

Reporting All Modules

Report Basics

1. Report Options Tab
2. Columns Tab
3. Sections/Additional Options Tab
4. Print Settings Tab

Accounts Payable

1. Accounts Payable > Reports
 - a. Check Register – Summary
 - i. Signature Lines

Caselle Connect® > Accounts Payable > Reports > Check Register

Caselle Connect® Accounts Receivable by... Check Register

Title: Check Register - Summary [Caselle Master]

Report Options Signature Lines Columns Sections Print Settings

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

- ii. Columns – Adding an option to count records

Caselle Connect® > Accounts Payable > Reports > Check Register

Caselle Connect® Check Register

Title: Check Register - Summary [Caselle Master]

Report Options Signature Lines Columns Sections Print Settings

Section: Main Report width: 8.45" Section width:

Columns:

Lin	Data Source	Heading	Format	Width	Justificatio	Total	Font	Borders
1	[Report].GL Period	GL Period	5 ch		Right	None		
1	[Report].Check Issue Date	Check Issue Date	MM/dd/yyyy		Right	None		
1	[Report].Check Number	Check Number	#####0		Right	Count		
1	[Report].Vendor Number	Vendor Number	#####0		Right	None		
1	[Report].Payee	Payee	40 ch		Left	None		
1	[Report].Check GL Account	Check GL Account	17 ch		Right	None		
1	[Report].Amount	Amount	###,###,###.00		Right	Total		
1	[Report].Void/Manual	Amount	1 ch		Left	None		

Tasks

- Modify columns for this report line
- Move the selected column up
- Move the selected column down
- Add a new report line
- Remove this report line and its columns

Column Additional

Align: Right

Total: Count

Font

☐ Bold ☐ Italic ☐ Underline

Borders

☐ Left ☐ Right ☐ Top ☐ Bottom

1. Select the column you want to count
2. Go to the "Additional" tab within the columns tab
3. Select "Count"

b. Payment Approval Report

- i. Report Dates – Pulls invoices based on input date for the invoice
- ii. Include – You have 3 options
 1. Paid and Unpaid Invoices – Pulls all invoices in the input date range entered above.
 2. Paid Invoices – Pulls invoices inputted in the date range and were paid in that same date range.
 3. Unpaid Invoices – Pulls invoices inputted in the date range and weren't paid in that date range.

Caselle Connect® > Accounts Payable > Reports > Payment Approval Report

Caselle Connect® Payment Approval Report Invoice Register

Title: Payment Approval Report [Caselle Master]

Report Options Signature Lines Columns Sections Print Settings

Report dates

From: 03/01/2024

To: 03/31/2024

Advanced options...

☐ Print only merchant vendor information

Report type: Detail

Require approval Invoice Total

Include paid invoices only

paid and unpaid invoice

paid invoices only

unpaid invoices only

c. Unpaid Invoice Report - How to setup a “by Fund” unpaid invoice report. This is useful for audit and balancing monthly to your accounts payable accounts.

i. Report Options - Report Order

Caselle Connect® > Accounts Payable > Reports > Unpaid Invoice Report

Caselle Connect® Accounts Receivable by... Check Register Unpaid Invoice Report

Title: Unpaid Invoice Report - by Fund

Report Options Columns Sections Print Settings

Report dates

04/24

Advanced options...

☐ Print only merchant vendor information

☐ Include fully paid period invoices

☐ Print only pending 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

Report order:

Column	Sort	Title	Total	Page	Test
[Report].GL Account Number	Ascending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 Characters
Vendor.Vendor number	Ascending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entire field
[Report].Invoice Number	Ascending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entire field
[Report].Sequence Number	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field

1. Check mark Title, Total, and change to Characters under Test

ii. Sections – Uncheck the Detail box to have a summary report for each fund.

