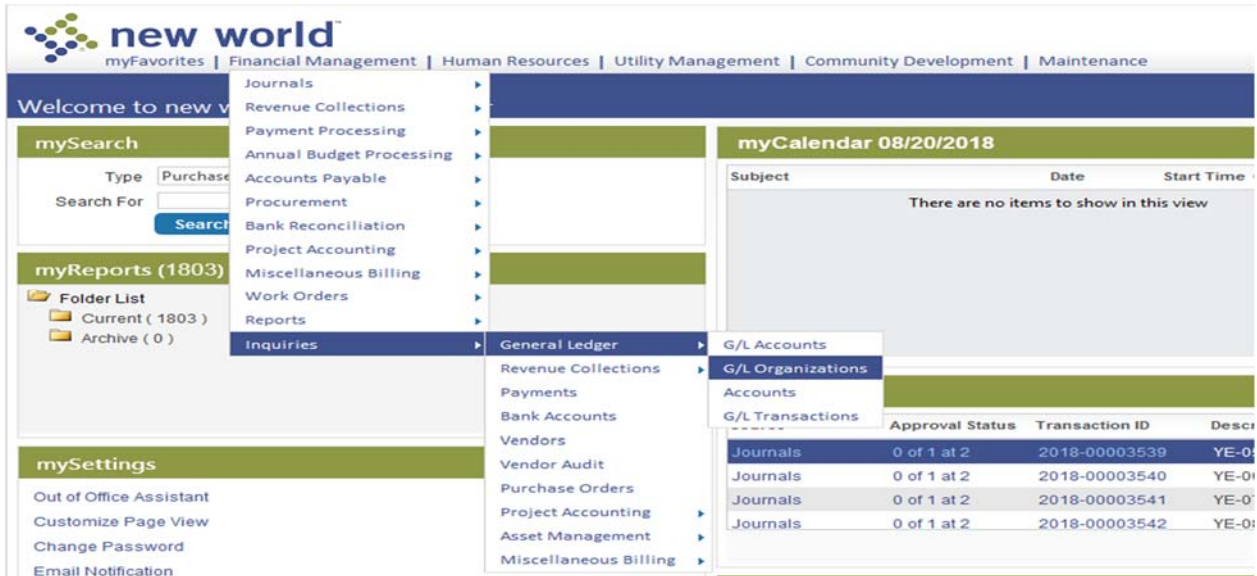


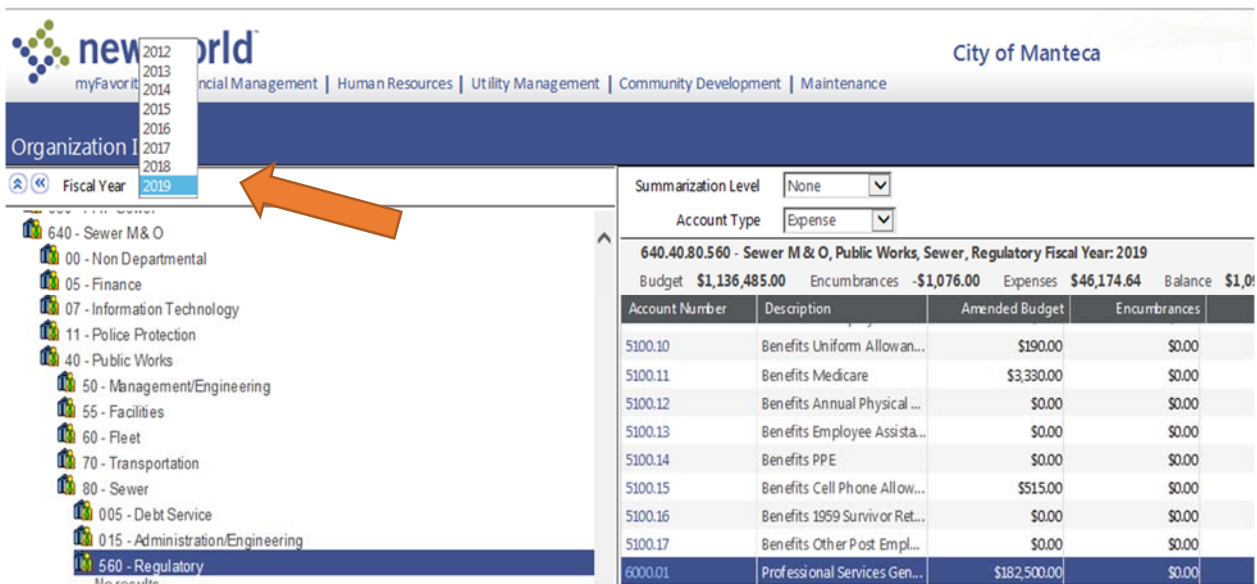
ORGANIZATION INQUIRY

How to Access an Account

- From the New World home screen, click on *Financial Management > Inquiries > General Ledger > G/L Organizations*



- Then change the Fiscal Year to the appropriate time period and then select the GL account being viewed.



