

Balance Accounts

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.

ANYCITY CORPORATION
COMBINED CASH INVESTMENT
FEBRUARY 28, 2014

COMBINED CASH ACCOUNTS

01-10200	CASH - CHECKING 1ST STATE BANK	130,992.92
01-10210	CASH - SAVINGS 1ST STATE BANK	30,115.82
01-10300	CASH - ST TREASURER INVESTMENT	307,639.10
01-10400	PETTY CASH	50.00
01-10700	RETURNED CHECK CLEARING	120.05
01-10750	CASH CLEARING - UTILITIES	.00
01-10760	CASH CLEARING - PROP IMPROV	.00
01-10765	CASH CLEARING - PROP TAX	.00
01-10770	CASH CLEARING - ACCOUNTS REC	.00
01-10775	CASH CLEARING - CEMETERY	.00
01-10780	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 FUND	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 DEBT ACCT GP	.00
TOTAL ALLOCATIONS TO OTHER FUNDS		468,917.89
ALLOCATION FROM COMBINED CASH FUND - 01-10100		(468,917.89)
ZERO PROOF IF ALLOCATIONS BALANCE		.00

Balance Accounts

- 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)


File Zoom Help

Close     


Caselle Connect® > General Ledger > Journals > Create Allocations

Caselle Connect® Create Allocations

Period: 04/23 (04/30/2023) ▼

Journal: CA ▼  Cash Allocation Entries

☐ Use specific date for transactions

Transaction date: 4/30/2023 

☐ Create fund allocations

Journals to allocate:

Select...

☐ Allocate cash daily (4/1/2023 - 4/30/2023)

☐ Create interest allocations

Allocations to include: 1 Interest Allocations

Select...

- If the Utility Cash Clearing account does not balance:

Balance Accounts

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File Edit Search Filters Settings Period Other Document Management Zoom Help

Close | Period: 11/22 to 12/23 | Account Inquiry

Caselle Connect® -> General Ledger -> Account Inquiry

Account: COMBINED CASH FUND
Account: 01-10750 Cash Clearing - Utilities

Period: (12/23) 12/31/2
Activation date:
Termination date:

Single Account Detail Budget Account Multiple Accounts Transactions Segments Segment Amounts Categories

Date	Journal	Reference	Description	Debit Amount	Credit Amount	Balance
10/31/2022 (10/22)			Balance	.00	.00	(2.00)
*	CR		Cash Receipts	.00	(58,047.97)	(58,049.97)
*	JE		Journal Entries	2.00	.00	(58,047.97)
*	UM		Utility Management - Billing	58,047.97	.00	.00
*			11/30/2022 (11/22) Period Totals ***	58,049.97	(58,047.97)	.00
*	CR		Cash Receipts	.00	(79,047.97)	(79,047.97)
*	UM		Utility Management - Billing	79,047.97	.00	.00
*			12/31/2022 (12/22) Period Totals ***	79,047.97	(79,047.97)	.00
*	CR		Cash Receipts	.00	(79,456.88)	(79,456.88)
*	UM		Utility Management - Billing	79,456.88	.00	.00
*			01/31/2023 (01/23) Period Totals ***	79,456.88	(79,456.88)	.00
*	CR		Cash Receipts	.00	(66,074.99)	(66,074.99)
*	UM		Utility Management - Billing	2,575.82	.00	(63,499.17)
*			02/28/2023 (02/23) Period Totals ***	2,575.82	(66,074.99)	(63,499.17)
*	CR		Cash Receipts	.00	(50,458.36)	(113,957.53)
*	UM		Utility Management - Billing	2,441.98	.00	(111,515.55)
*			03/31/2023 (03/23) Period Totals ***	2,441.98	(50,458.36)	(111,515.55)

Amount Type
☒ Actual
☐ Report-only
☐ Budget
☐ Encumbrance
☐ Pending actual
☐ Pending budget
Display
☐ Reference detail
☒ Journal summary

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

Caselle Connect® -> Cash Receipting -> Reports -> Receipt Register

Caselle Connect® -> Receipt Register -> Organization -> Account Inquiry

Definition: Receipt Register - by Date [Caselle Master] Filter: All % 1 of 2

Report Options Additional Options Columns Print Settings

Report dates
 From: 03/01/2023 To: 03/31/2023
[Advanced options...](#)

Users:
☒ AnnetteS (Annette Spencer)
☒ SharonM (Sharon Morris)