Caselle Connect® > Accounts Payable > Reports > Unpaid Invoice Report

Caselle Connect® Accounts Receivable by... Check Register Unpaid Invoice Report

Title: Unpaid Invoice Report - by Fund

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Summary by General Ledger Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summary by General Ledger Posting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

d. Report Writer

i. Report Options

1. Tables
2. Selection Criteria
3. Report Order
4. Report Sections

Accounts Receivable

1. Accounts Receivable > Reports
 - a. Accounts Receivable by Category Report (*Utility Management: AR by Service*) – Used to reconcile accounts receivable balances to the general ledger.
 - i. Categories

Caselle Connect® > Accounts Receivable > Reports > Accounts Receivable by Category Report

Caselle Connect® Accounts Receivable by...

Title: Accounts Receivable by Category Report - by Customer Name [Caselle Master]

Report Options Categories Columns Sections Print Settings

1 Selected categories

☒ Include all categories

Ambulance
Building
Cemetery
City Park
Contractor
Library
Misc
Penalty
Pool
Project
Rec Center
Sales Tax
UtilityFee
Unapplied

Select...

2 ☐ Summarize categories by master categories

☐ Include only customers with a balance in the selected categories

1. Include all categories
2. Summarize categories by master categories – Often used to group categories together by the account receivable account they hit.

ii. Print Settings – options

1. Change to Landscape for a nicer print if you have a lot of Categories/Master Categories
 2. Change Paper Size to Custom for exporting, then you can adjust the width to 100 inches.
- b. Transaction Register (*AR, BL, UM*) - A great use of this report is for digging into the details of why your cash clearing account doesn't balance. You can use it to balance against your CR Receipt Register.
- i. Report Options

Caselle Connect® > Accounts Receivable > Reports > Transaction Register

Caselle Connect® Transaction Register Receipt Register

Title: Transaction Register - by Customer Name [Caselle Master]

Report Options Columns Sections Print Settings

1 Report dates

From: 08/01/2025

To: 08/31/2025

Advanced options...

2 Transaction types

☐ Credit memos

☐ Credit memos applied

☐ Deposits

☐ Deposits applied

☐ Deposit interest

☐ Invoices

☒ Payments

☐ Payments applied

☐ Payment adjustments

☐ Write-offs

☐ Print sequence detail

Selection criteria:

Column	Value	Test
Customer.Customer number	All	Entire field
Customer.Name	All	Entire field
Customer Type.Customer type	All	Entire field

3 Report order:

Column	Sort	Title	Total	Page	Test
[Report].Type	Ascending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Entire field
[Report].Date	Ascending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entire field
[Report].Source ID	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field
[Report].Invoice/Reference	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field
[Report].Sequence Number	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field

1. Report dates > Advanced options...
 2. Transaction Types
 3. Report order – Add [Report}.Source ID and move to under date if you want it to be in the same order as your CR receipt register.
- ii. Columns
1. Add Source ID as a column

Cash Receipting

1. Accounts Receivable > Reports
 - a. Accounts Receivable by Category Report (*Utility Management: AR by Service*) – Used to reconcile accounts receivable balances to the general ledger.
 - i. Categories

Caselle Connect® > Accounts Receivable > Reports > Accounts Receivable by Category Report

Caselle Connect® Accounts Receivable by... [X]

Title: Accounts Receivable by Category Report - by Customer Name [Caselle Master]

Report Options Categories Columns Sections Print Settings

1 Selected categories

☒ Include all categories

☐ Include only customers with a balance in the selected categories

2 ☐ Summarize categories by master categories

Ambulance
Building
Cemetery
City Park
Contractor
Library
Misc
Penalty
Pool
Project
Rec Center
Sales Tax
UtilityFee
Unapplied

Select...

1. Include all categories
2. Summarize categories by master categories – Often used to group categories together by the account receivable account they hit.

ii. Print Settings – options

Caselle Connect® > Accounts Receivable > Reports > Accounts Receivable by Category Report

Caselle Connect® Accounts Receivable by...