Budget Summary

- The inquiry will land on the Budget Summary screen, which is used to identify the Year to Date balance of an account. Select any of the hyperlink items to drill down for more detail.

new world City of Manteca
 myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Account Inquiry
 Account Inquiry - 640.40.80.560-6000.01 - Professional Services General

Year: 2019
 Account: 640.40.80.560-6000.01 - Dues & Subscriptions

Summary | Detail | Five Year Trend | Budget Analysis | Budget History

Annual Totals YTD | Reclass Journal Type

Classification: Professional Services | Fiscal Year 2019

| | Amended Budget | Encumbrances | Expenses | YTD Balance | Percent Used | |
|--------------|---------------------|---------------|-------------------|---------------------|---------------------|--------------|
| | \$182,500.00 | \$0.00 | \$7,108.00 | \$175,392.00 | 4% | |
| Month | Budget | Amendments | Encumbrances | Expenses | Current YTD Balance | Percent Used |
| July | \$182,500.00 | \$0.00 | \$0.00 | \$7,108.00 | \$175,392.00 | 4% |
| August | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$175,392.00 | 4% |
| September | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$175,392.00 | 4% |
| October | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$175,392.00 | 4% |
| November | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$175,392.00 | 4% |
| December | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$175,392.00 | 4% |
| January | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$175,392.00 | 4% |
| February | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$175,392.00 | 4% |
| March | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$175,392.00 | 4% |
| April | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$175,392.00 | 4% |
| May | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$175,392.00 | 4% |
| June | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$175,392.00 | 4% |
| Total | \$182,500.00 | \$0.00 | \$7,108.00 | \$175,392.00 | 4% | |

- Clicking the dollar sign next to the GL Date will open up the transactions that occurred on that specific date.

G/L Transaction Inquiry
 GL Account - 640.40.80.560-6000.01 - Professional Services General

From Date: 07/01/2018
 To Date: 06/30/2019
 GL Account: 640.40.80.560-6000.01 - Professional Services General
 Project: [Blank]
 Journal Type: [Blank]
 AB JE BA EA

Search | Reset

| GL Date | GL Account | Journal Type | Subledger | Journal Number | Transaction Description | Debit | Credit | Source | Reference | Department | Project | Due To/Due From Fund |
|------------|--------------------|---------------|-----------------|----------------|-------------------------|------------|--------|-------------|-----------|------------------|---------|----------------------|
| 07/10/2018 | 640.40.80.560-6... | Journal Entry | Accounts Pay... | 2019-00000153 | A/P Invoice Entry | \$7,108.00 | | Accounts... | | System Genera... | | |

| Vendor Name | Invoice Number | Invoice Date | Payment Type | Payment Number | Invoice Amount | Dist Amount |
|------------------------|----------------|--------------|--------------|----------------|----------------|-------------|
| Aquatic Science Center | 061518 | 06/15/2018 | Check | 370573 | \$1,000.00 | \$1,000.00 |
| Aquatic Science Center | 8319051 | 06/11/2018 | Check | 370573 | \$6,108.00 | \$6,108.00 |

Budget History

- To find out more detail on what makes up the budget in an account, the Budget History screen will help identify what has been adopted. Go to the *Budget History Tab* and select *Transactions by Budget Level* from the drop down menu.
- This tab may be permission based so check with Finance for access.

The screenshot shows the 'new world' software interface for the City of Manteca. The 'Budget History' tab is active. The 'History Type' dropdown menu is open, and 'Transactions by Budget Level' is selected and circled in red. An orange arrow points to the 'Budget History' tab. The 'G/L Account' is 640.40.80.560-6000.01 - Professional Services General.

- The budget transactions screen will show how the budget will be allocated based on the budget process. Selecting the *City Council Approval* level will show what has been adopted by Council.

The screenshot shows the 'new world' software interface for the City of Manteca. The 'Budget History' tab is active. The 'History Type' dropdown menu is set to 'Transactions by Budget Level'. The 'City Council Approval' level is selected, and the resulting transactions are displayed in a table.

| Level | Transactions | Transaction Total Amount |
|-----------------------------|--------------|--------------------------|
| Finance Entry | 7 | \$182,500.00 |
| Finance Recommendation | 7 | \$182,500.00 |
| City Manager Recommendation | 7 | \$182,500.00 |
| City Council Approval | 7 | \$182,500.00 |

| Description | Number of Units | Amount per Unit | Total Amount |
|---|-----------------|-----------------|--------------|
| ADA Compliant Study(LM) | 1.0000 | \$15,000.00 | \$15,000.00 |
| Annual Delta RMP (LM) | 1.0000 | \$7,500.00 | \$7,500.00 |
| Annual PSA (LM) | 1.0000 | \$25,000.00 | \$25,000.00 |
| CVCWA Ammonia Study(Annual Until 2020) (LM) | 1.0000 | \$20,000.00 | \$20,000.00 |
| Mercury Exposure Reduction Program (LM) | 1.0000 | \$1,500.00 | \$1,500.00 |
| Methylmercury State Mandated Control Study (LM) | 1.0000 | \$13,500.00 | \$13,500.00 |
| NPDES Permit Recycled Water Modification (LM) | 1.0000 | \$100,000.00 | \$100,000.00 |

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HOW TO RUN BUDGET REPORTS

Budget Worksheet

- The Budget Worksheet Report is a report that will provide historical budget data.
- From the New World home screen, click on *Financial Management > Reports > Annual Budget > Budget Worksheet*.

The screenshot shows the New World system home screen. At the top, there is a navigation bar with the following links: myFavorites | Financial Management | Human Resources | Community Development | Maintenance. Below this, there is a "Welcome to new world" message. The main content area is divided into several sections:

- mySearch:** A search box with a "Type" dropdown set to "Purchase", a "Search For" input field, and a "Search" button.
- myReports (1377):** A folder list with "Current (1377)" and "Archive (0)".
- mySettings:** A list of settings including "Out of Office Assistant", "Customize Page View", "Change Password", and "Email Notification".
- Navigation Menu:** A vertical menu on the left side of the main content area with the following items: Journals, Annual Budget Processing, Accounts Payable, Procurement, Project Accounting, Work Orders, Reports (highlighted), and Inquiries. The "Reports" item is expanded, showing a sub-menu with: General Ledger, Budgetary, Annual Budget (highlighted), Revenue Collections, Accounts Payable, Receipt of Goods, Purchasing, Bank Reconciliation, Project Accounting, Asset Management, Miscellaneous Billing, Bids, and Contracts. The "Annual Budget" item is further expanded, showing a sub-sub-menu with: Budget Worksheet (highlighted), Budget by Organization, Budget by Account Classification, Budget by Fund Category, Budget by Function, Budget by Revenue Type, Budget Cross Organization by Account Classification, Budget Cross Organization by Account Number, Budget Transaction Report, and Position Budget Audit Report.
- myCalendar 08/10/2018:** A calendar view showing "There are no items to show in this view".
- myNotifications:** A notification list with columns for "New", "Source", "Priority", "Date", and "M".

