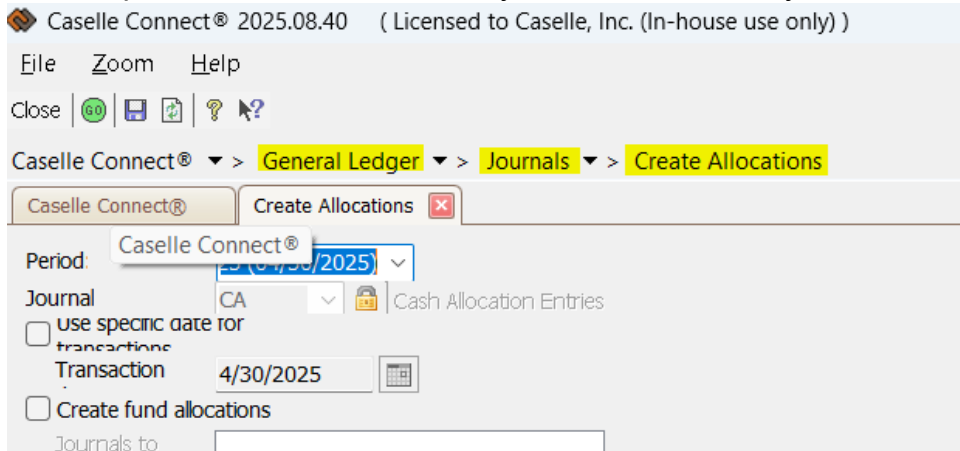


Cash Allocations

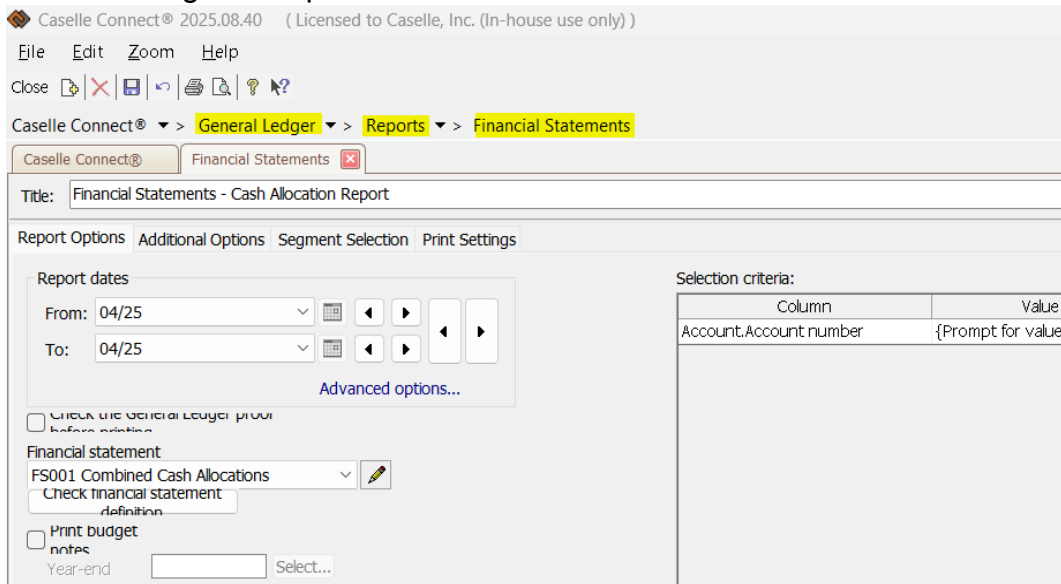
Create Allocations

1. General Ledger > Journals > Create Allocations
 - a. Current period will run all necessary for calendar/fiscal year



Combined Cash Investment Report (aka Cash Allocation Report)

1. General Ledger > Reports > Financial Statements



Column	Value
Account, Account number	{Prompt for value}

- a. Allocations are in balance
- i. Total unallocated cash = 0
 - ii. Zero proof if allocations balance = 0
- b. Top section represents physical cash/bottom section is distribution of that cash

