1. Review your Cash Allocation Report (Financial Statement in General Ledger), the total unallocated cash, utility cash clearing and accounts receivable cash clearing accounts should equal zero.

	c	ANYCITY CORPORATION COMBINED CASH INVESTMENT FEBRUARY 28, 2014
	COMBINED CASH ACCOUNTS	
01-10210 01-10300	CASH - CHECKING 1ST STATE BANK CASH - SAVINGS 1ST STATE BANK CASH - ST TREASURER INVESTMENT	130,992.92 30,115.82 307,639.10
	PETTY CASH	50.00
	RETURNED CHECK CLEARING	120.05
	CASH CLEARING - UTILITIES CASH CLEARING - PROP IMPROV	00. 00.
	CASH CLEARING - PROP TAX	.00
	CASH CLEARING - ACCOUNTS REC	00.
	CASH CLEARING - CEMETERY	.00
	CASH CLEARING - COURT	.00
01-10785	CASH CLEARING - BUSINESS LIC	.00
01-10790	CASH CLEARING - BUSINESS TAX	.00
01-10799	CASH CLEARING - SALE OF ASSETS	.00
	TOTAL COMBINED CASH	468,917.89
01-10100	CASH ALLOCATED TO OTHER FUNDS	( 468,917.89)
	TOTAL UNALLOCATED CASH	.00
	CASH ALLOCATION RECONCILIATION	
2	ALLOCATION TO PAYROLL PAYABLES FUN	D 28,384.29
10	ALLOCATION TO GENERAL FUND	176,505.79
51	ALLOCATION TO WATER FUND	30,067.76
52	ALLOCATION TO SEWER FUND	20,396.35
53	ALLOCATION TO ELECTRIC FUND	209,552.21
79	ALLOCATION TO CEMETERY FUND	4,011.49
81	ALLOCATION TO IMPROVEMENT DISTRICT	FUND .00
95	ALLOCATION TO GENERAL LONG-TERM DE	BT ACCT GP .00
	TOTAL ALLOCATIONS TO OTHER FUNDS	468,917.89
	ALLOCATION FROM COMBINED CASH FUND	D - 01-10100 ( 468,917.89)
		A6.
	ZERO PROOF IF ALLOCATIONS BALANCE	.00.

2. If the unallocated cash does not balance, run "Create Allocations" in the General Ledger. If it still does not balance, look for journal entries entered to a cash clearing account.

♦ Caselle Connect® 2023.08.76 (	Licensed to Civic Systems )		
<u>F</u> ile <u>Z</u> oom <u>H</u> elp			
Close 🚳 🔛 😰 🢡 🎌			
Caselle Connect® ▼ > General Leo	lger ▼ > Journals ▼ > Create Allocations		
Caselle Connect® Create Alloca	tions 🔟		
Period:	04/23 (04/30/2023)		
Journal:	CA 🛛 🖌 🗟 Cash Allocation Entries		
Use specific date for tra			
Transaction date:	4/30/2023		
□ Create fund allocations			
Journals to allocate:			
		Select	
□ Allocate cash daily (4/2	L/2023 - 4/30/2023)		
Create interest allocation	ons		
Allocations to include	1 Interest Allocations		
			Select

