
- Locate the vendor that you are searching on below (and write down their vendor number).



Vendor Adds / Changes

- Highlight and double click on the requested vendor to display and verify their information on the right hand portion of the screen.

Vendor Inquiry - 2534 - Legal Edge Software

Last Name/Business: legal
Number:

Go Reset

Vendors:

- 1350 - IL INST FR CONTINUING LEGAL ED
- 2534 - Legal Edge Software**
- 1672 - LEGAL SHIELD

General

Active

Vendor Number: 2534

Name: Legal Edge Software

Primary Contact: Legal Edge Software

Description:

Address: 1150 First Avenue, Suite 501
KING OF PRUSSIA, PA 19406

Email Address:

Category:

Type:

Federal Tax ID: 46-1631006

State Tax ID:

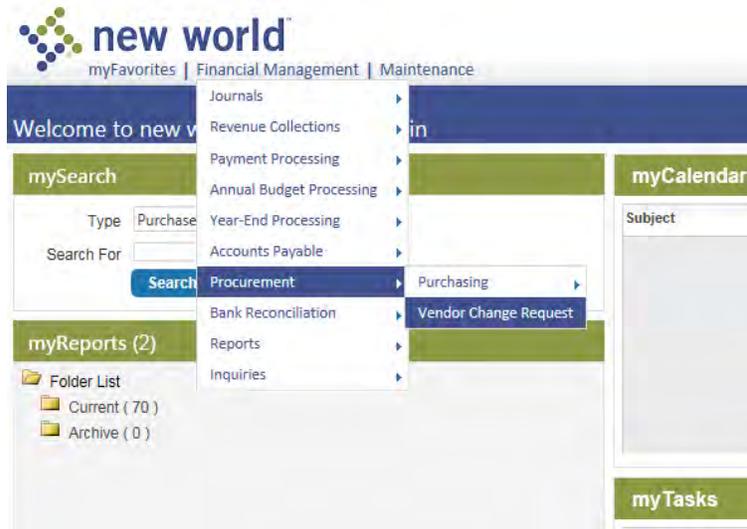
Social Security Number:

Web Site Address:

Vendor Adds / Changes

Second Step – Add or change a vendor

- Go to the Financial Management drop down \Rightarrow Procurement \Rightarrow Vendor Change Request.



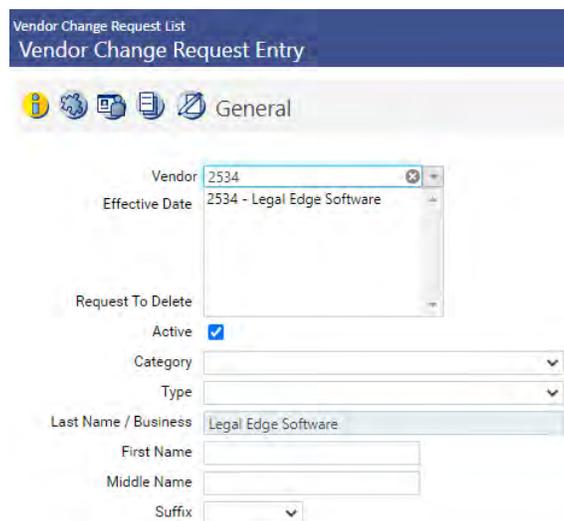
- The user can then choose to Alter Vendor or Add Vendor



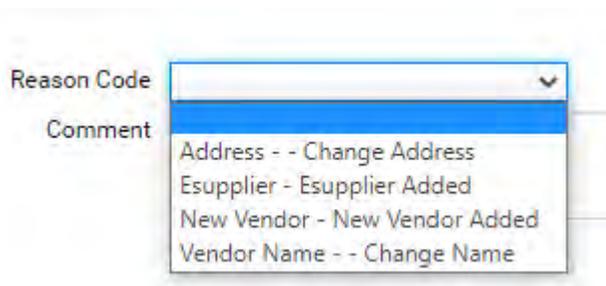
Vendor Adds / Changes

Change an existing Vendor

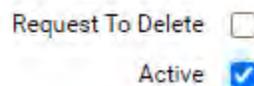
- Select the **Alter Vendor** button if you need to change vendor information. 
- This will take you to the Vendor Change Request Entry Screen
 - To update a vendor - enter the Vendor Number (or name) in the vendor field.
 - Select the correct vendor from the dropdown menu.
 - When the vendor is selected, the current information will be populated into the fields



Verify information has been selected in the reason code field at the righthand screen (drop down menu).

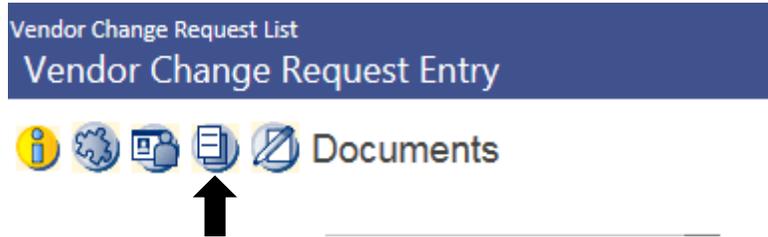


Verify that there is a checkmark in the Active box.

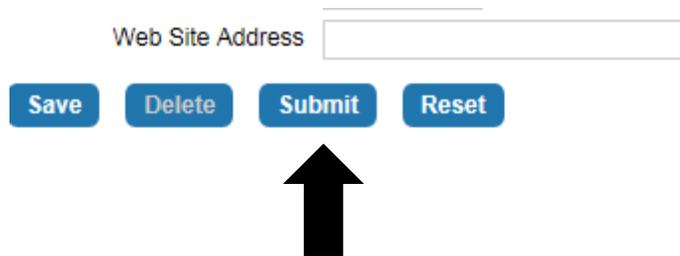


Vendor Adds / Changes

You must attach an updated W-9 for existing vendors whose address or federal id information has been changed.



- To attach a W-9, click on the Documents button and then proceed with uploading the **W-9** in the same way as the PO entry or Invoice entry processes.
- Before leaving/navigating from the page - make sure to hit the **Save** button at the bottom so the information is not erased.
- Change the information that is needed and click on the **Submit** button (located at the bottom of the screen).



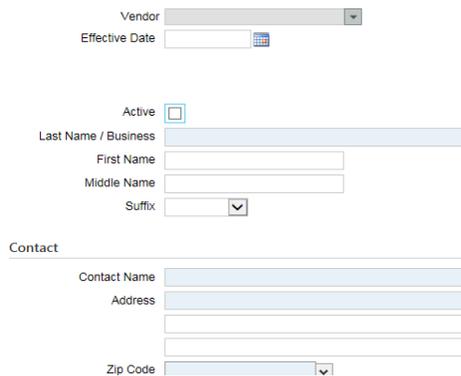
- After the Request is submitted, it will be sent to the Auditor's office for approval.

Vendor Adds / Changes

Add a new Vendor

- Select the Add Vendor button if you need to add a new vendor 
- This will also take you to the Vendor Change Request Entry Screen but the Vendor number drop down will be grayed out and the information will have to be filled in below.

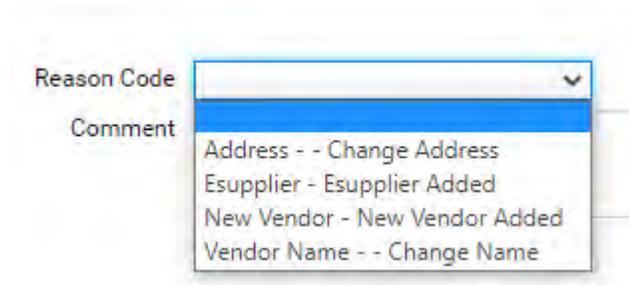
A vendor number will automatically be assigned once the vendor has been approved. Everything shaded in blue will have to be filled in and the effective date, reason code, and either Federal ID, State ID, or Social Security Number.



The form contains the following fields:

- Vendor: A dropdown menu.
- Effective Date: A date picker.
- Active: A checkbox.
- Last Name / Business: A text input field.
- First Name: A text input field.
- Middle Name: A text input field.
- Suffix: A dropdown menu.
- Contact: A section header.
- Contact Name: A text input field.
- Address: A text input field.
- Address: A text input field.
- Address: A text input field.
- Zip Code: A dropdown menu.

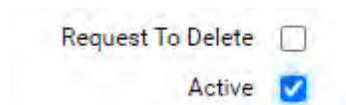
Verify information has been selected in the reason code field at the righthand screen (drop down menu).



The dropdown menu shows the following options:

- Address - - Change Address
- Esupplier - Esupplier Added
- New Vendor - New Vendor Added
- Vendor Name - - Change Name

Verify that there is a checkmark in the Active box.

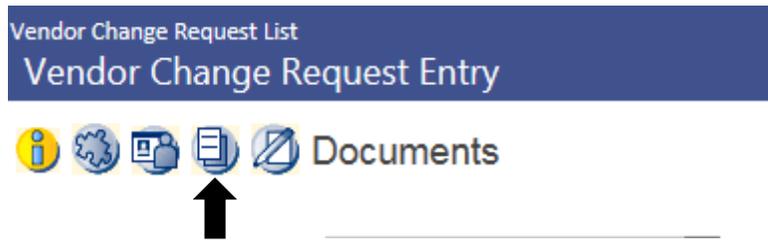


The form shows the following checkboxes:

- Request To Delete:
- Active:

Vendor Adds / Changes

You must attach an updated W-9 for all new vendors by selecting the document button.



