

Bank Reconciliations

Run Checkout

1. Accounts Payable > Organization > Checkout
 - a. CDA Journal
 - i. debit Accounts Payable / credit Cash

Caselle Connect® 2023.08.76 (Licensed to Civic Systems)

File
Settings
Zoom
Help

Close
GO
Save
Refresh
Help

Caselle Connect® > Accounts Payable > Invoices and Payments > Checkout

Caselle Connect®
Checkout

Selection criteria:

| Column | Value | Compare |
|----------------------|-------|--------------|
| Vendor.Vendor number | All | Entire field |

☐ Include prior years

☒ Verify transactions have been updated to General Ledger through 04/23 (04/30/2023)

☒ Verify General Ledger accounts are valid

☒ Check for invalid vendor information

☒ Check for inactive GL accounts as of 04/23 (04/30/2023)

☒ Check for invalid requisition approval status

2. Cash Receipting > Organization > Checkout
 - a. CR Journal
 - i. debit Cash / credit Cash Clearing or Revenue

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File Settings Zoom Help

Close      

Caselle Connect® > Cash Receipting > Payments > Checkout

Caselle Connect®

Checkout 



Use this routine to check for any database inconsistencies.

Selection criteria:






| Column | Value | Compare |
|------------------------|-------|--------------|
| Receipt.Date | All | Entire field |
| Receipt.Receipt number | All | Entire field |
| Workspace.Workspace | All | Entire field |

- ☐ Check for third party accounts with receipts not updated to the payment amount
- ☒ Check for blank customer numbers
- ☒ Check for partially completed receipts
- ☒ Check for receipts partially updated to General Ledger
- ☒ Check for receipts with an invalid receipt group
- ☐ Check for missing receipt numbers

3. Payroll > Organization > Checkout
 - a. CDP Journal
 - i. debit Wages Payable / credit Cash
 - b. CDPT Journal
 - i. debit Liability Account / credit Cash

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Close     

Caselle Connect® > Payroll > Organization > Checkout

Caselle Connect® Checkout

Employee Other

Selection criteria:

| Column | Value |
|--------------------------|-------|
| Employee.Employee number | All |

☐ Checkout prior years

☒ Employee Information

☒ Check allocation percentages

☒ Check for single active net pay code

☒ Check for missing Social Security number

☒ Verify monthly pay periods

☐ Validate Workers Compensation pay code

☒ Check for active primary position

☒ Check for tax pay codes set to do not calculate

☐ Find terminated employees that can be deleted

☐ Find terminated employees with issues

☒ Check for transactions after pay code end dates

☒ Check for positive FICA, FWT, and SWT totals


☐ Check for FWT and SWT amounts differing from the prior pay period by more than %


☒ Check for different YTD employee and employer amounts for Social Security and Medicare

☒ Verify Social Security calculation

☒ Verify Medicare calculation

☒ Verify Medicare Premium

Beginning date: 

Ending date: 

Verify updating of subsystems by proofing journals

1. General Ledger > Journal Inquiry
 - a. Journal
 - i. CDA (Cash Disbursements – A/P)
 - ii. CR (Cash Receipts) / CRJE (Manual Cash Receipts)
 - iii. CD (Cash Disbursements)
 - iv. CDPT (Cash Disbursements – Payroll Transmittals)
 - v. CDP (Cash Disbursements – Payroll)

- b. Detail tab
- c. Period: MM/YY

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File Edit Search Filters Settings Period Other Document Management Zoom Help

Close Period: 04/23

Caselle Connect® > General Ledger > Journals > Journal Inquiry

Caselle Connect® Journal Inquiry

Journal:

Journal: CDA Cash Disbursements - A/P

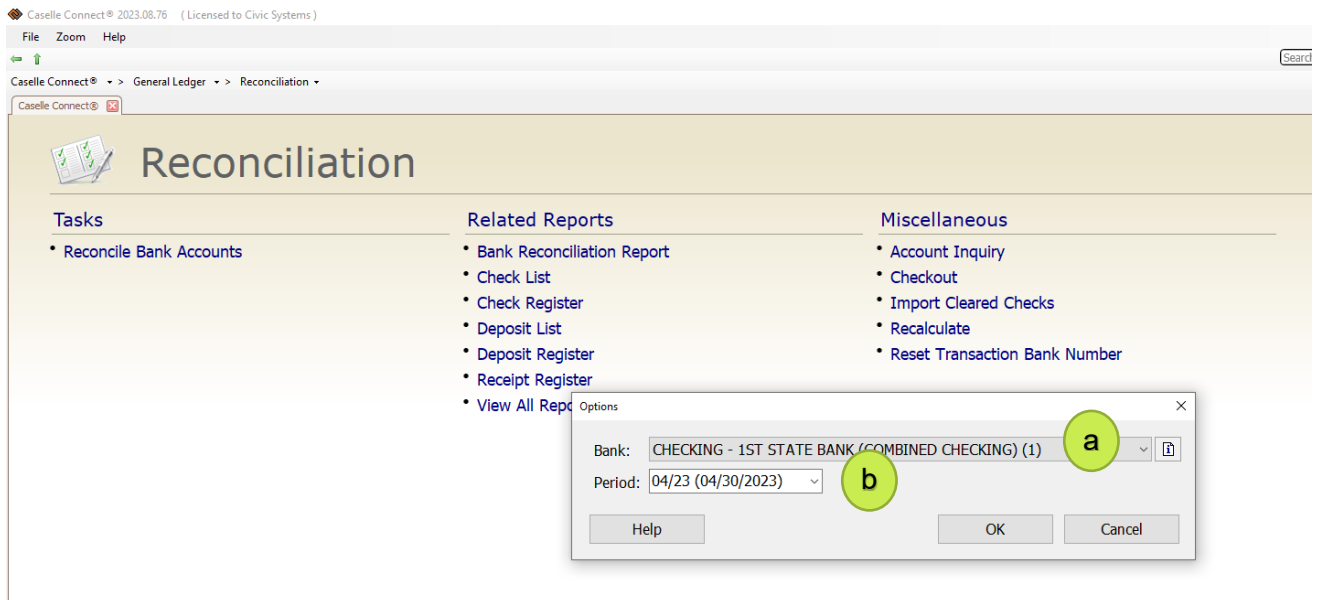
Journal Detail


| | Reference | Date | Account Number | Account Title | Description | Amount | C |
|--|------------|------------|----------------|--------------------------------|---|---------|---|
| | 13629.0001 | 04/11/2023 | 10-21100 | Accounts Payable | Anycity Office Supply | 450.00 | |
| | 13631.0001 | 04/18/2023 | 10-21100 | Accounts Payable | METRO BUSINESS SUPPLIES | 80.00 | |
| | 13632.0001 | 04/18/2023 | 10-21100 | Accounts Payable | METRO BUSINESS SUPPLIES | 80.00 | |
| | 13635.0001 | 04/12/2023 | 10-21100 | Accounts Payable | Ace Lumber & Hardware | 1.00 | |
| | 13636.0001 | 04/10/2023 | 10-21100 | Accounts Payable | Chevron USA Inc. | 270.00 | |
| | 13638.0001 | 04/14/2023 | 10-21100 | Accounts Payable | G. D. Jones Fuel Oil Distributors | 500.00 | |
| | 95001.0001 | 04/10/2023 | 01-10200 | Cash - Checking 1st State Bank | TOTAL CHECKS & OTHER CHARGES - COMBINED | 270.00- | |
| | 95002.0001 | 04/11/2023 | 01-10200 | Cash - Checking 1st State Bank | TOTAL CHECKS & OTHER CHARGES - COMBINED | 450.00- | |
| | 95003.0001 | 04/12/2023 | 01-10200 | Cash - Checking 1st State Bank | TOTAL CHECKS & OTHER CHARGES - COMBINED | 1.00- | |
| | 95004.0001 | 04/18/2023 | 01-10200 | Cash - Checking 1st State Bank | TOTAL CHECKS & OTHER CHARGES - COMBINED | 160.00- | |
| | 95005.0001 | 04/14/2023 | 01-10200 | Cash - Checking 1st State Bank | TOTAL CHECKS & OTHER CHARGES - COMBINED | 500.00- | |