3. If the Utility Cash Clearing account does not balance:

		-	Other Document Management Zoom Help					_
	Period: 11/22 • to		🕨 🖆 • 🔯 🖻 Y • 🔁 • 👂 🔞	0				[
le Conne	ect® → > General Ledge	<ul> <li>Account I</li> </ul>	nquiry					
elle Conne	ect® Account Inquiry							
ccount:							Account ~ 14 4 171	of 582
ccount		h Clearing -		ante Commente			Period: Activation date: Termination date	(12/23) 1: :
gie Ao	count Derail Budg	et Account	Multiple Accounts Transactions Segme	ents Segment Ar	nounts Categorie	s	. ·	mount Type-
0	Date Journal	Reference	Description	Debit Amount	Credit Amount	Balance @		Actual
*			10/31/2022 (10/22) Balance	.00	.00	(2.00)		
*	CR		Cash Receipts	.00	(58,047.97)	(58,049.97)		Report-onl
*	JE		Journal Entries	2.00	.00	(58,047.97)		Budget
) *	UM		Utility Management - Billing	58,047.97	.00	.00		
) *			11/30/2022 (11/22) Period Totals ***	58,049.97	(58,047.97)	.00		Encumbrar
*	CR		Cash Receipts	.00		(79,047.97)		Pending ac
) * ) *	<u>CR</u> UM		Utility Management - Billing	.00 79,047.97	.00	(79,047.97)		Pending ac
) * ) * ) *						(79,047.97)		<ul> <li>Pending ac</li> <li>Pending but</li> </ul>
) * ) * ) *	UM		Utility Management - Billing 12/31/2022 (12/22) Period Totals ***	79,047.97 79,047.97	.00 (79,047.97)	(79,047.97) .00 .00	D	Pending ac     Pending bu     Pisplay —
) * ) * ) * ) *			Utility Management - Billing 12/31/2022 (12/22) Period Totals *** Cash Receipts	79,047.97 79,047.97 .00	.00 (79,047.97) (79,456.88)	(79,047.97) .00 .00 (79,456.88)	D	Pending ac     Pending bu     Pisplay —
	UM		Utility Management - Billing 12/31/2022 (12/22) Period Totals *** Cash Receipts Utility Management - Billing	79,047.97 79,047.97 .00 79,456.88	.00 (79,047.97) (79,456.88) .00	(79,047.97) .00 .00 (79,456.88) .00	D	Pending ac Pending bu pisplay Reference
			Utility Management - Billing 12/31/2022 (12/22) Period Totals *** Cash Receipts	79,047.97 79,047.97 .00	.00 (79,047.97) (79,456.88)	(79,047.97) .00 .00 (79,456.88)	D	Pending ac Pending bu pisplay Reference
			Utility Management - Billing 12/31/2022 (12/22) Period Totals **** Cash Receipts Utility Management - Billing 01/31/2023 (01/23) Period Totals ***	79,047.97 79,047.97 .00 79,456.88 79,456.88	.00 (79,047.97) (79,456.88) .00 (79,456.88)	(79,047.97) .00 .00 (79,456.88) .00 .00	D	Pending ac Pending bu pisplay Reference
			Utility Management - Billing 12/31/2022 (12/22) Period Totals **** Cash Receipts Utility Management - Billing 01/31/2023 (01/23) Period Totals **** Cash Receipts	79,047.97 79,047.97 .00 79,456.88 79,456.88 .00	.00 (79,047.97) (79,456.88) .00 (79,456.88) (66,074.99)	(79,047.97) .00 .00 (79,456.88) .00 .00 (66,074.99)	D	Pending ac Pending bu pisplay Reference
			Utility Management - Billing 12/31/2022 (12/22) Period Totals *** Cash Receipts Utility Management - Billing 01/31/2023 (01/23) Period Totals *** Cash Receipts Utility Management - Billing	79,047.97 79,047.97 .00 79,456.88 79,456.88 .00 2,575.82	.00 (79,047.97) (79,456.88) .00 (79,456.88) (66,074.99) .00	(79,047.97) .00 .00 (79,456.88) .00 .00 (66,074.99) (63,499.17)	D	Pending ac     Pending bu     Pisplay —
			Utility Management - Billing 12/31/2022 (12/22) Period Totals **** Cash Receipts Utility Management - Billing 01/31/2023 (01/23) Period Totals **** Cash Receipts	79,047.97 79,047.97 .00 79,456.88 79,456.88 .00	.00 (79,047.97) (79,456.88) .00 (79,456.88) (66,074.99) .00	(79,047.97) .00 .00 (79,456.88) .00 .00 (66,074.99)	D	Pending ac Pending bu Pisplay Reference
	UM CR UM CR UM		Utility Management - Billing 12/31/2022 (12/22) Period Totals *** Cash Receipts Utility Management - Billing 01/31/2023 (01/23) Period Totals *** Cash Receipts Utility Management - Billing 02/28/2023 (02/23) Period Totals ***	79,047.97 79,047.97 .00 79,456.88 79,456.88 .00 2,575.82 2,575.82	.00 (79,047.97) (79,456.88) .00 (79,456.88) (66,074.99) .00 (66,074.99)	(79,047.97) .00 .00 (79,456.88) .00 .00 (66,074.99) (63,499.17) (63,499.17)	D	Pending ac Pending bu Pisplay Reference
			Utility Management - Billing 12/31/2022 (12/22) Period Totals *** Cash Receipts Utility Management - Billing 01/31/2023 (01/23) Period Totals *** Cash Receipts Utility Management - Billing	79,047.97 79,047.97 .00 79,456.88 79,456.88 .00 2,575.82	.00 (79,047.97) (79,456.88) .00 (79,456.88) (66,074.99) .00 (66,074.99) (50,458.36)	(79,047.97) .00 .00 (79,456.88) .00 .00 (66,074.99) (63,499.17)	D	Pending ac Pending bu pisplay Reference

- a. Look in account inquiry for possible journal entries
- b. Verify journal totals equal sub-modules and that sub-modules are updated
- c. Run reports to make sure sub-modules tie to each other
  - i. Cash Receipt Receipt Register

