
miExcel

General Ledger

User Guide



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Lists

The following section explains how to utilize different lists for the miExcel custom functions

Account List

Many of the miExcel custom functions utilize account numbers in order to calculate. To view your chart accounts, you can do one of two things.

Option 1

Simply press **Shift-Control-L**.

Option 2

Follow these steps:

1. Click on the **miExcel** ribbon at the top.

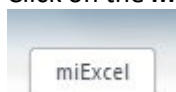


Illustration 1: miExcel on Excel ribbon

2. Click on the **Lists** drop-down button under the *General Ledger* section.

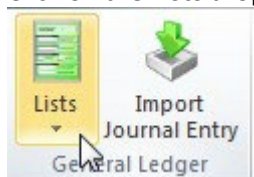


Illustration 2: Lists button

3. Select **Accounts**.

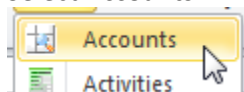


Illustration 3: Accounts button

Selecting a Single Account

To select an account, click on the account you desire and then click **OK**. You can also double-click on an account from the list. The account selected will be placed in the current cell on your Excel workbook.

(See screen shot on next page)

Select an account [X] [>>]

Account Number	Account Name
10-41-110	Salaries & Wages
10-41-130	Employee Benefits
10-41-230	Travel & Training
10-41-240	Office Supplies & Expense
10-41-280	Telephone
10-42-110	Salaries & Wages
10-42-130	Employee Benefits
10-42-240	Office Supplies & Expense
10-42-305	Attorney
10-42-350	Contract Services
10-42-610	Miscellaneous Supplies
10-42-620	Miscellaneous Services
10-42-640	Witness Fees
10-44-110	Salaries & Wages
10-44-130	Employee Benefits
10-44-210	Books & Memberships
10-44-220	Public Notices
10-44-230	Travel & Training
10-44-240	Office Supplies & Expense
10-44-250	Equipment - Supply/Maint
10-44-255	Fuel & Oil
10-44-270	Utilities
10-44-280	Telephone
10-44-305	Attorney
10-44-310	Engineering
10-44-315	Auditor
10-44-480	General Repairs
10-44-500	Cost Of Sales - Materials
10-44-540	Admin Bank Charges
10-44-610	Miscellaneous Supplies
10-44-615	Freight Charges
10-44-620	Miscellaneous Services
10-44-741	Capital Outlay - Equipment
10-44-815	Interest

☒ (Select All)
 ☐ Revenues
☐ Assets
 ☒ Expenses/Expenditures
☐ Liabilities
 ☐ Terminated
☐ Equity

+
OK

Illustration 4: Account List (Single Account)

	A
1	
2	10-41-230
3	

Illustration 5: Account populated into the current cell in your Excel workbook

Selecting Multiple Accounts

To select multiple accounts from the **Account List**, hold the *Shift* key to highlight a range of accounts or the *Control* key to select individual accounts from the list. Once you have the appropriate accounts highlighted, click the **OK** button. The accounts selected will be placed in the current cell and subsequent cells in the same column.



Illustration 6: Account List (Multiple Accounts)

	A
1	
2	10-41-130
3	10-41-230
4	10-41-240
5	10-41-280
6	10-42-110
7	10-42-130
8	10-42-240
9	10-42-305
10	10-42-350
11	10-42-610
12	10-42-620
13	10-42-640
14	10-44-305
15	10-44-315

Illustration 7: Accounts populated into your Excel workbook

Filtering

You can filter the list to only display certain **Account Types** or filter by **Account Name** or **Account Number**.

To filter on **Account Types**, simply uncheck the **Account Types** at the bottom that you do not wish to see in the list.

<input checked="" type="checkbox"/> (Select All)	<input type="checkbox"/> Revenues
<input type="checkbox"/> Assets	<input checked="" type="checkbox"/> Expenses/Expenditures
<input type="checkbox"/> Liabilities	<input type="checkbox"/> Terminated
<input type="checkbox"/> Equity	

Illustration 8: Account Type filtering (filtered for only Expenses/Expenditures)

To filter on **Account Number** or **Account Name**, simply start typing in those fields at the top. The list will then filter automatically.

(See screen shot on next page)

Select an account [X] [>>]

Account Number	Account Name
	Salar
10-41-110	Salaries & Wages
10-42-110	Salaries & Wages
10-44-110	Salaries & Wages
10-50-110	Salaries & Wages
10-54-110	Salaries & Wages
10-57-110	Salaries & Wages
10-60-110	Salaries & Wages
10-70-110	Salaries & Wages
51-80-110	Salaries & Wages
51-81-110	Salaries & Wages
52-80-110	Salaries & Wages
52-81-110	Salaries & Wages
53-80-110	Salaries & Wages
53-81-110	Salaries & Wages
79-40-110	Salaries & Wages

☒ Starts with([Account Name], 'Salar') [Edit] [X]

☒ (Select All) ☐ Revenues
☐ Assets ☒ Expenses/Expenditures
☐ Liabilities ☐ Terminated
☐ Equity


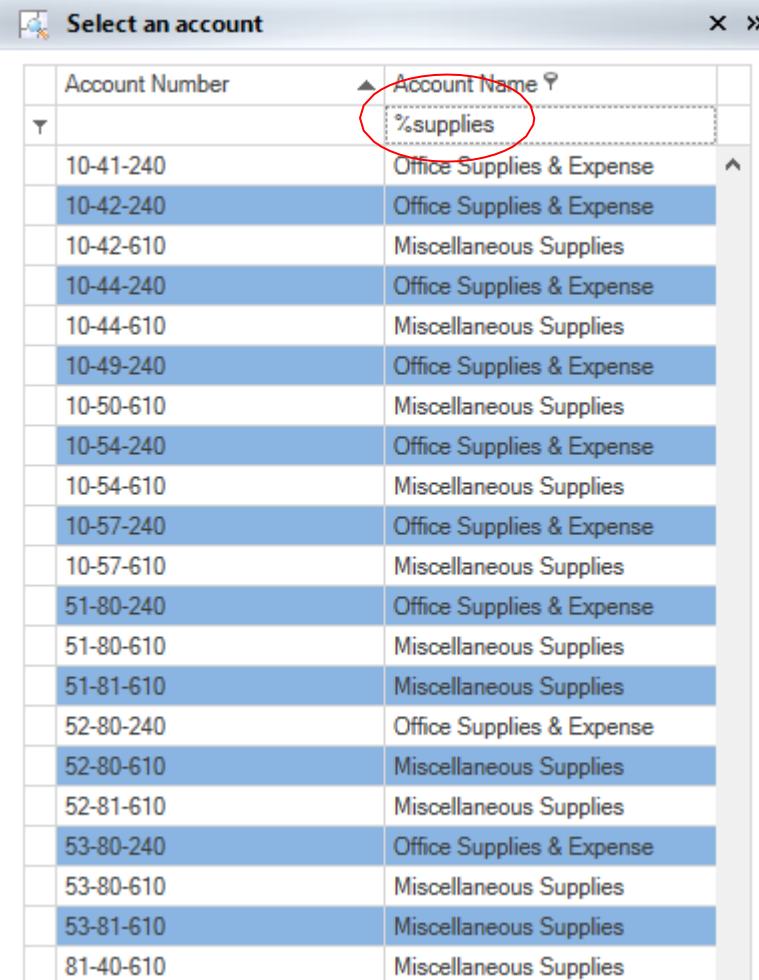

OK

Illustration 9: Account List filtered to only show Expenses/Expenditures that start with "Salary"

You can use wildcards for additional filtering capabilities. The percent sign (%) acts as a wildcard character.



Account Number	Account Name
	%supplies
10-41-240	Office Supplies & Expense
10-42-240	Office Supplies & Expense
10-42-610	Miscellaneous Supplies
10-44-240	Office Supplies & Expense
10-44-610	Miscellaneous Supplies
10-49-240	Office Supplies & Expense
10-50-610	Miscellaneous Supplies
10-54-240	Office Supplies & Expense
10-54-610	Miscellaneous Supplies
10-57-240	Office Supplies & Expense
10-57-610	Miscellaneous Supplies
51-80-240	Office Supplies & Expense
51-80-610	Miscellaneous Supplies
51-81-610	Miscellaneous Supplies
52-80-240	Office Supplies & Expense
52-80-610	Miscellaneous Supplies
52-81-610	Miscellaneous Supplies
53-80-240	Office Supplies & Expense
53-80-610	Miscellaneous Supplies
53-81-610	Miscellaneous Supplies
81-40-610	Miscellaneous Supplies

Illustration 10: Accounts List filtered to only show those accounts with “supplies” in the Account Name.

Column Chooser

You can add columns into your **Account List** grid. The following are the columns that can appear in your grid: **Account Number**, **Account Name**, **Account Type**, and **Term Date**. By default the **Account Number** and **Account Name** will appear. Follow these steps to add additional columns into you grid:

1. Right-click on the **Account List** header and select **Show Column Chooser**.

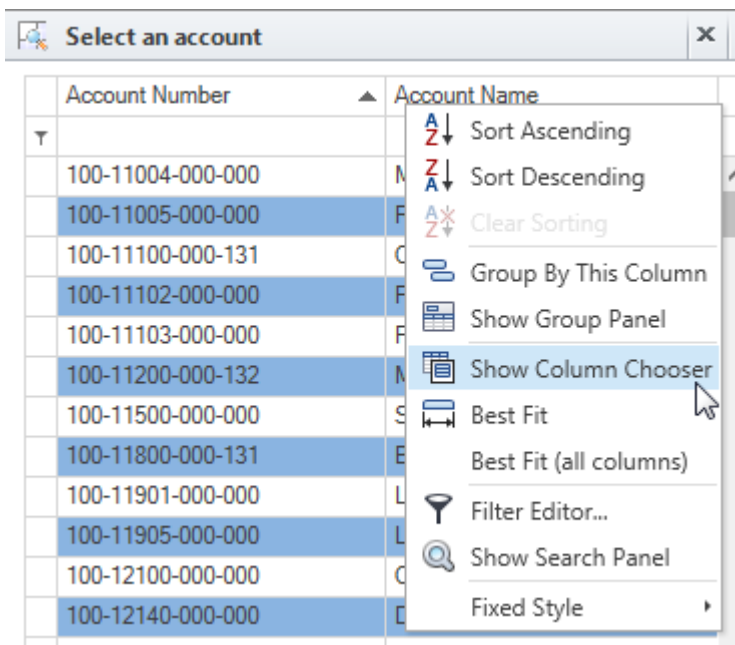


Illustration 11: Select Column Chooser

2. Click and drag the column you would like to add to the **Account List** header.

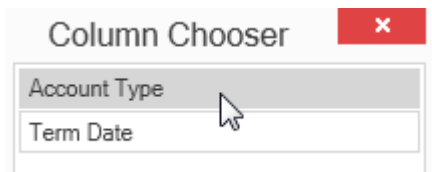


Illustration 12: Column Chooser

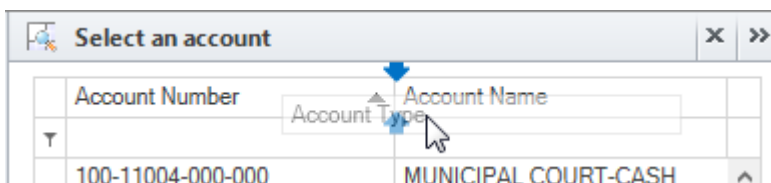


Illustration 13: Drag column to Account List grid

Activity List

Many of the miExcel custom functions utilize activity numbers in order to calculate. To view a list of general ledger activities, follow these steps:

1. Click on the **miExcel** ribbon at the top.



Illustration 1: miExcel on Excel ribbon

2. Click on the **Lists** drop-down button under the *General Ledger* section.

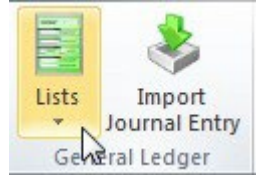


Illustration 2: Lists button

3. Select **Activities**.

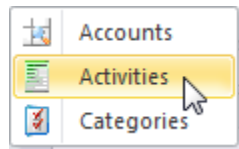


Illustration 3: Activities button

Selecting a Single Activity

To select an activity, click on the activity you desire and then click **OK**. You can also double-click on an activity from the list. The activity selected will be placed in the current cell on your Excel workbook.

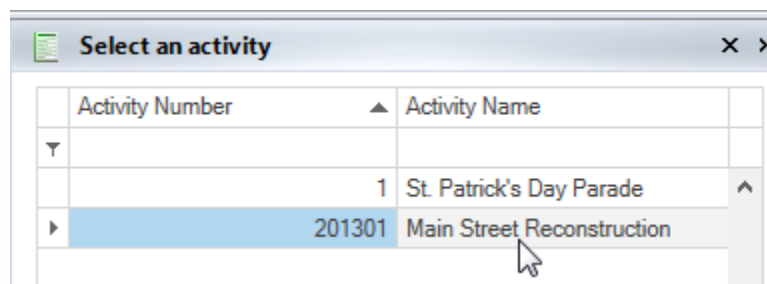
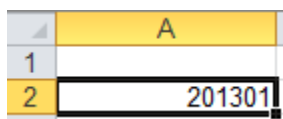


Illustration 4: Activity List (Single Activity)

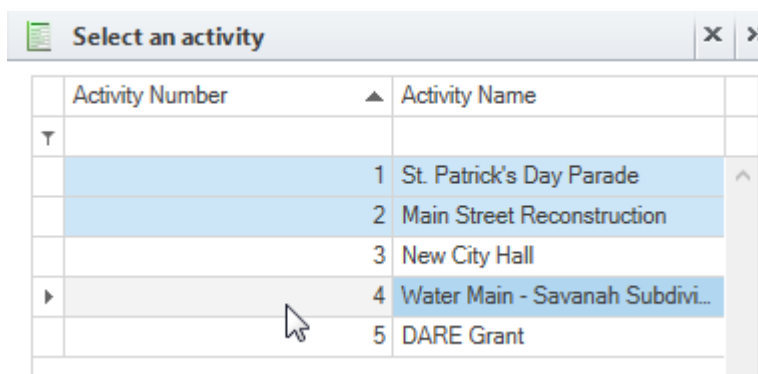


	A
1	
2	201301

Illustration 5: Activity number populated into your Excel workbook

Selecting Multiple Activities

To select multiple activities from the **Activity List**, hold the *Shift* key to highlight a range of activities or the *Control* key to select individual activities from the list. Once you have the appropriate activities highlighted, click the **OK** button. The activities selected will be placed in the current cell and subsequent cells in the same column.



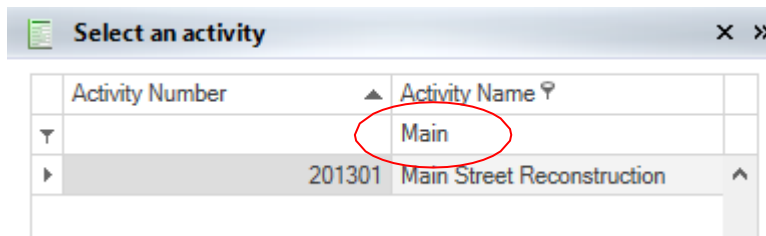
Activity Number	Activity Name
1	St. Patrick's Day Parade
2	Main Street Reconstruction
3	New City Hall
4	Water Main - Savannah Subdivi...
5	DARE Grant

Illustration 6: Activity List (Multiple Accounts)

Filtering

You can filter the list by **Activity Number** or **Activity Name**.

To filter on **Activity Number** or **Activity Name**, simply start typing in those fields at the top. The list will then filter automatically.



Activity Number	Activity Name
	Main
201301	Main Street Reconstruction

Illustration 7: Activity List filtered to only show Activities that start with "Main".

You can use wildcards for additional filtering capabilities. The percent sign (%) acts as a wildcard character.

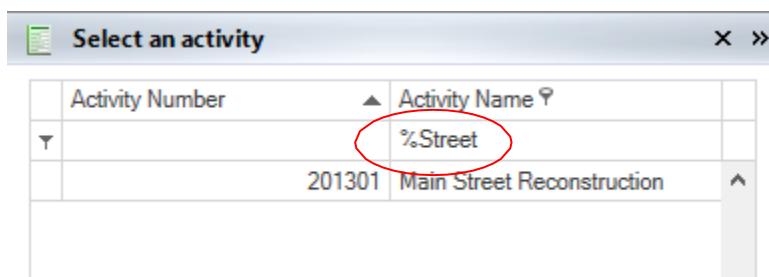


Illustration 7: Activity List filtered to only show those activities with "Street" in the Activity Name.

Category List

Many of the miExcel custom functions utilize reporting categories in order to calculate. To view a list of general ledger activities, follow these steps:

1. Click on the **miExcel** ribbon at the top.



Illustration 1: miExcel on Excel ribbon

2. Click on the **Lists** drop-down button under the *General Ledger* section.

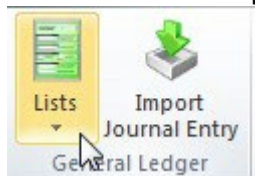


Illustration 2: Lists button

3. Select **Categories**.

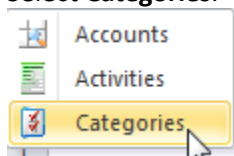


Illustration 3: Categories button

Selecting a Single Category

To select a category, click on the category you desire and then click **OK**. You can also double-click on a category from the list. The category selected will be placed in the current cell on your Excel workbook.

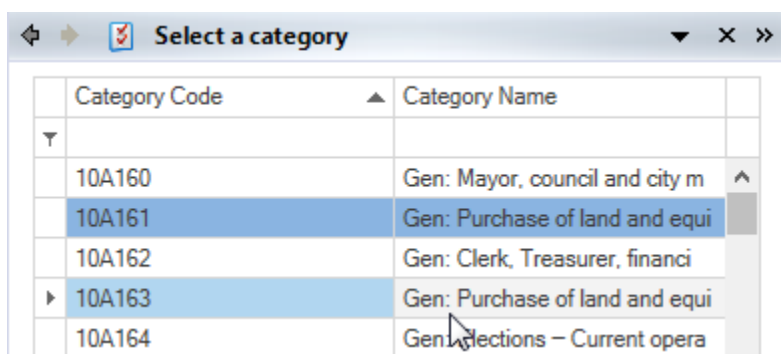
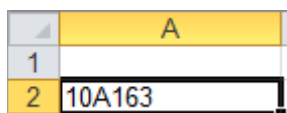


Illustration 4: Category List (Single Category)

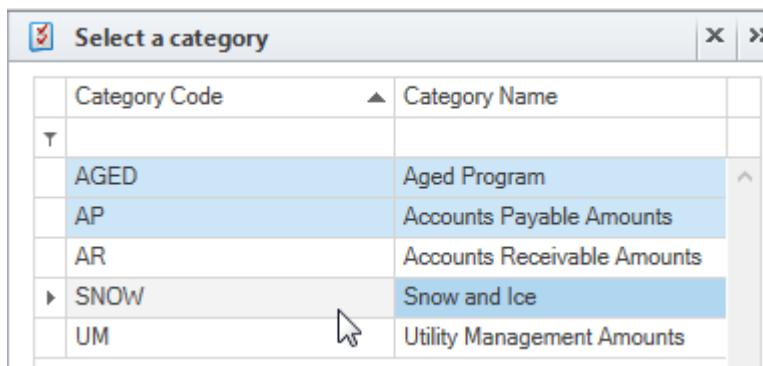


	A
1	
2	10A163

Illustration 5: Category populated into your Excel workbook

Selecting Multiple Categories

To select multiple categories from the **Category List**, hold the *Shift* key to highlight a range of categories or the *Control* key to select individual categories from the list. Once you have the appropriate categories highlighted, click the **OK** button. The categories selected will be placed in the current cell and subsequent cells in the same column.



