

General Information -New World Systems

Home Page

Set up Email Notifications

→ Click on the Email Notifications Link

New World Systems
TEST 053012 4:56PM
myFavorites | Financial Management | Maintenance
Welcome to Logos.NET - Level 1 Entry

mySearch
Type: Purchase Order
Search For:
Search

myReports (0)
Folder List
Current (0)
Archive (0)

mySettings
Customize Page View
Change Password
Email Notification

myCalendar
May 2012
Sun Mon Tue Wed Thu Fri Sat
29 00 01 02 03 04 05
06 07 08 09 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31 01 02
03 04 05 06 07 08 09
New

myTasks
Source Approval Status Transaction ID Description Attachments
There are no items to show in this view

myNotifications
New Source Priority Date Message Notes
There are no items to show in this view
Delete Delete All Acted On Set to New

- Check the box next to what notifications you would like to receive
- Click OK

The screenshot shows the Logos.NET Level 1 Entry interface. A dialog box titled "Logos.NET -- Webpage Dialog" is open, displaying the "Email Notification Setup" configuration. The dialog includes the following sections:

- Email Address:**
- Approvals:**
 - Always Notify:
 - Daily Notify:
- Notes:**
 - Always Notify:
 - Daily Notify:
- Notifications:**
 - Always Notify:
 - Daily Notify:

The "OK" button at the bottom left of the dialog is circled in red. The background interface includes a search bar, a calendar for May 2012, and a message list area.


Mon	Tue	Wed	Thu	Fri	Sat
30	01	02	03	04	05
07	08	09	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31	01	02
04	05	06	07	08	09

My Favorites

→ Go to the screen that you would like to set up in 'My Favorites'

The screenshot shows the 'myFavorites' dashboard with the following components:

- Navigation Bar:** myFavorites | Financial Management | Maintenance
- Header:** Welcome to Logon
- mySearch:** Type: Purchase Order, Search For: [input], Search button.
- myReports (4):** Folder List: Current (4), Archive (0).
- mySettings:** Customize Page View, Change Password, Email Notification.
- myTasks:** <All Tasks> (0). Table with columns: Source, Approval Status, Transaction ID, Description, Attachments. Content: There are no items to show in this view.
- myNotifications:** New, <Source>, <Priority>, Received.
- Calendar:** May 2012. Grid showing dates from 29 to 09.
- Menu:** Accounts Payable (Invoice Entry Batches, Template Invoice Batches), Procurement, Work Orders, Reports, Inquiries.

→ Click on the  in the upper right corner the screen

The screenshot shows the 'Invoice Batch List' screen with the following components:

- Header:** New World Systems, TEST 053012 4:55PM
- Navigation Bar:** myFavorites | Financial Management | Maintenance
- Section:** Invoice Batch List
- Table:** myTasks | Validated | Approvals | Department | Batch Number | Batch Date | Invoice Count | Gross Invoice. Content: There are no items to show in this view.
- Buttons:** New, Debits, Refresh, Import.
- UI Element:** A red circle highlights the plus icon in the top right corner of the screen.

- Go back to the Home Screen by click in the button in the top right corner
- Put your mouse on 'My Favorites'
- You will see all of the favorites you have set up.

The screenshot shows a web application interface with a yellow and blue header. The header contains the text "New World" and "TEST 053012 4:55PM". Below the header, there is a navigation bar with "my Favorites | Financial Management | Maintenance" and a button labeled "Invoice Batch List" which is circled in red. Below the navigation bar, there is a red banner with the text "Welcome to Loans.NET Level 1 Entry".

The main content area is divided into several sections:

- mySearch:** A search box with a dropdown menu set to "Purchase Order" and a "Search" button.
- myCalendar:** A calendar view for May 2012. The calendar shows dates from 29 to 06. A "New" button is located below the calendar.
- myReports (1):** A section with a "Folder List" containing "Current (1)" and "Archive (0)".
- mySettings:** A section with links for "Customize Page View", "Change Password", and "Email Notification".
- myTasks:** A table with columns "Source", "Approval Status", "Transaction ID", "Description", and "Attachments". The table is empty and contains the text "There are no items to show in this view".
- mySubscriptions:** A table with columns "New Source", "Priority", "Date", "Message", and "Notes". The table is empty and contains the text "There are no items to show in this view". Below the table are buttons for "Delete", "Delete All Ached On", and "Set to New".