ANYCITY CORPORATION
COMBINED CASH INVESTMENT
APRIL 30, 2025

<u>COMBINED CASH ACCOUNTS</u>		
01-10200	CASH - CHECKING 1ST STATE BANK	94,519.74
01-10210	CASH - SAVINGS 1ST STATE BANK	30,203.66
01-10300	CASH - ST TREASURER INVESTMENT	307,639.10
01-10400	PETTY CASH	50.00
01-10750	CASH CLEARING - UTILITIES	(111,515.55)
01-10770	CASH CLEARING - ACCOUNTS REC	10,831.71
TOTAL COMBINED CASH		331,728.66
01-10100	CASH ALLOCATED TO OTHER FUNDS	(331,728.66)
TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

2	ALLOCATION TO PAYROLL PAYABLES FUND	53,427.79
10	ALLOCATION TO GENERAL FUND	78,111.00
51	ALLOCATION TO WATER FUND	9,949.84
52	ALLOCATION TO SEWER FUND	4,863.68
53	ALLOCATION TO ELECTRIC FUND	180,248.03
79	ALLOCATION TO CEMETERY FUND	5,128.32
TOTAL ALLOCATIONS TO OTHER FUNDS		331,728.66
ALLOCATION FROM COMBINED CASH FUND - 01-10100		(331,728.66)
ZERO PROOF IF ALLOCATIONS BALANCE		.00

What causes an allocation

1. Caselle makes an allocation in the CA (CA-XXX) journal when a transaction crosses funds.
 - a. Note that allocations “net” debits/credits to fund cash by date/journal code

GL Period	Journal Code	GL Account	Account Type	Amount		ALLOCATION
3/25	AP	10-49-260	expenditure	115.26	→	10-10100 -115.26
3/25	AP	10-21100	liability	-115.26	} 0	
3/25	CDA	10-21100	liability	115.26		
3/25	CDA	01-10200	asset	-115.26	→	01-10100 115.26
4/25	CR	01-10200	asset	100	→	01-10100 -100
4/25	CR	51-23000	liability	-100	→	51-10100 100
2/25	JE	52-80-910	expenditure	10000	→	52-10100 -10000
2/25	JE	10-39-520	revenue	-10000	→	10-10100 10000
4/25	PC	51-80-110	expenditure	260	→	51-10100 -260
4/25	PC	51-81-110	expenditure	780	→	51-10100 -780
4/25	PC	02-22210	liability	-64.48	→	02-10100 64.48
4/25	PC	02-22210	liability	-15.08	→	02-10100 15.08
4/25	PC	02-22230	liability	-22.87	→	02-10100 22.87
4/25	PC	02-22100	liability	-937.57	} 0	
4/25	CDP	02-22100	liability	937.57		
4/25	CDP	01-10200	asset	-937.57	→	01-10100 937.57

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File Edit Search Filters Settings Period Other Document Management Zoom Help

Close Period: 04/25

Caselle Connect® > General Ledger > Journal Inquiry

Caselle Connect® Checkout Journal Inquiry

Journal: CA Cash Allocation Entries

Journal Detail

Reference	Date	Account Number	Account Title	Description	Amount
1.0001	04/30/2025	01-10100	Cash Allocated To Other Funds	Cash Allocation - Created: 08/18/25 12:5...	9,620.76-
2.0001	04/30/2025	02-10100	Cash - Combined Fund	Cash Allocation - Created: 08/18/25 12:5...	3,195.14
3.0001	04/30/2025	10-10100	Cash - Combined Fund	Cash Allocation - Created: 08/18/25 12:5...	14,519.91
4.0001	04/30/2025	51-10100	Cash - Combined Fund	Cash Allocation - Created: 08/18/25 12:5...	3,635.98-
5.0001	04/30/2025	52-10100	Cash - Combined Fund	Cash Allocation - Created: 08/18/25 12:5...	1,704.16-
6.0001	04/30/2025	53-10100	Cash - Combined Fund	Cash Allocation - Created: 08/18/25 12:5...	2,500.61-
7.0001	04/30/2025	79-10100	Cash - Combined Fund	Cash Allocation - Created: 08/18/25 12:5...	253.54-





Troubleshooting...

