

## General Ledger – New User

*Guidance for some of the basic functions in General Ledger*

- Organization Setup
  - To view the setup of the Account Structure:

Go to General Ledger>Organization>Organization

Caselle Connect® > General Ledger > Organization > Organization

Caselle Connect® Organization

Organization Accounts Periods Connect Online Project Accounting Interface Passwords Tracking Use

Maximum digits in account number: 7 Use the first 1 segments for the fund number

Account masks:

Balance sheet: FF-AAAAA

Revenue: FF-SS-RRR

Expenditure: FF-DD-OOO

Segment	Title
A	Account
D	Department
F	Fund
O	Object
R	Revenue
S	Source

Segment

Segment code: A

Title: Account

Digits: 5

Begin range: 10000

End Range: 29999

- Maximum digits in account number represents to the maximum number of digits the largest account type is in your chart of accounts
- Use the x segment for the fund number represents the segment within your account structure that is the fund number.
- Account masks are used to define what each segment represents the type of account (balance sheet, revenue, and expenditure accounts). Each segment is represented with a letter and will have a specific title, length, and beginning/ending range.

○ To view the setup of the GL Period setup:

Caselle Connect® > General Ledger > Organization > Organization

Caselle Connect® Organization

Organization Accounts Periods Connect Online Project Accounting

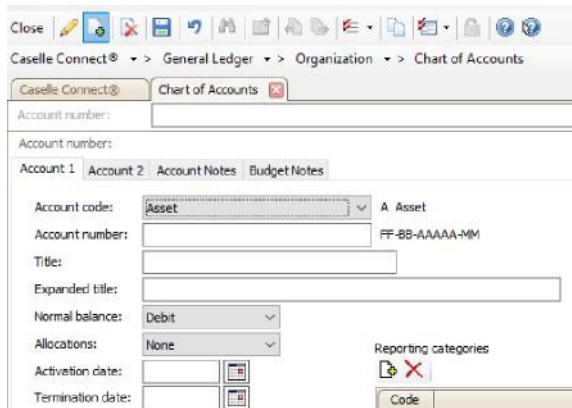
Period	Period Date	Period Number
00/23	7/1/2023	Beginning balance
07/23	7/31/2023	1
08/23	8/31/2023	2
09/23	9/30/2023	3
10/23	10/31/2023	4
11/23	11/30/2023	5
12/23	12/31/2023	6
01/24	1/31/2024	7
02/24	2/29/2024	8
03/24	3/31/2024	9
04/24	4/30/2024	10
05/24	5/31/2024	11
06/24	6/30/2024	12
13/24	6/30/2024	Year end adjustment
14/24	6/30/2024	Audit adjustment



- Periods are used for posting transactions and reporting purposes.
- Each year has 15 periods and each period date represents the specific month-end date for that period:
  - Period 00 is used for posting budget entries and the system entries that bring your ending balances from prior year into the following year for balance sheet accounts.
  - Periods 01-12 are the normal operating GL periods.
  - Period 13 is used for pre-audit adjustments or accruals.
  - Period 14 is used for audit entries.

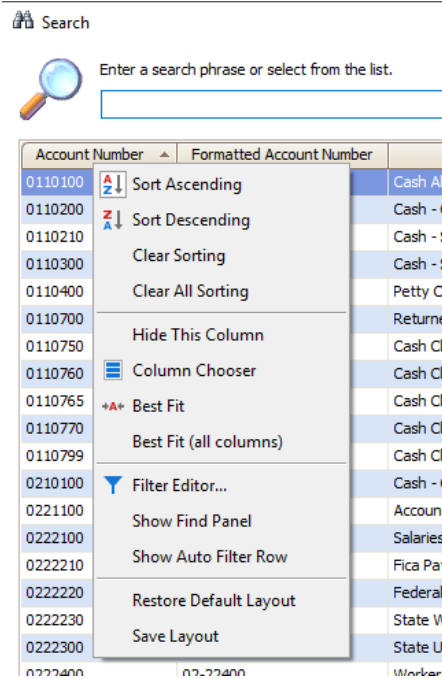
○ Chart of Accounts

To create a new account:

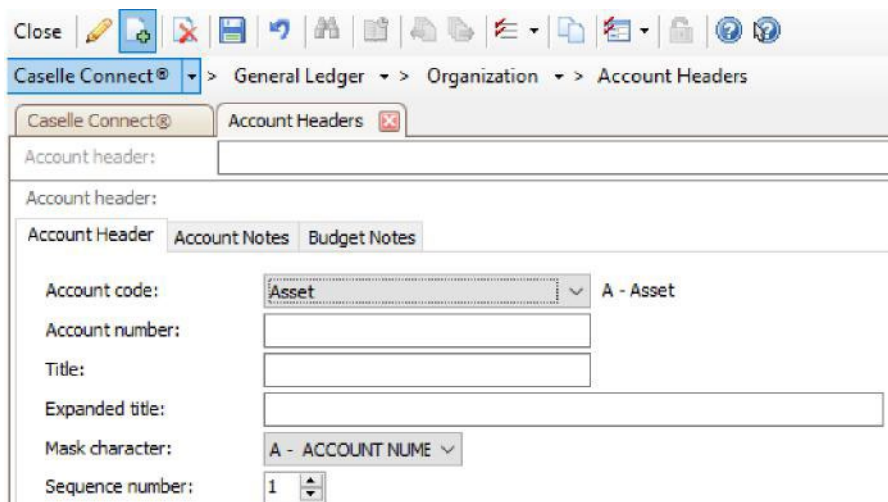
Go to General Ledger>Organization>Chart of Accounts



- Click the New Icon in the menu bar at the top of the screen
- Select an Account Code, your choice is Asset, Liability, Equity, Revenue or Expenditure
- Enter the Account Number (numbers only; do not enter any dashes or periods). You will see the formatted account number being created to the right of the account number field
- Enter the Title for the account (this is a maximum of 30 characters)
- Enter an Expanded Title (this is optional and has a maximum of 60 characters)
- Normal Balance will automatically populate based on the account code
- Allocations should be set to None unless the account is the fund cash account (only one per fund)
- Activation date (optional) is used to prevent transactions from being posted to the account before this date
- Termination date (optional) is used to prevent transactions from being posted to the account after this date
- **Pro Tip:** You can use the Copy button  to copy an existing account to a new account number. Simply choose an account of the proper type (copy a Revenue to make a new Revenue, an Asset to make a new Asset, etc.), press the Copy button, enter your new account number, and then enter in the new Account Title. If you need to create a new Fund, you can go to General Ledger – Organization – Copy Account Range to copy multiple accounts.
- **Pro Tip:** You can use the binoculars button  to search and view data for existing accounts. In the Search window, you can right click in the header row to customize the table. You can hide columns, use the Column Chooser to add columns (click and drag the column to where you want it to be), use Best Fit (all columns) to automatically adjust the width of your columns, and the Save Layout option to save your changes. These options are available on most tables in the program.



## ○ Account Headers (used to give grouping titles on reports)



- Click the New Icon in the menu bar at the top of the screen
- Select an Account Code, your choice is Asset, Liability, Equity, Revenue or Expenditure (if you are creating a Fund header you will use Asset)
- Enter the Account Number (numbers only; do not enter any dashes or periods). Enter the number as far as it is unique to the grouping and then end it with the appropriate number of zeros. For example, if you are creating a header account for accounts 10-5111,10-5112,10-5113,10-5200,10-5319 you would enter the header account number as 10-5000
- Enter the Title for the account header (this is a maximum of 30 characters)

- Enter an Expended Title (this is optional and has a maximum of 60 characters)
- Select the Mask character that represents where the grouping unique number ends. If you are unsure of what the Mask is for your account number you can find it in Organization – Organization on the Accounts tab or on several General Ledger reports on the Segment Selection tab (for example the Detail Ledger) or in Account Inquiry on the Segments tab.
- Assign a sequence number. This will default to 1 and should remain at 1 unless you have two Account Headers that have the same account number but different account codes.