0.00

Reconcile Bank Accounts

- 2. General Ledger > Reconciliation > Reconcile Bank Accounts
 - a. Bank: *Your Bank Name*
 - b. Period: MM/YY



3. Enter Ending bank balance (from bank statement)
 - a. clear Outstanding deposits
 - b. clear Outstanding check
 - i. Checkbox (mouse-click)
 - ii. Spacebar/Enter
 - iii. Set Screen/Set All icons 
 - iv. Enter check numbers (range)
 - v. Import amounts (.csv file)
 - c. record Bank adjustments/Book adjustments
 - i. Previous month carryover/reversals
 - ii. Bank charges
 1. CDJE
 - a. debit expense / credit Cash
 - iii. NSF's
 1. CRJE
 - a. debit Cash Clearing / credit Cash
 - iv. bank interest
 1. CRJE
 - a. debit Cash / credit Interest Revenue
 - d. check Proof (Bank balance less Book balance)
 - i. does Proof = .00
 1. **NO** → see Troubleshooting...
 2. **YES** → go to Verify Account Balance



What banks attached to which CD/CR journals?
General Ledger > Organization > Journal Codes

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File Inquiry Edit Print Other Document Management Zoom Help

Close Reconciliation: 04/23 .00

Caselle Connect® > General Ledger > Reconciliation > Reconcile Bank Accounts

Caselle Connect® Reconcile Bank Accounts

Bank: CHECKING - 1ST STATE BANK (COMBINED CHECKING) (1) Bank account: 050-111232-01

| | | | |
|-----------------------|------------|---|------------|
| Ending bank balance: | 176,020.89 | Book balance from previous month: | 164,733.53 |
| Outstanding deposits: | 51,904.33 | Total receipts: | 29,826.29 |
| Outstanding checks: | 120,335.08 | Total disbursements: | 20,705.53 |
| Bank adjustments: | .00 | Book adjustments: | .00 |
| Bank balance: | 107,590.14 | Book balance: | 173,854.29 |
| | | Proof (Bank balance less book balance): | -66,264.15 |

Troubleshooting...

1. General Ledger > Account Inquiry
 - a. Detail tab
 - b. Period: MM/YY

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File Edit Search Filters Settings Period Other Document Management Zoom Help

Close Period: 04/23 to 04/23

Caselle Connect® > General Ledger > Budgeting > Account Inquiry

Caselle Connect® Account Inquiry

Account:

COMBINED CASH FUND

Account: 01-10200 - Checking 1st State Bank

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

| | Date | Journal | Reference | Description | Debit Amount | Credit Amount |
|--|------------|---------|------------|---|--------------|---------------|
| | * | | | 03/31/2023 (03/23) Balance | .00 | .00 |
| | 04/09/2023 | CDP | 92001.0001 | PAYROLL TRANS FOR 4/4/2023 PAY PERIOD | .00 | (19,324.53) |
| | 04/10/2023 | CDA | 95001.0001 | TOTAL CHECKS & OTHER CHARGES - COMBINED | .00 | (270.00) |
| | 04/11/2023 | CDA | 95002.0001 | TOTAL CHECKS & OTHER CHARGES - COMBINED | .00 | (450.00) |
| | 04/12/2023 | CDA | 95003.0001 | TOTAL CHECKS & OTHER CHARGES - COMBINED | .00 | (1.00) |
| | 04/14/2023 | CDA | 95005.0001 | TOTAL CHECKS & OTHER CHARGES - COMBINED | .00 | (500.00) |

2. Deposits cleared (Outstanding deposits:) & Checks cleared (Outstanding checks:) match bank statement

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File Inquiry Edit Print Other Document Management Zoom Help

Close | | | | | Reconciliation: 04/23 | | | .00 | | | |

Caselle Connect® > General Ledger > Reconciliation > Reconcile Bank Accounts

Caselle Connect® Reconcile Bank Accounts

Bank: CHECKING - 1ST STATE BANK (COMBINED CHECKING) (1) Bank account: 050-111232-01

