



LOCAL GOVERNMENT COMMISSION
STATE AND LOCAL GOVERNMENT FINANCE DIVISION
GREGORY C. GASKINS, DEPUTY TREASURER
SHARON EDMUNDSON, DEPUTY TREASURER

Submitting your LGC-203 Report in LOGOS

To submit an LGC-203 report in LOGOS that is “In Progress”, follow the steps outlined below. If you have any questions or need any assistance, please contact us at LOGOS@nctreasurer.com and we’d be happy to help.

1. Log into [LOGOS](#) and click on the date of the submitted report you’d like to submit.

Drag a column header and drop it here to group by that column				
Reporting Period	Status	Checked Out To		
6/30/2020	In Progress	Danny Dogwood	Release Report	View PDF Report
12/31/2019	Submitted			View PDF Report

2. The next steps will be slightly different depending on whether or not the report is already checked out to you for editing. You can see who the report is checked out to under the “Checked Out To” column on the home screen. In the example above, Danny Dogwood has the report checked out for editing.

- a. If the report is already checked out to you for editing:
 - i. The “Unit Information” screen of the report will be displayed, and there will be one button available at the bottom of the page – select “Save and Continue”.





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- b. If the report is NOT checked out to you for editing.
- i. The “Unit Information” screen of the report will be displayed, and there will be two buttons available at the bottom of the page – select “Edit Report”.

Note: If updates are required to information on this screen, please contact your Unit Administrator or contact us at LOGOS@nctrea

Edit Report

View Report

This report is being displayed in view-only mode. If you would like to edit and/or submit this report, please click “Edit Report”.

- ii. You’ll receive a pop-up message asking to confirm that you wish to edit the report - select “Yes”.

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Edit Confirmation

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.

Yes No

-only mode. If you would like to edit and/or submit this report, please click “Edit I

3. Use the “Save and Continue” button at the bottom of each screen to navigate through the report until you reach the Summary Screen.
4. When you reach the Summary screen, review the amounts reported and check the attestation box. Be sure to click “Submit” to submit your report.

Previous Save Save & Release Submit Cancel

This report is checked out to you. If you would like other members of your team to edit the report, please click “Save and Release” to release the report.



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5. After submitting your report:
- you will immediately receive an email confirmation with a PDF copy of the submitted report attached. The report will include the date the report was submitted as well as the status of "Submitted".
 - the system will navigate you to the LGC-203 home page, where you will be able to view/confirm the status of the report.

Drag a column header and drop it here to group by that column					
Reporting Period	Status	Checked Out To			
6/30/2020	Submitted			View PDF Report	
12/31/2019	Submitted			View PDF Report	