

Reporting – Financial Modules

General Ledger Reports

1. GL Reports

Reference <ul style="list-style-type: none"> Account Master List Chart of Accounts Cross-Reference Account Setup List Activity List Management Track 	Summary Reports <ul style="list-style-type: none"> Account Summary Activity Account Summary Activity Summary Category Balance Financial Statements Trial Balance Working Trial Balance 	Detail Reports <ul style="list-style-type: none"> Activity <ul style="list-style-type: none"> Budget reports Detail Ledger Journals Detail Ledger Financial Statements Journals
Bank Reports <ul style="list-style-type: none"> Bank Reconciliation Check List – Detail Deposit List – Detail <u>One Bank</u> <ul style="list-style-type: none"> Check Register Deposit Register 		Buildable Reports <ul style="list-style-type: none"> Budget Worksheet Financial Statements Report Writer Table Lists

2. Select the appropriate report

a. General Ledger > Reports

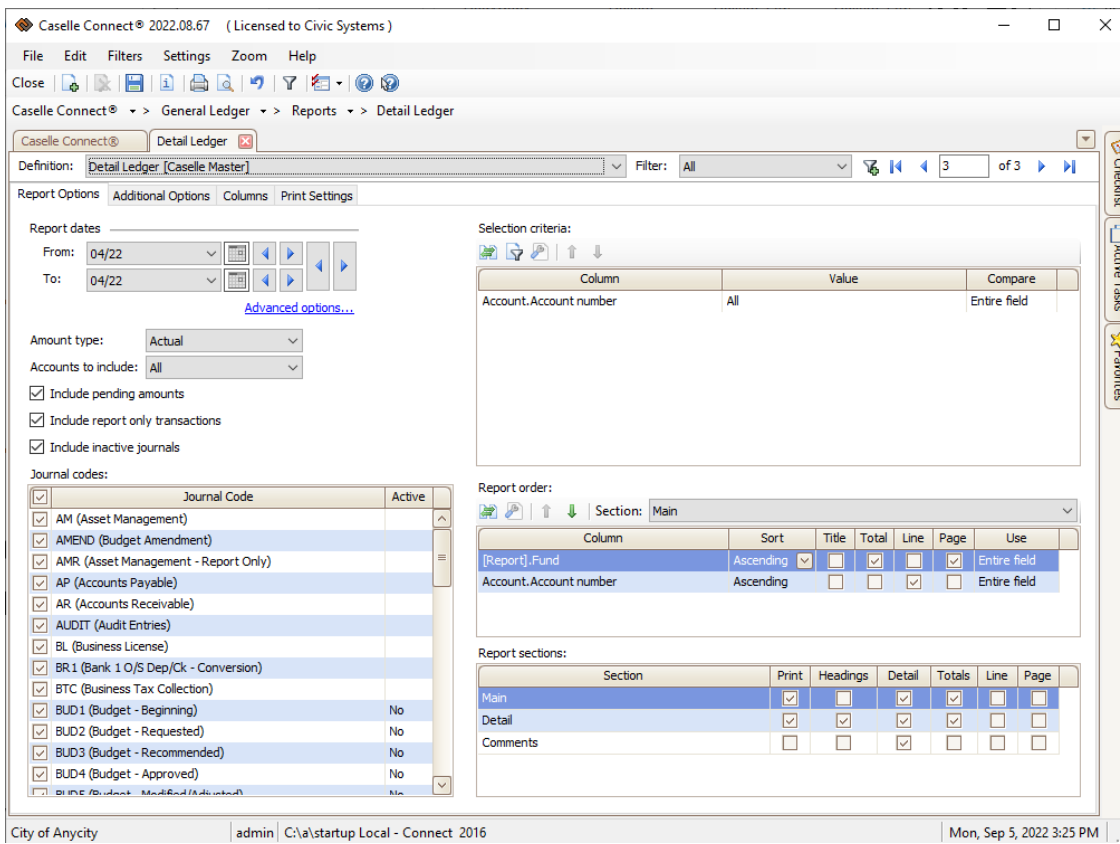


- i. Account Master List: lists account setup information (account numbers, titles, account type)