Title: Accounts Receivable by Category Report - by Customer Name [Caselle Master]

Report Options Categories Columns Sections **Print Settings**

Output options: ☒ Print ☐ Save as ☐ Export ☐ Send to Document Management ☒ Close program after printing

Print Save As / Export

Print profile name: None

☒ Use Windows default printer ☐ Use print profile values

Printer

Printer name: Universal Printer

Paper source: Automatically Select

☐ Duplex

Page range

☒ All pages

☐ Pages

From: To:

Copies

Number of copies: 1

☒ Collate

Page setup

Paper size: Custom

Width: 11.00

Height: 8.50

☐ Portrait ☒ Landscape

Margins

Left: 0.50 Top: 0.50

Right: 0.50 Bottom: 0.50

Font

Name: Arial

Size: 7

Pen size: 0.50

☐ Italics ☐ Bold

1. Change to Landscape for a nicer print if you have a lot of Categories/Master Categories
 2. Change Paper Size to Custom for exporting, then you can adjust the width to 100 inches.
- b. Transaction Register (*AR, BL, UM*) - A great use of this report is for digging into the details of why your cash clearing account doesn't balance. You can use it to balance against your CR Receipt Register.
- i. Report Options

Caselle Connect® Transaction Register Receipt Register

Title: Transaction Register - by Customer Name [Caselle Master]

Report Options Columns Sections Print Settings

1 Report dates

From: 08/01/2025

To: 08/31/2025

Advanced options...

2 Transaction types

☐ Credit memos

☐ Credit memos applied

☐ Deposits

☐ Deposits applied

☐ Deposit interest

☐ Invoices

☒ Payments

☐ Payments applied

☐ Payment adjustments

☐ Write-offs

☐ Print sequence detail

Selection criteria:

Column	Value	Test
Customer.Customer number	All	Entire field
Customer.Name	All	Entire field
Customer Type.Customer type	All	Entire field

3 Report order:

Column	Sort	Title	Total	Page	Test
[Report].Type	Ascending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Entire field
[Report].Date	Ascending	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entire field
[Report].Source ID	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field
[Report].Invoice/Reference	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field
[Report].Sequence Number	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field

1. Report dates > Advanced options...
 2. Transaction Types
 3. Report order – Add [Report].Source ID and move to under date if you want it to be in the same order as your CR receipt register.
- ii. Columns
1. Add Source ID as a column

General Ledger

1 General Ledger > Reports

a. Chart of Accounts Report

i. Report Options

Caselle Connect® > General Ledger > Reports > Chart of Accounts Report

Caselle Connect® Chart of Accounts Report

Title: Chart of Accounts Report - Account Title [Caselle Master]

Report Options Segment Selection Columns Sections Print Settings

☐ Replace title with expanded title

☒ Include active accounts only

1 For the year ending: 6/30/2025

Selection criteria:

Column	Value	Test
[Report].Account Number	All	Entire field

Report order:

Column	Sort	Title	Total	Page	Test
[Report].Account Number	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field

1. Checkmark this box if you only want to see active accounts, you can then specify for which fiscal year you want the accounts to have been active in.

ii. Segment Selection

Caselle Connect® > General Ledger > Reports > Chart of Accounts Report

Caselle Connect® Chart of Accounts Report

Title: Chart of Accounts Report - Account Title [Caselle Master]

Report Options Segment Selection Columns Sections Print Settings

Balance sheet mask: FF-AAAAA
Revenue mask: FF-SS-RRR
Expenditure mask: FF-DD-OOO

Segment	Valid Range	Include	Exclude	Summarize	Title	Total	Page
(A) Account	10000-29999	All	None	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(D) Department	40-99	All	None	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(F) Fund	1-99	All	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(O) Object	1-999	All	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(R) Revenue	1-999	All	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(S) Source	30-39	All	None	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. You can specify a specific fund and/or a department that you would like to view/print.

b. Check Register

i. Report Options

Caselle Connect® > General Ledger > Reports > Check Register

Caselle Connect® Check Register

Definition: Check Register - by Check Number [Caselle Master]

Report Options Columns Print Settings

1 Report dates

From: 04/25 To: 04/25

[Advanced options...](#)

☒ Summarize by check number

2 Selection criteria:

Column	Value	Compare
Journal Code.Journal code	{prompt for value}	Entire field

3 Report order:

Section: Main

Column	Sort	Title	Total	Line	Page	Use
Transaction.Reference number	Ascending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field
Period Date.GL period	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Entire field
Journal Code.Journal code	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>