Category Code	Category Name
AGED	Aged Program
AP	Accounts Payable Amounts
AR	Accounts Receivable Amounts
▶ SNOW	Snow and Ice
UM	Utility Management Amounts

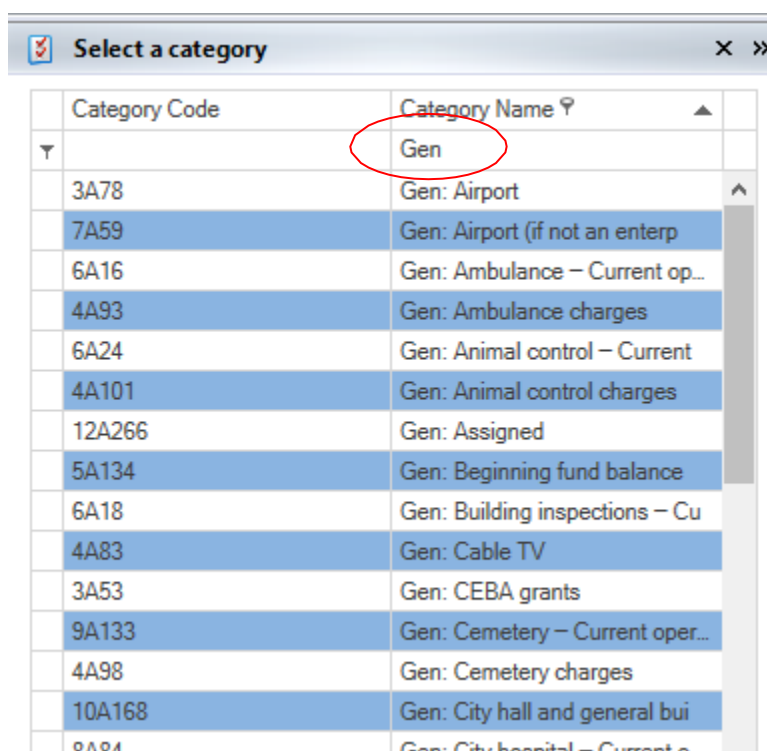
Illustration 6: Category List (Multiple Accounts)

Filtering

You can filter the list by **Category** or **Category Name**.

To filter on **Category Code** or **Category Name**, simply start typing in those fields at the top. The list will then filter automatically.

(See screen shot on next page)

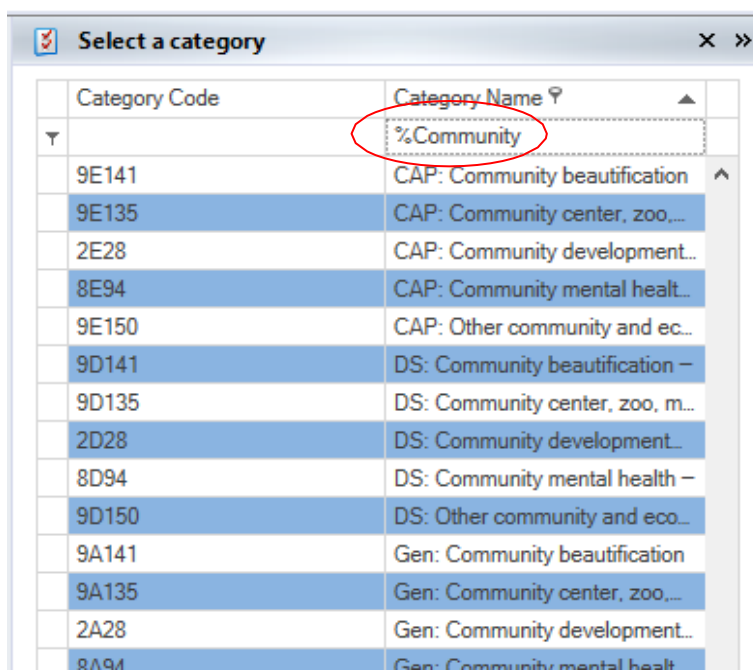


Category Code	Category Name ?
	Gen
3A78	Gen: Airport
7A59	Gen: Airport (if not an enterp
6A16	Gen: Ambulance – Current op...
4A93	Gen: Ambulance charges
6A24	Gen: Animal control – Current
4A101	Gen: Animal control charges
12A266	Gen: Assigned
5A134	Gen: Beginning fund balance
6A18	Gen: Building inspections – Cu
4A83	Gen: Cable TV
3A53	Gen: CEBA grants
9A133	Gen: Cemetery – Current oper...
4A98	Gen: Cemetery charges
10A168	Gen: City hall and general bui
9A004	Gen: City hospital – Current

Illustration 7: Category List filtered to only show Categories that start with “Gen”.

You can use wildcards for additional filtering capabilities. The percent sign (%) acts as a wildcard character.

(See screen shot on next page)



The screenshot shows a 'Select a category' dialog box with a table of categories. The table has two columns: 'Category Code' and 'Category Name'. The 'Category Name' column is circled in red. The filter '%Community' is entered in the search bar. The table lists various categories, including CAP, DS, and Gen categories, all of which contain the word 'Community' in their names.

Category Code	Category Name
	%Community
9E141	CAP: Community beautification
9E135	CAP: Community center, zoo,...
2E28	CAP: Community development...
8E94	CAP: Community mental health...
9E150	CAP: Other community and ec...
9D141	DS: Community beautification -
9D135	DS: Community center, zoo, m...
2D28	DS: Community development...
8D94	DS: Community mental health -
9D150	DS: Other community and eco...
9A141	Gen: Community beautification
9A135	Gen: Community center, zoo,...
2A28	Gen: Community development...
8A94	Gen: Community mental health...

Illustration 8: Category List filtered to only show those categories with "Community" in the Category Name.

Custom Functions

Account Functions

=GetAccountBalance()

The **=GetAccountBalance()** function will provide you with the year-to-date balance for a particular account through a specified month. This function utilizes five (5) arguments: account number, period end date, include encumbrance entries, include report only entries, and through period number.


The image shows the 'Function Arguments' dialog box for the 'GetAccountBalance' function. It contains five input fields with their respective values and formulas:

- AccountNumber:** A2, formula = "10-50-110"
- PeriodEndDate:** D1, formula = 40543
- IncludeEncumbrance:** 1, formula = 1
- IncludeReportOnly:** (empty), formula =
- ThroughPeriodNo:** (empty), formula =

Below the inputs, it states: Returns the actual, encumbrance or report only balance of an account from Clarity for a specified general ledger period. The formula result is 14345.53. There is a link 'Help on this function' and 'OK' and 'Cancel' buttons.

Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use "1". "1" signifies yes for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D	E	F
1		Title	Department	12/31/2015		
2	10-50-110	Salaries & Wages	BUILDING INSPECTION	=GetAccountBalance(A2,D2,1)		

Illustration 2: Formula Example

	A	B	C	D
1		Title	Department	12/31/2015
2	10-50-110	Salaries & Wages	BUILDING INSPECTION	14,345.53

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The Function Arguments dialog box for the `GetAccountBalance` function is shown. It contains the following arguments:

- AccountNumber**: A2, with a preview of "10-50-110"
- PeriodEndDate**: D1, with a preview of 40543
- IncludeEncumbrance**: (blank), with a preview of =
- IncludeReportOnly**: (blank), with a preview of =
- ThroughPeriodNo**: (blank), with a preview of =

Below the arguments, a description states: "Returns the actual, encumbrance or report only balance of an account from Clarity for a specified general ledger period." The **IncludeEncumbrance** checkbox is checked. The **Formula result** is displayed as 14,345.53. At the bottom, there are "OK" and "Cancel" buttons, and a link to "Help on this function".

Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E	F
1		Title	Department	12/31/2015		
2	10-50-110	Salaries & Wages	BUILDING INSPECTION	=GetAccountBalance(A2,D2)		

Illustration 5: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If your fiscal year ends December 31 for example, you can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

(See screen shot on next page)

The 'Function Arguments' dialog box for the 'GetAccountBalance' function is shown. It contains the following fields and values:

Argument	Value	Result
AccountNumber	A2	"10-50-110"
PeriodEndDate	D1	40543
IncludeEncumbrance		=
IncludeReportOnly		=
ThroughPeriodNo	13	13
		= 14345.53

Returns the actual, encumbrance or report only balance of an account from Clarity for a specified general ledger period.

ThroughPeriodNo

Formula result = 14,345.53

[Help on this function](#) OK Cancel

Illustration 6: Function Arguments to get account balances through period 13

	A	B	C	D	E	F
1		Title	Department	12/31/2015		
2	10-50-110	Salaries & Wages	BUILDING INSPECTION	=GetAccountBalance(A2,D2,,,13)		

Illustration 7: Formula Example to get account balances through period 13

Once you have this function set, you can simply change the month (cell D1 in the example above) and the account balance will automatically change.

Note: This function has additional drill-down capabilities. Please go the [General Ledger Detail Drill-Down](#) section for more information.

=GetAccountBalanceDateRange()

The **=GetAccountBalanceDateRange()** function will provide you with the balance for a particular account for a specified date range. This function utilizes six (6) arguments: account number, period start date, period end date, include encumbrance entries, include report only entries, and through period number.

The image shows the 'Function Arguments' dialog box for the **GetAccountBalanceDateRange** function. The arguments are as follows:

Argument	Value	Result
Accountnumber	A4	= "10-50-110"
Periodstartdate	D1	= 42278
Periodenddate	D3	= 42369
Includeencumbrance	1	= 1
Includeonly		= 0

Returns the account balance for the specified period.

Includeencumbrance True to include encumbrances (default false).


Formula result =

[Help on this function](#)

OK Cancel

Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use "1". "1" signifies yes for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D	E	F	G
1				10/1/2015			
2				Through			
3		Title	Department	12/31/2015			
4	10-50-110	Salaries & Wages	BUILDING INSPECTION	=GetAccountBalanceDateRange(A4,D1,D3,1)			

Illustration 2: Formula Example

	A	B	C	D
1				10/1/2015
2				Through
3		Title	Department	12/31/2015
4	10-50-110	Salaries & Wages	BUILDING INSPECTION	6,765.24

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The image shows the 'Function Arguments' dialog box for the 'GetAccountBalanceDateRange' function. The arguments are as follows:

Argument	Value	Result
Accountnumber	A4	"10-50-110"
Periodstartdate	D1	42278
Periodenddate	D3	42369
Includeencumbrance		=
Includereportonly		=
		= 0

Returns the account balance for the specified period.

Periodenddate The period end date.

Formula result =

[Help on this function](#)

OK Cancel

Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E	F	G
1				10/1/2015			
2				Through			
3		Title	Department	12/31/2015			
4	10-50-110	Salaries & Wages	BUILDING INSPECTION	=GetAccountBalanceDateRange(A4,D1,D3)			

Illustration 5: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If your fiscal year ends December 31 for example, you can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14. You may need to use the scroll bar on the right to be able to see the **ThroughPeriodNo** argument.

(See screen shot on next page)

Function Arguments

GetAccountBalanceDateRange

Periodstartdate D1 = 42278

Periodenddate D3 = 42369

Includeencumbrance =

Includereportonly =

Throughperiodno 13 = 13

= 0

Returns the account balance for the specified period.

Throughperiodno The period to get balances through each year.

Formula result =

[Help on this function](#) OK Cancel

Illustration 6: Function Arguments to get account balances through period 13

	A	B	C	D	E	F	G
1				10/1/2015			
2				Through			
3		Title	Department	12/31/2015			
4	10-50-110	Salaries & Wages	BUILDING INSPECTION	=GetAccountBalanceDateRange(A4,D1,D3,,,13)			

Illustration 7: Formula Example to get account balances through period 13

Once you have this function set, you can simply change the months (cell D1 and D3 in the example above) and the account balance will automatically change.

=GetAccountBalanceDay()

The **=GetAccountBalanceDay()** function will provide you with the activity for an account on a specified day. For example, an expense account had \$913.38 of payroll expenses on 12/15/2015. This function will provide you with the \$918.38, if 12/15/2015 is used as the date. It will provide you only with the transactions for the specified date. This function utilizes two (2) arguments: account number and date.

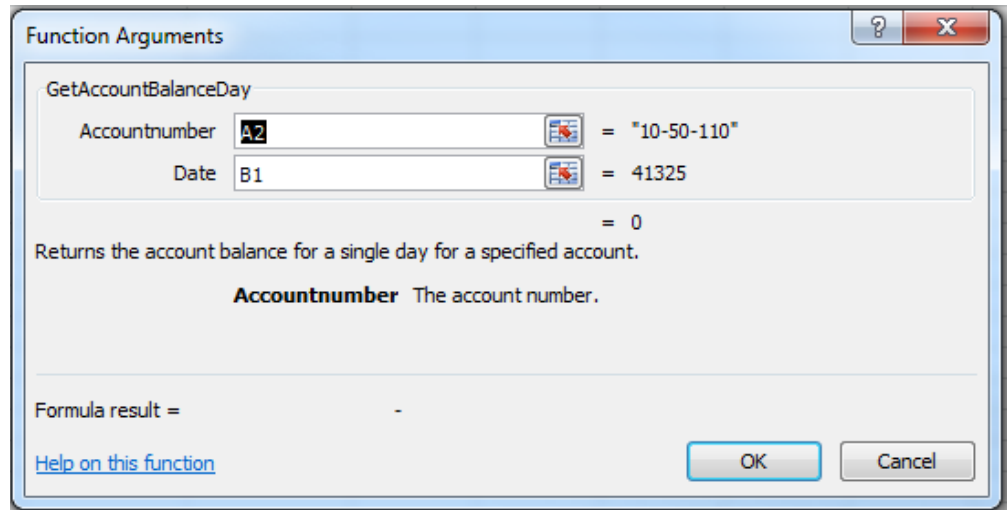



Illustration 1: Function Arguments

To utilize this function, you can simply type this function or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D	E	F
1		Title	Department	12/15/2015		
2	10-50-110	Salaries & Wages	BUILDING INSPECTION	=GetAccountBalanceDay(A2,D1)		

Illustration 2: Formula Example

	A	B	C	D
1		Title	Department	12/15/2015
2	10-50-110	Salaries & Wages	BUILDING INSPECTION	915.38

Illustration 3: Formula Completed Example

Once you have this function set, you can simply change the day (cell D1 in the example above) and the amount will automatically change.

=GetAccountBalanceMask()

The **=GetAccountBalanceMask()** function will provide you with the year-to-date total for a particular account segment through a specified month. For example, if all the Building Inspection department account numbers start with “10-50”, you can use this function to get a quick total for the Building Inspection department. This function utilizes five (5) arguments: account number mask, period end date, include encumbrance entries, include report only entries, and through period number.

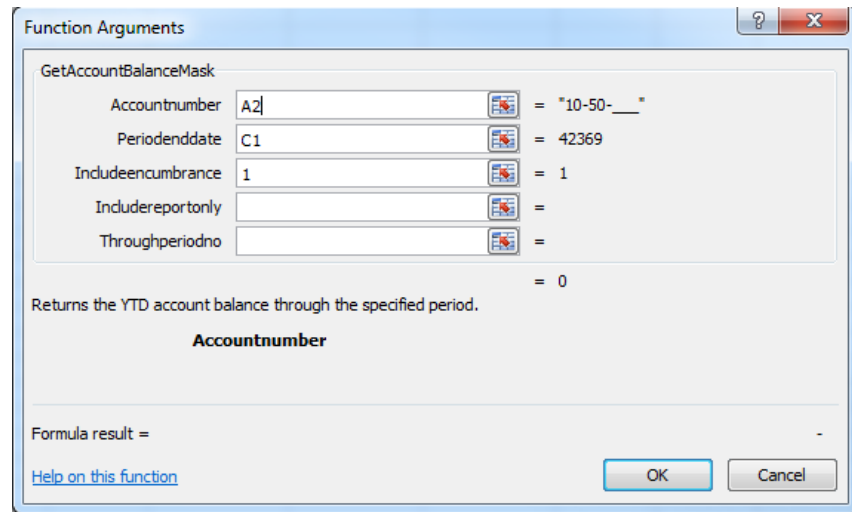



Illustration 1: Function Arguments

The account mask argument utilizes underscores to figure out what segment of the account number you want to total. Using the previous example for the Building Inspection department, you would use the following: “10-50-__”. We are telling Excel to total all accounts that start with “10-50” by utilizing underscores for the remaining three characters in the account number. We can mask any part of an account number. If all of our salary and wage accounts end with “110”, we can mask our account number as “----- 110” and this will provide us with a total of all salary and wage accounts from all funds that end with “110”.

To include encumbrance and/or report only entries, use “1”. “1” signifies *yes* for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “*Caselle General Ledger*”.

	A	B	C	D	E
1		Department	12/31/2015		
2	10-50-	BUILDING INSPECTION	=GetAccountBalanceMask(A2,C1,1)		

Illustration 2: Formula Example

	A	B	C
1		Department	12/31/2015
2	10-50-	BUILDING INSPECTION	32,852.16

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The Function Arguments dialog box for the **GetAccountBalanceMask** function is shown. It contains the following fields and values:

- Accountnumber:** A2 (with a formula preview of "10-50-")
- Periodenddate:** c1 (with a formula preview of 42369)
- Includeencumbrance:** (empty field, with a formula preview of =)
- Includereportonly:** (empty field, with a formula preview of =)
- Throughperiodno:** (empty field, with a formula preview of =)

Below the fields, it states: "Returns the YTD account balance through the specified period." and "Includeencumbrance Include encumbrance, default is false." The formula result is shown as =. There are "OK" and "Cancel" buttons at the bottom right, and a "Help on this function" link at the bottom left.

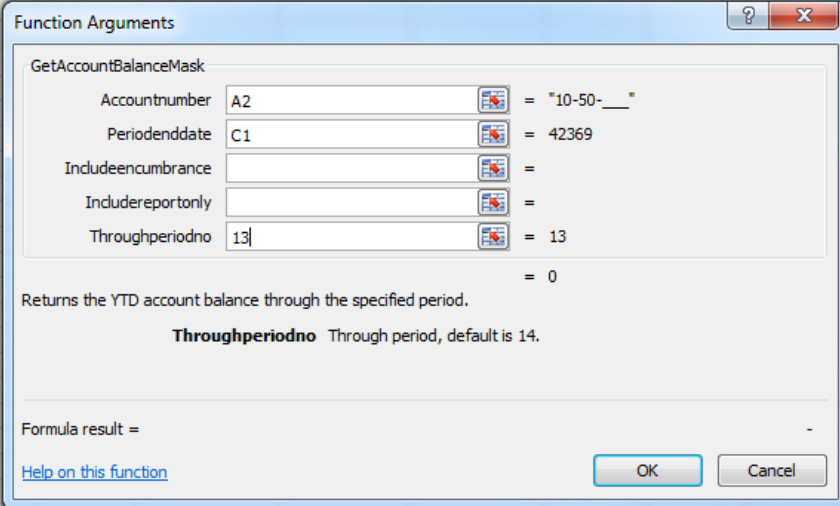
Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E
1		Department	12/31/2015		
2	10-50-	BUILDING INSPECTION	=GetAccountBalanceMask(A2,C1)		

Illustration 5: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

(See screen shot on next page)



The 'Function Arguments' dialog box for the 'GetAccountBalanceMask' function is shown. It contains the following arguments:

Argument	Value	Result
Accountnumber	A2	= "10-50-__"
Periodenddate	C1	= 42369
Includeencumbrance		=
Includereportonly		=
Throughperiodno	13	= 13
		= 0

Returns the YTD account balance through the specified period.

Throughperiodno Through period, default is 14.

Formula result =

[Help on this function](#) OK Cancel

Illustration 6: Function Arguments to get account balances through period 13

	A	B	C	D	E	F
1		Department	12/31/2015			
2	10-50-	BUILDING INSPECTION	=GetAccountBalanceMask(A2,C1,,,13)			

Illustration 7: Formula Example to get account balances through period 13

Once you have this function set, you can simply change the month (cell C1 in the example above) and the account balance will automatically change.

=GetAccountBalanceMaskCredits()

The **=GetAccountBalanceMaskCredits()** function will provide you with the year-to-date credit entries for a particular account segment through a specified month. For example, if all the Licenses and Permits account numbers start with “10-32”, you can use this function to get a total of all credit entries for the Licenses and Permits accounts. This function utilizes five (5) arguments: account number mask, period end date, include encumbrance entries, include report only entries, and through period number.

Function Arguments

GetAccountBalanceMaskCredits

Accountnumber	A2	= "10-50-__"
Periodenddate	C1	= 42369
Includeencumbrance		=
Includereportonly		=
Throughperiodno		=

Returns YTD credits to the specified account mask.


Includeencumbrance True to include encumbrances (default false).

Formula result = 0

[Help on this function](#) OK Cancel

Illustration 1: Function Arguments

The account mask argument utilizes underscores to figure out what segment of the account number you want to total. Using the previous example for the Licenses and Permits accounts, you would use the following: “10-32-__”. We are telling Excel to total the credit entries for all accounts that start with “10-32” by utilizing underscores for the remaining three characters in the account number. If all of our Licenses and Permits accounts have a “32” in them, we can mask our account number as “__-32-__” and this will provide us with a total of all Licenses and Permits accounts from all funds.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle General Ledger”.

(See screen shot on next page)

	A	B	C	D	E	F
1		Department	12/31/2015			
2	10-32-	LICENSES AND PERMITS	=GetAccountBalanceMaskCredits(A2,C1)			

Illustration 2: Formula Example

	A	B	C
1		Department	12/31/2015
2	10-32-	LICENSES AND PERMITS	(28,188.80)

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

Once you have this function set, you can simply change the month (cell C1 in the example above) and the account balance will automatically change.

