

# Logics Finance - Purchase Cards, Reversing Entries & New Reporting

## Outline

### Purchase Cards

- What are they used for?
- Why use these?
- How to use to effectively for Bank Reconciliation

### Reverse/Edit Posted Journals

- Reverse
- Edit

### Journals

- Multiple Journal Combine

### New Report Options

- General Ledger
  - GL Transaction Count by Dept
  - Account Category Code Budget YTD
- Accounts Payable
  - Vendor Annual Summary
  - Claims Listing

## Purchase Cards

Go to Accounts Payable.>Bills>Tools

- Maintain Purchase Cards



- Add Batch – The batch total will be the amount displayed during bank reconciliation
- Add Purchase Card Transaction

- Header Info
- Invoice
- Invoice Details
- Update creates 2 journals as type CD. One for the invoice and one for the payment.

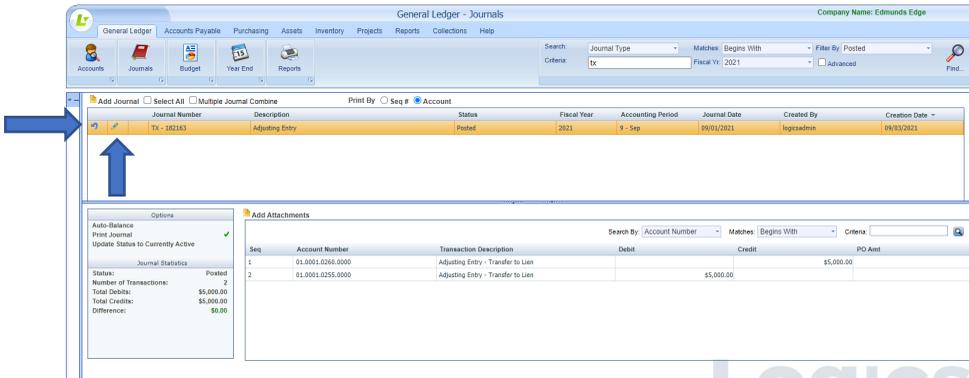
#### Additional Items:

- Maintain Recurring Payables (templates to be used in entering bills/purchase cards) - \$ amount or % - % handy when only one account but amount changes or for distributions for things like % assigned across special districts or water/sewer split
- Import Bank Cards (specific format) – may be able to download from the bank website – There is usually some editing that you need to do to the file prior to import based on vendor Id not being stored by your bank but it can still allow for quicker entry if you want to maintain individual charge activity. Once imported the main payment to the bank can then pay by check or electronic withdrawal depending on how you handle that payment.

## Posted Journals

Go to General Ledger>Journals or General Ledger>Tools>View Posted Journals

Filter by Posted along with any other filters

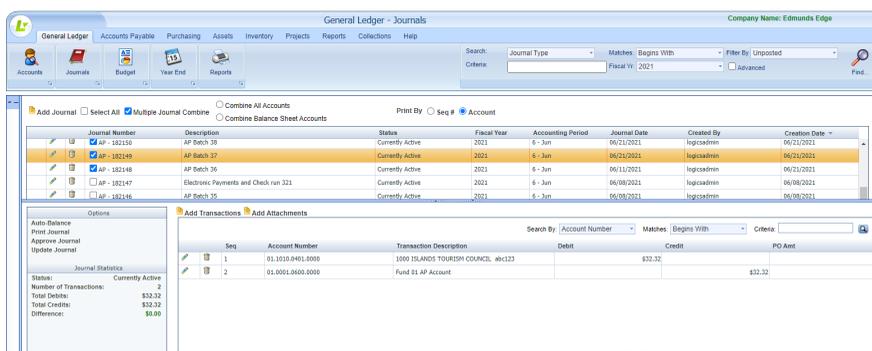


-  - Reverse Entry – a reversing entry is created to Unposted Journals.
-  - Edit – both a reversing entry and an entry copy is created to Unposted Journals.
- Information can then be edited prior to Approve/Update.