- Select the parameters of the report on the *Budget Worksheet Report* screen. (The reports are based on permission levels so check with Finance for access.)
 1. The budget year being viewed
 2. Account type – Expenses or Revenues
 3. Include comments on each account
 4. Check the box to include transactions, click on the drop down menus to change the transaction type to “all” and the budget level to “City Council Approval”

new world
myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Budget Worksheet Report

Load Saved Report Distribution Group

Override Report Title Email Group

Budget Year Print Transactions

Account Type Transaction Type

Sort by Account Type Budget Level

Subtotal by Classification Level Transaction Order

Summarize to Organization Level Include Accounts With Zero Balances

Page Break Level Print Full G/L Account Number

Print Footer Report Output Type

Include Comments

Standard Report
Excel Formatted
Excel Data
CSV

Organizations Accounts Balances to Include

Fund Department Division Program Function

Available Organization(s): 2
100.01.00.110 - General Fund, City Clerk, Non Divisional, Recor
100.01.00.120 - General Fund, City Clerk, Non Divisional, City C

Selected Organization(s): 1
100.01.00.100 - General Fund, City Clerk, Non Divisional, City C

Print Reset Save Save As Delete

- At the bottom of the page, go to the *Organizations* tab. Highlight the organizations to select the organizations and use the arrow key to add the organizations to be included in the report.

Organizations Accounts Balances to Include

Fund: 100 - General Fund
 Department: 01 - City Clerk
 Division:
 Program:
 Function:
 Available Organization(s): 2
 100.01.00.110 - General Fund, City Clerk, Non Divisional, Recoi
 100.01.00.120 - General Fund, City Clerk, Non Divisional, City C
 Selected Organization(s): 1
 100.01.00.100 - General Fund, City Clerk, Non Divisional, City C

- Click on the *Accounts* tab to highlight the accounts and use the arrow key to add the specific accounts to be included in the report. If all accounts are to be used, the double arrow key will select and include all accounts in the report.

Organizations Accounts Balances to Include

Available Account(s): 578
 7000.01 - Capital Outlay Vehicles-Minor
 7000.02 - Capital Outlay Vehicles-Major
 7000.03 - Capital Outlay Operations Equip-Minor
 7000.04 - Capital Outlay Operations Equipment-Major
 7000.05 - Capital Outlay Operations Apparatus-Minor
 7000.06 - Capital Outlay Operations Appartus-Major
 7000.07 - Capital Outlay Computer Hardware
 7000.08 - Capital Outlay Computer Software
 7000.09 - Capital Outlay Computer Conversion
 7000.10 - Capital Outlay Sprinkler Controller Upgrades
 7000.11 - Capital Outlay Security
 7000.12 - Capital Outlay Furniture
 Selected Account(s): 241
 6000.01 - Professional Services General
 6000.02 - Professional Services Fingerprint Fees
 6000.03 - Professional Services Range Rental
 6000.04 - Professional Services Forensic Testing
 6000.05 - Professional Services Veterinarian
 6000.06 - Professional Services Spay/Neuter
 6000.07 - Professional Services Weed Abatement
 6000.08 - Professional Services Plan Check
 6000.09 - Professional Services Uniform
 6000.10 - Professional Services Consultant
 6000.11 - Professional Services County Admin Fee
 6000.12 - Professional Services Contract Services

Print Reset Save Save As Delete

- Click on the *Balances to Include* tab to select the columns and use the add key to add the available columns in the report. Select the *Report Output Type* and then *Print* once all parameters have been set.
- If printing a standard report a PDF will pop up on the screen. Select the *Send to myReports* button at the top right hand corner of the report. Then click on the paper icon at the top right hand corner to save or print the report



Print Footer

Include Comments With Each Account

Report Output Type: Standard Report, Excel Formatted, Excel Data, CSV

Organizations Accounts **Balances to Include**

| Available Columns | Selected Columns | Title | Worksheet Column |
|----------------------------|----------------------------|----------------------------|--------------------------|
| 2018 Projected Amount | 2018 Adopted Budget | 2019 City Council Approval | <input type="checkbox"/> |
| 2018 Estimated Amount | 2018 Amended Budget | Formula: A-B | Define A: |
| 2017 Actual Amount | 2018 Actual Amount | Formula: A/B | Define B: |
| 2016 Actual Amount | 2019 Finance Entry | Formula: (A-B)/B | |
| 2015 Actual Amount | 2019 City Council Approval | Decimal Places: 0 | |
| 2014 Actual Amount | | Apply | Cancel |
| 2019 Department Entry | | | |
| 2019 Finance Entry | | | |
| 2019 Finance Recommenda | | | |
| 2019 City Manager Recomn | | | |
| 2019 City Council Approval | | | |
| 2020 Forecast | | | |