=GetAccountBalanceMaskDateRange()

The **=GetAccountBalanceMaskDateRange()** function will provide you with the balance for a particular account segment for a specified date range. For example, if all the Building Inspection department account numbers start with “10-50”, you can use this function to get a quick total for the Building Inspection department for a date range. This function utilizes six (6) arguments: account number mask, period start date, period end date, include encumbrance entries, include report only services, and through period number.

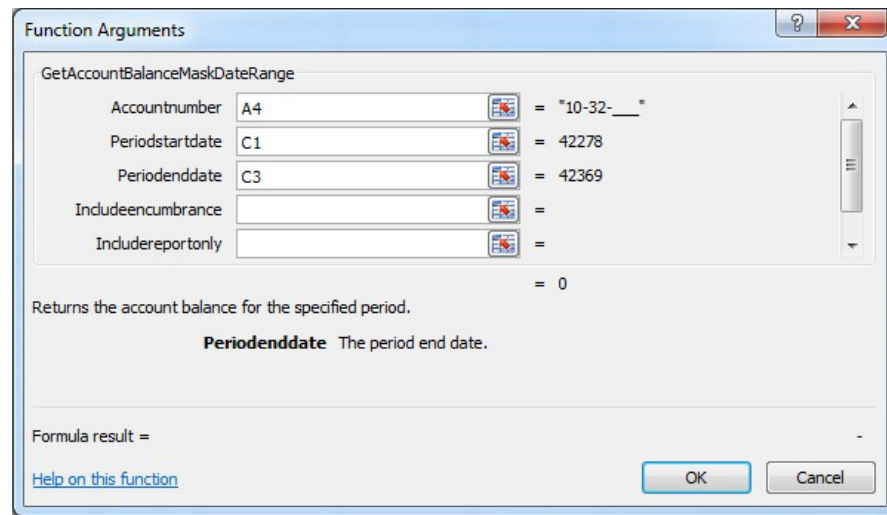



Illustration 1: Function Arguments

The account mask argument utilizes underscores to figure out what segment of the account number you want to total. Using the previous example for the Building Inspection department, you would use the following: “10-50-__”. We are telling Excel to total all accounts that start with “10-50” by utilizing underscores for the remaining three characters in the account number. We can mask any part of an account number. If all of our salary and wage accounts end with “110”, we can mask our account number as “----- 110” and this will provide us with a total of all salary and wage accounts from all funds that end with “110”.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle General Ledger”.

(See screen shot on next page)

	A	B	C	D	E	F
1			10/1/2015			
2			Through			
3		Department	12/31/2015			
4	10-50-	BUILDING INSPECTION	=GetAccountBalanceMaskDateRange(A4,C1,C3)			

Illustration 2: Formula Example

	A	B	C
1			10/1/2015
2			Through
3		Department	12/31/2015
4	10-50-	BUILDING INSPECTION	9,475.93

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

Once you have this function set, you can simply change the months (cell C1 and C3 in the example above) and the account balance will automatically change.

=GetAccountBalanceMaskDebits()

The **=GetAccountBalanceMaskDebits()** function will provide you with the year-to-date debit entries for a particular account segment through a specified month. For example, if all the Building Inspection department account numbers start with “10-50”, you can use this function to get a total of all debit entries for the Building Inspection department for a date range. This function utilizes five (5) arguments: account number mask, period end date, include encumbrance entries, include report only services, and through period number.

Function Arguments

GetAccountBalanceMaskDebits

Accountnumber	A2	= "10-50-__"
Periodenddate	C1	= 42369
Includeencumbrance		=
Includereportonly		=
Throughperiodno		=
		= 0

Returns YTD debits to the specified account mask.


Periodenddate The period end date.

Formula result =

[Help on this function](#) OK Cancel

Illustration 1: Function Arguments

The account mask argument utilizes underscores to figure out what segment of the account number you want to total. Using the previous example for the Building Inspection department, you would use the following: “10-50-__”. We are telling Excel to total debit entries for all accounts that start with “10-50” and utilizing underscores for the remaining three characters in the account number. We can mask and part of an account number. If all of our salary and wage accounts end with “110”, we can mask our account number as “-----110” and this will provide us with a total of all salary and wage accounts from all funds that end with “110”.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle General Ledger”.

(See screen shot on next page)

	A	B	C	D	E	F
1		Department	12/31/2015			
2	10-50-	BUILDING INSPECTION	=GetAccountBalanceMaskDebits(A2,C1)			

Illustration 2: Formula Example

	A	B	C
1		Department	12/31/2015
2	10-50-	BUILDING INSPECTION	33,124.66

Illustration 3: Formula Completed Example

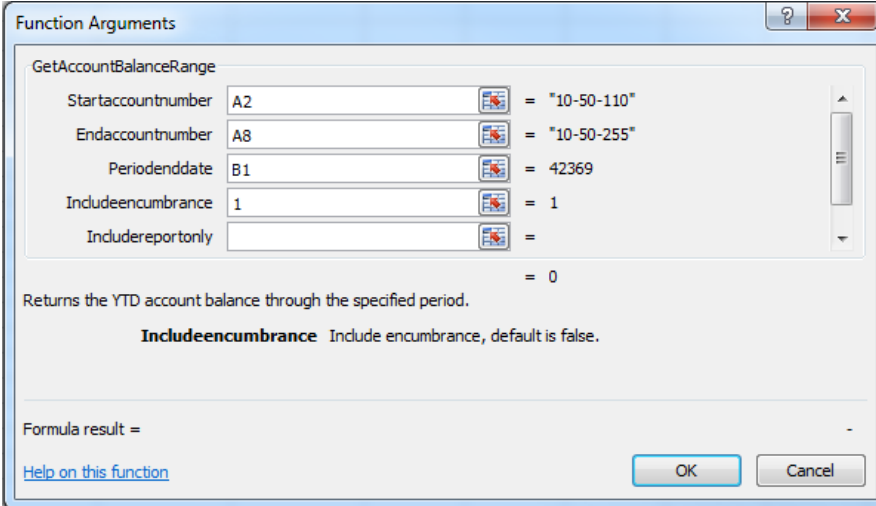
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

Once you have this function set, you can simply change the month (cell C1 in the example above) and the account balance will automatically change.

=GetAccountBalanceRange()

The **=GetAccountBalanceRange()** custom function will provide you with the year-to-date total for a particular range of accounts through a specified month. For example, you can get a year-to-date total for all accounts from “10-50-110” through “10-50-255”. This function utilizes six (6) arguments: start account number, end account number, period end date, include encumbrance entries, include report only entries, and through period number.



The Function Arguments dialog box for the **GetAccountBalanceRange** function is shown. It contains the following arguments and values:

Argument	Value	Result
Startaccountnumber	A2	= "10-50-110"
Endaccountnumber	A8	= "10-50-255"
Periodenddate	B1	= 42369
Includeencumbrance	1	= 1
Includereportonly		= 0

Returns the YTD account balance through the specified period.

Includeencumbrance Include encumbrance, default is false.


Formula result =

[Help on this function](#)

OK Cancel

Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use “1”. “1” signifies *yes* for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “*Caselle General Ledger*”.

	A	B	C	D	E
1		12/31/2015			
2	10-50-110	=GetAccountBalanceRange(A2,A8,B1,1)			
3	10-50-110				
4	10-50-130				
5	10-50-210				
6	10-50-230				
7	10-50-250				
8	10-50-255				

Illustration 2: Formula Example

	A	B
1		12/31/2015
2	10-50-110	52,100.63
3	10-50-110	
4	10-50-130	
5	10-50-210	
6	10-50-230	
7	10-50-250	
8	10-50-255	

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The Function Arguments dialog box for the **GetAccountBalanceRange** function is shown. It contains the following arguments:

- Startaccountnumber:** A2 (refers to cell A2, containing "10-50-110")
- Endaccountnumber:** A8 (refers to cell A8, containing "10-50-255")
- Periodenddate:** B1 (refers to cell B1, containing "12/31/2015")
- Includeencumbrance:** (blank)
- Includereportonly:** (blank)

The formula bar shows the result as **= 0**. Below the arguments, a description states: "Returns the YTD account balance through the specified period." A note indicates: **Includeencumbrance** Include encumbrance, default is false.

At the bottom, the "Formula result =" field is empty, and there are "OK" and "Cancel" buttons.

Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E
1		12/31/2015			
2	10-50-110	=GetAccountBalanceRange(A2,A8,B1)			
3	10-50-110				
4	10-50-130				
5	10-50-210				
6	10-50-230				
7	10-50-250				
8	10-50-255				

Illustration 5: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

The image shows the 'Function Arguments' dialog box for the 'GetAccountBalanceRange' function. The arguments are as follows:

Argument	Value	Result
Endaccountnumber	A8	= "10-50-255"
Periodenddate	B1	= 42369
Includeencumbrance		=
Includereportonly		=
Throughperiodno	13	= 13
		= 0

Returns the YTD account balance through the specified period.

Throughperiodno Through period, default is 14.

Formula result =

[Help on this function](#) [OK] [Cancel]

Illustration 6: Function Arguments to get account balances through period 13

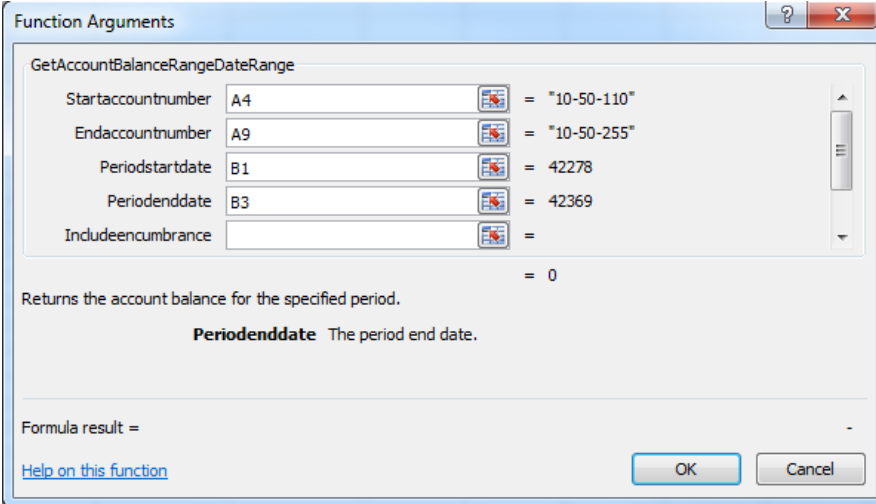
	A	B	C	D	E
1		12/31/2015			
2	10-50-110	=GetAccountBalanceRange(A2,A8,B1,,,13)			
3	10-50-110				
4	10-50-130				
5	10-50-210				
6	10-50-230				
7	10-50-250				
8	10-50-255				

Illustration 7: Formula Example to get account balances through period 13

Once you have this function set, you can simply change the month (cell B1 in the example above) and the account balance will automatically change.

=GetAccountBalanceRangeDateRange()

The **=GetAccountBalanceRangeDateRange()** function will provide you with the balance for a particular range of accounts for a specified date range. For example, you can get a year-to-date total for all accounts from “10-50-110” through “10-50-255”. This function utilizes seven (7) arguments: start account number, end account number, period start date, period end date, include encumbrance entries, include report only entries, and through period number.



The dialog box titled "Function Arguments" for the **GetAccountBalanceRangeDateRange** function shows the following arguments:

Argument	Cell Reference	Value
Startaccountnumber	A4	"10-50-110"
Endaccountnumber	A9	"10-50-255"
Periodstartdate	B1	42278
Periodenddate	B3	42369
Indudeencumbrance		= 0


Returns the account balance for the specified period.

Periodenddate The period end date.

Formula result =

[Help on this function](#) [OK] [Cancel]

Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle General Ledger”.

	A	B	C	D	E	F
1		10/1/2015				
2		Through				
3		12/31/2015				
4	10-50-110	=GetAccountBalanceRangeDateRange(A4,A9,B1,B3)				
5	10-50-130					
6	10-50-210					
7	10-50-230					
8	10-50-250					
9	10-50-255					
10						

Illustration 2: Formula Example

	A	B
1		10/1/2015
2		Through
3		12/31/2015
4	10-50-110	9,470.26
5	10-50-130	
6	10-50-210	
7	10-50-230	
8	10-50-250	
9	10-50-255	

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

Once you have this function set, you can simply change the months (cell C1 and C3 in the example above) and the account balance will automatically change.

=GetAccountBudget()

The **=GetAccountBudget()** function will provide you with the year-to-date budget for a particular account through a specified month. This function utilizes six (6) arguments: account number, period end date, budget level, include encumbrance entries, include report only entries, and through period number.

The image shows the 'Function Arguments' dialog box for the 'GetAccountBudget' function. The arguments are as follows:

Argument	Value	Result
Accountnumber	A3	= "10-50-110"
Periodenddate	E2	= 42369
Budgetlevel	6	= 6
Includeencumbrance		=
Includereportonly		=
		= 0

Get the budget amount for the specified account.

Budgetlevel The budget level to use.

Formula result =

[Help on this function](#) [OK] [Cancel]

Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D	E	F	G
1				Actual	Budget		
2		Title	Department	12/31/2015	12/31/2015		
3	10-50-110	Salaries & Wages	BUILDING INSPECTION	20,810.40	=GetAccountBudget(A3,E2,6)		

Illustration 2: Formula Example

	A	B	C	D	E
1				Actual	Budget
2		Title	Department	12/31/2015	12/31/2015
3	10-50-110	Salaries & Wages	BUILDING INSPECTION	20,810.40	29,200.00

Illustration 3: Formula Completed Example

You can utilize this function to provide you the budget through any budget level. You can see your different budget levels by clicking on **Budgeting | Budget Levels** in the **Clarity General Ledger**. You can then modify the budget level argument in this function to see your budget at different budget levels. There are six (6) budget levels in the example above. By specifying six (6) as the budget level, the account's entire budget will appear on the spreadsheet.

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

Once you have this function set, you can simply change the month (cell E2 in the example above) and the account balance will automatically change.

=GetAccountBudgetDateRange()

The **=GetAccountBudgetDateRange()** function will provide you with the year-to-date budget for a particular account for a specified date range. This function is useful if you are budgeting on a monthly basis rather than a yearly basis. You can then use this function to pull the budget for a specific month or month(s). This function utilizes seven (7) arguments: account number, period start date, period end date, budget level, include encumbrance entries, include report only entries, and through period number.

The image shows the 'Function Arguments' dialog box for the **GetAccountBudgetDateRange** function. The arguments are as follows:

Argument	Value	Result
Accountnumber	A3	= "10-50-110"
Periodstartdate	E2	= 42308
Periodenddate	E2	= 42308
Budgetlevel	6	= 6
Includeencumbrance		= 0

Get the budget amount for the specified account for the period specified.

Budgetlevel The budget level to use.

Formula result =

[Help on this function](#) [OK] [Cancel]

Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell in your Excel workbook or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D	E	F	G	H
1				Actual	Budget			
2		Title	Department	12/31/2015	10/31/2015			
3	10-50-110	Salaries & Wages	BUILDING INSPECTION	20,810.40	=GetAccountBudgetDateRange(A3,E2,E2,6)			

Illustration 2: Formula Example

	A	B	C	D	E
1				Actual	Budget
2		Title	Department	12/31/2015	10/31/2015
3	10-50-110	Salaries & Wages	BUILDING INSPECTION	20,810.40	2,433.33

Illustration 3: Formula Completed Example

You can utilize this function to provide you the budget through any budget level. You can see your different budget levels by clicking on **Budgeting | Budget Levels** in the **Clarity General Ledger**. You can then modify the budget level argument in this function to see your budget at different budget levels. There are six (6) budget levels in the example above. By specifying six (6) as the budget level, the account's entire budget for the month of October 2015 will appear on the spreadsheet.

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

Once you have this function set, you can simply change the month (cell E2 in the example above) and the account balance will automatically change.

=GetAccountBudgetMask()

The **=GetAccountBudgetMask()** function will provide you with the year-to-date budget for a particular account segment through a specified month. For example, if all the Building Inspection department account numbers start with “10-50”, you can use this function to get a quick budget total for the Building Inspection department. This function utilizes six (6) arguments: account number mask, period end date, budget level, include encumbrance entries, include report only entries, and through period number.

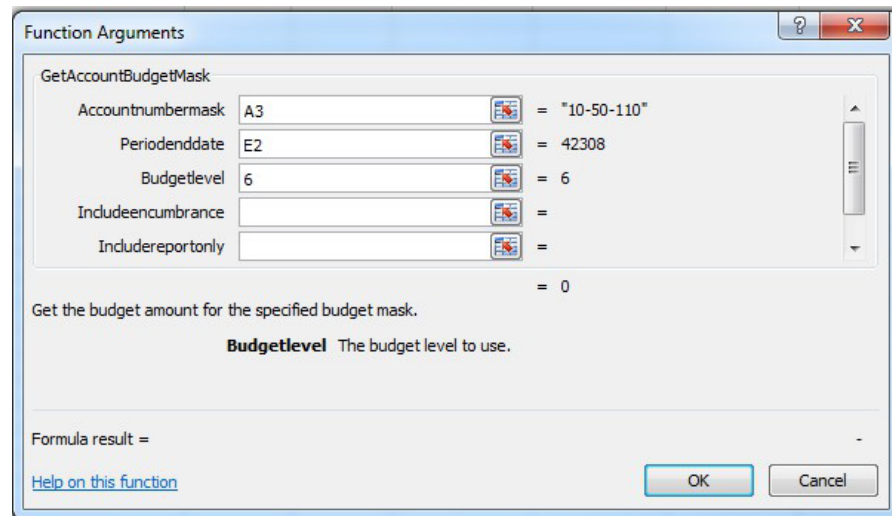



Illustration 1: Function Arguments

The account mask argument utilizes underscores to figure out what segment of the account number you want to total. Using the previous example for the Building Inspection department, you would use the following: “10-50-___”. We are telling Excel to total all accounts that start with “10-50” by utilizing underscores for the remaining three characters in the account number. We can mask and part of an account number. If all of our salary and wage accounts end with “110”, we can mask our account number as “----- 110” and this will provide us with a total of all salary and wage accounts from all funds that end with “110”.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “*Caselle General Ledger*”.

(See screen shot on next page)

	A	B	C	D	E	F
1			Actual	Budget		
2			12/31/2015	12/31/2015		
3	10-50-	BUILDING INSPECT	32,852.16	=GetAccountBudgetMask(A3,D2,6)		

Illustration 2: Formula Example

	A	B	C	D
1			Actual	Budget
2			12/31/2015	12/31/2015
3	10-50-	BUILDING INSPECT	32,852.16	60,300.00

Illustration 3: Formula Completed Example

You can utilize this function to provide you the budget through any budget level. You can see your different budget levels by clicking on **Budgeting | Budget Levels** in the **Clarity General Ledger**. You can then modify the budget level argument in this function to see your budget at different budget levels. There are six (6) budget levels in the example above. By specifying six (6) as the budget level, the account's entire budget will appear on the spreadsheet.

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

Once you have this function set, you can simply change the month (cell D2 in the example above) and the account balance will automatically change.

=GetAccountBudgetMaskDateRange()

The **=GetAccountBudgetMaskDateRange()** function will provide you with the year-to-date budget for a particular account segment for a specified date range. This function is useful if you are budgeting on a monthly basis rather than a yearly basis. You can use this function to pull the budget for a specific month or month(s). For example, if all the Building Inspection department account numbers start with “10-50”, you can use this function to get a quick budget total for fourth quarter for the Building Inspection department. This function utilizes seven (7) arguments: account number mask, period start date, period end date, budget level, include encumbrance entries, include report only entries, and through period number.