My Reports

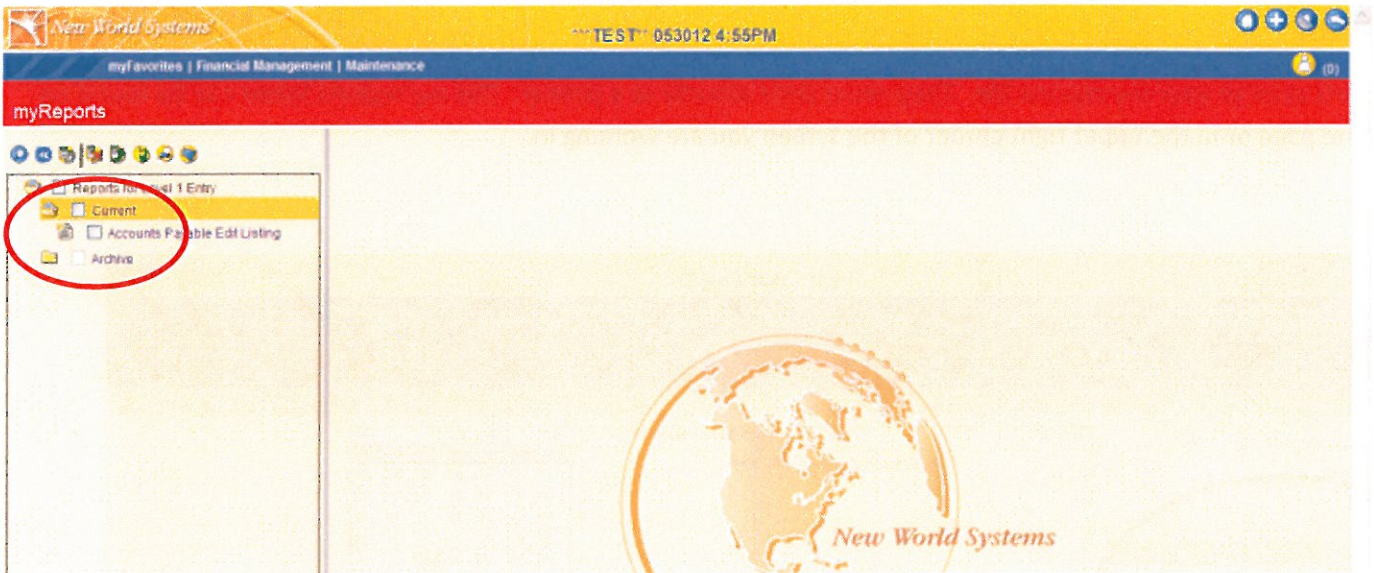
All reports print to your my reports file. They never print directly to a printer. The my reports folder can be found on the home page or in the upper right corner of the screen you are working in.

The screenshot shows the Logos.NET Level 1 Entry home page. The page has a yellow header with the New World Systems logo and the text "TEST 053012 4:55PM". Below the header is a blue navigation bar with "myFavorites | Financial Management | Maintenance". The main content area is divided into several sections: "mySearch" with a search box and a "Purchase Order" type dropdown; "myCalendar" showing a calendar for May 2012; "myTasks" with a table of tasks; and "myReports (1)" which is circled in red. The "myReports (1)" section shows a folder list with "Current (1)" and "Archive (0)".