Cleared deposit entry Enter deposit numbers: Set as: **Cleared** ▼


| Period | Journal | Date | Description | Deposit Number | Cleared | Deposit Amount |
|--------|---------|------------|----------------------------|----------------|-------------------------------------|----------------|
| 02/23 | CR | 03/30/2023 | GL Account Summary | 153 | <input checked="" type="checkbox"/> | 874.99 |
| 02/23 | CR | 04/01/2023 | GL Account Summary | 154 | <input checked="" type="checkbox"/> | 1,110.00 |
| 03/23 | CR | 03/22/2023 | Deposit | 17 | <input checked="" type="checkbox"/> | 6,537.77 |
| 03/23 | CR | 03/23/2023 | Deposit | 18 | <input checked="" type="checkbox"/> | 10,693.85 |
| 03/23 | CR | 03/06/2023 | DEPOSIT | 1027 | <input checked="" type="checkbox"/> | 1,070.98 |
| 03/23 | CR | 03/13/2023 | DEPOSIT | 1028 | <input checked="" type="checkbox"/> | 1,008.07 |
| 03/23 | CR | 03/21/2023 | DEPOSIT | 1029 | <input checked="" type="checkbox"/> | 782.38 |
| 04/23 | CR | 04/15/2023 | DEPOSIT | 1 | <input type="checkbox"/> | 2,637.28 |
| 04/23 | CR | 04/14/2023 | Check - 1ST STATE BANK - A | 2 | <input type="checkbox"/> | 475.00 |
| 04/23 | CR | 04/16/2023 | DEPOSIT | 3 | <input checked="" type="checkbox"/> | 5,846.58 |
| 04/23 | CR | 04/19/2023 | DEPOSIT | 4 | <input checked="" type="checkbox"/> | 10,658.36 |
| 04/23 | CR | 04/24/2023 | DEPOSIT | 5 | <input checked="" type="checkbox"/> | 8,477.22 |
| 04/23 | CR | 04/26/2023 | DEPOSIT | 6 | <input checked="" type="checkbox"/> | 745.22 |
| 04/23 | CR | 04/27/2023 | DEPOSIT | 7 | <input checked="" type="checkbox"/> | 587.15 |
| 04/23 | CR | 04/28/2023 | DEPOSIT | 8 | <input checked="" type="checkbox"/> | 399.48 |

3 Deposits cleared: 48,792.05
 2 Deposits outstanding: 3,112.28
 15 Total deposits: 51,904.33

Accept Cancel

3. Ending bank balance entered correctly
4. voided checks (reference handout)
5. incorrect banks

Verify Account Balance

1. General Ledger > Account Inquiry
 - a. does balance in GL account number for cash reconcile to Bank and Book balances?
 - i. **NO** → see Troubleshooting
 - ii. **YES** → Congratulations! 



This icon



will take you to Account Inquiry

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File Inquiry Edit Print Other Document Management Zoom Help

Close Reconciliation: 02/23 .00

Caselle Connect® > General Ledger > Reconciliation > Reconcile Bank Accounts

Caselle Connect® Reconcile Bank Accounts

Bank: CHECKING - 1ST STATE BANK (COMBINED CHECKING) (1) Bank account: 050-111232-01

| | | | |
|-----------------------|------------|---|------------|
| Ending bank balance: | 135,952.15 | Book balance from previous month: | 128,273.80 |
| Outstanding deposits: | 8,775.72 | Total receipts: | 140,308.18 |
| Outstanding checks: | 11,749.96 | Total disbursements: | 135,604.07 |
| Bank adjustments: | .00 | Book adjustments: | .00 |
| Bank balance: | 132,977.91 | Book balance: | 132,977.91 |
| | | Proof (Bank balance less book balance): | .00 |

Account Inquiry

File Edit Search Filters Settings Period Other Document Management Zoom Help

Close Period: 02/23 to 02/23

Account:


COMBINED CASH FUND
Account: 01-10200 Cash - Checking 1st State Bank

| Single Account | Detail | Budget | Account | Multiple Accounts | Transactions | Segments | Segment Amounts | Categories |
|----------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------|
| Period Amounts | 02/23 02/28/2023 | 01/23 01/31/2023 | 12/22 12/31/2022 | 11/22 11/30/2022 | 10/22 10/31/2022 | 09/22 09/30/2022 | 08/22 08/31/2022 | |
| Debits | 140,308.18 | 111,200.34 | 371,570.78 | 148,057.35 | 158,587.99 | 83,457.71 | 98,026. | |
| Credits | (135,604.07) | (143,920.16) | (305,738.23) | (145,522.55) | (212,448.93) | (123,823.56) | (126,038. | |
| YTD Balance | 132,977.91 | 128,273.80 | 160,993.62 | 95,161.07 | 92,626.27 | 146,487.21 | 186,853. | |

Print Bank Reconciliation

1. General Ledger > Reconciliation > Bank Reconciliation Report



The  icon from Reconcile Bank Accounts is a shortcut to print bank rec reports









Reconciliation: 04/21 .00

| | |
|---------------------|---------------|
| Bank Reconciliation | Ctrl+Shift+F6 |
| Deposit List | Ctrl+Shift+F7 |
| Check List | Ctrl+Shift+F8 |
| Batch Reports | Ctrl+Shift+F9 |

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File Edit Zoom Help

Close      






Caselle Connect® > General Ledger > Reconciliation > Bank Reconciliation Report






Caselle Connect® Reconcile Bank Accounts Bank Reconciliation Report

Title: Bank Reconciliation Report [Caselle Master]

Report Options Columns Sections Print Settings

Report dates

From: 02/23     

To: 02/23     

[Advanced options...](#)

Banks:

CHECKING - 1ST STATE BANK (COMBINED CHECKING) (1)
PAYROLL - 1ST STATE BANK (PAYROLL - 1ST STATE BANK) (3)
SAVINGS - 1ST STATE BANK (SAVINGS ACCT FOR WIRE TRAN
WATER CHECKING (WATER CHECKING) (6)






Report order:

Create Allocations


1. General Ledger > Journals > Create Allocations


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File Zoom Help

Close     


Caselle Connect® > General Ledger > Journals > Create Allocations

Caselle Connect® Reconcile Bank Accounts Create Allocations 

Period: 

Journal:   Cash Allocation Entries

☐ Use specific date for transactions

Transaction date: 

☐ Create fund allocations

Run Checkout


1. General Ledger > Organization > Checkout

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File Settings Zoom Help

Close     

Caselle Connect® > General Ledger > Journals > Checkout

Caselle Connect® Reconcile Bank Accounts Checkout 



Use this routine to check for any database inconsistencies.

Selection criteria:

| Column | Value | Compare |
|------------------------|-------|--------------|
| Account.Account number | All | Entire field |

Check though period: 04/23 (04/30/2023) ▾

Number of prior years to check: None ▾

Number of future years to check: None ▾

☒ Bank reconciliations _____

- ☒ Verify beginning balance with prior ending balance
- ☒ Verify ending balance with account balance
- ☒ Verify outstanding check and deposit totals
- ☒ Verify the total deposits and checks
- ☒ Check for partially cleared checks and deposits
- ☒ Verify bank balance with book balance

☒ Transactions _____

- ☒ Validate account number
- ☒ Validate journal code and type
- ☒ Check for out-of-balance journals.
- ☐ Check for unapproved amounts

☒ Budget transactions _____

- ☒ Validate account number
- ☒ Validate journal code and type
- ☐ Check for out-of-balance journals
- ☐ Check for unapproved amounts