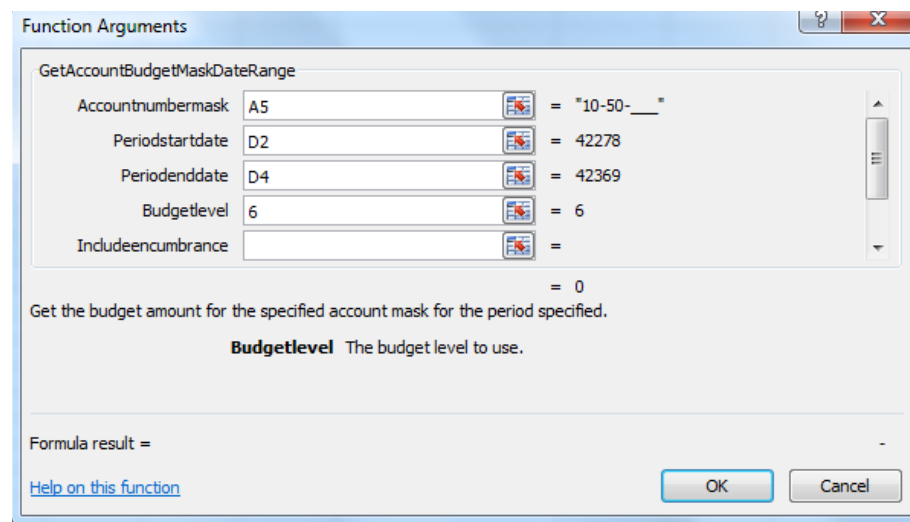



Illustration 1: Function Arguments

The account mask argument utilizes underscores to figure out what segment of the account number you want to total. Using the previous example for the Building Inspection department, you would use the following: “10-50-__”. We are telling Excel to total all accounts that start with “10-50” by utilizing underscores for the remaining three characters in the account number. We can mask and part of an account number. If all of our salary and wage accounts end with “110”, we can mask our account number as “----- 110” and this will provide us with a total of all salary and wage accounts from all funds that end with “110”.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle General Ledger”.

(See screen shot on next page)

	A	B	C	D	E	F	G
1				Budget			
2				10/1/2015			
3			Actual	Through			
4		Department	12/31/2015	12/31/2015			
5	10-50-	BUILDING INSPECTION	32,852.16	=GetAccountBudgetMaskDateRange(A5,D2,D4,6)			

Illustration 2: Formula Example

	A	B	C	D
1				Budget
2				10/1/2015
3			Actual	Through
4		Department	12/31/2015	12/31/2015
5	10-50-	BUILDING INSPECTION	32,852.16	15,075.00

Illustration 3: Formula Completed Example

You can utilize this function to provide you the budget through any budget level. You can see your different budget levels by clicking on **Budgeting | Budget Levels** in the **Clarity General Ledger**. You can then modify the budget level argument in this function to see your budget at different budget levels. There are six (6) budget levels in the example above. By specifying six (6) as the budget level, the account's entire budget will appear on the spreadsheet.

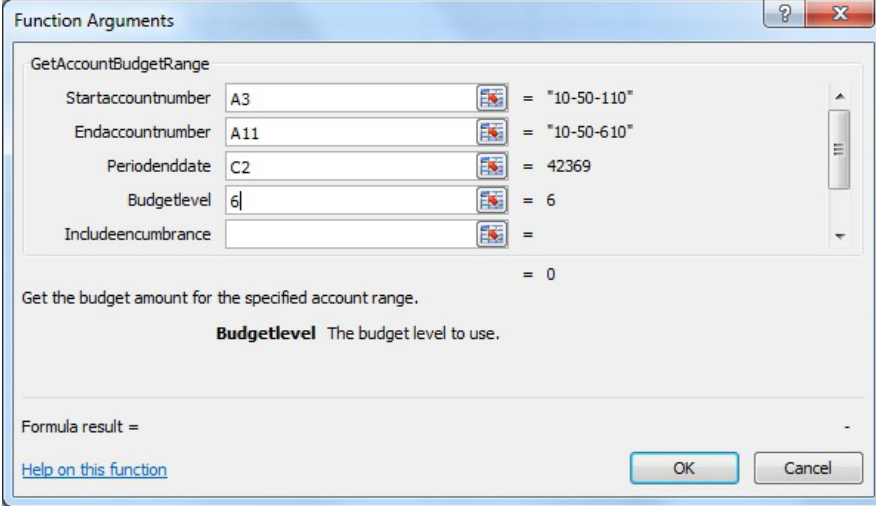
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

Once you have this function set, you can simply change the months (cells D2 and D4 in the example above) and the account balance will automatically change.

=GetAccountBudgetRange()

The **=GetAccountBudgetRange()** custom function will provide you with the year-to-date budget for a particular range of accounts through a specified month. For example, you can get a year-to-date budget for all accounts from “10-50-110” through “10-50-255”. This function utilizes six (6) arguments: start account number, end account number, period end date, include encumbrance entries, include report only entries, and through period number.




The dialog box titled "Function Arguments" for the **GetAccountBudgetRange** function shows the following arguments:

- Startaccountnumber:** A3 (with a formula bar showing = "10-50-110")
- Endaccountnumber:** A11 (with a formula bar showing = "10-50-610")
- Periodenddate:** C2 (with a formula bar showing = 42369)
- Budgetlevel:** 6 (with a formula bar showing = 6)
- Includeencumbrance:** (with a formula bar showing = 0)

Below the arguments, a description reads: "Get the budget amount for the specified account range." and "Budgetlevel The budget level to use."

The "Formula result =" field is empty. At the bottom, there is a "Help on this function" link and "OK" and "Cancel" buttons.

Illustration 1: Function Arguments

To utilize this function, you can simply type this function or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle General Ledger”.

	A	B	C	D	E	F
1			Budget			
2			12/31/2015			
3	10-50-110	Salaries & Wages	=GetAccountBudgetRange(A3,A11,C2,6)			
4	10-50-130	Employee Benefits				
5	10-50-210	Books & Memberships				
6	10-50-230	Travel & Training				
7	10-50-250	Equipment - Supply/Maint				
8	10-50-255	Fuel & Oil				
9	10-50-305	Attorney				
10	10-50-310	Engineer				
11	10-50-610	Miscellaneous Supplies				
12						

Illustration 2: Formula Example

	A	B	C
1			Budget
2			12/31/2015
3	10-50-110	Salaries & Wages	60,300.00
4	10-50-130	Employee Benefits	
5	10-50-210	Books & Memberships	
6	10-50-230	Travel & Training	
7	10-50-250	Equipment - Supply/Maint	
8	10-50-255	Fuel & Oil	
9	10-50-305	Attorney	
10	10-50-310	Engineer	
11	10-50-610	Miscellaneous Supplies	

Illustration 3: Formula Completed Example

You can utilize this function to provide you the budget through any budget level. You can see your different budget levels by clicking on **Budgeting | Budget Levels** in the **Clarity General Ledger**. You can then modify the budget level argument in this function to see your budget at different budget levels. There are six (6) budget levels in the example above. By specifying six (6) as the budget level, the account's entire budget will appear on the spreadsheet.

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

Once you have this function set, you can simply change the month (cell C2 in the example above) and the account balance will automatically change.

=GetAccountBudgetRangeDateRange()

The **=GetAccountBudgetRangeDateRange()** custom function will provide you with the year-to-date budget for a particular range of accounts for a specified date range. This function is useful if you are budgeting on a monthly basis rather than a yearly basis. You can use this function to pull the budget for a specific month or month(s). For example, you can get the fourth quarter budget for all accounts from “10-50-110” through “10-50-255”. This function utilizes eight (8) arguments: start account number, end account number, period start date, period end date, budget level, include encumbrance entries, include report only entries, and through period number.

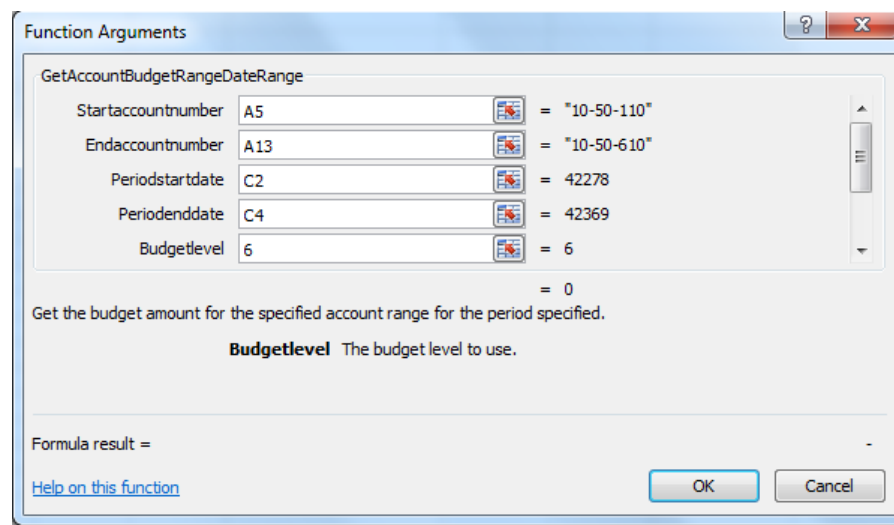



Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle General Ledger”.

(See screen shot on next page)

	A	B	C	D	E	F
1			Budget			
2			10/1/2015			
3			Through			
4			12/31/2015			
5	10-50-110	Salaries & Wages	=GetAccountBudgetRangeDateRange(A5,A13,C2,C4,6)			
6	10-50-130	Employee Benefits				
7	10-50-210	Books & Memberships				
8	10-50-230	Travel & Training				
9	10-50-250	Equipment - Supply/Maint				
10	10-50-255	Fuel & Oil				
11	10-50-305	Attorney				
12	10-50-310	Engineer				
13	10-50-610	Miscellaneous Supplies				

Illustration 2: Formula Example

	A	B	C
1			Budget
2			10/1/2015
3			Through
4			12/31/2015
5	10-50-110	Salaries & Wages	15,075.00
6	10-50-130	Employee Benefits	
7	10-50-210	Books & Memberships	
8	10-50-230	Travel & Training	
9	10-50-250	Equipment - Supply/Maint	
10	10-50-255	Fuel & Oil	
11	10-50-305	Attorney	
12	10-50-310	Engineer	
13	10-50-610	Miscellaneous Supplies	

Illustration 3: Formula Completed Example

You can utilize this function to provide you the budget through any budget level. You can see your different budget levels by clicking on **Budgeting | Budget Levels** in the **Clarity General Ledger**. You can then modify the budget level argument in this function to see your budget at different budget levels. There are six (6) budget levels in the example above. By specifying six (6) as the budget level, the account's entire budget will appear on the spreadsheet.

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

Once you have this function set, you can simply change the months (cells C2 and C4 in the example above) and the account balance will automatically change.

=GetAccountCategories()

The **=GetAccountCategories()** function will return a comma separated list of categories being utilized for this account. This function utilizes one argument: account number.

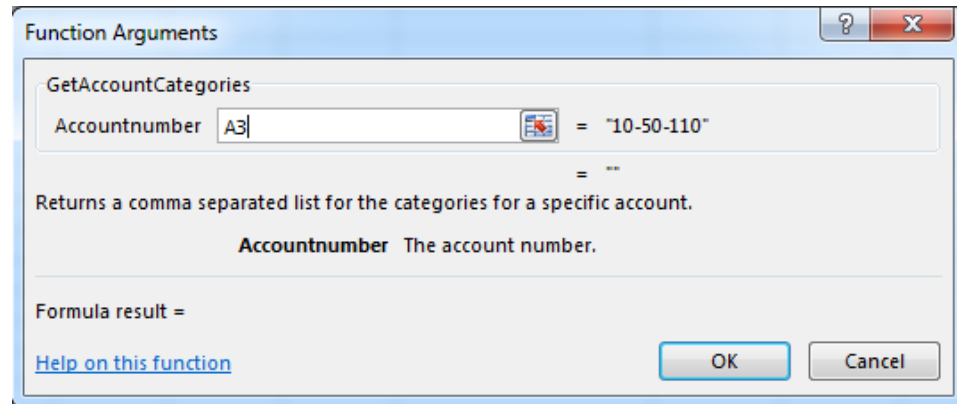



Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle General Ledger”.

	A	B	C
1			
2		Title	Categories
3	10-50-110	Salaries & Wages	=GetAccountCategories(A3)

Illustration 2: Formula Example

	A	B	C
1			
2		Title	Categories
3	10-50-110	Salaries & Wages	Salaries and Wages,Police

Illustration 3: Formula Completed Example

In the above example, account “10-50-110” is associated with two(2) categories: Salaries and Wages and Police.

=GetAccountFund()

The **=AccountFund()** function will provide you with the fund name for a specified account. This function utilizes one argument: account number.

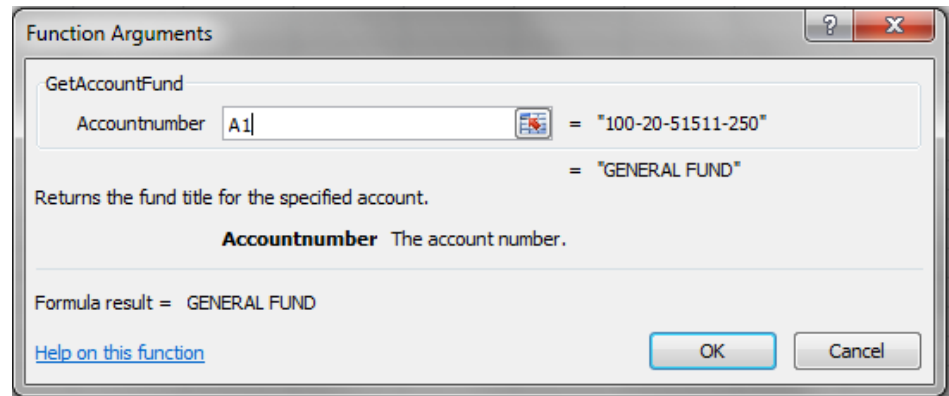



Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C
1	100-20-51511-250	=GetAccountFund(A1)	
2			

Illustration 2: Formula Example

	A	B	C
1	100-20-51511-250	GENERAL FUND	
2			

Illustration 3: Formula Completed Example

=GetAccountHeader()

The **=GetAccountHeader()** function will provide you with the header associated with a specified account. This function utilizes one argument: account number.

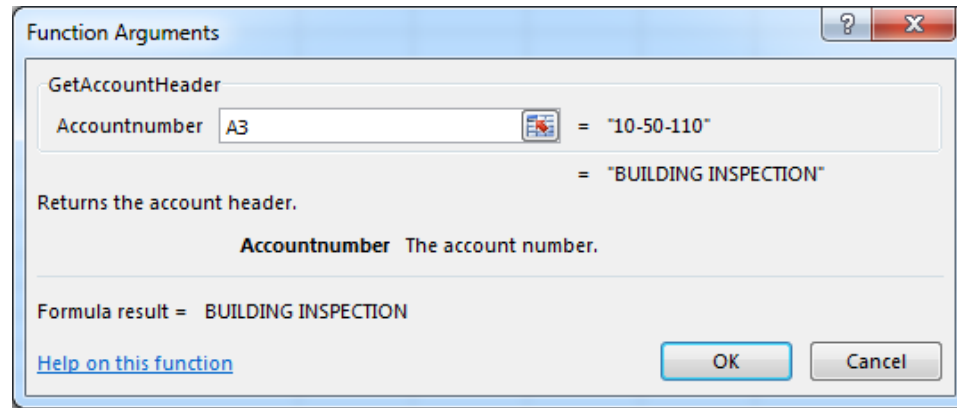



Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “*Caselle General Ledger*”.

	A	B	C
1			
2		Title	Department
3	10-50-110	Salaries & Wages	=GetAccountHeader(A3)
4	10-50-120	Employee Benefits	

Illustration 2: Formula Example

	A	B	C
1			
2		Title	Department
3	10-50-110	Salaries & Wages	BUILDING INSPECTION
4	10-50-120	Employee Benefits	

Illustration 3: Formula Completed Example

In the above example, any account that starts with “10-50” is associated with the Building Inspection department.

=GetAccountTermDate()

The **=GetAccountTermDate()** function will provide you with the termination date associated with a specified account. This function utilizes one argument: account number.

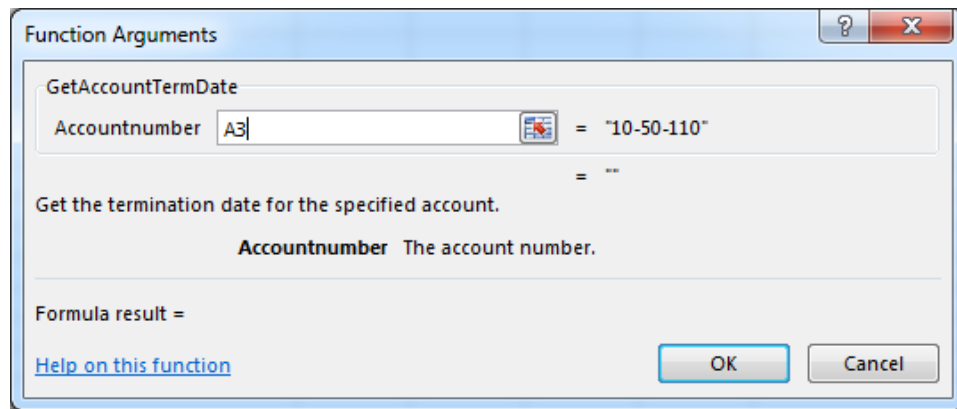



Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “*Caselle General Ledger*”.

	A	B	C
1			
2		Title	Termination Date
3	10-50-110	Salaries & Wages	=GetAccountTermDate(A3)

Illustration 2: Formula Example

	A	B	C
1			
2		Title	Termination Date
3	10-50-110	Salaries & Wages	3/15/2015

Illustration 3: Formula Completed Example

In the above example, account “10-50-110” was terminated on 3/15/15.

=GetAccountTitle()

The **=GetAccountTitle()** custom function will provide you with the title of the specified account. This custom function utilizes one argument: account number.

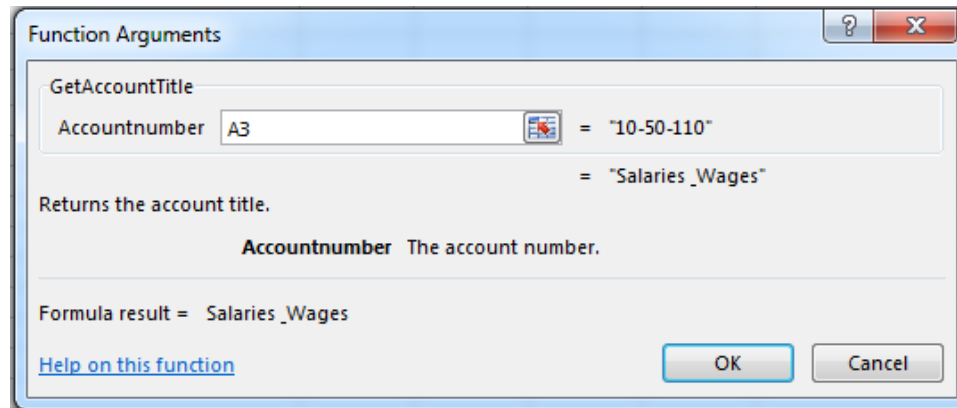



Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	
1		Title	D
2	10-50-110	=GetAccountTitle(A2)	

Illustration 2: Formula Example

	A	B
1		Title
2	10-50-110	Salaries & Wages

Illustration 3: Formula Completed Example

=GetAccountType()

The **=AccountType()** function will provide you with the account type for a specified account (i.e. asset, liability, equity, expenditure, or revenue). This function utilizes one argument: account number.

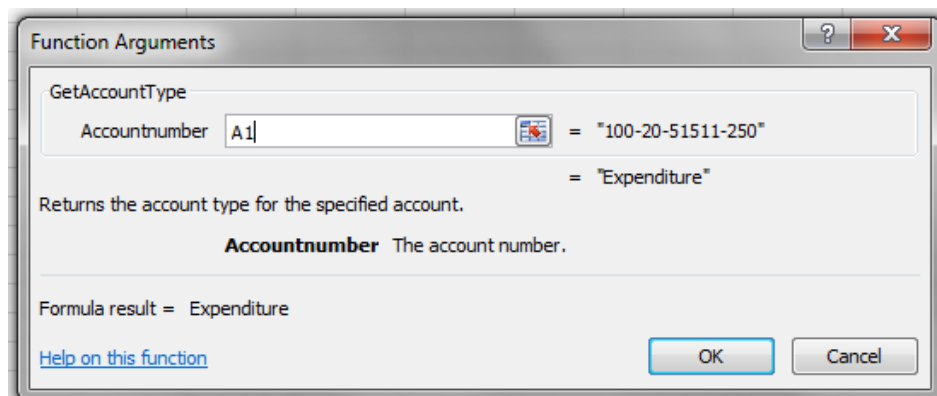



Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “*Caselle General Ledger*”.

	A	B	C	D
1	100-20-51511-250	=GetAccountType(A1)		
2				

Illustration 2: Formula Example

	A	B	C
1	100-20-51511-250	Expenditure	
2			
3			

Illustration 3: Formula Completed Example

=GetJournalAmount()

The **=GetJournalAmount()** custom function will provide you with total debits and credits of a particular journal code or journal codes posted to an account during a specified time frame. This custom function utilizes eight arguments: journal codes, account number, period start date, period end date, include encumbrance entries, include report only entries, from period number and through period number.

