Preparing for Audit

1. User/Application Reports

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

Village of Civic Syste	ms	Application Rights Report		Page: 1 Sep 05, 2023 03:20PM
Caselle Connect® - Allowed Users:	> Accounts Payable -> Invoices and Pa	yments -> Tasks -> Approve Invoice:	s for Payment	
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	

- i. Recommend running one application at a time or it might take awhile to process.
- ii. Check the box to Include Allowed (Denied is optional) users.
- iii. 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

/illage of Civic Syst	ems		Group Rights F	Report - Applications List		Pa Sep 05, 2023 3:2
eport Criteria:						
Excludes Conne	ct Online applications					
Summarizing who	ere the group has full acces	5				
Rates: Admin						
iroup Ad	lmin					
sers						
	User	Explicit Rights	Multiple Groups	User	Explicit Rights	Multiple Groups
	USEI	Nights	Groups		Kighs	Groups
Elvis Presle	у	Yes	Yes	Jumping Jack Flash	Yes	Yes
pplication List						
		D	escription		Program	
Document I	Management				Caselle Connect	
Property Ta	x Collection -> Real Prope	erties -> Tasks	8		Caselle Connect	
Split/Merg	e Properties				Caselle Connect	
	nagement -> Installation				Caselle Connect	
System Mar	nagement -> Modify Data	> Miscellane	ous		Caselle Connect	
System Mar	nagement -> Printers				Caselle Connect	
	nagement -> Security				Caselle Connect	
System Mar		Tooko			Caselle Connect	
-	nagement -> System Tool:	s -> Tasks				
System Mar	nagement -> System Tool: port Forms/Definitions	S - Z Tasks			Caselle Connect	

- i. Recommend running one group at a time or it might take awhile to process.
- ii. Options include Connect applications, Summarize applications with full access (optional) and Bold menus in the application list.
- iii. 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		U	ser Rights	Report				Page: Sep 05, 2023 03:32P
	owed applications nied applications								
User ID Admin	 Administrator	Network User ID	Require Password Change No	Activate User Yes	Locked Login No	Notify for Updates No	Groups	All	Departments
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

Report Options Additional Options Columns

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		
	CASH IN BANK UTILITY CASH CLEARING	(2,191,355.02 691.55)
99-100	TOTAL COMBINED CASH CASH ALLOCATED TO OTHER FUNDS	(2,190,663.47 2,190,663.47)
	TOTAL UNALLOCATED CASH	_	.00
	CASH ALLOCATION RECONCILIATION		
4 12 20 30 35	ALLOCATION TO GENERAL FUND ALLOCATION TO TIF FUND ALLOCATION TO CIVIL DEFENSE FUND ALLOCATION TO CIVIL DEFENSE FUND ALLOCATION TO WASTE REMOVAL ALLOCATION TO MOTOR FUEL TAX FUND ALLOCATION TO W/S OPER/MAINT FUND ALLOCATION TO WATER CAPITAL IMPROVEMENT FUND ALLOCATION TO SEWER CAPITAL IMPROVEMENT FUND	(1,371,209.82 5,160.62 .00 26,162.95 .00 503,746.81) 563,296.44 728,580.45
	TOTAL ALLOCATIONS TO OTHER FUNDS ALLOCATION FROM COMBINED CASH FUND - 99-100	(2,190,663.47 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 -



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

Caselle Clarity	8 * >	General Ledger	▼ > Account Inquiry					
Caselle Cla	rity®	Account Inqui	ry					
Account number	r:							
CA	SH ALLOO	CATIONS FUND					(07/15) 07/31/20	15
Account: 001	1-111005	UTILITY CASH O	LEARING					
Single Account	Detail	Budget Account	nt Multiple Accounts Transactions	Segments Cate	gories			
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		(832,795.65)	
	UM		UTILITY BILLING		832,795.65		.00	
			07/31/2015 (07/15) Period Totals **	*	832,795.65	(832,795.65)	.00	
Display: Jo	ournal sun	nmary 🔻 C	order by: Journal/Reference number,	Date 🔻 Am	ount type: Actu	al	•	