Caselle Connect® +> Cash Receipting +> Reports +> Receipt Register														
Casele Connect®   Receipt Register  Casele Connect®   Receipt Register  Corganization  Account Inquiry														
						-					_			i
Definition: Receipt Register - by Date [Caselle Master]					~	Filter: A	u	*	26 H	۹ <u>ا</u>		of 2	• • •	
Report Options Additional Options Columns Print Settings														
Report dates	Selection criteria:													
From: 03/01/2023	😹 🗟 🔊   t 🕴													
To: 03/31/2023	Column							Value				Compar	re 📄	Ì
Advanced options	Receipt.Receipt number			All							Entire	field		
Users:														
User														
AnnetteS (Annette Spencer)														
SharonM (Sharon Morris)														
	Report order:													
	🕷 🕗   1 🦊 Section: Main												~	
														j
	Column	Sort			ine Page									l
		Ascending				Entire fi								
	[Report].Receipt group	Ascending				Entire fi								
	Receipt.Receipt number	Ascending				Entire fi	ela							
	Report sections:													
	Section	Print	Heading	js Det	tail Total	ls Line	Page							
	Main	2	2				1							
	Distribution Summary													
	Distribution Detail													
	User Summary													
	User Detail													

## **Balance Accounts**

aselle Connect® Receipt Register 🔯 Organization	Account Ind			
eport Options Additional Options Column		-		
Categories:	We	orkspaces:		
Category			Workspace	
Utilities		1 (Front Co	ounter)	
Accounts Receivable		5 (Office)		
Business Licenses				
Animal Licenses				
Business Tax Collection				
Real Property Tax				
Personal Property Tax				
Court				
Property Improvements				
Cemetery				
Miscellaneous				
Building Permit & Fees				
Impact Fees				
□ NSF				
Charges for Services				
Tax Fees				
Intergovernmental				
Contributions				
Utility Deposits				
Park and Rec Fees				
Code Violations				
Tickets				
Third Party				

Anycity Corpo	oration				eipt Register - by Dat tes: 03/01/2023 - 03/			A	Page: 1 Jg 30, 2023 8:36PM
Report Criteria Selected ca	a: ategories: Uti	lities							
Receipt Number	Date	Category	Customer Number	Customer Name	Distribution	Description	ARDGV	Distribution Amount	Receipt Total
03/06/2023 Receipt Grou	p 1								
Total 1:									1,009.03
Total 03	8/06/2023:								1,009.03
03/13/2023 Receipt Grou	p 1								
Total 1:									915.57
Total 03	8/13/2023:								915.57
03/21/2023 Receipt Grou	p 1								
Total 1:									517.38
Total 03	8/21/2023:								517.38
Grand T	Fotals:								2,441.98

## ii. Utility Management - Transaction Register

<ul> <li>♦ Caselle Connect          <ul> <li>2023.08.76 (Licensed to Civic System)</li> <li>File Edit Filters Settings Zoom Help</li> <li>Close   </li> <li>(a)   </li> <li>(b)   </li> <li>(c)   </li> <li(c) <="" li=""  =""></li(c)></ul></li></ul>	0 0									
Caselle Connect® • > Utility Management • > Repr Caselle Connect® Organization Transaction Rep										
Definition: Transaction Register - Paym							~ Filt	er: All		
Report Options Additional Options Colu	mns Print Settings									
Report dates			Selection criteria:							
			🖼 🕞 🖉 I î 🕴							
To: 03/31/2023 ~			Customer.Custom	Column er number	All	Value	En	Compare ditre field		
Transaction types:	Advanced options		Customer.Name	er number	All		En	tire field		
Type			Customer.Cycle		All		En	tire field		
Assistance Applied     Billing										
Billing Adjustment										
Contract Adjustment     Contract Billing										
Deposit Applied										
Interest Applied     Payment										
Payment Adjustment										
Reallocation     Transfer			Report order: 💌 🖉   🏌 🌡   Sec	tion: Main						
Write Off				Column	Sort	Title Tota	I Line Page	Use		
			Transaction.Type	Column	Ascending			intire field		
			Transaction.Date Customer.Custom	or numbor	Ascending Ascending	V V		intire field Intire field		
□ Only include transactions for: .00			Transaction.Refere		Ascending			intire field		
			Report sections:							
			Main	Section		rint Headings	Detail Totals	Line Page		
			Detail							
			Service Summary							
Anycity Corporation				Register-Paym es: 03/01/2023 - (		th-Day			Aug	30, 20
Report Criteria: Selected types: Payment, F	Payment Adjustment									
Name	Customer Number	Туре	Reference Number	Descript	ion	Source ID	Check Number	Amount	Msg	S
Payment										
03/08/2023										
Total 03/08/2023:								1,009.03-		
03/15/2023										
Total 03/15/2023:								915.57-		
03/23/2023										
Total 03/23/2023:								517.38-		
Total Payment: Grand Totals:								2,441.98-		