- To attach a W-9, click on the Documents button and then proceed with uploading the **W-9** in the same way as the PO entry or Invoice entry processes.
- Before leaving/navigating from the page - make sure to hit the **Save** button at the bottom so the information is not erased.
- Change the information that is needed and click on the **Submit** button (located at the bottom of the screen).



- After the Request is submitted, it will be sent to the Auditor's office for approval.

New World Accounting

Inquiry

Inquiry

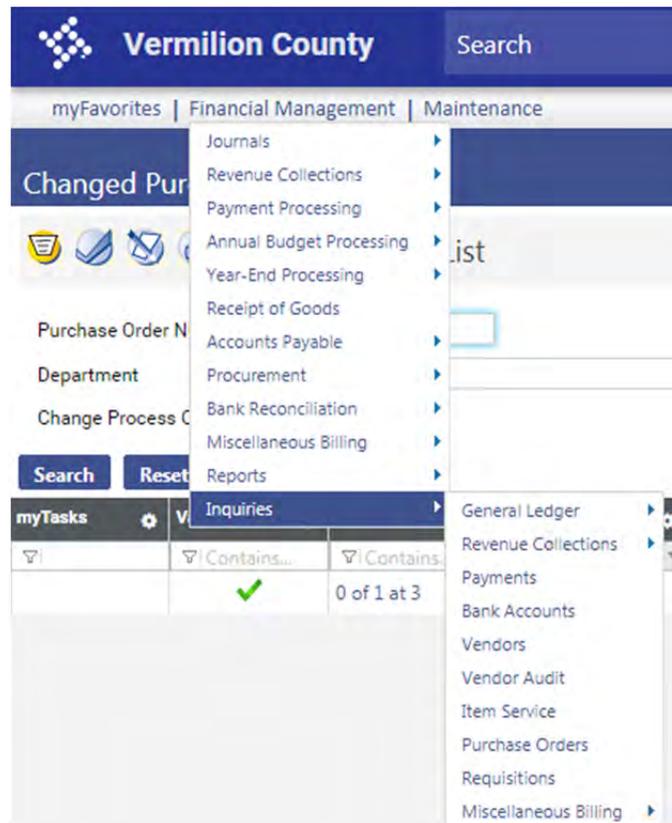
New World – Inquiry Information

There are various Inquiry screens in the New World Accounting System that may be beneficial to a department.

This document describes some but not all of the Inquiry programs.

To locate the various Inquiry programs:

Navigate to Financial Management > Inquiries > Make a selection

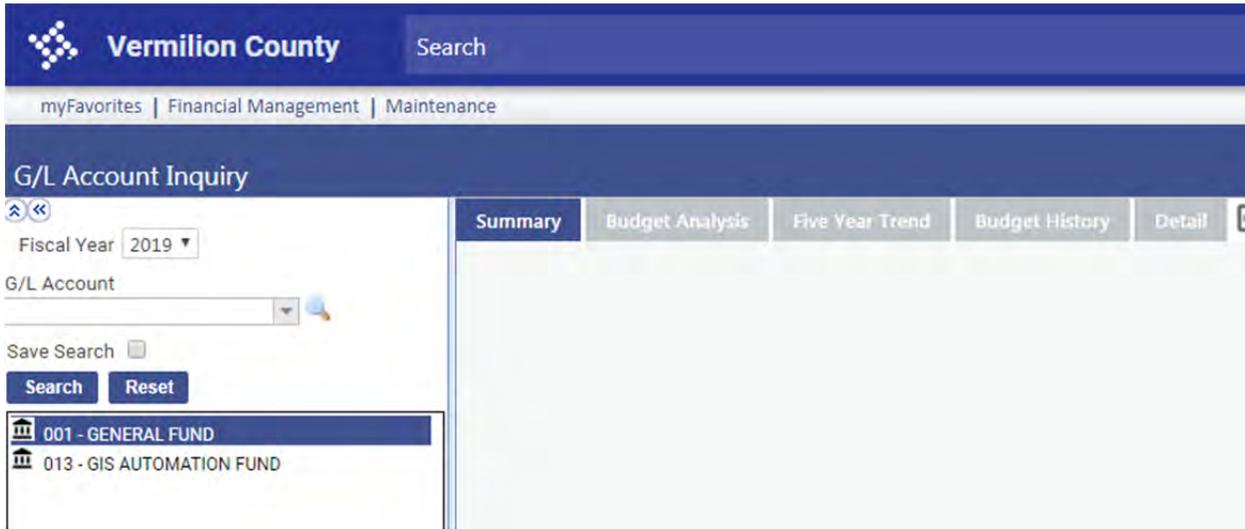


Inquiry

New World – G/L Account Inquiry

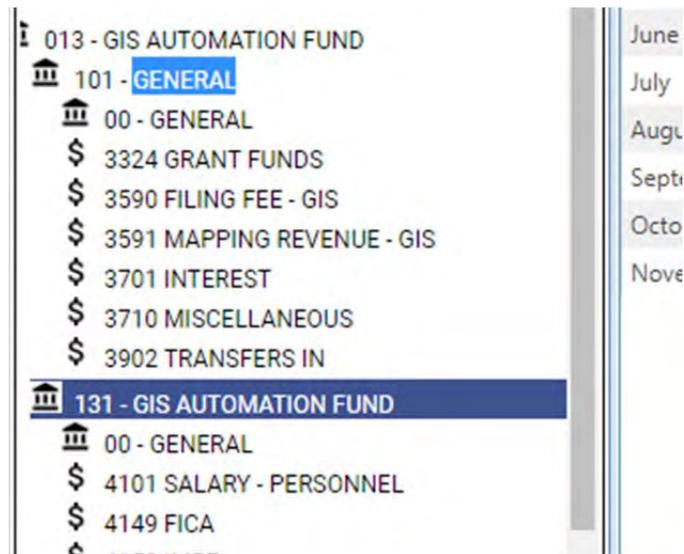
The G/L Account Inquiry program is beneficial in viewing transaction history (summary and detail) for a department.

Navigate to Financial Management > Inquiries > General Ledger > G/L Accounts



The left hand portion of the screen allows you to search on the Fiscal Year and G/L Account.

Click on the Fund information on the left to expand and view the line item information.



Inquiry

Click on a line item (on the left) to view the information in the right portion of the screen.

Fiscal Year 2019		Summary Budget Analysis Five Year Trend Budget History Detail									
G/L Account		Annual Totals YTD		Reclass Journal Type		Prior Year Include					
Save Search		Classification PERSONNEL SERVICES Fiscal Year 2019									
Search		Amended Budget		Encumbrances		Expenses		YTD Balance		Percent Used	
Reset		\$30,000.00		\$0.00		\$10,363.08		\$19,636.92		35%	
Month	Budget	Amendments	Encumbrances	Expenses	Current YTD Balance	Percent Used					
December	\$30,000.00	\$0.00	\$0.00	\$1,507.48	\$28,492.52	5 %					
January	\$0.00	\$0.00	\$0.00	\$1,811.36	\$26,681.16	11 %					
February	\$0.00	\$0.00	\$0.00	\$2,012.64	\$24,668.52	18 %					
March	\$0.00	\$0.00	\$0.00	\$2,012.64	\$22,655.88	24 %					
April	\$0.00	\$0.00	\$0.00	\$2,012.64	\$20,643.24	31 %					
May	\$0.00	\$0.00	\$0.00	\$1,006.32	\$19,636.92	35 %					
June	\$0.00	\$0.00	\$0.00	\$0.00	\$19,636.92	35 %					
July	\$0.00	\$0.00	\$0.00	\$0.00	\$19,636.92	35 %					
August	\$0.00	\$0.00	\$0.00	\$0.00	\$19,636.92	35 %					
September	\$0.00	\$0.00	\$0.00	\$0.00	\$19,636.92	35 %					
October	\$0.00	\$0.00	\$0.00	\$0.00	\$19,636.92	35 %					
November	\$0.00	\$0.00	\$0.00	\$0.00	\$19,636.92	35 %					
Total	\$30,000.00	\$0.00	\$0.00	\$10,363.08	\$19,636.92	35 %					
Unposted Transactions	\$0.00	\$0.00	\$0.00	\$1,006.32	\$18,630.60	38 %					
Grand Total	\$30,000.00	\$0.00	\$0.00	\$11,369.40	\$18,630.60	38 %					

You can select and click on a particular month line to view the monthly detail transaction history. Click on the Expenses (or Revenues) amount or the Current YTD Balance amount to expand and view detailed information.