1. When troubleshooting start in the month in which allocations first do not balance
 - a. Allocations are cumulative – if they don't balance in one month they likely never will


2. General Ledger > Organization > Checkout


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File Settings Zoom Help

Close    


Caselle Connect® > General Ledger > Organization > Checkout


Caselle Connect® Financial Statements Checkout 


 Use this routine to check for any database inconsistencies.

Selection criteria:

Column	Value	Compare
Account.Account number	All	Entire field

Check though period: 04/25 (04/30/2025) 

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

1. Out of balance funds
 - a. Indicate that Create Allocations need to be completed
 - i. if an Out of Balance Journal error exists on checkout these MUST be resolved prior to attempting to run Create Allocations

- ii. if an Out of balance error exists with a period of 00/YY this indicates an issue with prior year balances – re-run GL Checkout, setting the “Number of prior years to check” to 1 (see red circle in illustration above)
 2. Manual entries to allocation accounts
 - a. Most users (with the exception of those with reserve cash) should not have manual entries to cash allocation GL accounts.
 - b. Journals Report
 - i. General Ledger > Reports > Journals
 1. Journal code
 - a. uncheck CA or CA-XXX journals
 2. Selection Criteria
 - a. Add Account.Allocations field
 - i. Cash
 - b. Add Account.Account number field
 - i. set Compare to Characters matching fund length
 - ii. enter fund in Value field



Oftentimes Auditors make entries to the cash allocation accounts. AUDIT entries to cash allocation (aka fund cash) accounts should be removed prior to making your AUDIT entries.

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Caselle Connect® > General Ledger > Reports > Journals

Caselle Connect® Checkout Journal Inquiry Journals

Definition: Journals - by Reference [Caselle Master] Filter: All 3 of 5

Report Options Additional Options Columns Print Settings

Report dates
From: 04/25 To: 04/25 [Advanced options...](#)

Selection criteria:

Column	Value	Compare
Account.Allocations	"Cash"	Entire field
Account.Account number	"51"	2 Characters

Report order:
Section: Main

Column	Sort	Title	Total	Line	Page	Use
Period Date.Period date	Ascending					Entire field
Period Date.Period number	Ascending					Entire field
Period Date.GL period	Ascending					Entire field
Journal Code.Journal code	Ascending					Entire field

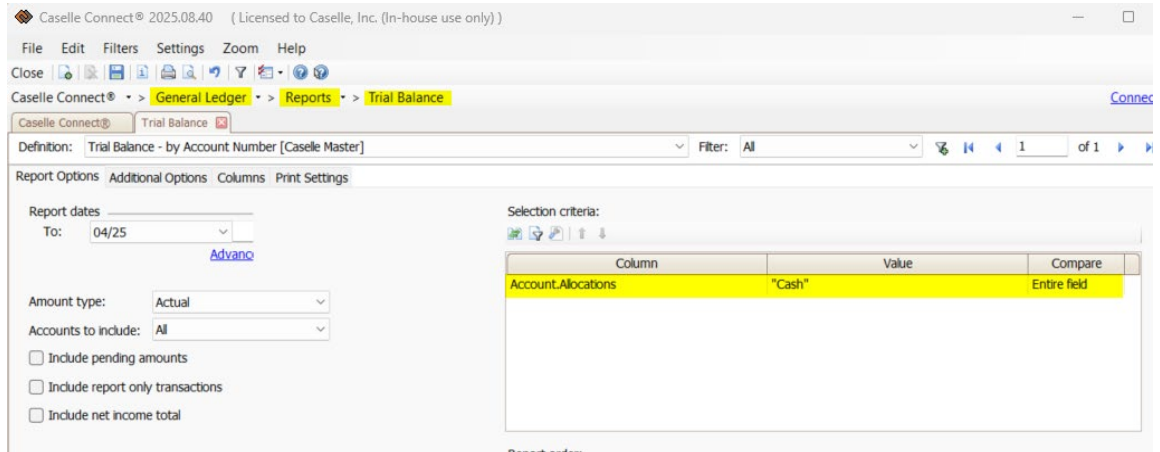
Report sections:

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"/>
GL Account Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Journal codes:

Journal Code	Active
<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 type="checkbox"/> CA (Cash Allocation Entries)	
<input checked="" type="checkbox"/> CD (Cash Disbursements)	
<input checked="" type="checkbox"/> CD2 (Cash Disbursements - Savings Transfer)	
<input checked="" type="checkbox"/> CDA (Cash Disbursements - A/P)	
<input checked="" type="checkbox"/> CDC (Cash Disbursements - Check On Demand)	
<input checked="" type="checkbox"/> CDP (Cash Disbursements - Payroll)	
<input checked="" type="checkbox"/> CDPT (Cash Disbursements - Payroll Transmittals)	
<input checked="" type="checkbox"/> CDTC (Cash Disbursements - Property Tax Collection)	
<input checked="" type="checkbox"/> CEM (Cemetery Management)	
<input checked="" type="checkbox"/> CM (Court Management)	

3. Is a fund missing in the Cash Allocation Reconciliation section?
 - a. print a Trial Balance report for all cash allocation accounts
 - i. General Ledger > Reports > Trial Balance
 1. if you find one missing, contact Support to help modify the form definition



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File Edit Filters Settings Zoom Help

Close [Icons]

Caselle Connect® > General Ledger > Reports > Trial Balance

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

Report Options Additional Options Columns Print Settings

Report dates To: 04/25 [Advance]

Amount type: Actual

Accounts to include: All

☐ Include pending amounts

☐ Include report only transactions

☐ Include net income total

Selection criteria:

Column	Value	Compare
Account Allocations	"Cash"	Entire field

Don't forget to save!

Anycity Corporation		Trial Balance - by Account Number	
		Period: 04/25 (04/30/2025)	
01-10100	Cash Allocated To Other Funds		331,728.66-
02-10100	Cash - Combined Fund	53,427.79	
10-10100	Cash - Combined Fund	78,111.00	
51-10100	Cash - Combined Fund	9,949.84	
52-10100	Cash - Combined Fund	4,863.68	
53-10100	Cash - Combined Fund	180,248.03	
79-10100	Cash - Combined Fund	5,128.32	
81-10100	Cash - Combined Fund	.00	
95-10100	Cash - Combined Fund	.00	

4. Is the Combined Cash (aka "Pooled") fund missing any asset account (cash, cash clearing, or AP account with a balance) in the Combined Cash Accounts section of the report?
 - a. print a Trial Balance for the "Pooled" fund
 - i. General Ledger > Reports > Trial Balance
 1. if yes, contact support to modify the definition to add the account

Anycity Corporation		Trial Balance - by Account Number	
		Period: 04/25 (04/30/2025)	
Account Number	Title	Debit Amount	Credit Amount
COMBINED CASH FUND			
01-10100	Cash Allocated To Other Funds		331,728.66-
01-10200	Cash - Checking 1st State Bank	94,519.74	
01-10210	Cash - Savings 1st State Bank	30,203.66	
01-10300	Cash - St Treasurer Investment	307,639.10	
01-10400	Petty Cash	50.00	
01-10700	Returned Check Clearing	.00	
01-10750	Cash Clearing - Utilities		111,515.55-
01-10760	Cash Clearing - Prop Improv	.00	
01-10765	Cash Clearing - Prop Tax	.00	
01-10770	Cash Clearing - Accounts Rec	10,831.71	
01-10799	Cash Clearing - Sale Of Assets	.00	
Total COMBINED CASH FUND:		443,244.21	443,244.21-

Tips

1. Running Create Allocations in a period in a prior year once the Year-end close process has been completed will prompt you that the software will recompute beginning balances for the next year ending MM/DD/YYYY. Ensure you are only working out of the current year and one prior or you will likely encounter issues. If you need to modify further back, contact Support.
2. Ensure you are running the most current version of the software