- 4. Accounts Payable should zero out or tie to the Unpaid Invoice Report each month
  - a. Review in Account Inquiry or create a report to show balance of all fund account payable accounts each month (ie Trial Balance)

count number:									
GENE		ND							(07/15) 07/31/20
count: 100-2			S PAYAB	IF					
ngle Account	Detail	Budget   A	Account	Multiple Accou	unts   Transa	actions Segments C	Categories		
Date 1	Journal	Referer	nce		Descript	tion	Debit Amount	Credit Amoun	t Balance
			0	6/30/2015 (06/:	15) Balance				(95,822.28)
4	AP		A	CCOUNTS PAYA	ABLE		.0	) (70,175.52	2) (165,997.80)
0	CDA					OUNTS PAYABLE	70,190.5		
			0	7/31/2015 (07/:	15) Period To	otals ***	70,190.5	2 (70,190.52	2) (95,822.28)
caselle Clarity®	rity®	General Accou	l Ledge nt Inqu	er by: Journal er ▼ > Repo iry ∕ Trial B	orts ▼ > T		Amount type: Ac	ual	•
selle Clarity®	® ▼ > rity®	General Accou	l Ledge nt Inqu	er ▼ > Repo	orts ▼ > T		Amount type: Ac	ual	•
caselle Clarity@ Caselle Clar tle: Trial Bala	® ▼ > rity® } ance [Ca	General Accourt aselle Mas	l Ledge nt Inqu ter]	er ▼ > Repo	orts ▼ > T Balance			ual	•
caselle Clarity®	® ▼ > rity® ance [Ca Additi	General Accourt aselle Mas	I Ledge nt Inqu ter]	r ▼ > Repo iry <b>Trial B</b>	orts ▼ > T Balance	Frial Balance		ual	<b>•</b>
eselle Clarity Caselle Clarity tle: Trial Bala eport Options Balance sheet	® ▼ > rity® ance [Ca Additi mask:	General Accourt aselle Mas onal Option	I Ledge nt Inqu ter] ons Se	r ▼ > Repo iry <b>Trial B</b>	orts ▼ > T Balance	Frial Balance		ual	<b>•</b>
selle Clarity Caselle Clar tie: Trial Bala eport Options Balance sheet Revenue mask	® ▼ > rity® ance [Ca Additi mask: c:	General Accourt aselle Mas onal Option FFF-AAA/ FFF-SSRR	I Ledge nt Inqu ter] ons Se AAA	r ▼ > Repo iry <b>Trial B</b>	orts ▼ > T Balance	Frial Balance		ual	<b>•</b>
selle Clarity ( Caselle Clar tle: Trial Bala eport Options Balance sheet Revenue mask Expenditure m	® ▼ > rity® ance [Ca Additi mask: :: ask:	General Accour aselle Mas onal Optio FFF-AAA/ FFF-SSRR FFF-CCDL	I Ledge nt Inqu ter] ons Se AAA 2-TT D-000	er ▼ > Repo iry <b>Trial B</b> egment Selecti	orts ▼ > T Balance	Trial Balance	Settings		
selle Clarity® Caselle Clarity® te: Trial Bala eport Options Balance sheet Revenue mask Expenditure m Segme	® ▼ > rity® ance [Ca Additi mask: c: ask: ent	General Accourt aselle Mas onal Optic FFF-AAA/ FFF-SSRR FFF-CCDI Valid	I Ledge nt Inqu ter] ons Se AAA L-TT D-000 Range	er V > Reporting Trial B egment Selecti	orts ▼ > T Balance	Trial Balance	Settings	mmarize Tit	
selle Clarity® Caselle Clarity® te: Trial Bala eport Options Balance sheet Revenue mask Expenditure m Segme (A) ACCOUNT	® ▼ > rity® ance [Ca Additi mask: c: ask: ent	General Accourt aselle Mas onal Option FFF-AAA/ FFF-SSRR FFF-CCDI Valid 0-9995	I Ledge nt Inqu ter] ons Se AAA L-TT D-000 Range	er V > Reporting irry Trial B egment Selecti Ir 211000	orts ▼ > T Balance	Trial Balance	Settings		
selle Clarity Caselle Clarity de: Trial Bala eport Options Balance sheet Revenue mask Expenditure m Segme (A) ACCOUNI (C) COST CAT	® ▼ > rity® ance [Ca Additi mask: c: ask: ent r TEGORY	General Accourt aselle Mas onal Optio FFF-AAA/ FFF-SSRR FFF-CCDI Valid 0-99995 0-99	I Ledge nt Inqu ter] ons Se AAA L-TT D-000 Range	rr ▼ > Repo iry Trial B egment Selecti 211000 None	orts ▼ > T Balance	Trial Balance	Settings		
selle Clarity @ Caselle Clarity @ caselle Clarity e: Trial Bala eport Options Balance sheet Revenue mask Expenditure m Segme (A) ACCOUNT (C) COST CAT (D) DEPARTM	® ▼ > rity® ance [Ca Additi mask: c: ask: ent r TEGORY	General Accourt aselle Mas onal Optio FFF-AAA/ FFF-SSRR FFF-CCDI Valid 0-9999 0-99 0-99	I Ledge nt Inqu ter] ons Se AAA L-TT D-000 Range	er V > Reporting irry Trial B egment Selecti 1 211000 None All	orts ▼ > T Balance	Trial Balance	Settings		
selle Clarity @ Caselle Clar caselle Clar eport Options Balance sheet Revenue mask Expenditure m (A) ACCOUNT (C) OST CAT (C) DEPARTM (F) FUND	© ▼ > rity® ance [Ca Additi mask: c: ask: ent r TEGORY ENT	General Accourt aselle Mas onal Optic FFF-AAA/ FFF-SSRR FFF-CCDI Valid 0-9999 0-99 0-999	I Ledge nt Inqu ter] ons Se AAA L-TT D-000 Range	er V > Reporting iry Trial B egment Selecti Ir 211000 None All All	orts ▼ > T Balance	Trial Balance	Settings	mmarize Tit	
selle Clarity @ Caselle Clarity @ Caselle Clarity e: Trial Bala port Options Balance sheet Revenue mask Expenditure m Segme (A) ACCOUNT (C) COST CAT (D) DEPARTM (O) OBJECT C	® ▼ > rity® ance [Ca ance [Ca	General Accourt aselle Mas onal Optic FFF-AAA/ FFF-SSRR FFF-CCDI Valid 0-9999 0-999 0-999 0-999	I Ledge nt Inqu ter] ons Se AAA L-TT D-000 Range	er V > Reporting irry Trial B egment Selecti Irr 211000 None All All	orts ▼ > T Balance	Irial Balance	Settings	mmarize Tit	
selle Clarity® Caselle Clarity® te: Trial Bala eport Options Balance sheet Revenue mask Expenditure m Segme (A) ACCOUNT (C) COST CAT (D) DEPARTM (F) FUND (O) OBJECT C (R) REVENUE	® ▼ > rity® ance [Ca ance [Ca	General Accourt aselle Mas onal Option FFF-AAA/ FFF-SSRR FFF-CCDI Valid 0-9999 0-999 0-999 0-999 0-999	I Ledge nt Inqu ter] ons Se AAA L-TT D-000 Range	er V > Reporting irry Trial B egment Selecti 211000 None All All All All	orts ▼ > T Balance	Irial Balance	Settings	mmarize Til	
selle Clarity® Caselle Clarity® te: Trial Bala eport Options Balance sheet Revenue mask Expenditure m Segme (A) ACCOUNT (C) COST CAT (D) DEPARTM (C) ODJEATM (O) OBJECT C	® ▼ > rity® ance [Ca ance [Ca	General Accourt aselle Mas onal Optic FFF-AAA/ FFF-SSRR FFF-CCDI Valid 0-9999 0-999 0-999 0-999	I Ledge nt Inqu ter] ons Se AAA L-TT D-000 Range	er V > Reporting irry Trial B egment Selecti Irr 211000 None All All	orts ▼ > T Balance	Irial Balance	Settings	mmarize Tit	