Vermilion County		Search						
myFavorites Financial Management Maintenance								
G/L Account Inquiry - 013.131.00.4101 - SALARY - PERSONNEL								
G/L Transaction Inquiry								
G/L Account - 013.131.00.4101 - SALARY - PERSONNEL								
From Date	To Date	G/L Account	Project					
12/01/2018	12/31/2018	013.131.00.4101 - SALARY - PE						
Search		Reset						
Journal Type								
AB <input type="checkbox"/> JE <input checked="" type="checkbox"/> BA <input type="checkbox"/> EA <input type="checkbox"/>								
G/L Date	G/L Account	Journal Type	SubLedger	Journal Number	Transaction Description	Debit	Credit	Source
12/14/2018	013.131.00.4101	Journal Entry	Accounts Payable	2019-00000364	A/P Invoice Entry		\$501.16	Accounts Payable
12/28/2018	013.131.00.4101	Journal Entry	Accounts Payable	2019-00000413	A/P Invoice Entry		\$1,006.32	Accounts Payable

Inquiry

The detailed information menu allows you to change the date range (located at the top left portion of the screen). This allows you to view more than one month's transactions.

Modify the From Date and/or the To Date (then click on the Search button) to view more transactions.

myFavorites | Financial Management | Maintenance

G/L Account Inquiry - 013.131.00.4101 - SALARY - PERSONNEL

G/L Transaction Inquiry

G/L Account - 013.131.00.4101 - SALARY - PERSONNEL

From Date: G/L Account: Journal Type: _____

To Date: Project: AB JE

BA EA

+	G/L Date	G/L Account	Journal Type	SubLedger	Journal Number	Transaction Description	Debit	Cr
+	12/14/2018	013.131.00.4101	Journal Entry	Accounts Payable	2019-0000364	A/P Invoice Entry	\$501.16	
+	12/28/2018	013.131.00.4101	Journal Entry	Accounts Payable	2019-0000413	A/P Invoice Entry	\$1,006.32	
+	01/11/2019	013.131.00.4101	Journal Entry	Payroll	2019-0000456	Payroll Post BW Bi-Weekly 01/11/19	\$805.04	
+	01/25/2019	013.131.00.4101	Journal Entry	Payroll	2019-0000642	Payroll Post BW Bi-Weekly 01/25/19	\$1,006.32	
+	02/08/2019	013.131.00.4101	Journal Entry	Payroll	2019-0000755	Payroll Post BW Bi-Weekly 02/08/19	\$1,006.32	
+	02/22/2019	013.131.00.4101	Journal Entry	Payroll	2019-0000867	Payroll Post BW Bi-Weekly 02/22/19	\$1,006.32	
+	03/08/2019	013.131.00.4101	Journal Entry	Payroll	2019-0001080	Payroll Post BW Bi-Weekly 03/08/19	\$1,006.32	
+	03/22/2019	013.131.00.4101	Journal Entry	Payroll	2019-0001228	Payroll Post BW Bi-Weekly 03/22/19	\$1,006.32	
+	04/05/2019	013.131.00.4101	Journal Entry	Payroll	2019-0001379	Payroll Post BW Bi-Weekly 04/05/19	\$1,006.32	
+	04/19/2019	013.131.00.4101	Journal Entry	Payroll	2019-0001523	Payroll Post BW Bi-Weekly 04/19/19	\$1,006.32	
+	05/03/2019	013.131.00.4101	Journal Entry	Payroll	2019-0001718	Payroll Post BW Bi-Weekly 05/03/19	\$1,006.32	

Inquiry

New World – G/L Organization Inquiry

The G/L Organization is used to view the current account summary information for a department.

Navigate to Financial Management > Inquiries > General Ledger > G/L Organizations

Account Number	Description	Adopted Budget	Amended Budget	Encumbrances	Expenses	Remaining Balance	Percent Used	Analyze
4101	SALARY - PERSONNEL	\$30,000.00	\$30,000.00	\$0.00	\$10,363.08	\$19,636.92	35%	
4149	FICA	\$2,295.00	\$2,295.00	\$0.00	\$407.86	\$1,887.14	18%	
4150	IMRF	\$2,457.00	\$2,457.00	\$0.00	\$263.48	\$2,193.52	11%	
4151	UNEMPLOYMENT	\$900.00	\$900.00	\$0.00	\$0.00	\$900.00	0%	
4152	WORKERS COMPENSATION	\$60.00	\$60.00	\$0.00	\$0.00	\$60.00	0%	
4155	INSURANCE - LIFE/HEALTH	\$0.00	\$9,000.00	\$0.00	\$3,538.05	\$5,461.95	39%	
4210	SUPPLIES/OFFICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	
4251	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	
4290	MAINT/REPAIR - EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	
4292	MAINT/REPAIR - HARDWARE	\$54,500.00	\$54,500.00	\$0.00	\$43,472.67	\$11,027.33	80%	
4293	MAINT/REPAIR - SOFTWARE	\$15,400.00	\$15,400.00	\$0.00	\$13,445.29	\$1,954.71	87%	
4361	CONTRACTUAL/PROF SERVICES	\$156,850.00	\$156,850.00	\$0.00	\$65,360.00	\$91,490.00	42%	
4363	DUES/LICENSE FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	
4364	EDUCATION/TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	
4450	OFFICE FURNITURE/EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	
4453	COMMUNICATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	
4610	TRANSFER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	

The left hand portion of the screen allows you to search on the Fiscal Year and G/L Account.

Click on the Fund information on the left to expand and view the department's summary information (Adopted Budget, Amended Budget, Encumbrances, Expenses and Remaining Balance).

You can print the information on the screen by selecting the PrintScreen icon at the right top portion of the screen.



On the Summary screen – you can view detailed information about a line item by selecting the account number in the Account Number column.

The next screen will display the information by month (similar to the G/L Account Inquiry program).

Inquiry

New World – Account Inquiry

The Account Inquiry is used to search and view individual line item information.

Navigate to Financial Management > Inquiries > General Ledger > Accounts

Account Inquiry

Fiscal Year: 2019
Account Type: Account
Account: 4210 - SUPPLIES/OFFICE

Summarization Level: None
Reclassification Journal Type: [Dropdown]
Include Unposted Transactions: [Checkbox]
Prior Fiscal Year Activity: Include

4210-SUPPLIES/OFFICE

Fiscal Year: 2019

Amended Budget	Encumbrances	Expenses	Remaining Balance	% Used
\$10,200.00	\$683.31	\$4,748.65	\$4,768.04	53%

Organization	Description	Adopted Budget	Amended Budget	Encumbrances	Expenses	Remaining Balance	Percent Used	Analyze
001.130.00	GENERAL FUND, TECHNOLOGY SERVICES ...	\$5,000.00	\$5,000.00	\$683.31	\$2,378.15	\$1,938.54	61%	
001.330.00	GENERAL FUND, EMA, GENERAL	\$5,200.00	\$5,200.00	\$0.00	\$2,370.50	\$2,829.50	46%	
013.131.00	GIS AUTOMATION FUND, GIS AUTOMATIO...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	

The left hand portion of the screen allows you to search on the Fiscal Year and G/L Account.

Enter the information that you wish to search on and click on the Search icon.

You can print the information on the screen by selecting the PrintScreen icon at the right top portion of the screen.



To view individual transactions, click on the individual account number on the left. The information will be displayed on the right hand portion of the screen.

To view detailed information by month – click on the line item information under the Organization column (screen on the right).

Inquiry

New World – Vendor Inquiry

The Vendor Inquiry program can be used to verify if a vendor exists in the accounting system.

It can also be used to view the vendor address information, transaction history, invoice images and check images for vendors. (Check images prior to 03/15/19 are not available.)

Navigate to Financial Management > Inquiries > Vendors

The screenshot shows the Vermilion County accounting system interface. The top navigation bar includes "Vermilion County" and a "Search" field. Below this, there are tabs for "myFavorites", "Financial Management", and "Maintenance". The "Financial Management" tab is active, and a sub-menu is open showing "Inquiries" selected. The "Inquiries" sub-menu is further expanded to show "Vendors" selected. The main content area displays the details for a vendor account, including the following information:

General	
Active	✓
Branch	OLD NATIONAL
Account Code	GFCK
Routing Number	086300012
Account Number	357001342
Account Type	Checking
Cash Account	1004.30 - CASH GENERAL CHECKING ACCT
Reconciliation Amount	\$4,083,549.50
Reconciliation Date	03/31/2019
Account Balance	\$2,551,850.43

Enter a Vendor Name (or partial name) or Number and click on the Go button

The screenshot shows the "Vendor Inquiry" form. It has a search field for "Last Name/Business" with the value "Big R" entered, and an empty "Number" field. Below the search fields are "Go" and "Reset" buttons. The search results are displayed in a list under the "Vendors" heading:

- 1088 - BIG R
- 1089 - BIG R RENT ALL CENTER

Inquiry

The screen on the left will display a list of the matching vendors.

Click on the folder icon located to the left of the matching vendor to display information on the right screen.

The right portion of the screen will display the Vendor Name, Number and address information.