The Function Arguments dialog box for the GetJournalAmount function is shown. It contains the following arguments and values:

Argument	Value	Result
JournalCodes	C2	= "CA-CDA,CA-CDP"
AccountNumber	A2	= "10-10100"
PeriodStartDate	D1	= 40544
PeriodEndDate	E1	= 40908
IncludeEncumbrance	1	= 1
		= 29297.61

Below the arguments, it states "No help available." and "IncludeEncumbrance". At the bottom, the "Formula result =" is displayed as "29,297.61". There are "OK" and "Cancel" buttons at the bottom right, and a "Help on this function" link at the bottom left.

Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use "1". "1" signifies yes for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D	E	F
1			Journal Codes	1/1/2011	12/31/2011	
2	10-10100	Cash - Combined Fund	CA-CDA,CA-CDP	=GetJournalAmount(C2,A2,D1,E1,1)		

Illustration 2: Formula Example

	A	B	C	D	E
1			Journal Codes	1/1/2011	12/31/2011
2	10-10100	Cash - Combined Fund	CA-CDA,CA-CDP	29,297.61	

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The Function Arguments dialog box for the `GetJournalAmount` function is shown. The arguments are:

- JournalCodes:** C2 = "CA-CDA,CA-CDP"
- AccountNumber:** A2 = "10-10100"
- PeriodStartDate:** D1 = 40544
- PeriodEndDate:** E1 = 40908
- IncludeEncumbrance:** (blank) =

The formula result is 29,297.61. The **IncludeEncumbrance** checkbox is unchecked. The dialog box also includes a "Help on this function" link and "OK" and "Cancel" buttons.

Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E	F
1			Journal Codes	1/1/2011	12/31/2011	
2	10-10100	Cash - Combined Fund	CA-CDA,CA-CDP	<code>=GetJournalAmount(C2,A2,D1,E1)</code>		

Illustration 5: Formula Example without Encumbrance and Report Only Entries

You can type a list of comma-separated journal codes into a cell or simply type them into the **JournalCodes** argument. The examples above have the journal codes listed in a cell on the spreadsheet. See below for example on typing it directly into the function.

The Function Arguments dialog box for the `GetJournalAmount` function is shown. The arguments are:

- JournalCodes:** "CA-CDA,CA-CDP" = "CA-CDA,CA-CDP"
- AccountNumber:** A2 = "10-10100"
- PeriodStartDate:** D1 = 40544
- PeriodEndDate:** E1 = 40908
- IncludeEncumbrance:** (blank) =

The formula result is 29,297.61. The **JournalCodes** checkbox is checked. The dialog box also includes a "Help on this function" link and "OK" and "Cancel" buttons.

Illustration 6: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E	F	G	H
1			Journal Codes	1/1/2011	12/31/2011			
2	10-10100	Cash - Combined Fund	CA-CDA,CA-CDP	=GetJournalAmount("CA-CDA,CA-CDP",A2,D1,E1,,,,13)				

Illustration 7: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31 for example, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **FromPeriodNo** or **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

The Function Arguments dialog box for the GetJournalAmount function is shown. It contains the following arguments and values:

- PeriodEndDate:** E1, with a calculated value of 40908.
- IncludeEncumbrance:** (empty), with a calculated value of =.
- IncludeReportOnly:** (empty), with a calculated value of =.
- FromPeriodNo:** (empty), with a calculated value of =.
- ThroughPeriodNo:** 13, with a calculated value of = 13.

The total result is displayed as = 29,297.61. The dialog also includes a "No help available." message, a "Formula result =" field showing 29,297.61, and "OK" and "Cancel" buttons.

Illustration 8: Function Arguments to get account balances through period 13

	A	B	C	D	E	F
1			Journal Codes	1/1/2011	12/31/2011	
2	10-10100	Cash - Combined Fund	CA-CDA,CA-CDP	=GetJournalAmount(C2,A2,D1,E1,,,,13)		

Illustration 9: Formula Example to get account balances through period 13

Once you have this function set, you can simply change the months (cells D1 and E1 in the example above) and the account balance will automatically change.

=GetMaskMissingAccounts()

The **=GetMaskMissingAccounts()** custom function will provide you with a list of accounts that may be missing in your spreadsheet. This function behaves much like the **=GetRangeMissingAccounts()** function. This is a worthwhile function to use when auditing your spreadsheet to make sure there are no accounts missing. Missing accounts most commonly happens when new accounts are added to your chart of accounts during the year and we forget to add them into our spreadsheet.

Two arguments are utilized for this custom function: account number mask and selected accounts. The selected accounts argument is the range of accounts you want audited in your spreadsheet.

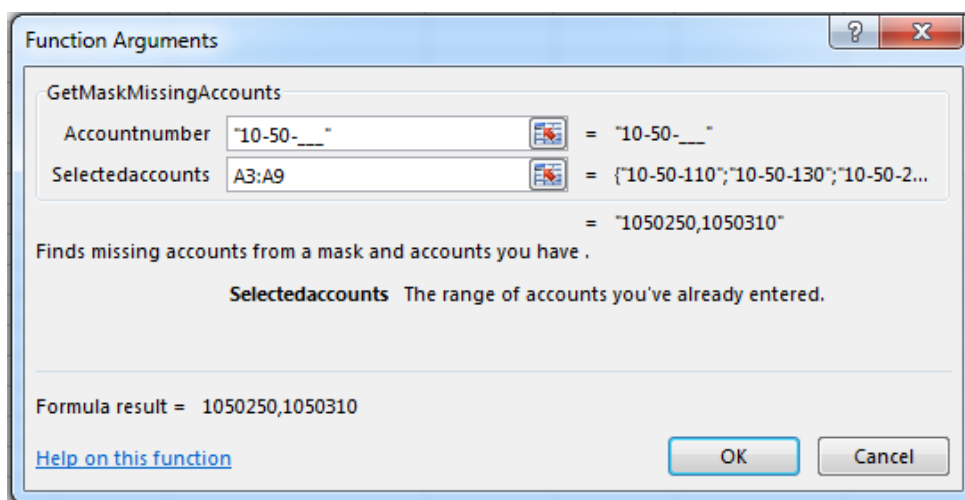



Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

In the above example, we are trying to find any missing accounts for "10-50-__". We can use underscores to mask part of the account.

(See screen shot on next page)

	A	B	C
1			
2		Title	
3	10-50-110	Salaries & Wages	
4	10-50-130	Employee Benefits	
5	10-50-210	Books & Memberships	
6	10-50-230	Travel & Training	
7	10-50-255	Fuel & Oil	
8	10-50-305	Attorney	
9	10-50-610	Miscellaneous Supplies	
10			
11		=GetMaskMissingAccounts("10-50-__",A3:A9)	

Illustration 2: Formula Example

	A	B
1		
2		Title
3	10-50-110	Salaries & Wages
4	10-50-130	Employee Benefits
5	10-50-210	Books & Memberships
6	10-50-230	Travel & Training
7	10-50-255	Fuel & Oil
8	10-50-305	Attorney
9	10-50-610	Miscellaneous Supplies
10		
11		1050250,1050310
12		

Illustration 3: Formula Completed Example

In the above example, we are missing accounts "10-50-250" and "10-50-310" in our spreadsheet.

Below is another example of how this function can be utilized to find any accounts in fund "10" that end with an object code of "110" missing in our list.

(See screen shot on next page)

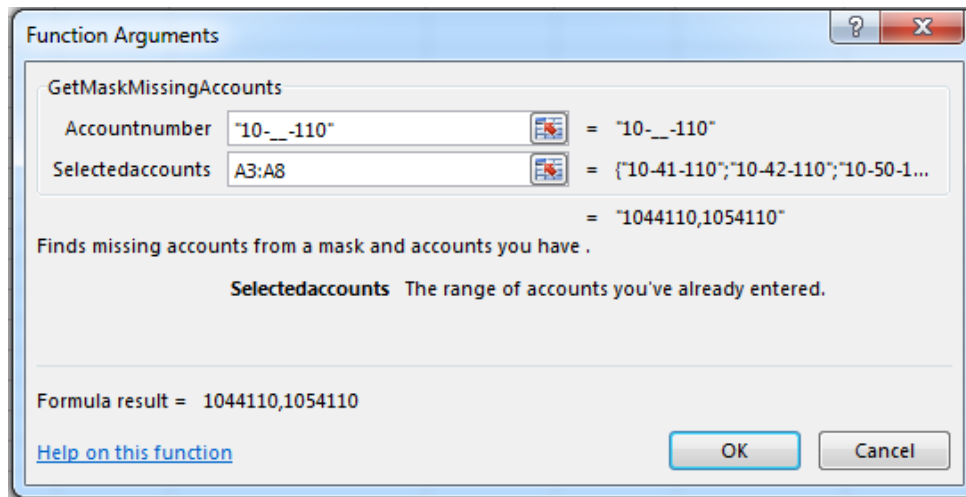


Illustration 4: Function Arguments

	A	B	C
1			
2		Title	
3	10-41-110	Salaries & Wages	
4	10-42-110	Salaries & Wages	
5	10-50-110	Salaries & Wages	
6	10-57-110	Salaries & Wages	
7	10-60-110	Salaries & Wages	
8	10-70-110	Salaries & Wages	
9			
10		=GetMaskMissingAccounts("10-__-110",A3:A8)	

Illustration 5: Formula Example

	A	B
1		
2		Title
3	10-41-110	Salaries & Wages
4	10-42-110	Salaries & Wages
5	10-50-110	Salaries & Wages
6	10-57-110	Salaries & Wages
7	10-60-110	Salaries & Wages
8	10-70-110	Salaries & Wages
9		
10		1044110,1054110

Illustration 6: Formula Completed Example

In the above example, we are missing accounts "10-44-110" and "10-54-110" in our spreadsheet.

=GetPeriodBalance()

The **=GetPeriodBalance()** custom function will provide you with the period actual for a particular account for a specified month. This custom function utilizes five arguments: account number, period end date, include encumbrance entries, include report only entries, and through period number.

The 'Function Arguments' dialog box for the **GetPeriodBalance** function is shown. It contains the following arguments and values:

Argument	Value	Result
AccountNumber	A2	"10-10100"
PeriodEndDate	C1	40543
IncludeEncumbrance	1	1
IncludeReportOnly		
ThroughPeriodNo		
Formula result		176,653.82

Buttons: OK, Cancel. A link for 'Help on this function' is also present.

Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use "1". "1" signifies yes for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D
1			12/31/2010	
2	10-10100	Cash - Combined Fund	=GetPeriodBalance(A2,C1,1)	

Illustration 2: Formula Example

	A	B	C
1			12/31/2010
2	10-10100	Cash - Combined Fund	176,653.82

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

Function Arguments

GetPeriodBalance

AccountNumber: A2 = "10-10100"

PeriodEndDate: C1 = 40543

IncludeEncumbrance: =

IncludeReportOnly: =

ThroughPeriodNo: =

Formula result = 176,653.82

OK Cancel

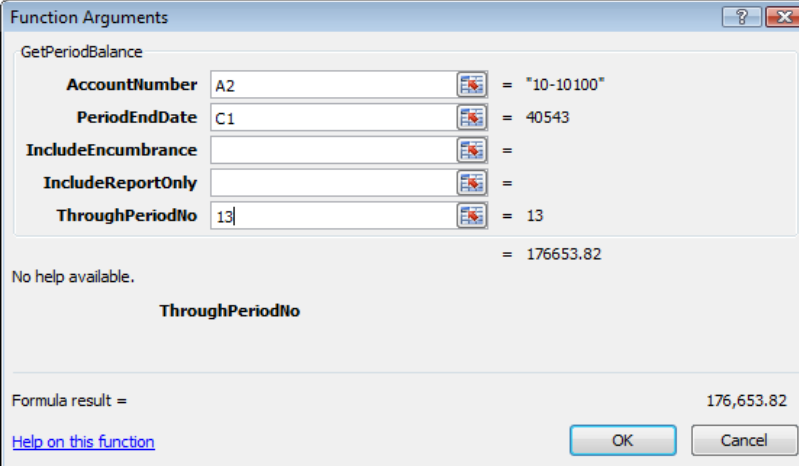
Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E	F
1		Title	Department	12/31/2010		
2	10-50-110	Salaries & Wages	BUILDING INSPECTION	=GetAccountBalance(A2,D1)		

Illustration 5: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31 for example, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

(See screen shot on next page)



Function Arguments

GetPeriodBalance

AccountNumber	A2	= "10-10100"
PeriodEndDate	C1	= 40543
IncludeEncumbrance		=
IncludeReportOnly		=
ThroughPeriodNo	13	= 13
		= 176653.82

No help available.

ThroughPeriodNo

Formula result = 176,653.82

[Help on this function](#) OK Cancel

Illustration 6: Function Arguments to get account balances through period 13

	A	B	C	D
1			12/31/2010	
2	10-10100	Cash - Combined Fund	=GetPeriodBalance(A2,C1,,13)	

Illustration 7: Formula Example to get account balances through period 13

Once you have this function set, you can simply change the month (cell C1 in the example above) and the account balance will automatically change.

=GetPeriodBalanceMask()

The **=GetPeriodBalanceMask()** custom function will provide you with the period actual for a particular account segment through a specified month. For example, if all the Building Inspection department account numbers start with “10-50”, you can use this function to get a quick total for the Building Inspection department. Five (5) arguments are utilized for this custom function: account mask, period end date, include encumbrance entries, include report only entries, and through period number.

The image shows the 'Function Arguments' dialog box for the custom function 'GetPeriodBalanceMask'. The arguments are as follows:


Argument	Value	Result
AccountNumberMask	A2	"10-10100"
PeriodEndDate	C1	40543
IncludeEncumbrance	1	1
IncludeReportOnly		
ThroughPeriodNo		
Formula result		176,653.82

Buttons: OK, Cancel. A link 'Help on this function' is also present.

Illustration 1: Function Arguments

The account mask argument utilizes underscores to figure out what segment of the account number you want to total. Using the example in the first paragraph for the Building Inspection department, I would use the following: “10-50-___”. We are telling Excel to total everything that starts with 10-50 by utilizing underscores for the remaining three characters in the account number.

To include encumbrance and/or report only entries, use “1”. “1” signifies *yes* for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “*Caselle General Ledger*”.

	A	B	C	D	E
1			12/31/2010		
2	10-50-	BUILDING INSPECTION	=GetPeriodBalanceMask(A2,C1,1)		

Illustration 2: Formula Example

	A	B	C
1			12/31/2010
2	10-50-__	BUILDING INSPECTION	4,618.05

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The Function Arguments dialog box for the **GetPeriodBalanceMask** function is shown. It contains the following arguments:

- AccountNumberMask**: A2, resulting in "10-50-__"
- PeriodEndDate**: C1, resulting in 40543
- IncludeEncumbrance**: (blank), resulting in =
- IncludeReportOnly**: (blank), resulting in =
- ThroughPeriodNo**: (blank), resulting in =

The formula result is displayed as 4,618.05. The **ThroughPeriodNo** argument is highlighted in the bottom section of the dialog.

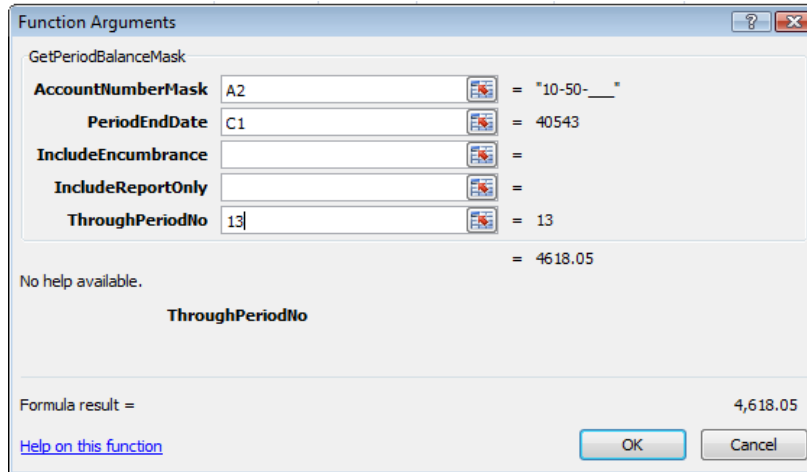
Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E
1			12/31/2010		
2	10-50-__	BUILDING INSPECTION	=GetPeriodBalanceMask(A2,C1)		

Illustration 5: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

(See screen shot on next page)



The 'Function Arguments' dialog box for the 'GetPeriodBalanceMask' function is shown. It contains the following arguments:

Argument	Value	Result
AccountNumberMask	A2	= "10-50-__"
PeriodEndDate	C1	= 40543
IncludeEncumbrance		=
IncludeReportOnly		=
ThroughPeriodNo	13	= 13
		= 4618.05

No help available.

Formula result = 4,618.05

[Help on this function](#) OK Cancel

Illustration 6: Function Arguments to get account balances through period 13

	A	B	C	D	E
1			12/31/2010		
2	10-50-__	BUILDING INSPECTION	=GetPeriodBalanceMask(A2,C1,,,13)		

Illustration 7: Formula Example to get account balances through period 13

Once you have this function set, you can simply change the month (cell C1 in the example above) and the account balance will automatically change.

=GetPeriodBalanceMaskCredits()

The **=GetPeriodBalanceMaskCredits()** custom function will provide you with the credit entries for a particular account segment and specified month. For example, if all the Building Inspection department account numbers start with “10-50”, you can use this function to get a quick total of all credit entries for the Building Inspection department. Five (5) arguments are utilized for this custom function: account mask, period end date, include encumbrance entries, include report only entries, and through period number.

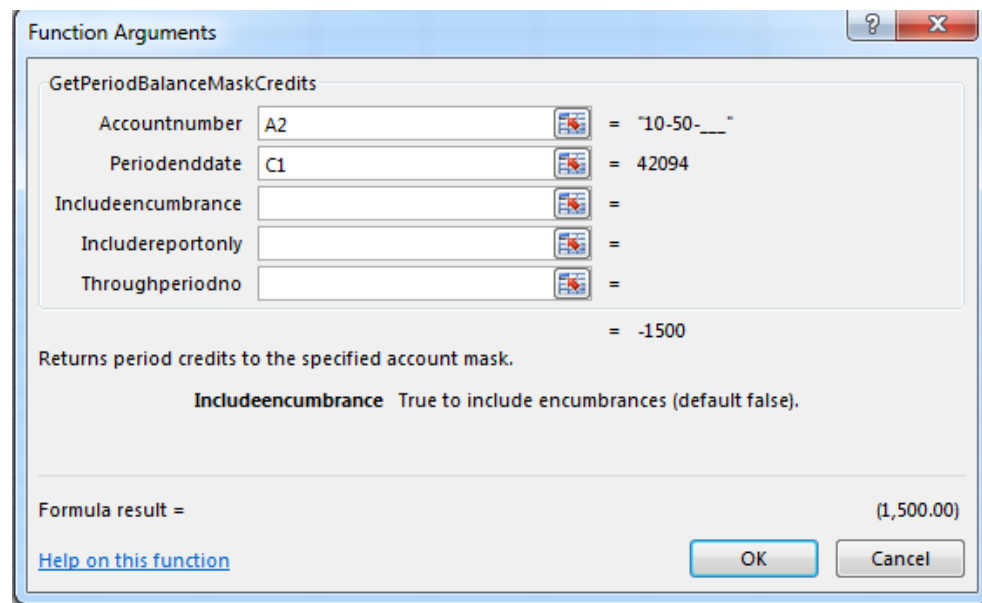



Illustration 1: Function Arguments

The account mask argument utilizes underscores to figure out what segment of the account number you want to total. Using the example in the first paragraph for the Building Inspection department, I would use the following: “10-50-__”. We are telling Excel to total everything that starts with 10-50 by utilizing underscores for the remaining three characters in the account number.

To include encumbrance and/or report only entries, use “1”. “1” signifies *yes* for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle General Ledger”.

(See screen shot on next page)

	A	B	C	D	E	F
1			3/31/2015			
2	10-50-	BUILDING INSPECTION	=GetPeriodBalanceMaskCredits(A2,C1,1)			
3						

Illustration 2: Formula Example

	A	B	C
1			3/31/2015
2	10-50-	BUILDING INSPECTION	(1,500.00)
3			

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

Once you have this function set, you can simply change the month (cell C1 in the example above) and the account balance will automatically change.