b. Run the Unpaid Invoice Report

Caselle Clarity® ▼ > Accounts Payable ▼ > Reports ▼ > Caselle Clarity® ∕ Account Inquiry ∕ Trial Balance ∕ U	Unpaid Invoice Report		
Title: Unpaid Invoice Report [Caselle Master]			
Report Options Columns Sections Print Settings			
Report dates	Selection criteria:		
From: 08/01/2015	Column	Value	Test
	Invoice.Invoice number	All	Entire field
To: 08/31/2015    💾 🕨 🕨	Vendor.Vendor number	All	Entire field
Advanced options	Vendor.Name	All	Entire field
	Vendor.Vendor type	All	Entire field
Print only merchant vendor information	Invoice Detail.GL account	"100"	3 Characters
Include fully paid period invoices			

- 5. Tie out Payroll liability accounts each month. They should zero out or you should be able to identify the balance.
  - Examples Federal Withholding, Social Security/Medicare Withholding, State
     Withholding, Health Insurance, Garnishments
     Review in Account Inquiry or create a report to show balance of all payroll liability
     accounts each month (ie Trial Balance)

iount: 100-2 gle Account D Date J		MP FED WITHHO Budget Accour	DLD TX PAY-GEN nt   Multiple Accounts   Transacti	ions Segments Cat		Period: Activation date: Fermination date:	(04/14) 04	ł/30/20
			nt Multiple Accounts Transact	ions Segments Cat				
	Journal	- 1			tegories			
		Reference	Descriptio		Debit Amount	Credit Amount	Balance	
04/02/2014* A			03/31/2014 (03/14) Balance			aroant mount		72.54)
	AP	261.0001	UNITED STATES TREASURY		19,722.81	.00		49.73)
04/09/2014* A	AP		UNITED STATES TREASURY		9,478.42	.00		28.69
	PC .		PAYROLL TRANS FOR 4/12/2014	4 PAY PERIOD	.00	(20,469.83)		41.14)
	PC .		PAYROLL TRANS FOR 4/15/2014		.00	(7,398.28)		39.42)
04/16/2014* A			UNITED STATES TREASURY		20,469.83	.00		30.41
04/20/2014* A	4P		UNITED STATES TREASURY		7,398.28	.00		28.69
	PC .		PAYROLL TRANS FOR 4/26/2014		.00	(18,249.95)		21.26)
04/30/2014 P	PC .	284.0001	PAYROLL TRANS FOR 4/30/2014		.00	(11,553.45)		74.71)
			04/30/2014 (04/14) Period Tota	als ***	57,069.34	(57,671.51)	(22,07	74.71)
	erence o		order by: Date/Journal/Reference		Amount type: Actu	al	•	
	) <b>*</b> >		jer ▼ > Reports ▼ > Tria		Imount type: Actu	al	•	
selle Clarity® Caselle Clari	) <del>▼</del> > ity® }	General Ledg Table Lists	jer ▼ > Reports ▼ > Tria	al Balance	Amount type: Actu		• efault repor	ť
selle Clarity® Caselle Clari le: Trial Balar	) ▼ > ity® nce [Ca	General Ledg Table Lists aselle Master]	ger ▼ > Reports ▼ > Tria	al Balance				t
selle Clarity® Caselle Clari le: Trial Balar port Options	ity® rce [Ca Additio	General Ledg Table Lists aselle Master] onal Options	ger ▼ > Reports ▼ > Tria	al Balance Balance				t
selle Clarity® Caselle Clari le: Trial Balar port Options	ity® hce[Ca Additio mask: f	General Ledg Table Lists aselle Master] onal Options	ger ▼ > Reports ▼ > Tria Account Inquiry / Trial Segment Selection Columns	al Balance Balance				t
selle Clarity® Caselle Clarit le: Trial Balar port Options alance sheet n sevenue mask:	) ▼ > ity® } nce [Ca Addition mask: f	General Ledg Table Lists aselle Master onal Options	ger ▼ > Reports ▼ > Tria Account Inquiry / Trial Segment Selection Columns	al Balance Balance				t
selle Clarity® Caselle Clarit le: Trial Balar port Options alance sheet n sevenue mask: xpenditure ma Segmer	) ▼ > ity® } nce [Ca Addition mask: f ask: f nt	General Ledg Table Lists aselle Master] onal Options FFF-AAAAA FFF-TT-SSRR- FFF-TT-CCDDD- Valid Range	per ▼ > Reports ▼ > Trial Account Inquiry Trial Segment Selection Columns 000 -000 e Include	al Balance Balance	ttings			