- ii. Account Summary: lists the account beginning balance, total debits, total credits and ending balance for the time frame selected
- iii. Allocation Detail Ledger: shows the transactions in the cash allocation accounts (useful when cash allocation report does not balance to help find non-CA journal entries)
- iv. Average Daily Balance Ledger: shows daily and average balance for account(s) selected
- v. Bank Reconciliation: shows the reconciliation of cash account(s) to bank statement(s) including adjustments and outstanding checks/deposits
- vi. Budget by Levels Report: shows the budget and changes between budget levels for each account for the period selected
- vii. Budget Journals: shows all budget entries for the selected period(s)
- viii. Budget Review report: shows all budget entries for the fiscal year as of the period selected
- ix. Budget Worksheet: a buildable report which can show the balances and budget amounts for multiple periods/years and can contain custom calculations.
- x. Chart of Accounts Report: lists account setup information such as account numbers, titles, and account type
- xi. Check List: shows cleared and/or outstanding checks listed on the bank reconciliation for the period selected
- xii. Check Register: shows ALL cash disbursement (check) entries for the period (CD, CDA, CDP, CDPT)
- xiii. Combined Detail Ledger: shows all transactions in the period(s) with separate columns for Budget, Encumbrance, Actual and balance
- xiv. Combined Financial Report: will show summary amount combined funds by Fund type
- xv. Deposit List: shows the cleared and/or outstanding deposits listed in the bank reconciliation for the selected period
- xvi. Deposit Register: shows ALL deposit (summary) entries for the period (CR journal codes)
- xvii. Detail Ledger: shows the transactions in an account(s) for the selected period(s). This includes descriptions from invoices, vendor names, and invoice descriptions.
- xviii. Finance Worksheet: a buildable report which can show balances and budget amounts for multiple periods/years and can contain custom calculations.
- xix. Financial Statement: reports that are customized for each account structure. Common reports include Cash Allocations, Balance Sheet, Revenue/Expense Comparison and Revenue/Expense Summary
- xx. Journals: shows all transactions for the selected period(s) and journal code(s)
- xxi. Receipt Register: shows ALL the receipt entries for the period (CR journal codes)
- xxii. Trial Balance: shows the year-to-date balance of the accounts for the period selected

- xxiii. Working Trial Balance: shows the year-to-date balance of accounts for the period selected and columns to manually record adjustments and adjusted balances
- xxiv. Report Writer/Table Lists: these are buildable reports that allow users to create reports to pull lists of information that may not be available with a canned report (account list, list of transactions – no balances)

Report Options



Caselle Connect® 2022.08.67 (Licensed to Civic Systems)

File Edit Filters Settings Zoom Help

Close | [Icons]

Caselle Connect® > General Ledger > Reports > Detail Ledger

Caselle Connect® Detail Ledger

Definition: Detail Ledger (Caselle Master) Filter: All 3 of 3

Report Options Additional Options Columns Print Settings

Report dates

From: 04/22 To: 04/22

Amount type: Actual

Accounts to include: All

☒ Include pending amounts

☒ Include report only transactions

☒ Include inactive journals

Journal codes:

Journal Code	Active
<input checked="" type="checkbox"/> AM (Asset Management)	
<input checked="" type="checkbox"/> AMEND (Budget Amendment)	
<input checked="" type="checkbox"/> AMR (Asset Management - Report Only)	
<input checked="" type="checkbox"/> AP (Accounts Payable)	
<input checked="" type="checkbox"/> AR (Accounts Receivable)	
<input checked="" type="checkbox"/> AUDIT (Audit Entries)	
<input checked="" type="checkbox"/> BL (Business License)	
<input checked="" type="checkbox"/> BR1 (Bank 1 O/S Dep/Ck - Conversion)	
<input checked="" type="checkbox"/> BTC (Business Tax Collection)	
<input checked="" type="checkbox"/> BUD1 (Budget - Beginning)	No
<input checked="" type="checkbox"/> BUD2 (Budget - Requested)	No
<input checked="" type="checkbox"/> BUD3 (Budget - Recommended)	No
<input checked="" type="checkbox"/> BUD4 (Budget - Approved)	No
<input checked="" type="checkbox"/> BUD5 (Budget - Modified/Adjusted)	No

