

Preparing for Audit

1. User/Application Reports

- Log into Connect. Go to System Management – Security – Related Reports.
- Application Rights Report

Village of Civic Systems

Application Rights Report

Page: 1

Sep 05, 2023 03:20PM

Caselle Connect® -> Accounts Payable -> Invoices and Payments -> Tasks -> Approve Invoices for Payment

Allowed Users:

User ID	Name	User ID	Name
Admin	Administrator	Cassandra	Cassandra Camren
Elvis	Elvis Presley	Jack	Jumping Jack Flash

Denied Users:

User ID	Name	User ID	Name
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- Recommend running one application at a time or it might take awhile to process.
- Check the box to Include Allowed (Denied is optional) users.
- This will show you/your auditor each menu item and which users have access to the menu item. If you include Denied users it will only show users that explicitly denied not those that just do not have access.

c. Group Rights Report

Village of Civic Systems

Group Rights Report - Applications List

Page: 1

Sep 05, 2023 3:29PM

Report Criteria:

Excludes Connect Online applications

Summarizing where the group has full access

Rates: Admin

Group

Admin

Users

User	Explicit Rights	Multiple Groups	User	Explicit Rights	Multiple Groups
Elvis Presley	Yes	Yes	Jumping Jack Flash	Yes	Yes

Application List

Description	Program
Document Management	Caselle Connect
Property Tax Collection -> Real Properties -> Tasks	Caselle Connect
Split/Merge Properties	Caselle Connect
System Management -> Installation	Caselle Connect
System Management -> Modify Data -> Miscellaneous	Caselle Connect
System Management -> Printers	Caselle Connect
System Management -> Security	Caselle Connect
System Management -> System Tools -> Tasks	Caselle Connect
Export Report Forms/Definitions	Caselle Connect
Import Report Forms/Definitions	Caselle Connect

- Recommend running one group at a time or it might take awhile to process.
- Options – include Connect applications, Summarize applications with full access (optional) and Bold menus in the application list.
- This will show you/your auditor each group, which users are a member of the group and which menu items the group has access to.

d. User Rights Report

Village of Civic Systems			User Rights Report				Page: Sep 05, 2023 03:32PM	
Report Criteria: Include allowed applications Include denied applications								
User ID	Name	Network User ID	Require Password Change	Activate User	Locked Login	Notify for Updates	Groups	Departments
Admin	Administrator		No	Yes	No	No		All
User ID	Name	Network User ID	Require Password Change	Activate User	Locked Login	Notify for Updates	Groups	Departments
Cassandra	Cassandra Camren	CC14758	No	No	Yes	No	Admin, AP, AR, Backups & Checklists, BL, BP, CR, GL, HR, MM, Payroll, UM	All

- i. This report will show you/your auditor each user, their security settings and which groups the user belongs to.
- ii. This report will NOT show you which menu items the user has access to.


2. Saving & Exporting Reports

- a. On the print settings tab you must check the box to Save as or Export to activate

Report Options Additional Options Columns **Print Settings**

Output options: ☒ Print ☐ Save as ☐ Export ☐ Send

the appropriate sub tabs.

- b. If you wish to save a report as a PDF, use the Save As option. Click the Browse button to select where you want to save the report and name the file.
- c. If you wish to save the report in Excel, use the Export option. Click the Browse button to select where you want to save the report. Name the file and end the file name with .csv. This will make the report easily formatted in Excel.
- d. If you are using a new report you can click the export  option to select whether you want to save as a pdf or csv file.

3. Budget – Auditor's like to see the originally approved budget and any changes to the budget.

- a. Budget by Levels will show each of your budget levels and the changes between those levels
- b. Budget Journals will show each entry in the budget by month and level
- c. Budget Worksheet can be designed to show multiple budget levels and actual

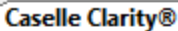
4. Review your Cash Allocation Report (Financial Statement in General Ledger), the total unallocated cash, utility cash clearing and accounts receivable cash clearing accounts should equal zero.