selle Clarity® Caselle Clarit le: Trial Balar port Options alance sheet n sevenue mask: xpenditure ma Segmer	) ▼ > ity® } nce [Ca Addition mask: f ask: f nt	General Ledg Table Lists aselle Master) onal Options FFF-AAAAA FFF-TT-SSRRR- FFF-TT-CCDDD- Valid Range 0-99999	per ♥ > Reports ♥ > Trial Account Inquiry Trial Segment Selection Columns 000 -000 a Include 21512, 21513, 21520	al Balance Balance Sections   Print Se	ttings le Sum	Title	efault repor	
selle Clarity® Caselle Clarit de: Trial Balar port Options Balance sheet n Revenue mask: Expenditure ma Segmer (A) ACCOUNT	v ▼ > ity® nce [Ca Addition mask: f ask: f nt NO	General Ledg Table Lists aselie Master) onal Options S FFF-AAAAA FFF-TT-SSRRR- FFF-TT-CCDDD- Valid Range 0-99999	yer ▼ > Reports ▼ > Tria Account Inquiry Trial Segment Selection Columns 000 -000 a Include 21512, 21513, 21520 All	al Balance Balance Sections Print Se	ttings le Sum	•	efault repor	
selle Clarity® Caselle Clari le: Trial Balar port Options lalance sheet n Revenue mask: Expenditure ma Segmer (A) ACCOUNT (C) COST CATI	ity® nce [Ca Addition mask: f ask: f nt NO EGORY	General Ledg Table Lists sselle Master) onal Options FFF-AAAAA FFF-TT-SSRRR- FFF-TT-CCDDD- Valid Range 0-99999 ' 0-99	per ♥ > Reports ♥ > Trial Account Inquiry Trial Segment Selection Columns 000 -000 a Include 21512, 21513, 21520	al Balance Balance Sections Print Sei Exclud None	ttings le Sum	Title	efault repor	
selle Clarity® Caselle Clarit le: Trial Balar port Options lalance sheet n Revenue mask: ixpenditure ma Segmer (A) ACCOUNT (C) COST CATI (D) SUB-DEPAF	ity® nce [Ca Addition mask: f ask: f nt NO EGORY	General Ledg Table Lists sselle Master) onal Options FFF-AAAAA FFF-TT-SSRRR- FFF-TT-CCDDD- Valid Range 0-99999 ' 0-99	yer ▼ > Reports ▼ > Tria Account Inquiry Trial Segment Selection Columns 000 -000 a Include 21512, 21513, 21520 All	al Balance Balance Sections Print Se Exclud None None	ttings le Sum	▼ □ □	efault repor	
selle Clarity® Caselle Clarit de: Trial Balar port Options Balance sheet n Revenue mask: Expenditure ma Segmer (A) ACCOUNT (C) COST CATI (C) COST CATI (C) SUB-DEPAF (F) FUND	Addition Addition mask: 1 ask: 1 nt NO EGORY RTMEN	General Ledg Table Lists aselie Master] onal Options FFF-AAAAA FFF-TT-SSRR FFF-TT-CCDDD- Valid Range 0-9999 (0-999) 0-999	yer ▼ > Reports ▼ > Tria Account Inquiry Trial Segment Selection Columns 000 000 a Include 21512, 21513, 21520 All All	al Balance Balance Sections Print Se Exclud None None None	ttings le Sum	▼ □ □	efault repor	
selle Clarity® Caselle Clarit e: Trial Balar port Options alance sheet n Revenue mask: expenditure ma Segmer (A) ACCOUNT (C) COST CATI (D) SUB-DEPAF (D) SUB-DEPAF (D) SUB-DEPAF (D) SUB-DEPAF (D) SUB-DEPAF (D) SUB-DEPAF	Addition Addition mask: 1 ask: 1 nt NO EGORY RTMEN	General Ledg Table Lists aselie Master] onal Options FFF-AAAAA FFF-TT-SSRR- FFF-TT-CCDDD- Valid Range 0-9999 0-999 0-999 0-999 0-999 0-999	per ▼ > Reports ▼ > Tria Account Inquiry Trial Segment Selection Columns 000 000 e Include 21512, 21513, 21520 All All All	al Balance Balance Sections Print Set Exclud None None None None	ttings le Sum	narize Tikle	efault repor	
selle Clarity® Caselle Clarit de: Trial Balar port Options Balance sheet n Revenue mask: Expenditure ma Segmer	Addition Addition mask: 1 ask: 1 nt NO EGORY RTMEN	General Ledg Table Lists asele Master] onal Options FFF-AAAAA FFF-TT-SSRR- FFF-TT-CCDDD- Valid Range 0-9999 0-999 0-999	per ▼ > Reports ▼ > Trial Account Inquiry Trial Segment Selection Columns 000 -000 a Include 21512, 21513, 21520 All All All All	al Balance Balance Balance Exclud None None None None None None None None	Itings	narize Tikle	efault repor	