The screenshot shows the Invoice Batch List page. The page has a yellow header with the New World Systems logo and the text "TEST 053012 4:55PM". Below the header is a blue navigation bar with "myFavorites | Financial Management | Maintenance". The main content area is divided into several sections: "Invoice Batch List" with a "List" button; a table of invoice batches; and "myTasks" with a table of tasks. The "myReports (1)" icon in the top right corner is circled in red.

myTasks	Validated	Approvals	Department	Batch Number	Batch Date	Invoice Count	Gross Invoice
	✓		Finance - Expense	201208090803	05/31/2012	1	\$1.00

→ Click on the folder to open



→ Click on the report you wish to view






***TEST** 053012 4:55PM

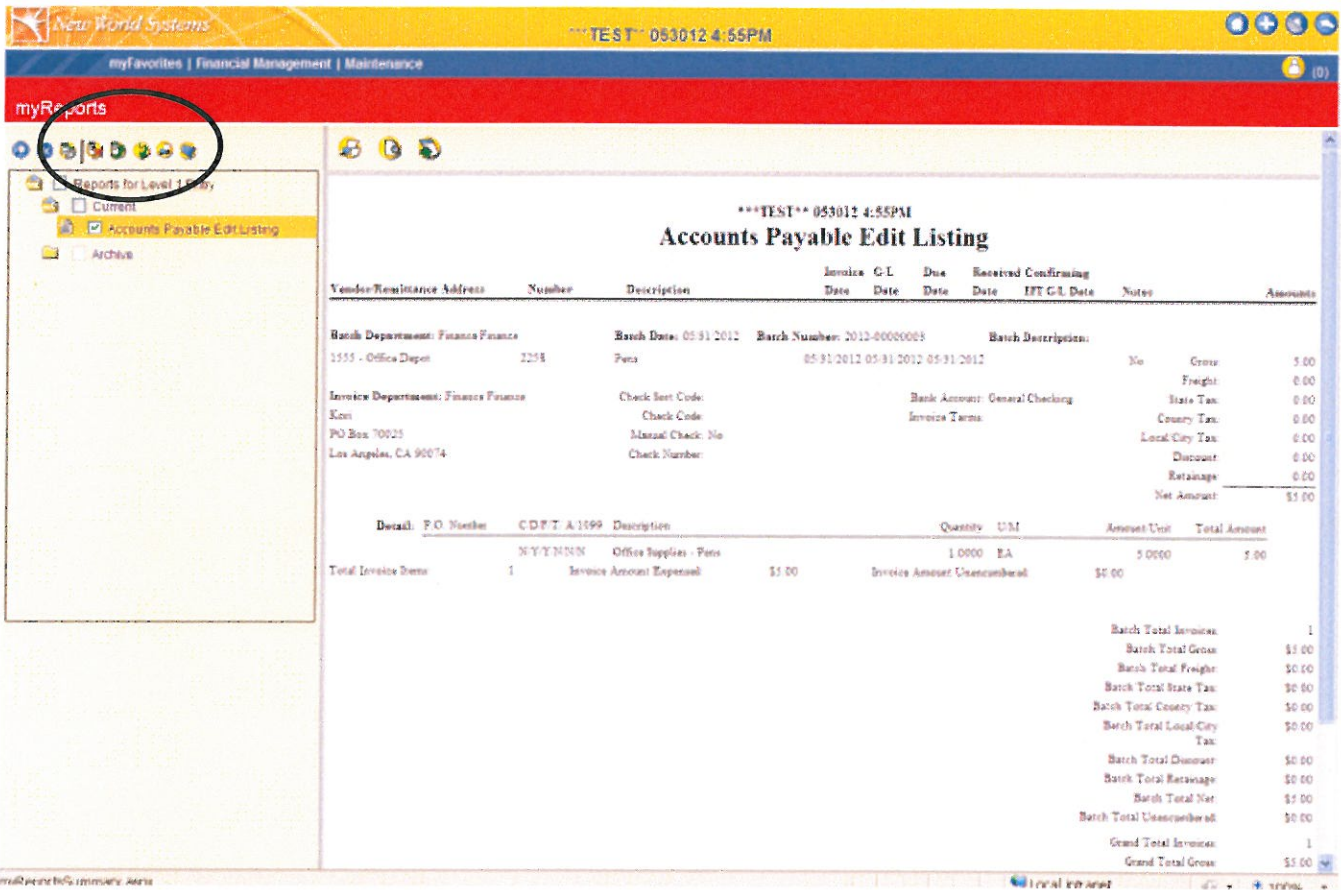
myReports

Accounts Payable Edit Listing

Vendor/Remittance Address	Number	Description	Invoice Date	G/L Date	Due Date	Received Date	Confirming G/L Date	Notes	Amount
Batch Department: Finance Finance			Batch Date: 05/31/2012		Batch Number: 2012-00000005		Batch Description:		
1555 - Office Depot	2258	Pens	05/31/2012	05/31/2012	05/31/2012			Net	Gross 5.00
Invoice Department: Finance Finance			Check Sort Code:		Bank Account: General Checking		State Tax: 0.00		
Koni		Check Code:						County Tax: 0.00	
PO Box 70023		Manual Check: No						Local-City Tax: 0.00	
Los Angeles, CA 90074		Check Number:						Discount: 0.00	
								Retainage: 0.00	
								Net Amount: 5.00	
Detail:	P.O. Number	CD/T: A 1099	Description	Quantity	U/M	Amount/Unit	Total Amount		
	NYNNN		Office Supplies - Pens	1	0000 EA	5.0000	5.00		
Total Invoice Items:	1		Invoice Amount Expensed			\$5.00	Invoice Amount Unencumbered	\$0.00	
								Batch Total Invoices: 1	
								Batch Total Gross: \$5.00	
								Batch Total Freight: \$0.00	
								Batch Total State Tax: \$0.00	
								Batch Total County Tax: \$0.00	
								Batch Total Local-City Tax: \$0.00	
								Batch Total Discount: \$0.00	
								Batch Total Retainage: \$0.00	
								Batch Total Net: \$5.00	
								Batch Total Unencumbered: \$0.00	