☒ Report-only transactions _____

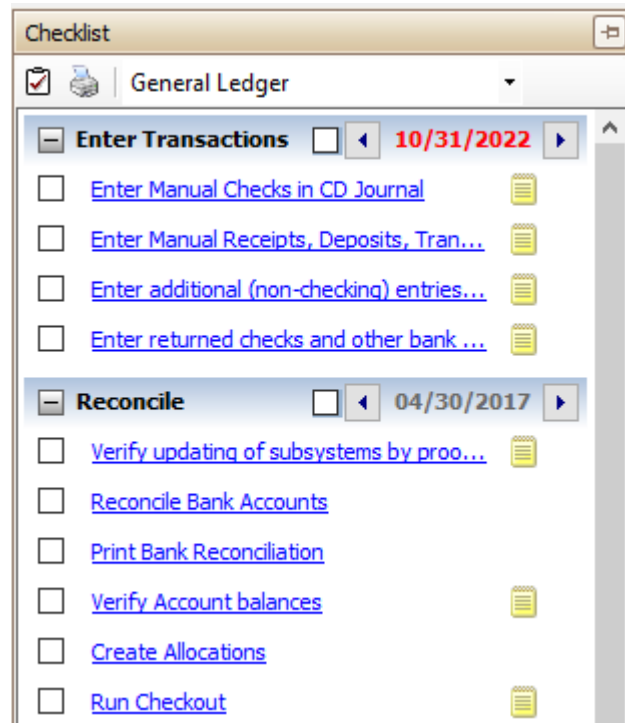
- ☒ Validate account number
- ☒ Validate journal code and type
- ☒ Check for out-of-balance journals
- ☐ Check for unapproved amounts

☐ System checks _____

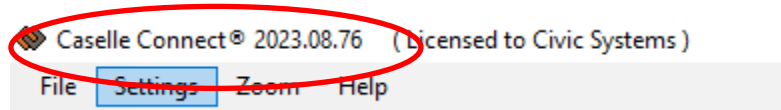
- ☐ Check grants for missing dates and GL accounts
- ☐ Check for old transactions that can be deleted

Tips & Tricks

1. stale-dated checks
 - a. handout
 - b. Knowledge Base <https://helpdesk.civicsystems.com/portal/home>
2. Checklist



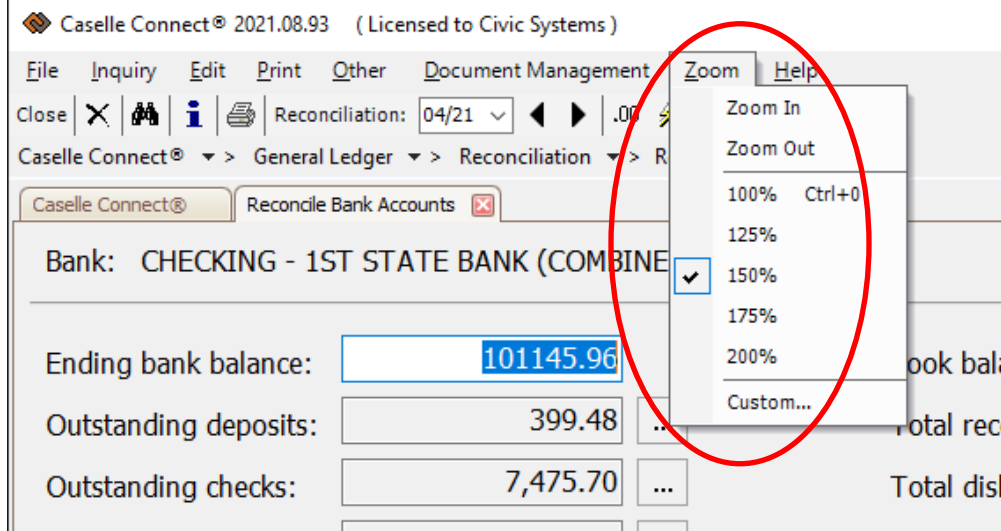
3. cash GL accounts
 - a. debits increase cash / credits decrease cash
4. bank statements
 - a. debits decrease cash / credits increase cash
5. GL Checkout
 - a. Proof Errors: most often relate to cash/fund allocations
 - i. General Ledger > Journals > Create Allocations
6. software version