Selection criteria:

Column	Value	Compare
Receipt.Regist number	All	Entire field

Report order:

Column	Sort	Title	Total	Line	Page	Use
Receipt.Date	Ascending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Entire field
[Report].Receipt group	Ascending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Entire field
Receipt.Regist number	Ascending	<input checked="" type="checkbox"/>	<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"/>
Distribution Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distribution Detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
User 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"/>

Balance Accounts

Caselle Connect® 2023.08.76 (Licensed to Civic Systems)

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Close [Icons]

Caselle Connect® > Cash Receipting > Reports > Receipt Register

Caselle Connect® Receipt Register Organization Account Inquiry

Definition: Receipt Register - by Date [Caselle Master]

Report Options Additional Options Columns Print Settings

Categories:

<input type="checkbox"/>	Category
<input checked="" type="checkbox"/>	Utilities
<input type="checkbox"/>	Accounts Receivable
<input type="checkbox"/>	Business Licenses
<input type="checkbox"/>	Animal Licenses
<input type="checkbox"/>	Business Tax Collection
<input type="checkbox"/>	Real Property Tax
<input type="checkbox"/>	Personal Property Tax
<input type="checkbox"/>	Court
<input type="checkbox"/>	Property Improvements
<input type="checkbox"/>	Cemetery
<input type="checkbox"/>	Miscellaneous
<input type="checkbox"/>	Building Permit & Fees
<input type="checkbox"/>	Impact Fees
<input type="checkbox"/>	NSF
<input type="checkbox"/>	Charges for Services
<input type="checkbox"/>	Tax Fees
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	Contributions
<input type="checkbox"/>	Utility Deposits
<input type="checkbox"/>	Park and Rec Fees
<input type="checkbox"/>	Code Violations
<input type="checkbox"/>	Tickets
<input type="checkbox"/>	Third Party

Workspaces:

<input type="checkbox"/>	Workspace
<input checked="" type="checkbox"/>	1 (Front Counter)
<input checked="" type="checkbox"/>	5 (Office)

Anycity Corporation Receipt Register - by Date Page: 1
Receipt Dates: 03/01/2023 - 03/31/2023 Aug 30, 2023 8:36PM

Report Criteria:
Selected categories: Utilities

Receipt Number	Date	Category	Customer Number	Customer Name	Distribution	Description	A	R	D	G	V	Distribution Amount	Receipt Total
03/06/2023													
Receipt Group 1													
Total 1:													1,009.03
Total 03/06/2023:													1,009.03
03/13/2023													
Receipt Group 1													
Total 1:													915.57
Total 03/13/2023:													915.57
03/21/2023													
Receipt Group 1													
Total 1:													517.38
Total 03/21/2023:													517.38
Grand Totals:													2,441.98

Balance Accounts

ii. Utility Management - Transaction Register

Caselle Connect® 2023.08.76 (Licensed to Civic Systems)

File Edit Filters Settings Zoom Help

Close

Caselle Connect® > Utility Management > Reports > Transaction Register

Caselle Connect® Organization Transaction Register

Definition: Transaction Register - Payments by Month-Day Filter: All

Report Options Additional Options Columns Print Settings

Report dates

From: 03/01/2023 To: 03/31/2023

Transaction types:

Advanced options...

Selection criteria:

Column	Value	Compare
Customer.Customer number	All	Entire field
Customer.Name	All	Entire field
Customer.Cycle	All	Entire field

Report order:

Section: Main

Column	Sort	Title	Total	Line	Page	Use
Transaction.Type	Ascending					Entire field
Transaction.Date	Ascending					Entire field
Customer.Customer number	Ascending					Entire field
Transaction.Reference number	Ascending					Entire field

Report sections:

Section	Print	Headings	Detail	Totals	Line	Page
Main						
Detail						
Service Summary						

Anycity Corporation

Transaction Register - Payments by Month-Day

Dates: 03/01/2023 - 03/31/2023

Aug 30, 2023

Report Criteria:

Selected types: Payment, Payment Adjustment

Name	Customer Number	Type	Reference Number	Description	Source ID	Check Number	Amount	Msg	Se
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:							2,441.98-		
Grand Totals:							2,441.98-		

Balance Accounts

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)

Caselle Clarity® > General Ledger > Account Inquiry

Caselle Clarity® Account Inquiry

Account number: _____

GENERAL FUND (07/15) 07/31/2015

Account: 100-211000 ACCOUNTS PAYABLE

Single Account Detail Budget Account Multiple Accounts Transactions Segments Categories