Vermilion County Search

myFavorites | Financial Management | Maintenance

Vendor Inquiry - 1088 - BIG R

Last Name/Business: Big R
Number: []

Vendors

- 1088 - BIG R
- Documents (0)
- User Defined
- Invoices
- Receipt of Goods
- Checks
- 1099 History
- Purchase Orders
- Requisitions
- Wire Transfers
- 1089 - BIG R RENT ALL CENTER

General

Active

Vendor Number: 1088
Name: BIG R
Primary Contact: BIG R
Description:
Address: 3363 N. VERMILION DANVILLE, IL 61832
Email Address:
Phone Number:
Fax Number:

Category Type:
Federal Tax ID: 37-0889965
State Tax ID:
Social Security Number: 370-88-9965
Web Site Address:

Miscellaneous

Contacts

Contact Name	Description
BIG R	

The left portion of the screen displays several categories that will allow you to view information about the vendor, including invoices, checks and check images.

Click on the category that you wish to view and the information will appear on the right portion of the screen.

Vendor Inquiry - 1088 - BIG R

Last Name/Business: Big R
Number: []

Vendors

- 1088 - BIG R
- Documents (0)
- User Defined
- Invoices**
- Receipt of Goods
- Checks
- 1099 History
- Purchase Orders
- Requisitions
- Wire Transfers
- 1089 - BIG R RENT ALL CENTER

Charts Time Frame: Current Fiscal Year

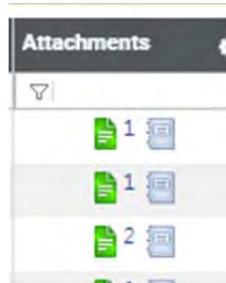
Invoices Invoice: [] From Date: 05/17/2018 To Date: 05/17/2019

Status	Invoice Number	Invoice Date	Due Date	G/L Date	Description	Amount	Attachments
Paid	MULTIPLE	12/28/2018	12/28/2018	12/28/2018	CLOTH ALLOW J ROBINSON	\$40.99	
Edit	507634	05/16/2019	05/16/2019	05/16/2019	dog food	\$47.99	
Paid	507529/4	05/08/2019	05/08/2019	05/08/2019	SHOP SUPPLIES	\$189.94	
Paid	507519/4	05/08/2019	05/08/2019	05/08/2019	SHOP SUPPLIES	\$85.93	
Paid	507454	05/10/2019	05/10/2019	05/10/2019	vehicle	\$34.99	
Paid	507390/4	05/06/2019	05/06/2019	05/06/2019	pipe, connectors	\$39.70	
Paid	507232/4	05/01/2019	05/01/2019	05/01/2019	may blanket po	\$59.90	
Paid	507222/4	04/25/2019	04/25/2019	04/25/2019	SHOP SUPPLIES	\$12.99	
Paid	507176/4	05/01/2019	05/01/2019	05/01/2019	may blanket po	\$180.94	
Paid	507021/4	04/18/2019	04/18/2019	04/18/2019	CLOTHING ALLOWANCE	\$51.98	
Paid	506991/4	04/15/2019	04/15/2019	04/15/2019	BUCKET/BATTERIES	\$82.55	

Inquiry

Invoice images and check images are highlighted in green (located on the right Attachments column).

Click on the green attachment icon to view the image.



The menu bar at the top of the screen will allow you search on a specific invoice or date range.

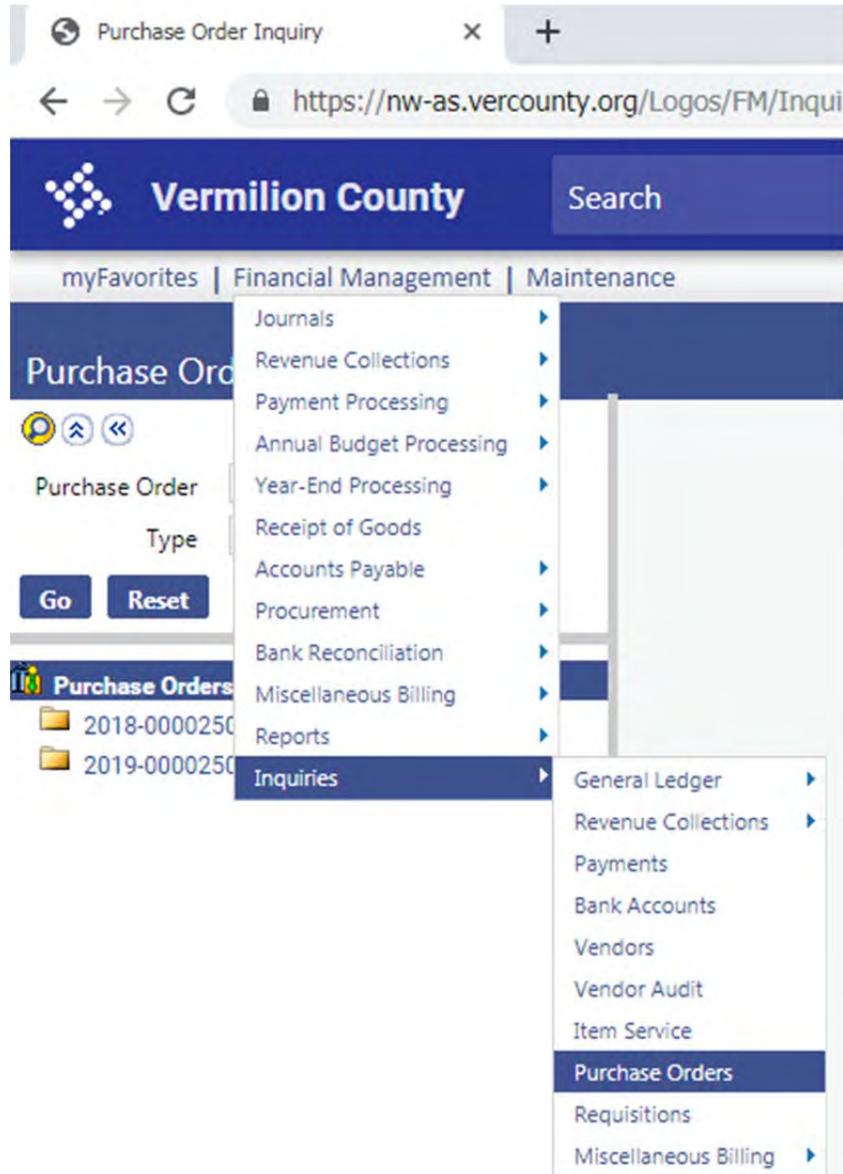


[Inquiry](#)

New World – Purchase Order Inquiry

The Purchase Order Inquiry program allows you to search and view information for a purchase order.

Navigate to Financial Management > Inquiries > Purchase Orders



Inquiry

Enter a Purchase Order number in the prompt on the left hand portion of the screen and click on the **Go** button.

The program will display all matching purchase order numbers.

Purchase Order Inquiry - 2019-0002414 - plastic id cards

Purchase Order: 2414
Type: [Dropdown]
Go Reset

Purchase Orders

- 2018-0002414 - UPS postage for returned cartri...
- 2019-0002414 - plastic id cards**

General		Miscellaneous		Totals	
Department	Tech Services	Change Counter No.	1	Total Cost	\$83.60
Vendor	1527 - IDVILLE	Type	Standard	Amount Voided	\$0.00
Status	Complete	Form Type	SSRS PO Form	Amount Expensed	\$83.60
Contact Name	IDVILLE	Bill To Location	Tech Services	Amount Encumbered	\$0.00
Purchasing Address	5375 52ND STREET SE	Assigned to Buyer		Amount Discounted	\$0.00
City	GRAND RAPIDS	Resolution Number		Amount Remaining	\$0.00
State	MI				
Zip Code	49512				
Email Address					
Description	plastic id cards				
Message					
				Dates	
				G/L Date	04/30/2019
				Deliver by Date	
				Printed Date	04/30/2019
				Expiration Date	
				Completed/Void Date	05/01/2019

You can expand and view detailed information of the purchase order by either selecting the Title name (Ex: Detail, Transactions) or by clicking on the + sign at the right of the screen).