b. Run a Pay Code Transaction Report or Table List from Payroll to match the PC and PB amounts

## **Balance Accounts**

aselle Clarity® ▼ > Payroll ▼ > Reports ∕ Caselle Clarity® ∕ Table Lists ∕ Account			saction Report			
itle: Pay Code Transaction Report - EFTPS TIE C	TUC		•	Default rep	port 10	of 29
Report Options Pay Codes Columns Sections	Print Settings					
Report dates		Selection criteria:				
From: 06/16/2014		Column		alue	Test	
To: 06/30/2014 🔹 📖 🖣		Employee.Employee Numbe	r All All		Entire field Entire field	_
Advance	d options	Employee.Name Department.Department	All		Entire field	_
Caselle Clarity® Table Lists						
			▼ Defa	aultreport	57 of 57	•••
Table Lists - Federal Withholding	Print Settings		▼ Defa	aultreport	57 of 57	•••
: Table Lists - Federal Withholding ort Options Columns Labels Forms Sections		ion criteria:				•••
: Table Lists - Federal Withholding ort Options Columns Labels Forms Sections eport type	Select	Column	▼ Defa	Test	t	•••
: Table Lists - Federal Withholding ort Options Columns Labels Forms Sections eport type ) List O Labels O Form	Select		Value		t	•••
:: Table Lists - Federal Withholding ort Options Columns Labels Forms Sections eport type © List  Clabels  Form ist options	Select Empl Pay F	Column oyee.Employee number All	Value t for value}	Test Entire fi	t ield	**
	Select Empl Pay F	Column oyee.Employee number All Period.Pay period end d {Promp	Value t for value}	Entire fi	t ield	**

Caselle Clarity® ▼ > Payroll ▼ > Reports ▼ > Table Lists

	Table Lists - Federal Withholding		1			Default	- up or u		_
eport	Options Columns Labels For	ns Sections Print Settings							
			Description of the second		Construction and the	0.45		teres and delay	
Secto	on: Main		<ul> <li>Report width: 4</li> </ul>	3.45	Section width	: 8.45	. 1	ine width:	
Colun	nns:								
Line	Data Source	Heading	Format	Width	Justification	Total	Font	Borders	
1	Pay Period.Pay period end date	Pay Period End Date	MM/dd/yyyy		Right	None			
1	Employee Transaction.GL acco	GL Account	16 ch		Left	None			
1	Employee.Employee number	Employee Number	######0		Right	None			
1	Employee.Name	Name	36 ch		Left	None			
	Employee Transaction. Amount	Amount	###,###.00		Right	Total			

