

GL Reporting

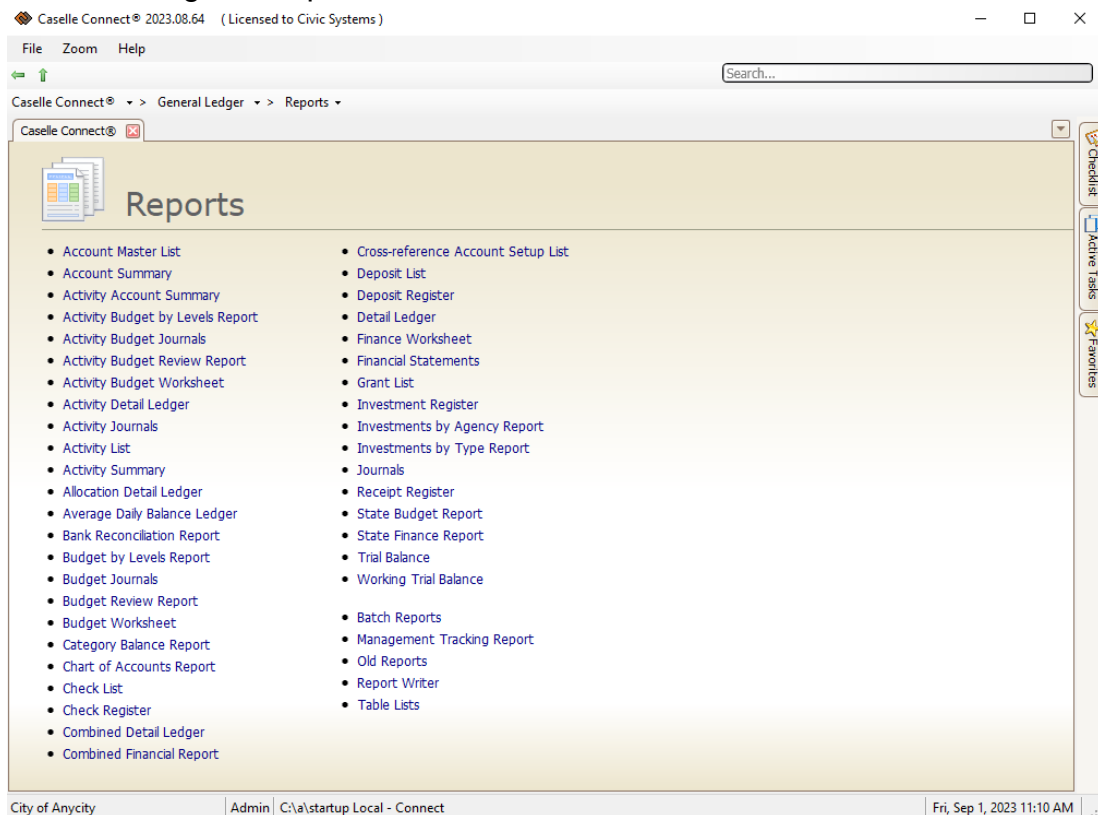
General Ledger Reports

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 One Bank <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