Selection criteria:

Column	Value	Compare
Account.Account number	All	Entire field

Report order:

Column	Sort	Title	Total	Line	Page	Use
[Report].Fund	Ascending		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Entire field
Account.Account number	Ascending		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Entire field

Report sections:

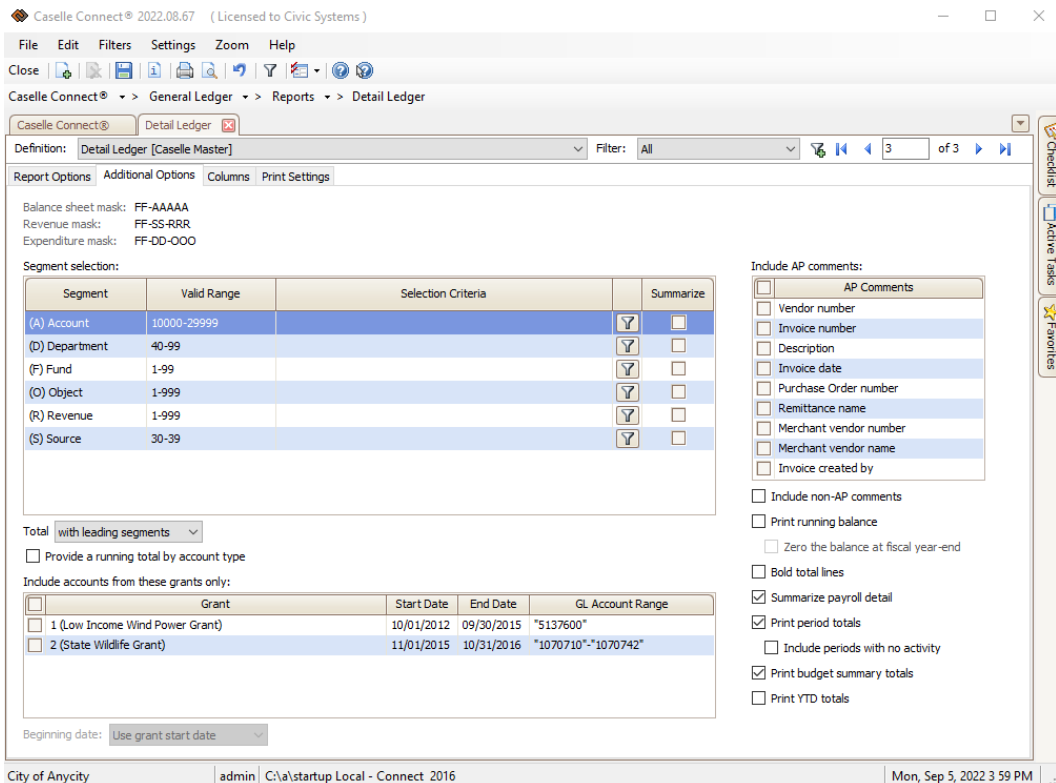
Section	Print	Headings	Detail	Totals	Line	Page
Main	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

City of Anycity admin | C:\a\startup Local - Connect 2016 Mon, Sep 5, 2022 3:25 PM

1. Report dates
 - a. Allow the selection of a date format or date range. Clicking [Advanced options...](#) allows users to select Custom GL Period, GL Period, GL Quarterly Period, GL Yearly Period, or Prompt for GL Period.
2. Other criteria
 - a. Some reports will give other options similar to Account type; Amounts to include (All, With a zero balance, With activity, With balances, With balances and activity, With balances or activity); and the ability to include pending amounts, report only transactions and/or inactive journals.
3. Journal Code