## Journals - Multiple Journal Combine

Go to General Ledger>Journals

- Multiple Journal Combine
  - Combine All Accounts
  - Combine Balance Sheet Accounts



- Create Header for Combined Journal
- Journal combined listed and selected journals removed.

- Ready for Approve/Update

## New Report Options - General Ledger

Go to General Ledger>Reports

- GL Transaction Count by Dept– This report reads the posted journal count for each account for the account type selected.

**Edmunds Edge**  
GL Transaction Count By Dept  
Fiscal Year 2021

Fund	Fund Description	Account Type	FundDept	Transaction Count
04	ROAD MACHINERY FUND			348
	Total For ROAD MACHINERY FUND			
06	SELF INSURANCE FUND	Expense	06-1110	56
06	SELF INSURANCE FUND	Expense	06-1120	29
	Total For Expense			85
06	SELF INSURANCE FUND			85
	Total For SELF INSURANCE FUND			
07	WATERSHED JOINT ACTIVITY F	Expense	07-8140	33
07	WATERSHED JOINT ACTIVITY F			33
	Total For Expense			33
07	WATERSHED JOINT ACTIVITY F			33
	Total For WATERSHED JOINT ACTIVITY F			
08	DEBT SERVICE(LONG TERM)	Expense	08-1380	1
08	DEBT SERVICE(LONG TERM)	Expense	08-9710	7
	Total For Expense			8
08	DEBT SERVICE(LONG TERM)			8
	Total For DEBT SERVICE(LONG TERM)			
14	SPECIAL GRANT FUND	Expense	14-8203	50
14	SPECIAL GRANT FUND			50
	Total For Expense			50
14	SPECIAL GRANT FUND			50
	Total For SPECIAL GRANT FUND			
All	Total For All Transactions			655

- Account Category Code Budget YTD– This report makes use of the category codes that can be assigned to your general ledger accounts. These codes are assigned in Maintain Accounts with codes being setup in System console. These codes allow for accounts to be grouped together for reporting and do not to have them in sequential order.

- Already existing was the Account Category Code Summary that allows you to select a category code group to report on. This provides the actual posted activity for both the period entered and the YTD.
- This new report is a YTD report based on the ending month entered showing the YTD status of the account and it's budget. It includes the adjusted or current budget amount, the actual posted amount YTD and the budget balance for the account.

© edmunds  
Edmunds Edge  
Account Category Report  
For the Period Ending 12/31/2021