- a. Look in account inquiry for possible journal entries
- b. Verify journal totals equal sub-modules and that sub-modules are updated
- c. Run reports to make sure sub-modules tie to each other

i. Cash Receipt – Receipt Register

Caselle Clarity® Account Inquiry Receipt Register	Receipt Register					
e: Receipt Register - Payments by Month-Day						
port Options Additional Options Columns Sections Print Se	ttings					
Report dates	Selection criteria:					
From: 08/01/2015	Column		Value		Test	
To: 08/31/2015	Receipt.Receipt Number	All			Entire field	
Advanced options						
Print summary by distribution						
Print summary by user						
Include page totals in footer						
Include customer hash						
Include docket hash ustomers: All Customers						
	Report order: Column Receipt.Date	Sort	Title	Total Pag	e Test Entire field	1

 $\label{eq:caselle Clarity} \ensuremath{\mathbb{C}} \$

eport Options Additional Op	ptions Columns	Sections Print Settings			
📝 Include all users		Include all categories		Include all workspaces	;
Debbie FRONT Clerk Utility Clerk PSN	Select	UTILITY PAYMENTS	Select	FRONT COUNTER JANELLE DEBBIE PSN	Select.

Caselle Clarity®	Account	nquiry Re	ceipt Regi	ster	-				
Title: Receipt Register		<u>···</u>							
Report Options Additi	onal Options	Columns S	ections Pri	nt Settings					
🔲 Use this report title	:								
🔽 Include page head	ler on report		nclude selec	ction criteria	at beg	inning	g of re	port	
Include page foote	r on report	V	nclude selec	ction criteria	at end	of re	port		
Report sections:									
Section	1	Headings	Detail	Totals	Pag	e Brea	aks		
Main		V		V		1		1	
SummaryByDistributi	onSection								
UserSection									
City of Kiel		Receipt Register - P Receipt Dates: 8	ayments by Month- /1/2015 - 8/31/2015				Sep 2	Page	
Report Criteria: Categories: UTILITY PAYMEN All Customers	rs								
Receipt Number Date Category	Customer Number Cu	stomer Name Distr	ibution GL	Account D	escription	A R	DGV	Amount	т
08/01/2015									
Total 08/01/2015:								690.03	
08/02/2015									
Total 08/02/2015:								361.54	
08/03/2015									
vurumad 10									
Total 08/03/2015:								4,568.62	
								4,568.62	

ii. Utility Management - Transaction Register

Caselle Clarity® ▼ > Utility Management ▼ > Reports ▼ >	 Transaction Register 					
Caselle Clarity® Account Inquiry Transaction Regist	ter					
Title: Transaction Register - Payments by Month - Day						
Report Options Columns Sections Print Settings						
Report dates	Selection criteria:					
From: 08/01/2015	Column	Val	ue		Test	
To: 08/31/2015	Customer.Customer number Customer.Name				intire field	
Advanced options	Customer.Cycle	All			intire field	
	Group Code.Group code	All			intire field	
Transaction types						
Assistance applied Deposits applied						
Balance transfers Deposit interest						
Billings Vayments						
Billing adjustments						
Contract adjustments						
Contract billings						
Amount:						
	Report order:					
	Column		itle Total	Page	Test	
			V V	V	Entire field	
					Entire field	
	Transaction.Reference num	Ascending			Entire field	J

