

LOGOS

NC Local Government System 

USER GUIDE

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NORTH CAROLINA
DEPARTMENT OF STATE TREASURER



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LOGOS User Guide

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1. Introduction

The Department of State Treasurer's (DST's) State and Local Government Finance Division (SLGFD), in its role as staff to the Local Government Commission, has undertaken an initiative to automate many of its manual processes and to update legacy software systems. To support this initiative, SLGFD and the Department of State Treasurer's Information Technology Division (ITD) launched LOGOS (Local Government System), a web-based system, in January of 2020.

The goal of the system is to streamline processes and to offer easy-to-use interfaces that minimize the time required by local governments to fulfill their statutory obligations under North Carolina General Statute Chapter 159. Additionally, the system will provide users with easy access to the status of their various report submissions.

The system's first module automates the submission of the LGC-203 (semi-annual cash and investments) report; modules will be added over time to automate other reporting requirements and to offer additional functionality.

All LGC-203 reports, beginning with the December 31, 2019 report, will be submitted via LOGOS. Reports submitted in Excel, PDF, or printed format will not be accepted. Units should contact LOGOS@nctreasurer.com if they must submit a report for a prior reporting period.

2. LOGOS System Access

LOGOS access requires a username and password, and its use is limited to authorized users acting on behalf of a unit of local government in North Carolina.

2.1. Account requests

The finance officer of each unit of local government must request LOGOS user account(s) for the user(s) responsible for completing and submitting the LGC-203 report. These users will have access to all functionality and unit data associated with the LGC-203 report. Detailed instructions on requesting user accounts, including the specific authorization language for the user requests, may be obtained by contacting LOGOS@nctreasurer.com.

Users who have been granted access to LOGOS for multiple units will have only one account (username and password). After logging into LOGOS, the user will select a unit from a dropdown list of units that he/she has been assigned access to.

2.2. Passwords

Upon account creation, users will receive an initial password that must be reset prior to accessing the system for the first time. A "Forgot Your Password?" option is available on the LOGOS login screen for use as needed. Please note that DST staff cannot communicate or reset passwords outside of the system.

3. Accessing, Editing, and Submitting the LGC-203 Report

The following sections provide essential information on accessing, editing, and submitting the LGC-203 report. Please contact 919-814-4300 or LOGOS@nctreasurer.com for assistance with any questions or issues during your use of the system.

3.1. Access Control

LOGOS controls access to reports to ensure that multiple users are not editing a report at the same time.

If a user elects to submit a new LGC-203 report: the report will automatically be ‘checked out’ to the user and will be unavailable for editing by other users. A banner at the bottom of each screen will remind the user that “This report is checked out to you. If you would like other members of your team to edit the report, please navigate to the Summary screen and click “Save and Release” to release the report.”

If a user elects to edit an existing LGC-203 report that is not checked out to another user: the system will prompt the user:

“Do you wish to continue and edit the report on file? Note that when you select to edit the report, the report will be checked out to you and cannot be edited by others until you select “Save and Release” on the Summary Screen. If the report has already been submitted, then you will need to submit the updated report after completing your changes.”

By answering “Yes”, the user checks out the report, making it unavailable for editing by other users until it is released. By answering “No”, the user will have access to the report in **view mode** and may navigate through the screens and view data but cannot enter or modify any report data.

If a user elects to edit an existing LGC-203 report that is checked out to another user: the system will alert the user that the report is currently being edited and will provide the name of the user to whom the report is checked out to. The user will have access to the report in view mode and may navigate through the screens and view data but cannot enter or modify any report data.

3.2. System Screens

LGC-203 report data is submitted via a series of screens in the LOGOS system. Units that have no funds to report on any specific screen may proceed to the next screen.

Tabs are displayed to provide a visual indicator of the screens available to your unit within the system. Note that the tabs are for display purposes only and cannot be used to navigate from screen to screen. Most units (see exceptions below) will see the following tabs:

Unit Information	Cash On Hand	Pooling Deposits	Dedicated Deposits	Uninsured Deposits	Investments	Additional Investments	Summary
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* A special note about “Uninsured Deposits” - although a tab will always be displayed for “Uninsured Deposits”, the screen will only be displayed when there are uninsured deposits

recorded on the “Dedicated Deposits” screen (deposits in financial institutions utilizing the dedicated method of collateralization that exceed FDIC insurance coverage). If a unit has no uninsured deposits, the “Uninsured Deposits” screen will not be displayed or accessible.

There are two alternate tab displays:

Housing Authorities – users from units that are housing authorities will not see a tab displayed for “Pooling Deposits” since housing authorities must deposit all funds at financial institutions utilizing the dedicated method of collateralization.