Date	Journal	Reference	Description	Debit Amount	Credit Amount	Balance
06/30/2015 (06/15)			Balance			(95,822.28)
	AP		ACCOUNTS PAYABLE	.00	(70,175.52)	(165,997.80)
	CDA		CASH DISBURSEMENTS - ACCOUNTS PAYABLE	70,190.52	(15.00)	(95,822.28)
07/31/2015 (07/15)			Period Totals ***	70,190.52	(70,190.52)	(95,822.28)

Display: Journal summary Order by: Journal/Reference number/Date Amount type: Actual

Caselle Clarity® > General Ledger > Reports > Trial Balance

Caselle Clarity® Account Inquiry Trial Balance

Title: Trial Balance [Caselle Master]

Report Options Additional Options Segment Selection Columns Sections Print Settings

Balance sheet mask: FFF-AAAAAA
 Revenue mask: FFF-SSRR-TT
 Expenditure mask: FFF-CCDD-OOO

Segment	Valid Range	Include	Exclude	Summarize	Title	Total	Page
(A) ACCOUNT	0-999999	211000	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(C) COST CATEGORY	0-99	None	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(D) DEPARTMENT	0-99	All	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(F) FUND	0-999	All	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(O) OBJECT CODE	0-999	All	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(R) REVENUE	0-99	All	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(S) SOURCE	0-99	None	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(T) TYPE	0-99	All	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Balance Accounts

b. Run the Unpaid Invoice Report

Caselle Clarity® > Accounts Payable > Reports > Unpaid Invoice Report

Caselle Clarity® Account Inquiry Trial Balance **Unpaid Invoice Report**

Title: Unpaid Invoice Report [Caselle Master]

Report Options Columns Sections Print Settings

Report dates

From: 08/01/2015 To: 08/31/2015

Advanced options...

☐ Print only merchant vendor information

☐ Include fully paid period invoices

Selection criteria:

Column	Value	Test
Invoice.Invoice number	All	Entire field
Vendor.Vendor number	All	Entire field
Vendor.Name	All	Entire field
Vendor.Vendor type	All	Entire field
Invoice Detail.GL account	"100"	3 Characters

5. Tie out Payroll liability accounts each month. They should zero out or you should be able to identify the balance.

- a. 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)

Balance Accounts

Caselle Clarity® > General Ledger > Account Inquiry

Caselle Clarity® Table Lists Account Inquiry

Account number: Lookup: Account number 1028 of 8335

GENERAL FUND Period: (04/14) 04/30/2014

Account: 100-21512 EMP FED WITHHOLD TX PAY-GEN Activation date: Termination date:

Single Account Detail Budget Account Multiple Accounts Transactions Segments Categories

Date	Journal	Reference	Description	Debit Amount	Credit Amount	Balance
			03/31/2014 (03/14) Balance			(21,472.54)
04/02/2014*	AP	261.0001	UNITED STATES TREASURY	19,722.81	.00	(1,749.73)
04/09/2014*	AP	681.0001	UNITED STATES TREASURY	9,478.42	.00	7,728.69
04/12/2014	PC	8.0001	PAYROLL TRANS FOR 4/12/2014 PAY PERIOD	.00	(20,469.83)	(12,741.14)
04/15/2014	PC	118.0001	PAYROLL TRANS FOR 4/15/2014 PAY PERIOD	.00	(7,398.28)	(20,139.42)
04/16/2014*	AP	684.0001	UNITED STATES TREASURY	20,469.83	.00	330.41
04/20/2014*	AP	690.0001	UNITED STATES TREASURY	7,398.28	.00	7,728.69
04/26/2014	PC	159.0001	PAYROLL TRANS FOR 4/26/2014 PAY PERIOD	.00	(18,249.95)	(10,521.26)
04/30/2014	PC	284.0001	PAYROLL TRANS FOR 4/30/2014 PAY PERIOD	.00	(11,553.45)	(22,074.71)
			04/30/2014 (04/14) Period Totals ***	57,069.34	(57,671.51)	(22,074.71)

Display: Reference detail Order by: Date/Journal/Reference number Amount type: Actual

Caselle Clarity® > General Ledger > Reports > Trial Balance

Caselle Clarity® Table Lists Account Inquiry Trial Balance

Title: Trial Balance [Caselle Master] Default report 36 of 36

Report Options Additional Options Segment Selection Columns Sections Print Settings