- a. upper left-hand corner

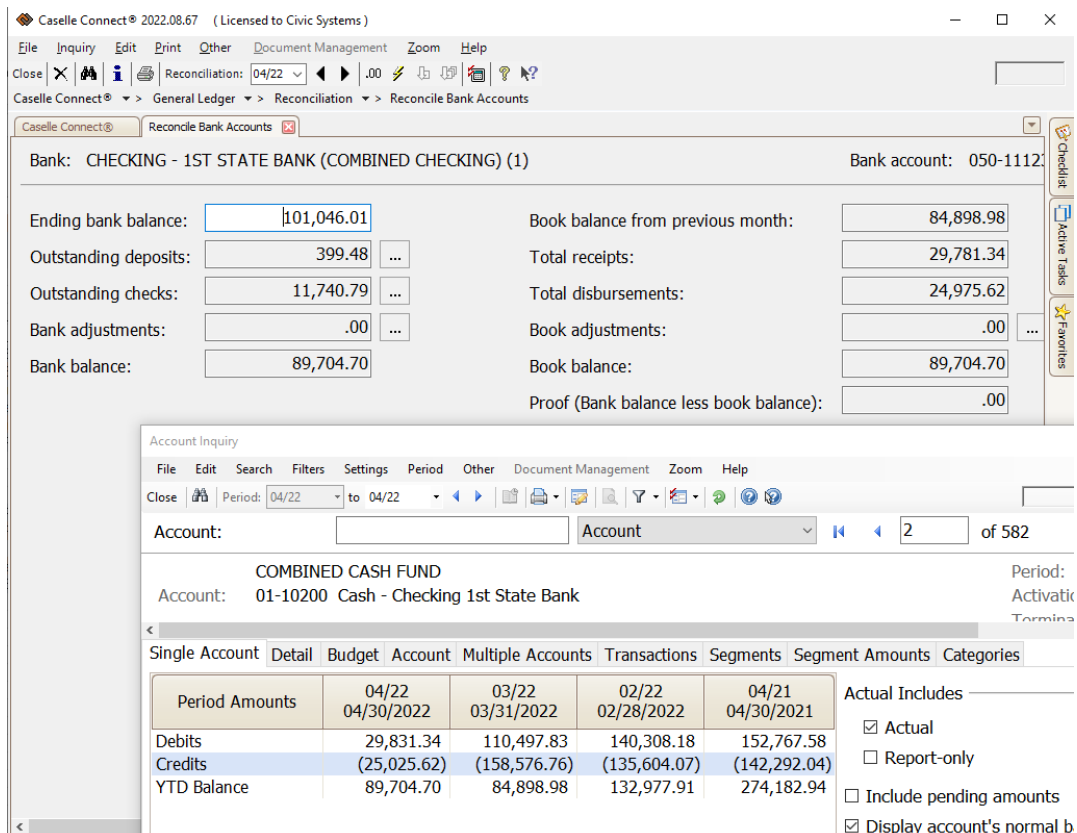
7. GL accounts for bank accounts
 - a. General Ledger > Organization > Banks
 - i. GL cash account: FF-AAAAA

8. Zoom (Connect)



9. right- click on an open tab for option to split screen (horizontally or vertically), float, close tabs simultaneously, etc.

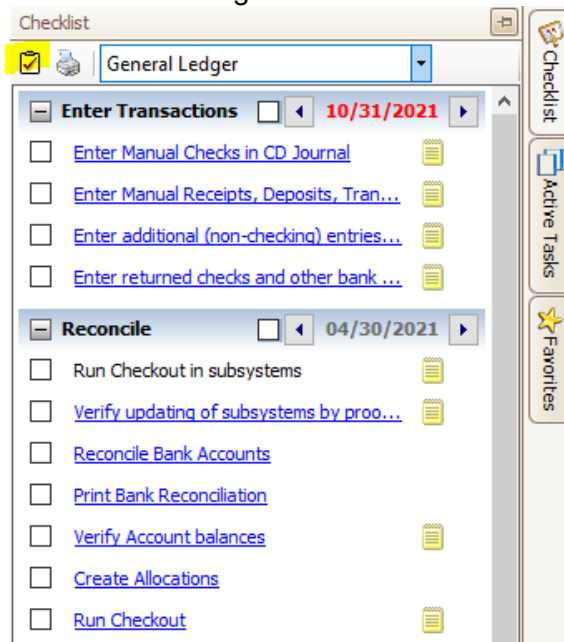
- right-click again, choose “Move to Previous Tab Group” to restore to single pane view