- a. Select or de-select the appropriate journal codes. This is an enhancement from the “old reports” where selection criteria were added to limit results based on the Journal Code by adding the field Journal Code.
4. Selection criteria
 - a. Use this to narrow data output (account number, transaction date, etc.)
 - i. Use the Compare field to narrow by segments of a GL account number
 1. Entire field
 2. Character range
 3. Characters
5. Report order
 - a. Controls the order (sorting) of the report and also can customize with Titles, Totals, Line and Page breaks based on fields used here.
6. Report sections
 - a. Moved from own tab previously in “old reports”. Allows for filtering of report segments and information.

Additional Options



Caselle Connect® 2022.08.67 (Licensed to Civic Systems)

File Edit Filters Settings Zoom Help

Close

Caselle Connect® > General Ledger > Reports > Detail Ledger

Caselle Connect® Detail Ledger

Definition: Detail Ledger [Caselle Master] Filter: All 3 of 3

Report Options Additional Options Columns Print Settings

Balance sheet mask: FF-AAAAA
Revenue mask: FF-SS-RRR
Expenditure mask: FF-DD-OOO

Segment selection:

Segment	Valid Range	Selection Criteria	Summarize
(A) Account	10000-29999		<input checked="" type="checkbox"/>
(D) Department	40-99		<input checked="" type="checkbox"/>
(F) Fund	1-99		<input checked="" type="checkbox"/>
(O) Object	1-999		<input checked="" type="checkbox"/>
(R) Revenue	1-999		<input checked="" type="checkbox"/>
(S) Source	30-39		<input checked="" type="checkbox"/>

Total with leading segments

☐ Provide a running total by account type

Include accounts from these grants only:

Grant	Start Date	End Date	GL Account Range
<input type="checkbox"/> 1 (Low Income Wind Power Grant)	10/01/2012	09/30/2015	"5137600"
<input type="checkbox"/> 2 (State Wildlife Grant)	11/01/2015	10/31/2016	"1070710"-"1070742"

Beginning date: Use grant start date

Include AP comments:

AP Comments
<input type="checkbox"/> Vendor number
<input type="checkbox"/> Invoice number
<input type="checkbox"/> Description
<input type="checkbox"/> Invoice date
<input type="checkbox"/> Purchase Order number
<input type="checkbox"/> Remittance name
<input type="checkbox"/> Merchant vendor number
<input type="checkbox"/> Merchant vendor name
<input type="checkbox"/> Invoice created by

☐ Include non-AP comments

☐ Print running balance

☐ Zero the balance at fiscal year-end

☐ Bold total lines

☒ Summarize payroll detail

☒ Print period totals

☐ Include periods with no activity

☒ Print budget summary totals

☐ Print YTD totals

City of Anycity admin C:\a\startup Local - Connect 2016 Mon, Sep 5, 2022 3 59 PM

1. Segment selection
 - a. The top portion on the Additional Options tab detail the segment structure of your municipality. Each segment is designated by a different character and the number of

characters correlate with the number of characters in the chart of accounts, unique to each municipality. *Note:* not all reports will allow segment selections.

- i. F = Fund
 - ii. A = Account
 - iii. S = Source
 - iv. R = Revenue
 - v. D = Department
 - vi. C = Cost category
 - vii. O = Object
 - viii. T = Type
- b. Enter specifics or a range of data to narrow results in the Selection criteria field to limit to a specific segment.
- i. To eliminate a type of account, choose None in the Selection criteria field in the highest segment unique to the type of account (i.e. the 'D' segment to eliminate all expenditures in the example illustrated)

Columns

Caselle Connect® 2022.08.67 (Licensed to Civic Systems)

File Edit Filters Settings Zoom Help

Close [Icons]

Caselle Connect® > General Ledger > Reports > Trial Balance

Caselle Connect® Trial Balance

Definition: Trial Balance - by Account Number [Caselle Master] Filter: All 1 of 1

Report Options Additional Options Columns Print Settings

Section: Main Report width: 5.59" Section width: 5.59" Line width: 5.59" Total lines: 1

Line: All Advanced options...