## ○ Journal Codes

- Journal codes are used to track where transactions are created. Understanding what journal codes represent is vital to reconciling your general ledger and fixing issues correctly.
- System Generated Journals
  - AM – Asset Management
  - AP – Accounts Payable (all invoices entered in Accounts Payable are posted here)
  - AR – Accounts Receivable (all transactions related to accounts receivable are posted here, including invoices billed, payments applied to invoices, write offs)
  - BL – Business License
  - CA-XX – Cash Allocations (all cash allocation journals)
  - CDA – Cash Disbursement Accounts Payable (all Checks/ACH/Direct Deposits recorded in Accounts Payable are recorded here)
  - CDP – Cash Disbursement Payroll (all employee Checks/ACH/Direct Deposits recorded in Payroll are recorded here)
  - CDPT– Cash Disbursement Payroll Transmittals (all payroll liability Checks/ACH/Direct Deposits recorded in Payroll are recorded here)
  - CR – Cash Receipting (all receipts recorded in Cash Receipting are posted here)
  - OBACT – Opening Balances (used to bring the account balances forward from one year to the next)
  - PB – Payroll Benefits (used to record the employer portion of payroll items like retirement, social security, medicare, insurance etc)
  - PC – Payroll Journal (used to record the expense of payroll to be paid to employees)
  - UM – Utility Management (used to record all activity from the Utility Management module)
- Other Journal Codes
  - Audit – Used to record entries provided by your auditor
  - Budget – Used to record all budget entries (original and amendments)

- CD – Cash Disbursement Manual Entries (manual entries to decrease cash that are not recorded in Accounts Payable or Payroll. If you have multiple banks in your system you will have a different CD journal for each bank)
- CRJE – Cash Receipting Manual Entries and other CRXX journal codes (manual entries to increase cash that are not recorded in cash Receipting. If you have multiple banks in your system you will have a different CR journal for each bank)
- JE – Journal Entries (used to record activity between accounts that does not impact cash/checking accounts)
- RC – Recurring Entries (used to record entries that can be copied from one period to another)
- RE – Reversing Entries (used to record entries that are reversed in another period without having to enter twice)

## ○ Account Inquiry

- Single Account tab will show you:

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File Edit Search Filters Settings Period Other Document Management Zoom Help

Close Period: 14/23 to 14/23

Caselle Connect® -> General Ledger -> Account Inquiry

Account: Account Inquiry

Account: GENERAL FUND - COURT  
10-42-240 Office Supplies & Expense

Single Account	Detail	Budget	Account	Multiple Accounts	Transactions	Segments	Segment Amounts	Categories
Year-To-Date	14/23 06/30/2023	13/23 06/30/2023	06/23 06/30/2023	05/23 05/31/2023	04/23 04/30/2023			
Encumbrance	.00	.00	.00	.00	.00			
Actual	279.21	279.21	279.21	279.21	279.21			
Total	279.21	279.21	279.21	279.21	279.21			
Budget	500.00	500.00	500.00	500.00	500.00			
(over)/under	220.79	220.79	220.79	220.79	220.79			
Percent	55.84	55.84	55.84	55.84	55.84			

Period Amounts	14/23 06/30/2023	13/23 06/30/2023	06/23 06/30/2023	05/23 05/31/2023	04/23 04/30/2023
Encumbrance	.00	.00	.00	.00	.00
Actual	.00	.00	.00	.00	.00
Budget	.00	.00	.00	.00	.00
(over)/under	.00	.00	.00	.00	.00

- The year-to-date activity (for the time frame selected at the top of the screen). If the account is a balance sheet account it will show the debits, credits and balance.
- The budget for the account (if it has a budget)
- The funds remaining
- The Period (monthly) activity or change in the account
- The Period budget change in the account

- Detail tab will show you:

Close | Period: 07/22 to 14/23 | Caselle Connect® -> General Ledger -> Account Inquiry