Print Reset Save Save As Delete

- The *Standard Report* will print the report in PDF format
- The *Excel Formatted* will print the PDF version in an excel format
- The *Excel Data* will print the report in an unformatted excel sheet
- The *CSV* will print the report in columns for easier manipulation of the data (The totals are hard wired so a new formula will need to be created for calculating)

- Sample Standard Report Expense Budget Worksheet



Expense Budget Worksheet Report

Budget Year 2019

| Account | Account Description | 2018 Adopted Budget | 2018 Amended Budget | 2018 Actual Amount | 2019 Department Entry | 2019 Finance Entry | 2019 City Council Approval | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---------------------|---------------------|--------------------|-----------------------|--------------------|----------------------------|----------|--|--|--|--|--|--|--|-------|---------|--|--|--|--|--|--|-----------------------|-------------------------------------|--|--|--|--|--|--|
| Fund 100 - General Fund | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Department 01 - City Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Division 00 - Non Divisional | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Program 100 - City Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Professional Services | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6000.01 | Professional Services General | 9,000.00 | 9,000.00 | 9,058.12 | 9,000.00 | 9,000.00 | 9,000.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Comments</td> <td colspan="6"></td> </tr> <tr> <td style="text-align: left;">Level</td> <td style="text-align: left;">Comment</td> <td colspan="6"></td> </tr> <tr> <td style="text-align: left;">Finance Entry</td> <td style="text-align: left;">C2017-164 - Netfile annual NCO (LM)</td> <td colspan="6"></td> </tr> </table> | | | | | | | | Comments | | | | | | | | Level | Comment | | | | | | | Finance Entry | C2017-164 - Netfile annual NCO (LM) | | | | | | |
| Comments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Level | Comment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Finance Entry | C2017-164 - Netfile annual NCO (LM) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <i>Professional Services Totals</i> | | \$9,000.00 | \$9,000.00 | \$9,058.12 | \$9,000.00 | \$9,000.00 | \$9,000.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| Supplies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6100.01 | Utilities Electric | 18,000.00 | 18,000.00 | 18,607.34 | .00 | 20,000.00 | 20,000.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| 6100.02 | Utilities Telephone | 1,190.00 | 1,190.00 | 1,092.86 | .00 | 1,350.00 | 1,350.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| 6100.03 | Utilities Data Transmission / ISP | 1,000.00 | 1,000.00 | 1,339.72 | .00 | 1,500.00 | 1,500.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| 6100.05 | Utilities Cable | 800.00 | 800.00 | 684.25 | .00 | 700.00 | 700.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| 6200.01 | Supplies Office | 3,000.00 | 3,000.00 | 2,420.70 | 4,500.00 | 4,500.00 | 4,500.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| 6200.02 | Supplies Special Department | 6,100.00 | 6,100.00 | 5,857.31 | 5,000.00 | 4,000.00 | 4,000.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| 6200.13 | Supplies Elections | .00 | .00 | .00 | .00 | 1,000.00 | 1,000.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| 6300.01 | Dues & Subscriptions Memberships | 920.00 | 920.00 | 1,443.00 | 1,100.00 | 1,100.00 | 1,100.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| 6500.04 | Claims & Insurance Insurance Premiums | 14,050.00 | 14,050.00 | 14,050.00 | .00 | 18,050.00 | 18,050.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| 6600.01 | Administrative Expenses Meetings | 500.00 | 500.00 | 109.71 | 500.00 | 500.00 | 500.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| 6600.03 | Administrative Expenses Mileage Reimbursement | 500.00 | 500.00 | 460.44 | 500.00 | 500.00 | 500.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| 6600.04 | Administrative Expenses Training/Conferences | 11,100.00 | 11,100.00 | 10,598.46 | 12,600.00 | 12,600.00 | 12,600.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| 6600.07 | Administrative Expenses Employee Recruitment | .00 | 200.00 | 298.13 | 500.00 | 300.00 | 300.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| 6600.14 | Administrative Expenses Filing/Recording Fee | 400.00 | 200.00 | (12.00) | 400.00 | 400.00 | 400.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| 6600.31 | Administrative Expenses Election | 1,000.00 | 1,000.00 | 631.58 | 105,500.00 | 101,000.00 | 136,000.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Comments</td> <td colspan="6"></td> </tr> <tr> <td style="text-align: left;">Level</td> <td style="text-align: left;">Comment</td> <td colspan="6"></td> </tr> <tr> <td style="text-align: left;">City Council Approval</td> <td style="text-align: left;">TOT Ballot Measure</td> <td colspan="6"></td> </tr> </table> | | | | | | | | Comments | | | | | | | | Level | Comment | | | | | | | City Council Approval | TOT Ballot Measure | | | | | | |
| Comments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Level | Comment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City Council Approval | TOT Ballot Measure | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6600.40 | Administrative Expenses Election Training/Conference | .00 | .00 | .00 | .00 | 3,500.00 | 3,500.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| <i>Supplies Totals</i> | | \$58,560.00 | \$58,560.00 | \$57,581.50 | \$130,600.00 | \$171,000.00 | \$206,000.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| Program 100 - City Clerk Totals | | \$67,560.00 | \$67,560.00 | \$66,639.62 | \$139,600.00 | \$180,000.00 | \$215,000.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| Division 00 - Non Divisional Totals | | \$67,560.00 | \$67,560.00 | \$66,639.62 | \$139,600.00 | \$180,000.00 | \$215,000.00 | | | | | | | | | | | | | | | | | | | | | | | | |
| Department 01 - City Clerk Totals | | \$67,560.00 | \$67,560.00 | \$66,639.62 | \$139,600.00 | \$180,000.00 | \$215,000.00 | | | | | | | | | | | | | | | | | | | | | | | | |

Budget Performance

- The Budget Performance report is a summary of how the budget is performing.
- From the home screen, click on *Financial Management > Reports > Budgetary > Budget Performance Report*

The screenshot shows the 'new world' software interface. The 'Budget Performance' menu is open, and the 'Reports' sub-menu is selected. The 'Budgetary' sub-menu is also open, and 'Budget Performance Report' is highlighted. The interface includes navigation tabs like 'myFavorites', 'Financial Management', 'Human Resources', etc., and various input fields for report parameters.