Category Code Type Dept Grouping for Revenue and Expense	Account Number	Account Description	Budget YTD	Activity YTD	Balance YTD
Category Code: PERSONNEL - Revenue					
01.1430.1260.0000		CIVIL SERVICE EXAM FEES	(\$2,500.00)	(\$962.50)	(\$962.50)
		<b>Total PERSONNEL - Revenue</b>	<b>(\$2,500.00)</b>	<b>(\$962.50)</b>	<b>(\$962.50)</b>
Category Code: PERSONNEL - Personal Services					
01.1430.0100.0000		PERSONAL SERVICES	\$129,128.00	\$33,432.38	\$33,432.38
		<b>Total PERSONNEL - Personal Services</b>	<b>\$129,128.00</b>	<b>\$33,432.38</b>	<b>\$33,432.38</b>
Category Code: PERSONNEL - Equipment					
01.1430.0222.0000		IT EQUIPMENT LEASE	\$500.00	\$460.23	\$460.23
		<b>Total PERSONNEL - Equipment</b>	<b>\$500.00</b>	<b>\$460.23</b>	<b>\$460.23</b>
Category Code: PERSONNEL - Contractual Expense					
01.1430.0411.0000		OFFICE SUPPLIES & MATERIALS	\$1,750.00	\$254.00	\$254.00
01.1430.0418.0000		OTHER CONTRACTUAL EXPENSES	\$9,240.00	\$4,648.04	\$4,648.04
01.1430.0421.0000		TELEPHONE / INTERNET	\$708.00	\$160.19	\$160.19
01.1430.0426.0000		RECRUITMENT DRUG TESTING	\$600.00	\$150.00	\$150.00
01.1430.0431.0000		INSURANCE	\$927.00	\$274.70	\$274.70
01.1430.0443.0000		REPAIRS TO OFFICE EQUIPMENT	\$45.00	\$125.00	\$125.00
01.1430.0458.0000		BOOKS & PERIODICALS & MANUALS	\$775.00	\$380.00	\$380.00
01.1430.0481.0000		POSTAGE	\$1,000.00	\$50.91	\$50.91
01.1430.0481.0000		MEMBERSHIP DUES	\$319.00	\$100.00	\$100.00
		<b>Total PERSONNEL - Contractual Expense</b>	<b>\$14,964.00</b>	<b>\$6,143.44</b>	<b>\$6,143.44</b>
Category Code: PERSONNEL - Employee Benefits					
01.1430.0820.0000		MEDICARE	\$1,898.00	\$420.88	\$420.88
01.1430.0830.0000		SOCIAL SECURITY	\$8,114.00	\$1,799.53	\$1,799.53
01.1430.0840.0000		WORKERS COMP	\$4,782.00	\$4,791.00	\$4,791.00
01.1430.0860.0000		HEALTH INSURANCE	\$4,425.00	\$12,236.87	\$12,236.87
		<b>Total PERSONNEL - Employee Benefits</b>	<b>\$9,229.00</b>	<b>\$19,248.28</b>	<b>\$19,248.28</b>
		<b>Grand Totals</b>	<b>\$291,321.00</b>	<b>\$58,321.83</b>	<b>\$58,321.83</b>

Some Other GL Report Options:

GL Detail Listing:

- Date Range
- Account Type Choice

- **Print Subsidiary Details.**

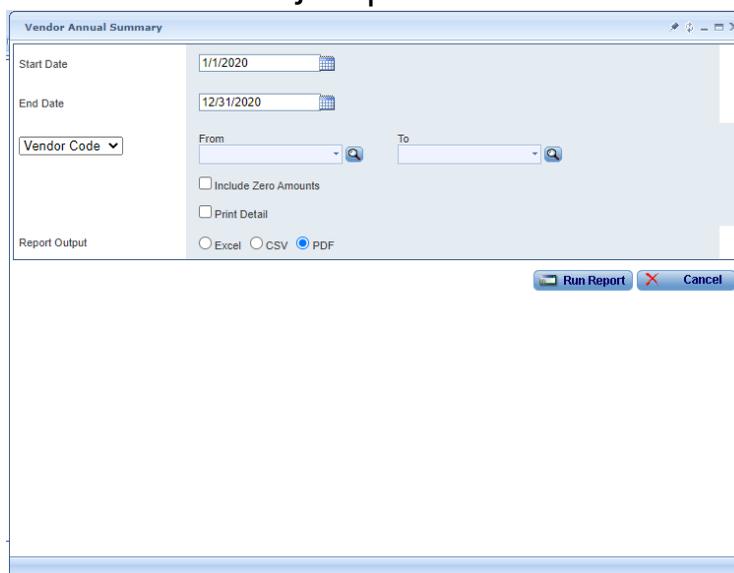
#### Budget Preparation Report

- **Proposal column literals set In System Console**
- **Print Detail**
- **Print Narrative**
- **Landscape/Portrait**
- **Sort/Subtotal by Class**
- **Choice of historical columns**
- **2021 Scenario**

## New Report Options - Accounts Payable

Go to Accounts Payable>Reports

- **Vendor Annual Summary**– this last report we are going to look at allows for a listing or summary of vendor checks based on a check date range. This range can be a fiscal year or across fiscal years to allow for a calendar YTD range. Options include the selection of vendors and if vendors with no payments should be included. The Print Detail will include individual check information whereas with this unchecked it will just provide a total amount.