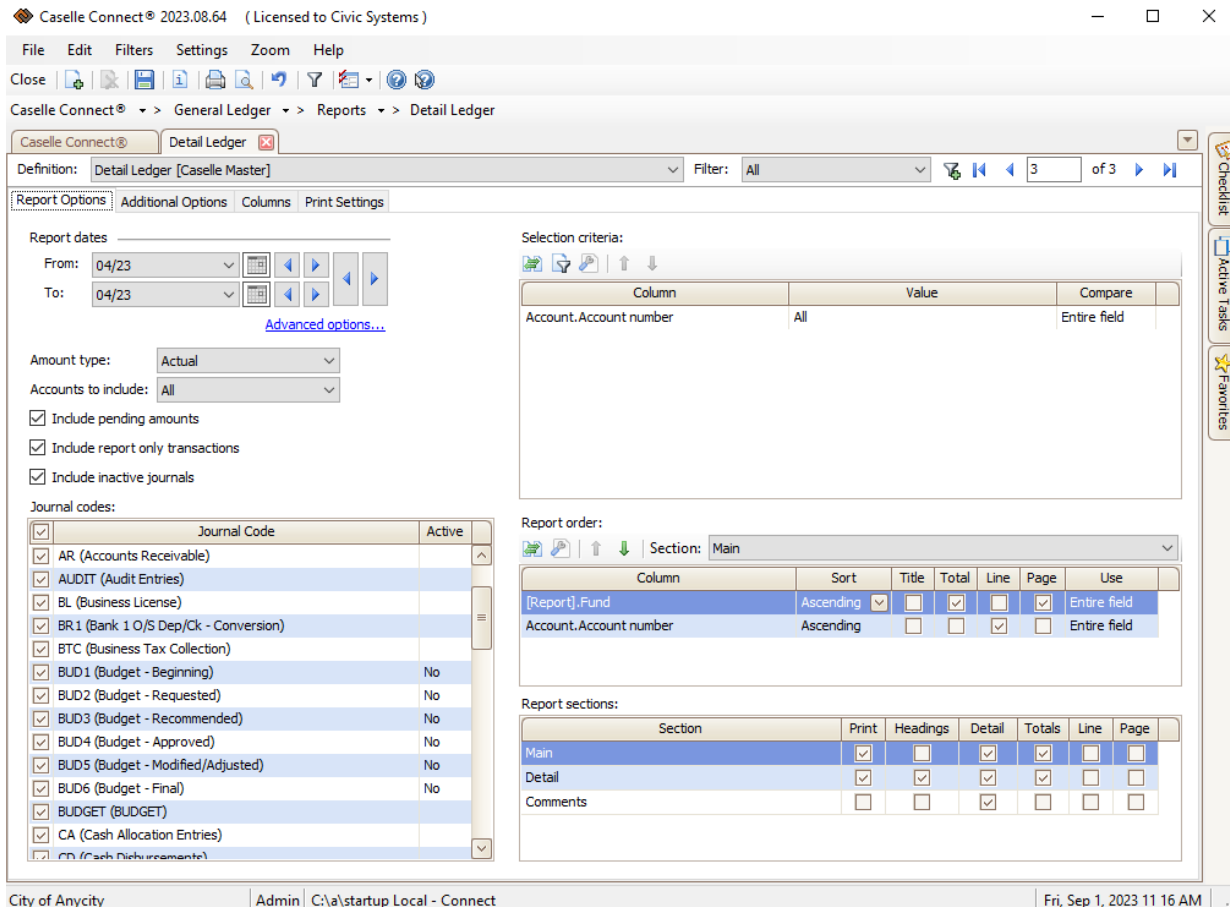
a. General Ledger > Reports



- 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 an 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



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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

Report dates

From: 04/23 To: 04/23

Advanced options...

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"/> 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
<input checked="" type="checkbox"/> BUD6 (Budget - Final)	No
<input checked="" type="checkbox"/> BUDGET (BUDGET)	
<input checked="" type="checkbox"/> CA (Cash Allocation Entries)	
<input checked="" type="checkbox"/> CD (Cash Disbursements)	

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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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 Include inactive journals.
3. Journal Code
 - a. Select or de-select the appropriate journal codes.
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® 2023.08.64 (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

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
1 (1 new Income Wind Power Grant)	10/01/2012	09/30/2015	"5137600"

Include AP comments:

☐ AP Comments

☐ Vendor number

☐ Invoice number

☐ Description

☐ Invoice date

☐ Purchase Order number

☐ Remittance name

☐ Merchant vendor number

☐ Merchant vendor name

☐ 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

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

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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

Section: Detail Report width: 8.20" Section width: 7.61" Line width: 7.61" Total lines: 1

Line: All

Line	Column	Heading	Format	Width	Justification	Total	Font	Borders
1	[Report].Formatted GL acc...	,GL Account	15 ch		Left			
1	[Report].Date	,Date	MM/dd/yyyy		Right			
1	[Report].Journal code	,Journal	6 ch		Left			
1	[Report].Reference number	Reference,Number	#####0		Right			
1	[Report].Payee or description	,Payee or Description	35 ch		Left			
1	[Report].Debit amount	Debit,Amount	###,###,###.00 ...		Right	Sum		
1	[Report].Debit star		1 ch		Left			
1	[Report].Credit amount	Credit,Amount	###,###,###.00 ...		Right	Sum		
1	[Report].Credit star		1 ch		Left			
1	[Report].Account balance	,Balance	###,###,###.00 ...		Right	Sum		

Advanced options...

Column: [Report].Formatted GL acc...