- Select the Parameters of the report.
 1. Change the report option to *Other*
 2. Change the date range to appropriate time period
 3. Change budget balance to *Annual*
 4. Select the correct account type (All, Expense, or Revenue)

The screenshot shows the 'Budget Performance Report' configuration screen. The 'Report Option' is set to 'Other'. The 'Report from Date' is 07/01/2018 and the 'Report to Date' is 06/30/2019. The 'Budget Balances' are set to 'Annual'. The 'Account Type' dropdown is open, showing '<All>', 'Expense', and 'Revenue' options. Other parameters include 'Distribution Group', 'Email Group', 'Organization Level Usage', 'Organization Level', 'Prior Year Balances', 'Page Break Level', 'Include Accounts With Zero Balances', and 'Rollup Account'.

- In the tabs below, chose the organization, accounts, and account classifications to be included in the report and select print



Organizations ▾ Accounts ▾ Account Classifications ▾

Fund: 440 - Measure K ▾ Department: ▾ Division: ▾ Program: ▾ Function: ▾

Available Organization(s): 3

- 440 - Measure K
- 440.00.00.900 - Measure K, Non Departmental, Non Divisional
- 440.40.50.001 - Measure K, Public Works, Management/Engine

Selected Organization(s): 2

- 440.40.70.015 - Measure K, Public Works, Transportation, Adm
- 440.40.70.570 - Measure K, Public Works, Transportation, Stree

Organizations Accounts ▾ Account Classifications ▾

Available Account(s): 444

- 5000 - Salaries
- 5000.01 - Salaries Regular
- 5000.02 - Salaries Part Time
- 5000.03 - Salaries Overtime
- 5000.04 - Salaries Holiday Pay
- 5000.05 - Salaries Duty Pay
- 5000.06 - Salaries Out of Class
- 5000.07 - Salaries Admin Leave Pay
- 5000.08 - Salaries Longevity Pay
- 5000.09 - Salaries Mutual Aid Overtime
- 5000.10 - Salaries Furloughs
- 5000.11 - Salaries Worker's Comp

Selected Account(s): 375

- 6000 - Professional Services
- 6000.01 - Professional Services General
- 6000.02 - Professional Services Fingerprint Fees
- 6000.03 - Professional Services Range Rental
- 6000.04 - Professional Services Forensic Testing
- 6000.05 - Professional Services Veterinarian
- 6000.06 - Professional Services Spay/Neuter
- 6000.07 - Professional Services Weed Abatement
- 6000.08 - Professional Services Plan Check
- 6000.09 - Professional Services Uniform
- 6000.10 - Professional Services Consultant
- 6000.11 - Professional Services County Admin Fee

Organizations ▾ Accounts Account Classifications ▾

Available Account Classification(s): 0

Selected Account Classification(s): 7

- Expense Classification 1 - 1 - 5000 - Personnel Services
- Expense Classification 1 - 2 - 6000 - Professional Services
- Expense Classification 1 - 3 - 6100 - Supplies
- Expense Classification 1 - 4 - 7000 - Capital Outlay
- Expense Classification 1 - 5 - 8000 - Capital Improvement
- Expense Classification 1 - 6 - 8500 - Debt Services
- Expense Classification 1 - 7 - 9000 - Other Financing Sources