=GetPeriodBalanceMaskDebits()

The **=GetPeriodBalanceMaskDebits()** custom function will provide you with the debit entries for a particular account segment and specified month. For example, if all the Building Inspection department account numbers start with “10-50”, you can use this function to get a quick total of all debit entries for the Building Inspection department. Five (5) arguments are utilized for this custom function: account mask, period end date, include encumbrance entries, include report only entries, and through period number.

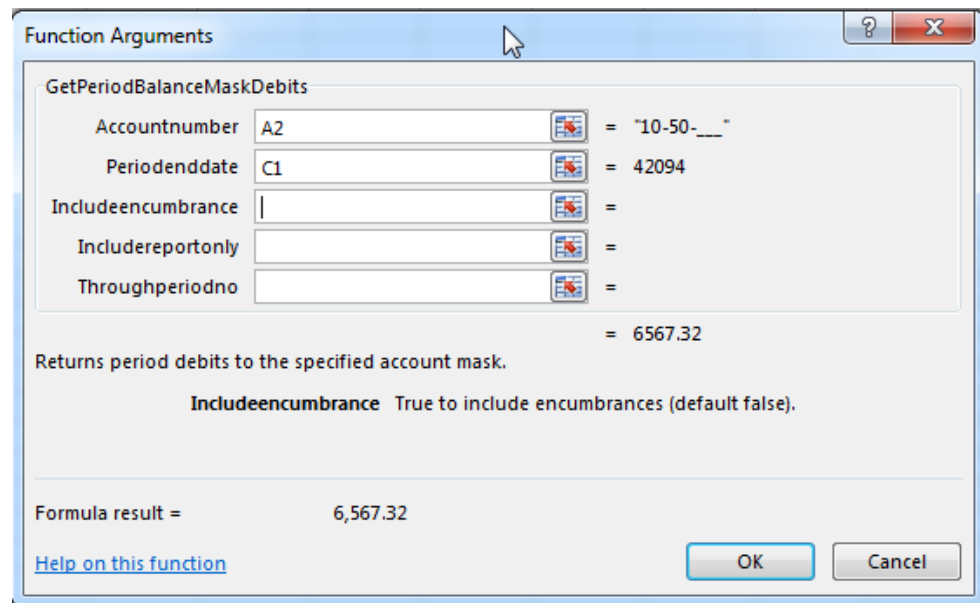



Illustration 1: Function Arguments

The account mask argument utilizes underscores to figure out what segment of the account number you want to total. Using the example in the first paragraph for the Building Inspection department, I would use the following: “10-50-__”. We are telling Excel to total everything that starts with 10-50 by utilizing underscores for the remaining three characters in the account number.

To include encumbrance and/or report only entries, use “1”. “1” signifies *yes* for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle General Ledger”.

(See screen shot on next page)

	A	B	C	D	E	F
1			3/31/2015			
2	10-50-	BUILDING INSPECTION	=GetPeriodBalanceMaskDebits(A2,C1)			

Illustration 2: Formula Example

	A	B	C
1			3/31/2015
2	10-50-	BUILDING INSPECTION	6,567.32

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

Once you have this function set, you can simply change the month (cell C1 in the example above) and the account balance will automatically change.

=GetPeriodBalanceRange()

The **=GetPeriodBalanceRange()** custom function will provide you with the period actual for a particular range of accounts through a specified month. For example, you can get a period totals for all accounts from “10-50-110” through “10-50-255”. Six arguments are utilized for this custom function: start account number, stop account number, period end date, include encumbrance entries, include report only entries, and through period number.

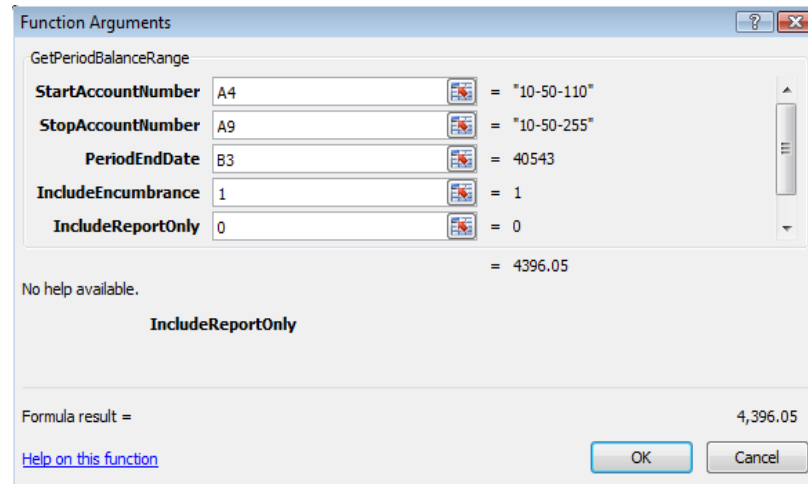



Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use “1”. “1” signifies *yes* for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “*Caselle General Ledger*”.

	A	B	C	D
1				
2		Actual		
3		12/31/2010		
4	10-50-110	=GetPeriodBalanceRange(A4,A9,B3,1,0)		
5	10-50-130			
6	10-50-210			
7	10-50-230			
8	10-50-250			
9	10-50-255			

Illustration 2: Formula Example

	A	B
1		
2		Actual
3		12/31/2010
4	10-50-110	4,396.05
5	10-50-130	
6	10-50-210	
7	10-50-230	
8	10-50-250	
9	10-50-255	

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The Function Arguments dialog box for the `GetPeriodBalanceRange` function is shown. It contains the following arguments:

- StartAccountNumber:** A4 (range: "10-50-110")
- StopAccountNumber:** A9 (range: "10-50-255")
- PeriodEndDate:** B3 (range: 40543)
- IncludeEncumbrance:** (blank)
- IncludeReportOnly:** (blank)

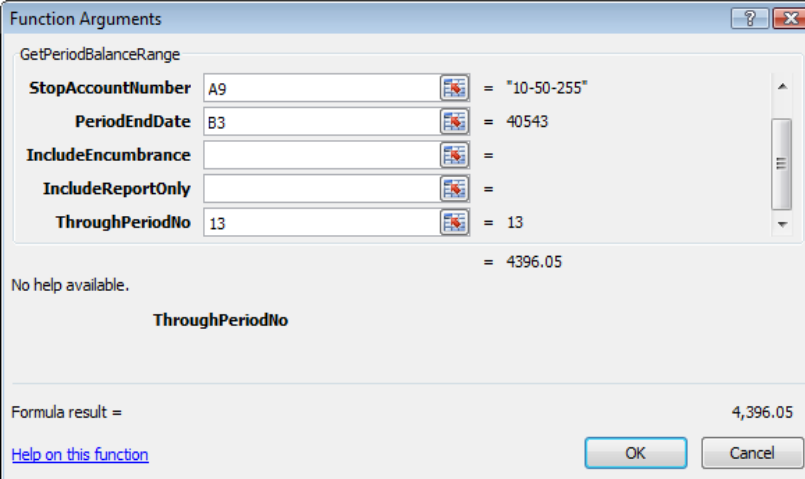
The formula result is displayed as 4,396.05. The **IncludeEncumbrance** checkbox is checked. Buttons for "OK" and "Cancel" are at the bottom right.

Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D
1				
2		Actual		
3		12/31/2010		
4	10-50-110	=GetPeriodBalanceRange(A4,A9,B3)		
5	10-50-130			
6	10-50-210			
7	10-50-230			
8	10-50-250			
9	10-50-255			

Illustration 5: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.



The image shows the 'Function Arguments' dialog box for the 'GetPeriodBalanceRange' function. The arguments are as follows:

Argument	Value	Result
StopAccountNumber	A9	= "10-50-255"
PeriodEndDate	B3	= 40543
IncludeEncumbrance		=
IncludeReportOnly		=
ThroughPeriodNo	13	= 13

The formula result is 4,396.05. The 'ThroughPeriodNo' argument is highlighted in the dialog box.

Illustration 6: Function Arguments to get account balances through period 13

	A	B	C	D	E
1					
2		Actual			
3		12/31/2010			
4	10-50-110	=GetPeriodBalanceRange(A4,A9,B3,,13)			
5	10-50-130				
6	10-50-210				
7	10-50-230				
8	10-50-250				
9	10-50-255				
10					

Illustration 7: Formula Example to get account balances through period 13

Once you have this function set, you can simply change the month (cell B3 in the example above) and the account balance will automatically change.

=GetPeriodBalancePeriodRange()

The **=GetPeriodBalancePeriodRange()** custom function will provide you with the actual balance for a particular accounts for a specified range of periods for a specified year. For example, you can get period totals for account from “100-20-51511-250” for 2013 from period 1 through period 5. Six arguments are utilized for this custom function: account number, year, start period number, end period number, through period number, include encumbrance entries and include report only entries.

The image shows the 'Function Arguments' dialog box for the custom function 'GetPeriodBalancePeriodRange'. The arguments are as follows:

Argument	Value	Result
Year	B1	= 2013
Startperiodno	C1	= 1
Throughperiodno	D1	= 5
Includeencumbrance	1	= 1
Includereportonly		=
		= 6802

No help available.

Throughperiodno The end period number.

Formula result = 6,802.00

[Help on this function](#) [OK] [Cancel]

Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use “1”. “1” signifies yes for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle General Ledger”.

	A	B	C	D	E	F
1		2013	1	5		
2	100-20-51511-250	=GetPeriodBalancePeriodRange(A2,B1,C1,D1,1)				
3						

Illustration 2: Formula Example

	A	B	C	D
1		2013	1	5
2	100-20-51511-250	6,802.00		
3				
4				

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The Function Arguments dialog box for the `GetPeriodBalancePeriodRange` function is shown. It contains the following arguments:

- Year:** 2013
- Startperiodno:** C1
- Throughperiodno:** D1
- Includeencumbrance:** (blank)
- Includereportonly:** (blank)

The formula result is displayed as 6,802.00. The dialog also includes a "Help on this function" link and "OK" and "Cancel" buttons.

Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E	F
1		2013	1	5		
2	100-20-51511-250	=GetPeriodBalancePeriodRange(A2,B1,C1,D1)				
3						

Illustration 5: Formula Example without Encumbrance and Report Only Entries

Once you have this function set, you can simply change the year or periods (cells B1, C1 or D1 in the example above) and the account period balance will automatically change.

=GetPeriodBalanceRangePeriodRange()

The **=GetPeriodBalanceRangePeriodRange()** custom function will provide you with the actual balance for a range of accounts for a specified range of periods for a specified year. For example, you can get period totals for account “100-20-51511-250” to account “100-20-51511-810” for 2013 from period 1 through period 5. Seven arguments are utilized for this custom function: start account number, end account number, year, start period number, end period number, through period number, include encumbrance entries and include report only entries.


The image shows the 'Function Arguments' dialog box for the custom function 'GetPeriodBalanceRangePeriodRange'. The arguments are as follows:

Argument	Cell Reference	Value
Startaccountnumber	A2	"100-20-51511-250"
Endaccountnumber	A3	0
Year	B1	2013
Startperiodno	C1	1
Throughperiodno	D1	5

Below the arguments, the text reads: "Returns the period balance for the account range and period range." and "Throughperiodno The end period number." The formula result is shown as "=". At the bottom, there is a "Help on this function" link and "OK" and "Cancel" buttons.

Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use “1”. “1” signifies *yes* for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “*Caselle General Ledger*”.

	A	B	C	D	E	F	G
1		2013	1	5			
2	100-20-51511-250	=GetPeriodBalanceRangePeriodRange(A2,A3,B1,C1,D1,1)					
3	100-20-51511-810						
4							

Illustration 2: Formula Example

	A	B	C	D	E
1		2013	1	5	
2	100-20-51511-250	8,086.37			
3	100-20-51511-810				
4					
5					

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The Function Arguments dialog box for the `GetPeriodBalanceRangePeriodRange` function is shown. The arguments are:

- Year: 2013
- Startperiodno: C1
- Throughperiodno: D1
- Includeencumbrance: (blank)
- Indudereportonly: (blank)

The result of the function is displayed as 8,086.37. The dialog box also includes a description: "Returns the period balance for the account range and period range." and a "Formula result =" field showing 8,086.37. There are "OK" and "Cancel" buttons at the bottom right.

Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E	F	G
1		2013	1	5			
2	100-20-51511-250	=GetPeriodBalanceRangePeriodRange(A2,A3,B1,C1,D1)					
3	100-20-51511-810						
4							

Illustration 5: Formula Example without Encumbrance and Report Only Entries

Once you have this function set, you can simply change the year or periods (cells B1, C1 or D1 in the example above) and the account period balance will automatically change.

=GetPeriodBalanceMaskPeriodRange()

The **=GetPeriodBalanceMaskPeriodRange()** custom function will provide you with the actual for a particular account segment for a specified range of periods for a specified year. For example, you can get period totals for accounts that begin “100-20-51511-___” for 2013 from period 1 through period 5. Seven arguments are utilized for this custom function: start account number, end account number, year, start period number, end period number, through period number, include encumbrance entries and include report only entries.

The dialog box titled "Function Arguments" for the custom function "GetPeriodBalanceMaskPeriodRange" shows the following arguments:

Argument	Value	Result
Accountnumber	A2	= "100-20-51511-___"
Year	B1	= 2013
Startperiodno	C1	= 1
Throughperiodno	D1	= 5
Includeencumbrance	1	= 1

The calculated result is 119601.29.

Returns the period balance for the mask and period range specified.


Includeencumbrance True to include encumbrances (default false).

Formula result = 119,601.29

[Help on this function](#) [OK] [Cancel]

Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use “1”. “1” signifies *yes* for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “*Caselle General Ledger*”.

	A	B	C	D	E	F
1		2013	1	5		
2	100-20-51511-	=GetPeriodBalanceMaskPeriodRange(A2,B1,C1,D1,1)				
3						

Illustration 2: Formula Example

	A	B	C	D	E
1		2013	1	5	
2	100-20-51511-	119,601.29			
3					

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The Function Arguments dialog box for the `GetPeriodBalanceMaskPeriodRange` function is shown. It contains the following arguments:

- Year:** B1 = 2013
- Startperiodno:** C1 = 1
- Throughperiodno:** D1 = 5
- Includeencumbrance:** =
- Includereportonly:** =

The result of the function is displayed as `= 119601.29`. Below the arguments, a description states: "Returns the period balance for the mask and period range specified." A note indicates: **Includereportonly** Include report balances only (default false). The formula result is shown as `119,601.29`. Buttons for "OK" and "Cancel" are at the bottom right.

Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E	F
1		2013	1	5		
2	100-20-51511-	=GetPeriodBalanceMaskPeriodRange(A2,B1,C1,D1)				
3						

Illustration 5: Formula Example without Encumbrance and Report Only Entries

Once you have this function set, you can simply change the year or periods (cells B1, C1 or D1 in the example above) and the account period balance will automatically change.

=GetRangeMissingAccounts()

The **=GetRangeMissingAccounts()** custom function will provide you with a list of accounts that may be missing in your spreadsheet. This is a worthwhile function to use when auditing your spreadsheet to make sure there are no accounts missing. Missing accounts most commonly happens when new accounts are added to your chart of accounts during the year and we forget to add them into our spreadsheet.

Three arguments are utilized for this custom function: start account number, end account number, and selected accounts. The selected accounts argument is the range of accounts you want audited in your spreadsheet.

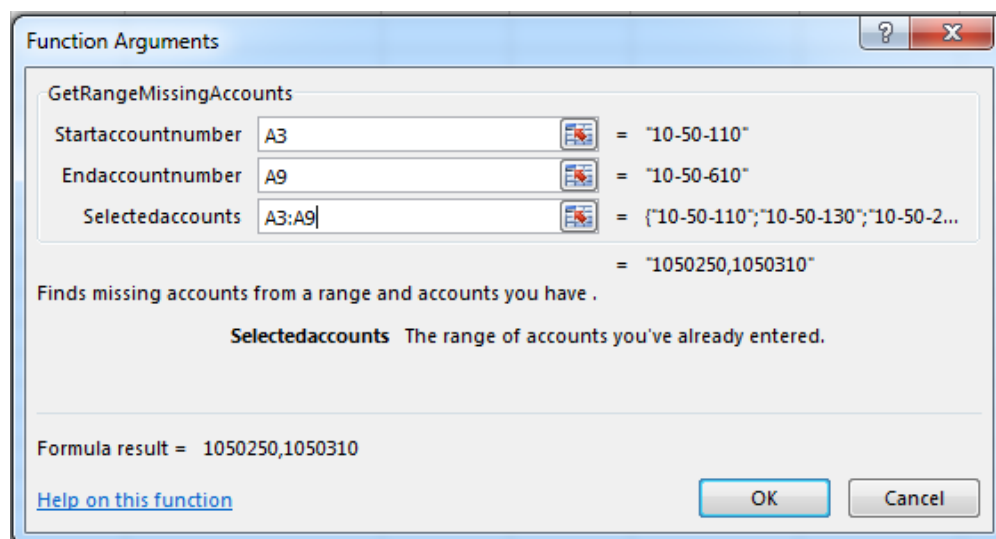



Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

(See screen shot on next page)

	A	B	C
1			
2		Title	
3	10-50-110	Salaries & Wages	
4	10-50-130	Employee Benefits	
5	10-50-210	Books & Memberships	
6	10-50-230	Travel & Training	
7	10-50-255	Fuel & Oil	
8	10-50-305	Attorney	
9	10-50-610	Miscellaneous Supplies	
10			
11		=GetRangeMissingAccounts(A3,A9,A3:A9)	
12			

Illustration 2: Formula Example

	A	B
1		
2		Title
3	10-50-110	Salaries & Wages
4	10-50-130	Employee Benefits
5	10-50-210	Books & Memberships
6	10-50-230	Travel & Training
7	10-50-255	Fuel & Oil
8	10-50-305	Attorney
9	10-50-610	Miscellaneous Supplies
10		
11		1050250,1050310
12		

Illustration 3: Formula Completed Example

In the above example, we are missing accounts “10-50-250” and “10-50-310” in our spreadsheet.

=GetTotalFundAssets()

The **=GetTotalFundAssets()** custom function will provide you with the total balance for all assets of a particular fund for a specified period. This custom function utilizes five arguments: funds, period end date, include encumbrance entries, include report only entries and through period number.

The dialog box titled "Function Arguments" for the custom function "GetTotalFundAssets" is shown. It contains the following arguments and values:

Argument	Value	Result
Funds	A3	= 100
Periodenddate	C2	= 41425
Includeencumbrance	1	= 1
Includereportonly		=
Throughperiodno		=
Formula result		= 11462220.81

Return the total assets for the specified fund.

Includeencumbrance True to include encumbrances (default false).

Formula result = 11462220.81

[Help on this function](#)

OK Cancel

Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell in your Excel workbook into a cell or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D	E
1			Actual		
2			5/31/2013		
3	100	General Fund	=GetTotalFundAssets(A3,C2,1)		
4					

Illustration 2: Formula Example

1			Actual
2			5/31/2013
3	100	General Fund	11,462,220.81
4			
5			

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The Function Arguments dialog box for the **GetTotalFundAssets** function is shown. It contains the following arguments:

- Funds:** A3 = 100
- Periodenddate:** C2 = 41425
- Includeencumbrance:** (blank) =
- Includereportonly:** (blank) =
- Throughperiodno:** (blank) =

The formula result is displayed as 11,462,220.81. Below the arguments, a description states: "Return the total assests for the specified fund." and "Throughperiodno The period to get balances through each year." At the bottom, there is a "Formula result =" field showing 11,462,220.81, a "Help on this function" link, and "OK" and "Cancel" buttons.