Account: GENERAL FUND - COURT  
10-42-240 Office Supplies & Expense

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

	Date	Journal	Reference	Description	Debit Amount	Credit Amount	Balance
*	07/01/2022			(00/22) Balance	.00	.00	.00
*	07/31/2022			(07/22) Period Totals ***	.00	.00	.00
*	08/29/2022	AP	92.0001	Staples	3.45	.00	3.45
*	08/31/2022			(08/22) Period Totals ***	3.45	.00	3.45
*	09/30/2022			(09/22) Period Totals ***	.00	.00	3.45
*	09/23/2022	AP	13.0001	The Printing Place	124.21	.00	127.66
*	10/06/2022	AP	155.0001	Staples	3.45	.00	131.11
*	10/06/2022	AP	162.0001	Staples	2.35	.00	133.46
*	10/31/2022			(10/22) Period Totals ***	130.01	.00	133.46
*	11/17/2022	AP	160.0001	Staples	20.12	.00	153.58
*	11/30/2022			(11/22) Period Totals ***	20.12	.00	153.58
*	12/31/2022			(12/22) Period Totals ***	.00	.00	153.58
*	01/18/2023	AP	118.0001	Staples	24.58	.00	178.16
*	01/31/2023			(01/23) Period Totals ***	24.58	.00	178.16
*	02/16/2023	AP	16.0001	Anycity Office Supply	65.00	.00	243.16
*	02/16/2023	AP	17.0001	Anycity Office Supply	12.50	.00	255.66
*	02/28/2023			(02/23) Period Totals ***	77.50	.00	255.66
*	03/23/2023	AP	78.0001	Staples	23.55	.00	279.21
*	03/31/2023			(03/23) Period Totals ***	23.55	.00	279.21
*	04/30/2023			(04/23) Period Totals ***	.00	.00	279.21

- The transactions that were posted to this account during the time frame selected
- The date, journal code, reference, description, and amount of each transaction
- The running balance of the account

- Budget tab will show you:

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File | Edit | Search | Filters | Settings | Period | Other | Document Management | Zoom | Help

Close | Period: 07/22 to 14/23 | Caselle Connect® -> General Ledger -> Account Inquiry

Account: GENERAL FUND - COURT  
10-42-240 Office Supplies & Expense

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

Budget by Level | Budget Comparison | Budget Transactions | Notes

Account Number	Title	(1) DEPARTMENT RECOMMENDED	(2) FINANCE RECOMMENDED	(3) ADMIN RECOMMENDED	(4) APPROVED BUDGET	(5) AMENDED BUDGET
10-42-240	Office Supplies & Expense	525.00	500.00	500.00	500.00	500.00

- The original budget adopted.
- Any amendments to the account budget.

## ○ Journal Inquiry

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File Edit Search Filters Settings Period Other Document Management Zoom Help

Close | Period: 10/22 | 4 of 52

Caselle Connect® -> General Ledger -> Journals -> Journal Inquiry

Journal: AP Accounts Payable Active: Yes

Journal Detail

Reference	Date	Account Number	Account Title	Description	Amount	Comment
1.0001	09/20/2022	10-49-260	Bldgs & Grounds - Supply/Maint	National Sanitary Supply Co	88.65	**Vendor No: 340 **Inv. No: 1500281174 **Desc: TRASH LINERS,DISINFECTANT **Inv. Date: 10/30/2000 **PO No:
2.0001	09/20/2022	10-60-741	Capital Outlay - Equipment	Safety Supply & Sign Co Inc	252.20	**Vendor No: 400 **Inv. No: 10067 **Desc: REFLECTIVE TAPE, SCHOOL CROSSI **Inv. Date: 10/30/2000 **PO No:
3.0001	09/20/2022	02-22600	Health Insurance Payable	United Insurance Company	4,667.35	**Vendor No: 550 **Inv. No: OCT **Desc: EMPLOYEE HEALTH INSURANCE **Inv. Date: 10/30/2000 **PO No:
4.0001	09/20/2022	10-21100	Accounts Payable	Summary Transaction from AP System	5,008.20	
6.0001	09/21/2022	10-70-741	Capital Outlay - Equipment	The Anycity Times	297.60	**Vendor No: 510 **Inv. No: 270730 **Desc: BALLPARK BID AD **Inv. Date: 10/29/2000 **PO No:
7.0001	09/21/2022	10-21100	Accounts Payable	Summary Transaction from AP System	297.60	
9.0001	09/22/2022	10-60-310	Engineering	State Agencies	260.00	**Vendor No: 460 **Inv. No: 81R11050 **Desc: TRANSIT STUDY/MATCH **Inv. Date: 10/28/2000 **PO No:
10.0001	09/22/2022	10-21100	Accounts Payable	Summary Transaction from AP System	260.00	
12.0001	09/23/2022	10-70-741	Capital Outlay - Equipment	The Printing Place	73.31	**Vendor No: 530 **Inv. No: 21306 **Desc: ENVELOPES(BALLPARK MAILING) **Inv. Date: 10/27/2000 **PO No:
13.0001	09/23/2022	10-42-240	Office Supplies & Expense	The Printing Place	124.21	**Vendor No: 530 **Inv. No: 21307 **Desc: LETTERHEAD/2ND SHEET **Inv. Date: 10/26/2000 **PO No: 8916
14.0001	09/23/2022	51-81-490	Chemicals & Testing	State Water Quality Division	18.00	**Vendor No: 500 **Inv. No: SEPT **Desc: Monthly Water Testing **Inv. Date: 10/26/2000 **PO No:
15.0001	09/23/2022	10-44-220	Public Notices	The Printing Place	487.60	**Vendor No: 530 **Inv. No: 664 **Desc: NEWSLETTER COPIED **Inv. Date: 10/26/2000 **PO No: 8930
16.0001	09/23/2022	10-21100	Accounts Payable	Summary Transaction from AP System	703.12	