Detail ✓	✓	✓	+
Transactions ✓	✓	✓	+
History ✓	✓	✓	+
Approvals ✓	✓	✓	+
Receipt of Goods	✓	✓	+
AP Invoices - Summary ✓	✓	✓	+
AP Invoices - Detail ✓	✓	✓	+

New World Accounting

Reports

Reports

New World – Report Information

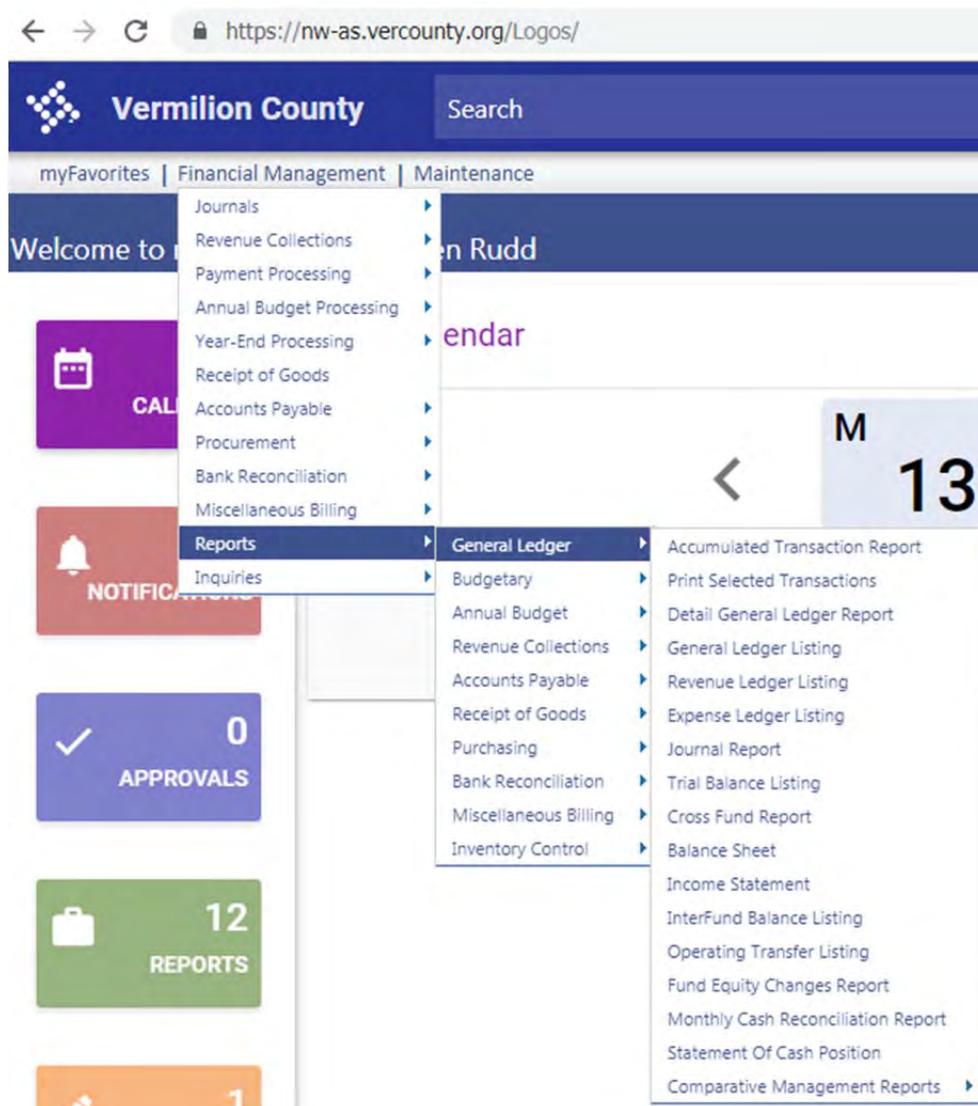
There are various reports in the New World Accounting System that may be beneficial to a department.

This document describes some but not all of the Report programs.

The first report in this manual will describe the report process in detail. All other reports will just highlight the differences or show a sample report.

To locate the various Report programs:

Navigate to Financial Management > Reports > Make a selection



Reports

New World – Accumulated Transaction Report

The Accumulated Transaction Report allows a user to print a detailed transaction history listing of activity within a specified date range.

Navigate to: **Financial Management > Reports > General Ledger > Accumulated Transaction Report**

Accumulated Transaction Listing

Load Saved Report Distribution Group

Override Report Title Email Group

From Date

To Date

Transaction Type

Reference

Include Accounts with No Activity

Sub Ledger Detail

Page Break Level

Prior Fiscal Year Activity

Organizations Accounts Sub Ledgers

Fund Department Project Function Sub Function

Available Organization(s): 0

Selected Organization(s): 6

- 001.130.00 - GENERAL FUND, TECHNOLOGY SERVICES, GEN
- 001.330.00 - GENERAL FUND, EMA, GENERAL
- 001.330.33 - GENERAL FUND, EMA, FIELD OPERATIONS
- 013 - GIS AUTOMATION FUND
- 013.101.00 - GIS AUTOMATION FUND, GENERAL, GENERAL
- 013.131.00 - GIS AUTOMATION FUND, GIS AUTOMATION F

Print Reset Save Save As Unlink

The Accumulated Transaction Listing screen allows you to enter parameters to allow you to generate a report for your department.

The top portion of the screen allows you to change the date range to select transaction history, as well as creating a page break by fund or department.

Organizations

The Organization tab allows you to move the selected fund or department to the right portion of the screen. Only the line item information that has been moved to the right will appear on the report.

You can select and highlight the line item that you need and then click on the single arrow button to move the item to the right – or – you can click on the double arrow button to move all the items to the right.

Reports

Accounts

You must click on the Accounts tab and move the available accounts to the right (or you will receive an error message when you print the report).

You can select a single item and use the single arrow to move the item to the right or you can click on the double arrow button to move all the items to the right. *(You should usually move all items to the right.)*

The screenshot shows the 'Accounts' tab selected in a reporting interface. At the top, there are three tabs: 'Organizations', 'Accounts' (selected), and 'Sub Ledgers'. Below the tabs, there are five categories with checkboxes: 'Asset', 'Liability', 'Fund Equity', 'Revenue', and 'Expense'. The main area is divided into two columns: 'Available Account(s): 0' on the left and 'Selected Account(s): 50' on the right. The 'Selected' column contains a list of account names: 1004.30 - CASH GENERAL CHECKING ACCT, 1006 - INVESTMENTS, 1007 - ACCRUED INTEREST, 1160 - ACCOUNTS RECEIVABLE, 1305 - DUE FROM OTHER FUNDS, 1306 - DUE FROM OTHER GOVERNMENTS, 2000 - ACCOUNTS PAYABLE, 2025 - ACCRUED PAYROLL, 2070 - DUE TO OTHER FUNDS, 2440 - FUND BALANCE (ENCUMBRANCES), and 2530 - FUND BALANCE. Between the columns are four arrow buttons: a single right arrow, a double right arrow, a double left arrow, and a single left arrow. At the bottom, there are five buttons: 'Print', 'Reset', 'Save', 'Save As', and 'Delete'.

Sub Ledgers

You must click on the Sub Ledgers tab and move the available subledgers to the right (or you will receive an error message when you print the report).

You can select a single item and use the single arrow to move the item to the right or you can click on the double arrow button to move all the items to the right. *(You should usually move all items to the right.)*

The screenshot shows the 'Sub Ledgers' tab selected in a reporting interface. At the top, there are three tabs: 'Organizations', 'Accounts', and 'Sub Ledgers' (selected). Below the tabs, there are five categories with checkboxes: 'Asset', 'Liability', 'Fund Equity', 'Revenue', and 'Expense'. The main area is divided into two columns: 'Available Sub Ledger(s): 0' on the left and 'Selected Sub Ledger(s): 9' on the right. The 'Selected' column contains a list of subledger names: Accounts Payable, Annual Budget, Bank Reconciliation, General Ledger, Miscellaneous Billing, Payment Processing, Payroll, Purchasing, and Revenue Collections. Between the columns are four arrow buttons: a single right arrow, a double right arrow, a double left arrow, and a single left arrow. At the bottom, there are five buttons: 'Print', 'Reset', 'Save', 'Save As', and 'Delete'.

Reports

Print

Click on the **Print** button to generate the report to the screen.

Print

The report information will be displayed on the screen. (If the report does not display on your screen – check to see if there is a Chrome message highlighted in red at the right top portion of the screen. If there is a message, click and answer to always allow pop-ups from New World.)

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
							Balance To Date:		\$52,497.68
05/03/2019	001.130.00.4101 SALARY - PERSONNEL	2019-00001718	JE	HR	Payroll Post BW Bi-Weekly	Payroll Post	5,526.07		58,023.75
							Month May 2019 Totals		\$5,526.07
							Account SALARY - PERSONNEL Totals		\$5,526.07
							Balance To Date:		\$24,272.69
05/03/2019	001.130.00.4110 SALARY - DEPARTMENT HEAD	2019-00001718	JE	HR	Payroll Post BW Bi-Weekly	Payroll Post	2,555.02		26,827.71
							Month May 2019 Totals		\$2,555.02
							Account SALARY - DEPARTMENT HEAD Totals		\$2,555.02
							Balance To Date:		\$10,852.62
05/03/2019	001.130.00.4155 INSURANCE - LIFE/HEALTH	2019-00001718	JE	HR	Payroll Post BW Bi-Weekly	Payroll Post	1,356.10		12,208.72
							Month May 2019 Totals		\$1,356.10
							Account INSURANCE - LIFE/HEALTH Totals		\$1,356.10
							Balance To Date:		\$12,208.72
05/01/2019	001.130.00.4210 SUPPLIES/OFFICE	2019-00001710	JE	AP	A/P Invoice Entry	Accounts Payable	85.40		2,361.20
05/02/2019		2019-00001726	JE	AP	A/P Invoice Entry	Accounts Payable	4.16		2,365.36
05/13/2019		2019-00001841	JE	AP	A/P Invoice Entry	Accounts Payable	12.79		2,378.15
							Month May 2019 Totals		\$102.35
							Account SUPPLIES/OFFICE Totals		\$102.35
							Balance To Date:		\$2,378.15
							Balance To Date:		\$21.08

If you would like a printed copy of this report – Click on the **Send to MyReports** button at the top right.

When the report has been generated - the screen will display “Successfully sent” next to the “Send to MyReports” button.