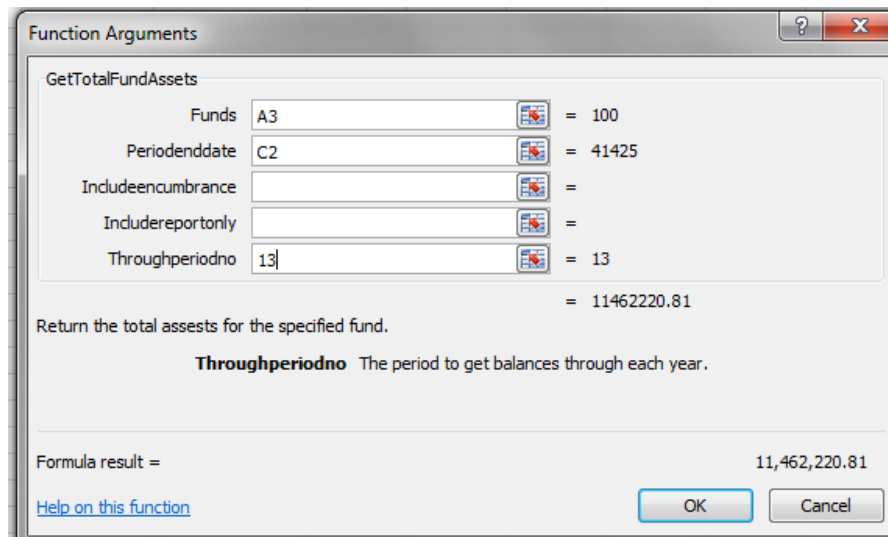
Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D
1			Actual	
2			5/31/2013	
3	100	General Fund	=GetTotalFundAssets(A3,C2)	
4				

Illustration 5: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

(See screen shot on next page)



The image shows a 'Function Arguments' dialog box for the 'GetTotalFundAssets' function. The dialog has a title bar with a question mark and a close button. Inside, the function name 'GetTotalFundAssets' is at the top. Below it, there are five arguments, each with a label, a text box, a small icon, and a value:

Argument	Value	Result
Funds	A3	= 100
Periodenddate	C2	= 41425
Includeencumbrance		=
Includereportonly		=
Throughperiodno	13	= 13

Below the arguments, the text 'Return the total assests for the specified fund.' is displayed. Underneath, the argument 'Throughperiodno' is highlighted in bold, followed by the text 'The period to get balances through each year.' At the bottom, the 'Formula result =' is shown as '11,462,220.81'. There is a blue link 'Help on this function' and two buttons, 'OK' and 'Cancel', at the bottom right.

Illustration 6: Function Arguments to get account balances through period 13

Once you have this function set, you can simply change the dates (cell C2 in the example above) and the activity balance will automatically change.

=GetTotalFundEquity()

The **=GetTotalFundEquity ()** custom function will provide you with the total balance for all equity of a particular fund for a specified period. This custom function utilizes five arguments: funds, period end date, include encumbrance entries, include report only entries and through period number.

The Function Arguments dialog box for the **GetTotalFundEquity** function is shown. It contains the following arguments and values:

Argument	Value	Result
Funds	A3	= 100
Periodenddate	C2	= 41425
Includeencumbrance	1	= 1
Includereportonly		=
Throughperiodno		=
Formula result		= -8944136.03

Return the total equity for the specified fund.

Funds The range of funds.

Formula result = (8,944,136.03)

[Help on this function](#) [OK] [Cancel]

Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use “1”. “1” signifies yes for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to “Caselle General Ledger”.

	A	B	C	D	E
1			Actual		
2			5/31/2013		
3	100	General Fund	=GetTotalFundEquity(A3,C2,1)		
4					

Illustration 2: Formula Example

	A	B	C
1			Actual
2			5/31/2013
3	100	General Fund	(8,944,136.03)
4			

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The Function Arguments dialog box for the **GetTotalFundEquity** function is shown. It contains the following arguments:

- Funds:** A3 = 100
- Periodenddate:** C2 = 41425
- Includeencumbrance:** (blank) =
- Includereportonly:** (blank) =
- Throughperiodno:** (blank) =

Below the arguments, the text reads: "Return the total equity for the specified fund." and "Includeencumbrance True to include encumbrances (default false)." The **Formula result** is displayed as (8,944,136.03). At the bottom, there is a "Help on this function" link and "OK" and "Cancel" buttons.

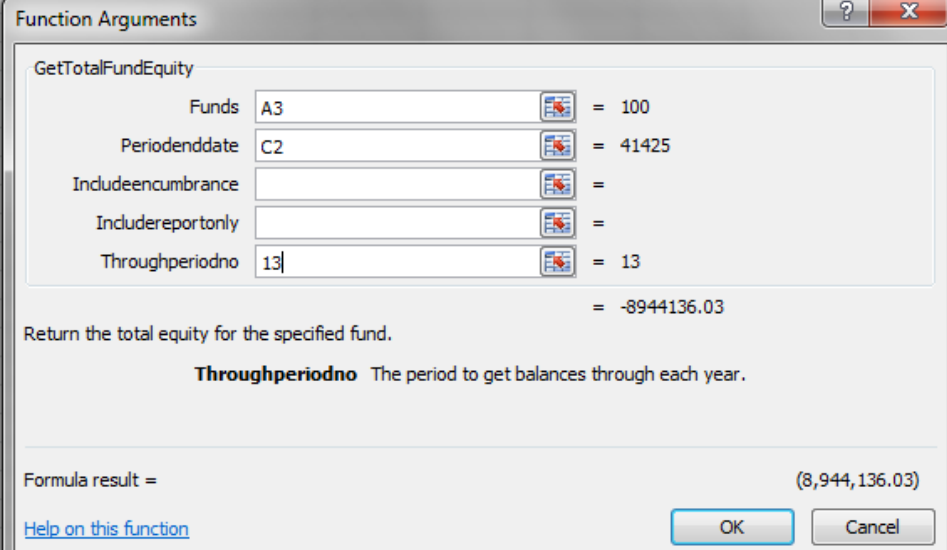
Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E
1			Actual		
2			5/31/2013		
3	100	General Fund	=GetTotalFundEquity(A3,C2)		
4					

Illustration 5: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

(See screen shot on next page)



The image shows a 'Function Arguments' dialog box for the 'GetTotalFundEquity' function. The dialog has a title bar with a question mark and a close button. Inside, the function name 'GetTotalFundEquity' is at the top. Below it, there are five argument fields, each with a small icon to its right. The first field is 'Funds' with the value 'A3' and a calculated value of '100'. The second field is 'Periodenddate' with the value 'C2' and a calculated value of '41425'. The third field is 'Includeencumbrance' with an empty field and a calculated value of '='. The fourth field is 'Includereportonly' with an empty field and a calculated value of '='. The fifth field is 'Throughperiodno' with the value '13' and a calculated value of '13'. Below these fields, the text 'Return the total equity for the specified fund.' is displayed. Underneath that, the text 'Throughperiodno The period to get balances through each year.' is shown. At the bottom, the 'Formula result =' is displayed as '(8,944,136.03)'. There is a link 'Help on this function' and two buttons, 'OK' and 'Cancel', at the bottom right.

Argument	Value	Calculated Value
Funds	A3	100
Periodenddate	C2	41425
Includeencumbrance		=
Includereportonly		=
Throughperiodno	13	13

Return the total equity for the specified fund.

Throughperiodno The period to get balances through each year.

Formula result = (8,944,136.03)

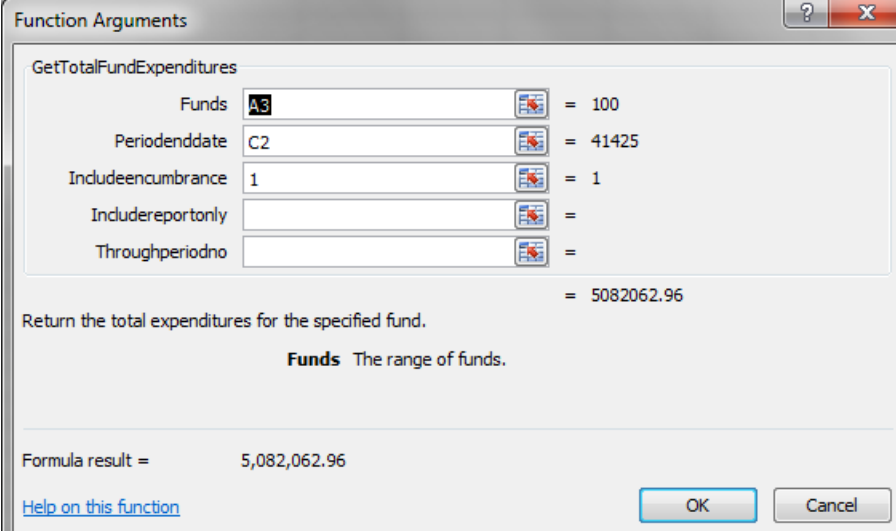
[Help on this function](#) OK Cancel

Illustration 6: Function Arguments to get account balances through period 13

Once you have this function set, you can simply change the dates (cell C2 in the example above) and the activity balance will automatically change.

=GetTotalFundExpenditures()

The **=GetTotalFundExpenditures()** custom function will provide you with the total balance for all expenditures of a particular fund for a specified period. This custom function utilizes five arguments: funds, period end date, include encumbrance entries, include report only entries and through period number.



The Function Arguments dialog box for the **GetTotalFundExpenditures** function is shown. It contains the following arguments and values:

Argument	Value	Result
Funds	A3	= 100
Periodenddate	C2	= 41425
Includeencumbrance	1	= 1
Includereportonly		=
Throughperiodno		=
Formula result		= 5082062.96

Return the total expenditures for the specified fund.


Funds The range of funds.

Formula result = 5,082,062.96

[Help on this function](#) OK Cancel

Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use "1". "1" signifies yes for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D	E
1			Actual		
2			5/31/2013		
3	100	General Fund	=GetTotalFundExpenditures(A3,C2,1)		
4					

Illustration 2: Formula Example

	A	B	C
1			Actual
2			5/31/2013
3	100	General Fund	5,082,062.96
4			
5			

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The Function Arguments dialog box for the **GetTotalFundExpenditures** function is shown. The arguments are:

- Funds:** A3 = 100
- Periodenddate:** C2 = 41425
- Includeencumbrance:** (blank) =
- Includereportonly:** (blank) =
- Throughperiodno:** (blank) =

The result of the function is displayed as **5,082,062.96**. Below the arguments, a description states: "Return the total expenditures for the specified fund." and a note: "**Includeencumbrance** True to include encumbrances (default false)." The formula result is shown as **= 5,082,062.96**. Buttons for **OK** and **Cancel** are at the bottom right.

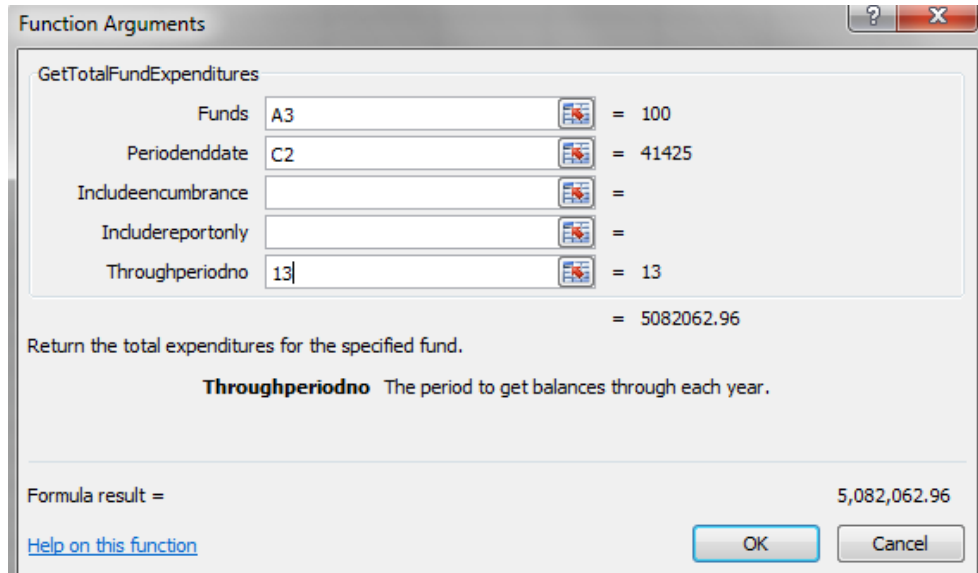
Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E	F
1			Actual			
2			5/31/2013			
3	100	General Fund	=GetTotalFundExpenditures(A3,C2)			
4						

Illustration 5: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

(See screen shot on next page)



The image shows a 'Function Arguments' dialog box for the 'GetTotalFundExpenditures' function. The dialog has a title bar with a question mark and a close button. Inside, the function name 'GetTotalFundExpenditures' is at the top. Below it, there are five argument fields, each with a label, a text box, a small icon, and a value. The arguments are: 'Funds' with value 'A3' and result '100'; 'Periodenddate' with value 'C2' and result '41425'; 'Includeencumbrance' with an empty text box and result '='; 'Includereportonly' with an empty text box and result '='; and 'Throughperiodno' with value '13' and result '13'. Below these fields, the text '= 5082062.96' is displayed. A description reads: 'Return the total expenditures for the specified fund.' Below that, a bolded label 'Throughperiodno' is followed by the text 'The period to get balances through each year.' At the bottom, there is a 'Formula result =' label followed by the value '5,082,062.96'. A blue hyperlink 'Help on this function' is on the left, and 'OK' and 'Cancel' buttons are on the right.

Argument	Value	Result
Funds	A3	100
Periodenddate	C2	41425
Includeencumbrance		=
Includereportonly		=
Throughperiodno	13	13

= 5082062.96

Return the total expenditures for the specified fund.

Throughperiodno The period to get balances through each year.

Formula result = 5,082,062.96

[Help on this function](#) OK Cancel

Illustration 6: Function Arguments to get account balances through period 13

Once you have this function set, you can simply change the dates (cell C2 in the example above) and the activity balance will automatically change.

=GetTotalFundLiabilities()

The **=GetTotalFundLiabilities ()** custom function will provide you with the balance for all liabilities of a particular fund for a specified period. This custom function utilizes five arguments: funds, period end date, include encumbrance entries, include report only entries and through period number.

The Function Arguments dialog box for the **GetTotalFundLiabilities** function is shown. It contains the following arguments and values:

Argument	Value	Result
Funds	A3	= 100
Periodenddate	C2	= 41425
Includeencumbrance	1	= 1
Includereportonly		=
Throughperiodno		=
Formula result		= -1228175.25

Return the total liabilities for the specified fund.

Includeencumbrance True to include encumbrances (default false).

Formula result = (1,228,175.25)

[Help on this function](#) [OK] [Cancel]

Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D	E
1			Actual		
2			5/31/2013		
3	100	General Fund	=GetTotalFundLiabilities(A3,C2,1)		
4					

Illustration 2: Formula Example

	A	B	C
1			Actual
2			5/31/2013
3	100	General Fund	(1,228,175.25)
4			

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The Function Arguments dialog box for the **GetTotalFundLiabilities** function is shown. It contains the following arguments:

- Funds:** A3 = 100
- Periodenddate:** C2 = 41425
- Includeencumbrance:** (blank) =
- Includereportonly:** (blank) =
- Throughperiodno:** (blank) =

The formula result is displayed as **= -1228175.25**. Below the arguments, a description states: "Return the total liabilities for the specified fund." A note indicates: **Includeencumbrance** True to include encumbrances (default false). The formula result is also shown as **(1,228,175.25)**. Buttons for **OK** and **Cancel** are at the bottom right.

Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E
1			Actual		
2			5/31/2013		
3	100	General Fund	=GetTotalFundLiabilities(A3,C2)		
4					

Illustration 5: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

(See screen shot on next page)

Function Arguments

GetTotalFundLiabilities

Funds	A3	=	100
Periodenddate	C2	=	41425
Includeencumbrance		=	
Includereportonly		=	
Throughperiodno	13	=	13

= -1228175.25

Return the total liabilities for the specified fund.

Throughperiodno The period to get balances through each year.

Formula result = (1,228,175.25)

[Help on this function](#)

OK Cancel

Illustration 6: Function Arguments to get account balances through period 13

Once you have this function set, you can simply change the dates (cell C2 in the example above) and the activity balance will automatically change.

=GetTotalFundRevenues()

The **=GetTotalFundRevenues ()** custom function will provide you with the total balance for all revenues of a particular fund for a specified period. This custom function utilizes five arguments: funds, period end date, include encumbrance entries, include report only entries and through period number.

The image shows the 'Function Arguments' dialog box for the custom function 'GetTotalFundRevenues'. The arguments are as follows:

Argument	Value	Result
Funds	A3	= 100
Periodenddate	C2	= 41425
Includeencumbrance	1	= 1
Includereportonly		=
Throughperiodno		=
Formula result		= -6371972.49

Return the total revenues for the specified fund.

Funds The range of funds.

Formula result = (6,371,972.49)

[Help on this function](#) [OK] [Cancel]

Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D	E
1			Actual		
2			5/31/2013		
3	100	General Fund	=GetTotalFundRevenues(A3,C2,1)		
4					
5					

Illustration 2: Formula Example

	A	B	C	D
1			Actual	
2			5/31/2013	
3	100	General Fund	(6,371,972.49)	
4				

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The Function Arguments dialog box for the **GetTotalFundRevenues** function is shown. It contains the following arguments:

- Funds:** A3 = 100
- Periodenddate:** C2 = 41425
- Includeencumbrance:** (blank) =
- Includereportonly:** (blank) =
- Throughperiodno:** (blank) =

The **Return the total revenues for the specified fund.** section shows the result: **Funds** The range of funds. = -6371972.49

The **Formula result =** (6,371,972.49)

Buttons: [Help on this function](#), OK, Cancel

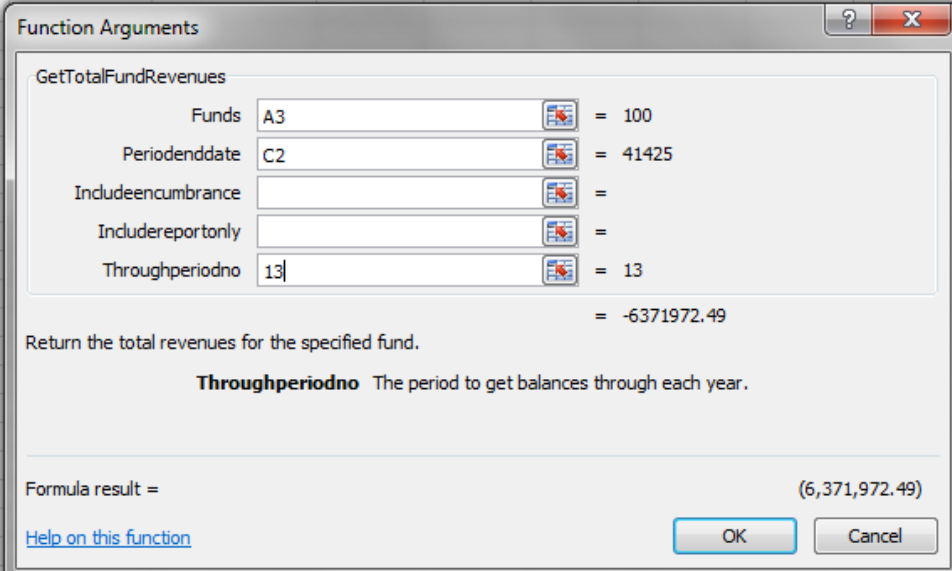
Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E
1			Actual		
2			5/31/2013		
3	100	General Fund	=GetTotalFundRevenues(A3,C2)		
4					

Illustration 5: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

(See screen shot on next page)



The image shows a 'Function Arguments' dialog box for the 'GetTotalFundRevenues' function. The dialog has a title bar with a question mark and a close button. Inside, the function name 'GetTotalFundRevenues' is at the top. Below it, there are five argument fields, each with a label, a text box, a selection icon, and a value. The arguments are: 'Funds' with value 'A3' and result '100'; 'Periodenddate' with value 'C2' and result '41425'; 'Includeencumbrance' with an empty text box and result '='; 'Indudereportonly' with an empty text box and result '='; and 'Throughperiodno' with value '13' and result '13'. Below these fields, the text 'Return the total revenues for the specified fund.' is followed by a description of the 'Throughperiodno' argument: 'Throughperiodno The period to get balances through each year.' At the bottom, the 'Formula result =' is shown as '(6,371,972.49)'. There is a link 'Help on this function' and 'OK' and 'Cancel' buttons.

Argument	Value	Result
Funds	A3	100
Periodenddate	C2	41425
Includeencumbrance		=
Indudereportonly		=
Throughperiodno	13	13

Return the total revenues for the specified fund.

Throughperiodno The period to get balances through each year.

Formula result = (6,371,972.49)

[Help on this function](#) OK Cancel

Illustration 6: Function Arguments to get account balances through period 13

Once you have this function set, you can simply change the dates (cell C2 in the example above) and the activity balance will automatically change.

=GetTotalFundBudgetExpenditures()

The **=GetTotalFundBudgetExpenditures ()** custom function will provide you with the budget for all expenditures of a particular fund for a specified period. This custom function utilizes five arguments: funds, period end date, include encumbrance entries, include report only entries and through period number.

The image shows the 'Function Arguments' dialog box for the custom function 'GetTotalFundRevenues'. The arguments are as follows:

Argument	Value	Result
Funds	A3	= 100
Periodenddate	C2	= 41425
Includeencumbrance	1	= 1
Includereportonly		=
Throughperiodno		=
Formula result		= -6371972.49

Return the total revenues for the specified fund.

Funds The range of funds.