## **Balance Accounts**

itle: Table Lists - Benefits			<ul> <li>Default repo</li> </ul>	rt 58 of	58
eport Options Columns Labels Forms	Sections Print Settings				
Report type	Sele	ection criteria:			
List C Labels C Form		Column		Value Test	
	Pa	ay Code.Pay code	All	)	Entire field
List options	Pa	ay Period.Pay period end date	{Prompt for value}		Entire field
Print 0 🚔 blank lines between recor	ds En	nployee.Employee number	All All		Entire field Entire field
Print a solid line between records		nployer Transaction.GL credit account			
	En	nployer Transaction.GL debit account	All		Entire field
employee aselle Clarity® ▼ > Payroll ▼ > ∕Caselle Clarity® ∕ Table Lists	En	nployer Transaction.Paye Ascending	Title Total Pag	e Test Entire field Entire field	
			-		
			· · ·	Default repor	
itle: Table Lists - Benefits					t 58
	rms Sections Print Set	ttings			t 58
itle: Table Lists - Benefits	ms Sections Print Set	ttings Report width: 7.7	3" Section width	: 7.73"	
tle: Table Lists - Benefits eport Options Columns Labels For Section: Main	ms Sections Print Set		3" Section width	: 7.73"	
tle: Table Lists - Benefits eport Options Columns Labels For Section: Main Columns:		Report width: 7.7			Line width
tle: Table Lists - Benefits eport Options Columns Labels For Section: Main	Heading	Report width: 7.7		: 7.73 <sup>=</sup> Total Font	Line width
tie: Table Lists - Benefits eport Options Columns Labels For Section: Main Columns: Line Data Source	Heading	Report width: 7.7     Format	Width Justification	Total Font	Line width
tite: Table Lists - Benefits eport Options Columns Labels For Section: Main Columns: Line Data Source I Pay Period.Pay period end date I Pay Code.Pay code I Employer Transaction.GL debit	Heading Pay Period End Date Pay Code GL Debit Account	Report width: 7.73     Format     MM/dd/yyyy #0 16 ch	Width Justification Right Right Left	Total Font None None None	Line width
tle: Table Lists - Benefits eport Options Columns Labels For Section: Main Columns: Line Data Source 1 Pay Period.Pay period end date 1 Pay Code.Pay code	Heading Pay Period End Date Pay Code	Report width: 7.77     Format     MM//dd/yyyy #0	Width Justification Right Right	Total Font None None	Line width

c. Show/track reconciliation

2014 AUDIT				me
FUND 100				
Account Number 100-2151	1 Social Sec	urity Payable		
DESCRIPTION	DEBIT	CREDIT	BALANCE	
Balance 12/31/14			52,362.86	CR
Balance consists of:				
		2,405.23		
12/20/14 pr paid in 2015		14,198.01		
12/20/14 pr paid in 2015		14,198.01		
12/31/14 pr paid in 2015		6,841.23		
12/31/14 pr paid in 2015		6,841.23		
Total accruals 12/31/14			52,362.86	CR
2014 payable cleared out by 1/31/15				
	FUND 100         Account Number 100-2151         DESCRIPTION       DESCRIPTION         Balance 12/31/14       DESCRIPTION         Balance consists of:       JE 12010 2014 portion of pr paid 2015         JE 12010 2014 portion of pr paid 2015       12/20/14 pr paid in 2015         12/20/14 pr paid in 2015       12/31/14 pr paid in 2015         12/31/14 pr paid in 2015       12/31/14 pr paid in 2015         Total accruals 12/31/14       Image: Colspan="2">Image: Colspan="2"         JE 12/01/14 pr paid in 2015       Image: Colspan="2"         Image: Colspan="2">Image: Colspan="2"         Image: Colspan="2"       Image: Colspan="2"         Image: Colspan="2"	FUND 100         Account Number 100-21511 Social Sec         DESCRIPTION       DEBIT         Balance 12/31/14       DEBIT         Balance consists of:       JE         JE 12010 2014 portion of pr paid 2015       JE         JE 12010 2014 portion of pr paid 2015       12/20/14 pr paid in 2015         12/20/14 pr paid in 2015       12/31/14 pr paid in 2015         12/31/14 pr paid in 2015       12/31/14 pr paid in 2015         Total accruals 12/31/14       Image: Constant State	FUND 100         Account Number 100-21511 Social Security Payable         DESCRIPTION       DEBIT       CREDIT         Balance 12/31/14	FUND 100       9/21/15         Account Number 100-21511 Social Security Payable       9/21/15         DESCRIPTION       DEBIT       CREDIT         Balance 12/31/14       52,362.86         Balance consists of:       1         JE 12010 2014 portion of pr paid 2015       7,879.15         JE 12010 2014 portion of pr paid 2015       2,405.23         12/20/14 pr paid in 2015       14,198.01         12/20/14 pr paid in 2015       6,841.23         12/31/14 pr paid in 2015       6,841.23         12/31/14 pr paid in 2015       6,841.23         Total accruals 12/31/14       52,362.86