Line	Column	Heading	Format	Width	Justification	Total	Font	Borders
<input checked="" type="checkbox"/>	1 Account.Formatted account...	Account,Number	15 ch		Left			
<input checked="" type="checkbox"/>	1 Account.Title	,Title	30 ch		Left			
<input checked="" type="checkbox"/>	1 [Report].Debit amount	Debit,Amount	###,###,###.00 ...		Right	Sum		
<input checked="" type="checkbox"/>	1 [Report].Credit amount	Credit,Amount	###,###,###.00 ...		Right	Sum		
<input type="checkbox"/>	1 [Report].Net amount	Net,Amount	###,###,###.00 ...		Right	Sum		

Column: Account.Formatted account ...

Report line: 1

Heading: Account Number

Justification: Left

Totals: ☐ Sum ☐ Count records

Borders: ☐ Left ☐ Right ☐ Top ☐ Bottom

Format: ☐ Default: 30 ch ☒ Custom: 15 ch

Width: ☒ Based on format ☐ Specific: Characters

Font: ☐ Bold ☐ Italic ☐ Underline

Name:

Size: 0

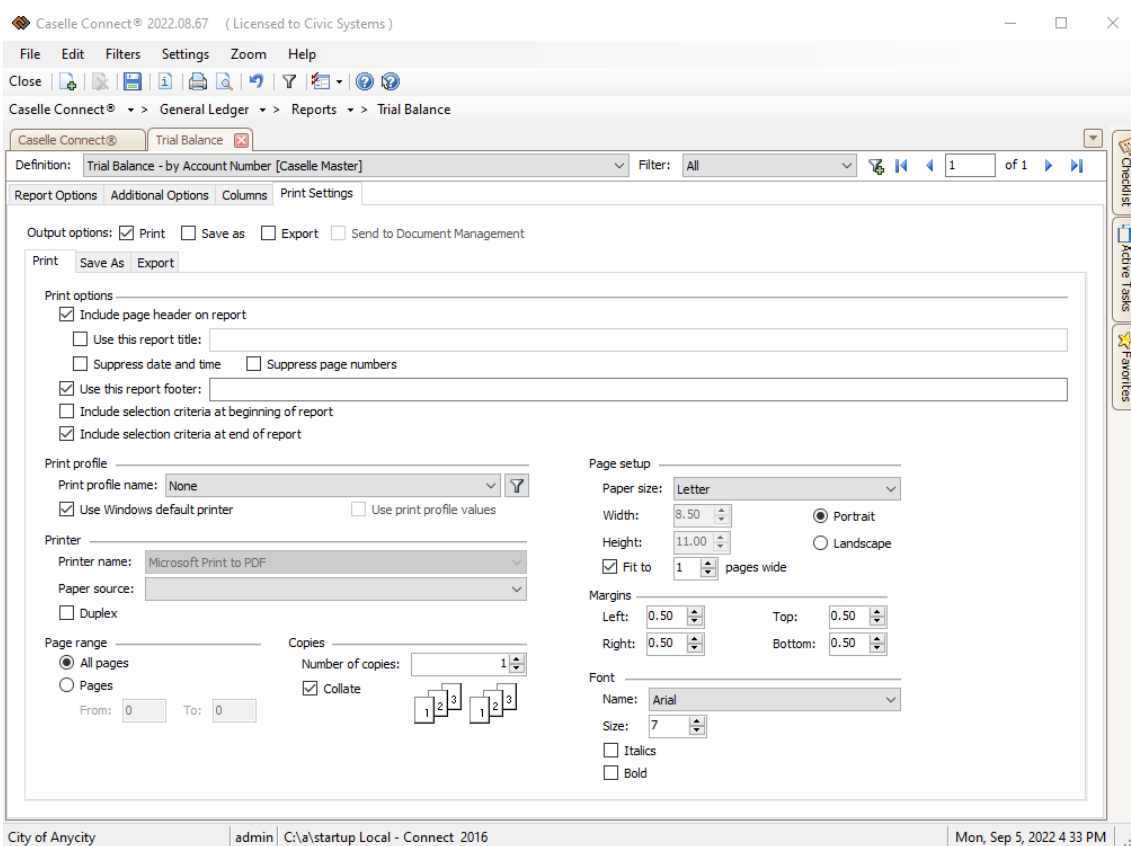
Export: ☐ Filler:

Drill-down: Account Inquiry

City of Anycity | admin | C:\a\startup Local - Connect 2016 | Mon, Sep 5, 2022 4 30 PM

1. Section
 - a. Some reports will have multiple sections. Select the various sections to edit by using the drop down.
2. Columns
 - a. Reveals which fields/columns appear on the report and how the fields are formatted.

Print Settings



Caselle Connect® 2022.08.67 (Licensed to Civic Systems)

File Edit Filters Settings Zoom Help

Close

Caselle Connect® > General Ledger > Reports > Trial Balance

Caselle Connect® Trial Balance

Definition: Trial Balance - by Account Number [Caselle Master] Filter: All

Report Options Additional Options Columns Print Settings

Output options: ☒ Print ☐ Save as ☐ Export ☐ Send to Document Management

Print Save As Export

Print options

☒ Include page header on report

☐ Use this report title:

☐ Suppress date and time ☐ Suppress page numbers

☒ Use this report footer:

☐ Include selection criteria at beginning of report

☒ Include selection criteria at end of report

Print profile

Print profile name: None

☒ Use Windows default printer ☐ Use print profile values

Printer

Printer name: Microsoft Print to PDF

Paper source:

☐ Duplex

Page range

☒ All pages

☐ Pages

From: 0 To: 0

Copies

Number of copies: 1

☒ Collate

Page setup

Paper size: Letter

Width: 8.50

Height: 11.00

☒ Portrait ☐ Landscape

☒ Fit to 1 pages wide

Margins

Left: 0.50 Top: 0.50

Right: 0.50 Bottom: 0.50

Font

Name: Arial

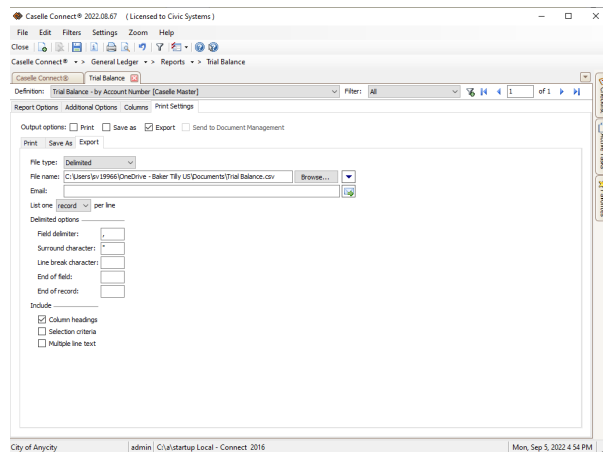
Size: 7

☐ Italics

☐ Bold

City of Anycity admin C:\a\startup Local - Connect 2016 Mon, Sep 5, 2022 4 33 PM

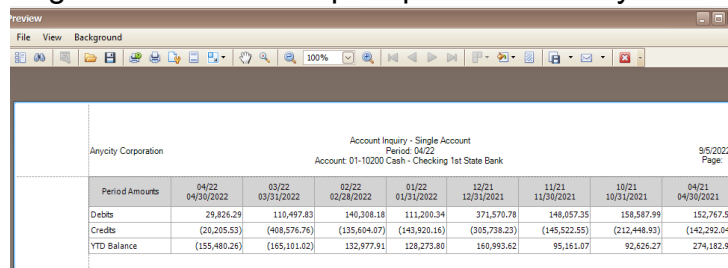
1. Output options
 - a. Print
 - b. Save as (.pdf)
 - c. Export (.csv for Excel)
 - i. click on the Export tab
 - ii. click on the Browse button at the end of the Field name field
 - iii. select the location to save the file, end the name with ".csv"
 - iv. click Save
 - v. click Print Preview to create the export.