The screenshot shows a software window titled "Vendor Annual Summary". It contains several input fields and options for configuring the report. The "Start Date" is set to 1/1/2020 and the "End Date" is set to 12/31/2020. There are "From" and "To" fields for vendor selection, both currently empty. Below these are two checkboxes: "Include Zero Amounts" (unchecked) and "Print Detail" (unchecked). At the bottom, there are radio buttons for "Report Output" with "Excel", "CSV", and "PDF" options; "PDF" is selected. At the very bottom of the window are "Run Report" and "Cancel" buttons.

edmunds GovTech		Edmunds Edge Vendor Annual Summary 01/01/2020 - 12/31/2020	
Vendor Name	Vendor Number	Payment Amount	
1000 ISLANDS TOURISM COUNCIL	655877	\$3,640.00	
3D DELIVERY, INC.	844215	\$826.20	
4 IMPRINT	290632	\$198.09	
AAA SOUND SERVICE & LOW VOLTAGE, LLC	000073	\$474.00	

edmunds GovTech		Edmunds Edge Vendor Annual Summary 01/01/2020 - 12/31/2020			
Vendor Name	Vendor Number	Check Date	Check Number	Check Amount	
1000 ISLANDS TOURISM COUNCIL	655877	05/29/2020	5639	\$140.00	
1000 ISLANDS TOURISM COUNCIL	655877	09/11/2020	6548	\$3,500.00	
<b>Total for 1000 ISLANDS TOURISM COUNCIL</b>	<b>655877</b>			<b>\$3,640.00</b>	
3D DELIVERY, INC.	844215	02/28/2020	4871	\$91.80	
3D DELIVERY, INC.	844215	04/27/2020	5398	\$275.40	
3D DELIVERY, INC.	844215	06/26/2020	5861	\$91.80	
3D DELIVERY, INC.	844215	08/14/2020	6234	\$91.80	
3D DELIVERY, INC.	844215	09/25/2020	6674	\$183.00	
3D DELIVERY, INC.	844215	11/13/2020	7919	\$91.80	
<b>Total for 3D DELIVERY, INC.</b>	<b>844215</b>			<b>\$826.20</b>	
4 IMPRINT	290632	05/15/2020	5475	\$198.09	
<b>Total for 4 IMPRINT</b>	<b>290632</b>			<b>\$198.09</b>	
AAA SOUND SERVICE & LOW VOLTAGE, LLC	000073	11/13/2020	7020	\$474.00	
<b>Total for AAA SOUND SERVICE &amp; LOW VOLTAGE, LLC</b>	<b>000073</b>			<b>\$474.00</b>	

- We do also have under Vendor>Tools the 1099 Processing that prints 1099 forms but also has reporting available.

- **Claims Listing** - "Claims Listing" shows vendors paid, description of service/materials, and dollar amount. Need to combine totals based on same vendor and description. This needs Tab Delimited option also as they are submitting this to the newspaper.