Close the screen by clicking the X located at the top right portion of your screen.

Your screen will now display a notification in the Bell Icon at the top right portion of your screen.

To view and print the report – you can either click on the Bell icon or the Box icon (then select Reports)



Reports

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
05/03/2019	2019-00001738	JE	HR	Payroll Post BW Bi-Weekly 05/03/19	Payroll Post		5,526.07		58,023.75

Month: May 2019 Totals
Account: SALARY - PERSONNEL Totals

Debit	\$5,526.07	Credit	\$0.00	Actual Balance	\$58,023.75
Debit	\$5,526.07	Credit	\$0.00	Actual Balance	\$24,272.69

Your most recent report will be generated at the top of the reports listed on the left.



The icons at the far top right portion of the report screen allows you to do the following:

- Circle Icon** Allows you to rotate the report on the screen.
- Down Arrow Icon** Allows you to save the report as a pdf (the newly created pdf document will display at the bottom left portion of the screen.)
- Printer Icon** Allows you to select a printer to print your report.

Print

Total: 4 sheets of paper

Destination: HP LaserJet M604 f

Pages: All

Copies: 1

More settings

Paper size: Letter

Pages per sheet: 1

Quality: 600 dpi

Scale: Default

Options: Two-sided

Note: You should periodically highlight and delete old reports listed on the left.

Reports

Click on Accumulated Transaction Listing (located above MyReports) to return to the Accumulated Transaction Listing reports screen.

Note: You can also click on the Disk icon when you first created the viewed report to save the information in word, excel, pdf, csv, etc.

G/L Date	Journal	Journal Type	Sub Le	Source
G/L Account Number	001.130.00.4101 SALARY - PERSONNEL			
05/03/2019	2019-00001718	JE	HR	Payroll

You can Save a report to be run more than once by clicking on the Save As icon before you print the report. The program will ask for a Saved Report name.



The report can be recalled by entering the Saved Report name in the drop down menu at the top of the report screen.

Accumulated Transaction Listing

Load Saved Report

Override Report Title

Reports

New World – Print Selected Transactions

Navigate to: Financial Management > Reports > General Ledger > Print Selected Transactions

Sample Report:

Vermilion County									
Print Selected Transactions Report									
From Date: 5/1/2019 - To Date: 5/31/2019									
<u>G/L Date</u>	<u>Journal</u>	<u>Journal Type</u>	<u>Sub Ledger</u>	<u>Description</u>	<u>Source</u>	<u>Reference</u>	<u>Debit Amount</u>	<u>Credit Amount</u>	
G/L Account Number: 001.130.00.4101 SALARY - PERSONNEL									
5/3/2019	2019-00001718	JE	HR	Payroll Post BW Bi-Weekly 05/03/19	Payroll Post		\$5,526.07		
Account Total: SALARY - PERSONNEL							\$5,526.07		\$0.00
G/L Account Number: 001.130.00.4110 SALARY - DEPARTMENT HEAD									
5/3/2019	2019-00001718	JE	HR	Payroll Post BW Bi-Weekly 05/03/19	Payroll Post		\$2,555.02		
Account Total: SALARY - DEPARTMENT HEAD							\$2,555.02		\$0.00
G/L Account Number: 001.130.00.4155 INSURANCE - LIFE/HEALTH									
5/3/2019	2019-00001718	JE	HR	Payroll Post BW Bi-Weekly 05/03/19	Payroll Post		\$1,356.10		
Account Total: INSURANCE - LIFE/HEALTH							\$1,356.10		\$0.00
G/L Account Number: 001.130.00.4210 SUPPLIES/OFFICE									
5/1/2019	2019-00001710	JE	AP	A/P Invoice Entry	Accounts Payable		\$85.40		
5/2/2019	2019-00001726	JE	AP	A/P Invoice Entry	Accounts Payable		\$4.16		
5/13/2019	2019-00001841	JE	AP	A/P Invoice Entry	Accounts Payable		\$12.79		
Account Total: SUPPLIES/OFFICE							\$102.35		\$0.00
G/L Account Number: 001.130.00.4251 TRAVEL EXPENSE									
5/6/2019	2019-00001759	JE	AP	A/P Invoice Entry	Accounts Payable		\$17.76		
Account Total: TRAVEL EXPENSE							\$17.76		\$0.00
G/L Account Number: 001.130.00.4292 MAINT/REPAIR - HARDWARE									
5/8/2019	2019-00001803	JE	AP	A/P Invoice Entry	Accounts Payable		\$1,562.00		
Account Total: MAINT/REPAIR - HARDWARE							\$1,562.00		\$0.00
G/L Account Number: 001.130.00.4293 MAINT/REPAIR - SOFTWARE									
5/13/2019	2019-00001841	JE	AP	A/P Invoice Entry	Accounts Payable		\$2,335.00		
Account Total: MAINT/REPAIR - SOFTWARE							\$2,335.00		\$0.00
G/L Account Number: 001.130.00.4453 COMMUNICATIONS									
5/13/2019	2019-00001859	JE	AP	A/P Invoice Entry	Accounts Payable		\$92.21		

Reports

New World – Detail General Ledger Report

Navigate to: Financial Management > Reports > General Ledger > Detail General Ledger Report

Sample Report:



Detail General Ledger Report

G/L Date Range 05/01/19 - 05/31/19

Exclude Sub Ledger Detail

Exclude Accounts with No Activity

G/L Date	Journal	Journal Type	Sub Ledger	Description/Project	Source	Reference	Debit Amount	Credit Amount	Actual Balance
G/L Account Number 013.1004.30 CASH GENERAL CHECKING ACCT									
05/01/2019	2019-00001704	JE	AP	Invoice Payment Batch Post	Accounts Payable			Balance To Date: 1,399.32	\$239,088.30
05/08/2019	2019-00001788	JE	AP	Invoice Payment Batch Post	Accounts Payable			14,469.32	237,688.98
Month May 2019 Totals							\$0.00	\$15,868.64	\$223,219.66
Account CASH GENERAL CHECKING ACCT Totals							\$0.00	\$15,868.64	\$223,219.66
								Balance To Date:	(\$1,399.32)
G/L Account Number 013.2000 ACCOUNTS PAYABLE									
05/01/2019	2019-00001704	JE	AP	Invoice Payment Batch Post	Accounts Payable		1,399.32		.00
05/02/2019	2019-00001726	JE	AP	A/P Invoice Entry	Accounts Payable			13,070.00	(13,070.00)
05/03/2019	2019-00001782	JE	AP	A/P Invoice Entry	Accounts Payable			1,399.32	(14,469.32)
05/08/2019	2019-00001788	JE	AP	Invoice Payment Batch Post	Accounts Payable		14,469.32		.00
Month May 2019 Totals							\$15,868.64	\$14,469.32	\$0.00
Account ACCOUNTS PAYABLE Totals							\$15,868.64	\$14,469.32	\$0.00
								Balance To Date:	\$0.00
G/L Account Number 013.2070 DUE TO OTHER FUNDS									
05/03/2019	2019-00001718	JE	HR	Payroll Post BW Bi-Weekly 05/03/19	Payroll Post			1,399.32	(1,399.32)
05/03/2019	2019-00001782	JE	AP	A/P Invoice Entry	Accounts Payable		1,399.32		.00
Month May 2019 Totals							\$1,399.32	\$1,399.32	\$0.00
Account DUE TO OTHER FUNDS Totals							\$1,399.32	\$1,399.32	\$0.00
								Balance To Date:	\$9,356.76
G/L Account Number 013.131.00.4101 SALARY - PERSONNEL									
05/03/2019	2019-00001718	JE	HR	Payroll Post BW Bi-Weekly 05/03/19	Payroll Post		1,006.32		10,363.08
Month May 2019 Totals							\$1,006.32	\$0.00	\$10,363.08
Account SALARY - PERSONNEL Totals							\$1,006.32	\$0.00	\$10,363.08
								Balance To Date:	\$3,145.05
G/L Account Number 013.131.00.4155 INSURANCE - LIFE/HEALTH									
05/03/2019	2019-00001718	JE	HR	Payroll Post BW Bi-Weekly 05/03/19	Payroll Post		393.00		3,538.05
Month May 2019 Totals							\$393.00	\$0.00	\$3,538.05
Account INSURANCE - LIFE/HEALTH Totals							\$393.00	\$0.00	\$3,538.05
								Balance To Date:	\$52,290.00
G/L Account Number 013.131.00.4361 CONTRACTUAL/PROF SERVICES									
05/02/2019	2019-00001726	JE	AP	A/P Invoice Entry	Accounts Payable		13,070.00		65,360.00
Month May 2019 Totals							\$13,070.00	\$0.00	\$65,360.00
Account CONTRACTUAL/PROF SERVICES Totals							\$13,070.00	\$0.00	\$65,360.00
Project GENERAL Totals							\$14,469.32	\$0.00	
Department GIS AUTOMATION FUND Totals							\$14,469.32	\$0.00	
Fund GIS AUTOMATION FUND Totals							\$31,737.28	\$31,737.28	
Grand Totals							\$31,737.28	\$31,737.28	