- Detail tab will show all transactions recorded in the selected journal code for the period(s) selected.

## Monthly Tasks (see checklist)



## ○ Setting up GL periods

Go to General Ledger>Organization>Miscellaneous





At the beginning of each month, setting your GL period to the Current Period will default on the current period for all submodules that is selected. In the section “Change Current Period to”




select which period to move the current period to and select “GO”.

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File Zoom Help

Close    

Caselle Connect® > General Ledger > Organization > Change Current Period


Caselle Connect® Change Current Period 

Current period \_\_\_\_\_

Period: 04/23 (04/30/2023)

Number: 10

Change current period to \_\_\_\_\_

Period: 05/23 (05/31/2023) 











Number: 11

## ○ Journal Entries


- Select the appropriate journal code and period (will this impact your bank account?)

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File Edit Inquiry Settings Other Document Management Zoom Help


Close          


Caselle Connect® > General Ledger > Journals > Enter Journal Amounts


Caselle Connect® Enter Journal Amounts 


Journal Amounts

Journal: JE  Journal Entries

Period: 04/23 (04/30/2023) 


Mode: Normal 


Sign: Normal 


Date: 04/30/2023 

Reference: 4.0001 [Use journal template](#)

Description: \_\_\_\_\_

Activity: 0 

Job number: \_\_\_\_\_ 


Account: \_\_\_\_\_ 





Amount: 0

Split total: .00 View approval activity

Journal total: .00 Create Offset






Entry total: .00

Comments: 

Attachments:    

Date	Reference	Account Number	Account Title	Description	Debit Amount	Credit Amount
Description						

- The system will default to the last day of the period selected. If you change this date to a date in another month you are NOT changing the period that was selected.

- Click your Enter key to go to the Description field. Enter a description of what is being recorded or corrected with the entry. This is what you will see with the amount in the account detail.
- Click your Enter key to go to the Account field. Enter the account number (with or without dashes)
- Click your Enter key to go to the Amount field. Enter the amount that should be recorded in the account listed in the previous step. A positive amount is a debit (will increase the balance of an Asset or Expenditure account and will decrease the balance of a Liability, Equity or Revenue account). A negative amount is a credit; the negative sign can be entered before or after the amount (a credit will decrease the balance of an Asset or Expenditure account and increase the balance of a Liability, Equity or Revenue account). If the amount is less than \$1.00 enter the leading zero.
- Click your Enter key until you are back to the description field. If you enter through the description field it will populate the same description as your previous entry. Repeat these steps until your entry is fully recorded and the journal is in balance.
- You can use the split entry icon  to keep your debits and credits tied to the same reference number.
- You can use the redisplay icon  to review all entries for the selected journal code and period.
- You can edit an entry by clicking the pencil icon . An edited entry is not saved until you enter through the amount or click Save.
- You can delete an entry by clicking the delete icon  and then entering the reference number of the entry that you want to delete.
- You can use the options icon  to change journal codes or periods

## ○ Allocations








- Allocations are created to keep your funds in balance.
- Select the period that needs to be allocated; best practice is to select the current period and the system will alert you if prior periods need to be allocated. Then you can allocate both the current and prior periods with one click of GO.