Caselle Clarity®	> Utility	Mana	agement	🔹 > Repo	rts ▼ > 1	ransact	tion Regi	ster	
Caselle Clarity	® Αςςοι	ınt In	quiry T	ransaction	n Register				
Title: Transaction	Register - Pa	ymer	nts by Mont	h - Day					
Report Options C	olumns Sec	tions	Print Sett	ings					
Use this report	title:								
🔽 Include page h	neader on rep	ort	V	Include se	lection crite	ria at be	ginning of	repo	rt
🔽 Include page f	ooter on repo	rt	V	Include se	lection crite	ria at en	d of repor	t	
Report sections:									
Sec	ction		Heading	s Detail	Totals	Pag	ge Breaks	Τ	
Main			V		1		1		
City of Kiel Utilities				ster - Payments by s; 08/01/2015 - 08/				Sep 21	Page: 1 , 2015 01:09PM
Report Criteria: Types Selected: Payme	nts, Payment Adjustn	nents							
Name	Customer Number	Туре	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 Cla	rity® //	Account Inquiry						
count numbe	<u> </u>		L					
							(07/15) 07/24	/2015
	NERAL FUN						(07/15) 07/31	2015
count: 100	0-211000 /	ACCOUNTS PAYAE	BLE					
ngle Account	Detail	Budget Account	Multiple Accounts Transaction	ons Segments Catego	ries			
Date	Journal	Reference	Description 6/30/2015 (06/15) Balance	ו	Debit Amount	Credit Amount	Balance (95,822.2	0)
	AP		CCOUNTS PAYABLE		.00	(70,175.52)	(95,022.2 (165,997.8	
	CDA		ASH DISBURSEMENTS - ACCOU	INTS PAYABLE	70,190.52	(15.00)	(95,822.2	
			7/31/2015 (07/15) Period Total		70,190.52	(70,190.52)	(95,822.2	
aselle Clarity Caselle Cl	larity®	General Ledge Account Inqu aselle Master]			nt type: Actu	al	•	
Balance shee Revenue ma		FFF-AAAAAA FFF-SSRR-TT						
		FFF-CCDD-000						
Segr	ment	Valid Range	Include	Exclude	Sum	marize Title	Total Page	
(A) ACCOU		0-999999	211000	None				
(c) cost c		0-99	None	None				
(D) DEPART		0-99	All	None				
(F) FUND		0-999	All	None				
(O) OBJECT	I CODE	0-999	All	None				
(R) REVENU		0-99	All	None				
2-3	Ξ	0-99	None					
(S) SOURCE				None				
(S) SOURCE (T) TYPE		0-99	All	None None				
(T) TYPE un the aselle Clarity Caselle C	y® ▼ > larity®	id Invoic	ee Report rable • > Reports • > uiny Trial Balance Un	None	_			
(T) TYPE un the aselle Clarity Caselle C itle: Unpaid	y® ▼> larity® I Invoice F	id Invoic Accounts Pay Account Inq Report [Caselle I	ee Report rable • > Reports • > uiny Trial Balance Un	None Unpaid Invoice Repo	_			
(T) TYPE un the aselle Clarity Caselle C	y® ▼> larity® d Invoice F ns Colum	id Invoic Accounts Pay Account Inq Report [Caselle I	e Report /able ▼ > Reports ▼ > uiry Trial Balance Un Master]	None Unpaid Invoice Repo	_			
(T) TYPE un the aselle Clarity Caselle C itle: Unpaid eport Option Report dai	y® ▼ > larity® d Invoice F ns Colum tes	id Invoic Accounts Pay Account Inq Report [Caselle ! Inns Sections	e Report /able ▼ > Reports ▼ > uiry Trial Balance Un Master] Print Settings	None Unpaid Invoice Repor	_	Value		Test
(T) TYPE un the aselle Clarity Caselle C itle: Unpaid eport Option Report dat From: 08	y® ▼ > larity® d Invoice F ns Colum tes 8/01/2015	id Invoic Accounts Pay Account Inq Report [Caselle I Ins Sections	e Report /able ▼ > Reports ▼ > uiry Trial Balance Un Master] Print Settings	None Unpaid Invoice Repor npaid Invoice Repor	t			Test Entire field
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(T) TYPE un the iselle Clarity Caselle C tle: Unpaid eport Option Report dat From: 08	y® ▼ > larity® d Invoice F ns Colum tes 8/01/2015	id Invoic Accounts Pay Account Inq Report [Caselle I Ins Sections	e Report rable * > Reports * > uiny Trial Balance Un Master] Print Settings	None Unpaid Invoice Repor npaid Invoice Repor Selection criteria: Column Invoice.Invoice num Vendor.Vendor num	t ber All ber All			Entire field Entire field
(T) TYPE un the aselle Clarity Caselle C ttle: Unpaid eport Option Report dat From: 08	y® ▼ > larity® d Invoice F ns Colum tes 8/01/2015	id Invoic Accounts Pay Account Inq Report [Caselle I Ins Sections	e Report /able ▼ > Reports ▼ > uiry Trial Balance Un Master] Print Settings	None Unpaid Invoice Repor npaid Invoice Repor Selection criteria: Column Invoice.Invoice num Vendor.Vendor numt Vendor.Name	t ber All ber All All			Entire field Entire field Entire field
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Include fully paid period invoices

b.