1. Report dates – based off of GL period
2. Selection criteria
 - a. Specify Journal code(s) you want to include
3. Report order – reference number is equal to the check number

ii. Print Settings

c. Detail Ledger

Report dates

From: 04/25 To: 04/25

[Advanced options...](#)

1 Amount type: Actual

2 Accounts to include: All

- ☒ Include pending amounts
- ☒ Include report only transactions
- ☒ Include inactive journals

3 Journal codes:

<input checked="" type="checkbox"/>	Journal Code	Active
<input checked="" type="checkbox"/>	AM (Asset Management)	
<input checked="" type="checkbox"/>	AMR (Asset Management - Report Only)	
<input checked="" type="checkbox"/>	AP (Accounts Payable)	
<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"/>	BR 1 (Bank 1 O/S Dep/Ck - Conversion)	
<input checked="" type="checkbox"/>	BTC (Business Tax Collection)	
<input checked="" type="checkbox"/>	BUD1 (Budget - Beginning)	
<input checked="" type="checkbox"/>	BUD2 (Budget - Requested)	
<input checked="" type="checkbox"/>	BUD3 (Budget - Recommended)	
<input checked="" type="checkbox"/>	BUD4 (Budget - Approved)	
<input checked="" type="checkbox"/>	BUD5 (Budget - Modified/Adjusted)	
<input checked="" type="checkbox"/>	BUD6 (Budget - Final)	
<input checked="" 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)	
<input checked="" type="checkbox"/>	CR (Cash Receipts)	
<input checked="" type="checkbox"/>	CRJE (Cash Receipts - Adjust Entries)	
<input checked="" type="checkbox"/>	DEV (Community Development)	

Selection criteria:

[New](#) [Save](#) [Print](#) [Up](#) [Down](#)

Column	Value	Compare
Account.Account number	All	Entire field

4 Report order:

[New](#) [Save](#) [Print](#) [Up](#) [Down](#) Section: Main

Column	Sort	Title	Total	Line	Page	Use
[Report].Fund	Ascending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Entire field
Account.Account number	Ascending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Entire field

5 Report sections:

Section	Print	Headings	Detail	Totals	Line	Page
Main	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Amount type, Amounts to include
2. Include pending amounts, report-only transactions, inactive journals
3. Journal codes
4. Report order
5. Report sections

ii. Additional Options

Caselle Connect® > General Ledger > Reports > Detail Ledger

Caselle Connect® Detail Ledger

Definition: Detail Ledger [Caselle Master]

Report Options Additional Options Columns Print Settings

Balance sheet mask: FF-AAAAA
Revenue mask: FF-SS-RRR
Expenditure mask: FF-DD-OOO

1 Segment selection:

Segment	Valid Range	Selection Criteria	Summarize
(A) Account	10000-29999		<input type="checkbox"/>
(D) Department	40-99		<input type="checkbox"/>
(F) Fund	1-99		<input type="checkbox"/>
(O) Object	1-999		<input type="checkbox"/>
(R) Revenue	1-999		<input type="checkbox"/>
(S) Source	30-39		<input 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

Beginning date: Use grant start date

2 Include AP comments:

AP Comments
<input type="checkbox"/> Vendor number
<input type="checkbox"/> Invoice number
<input type="checkbox"/> Description
<input type="checkbox"/> Invoice date
<input type="checkbox"/> Purchase Order number
<input type="checkbox"/> Remittance name
<input type="checkbox"/> Merchant vendor number
<input type="checkbox"/> Merchant vendor name
<input type="checkbox"/> 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