- Click GO

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File Zoom Help

Close     


Caselle Connect® > General Ledger > Journals > Create Allocations

Caselle Connect® Create Allocations

Period: 04/23 (04/30/2023) ▾


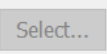
Journal: CA ▾  Cash Allocation Entries

☐ Use specific date for transactions

Transaction date: 4/30/2023 

☐ Create fund allocations

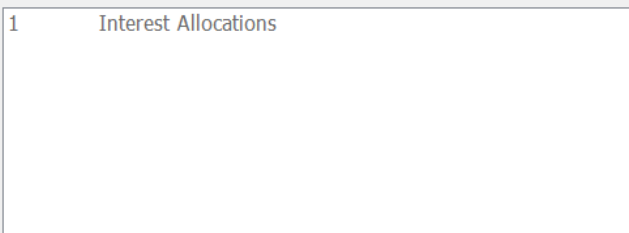
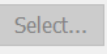
Journals to allocate:

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

☐ Create interest allocations


Allocations to include: 1 Interest Allocations





## ○ Close Period




- Once you have completed your monthly reconciliation and printed/reviewed financial statements, select the period up to and including the period you want to close.

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File Zoom Help

Close    

Caselle Connect® > General Ledger > Organization > Close Period


Caselle Connect® Close Period 

Last period closed \_\_\_\_\_

Period: 01/22 (01/31/2022)

Number: 7

Close periods up to and including \_\_\_\_\_

Period:  

Number: 8

- Press Go
- Ideally, only one period should be open at a time, but you may wish to leave periods open for a longer time. For example, Period 14 may be left open and closed only after the audit is complete.
- Periods can be re-opened by changing the Last Period Closed setting in Organization:

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File Edit Zoom Help

Close

Caselle Connect® > General Ledger > Organization > Organization

Caselle Connect® Organization

Organization Accounts Periods Connect Online Project Accounting Interface Passwords Tracking User-Defined Notes

Primary name: Anycity Corporation

Secondary name:

Address line 1: 10 N Commerce Ave

Address line 2: PO Box 123

City: Anycity

Current year end: 06/30/2023

Current period: 04/23 04/30/2023

Last period closed: 01/22 01/31/2022

Future open periods: 9 10/23 (10/31/2023)

Budget level

## ○ Checkout

- Select the Period to checkout through (best practice is the current period). If you are working in more than one year, include a prior or future year and Press GO

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File Settings Zoom Help

Close

Caselle Connect® > General Ledger > Organization > Checkout

Caselle Connect® Checkout

Use this routine to check for any database inconsistencies.

Selection criteria:

Column	Value	Compare
Account, Account number	All	Entire field

Check though period: 04/20 (04/30/2020)

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

- Review the report
- Account Validation – will alert you if any account numbers are out of the expected numbering range
- Proof – will alert you if funds and or periods are out of balance
- If funds are out of balance, Allocations need to be created
- If periods are out of balance we need to look at the Transactions section of Checkout

- Beginning balance – will alert you if the ending balances of the prior year do not match the beginning balances of the current year
- Bank reconciliations – will alert you if there are problems with the bank reconciliations
- Transactions – this will alert you if invalid account numbers are used on transactions, if journal codes are out of balance etc
- Budget Transactions – this will alert you if invalid account numbers are used

## ○ Reports

- Account Summary – shows beginning balances, total debits and credits, and the ending balance in each of your accounts.
- Financial Statements – Cash Allocations Report – used to ensure that all of your cash has been allocated appropriately to your funds.
- Financial Statements – Balance Sheet – used to ensure that your Assets balance to your Liability and Equity accounts.
- Financial Statements – Revenue/Expense compared to Budget – used to monitor your Revenue and Expense accounts.
- Detail Ledger – used for a detailed printout of all transactions in an account or range of accounts.