Print from screen instead of reports

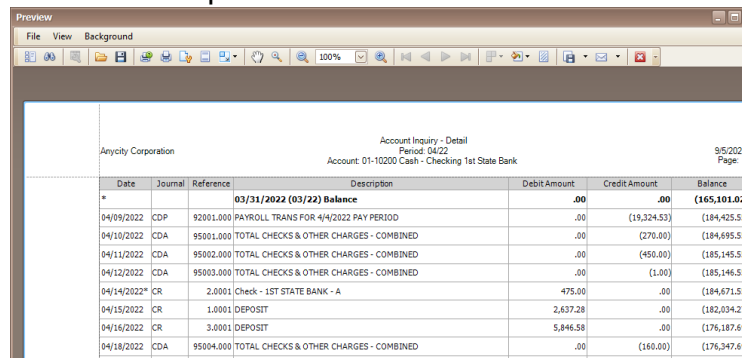
1. Account Inquiry

- a. Use the printer icon at the top of the screen to print a grid of the data.
- i. Single Account tab will print period summary data



Period Amounts	04/22 04/30/2022	03/22 03/31/2022	02/22 02/28/2022	01/22 01/31/2022	12/21 12/31/2021	11/21 11/30/2021	10/21 10/31/2021	09/21 09/30/2021
Debit	29,826.29	110,497.83	140,308.18	111,200.34	371,570.79	140,057.35	158,597.99	152,767.5
Credit	(20,205.53)	(408,576.76)	(135,694.07)	(143,820.16)	(305,738.23)	(145,522.55)	(212,448.93)	(142,292.04)
YTD Balance	(155,480.26)	(165,101.02)	132,877.91	128,273.80	160,993.62	95,161.07	92,626.27	274,182.9

- ii. Detail tab will print transaction detail for the selected period(s)



Date	Journal	Reference	Description	Debit Amount	Credit Amount	Balance
* 03/31/2022 (03/22) Balance				.00	.00	(165,101.02)
04/09/2022	CDP	92001.000	PAYROLL TRANS FOR 4/4/2022 PAY PERIOD	.00	(19,324.53)	(184,425.55)
04/10/2022	CDA	95001.000	TOTAL CHECKS & OTHER CHARGES - COMBINED	.00	(270.00)	(184,695.55)
04/11/2022	CDA	95002.000	TOTAL CHECKS & OTHER CHARGES - COMBINED	.00	(450.00)	(185,145.55)
04/12/2022	CDA	95003.000	TOTAL CHECKS & OTHER CHARGES - COMBINED	.00	(1.00)	(185,146.55)
04/14/2022*	CR	2.0001	Check - 1ST STATE BANK - A	475.00	.00	(184,671.55)
04/15/2022	CR	1.0001	DEPOSIT	2,637.28	.00	(182,034.27)
04/16/2022	CR	3.0001	DEPOSIT	5,846.58	.00	(176,187.69)
04/18/2022	CDA	95004.000	TOTAL CHECKS & OTHER CHARGES - COMBINED	.00	(160.00)	(176,347.69)

b. Drill down on detail

- i. look for the underscore on the journal or amount
 - a. Journal will drill down to the entire journal for the period
 - b. Amount will drill down to the module and detail that makes the amount

a. Financial Statement Definition

i. Flow

1. /Loop F

b. Segment Selection

i. (F) Fund segment

8