Print Schedule Reset Save Save As Delete



Sample Standard Report Expense Budget Performance



Expense Budget Performance Report

Date Range 07/01/18 - 06/30/19
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd |
|--|---|--------------------|-----------------------|-----------------------|----------------------------|------------------|--------------------|---------------------------|---------------|
| Fund 440 - Measure K | | | | | | | | | |
| Department 40 - Public Works | | | | | | | | | |
| Division 70 - Transportation | | | | | | | | | |
| Program 015 - Administration/Engineering | | | | | | | | | |
| EXPENSE | | | | | | | | | |
| 6000 | Professional Services | | | | | | | | |
| 6000.01 | Professional Services General | 10,000.00 | 240,000.00 | 250,000.00 | .00 | .00 | .00 | 250,000.00 | 0 |
| | 6000 - Professional Services Totals | \$10,000.00 | \$240,000.00 | \$250,000.00 | \$0.00 | \$0.00 | \$0.00 | \$250,000.00 | 0% |
| 6300 | Dues & Subscriptions | | | | | | | | |
| 6300.01 | Dues & Subscriptions Memberships | 700.00 | .00 | 700.00 | .00 | .00 | .00 | 700.00 | 0 |
| | 6300 - Dues & Subscriptions Totals | \$700.00 | \$0.00 | \$700.00 | \$0.00 | \$0.00 | \$0.00 | \$700.00 | 0% |
| 6500 | Claims & Insurance | | | | | | | | |
| 6500.04 | Claims & Insurance Insurance Premiums | 5,110.00 | .00 | 5,110.00 | .00 | .00 | 2,555.00 | 2,555.00 | 50 |
| | 6500 - Claims & Insurance Totals | \$5,110.00 | \$0.00 | \$5,110.00 | \$0.00 | \$0.00 | \$2,555.00 | \$2,555.00 | 50% |
| 6600 | Administrative Expenses | | | | | | | | |
| 6600.04 | Administrative Expenses Training/Conferences | 2,500.00 | .00 | 2,500.00 | .00 | .00 | 725.61 | 1,774.39 | 29 |
| 6600.26 | Administrative Expenses Support Services-IT | 4,690.00 | .00 | 4,690.00 | .00 | .00 | 2,345.00 | 2,345.00 | 50 |
| 6600.36 | Administrative Expenses IT Fund Contribution | 10,160.00 | .00 | 10,160.00 | .00 | .00 | 5,080.00 | 5,080.00 | 50 |
| | 6600 - Administrative Expenses Totals | \$17,350.00 | \$0.00 | \$17,350.00 | \$0.00 | \$0.00 | \$8,150.61 | \$9,199.39 | 47% |
| | EXPENSE TOTALS | \$33,160.00 | \$240,000.00 | \$273,160.00 | \$0.00 | \$0.00 | \$10,705.61 | \$262,454.39 | 4% |
| | Program 015 - Administration/Engineering Totals | (\$33,160.00) | (\$240,000.00) | (\$273,160.00) | \$0.00 | \$0.00 | (\$10,705.61) | (\$262,454.39) | 4% |
| | Program 570 - Streets/Street Maintenance | | | | | | | | |
| | EXPENSE | | | | | | | | |
| 6410 | Repairs & Maintenance-Transportation | | | | | | | | |
| 6410.02 | Repairs & Maintenance-Transportation Slurry/Overlay | .00 | 1,954,000.00 | 1,954,000.00 | .00 | .00 | 184.80 | 1,953,815.20 | 0 |
| | 6410 - Repairs & Maintenance-Transportation Totals | \$0.00 | \$1,954,000.00 | \$1,954,000.00 | \$0.00 | \$0.00 | \$184.80 | \$1,953,815.20 | 0% |
| | EXPENSE TOTALS | \$0.00 | \$1,954,000.00 | \$1,954,000.00 | \$0.00 | \$0.00 | \$184.80 | \$1,953,815.20 | 0% |
| | Program 570 - Streets/Street Maintenance Totals | \$0.00 | (\$1,954,000.00) | (\$1,954,000.00) | \$0.00 | \$0.00 | (\$184.80) | (\$1,953,815.20) | 0% |
| | Division 70 - Transportation Totals | (\$33,160.00) | (\$2,194,000.00) | (\$2,227,160.00) | \$0.00 | \$0.00 | (\$10,890.41) | (\$2,216,269.59) | 0% |
| | Department 40 - Public Works Totals | (\$33,160.00) | (\$2,194,000.00) | (\$2,227,160.00) | \$0.00 | \$0.00 | (\$10,890.41) | (\$2,216,269.59) | 0% |
| | Fund 440 - Measure K Totals | \$33,160.00 | \$2,194,000.00 | \$2,227,160.00 | \$0.00 | \$0.00 | \$10,890.41 | \$2,216,269.59 | |
| | Grand Totals | \$33,160.00 | \$2,194,000.00 | \$2,227,160.00 | \$0.00 | \$0.00 | \$10,890.41 | \$2,216,269.59 | |

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QUICK TIPS

Adding a shortcut to myFavorites (G/L Organizations)

- Adding shortcuts is useful when accessing screens frequently being used.
- From the home screen, click on the *Financial Management > Inquiries > General Ledger > G/L Organizations*

The screenshot shows the 'new world' system interface. The top navigation bar includes 'myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance'. The main content area is divided into several sections: 'Welcome to new world', 'mySearch' (with a search box and 'Search' button), 'myReports (1803)' (with a folder list), and 'mySettings' (with options like 'Out of Office Assistant', 'Customize Page View', 'Change Password', and 'Email Notification'). A dropdown menu is open under 'Inquiries', showing 'General Ledger' selected. A sub-menu is open under 'General Ledger', showing 'G/L Organizations' selected. The 'myCalendar 08/20/2018' section shows a table with columns 'Subject', 'Date', and 'Start Time', and a message 'There are no items to show in this view'. Below the calendar, there is a table with columns 'Approval Status', 'Transaction ID', and 'Descr'. The table contains several rows of data, including 'Journals' with transaction IDs like '2018-00003539' and '2018-00003540'.

- Select the  button at the top right hand corner . This button will add the current screen into myFavorites

The screenshot shows the 'Organization Inquiry' screen. The top navigation bar includes 'myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance'. The main content area shows a table with columns 'Account Number', 'Description', 'Amended Budget', 'Encumbrances', 'Expenses', 'Remaining Balance', and 'Percent Used'. The table contains several rows of data, including '001 - Pooled Cash' and '100 - General Fund'. A red arrow points to the 'Add shortcut' button (a blue circle with a white plus sign) in the top right corner of the screen.

Account Inquiry

- Account Inquiry helps to locate a G/L Number. Go to *Financial Management > Inquiries > General Ledger > Accounts*

The screenshot shows the New World system home page. The navigation bar includes 'myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance'. The main content area is divided into several sections: 'Welcome to new world', 'mySearch' (with a search box and 'Search' button), 'myReports (1809)' (with a folder list for 'Current (1809)' and 'Archive (0)'), and 'mySettings' (with options like 'Out of Office Assistant', 'Customize Page View', 'Change Password', and 'Email Notification'). A dropdown menu is open under 'Inquiries', showing options like 'General Ledger', 'Revenue Collections', 'Payments', 'Bank Accounts', 'Vendors', 'Vendor Audit', 'Purchase Orders', 'Project Accounting', 'Asset Management', and 'Miscellaneous Billing'. The 'General Ledger' option is selected, and a sub-menu is open showing 'G/L Accounts', 'G/L Organizations', 'Accounts', and 'G/L Transactions'. The 'Accounts' option is highlighted. Below the menu, a table titled 'myCalendar 08/21/2018' is visible, showing a list of transactions with columns for 'Subject', 'Date', and 'Start Time'. The table contains several rows of data, including 'Journals', 'Misc. Billing Invol...', and 'Misc. Billing Invol...'. The 'myNotifications' section is also visible at the bottom.