COMBINED CASH ACCOUNTS		
99-102	CASH IN BANK	2,191,355.02
99-105	UTILITY CASH CLEARING	(691.55)
	TOTAL COMBINED CASH	2,190,663.47
99-100	CASH ALLOCATED TO OTHER FUNDS	(2,190,663.47)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION		
1	ALLOCATION TO GENERAL FUND	1,371,209.82
2	ALLOCATION TO TIF FUND	5,160.62
4	ALLOCATION TO CIVIL DEFENSE FUND	.00
12	ALLOCATION TO WASTE REMOVAL	26,162.95
20	ALLOCATION TO MOTOR FUEL TAX FUND	.00
30	ALLOCATION TO W/S OPER/MAINT FUND	(503,746.81)
35	ALLOCATION TO WATER CAPITAL IMPROVEMENT FUND	563,296.44
36	ALLOCATION TO SEWER CAPITAL IMPROVEMENT FUND	728,580.45
	TOTAL ALLOCATIONS TO OTHER FUNDS	2,190,663.47
	ALLOCATION FROM COMBINED CASH FUND - 99-100	(2,190,663.47)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

5. 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 Clarity® ▾ > General Ledger ▾ > Journals ▾


Account Inquiry



Journals

Tasks	Related Reports
• Create Allocations	• Account Master List
• Create Reversing Entries	• Account Summary
• Enter Journal Amounts	• Allocation Detail Ledger
• Setup Cross-reference Accounts	• Average Daily Balance Ledger
	• Category Balance Report
	• Combined Detail Ledger

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

Caselle Clarity® > General Ledger > Account Inquiry

Caselle Clarity® Account Inquiry

Account number:

CASH ALLOCATIONS FUND (07/15) 07/31/2015

Account: 001-111005 UTILITY CASH CLEARING








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			.00
	CR		CASH IN - CHECKING DEPOSIT	.00	(748,092.16)	(748,092.16)
	JE		JOURNAL ENTRIES	.00	(84,703.49)	(832,795.65)
	UM		UTILITY BILLING	832,795.65	.00	.00
			07/31/2015 (07/15) Period Totals ***	832,795.65	(832,795.65)	.00

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

- 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

i. Cash Receipt – Receipt Register

Close       

Caselle Clarity® > Cash Receipting > Reports > Receipt Register

Caselle Clarity® Account Inquiry **Receipt Register**

Title: Receipt Register - Payments by Month-Day

Report Options Additional Options Columns Sections Print Settings

Report dates

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

Advanced options...

☒ Print summary by distribution
☒ Print summary by user
☒ Include page totals in footer
☐ Include customer hash
☐ Include docket hash
Customers: All Customers

Selection criteria:

Column	Value	Test
Receipt.Receipt Number	All	Entire field

Report order:

Column	Sort	Title	Total	Page	Test
Receipt.Date	Ascending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entire field
Receipt.Receipt Number	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6 Segments

Caselle Clarity® > Cash Receipting > Reports > Receipt Register

Caselle Clarity® Account Inquiry **Receipt Register**

Title: Receipt Register - Payments by Month-Day

Report Options Additional Options Columns Sections Print Settings

☒ Include all users
Debbie
FRONT
Clerk
Utility Clerk
PSN
Select...

☐ Include all categories
UTILITY PAYMENTS
Select...

☒ Include all workspaces
FRONT COUNTER
JANELLE
DEBBIE
PSN
Select...