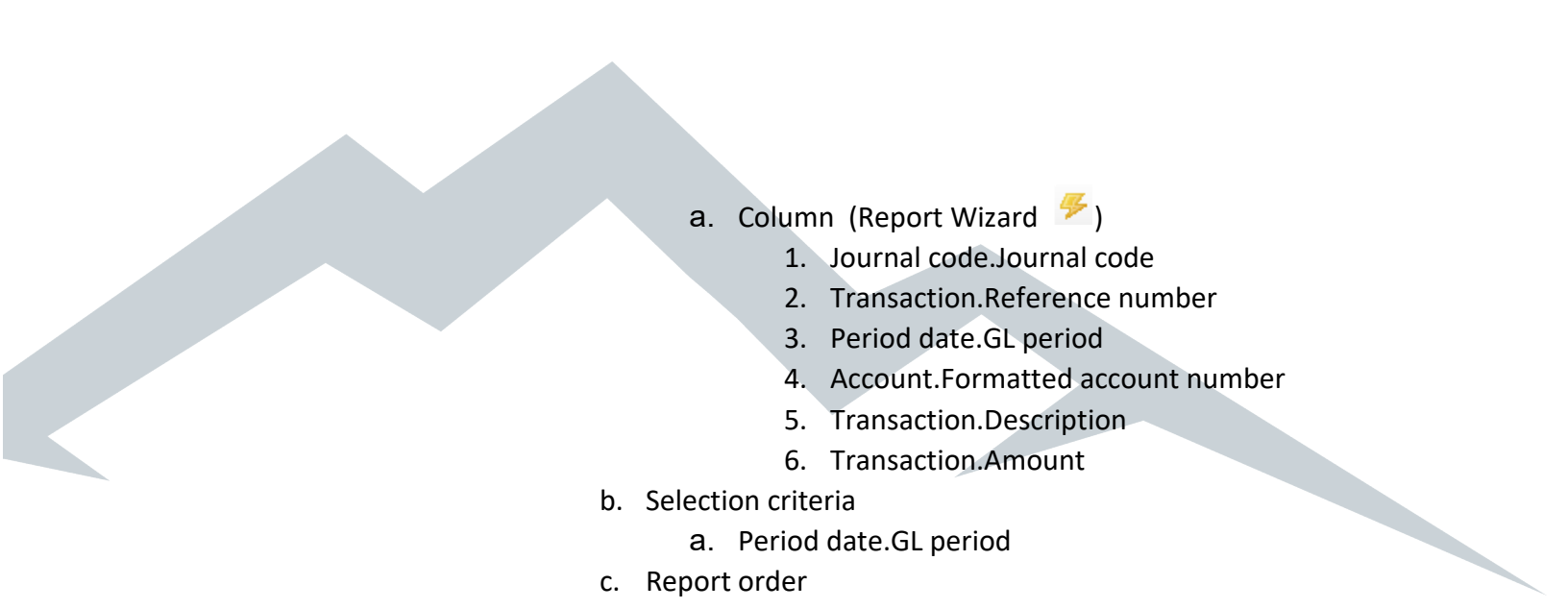
☐ Include periods with no activity

☒ Print budget summary totals

☐ Print YTD totals

1. Segment selection
2. Include AP comments

- d. Financial Statements
 - i. Cash Allocation Report
 - ii. Balance Sheet
 - iii. Revenue and Expenditure Comparison
 - iv. Revenue/Expenditure Fund Summary
- e. Journals
- f. Trial Balance
 - i. Report Options
 - ii. Additional Options
 - iii. Columns
 - iv. Print Settings
- g. Report Writer
 - i. Detail Ledger – export
 1. Report Options
 - a. Tables

- 
- a. Column (Report Wizard ⚡)
 - 1. Journal code.Journal code
 - 2. Transaction.Reference number
 - 3. Period date.GL period
 - 4. Account.Formatted account number
 - 5. Transaction.Description
 - 6. Transaction.Amount
 - b. Selection criteria
 - a. Period date.GL period
 - c. Report order
 - a. Account.Account number
 - b. Transaction.Date
 - d. Report sections
- 2. Columns
 - 3. Print Settings
 - a. Print
 - a. Page Setup
 - 1. Paper size: Custom
 - 2. Width: 100.00
 - 3. Height: 8.5
 - 4. Landscape
 - b. Export
 - a. Comma delimited format (.csv)