Edmunds Edge  
Claims Listing 09/15/2021

Vendor	Amount	Description
1000 ISLANDS TOURISM COUNCIL	\$895.32	BOARD MEETING EXPENSE
1000 ISLANDS TOURISM COUNCIL	\$32.32	CELLULAR PHONES & PAGERS
104 SANDBLASTING & PAINTING	\$50.00	BUILDINGS PROJECTS
17TH STREET PHOTO SUPPLY INC.	\$1479.00	SPECIAL GRANT
3D DELIVERY, INC.	\$604.80	ACCOUNTS PAYABLE
3D DELIVERY, INC.	\$7708.80	LAB
5 STAR WASHER TECHNICAL SERVICES INC.	\$38.37	MAINTENANCE PROJECTS
A. RIKIN CO.	\$307.31	OFFICE SUPPLIES & MATERIALS
A. RIKIN CO.	\$696.51	SPECIAL GRANTS
AAA SOUND SERVICE & LOW VOLTAGE, LLC	\$0.00	
AARON J. TOUSSAINT	\$2000.00	OTHER CONTRACTUAL EXPENSES
ABILITY NETWORK, INC.	\$87.44	ACCOUNTS PAYABLE
ABILITY NETWORK, INC.	\$2903.30	DATA PROCESSING SERVICES
ABILITY NETWORK, INC.	\$1200.00	OTHER CONTRACTUAL EXPENSES
ABILITY NETWORK, INC.	\$183.00	PERSONAL SERV. CONTRACTS
ABILITY NETWORK, INC.	\$279.00	TELEPHONE
ABS FOUNDATION SERVICES	\$3295.00	MAINTENANCE PROJECTS
ACCEL PLASTICS	\$1988.00	OTHER EQUIP
ACCU-MEDIC COMPUTER SYS	\$474.39	ACCOUNTS PAYABLE
ACCU-MEDIC COMPUTER SYS	\$25762.50	CONSULTANT FEES
ACCU-MEDIC COMPUTER SYS	\$2495.00	OTHER CONTRACTUAL EXPENSES
ACCU-MEDIC COMPUTER SYS	\$1395.00	SPECIAL GRANTS
ACCU-MEDIC COMPUTER SYS	\$3350.34	TELEPHONE
ACE FLAG	\$262.84	BURIALS
ACM MEDICAL LAB, INC.	\$1653.78	ACCOUNTS PAYABLE
ACM MEDICAL LAB, INC.	\$9.08	HOSPITAL-SUPPLIES-MEDICINE ETC
ACM MEDICAL LAB, INC.	\$215.08	OTHER CONTRACTUAL EXPENSES
ACM MEDICAL LAB, INC.	\$10289.23	PERSONAL SERV. CONTRACTS
ACTUAL NATURAL KIDS LLC	\$0.00	
ADAM A. DODD	\$0.00	
ADAM FAYKO	\$0.00	
ADAM M. SULLS	\$90.00	PERSONAL SERV. CONTRACTS
ADAMS MARINE SEMINARS	\$395.00	NAVIGATION EXPENSES
ADS	\$6367.12	SPECIAL GRANT
ADVANCED AUTO PARTS	\$591.05	ACCOUNTS PAYABLE
ADVANCED AUTO PARTS	\$2718.72	AUTOMOTIVE PARTS
ADVANCED AUTO PARTS	\$92.98	REPAIRS TO EQUIP. & PROPERTY
ADVANCED AUTO PARTS	\$66.99	TIRES & BATTERIES - ALL DEPTS.

# Warrant Report

**Warrant Report**

Due Date:  To:

Vendor Code:

Primary Sort:  Vendor Name  Vendor Number  Voucher Number  Bank Name

Batch Status:  All  Posted  Unposted

Invoice Status:  All  Paid  Unpaid

Batch Type:  Invoice Batches  Manual Check Batches  Purchase Card Batches

Print Signature under AP  Print Vendor Address

Created By:

Report Header:

Report Output:  Excel  CSV  PDF

Select a bank account  All Banks

Bank Name	Bank Account Name	Account Number	Fund	Fund Name
<input type="checkbox"/> Five Star Bank	CHECK ID 10011	01.0001.0200.0000	01	GENERAL FUND
<input type="checkbox"/> Five Star Bank	COUNTY ROAD FUND - CHECK ID 00113	03.0003.0200.0000	03	ROAD FUND
<input type="checkbox"/> Five Star Bank	GENERAL FUND - CHECK ID 00121	01.0001.0200.0000	01	GENERAL FUND
<input type="checkbox"/> Five Star Bank	MACHINERY FUND - CHECK ID 00114	04.0004.0200.0000	04	ROAD MACHINERY FUND
<input type="checkbox"/> Five Star Bank	PAYROLL ACCT	10.0000.0200.0010	T0	Trust
<input type="checkbox"/> Five Star Bank	TRUST-DEDUCTION TRUST	10.0000.0200.0025	T0	Trust
<input type="checkbox"/> Five Star Bank	TRUST-UNEMPLOYMENT INSURANCE	10.0000.0200.0030	T0	Trust