Title: Receipt Register - Payments by Month-Day

Report Options

Additional Options

Columns

Sections

Print Settings

- ☐ Use this report title:
- ☒ Include page header on report
 ☒ Include selection criteria at beginning of report
- ☒ Include page footer on report
 ☒ Include selection criteria at end of report

Report sections:

Section	Headings	Detail	Totals	Page Breaks
Main	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SummaryByDistributionSection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UserSection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

City of Kiel

Receipt Register - Payments by Month-Day

Page: 1

Receipt Dates: 8/1/2015 - 8/31/2015

Sep 21, 2015 01:02PM

Report Criteria:

Categories: UTILITY PAYMENTS
All Customers

Receipt Number	Date	Category	Customer Number	Customer Name	Distribution	GL Account	Description	A	R	D	G	V	Amount	T
08/01/2015														
Total 08/01/2015:													690.03	
08/02/2015														
Total 08/02/2015:													361.54	
08/03/2015														
Total 08/03/2015:													4,568.62	
08/04/2015														
Total 08/04/2015:													8,369.34	

ii. Utility Management - Transaction Register

Caselle Clarity® > Utility Management > Reports > Transaction Register

Caselle Clarity® Account Inquiry Transaction Register

Title: Transaction Register - Payments by Month - Day

Report Options Columns Sections Print Settings

Report dates

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

Advanced options...

Transaction types

☐ Assistance applied ☐ Deposits applied

☐ Balance transfers ☐ Deposit interest

☐ Billings ☒ Payments

☐ Billing adjustments ☒ Payment adjustments

☐ Contract adjustments ☐ Reallocations

☐ Contract billings ☐ Write-offs

☐ Print customers with a specific amount only

Amount:

Selection criteria:

Column	Value	Test
Customer.Customer number	All	Entire field
Customer.Name	All	Entire field
Customer.Cycle	All	Entire field
Group Code.Group code	All	Entire field

Report order:

Column	Sort	Title	Total	Page	Test
Transaction.Type	Ascending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Entire field
Transaction.Date	Ascending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entire field
Transaction.Reference num	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field

Caselle Clarity® > Utility Management > Reports > Transaction Register

Caselle Clarity® Account Inquiry Transaction Register

Title: Transaction Register - Payments by Month - Day

Report Options Columns Sections Print Settings

☐ Use this report title:

☒ Include page header on report ☒ Include selection criteria at beginning of report

☒ Include page footer on report ☒ Include selection criteria at end of report

Report sections:

Section	Headings	Detail	Totals	Page Breaks
Main	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

City of Kiel Utilities Transaction Register - Payments by Month - Day Page: 1
Report Dates: 08/01/2015 - 08/31/2015 Sep 21, 2015 01:09PM

Report Criteria:
Types Selected: Payments, Payment Adjustments

Name	Customer Number	Type	Reference Number	Description	Source ID	Check Number	Amount	Msg	Service
Payment									
08/01/2015									
Total 08/01/2015:	64,633,307						690.03-		
08/02/2015									
Total 08/02/2015:	24,443,504						361.54-		
08/03/2015									
Total 08/03/2015:	424,930,041						4,568.62-		
08/04/2015									
Total 08/04/2015:	906,102,716						8,369.34-		

7. 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"/>

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

8. 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)

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"/>

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

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		

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 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:

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				

9. Grants/Activities

- a. Grants can be used to track grant awards and grant activity that is in specifically identified accounts.

Grant: 1	
Grants	Accounts Attachments Notes
Grant number: 1	Amounts
Title:	Original amount: .00
Start date:	Adjustment 1: .00
End date:	Adjustment 2: .00
<input type="checkbox"/> Auto-increment dates	Adjustment 3: .00
Funding source:	Adjustment 4: .00
Agency ID number:	Adjustment 5: .00
Contact name:	Final amount: .00
Contact telephone:	
Reporting period:	
Type of grant:	

- b. Grant Inquiry can then be used for comparison purposes

- c. Activities can also be set up to track grants, projects etc.

Activity:

Activity	Attachments	Notes
----------	-------------	-------

Activity number:	<input type="text" value="1"/>
Title:	<input type="text"/>
Beginning period:	08/23 (08/31/2023) ▾
Ending period:	08/23 (08/31/2023) ▾
<input type="checkbox"/> Auto-increment dates	

- d. Activities are tied to specific transactions instead of accounts. There are multiple reports that can be used to identify activity information.