Balance sheet mask: FFF-AAAAA
Revenue mask: FFF-TT-SSRRR-OOO
Expenditure mask: FFF-TT-CCDDD-OOO

Segment	Valid Range	Include	Exclude	Summarize	Title	Total	Page
(A) ACCOUNT NO	0-99999	21512, 21513, 21520	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(C) COST CATEGORY	0-99	All	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(D) SUB-DEPARTMEN	0-999	All	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(F) FUND	0-999	All	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(O) OBJECT CODE	0-999	All	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(R) REVENUE	0-999	All	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(S) SOURCE	0-99	All	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(T) DEPARTMENT	0-99	None	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Balance Accounts

Close

Caselle Clarity® > Payroll > Reports > Pay Code Transaction Report

Caselle Clarity® Table Lists Account Inquiry Trial Balance **Pay Code Transaction Report**

Title: **Pay Code Transaction Report - EFTPS TIE OUT** ☐ Default report 10 of 29

Report Options Pay Codes Columns Sections Print Settings

Report dates

From: 06/16/2014 To: 06/30/2014 [Advanced options...](#)

☐ Include employees where all selected pay codes are inactive
☐ Include employees where all selected columns are zero

Selection criteria:

Column	Value	Test
Employee.Employee Number	All	Entire field
Employee.Name	All	Entire field
Department.Department	All	Entire field

Caselle Clarity® **Table Lists**

Title: **Table Lists - Federal Withholding** ☐ Default report 57 of 57

Report Options Columns Labels Forms Sections Print Settings

Report type

☒ List ☐ Labels ☐ Form

List options

Print 0 blank lines between records
☐ Print a solid line between records

Tables:

Employee Transaction
Employee
Pay Period

Selection criteria:

Column	Value	Test
Employee.Employee number	All	Entire field
Pay Period.Pay period end d	{Prompt for value}	Entire field
Employee Transaction.GL ac	"10021512"	Entire field

Report order:

Column	Sort	Title	Total	Page	Test
Employee Transaction.GL ac	Ascending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entire field
Employee Transaction.Pay	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field

Caselle Clarity® > Payroll > Reports > Table Lists

Caselle Clarity® **Table Lists**

Title: **Table Lists - Federal Withholding** ☐ Default report 57 of 57

Report Options Columns Labels Forms Sections Print Settings

Section: Main Report width: 8.45" Section width: 8.45" Line width:

Columns:

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		
1	Employee Transaction.Amount	Amount	###,###.00		Right	Total		

Balance Accounts

Caselle Clarity® > Payroll > Reports > Table Lists

Caselle Clarity® Table Lists

Title: Table Lists - Benefits Default report 58 of 58

Report Options Columns Labels Forms Sections Print Settings

Report type

☒ List ☐ Labels ☐ Form

List options

Print 0 blank lines between records

☐ Print a solid line between records

Tables:

Pay Code
Employer Transaction
Pay Period
Employee

Selection criteria:

Column	Value	Test
Pay Code.Pay code	All	Entire field
Pay Period.Pay period end date	{Prompt for value}	Entire field
Employee.Employee number	All	Entire field
Employer Transaction.GL credit account	All	Entire field
Employer Transaction.GL debit account	All	Entire field

Report order:

Column	Sort	Title	Total	Page	Test
Employer Transaction.GL de Ascending		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entire field
Employer Transaction.Payee Ascending		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field

Caselle Clarity® > Payroll > Reports > Table Lists

Caselle Clarity® Table Lists

Title: Table Lists - Benefits Default report 58 of 58

Report Options Columns Labels Forms Sections Print Settings

Section: Main Report width: 7.73" Section width: 7.73" Line width:

Columns:

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	Pay Code.Pay code	Pay Code	#0		Right	None		
1	Employer Transaction.GL debit	GL Debit Account	16 ch		Left	None		
1	Employer Transaction.Payee	Payee	30 ch		Left	None		
1	Employer Transaction.Amount	Amount	###,###,###.00		Right	Total		

Balance Accounts

c. Show/track reconciliation

2014 AUDIT				Prepared by	me
FUND 100				9/21/15	
Account Number 100-21511 Social Security Payable					
DATE	DESCRIPTION	DEBIT	CREDIT	BALANCE	
	Balance 12/31/14			52,362.86	CR
	Balance consists of:				
	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		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				