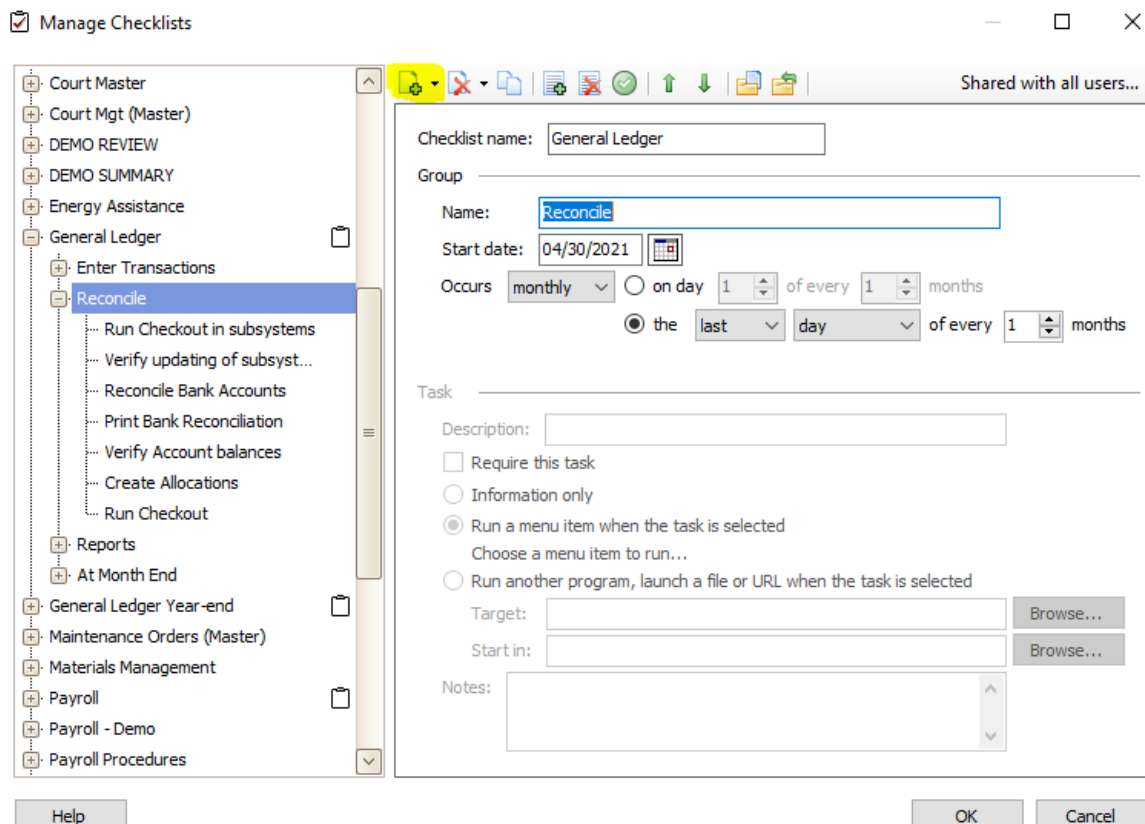
Double-clicking on an open tab is a shortcut to float a tab.
Restore by double-clicking again.

Checklist - create a link to bank website to pull statement for cleared check files

- a. click on the Manage Checklists icon



- b. expand (+) Checklist and highlight the Group to add the task
 - i. click ▼ next to Create a new item icon, choose Create a new task



- ii. enter description, click Run another program, launch a file or URL when the task is selected, copy and paste web address from web browser.

Manage Checklists

Shared with all users...

Checklist name: General Ledger

Group

Name: Reconcile

Start date: 04/30/2021

Occurs: monthly ☐ on day 1 of every 1 months
☒ the last day of every 1 months

Task

Description: Bank Statement

☒ Require this task
☐ Information only
☐ Run a menu item when the task is selected
 Choose a menu item to run...
☒ Run another program, launch a file or URL when the task is selected

Target: <https://www.wellsfargo.com/> Browse...

Start in: Browse...

Notes:

Help OK Cancel

- c. position new task by highlighting task and using Move the selected task up/Move the selected task down icons on the menu bar.

Manage Checklists

Shared with all users...

Checklist name: General Ledger

Group

Name: Reconcile

Start date: 04/30/2021

Occurs: monthly ☐ on day 1 of every 1 months
☒ the last day of every 1 months

Task

Description: Bank Statement

☒ Require this task