Invoice Detail.GL account "100"

- 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)

	JND EMP FED WITHHO		kup: Account number			1028 of 8335	-	H	• •	•	1
count: 100-21512 E											
ngle Account Detail		OLD TX PAY-GEN			A	eriod: Activation da Termination d		(04/14)) 04/30	0/201	14
	Budget Accourt	nt Multiple Accoun	ts Transactions Segmen	ts Categories							
Date Journal	Reference		Description	Debit A	mount	Credit Amou	Int	Bali	ance		
Date Doama	11010101100	03/31/2014 (03/14		D ODA I	ino di ic	croaterninos			1,472.	54)	
04/02/2014* AP	261.0001	UNITED STATES TR		19	722.81		.00		1,749.		17
04/09/2014* AP	681.0001	UNITED STATES TR	EASURY	9	478.42		.00		7,728		
04/12/2014 PC	8.0001	PAYROLL TRANS F	OR 4/12/2014 PAY PERIOD		.00	(20,469.)	83)	(1	2,741.	14)	
04/15/2014 PC	118.0001	PAYROLL TRANS F	OR 4/15/2014 PAY PERIOD		.00	(7,398.)	28)	(2	0,139.	42)	
04/16/2014* AP	684.0001	UNITED STATES TR	REASURY	20	469.83		.00		330	.41	ΠĽ
04/20/2014* AP		UNITED STATES TR		7	398.28		.00		7,728		
04/26/2014 PC			OR 4/26/2014 PAY PERIOD		.00	(18,249.)			0,521.		
04/30/2014 PC	284.0001		OR 4/30/2014 PAY PERIOD		.00	(11,553.)			2,074.		
		04/30/2014 (04/14) Period Totals ***	57	,069.34	(57,671.	51)	(2	2,074.	71)	
Display: Reference selle Clarity® ▼ >			rnal/Reference number s ▼ > Trial Balance	✓ Amount type	e: Actua	al		•			
selle Clarity® ▼ > Caselle Clarity®	General Ledg Table Lists		s ▼ > Trial Balance	Amount type	e: Actua						
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b. Run a Pay Code Transaction Report or Table List from Payroll to match the PC and PB amounts

1. 1							
Close 🚯 🗙 🛛	3 0 4 0	¶ ∖ ?					
Caselle Clarity®	▼ > Payroll ▼ >	Reports 💌 > Pay Code T	ransaction Report				
Caselle Clarity	Table Lists	Account Inquiry Trial	Balance Pay Code Trans	action Report			
Title: Pay Code T	ransaction Report - E	FTPS TIE OUT		•	Default report	10 of 29	9
Report Options P	ay Codes Columns	Sections Print Settings					
Report dates			Selection criteria:				
From: 06/16/	2014 -		Column	Va	alue	Test	
			Employee.Employee Number	All	E	Entire field	
To: 06/30/	2014 🔻		Employee.Name	All	E	Entire field	
		Advanced options	Department.Department	All	E	Entire field	
Include emplo	vees where all select	ed pay codes are inactive					
Include emplo	yees where all select	ed columns are zero					

itle: Table Lists - Federal Withholding	 Default report 57 of 57
Report Options Columns Labels Forms Sections Pr	t Settings
Report type	Selection criteria:
	Column Value Test
	Employee.Employee number All Entire field
List options	Pay Period.Pay period end d {Prompt for value} Entire field
Print 0 🚽 blank lines between records	Employee Transaction.GL aci "10021512" Entire field
Print a solid line between records	
Employee Pay Period	
	Report order:
	Column Sort Title Total Page Test

Caselle Clarity® ▼ > Payroll ▼ > Reports ▼ > Table Lists

tle: Ta	ble Lists - Federal Withholding				-	Default r	eport	57	7 of 5
eport Op	otions Columns Labels Form	ns Sections Print Settings							
Section: Columns			 Report width: 8 	.45"	Section width:	8.45"	L	ine width.	
Columns									
Line	:: Data Source	Heading	Format	Width	Justification	Total	Font	Borders	
Line	Data Source	Heading Pay Period End Date	Format MM/dd/yyyy	Width	Justification Right	Total None	Font	Borders	
Line 1 P	Data Source			Width			Font	Borders	
Line 1 P 1 E	Data Source ay Period.Pay period end date	Pay Period End Date	MM/dd/yyyy	Width	Right	None	Font	Borders	
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c. Show/track reconciliation

	2014 AUDIT			Prepared by r	ne
	FUND 100			9/21/15	
	Account Number 100-2151	1 Social Sec	urity 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 d	ate:				Adjustment 2:	.00
🗌 A.	uto-increme	nt dates			Adjustment 3:	.00
Fundi	ng source:				Adjustment 4:	.00
Ageno	cy ID numbe	er:			Adjustment 5:	.00
Conta	act name:				Final amount:	.00
Conta	act telephon	e:				
Repor	rting period:			_		
Туре	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	Attachment	Notes
Activity	number:	1
Title:		
Beginn	ing period:	08/23 (08/31/2023) 🗸
Ending	period:	08/23 (08/31/2023) 🗸
Aut	to-increment	ates

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