Boards of Education – users from units that are boards of education will see an additional tab displayed for “School Funds”. Board of education users will be able to navigate to the “School Funds” screen where they can enter the deposits and investments of individual schools.



3.3. Navigation Buttons

Navigation buttons are provided at the bottom of each screen to assist users in saving data and navigating between screens. Special buttons for submitting the report, generating a PDF report, and releasing the report to other users are available only on the “Summary” screen and are described in detail in Section 3.6 Final Steps, below.

While the user is in “view” mode (that is, the user is viewing a report that is checked out to another user, or the user has selected to view (and not edit) a report, the ‘Previous’ and ‘Next’ buttons will be displayed. If the “Save and Continue” button is not displayed at the bottom of the screen, that is an indication that the user is in “view” mode.

When the user is in “edit” mode (that is, the user has selected to edit the form or has submitted a new form), three navigation buttons will generally be displayed: “Previous”, “Save and Continue”, and “Cancel”.

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|--------------------|--|
| Previous: | Navigates the user to the previous screen but does not save any unsaved data entered or modified on the current screen. |
| Save and Continue: | Saves the data on the current screen and navigates the user to the next screen. |
| Cancel: | Clears any unsaved data on the current screen; the user remains on the current screen. |

3.4. Entering Data

The data that is entered into LOGOS for the LGC-203 report is the same data that was requested under the Excel-based report; no additional information or data is required. However,

LOGOS does utilize functionality to ensure that the entered data meets certain criteria and that required fields and files are provided prior to the report being submitted. Please remember to:

enter whole numbers (no decimals); and

enter values as of the reporting date (December 31 or June 30).

3.5. File Uploads

If a unit has funds in certain deposits/investments, a statement with details on the deposit/investment is required. The following deposits/investments require a corresponding statement:

- CDARS,
- ICS,
- Collateral for Uninsured Deposits,
- LEO Irrevocable Trust – Other (funds not held by the State Treasurer),
- OPEB Irrevocable Trust – Other (funds not held by the State Treasurer),
- Additional Investments (such as commercial paper, government securities, and endowments)

If a value is entered for any of these fields, a statement must be uploaded prior to the report being submitted. Conversely, if a file is uploaded associated with one of these fields, a value greater than zero must be entered for that field.

The size of files uploaded is limited to 10MB per upload, and the number of files that may be uploaded is limited based on the deposit/investment type: only **one** file may be uploaded for a CDARS account, ICS account, LEO Trust – Other account, OPEB Trust – Other account, but up to five files may be uploaded on the ‘Additional Investments’ screen.

By clicking the “View/Upload File(s)” button, the user may upload files, view a list of uploaded files, and deleted uploaded files. Once a file has been uploaded, the name of the file will be viewable, but the contents of the file cannot be viewed.

3.6. Final Steps

The “Summary” screen provides a summary of all values reported and offers special functionality to allow users to review, submit, or release their LGC-203 report.

The only value that may be entered on the Summary screen is “Unexpended Bond and/or Note Proceeds”. The user should enter a value in this field, if applicable, then tab out of the field to see the newly calculated “Net Cash and Investments” total. Please note that the **user must save the report** (using the “Save” button) after entering “Unexpended Bond and/or Note Proceeds” prior to viewing a PDF report, or the report will not reflect the entered value.

The button options available on the Summary screen are:

Previous: Navigates the user to the previous screen but **does not save** any unsaved data entered or modified on the current screen.

Save:	Saves the data on the current screen; the user remains on the current screen.
Save and Release:	Saves the data on the current screen, releases the report to allow editing by other users, returns users to the LGC-203 home page.
Submit:	Saves the data on the current screen and submits the report. Please note that the attestation box must be checked prior to submitting the report. Upon report submission, a confirmation email will be issued to the user that includes the date and time the report was submitted along with a PDF copy of the submitted report.
Cancel:	Clears any unsaved data on the current screen; the user remains on the current screen.
View PDF Report:	Generates a PDF report of the data submitted. Viewing the report does not submit the report but gives the user an opportunity to view/review the data entered. Note that if a value is entered or modified for "Unexpended Bond and/or Note Proceeds", the "Save" button must be used to save the value prior to viewing the report or else the new value will not be reflected in the report.

4. Reporting Issues, Submitting Feedback

Users are encouraged to report issues or request assistance by contacting 919-814-4300. Specific feedback on the system as well as suggestions for the automation of other LGC-related processes can be provided via a feedback form on the [LGC-203 page](#) of the Department of State Treasurer website.