Run by Karen Rudd on 5/17/2019 12:33:02 PM

Page 1 of 1

Reports

New World – Budget Performance Report

Navigate to: Financial Management > Reports > Budgetary > Budget Performance Report

Sample Report:



VERMILION COUNTY
ILLINOIS
INCORPORATED JANUARY 16, 1839

Budget Performance Report

Fiscal Year to Date 05/17/19
Include Rollup Account and Rollup to Base Account

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 013 - GIS AUTOMATION FUND										
REVENUE										
Department 101 - GENERAL										
Project 00 - GENERAL										
3590	FILING FEE - GIS	230,000.00	.00	230,000.00	.00	.00	70,587.00	159,413.00	31	192,773.00
3591	MAPPING REVENUE - GIS	2,000.00	.00	2,000.00	.00	.00	2,000.00	0	0	2,625.00
3701	INTEREST	100.00	.00	100.00	.00	.00	12.83	87.17	13	626.95
Project 00 - GENERAL Totals		<u>\$232,100.00</u>	<u>\$0.00</u>	<u>\$232,100.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$70,599.83</u>	<u>\$161,500.17</u>	<u>30%</u>	<u>\$196,024.95</u>
Department 101 - GENERAL Totals		<u>\$232,100.00</u>	<u>\$0.00</u>	<u>\$232,100.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$70,599.83</u>	<u>\$161,500.17</u>	<u>30%</u>	<u>\$196,024.95</u>
REVENUE TOTALS										
		<u>\$232,100.00</u>	<u>\$0.00</u>	<u>\$232,100.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$70,599.83</u>	<u>\$161,500.17</u>	<u>30%</u>	<u>\$196,024.95</u>
EXPENSE										
Department 131 - GIS AUTOMATION FUND										
Project 00 - GENERAL										
4101	SALARY - PERSONNEL	30,000.00	.00	30,000.00	1,006.32	.00	10,263.08	19,636.92	35	22,804.81
4149	FICA	2,295.00	.00	2,295.00	.00	.00	407.86	1,887.14	18	1,576.72
4150	IMRF	2,457.00	.00	2,457.00	.00	.00	263.48	2,193.52	11	1,004.60
4151	UNEMPLOYMENT	900.00	.00	900.00	.00	.00	.00	900.00	0	.00
4152	WORKERS COMPENSATION	60.00	.00	60.00	.00	.00	.00	60.00	0	.00
4155	INSURANCE - LIFE/HEALTH	.00	9,000.00	9,000.00	393.00	.00	3,538.05	5,461.95	39	.00
4290	MAINT/REPAIR - EQUIPMENT	.00	.00	.00	.00	.00	.00	.00	+++	271.96
4292	MAINT/REPAIR - HARDWARE	54,500.00	.00	54,500.00	.00	.00	43,472.67	11,027.33	80	.00
4293	MAINT/REPAIR - SOFTWARE	15,400.00	.00	15,400.00	.00	.00	13,445.29	1,954.71	87	.00
4361	CONTRACTUAL/PROF SERVICES	156,850.00	.00	156,850.00	13,070.00	.00	65,360.00	91,490.00	42	253,024.50
4453	COMMUNICATIONS	.00	.00	.00	.00	.00	.00	.00	+++	21,498.00
Project 00 - GENERAL Totals		<u>\$262,462.00</u>	<u>\$9,000.00</u>	<u>\$271,462.00</u>	<u>\$14,469.32</u>	<u>\$0.00</u>	<u>\$136,850.43</u>	<u>\$134,611.57</u>	<u>50%</u>	<u>\$300,180.59</u>
Department 131 - GIS AUTOMATION FUND Totals		<u>\$262,462.00</u>	<u>\$9,000.00</u>	<u>\$271,462.00</u>	<u>\$14,469.32</u>	<u>\$0.00</u>	<u>\$136,850.43</u>	<u>\$134,611.57</u>	<u>50%</u>	<u>\$300,180.59</u>
EXPENSE TOTALS										
		<u>\$262,462.00</u>	<u>\$9,000.00</u>	<u>\$271,462.00</u>	<u>\$14,469.32</u>	<u>\$0.00</u>	<u>\$136,850.43</u>	<u>\$134,611.57</u>	<u>50%</u>	<u>\$300,180.59</u>
Fund 013 - GIS AUTOMATION FUND Totals										
REVENUE TOTALS		232,100.00	.00	232,100.00	.00	.00	70,599.83	161,500.17	30%	196,024.95
EXPENSE TOTALS		262,462.00	9,000.00	271,462.00	14,469.32	.00	136,850.43	134,611.57	50%	300,180.59
Fund 013 - GIS AUTOMATION FUND Totals		<u>(\$30,362.00)</u>	<u>(\$9,000.00)</u>	<u>(\$39,362.00)</u>	<u>(\$14,469.32)</u>	<u>\$0.00</u>	<u>(\$66,250.60)</u>	<u>\$26,888.60</u>		<u>(\$104,155.64)</u>
Grand Totals										
REVENUE TOTALS		232,100.00	.00	232,100.00	.00	.00	70,599.83	161,500.17	30%	196,024.95
EXPENSE TOTALS		262,462.00	9,000.00	271,462.00	14,469.32	.00	136,850.43	134,611.57	50%	300,180.59
Grand Totals		<u>(\$30,362.00)</u>	<u>(\$9,000.00)</u>	<u>(\$39,362.00)</u>	<u>(\$14,469.32)</u>	<u>\$0.00</u>	<u>(\$66,250.60)</u>	<u>\$26,888.60</u>		<u>(\$104,155.64)</u>

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Reports

New World – Trial Balance Listing

Navigate to: Financial Management > Reports > General Ledger > Trial Balance Listing

Sample Report:



VERMILION COUNTY
ILLINOIS
JANUARY 18, 1834

Trial Balance Listing

Through 05/17/19
Detail Balance Sheet Listing
Exclude Rollup Account

Account	Account Description	Balance Forward	MTD Debits	MTD Credits	Ending Balance	Prior Year MTD Balance
Fund 013 - GIS AUTOMATION FUND						
1004-30	CASH GENERAL CHECKING ACCT	239,088.30	.00	15,868.64	223,219.66	287,085.66
2000	ACCOUNTS PAYABLE	(1,399.32)	15,868.64	14,469.32	.00	(977.00)
2070	DUE TO OTHER FUNDS	.00	1,399.32	1,399.32	.00	.00
2530	FUND BALANCE	(393,625.90)	.00	.00	(393,625.90)	(393,625.90)
	P/Y Fund Equity Adjustment	104,155.64	.00	.00	104,155.64	.00
	Fund Revenues	(70,599.83)	.00	.00	(70,599.83)	.00
	Fund Expenses	122,381.11	14,469.32	.00	136,850.43	14,047.00
Fund 013 - GIS AUTOMATION FUND Totals		\$0.00	\$31,737.28	\$31,737.28	\$0.00	(\$93,470.24)
Grand Totals		\$0.00	\$31,737.28	\$31,737.28	\$0.00	(\$93,470.24)

Reports

New World – Balance Sheet

Navigate to: Financial Management > Reports > General Ledger > Balance Sheet

Sample Report:



VERMILION COUNTY
ILLINOIS
"TO SERVE THE BEST OF OUR COUNTRY"

Balance Sheet

Through 05/17/19
Detail Listing
Include Rollup Account/Rollup to Base Account

Account	Account Description	Current YTD Balance	Prior Year Total Actual	Net Change	Change %
Fund Category	Governmental Funds				
Fund Type	Special Revenue Funds				
Fund	013 - GIS AUTOMATION FUND				
ASSETS					
1004	CASH				
1004.30	CASH GENERAL CHECKING ACCT	223,219.66	291,613.43	(68,393.77)	(23.45%)
	1004 - CASH Totals	<u>\$223,219.66</u>	<u>\$291,613.43</u>	<u>(\$68,393.77)</u>	<u>(23.45%)</u>
	ASSETS TOTALS	<u>\$223,219.66</u>	<u>\$291,613.43</u>	<u>(\$68,393.77)</u>	<u>(23.45%)</u>
LIABILITIES AND FUND EQUITY					
LIABILITIES					
2000	ACCOUNTS PAYABLE	.00	2,143.17	(2,143.17)	(100.00%)
	LIABILITIES TOTALS	<u>\$0.00</u>	<u>\$2,143.17</u>	<u>(\$2,143.17)</u>	<u>(100.00%)</u>
FUND EQUITY					
2530	FUND BALANCE	393,625.90	393,625.90	.00	.00%
	FUND EQUITY TOTALS Prior to Current Year Changes	<u>\$393,625.90</u>	<u>\$393,625.90</u>	<u>\$0.00</u>	<u>0.00%</u>
	Prior Year Fund Equity Adjustment	104,155.64			
	Fund Revenues	(70,599.83)			
	Fund Expenses	136,850.43			
	FUND EQUITY TOTALS	<u>\$223,219.66</u>	<u>\$393,625.90</u>	<u>(\$170,406.24)</u>	<u>(43.29%)</u>
	LIABILITIES AND FUND EQUITY TOTALS	<u>\$223,219.66</u>	<u>\$395,769.07</u>	<u>(\$172,549.41)</u>	<u>(43.60%)</u>
Fund	013 - GIS AUTOMATION FUND Totals	\$0.00	(\$104,155.64)	\$104,155.64	100.00%
Fund Type	Special Revenue Funds Totals	\$0.00	(\$104,155.64)	\$104,155.64	100.00%
Fund Category	Governmental Funds Totals	\$0.00	(\$104,155.64)	\$104,155.64	100.00%
	Grand Totals	<u>\$0.00</u>	<u>(\$104,155.64)</u>	<u>\$104,155.64</u>	<u>100.00%</u>

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Reports

New World – Open Purchase Order Report

Navigate to: Financial Management > Reports > Purchasing > Open Purchase Order Report

This report can be used to print Open Purchase order information in the Accounting System.