Report line: 1

Heading: GL Account

Justification: Left

Totals: ☐ Sum ☐ Count records

Borders: ☐ Left ☐ Right ☐ Top ☐ Bottom

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

Width: ☒ Based on format ☐ Specific: Characters

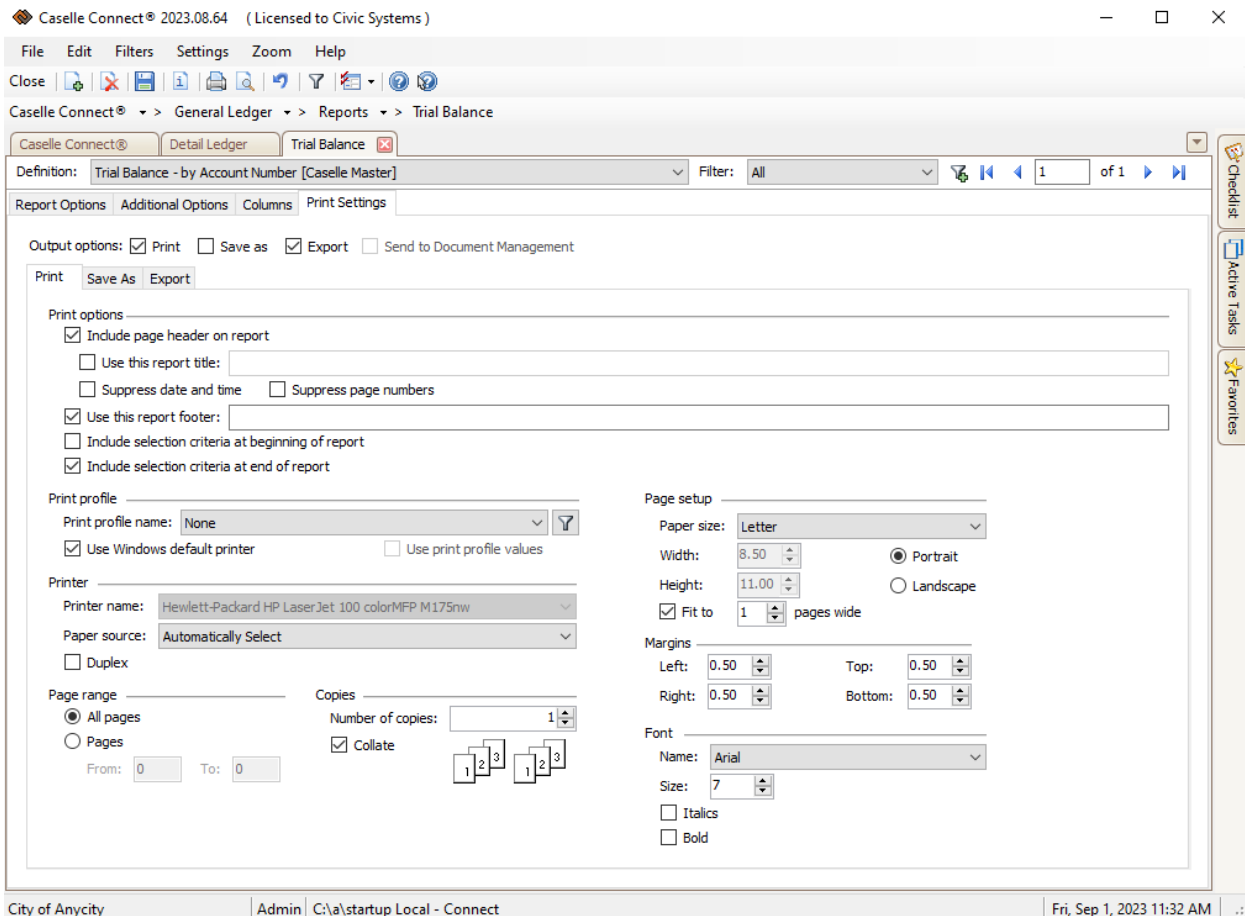
Font: ☐ Bold ☐ Italic ☐ Underline

Name:

Size: 0

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



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.



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File Edit Filters Settings Zoom Help

Close

Caselle Connect® > General Ledger > Reports > Trial Balance

Caselle Connect® Detail Ledger Trial Balance

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

Report Options Additional Options Columns Print Settings

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

Print Save As Export

File type: Delimited

File name: C:\Users\SV19966\2023-04 Trial Balance.csv Browse...

Email:

List one: record per line

Delimited options

Field delimiter: ,

Surround character: "

Line break character:

End of field:

End of record:

Include

☒ Column headings

☐ Selection criteria

☐ Multiple line text

☐ Upload file to

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Print from screen instead of reports

1. Account Inquiry

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

Anycity Corporation		Account Inquiry - Single Account							9/1/2023
		Period: 04/23							Page: 1
		Account: 01-10200 Cash - Checking 1st State Bank							
Period Amounts	04/23 04/30/2023	03/23 03/31/2023	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	04/22 04/30/2022	
Debits	29,826.29	110,497.83	140,308.18	111,200.34	371,570.78	148,057.35	158,587.99	152,767.58	
Credits	(20,205.53)	(408,576.76)	(135,604.07)	(143,920.16)	(305,738.23)	(145,522.55)	(212,448.93)	(142,292.04)	
YTD Balance	(155,480.26)	(165,101.02)	132,977.91	128,273.80	160,993.62	95,161.07	92,626.27	274,182.94	