								Grand Total Invoices: 1	
								Grand Total Gross: \$5.00	

→ Check the box next to the report and use the buttons across the top to

- Delete 
- Change the report Title 
- Refresh the screen 
- Print 
- Email 



The screenshot shows the New World Systems software interface. At the top, there is a yellow header with the logo and the text "New World Systems" and "***TEST** 053012 4:55PM". Below this is a blue navigation bar with "myFavorites | Financial Management | Maintenance". A red "myReports" bar is visible, with a circled area containing several icons. On the left, a sidebar shows a tree view of reports, with "Accounts Payable Edit Listing" selected. The main area displays the report "Accounts Payable Edit Listing" for the date "053012 4:55PM".

Accounts Payable Edit Listing

Vendor/Resittance Address	Number	Description	Invoice Date	G.L. Date	Due Date	Received Date	Confirming IFT G.L. Date	Notes	Amount	
Batch Department: Finance Finance										
1555 - Office Depot	2258	Pens	05-31-2012	05-31-2012	05-31-2012			No	5.00	
Batch Description:										
		Check Best Code			Bank Account: General Checking					
		Check Code			Invoice Terms					
		Manual Check: No								
		Check Number:								
									Freight	0.00
									State Tax	0.00
									County Tax	0.00
									Local/City Tax	0.00
									Discount	0.00
									Retainage	0.00
									Net Amount:	5.00
Detail: P.O. Number C.D.P.T. A:1099 Description Quantity U.M. Amount/Unit Total Amount										
		NYYNNN	Office Supplies - Pens	1	EA	5.0000			5.00	
Total Invoice Items		1	Invoice Amount Expensed:	\$1.00	Invoice Amount Unencumbered	\$0.00				
									Batch Total Invoices	1
									Batch Total Gross	\$1.00
									Batch Total Freight	\$0.00
									Batch Total State Tax	\$0.00
									Batch Total County Tax	\$0.00
									Batch Total Local City Tax	\$0.00
									Batch Total Discount	\$0.00
									Batch Total Retainage	\$0.00
									Batch Total Net	\$1.00
									Batch Total Unencumbered	\$0.00
									Grand Total Invoices	1
									Grand Total Gross	\$5.00