Sample Report:

		Department		G/L Date		Amount	
						Voided	Expensed
				Open Purchase Order Report			
				As of G/L Date 05/17/19			
				Report by Department - Purchase Order Number			
				Summary Listing			
Department	330 EMA	330 EMA	330 EMA	04/26/2019	04/26/2019	15.99	
Purchase Order	2019-00002367	Vendor	1400 - FIRST MIDWEST BANK	Deliver by Date	Printed Date	Voided	.00
Description	credit card - ted - amazon		FIRST MIDWEST BANK	Completed Date	Expiration Date	Discounted	.00
Type	Standard		27 N VERMILION			Expensed	15.99
Status	Open		DANVILLE, IL 61832			Remaining	.00
Bill To Location	EMA - EMA					Encumbered	.00
Assigned To Buyer							
Resolution Number							
Purchase Order	2019-00002647	Department	330 EMA	G/L Date	05/15/2019	Amount	197.35
Description	Credit Card - Ted - Weather tap	Vendor	1400 - FIRST MIDWEST BANK	Deliver by Date	Printed Date	Voided	.00
Type	Standard		FIRST MIDWEST BANK	Completed Date	Expiration Date	Discounted	.00
Status	Open		27 N VERMILION			Expensed	197.35
Bill To Location	EMA - EMA		DANVILLE, IL 61832			Remaining	.00
Assigned To Buyer						Encumbered	.00
Resolution Number							
Purchase Order	2019-00002681	Department	330 EMA	G/L Date	05/16/2019	Amount	161.77
Description	credit card - ted - amazon	Vendor	1400 - FIRST MIDWEST BANK	Deliver by Date	Printed Date	Voided	.00
Type	Standard		FIRST MIDWEST BANK	Completed Date	Expiration Date	Discounted	.00
Status	Open		27 N VERMILION			Expensed	161.77
Bill To Location	EMA - EMA		DANVILLE, IL 61832			Remaining	.00
Assigned To Buyer						Encumbered	.00
Resolution Number							
		Department	330 EMA Totals	Purchase Orders	3	Amount	\$375.11
						Voided	\$0.00
						Discounted	\$0.00
						Expensed	\$375.11
						Remaining	\$0.00
						Encumbered	\$0.00

Reports

New World – Purchase Order Report

Navigate to: Financial Management > Reports > Purchasing > Purchase Order Report

This report can be used to print different types of purchase order information in the Accounting System (within a specified date range).

The user can select the department(s) and whether the purchase order is:
Edit, Open, Complete, Void or Canceled.

Sample Screen:

Purchase Order Report

Load Saved Report Distribution Group

Override Report Title Email Group

Search By Search Criteria

Report Detail Summary

Include One Time Message

Include Item Detail Description

From Date 04/17/2019

To Date 05/17/2019

Date Type G/L Date

Purchase Order Type

Sort By Department - PO Number

Status

Edit Void

Open Canceled

Complete

Available Department(s): 42

- 110 - County Board
- 120 - Auditor
- 130 - Tech Services
- 131 - GIS Automation
- 140 - Treasurer
- 140C - Collector
- 140D - Drainage Districts
- 140X - Treasurer Specific
- 148 - Law Enforcement Grant
- 210 - Circuit Clerk
- 220 - State's Attorney

Selected Department(s): 1

- 440 - Animal Control

Reports

Sample Report of Open Purchase Orders:

		Purchase Order Report G/L Date Range 04/17/19 - 05/17/19 Sort by Department - Purchase Order Number Summary Listing			
Department	440 Animal Control	G/L Date	05/01/2019	Amount	1,000.00
Purchase Order	2019-00002448	Deliver by Date		Voided	.00
Description	may blanket po	Printed Date	05/01/2019	Discounted	.00
Vendor	1088 - BIG R	Completed Date		Expensed	240.84
Type	Blanket	Expiration Date		Remaining	759.16
Status	Open			Encumbered	759.16
Purchase Order	2019-00002449	G/L Date	05/01/2019	Amount	1,000.00
Description	may blanket po	Deliver by Date		Voided	.00
Department	440 Animal Control	Printed Date	05/01/2019	Discounted	.00
Vendor	1296 - DANVILLE PAPER & SUPPLY INC	Completed Date		Expensed	309.44
Type	Blanket	Expiration Date		Remaining	690.56
Status	Open			Encumbered	690.56
Purchase Order	2019-00002467	G/L Date	05/01/2019	Amount	3,347.80
Description	20 , 5 gal. buckets of Rescue quote	Deliver by Date		Voided	.00
Department	440 Animal Control	Printed Date	05/01/2019	Discounted	.00
Vendor	1404 - FIRST VET SUPPLY	Completed Date		Expensed	.00
Type	Standard	Expiration Date		Remaining	3,347.80
Status	Open			Encumbered	3,347.80
Purchase Order	2019-00002592	G/L Date	05/08/2019	Amount	218.00
Description	postage for 2019 1 year cat tags and "O" rings quote	Deliver by Date		Voided	.00
Department	440 Animal Control	Printed Date	05/08/2019	Discounted	.00
Vendor	1637 - KETCHUM MFG. CO. INC.	Completed Date		Expensed	.00
Type	Standard	Expiration Date		Remaining	218.00
Status	Open			Encumbered	218.00

Sample Report of Completed Purchase Orders:

		Purchase Order Report G/L Date Range 04/17/19 - 05/17/19 Sort by Department - Purchase Order Number Summary Listing			
Department	440 Animal Control	G/L Date	04/17/2019	Amount	14.27
Purchase Order	2019-00002230	Deliver by Date		Voided	.00
Description	april 10, 2019 ship to Springfield, IL	Printed Date	04/17/2019	Discounted	.00
Vendor	2164 - UNITED PARCEL SERVICE INC	Completed Date	04/17/2019	Expensed	14.27
Type	Standard	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2019-00002231	G/L Date	04/17/2019	Amount	194.46
Description	oil change #127761	Deliver by Date		Voided	.00
Department	440 Animal Control	Printed Date	04/17/2019	Discounted	.00
Vendor	2251 - WATSON GENERAL TIRE	Completed Date	04/17/2019	Expensed	194.46
Type	Standard	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2019-00002233	G/L Date	04/17/2019	Amount	205.91
Description	FELIWAY QUOTE	Deliver by Date		Voided	.00
Department	440 Animal Control	Printed Date	04/17/2019	Discounted	.00
Vendor	1754 - MIDWEST VETERINARY SUPPLY	Completed Date	04/26/2019	Expensed	205.91
Type	Standard	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2019-00002234	G/L Date	04/17/2019	Amount	45.60
Description	CANINE PHEROMONE ADAPTIL SPRAY 60 ML. QUOTE	Deliver by Date		Voided	.00
Department	440 Animal Control	Printed Date	04/17/2019	Discounted	.00
Vendor	1400 - FIRST MIDWEST BANK	Completed Date	04/22/2019	Expensed	45.60
Type	Standard	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00
Purchase Order	2019-00002235	G/L Date	04/17/2019	Amount	19.00
Description	pre paid rabies april	Deliver by Date		Voided	.00
Department	440 Animal Control	Printed Date	04/17/2019	Discounted	.00
Vendor	2055 - ST. JOSEPH ANIMAL HOSPITAL	Completed Date	04/17/2019	Expensed	19.00
Type	Standard	Expiration Date		Remaining	.00
Status	Complete			Encumbered	.00

Reports

Sample Report of Cancelled Purchase Orders:



Purchase Order Report

G/L Date Range 04/17/19 - 05/17/19
Sort by Department - Purchase Order Number
Summary Listing

Department: 440 Animal Control Purchase Order: Edit Description: test Department: 440 Animal Control Vendor: 1003 - A T & T Type: Standard Status: Canceled	G/L Date: 04/24/2019 Deliver by Date: Printed Date: Completed Date: Expiration Date:	Amount: \$500.00 Voided: .00 Discounted: .00 Expensed: .00 Remaining: \$500.00 Encumbered: .00
Department: 440 Animal Control Totals Purchase Orders: 1		Amount: \$500.00 Voided: \$0.00 Discounted: \$0.00 Expensed: \$0.00 Remaining: \$500.00 Encumbered: \$0.00
Grand Totals Purchase Orders: 1		Amount: \$500.00 Voided: \$0.00 Discounted: \$0.00 Expensed: \$0.00 Remaining: \$500.00 Encumbered: \$0.00