- Begin by typing the account number in the *Account* box. A list of the numbers will begin to populate in the drop down menu.

The screenshot shows the 'Account Inquiry' page in the New World system. The navigation bar includes 'myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance' and 'City of Manteca'. The page title is 'Account Inquiry'. Below the title, there are several dropdown menus: 'Fiscal Year' (set to 2019), 'Summarization Level' (set to None), and 'Reclassification Journal Type'. The 'Account Type' dropdown is set to 'Account'. The 'Account' input box contains the number '6200'. A dropdown menu is open below the input box, showing a list of account numbers and descriptions: '6200 - Supplies', '6200.01 - Supplies Office', '6200.02 - Supplies Special Department', '6200.03 - Supplies Copier Maintenance & Supplies', '6200.04 - Supplies Postage', '6200.05 - Supplies Gasoline', '6200.06 - Supplies Propane', '6200.07 - Supplies Radio Communication & Maint.', '6200.08 - Supplies Uniforms', and '6200.09 - Supplies Data Processing'. A 'More...' link is visible at the bottom of the dropdown menu.

- Once the account number is in the *Account* box, select *Search*. A list of all the G/L numbers that have that account number will appear. Select the Organization needed.

new world City of Manteca
 myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

Account Inquiry

Fiscal Year: 2019 | Summarization Level: None | Reclassification Journal Type: []

Account Type: Account | Account: 6200.05 - Supplies Gasoline

Amended Budget: \$988,400.00 | Expenses: \$2,762.50 | Encumbrances: \$0.00 | Remaining Balance: \$985,637.50 | % Used: 0%

| Organization | Description | Amended Budget | Encumbrances | Expenses | Remaining Balance | Percent Used |
|---------------|------------------------------|----------------|--------------|------------|-------------------|--------------|
| 100.03.00.000 | General Fund, City Mana... | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| 100.05.00.150 | General Fund, Finance, N... | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| 100.11.00.001 | General Fund, Police Pro... | \$12,100.00 | \$0.00 | \$0.00 | \$12,100.00 | 0% |
| 100.11.00.200 | General Fund, Police Prot... | \$211,100.00 | \$0.00 | \$0.00 | \$211,100.00 | 0% |
| 100.11.00.210 | General Fund, Police Pro... | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| 100.11.10.270 | General Fund, Police Prot... | \$5,000.00 | \$0.00 | \$0.00 | \$5,000.00 | 0% |
| 100.13.00.001 | General Fund, Fire Protec... | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| 100.13.00.280 | General Fund, Fire Protec... | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| 100.13.00.290 | General Fund, Fire Protec... | \$59,500.00 | \$0.00 | \$2,762.50 | \$56,737.50 | 5% |
| 100.20.20.310 | General Fund, Parks & Re... | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| 100.20.25.001 | General Fund, Parks & R... | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| 100.20.25.330 | General Fund, Parks & Re... | \$104,300.00 | \$0.00 | \$0.00 | \$104,300.00 | 0% |
| 100.40.50.001 | General Fund, Public Wo... | \$10,200.00 | \$0.00 | \$0.00 | \$10,200.00 | 0% |
| 100.40.55.001 | General Fund, Public Wor... | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| 100.40.55.500 | General Fund, Public Wo... | \$5,600.00 | \$0.00 | \$0.00 | \$5,600.00 | 0% |
| 100.40.55.510 | General Fund, Public Wor... | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| 100.40.60.001 | General Fund, Public Wo... | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| 100.40.60.520 | General Fund, Public Wor... | \$2,100.00 | \$0.00 | \$0.00 | \$2,100.00 | 0% |
| 100.40.60.530 | General Fund, Public Wo... | \$2,100.00 | \$0.00 | \$0.00 | \$2,100.00 | 0% |
| 190.50.00.000 | Federal Transit Managem... | \$98,500.00 | \$0.00 | \$0.00 | \$98,500.00 | 0% |
| 340.30.40.015 | Development Services, C... | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| 340.30.40.400 | Development Services, C... | \$800.00 | \$0.00 | \$0.00 | \$800.00 | 0% |
| 340.30.45.000 | Development Services, C... | \$5,300.00 | \$0.00 | \$0.00 | \$5,300.00 | 0% |
| 420.40.70.570 | Gas Tax/Street Improvem... | \$23,000.00 | \$0.00 | \$0.00 | \$23,000.00 | 0% |
| 460.40.70.015 | TDA/Local Transportatio... | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| 460.40.70.590 | TDA/Local Transportatio... | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| 460.40.70.600 | TDA/Local Transportatio... | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| 620.20.35.001 | Golf Course, Parks & Recr... | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0% |
| 620.20.35.370 | Golf Course, Parks & Recr... | \$22,800.00 | \$0.00 | \$0.00 | \$22,800.00 | 0% |

Vendor Inquiry

- Vendor Inquiry can be used to locate information regarding a specific vendor.
- Account Inquiry helps to locate a G/L Number. Go to *Financial Management > Inquiries > Vendors*

The screenshot shows the 'new world' system interface. The left sidebar has a menu with 'Inquiries' selected. The main content area includes a 'myCalendar' for 08/21/2018, which is currently empty. Below the calendar is a 'myTasks' section with a table of tasks.

| Source | Approval Status | Transaction ID | Desc |
|----------|-----------------|----------------|------|
| Journals | 0 of 1 at 2 | 2019-00000449 | AUG |
| Journals | 0 of 1 at 2 | 2019-00000450 | AUG |
| Journals | 0 of 1 at 2 | 2018-00003584 | YE-2 |
| Journals | 0 of 1 at 2 | 2018-00003586 | YE-2 |

- Type the name of the business or the Vendor ID number and press Search.
- Click the folder icon to open up the drop down items.