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



Anycity Corporation			Account Inquiry - Detail Period: 04/23 Account: 01-10200 Cash - Checking 1st State Bank		9/1/2023 Page: 1	
Date	Journal	Reference	Description	Debit Amount	Credit Amount	Balance
*			03/31/2023 (03/23) Balance	.00	.00	(165,101.02)
04/09/2023	CDP	92001.000	PAYROLL TRANS FOR 4/4/2023 PAY PERIOD	.00	(19,324.53)	(184,425.55)
04/10/2023	CDA	95001.000	TOTAL CHECKS & OTHER CHARGES - COMBINED	.00	(270.00)	(184,695.55)
04/11/2023	CDA	95002.000	TOTAL CHECKS & OTHER CHARGES - COMBINED	.00	(450.00)	(185,145.55)
04/12/2023	CDA	95003.000	TOTAL CHECKS & OTHER CHARGES - COMBINED	.00	(1.00)	(185,146.55)
04/14/2023*	CR	2.0001	Check - 1ST STATE BANK - A	475.00	.00	(184,671.55)
04/15/2023	CR	1.0001	DEPOSIT	2,637.28	.00	(182,034.27)
04/16/2023	CR	3.0001	DEPOSIT	5,846.58	.00	(176,187.69)
04/18/2023	CDA	95004.000	TOTAL CHECKS & OTHER CHARGES - COMBINED	.00	(160.00)	(176,347.69)
04/19/2023	CR	4.0001	DEPOSIT	10,658.36	.00	(165,689.33)
04/24/2023	CR	5.0001	DEPOSIT	8,477.22	.00	(157,212.11)
04/26/2023	CR	6.0001	DEPOSIT	745.22	.00	(156,466.89)
04/27/2023	CR	7.0001	DEPOSIT	587.15	.00	(155,879.74)
04/28/2023	CR	8.0001	DEPOSIT	399.48	.00	(155,480.26)
*			04/30/2023 (04/23) Period Totals ***	29,826.29	(20,205.53)	(155,480.26)

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

Anycity Corporation			Payroll Transaction Details		
Account: 01-10200 Cash - Checking 1st State Bank					
Pay Period End Date	Employee Number	Employee Name	Check Number	Check Issue Date	Amount
04/04/2023	30	Austin, George	13670	04/09/2023	(937.57)
04/04/2023	90	Black, Lane	13682	04/09/2023	(947.19)
04/04/2023	75	Brown, Shawn A	13679	04/09/2023	(987.18)
04/04/2023	110	Carter, Darrin	13686	04/09/2023	(115.44)
04/04/2023	65	Curtis, Amber	13677	04/09/2023	(1,067.45)
04/04/2023	80	Dickens, Amy	13680	04/09/2023	(746.24)
04/04/2023	85	Ellison, Ray	13681	04/09/2023	(1,260.40)
04/04/2023	115	Gardner, Edward	13687	04/09/2023	(115.44)
04/04/2023	50	Gilson, Marvin	13674	04/09/2023	(657.41)
04/04/2023	55	Gordon, Natalie C	13675	04/09/2023	(792.70)
04/04/2023	95	Granger, Benjami	13683	04/09/2023	(1,003.22)
04/04/2023	130	Harrison, Jason	13690	04/09/2023	(115.44)
04/04/2023	45	Hobson, Maurice	13673	04/09/2023	(943.44)
04/04/2023	25	Johnson, Douglas	13669	04/09/2023	(1,121.59)
04/04/2023	125	Johnson, Kelly H	13689	04/09/2023	(115.44)
04/04/2023	60	McNeil, Annie	13676	04/09/2023	(250.73)
04/04/2023	15	Morris, Sharon	13667	04/09/2023	(658.82)
04/04/2023	105	Price, Gordon	13685	04/09/2023	(1,369.86)
04/04/2023	70	Rayburn, Susie	13678	04/09/2023	(443.28)
04/04/2023	40	Roberts, Dale B	13672	04/09/2023	(969.34)
04/04/2023	35	Slade, Randy L	13671	04/09/2023	(2,314.37)
04/04/2023	5	Smith, Jacob S	13666	04/09/2023	(851.64)
04/04/2023	20	Spencer, Annette	13668	04/09/2023	(732.28)
04/04/2023	100	Watson, Lamont	13684	04/09/2023	(461.75)
04/04/2023	120	Wilson, Samuel	13688	04/09/2023	(346.31)
					(19,324.53)