The screenshot shows the 'Vendor Inquiry' page for '638 - Kleinfelder, Inc.'. The search criteria are filled in, and the vendor details are displayed in a 'General' section. A red arrow points to the folder icon for '638 - Kleinfelder, Inc.' in the left sidebar.

Search Criteria:
 Last Name/Business: kleinfelder
 Number: [Empty]
 Buttons: Go, Reset

Vendor Details:

| General | |
|-----------------|---|
| Active | ✓ |
| Vendor Number | 638 |
| Name | Kleinfelder, Inc. |
| Primary Contact | Kleinfelder, Inc. |
| Description | 398 |
| Address | P O Box 51958 Los Angeles, CA 90051-6258 |
| Email Address | |
| Phone Number | |
| Fax Number | |

Left Sidebar:
 Vendors
 638 - Kleinfelder, Inc. (highlighted with red arrow)
 Documents
 User Defined
 Invoices
 Receipt of Goods
 Checks
 1099 History
 Purchase Orders
 Wire Transfers

- Select *Invoices* icon to see the status of an invoice. Change the dates if a specific time frame is needed.

new world
myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

City of Manteca

Vendor Inquiry - 638 - Kleinfelder, Inc.

Last Name/Business: Kleinfelder
Number: []
Go Reset

Vendors: 638 - Kleinfelder, Inc., Documents, User Defined, **Invoices**, Receipt of Goods, Checks, 1099 History, Purchase Orders, Wire Transfers

Charts Time Frame: Current Fiscal Year

Invoices Invoice: [] From Date: 07/01/2018 To Date: 06/30/2019

| Status | Invoice Number | Invoice Date | Due Date | G/L Date | Description | Amount | Attachments |
|--------|----------------|--------------|------------|------------|-----------------------------|-------------|-------------|
| Edit | 001209068 | 08/03/2018 | 08/08/2018 | 08/08/2018 | 2017 and 2018 Paveme... | \$19,900.00 | |
| Edit | 1205792 | 08/01/2018 | 09/01/2018 | 08/08/2018 | Client # 2197, Project #... | \$1,188.45 | |
| Edit | 1205795 | 08/01/2018 | 08/08/2018 | 08/08/2018 | Client # 2197, Project #... | \$1,685.80 | |
| Paid | 001203667 | 07/16/2018 | 07/24/2018 | 06/29/2018 | 2017 and 2018 Paveme... | \$12,313.00 | |
| Paid | 001202674 | 06/30/2018 | 06/30/2018 | 06/30/2018 | Client # 002197, Projec... | \$1,218.35 | |
| Paid | 1202681 | 06/30/2018 | 06/30/2018 | 06/30/2018 | Client # 002197, Projec... | \$843.70 | |
| Paid | 1205205 | 06/30/2018 | 06/30/2018 | 06/30/2018 | Daniels Street Extensio... | \$6,200.00 | |
| Paid | 1198956 | 06/06/2018 | 07/06/2018 | 06/18/2018 | Client No. 2197, Project... | \$1,259.65 | |
| Paid | 1198959 | 06/06/2018 | 07/06/2018 | 06/18/2018 | Client No. 2197, Project... | \$1,378.90 | |
| Paid | 1198962 | 06/06/2018 | 07/06/2018 | 06/18/2018 | Client No. 2197, Project... | \$2,112.50 | |
| Paid | 1195400 | 05/07/2018 | 06/07/2018 | 05/02/2018 | Client No. 002197, Proj... | \$579.55 | |
| Paid | 1191472 | 04/03/2018 | 05/03/2018 | 04/23/2018 | Client # 2197, Project #... | \$321.70 | |
| Paid | 001173662-A | 03/09/2018 | 03/09/2018 | 03/09/2018 | Inv 00117366 was short... | \$0.30 | |
| Paid | 1188521 | 03/09/2018 | 04/09/2018 | 03/19/2018 | Client # 2197, Project #... | \$2,371.35 | |
| Paid | 1188523 | 03/09/2018 | 04/09/2018 | 03/19/2018 | Client # 2197, Project #... | \$813.60 | |

- Most often, the same vendors are providing services to different departments. Grouping the invoices by Department will help to filter the invoices to make the invoices easier to locate.
- At the top right hand corner go to *Group By* and select *Department* in the drop down menu.

new world
myFavorites | Financial Management | Human Resources | Utility Management | Community Development | Maintenance

City of Manteca

Vendor Inquiry - 638 - Kleinfelder, Inc.

Last Name/Business: Kleinfelder
Number: []
Go Reset

Vendors: 638 - Kleinfelder, Inc., Documents, User Defined, **Invoices**, Receipt of Goods, Checks, 1099 History, Purchase Orders, Wire Transfers

Charts Time Frame: Current Fiscal Year

Invoices Invoice: [] From Date: 07/01/2018 To Date: 06/30/2019 Group By: Department

| Department | Invoices | Amount |
|---|----------|-------------|
| CD Community Development | 2 | \$2,874.25 |
| PW_Engineering Public Works_Engineering | 2 | \$32,213.75 |