Formula result = (6,371,972.49)

[Help on this function](#) [OK] [Cancel]

Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D	E
1			Actual		
2			5/31/2013		
3	100	General Fund	=GetTotalFundRevenues(A3,C2,1)		
4					
5					

Illustration 2: Formula Example

	A	B	C	D
1			Actual	
2			5/31/2013	
3	100	General Fund	(6,371,972.49)	
4				

Illustration 3: Formula Completed Example

You can utilize this function to provide you the budget through any budget level. You can see your different budget levels by clicking on **Budgeting | Budget Levels** in the **Clarity General Ledger**. You can then modify the budget level argument in this function to see your budget at different budget levels. There are six (6) budget levels in the example above. By specifying six (6) as the budget level, the account's entire budget will appear on the spreadsheet.

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The image shows the 'Function Arguments' dialog box for the 'GetTotalFundRevenues' function. The arguments are as follows:

- Funds:** A3 (with a small icon to the right) = 100
- Periodenddate:** C2 (with a small icon to the right) = 41425
- Includeencumbrance:** (empty field with a small icon to the right) =
- Includereportonly:** (empty field with a small icon to the right) =
- Throughperiodno:** (empty field with a small icon to the right) =

Below the arguments, the text reads: 'Return the total revenues for the specified fund.' and 'Funds The range of funds.'

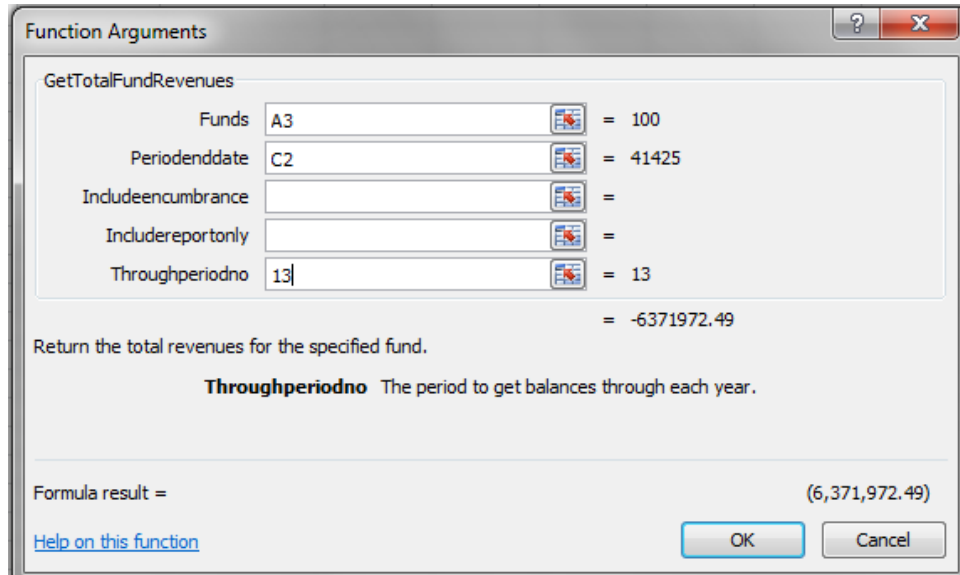
At the bottom, the 'Formula result =' is displayed as '(6,371,972.49)'. There are 'OK' and 'Cancel' buttons at the bottom right, and a 'Help on this function' link at the bottom left.

Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E
1			Actual		
2			5/31/2013		
3	100	General Fund	=GetTotalFundRevenues(A3,C2)		
4					

Illustration 5: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.



The image shows the 'Function Arguments' dialog box for the 'GetTotalFundRevenues' function. The arguments are as follows:

Argument	Value	Result
Funds	A3	= 100
Periodenddate	C2	= 41425
Includeencumbrance		=
Includereportonly		=
Throughperiodno	13	= 13
		= -6371972.49

Return the total revenues for the specified fund.

Throughperiodno The period to get balances through each year.

Formula result = (6,371,972.49)

[Help on this function](#) [OK] [Cancel]

Illustration 6: Function Arguments to get account balances through period 13

Once you have this function set, you can simply change the dates (cell C2 in the example above) and the activity balance will automatically change.

=GetTotalFundBudgetRevenues()

The **=GetTotalFundBudgetRevenues ()** custom function will provide you with the budget for all revenues of a particular fund for a specified period. This custom function utilizes five arguments: funds, period end date, include encumbrance entries, include report only entries and through period number.

The Function Arguments dialog box for the **GetTotalFundRevenues** function is shown. It contains the following arguments and values:

Argument	Value	Result
Funds	A3	= 100
Periodenddate	C2	= 41425
Includeencumbrance	1	= 1
Includereportonly		=
Throughperiodno		=
Formula result		= -6371972.49

Return the total revenues for the specified fund.

Funds The range of funds.

Formula result = (6,371,972.49)

[Help on this function](#) [OK] [Cancel]

Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D	E
1			Actual		
2			5/31/2013		
3	100	General Fund	=GetTotalFundRevenues(A3,C2,1)		
4					
5					

Illustration 2: Formula Example

	A	B	C	D
1			Actual	
2			5/31/2013	
3	100	General Fund	(6,371,972.49)	
4				

Illustration 3: Formula Completed Example

You can utilize this function to provide you the budget through any budget level. You can see your different budget levels by clicking on **Budgeting | Budget Levels** in the **Clarity General Ledger**. You can then modify the budget level argument in this function to see your budget at different budget levels. There are six (6) budget levels in the example above. By specifying six (6) as the budget level, the account's entire budget will appear on the spreadsheet.

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The image shows the 'Function Arguments' dialog box for the 'GetTotalFundRevenues' function. The arguments are as follows:

Argument	Value	Result
Funds	A3	= 100
Periodenddate	C2	= 41425
Includeencumbrance		=
Includereportonly		=
Throughperiodno		=
Result		= -6371972.49

Return the total revenues for the specified fund.

Funds The range of funds.

Formula result = (6,371,972.49)

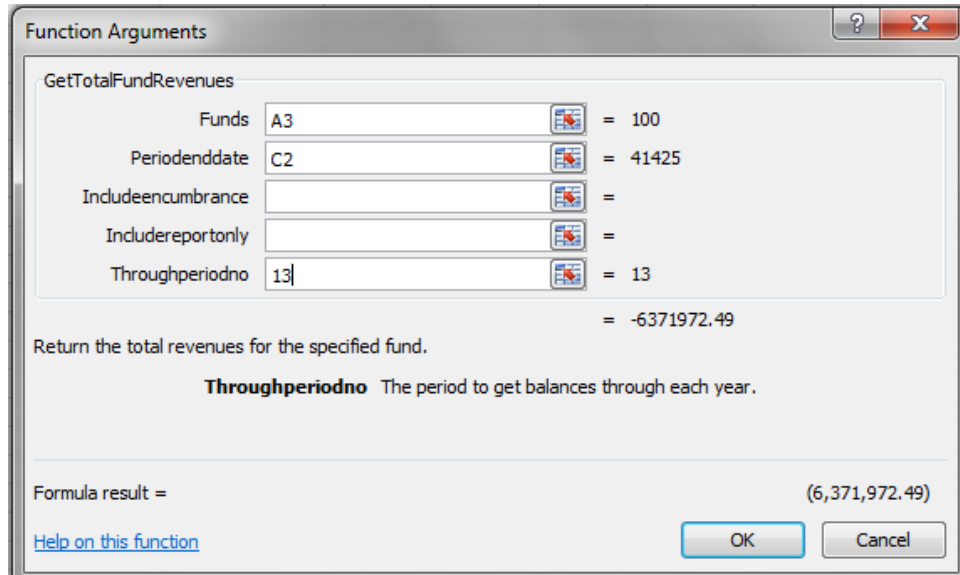
[Help on this function](#) [OK] [Cancel]

Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E
1			Actual		
2			5/31/2013		
3	100	General Fund	=GetTotalFundRevenues(A3,C2)		
4					

Illustration 5: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.



The image shows the 'Function Arguments' dialog box for the 'GetTotalFundRevenues' function. The arguments are as follows:

Argument	Value	Result
Funds	A3	= 100
Periodenddate	C2	= 41425
Includeencumbrance		=
Includereportonly		=
Throughperiodno	13	= 13
		= -6371972.49

Return the total revenues for the specified fund.

Throughperiodno The period to get balances through each year.

Formula result = (6,371,972.49)

[Help on this function](#) [OK] [Cancel]

Illustration 6: Function Arguments to get account balances through period 13

Once you have this function set, you can simply change the dates (cell C2 in the example above) and the activity balance will automatically change.

Category Functions

The following functions are used in conjunction with reporting categories as setup in the **Caselle General Ledger**.

=CategoryAccountList()

The **=CategoryAccountList()** function will provide you with a list of accounts for a specified category. This function utilizes one argument: Category.

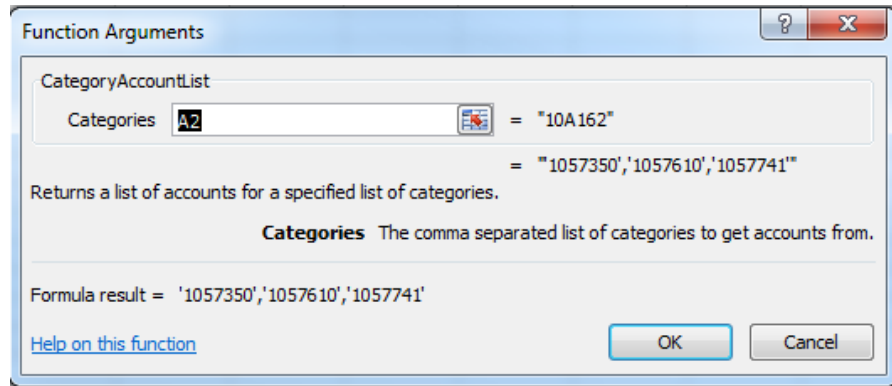



Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “*Caselle General Ledger*”.

	A	B	C	D
1				
2	10A162	=CategoryAccountList(A2)		

Illustration 2: Formula Example

	A	B	C	D
1				
2	10A162	'1057350','1057610','1057741'		

Illustration 3: Formula Completed Example

=GetCategoryBalance()

The **=GetCategoryBalance()** function will provide you with the year-to-date balance for a particular category through a specified month. This function utilizes five (5) arguments: category, period end date, include encumbrance entries, include report only entries, and through period number.

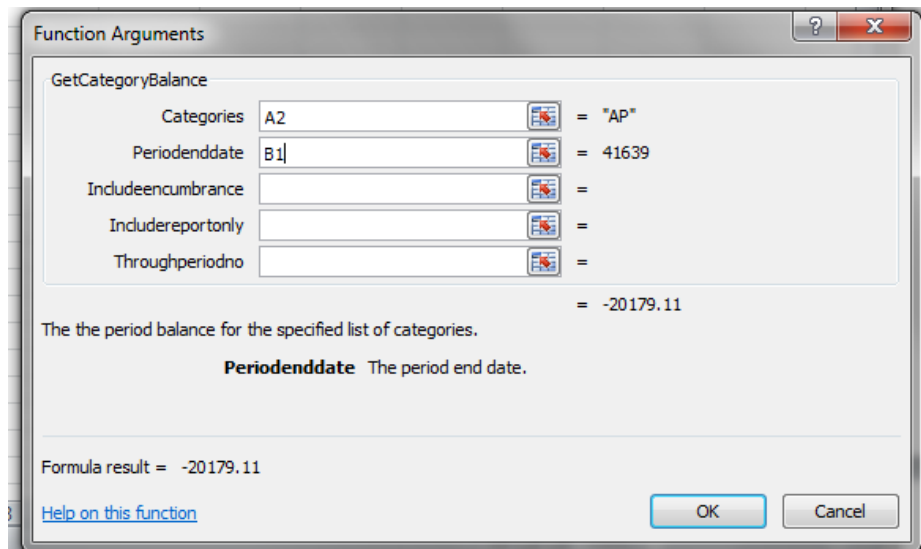



Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “*Caselle General Ledger*”.

	A	B	C	D
1		12/31/2013		
2	AP	=GetCategoryBalance(A2,B1)		
3				

Illustration 2: Formula Example

	A	B	C	D
1		12/31/2013		
2	AP	-20179.11		
3				

Illustration 3: Formula Completed Example

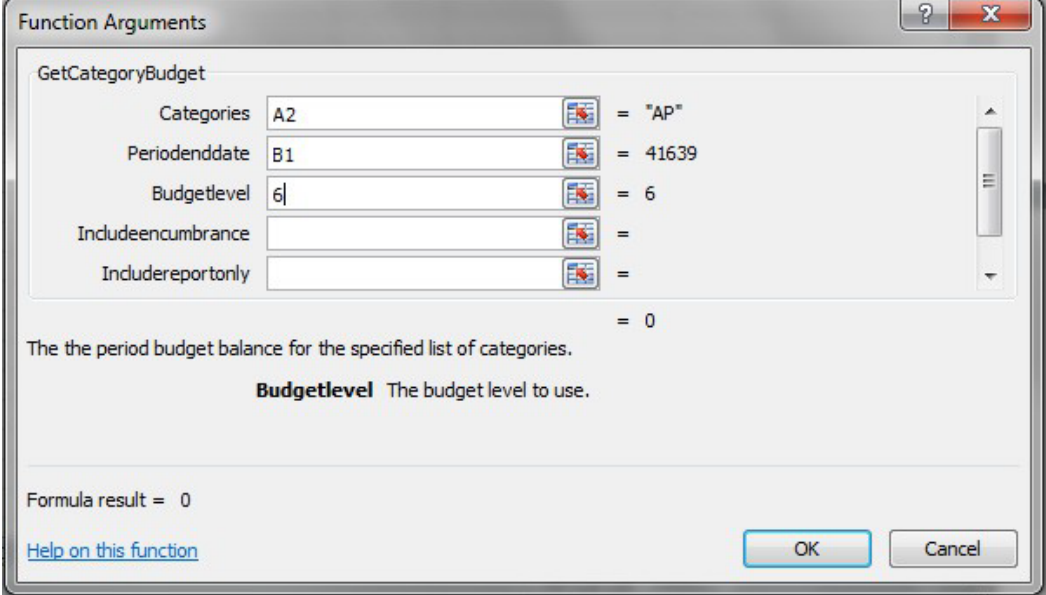
The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

Once you have this function set, you can simply change the month (cell B2 in the example above) and the category balance will automatically change.

=GetCategoryBudget()

The **=GetCategoryBalance()** function will provide you with the year-to-date balance for a particular category through a specified month. This function utilizes six (6) arguments: category, period end date, budget level, include encumbrance entries, include report only entries, and through period number.



The Function Arguments dialog box for the **GetCategoryBudget** function is shown. It contains the following arguments and values:

Argument	Value	Result
Categories	A2	= "AP"
Periodenddate	B1	= 41639
Budgetlevel	6	= 6
Includeencumbrance		=
Includereportonly		=
		= 0

The the period budget balance for the specified list of categories.


Budgetlevel The budget level to use.

Formula result = 0

[Help on this function](#)

OK Cancel

Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D
1		6/30/2014		
2	AP	=GetCategoryBudget(A2,B1,6)		
3				

Illustration 2: Formula Example

	A	B	C	D
1		6/30/2014		
2	AP	-5610		
3				

Illustration 3: Formula Completed Example

You can utilize this function to provide you the budget through any budget level. You can see your different budget levels by clicking on **Budgeting | Budget Levels** in the **Clarity General Ledger**. You can then modify the budget level argument in this function to see your budget at different budget levels. There are six (6) budget levels in the example above. By specifying six (6) as the budget level, the account's entire budget will appear on the spreadsheet.

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

Once you have this function set, you can simply change the month (cell B2 in the example above) and the category balance will automatically change.

=CategoryName()

The **=CategoryName()** function will provide you with the name for a specified category. This function utilizes one argument: Category.

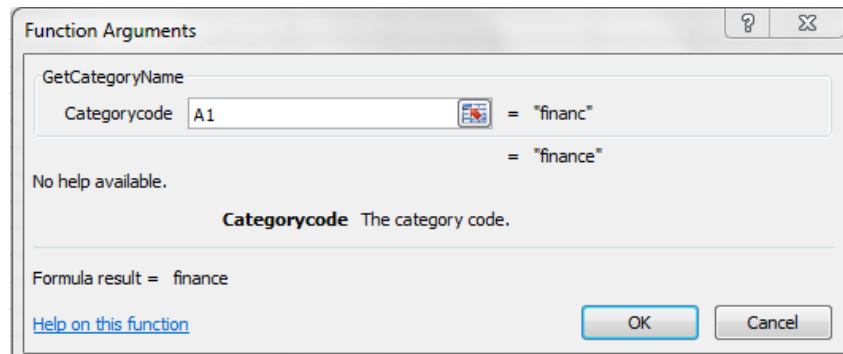



Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D
1	financ	=GetCategoryName(A1)		
2				

Illustration 2: Formula Example

	A	B
1	financ	finance
2		

Illustration 3: Formula Completed Example

=GetPeriodBalanceCategory()

The **=GetPeriodBalanceCategory()** custom function will provide you with the period actual for a particular category for a specified month. This custom function utilizes five arguments: categories, period end date, include encumbrance entries, include report only entries, and through period number.


The image shows the 'Function Arguments' dialog box for the custom function 'GetPeriodBalanceCategory'. The dialog has five input fields, each with a selection icon to its right and an equals sign to its left:

- Categories
- Periodenddate
- Includeencumbrance
- Includereportonly
- Throughperiodno

Below the input fields, there is a description: 'The the period balance for the specified list of categories.' and a definition for the 'Categories' argument: 'Categories The range of categories to get accounts from.' At the bottom, there is a 'Formula result =' field, a 'Help on this function' link, and 'OK' and 'Cancel' buttons.

Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use "1". "1" signifies yes for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D	E
1		1/31/2015			
2	SNOW	=GetPeriodBalanceCategory(A2,B1,1,0)			

Illustration 2: Formula Example

	A	B
1		1/31/2015
2	SNOW	8,859.58
3		

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The Function Arguments dialog box for the **GetPeriodBalanceCategory** function is shown. It contains the following arguments:

- Categories:** A2 = "SNOW"
- Periodenddate:** B1 = 42035
- Includeencumbrance:** (blank) =
- Includereportonly:** (blank) =
- Throughperiodno:** (blank) =

The formula result is displayed as 8,859.58. Below the arguments, a description states: "The the period balance for the specified list of categories." and "Categories The range of categories to get accounts from." At the bottom, there is a "Formula result =" field showing 8,859.58, a "Help on this function" link, and "OK" and "Cancel" buttons.

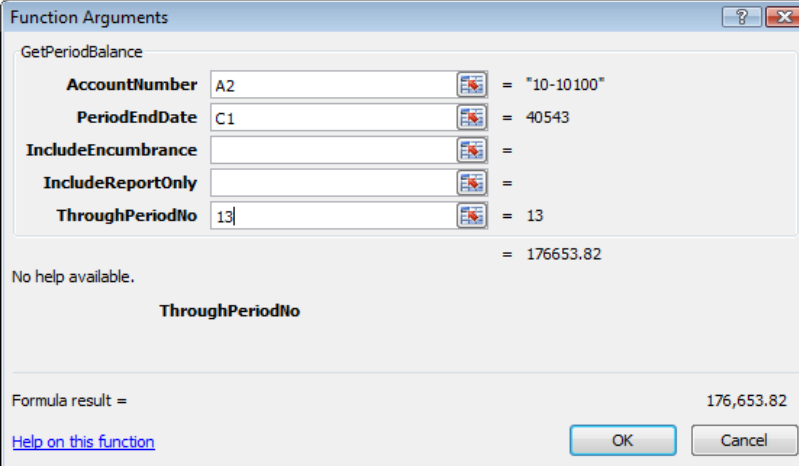
Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E
1		1/31/2015			
2	SNOW	=GetPeriodBalanceCategory(A2,B1)			
3					

Illustration 5: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31 for example, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

(See screen shot on next page)



The 'Function Arguments' dialog box for the 'GetPeriodBalance' function is shown. It contains the following arguments and values:

Argument	Value	Result
AccountNumber	A2	= "10-10100"
PeriodEndDate	C1	= 40543
IncludeEncumbrance		=
IncludeReportOnly		=
ThroughPeriodNo	13	= 13
		= 176653.82

Below the arguments, it states 'No help available.' and 'ThroughPeriodNo'. At the bottom, the 'Formula result =' is displayed as '176,653.82'. There are 'OK' and 'Cancel' buttons at the bottom right, and a 'Help on this function' link at the bottom left.

Illustration 6: Function Arguments to get account balances through period 13

	A	B	C	D
1			12/31/2010	
2	10-10100	Cash - Combined Fund	=GetPeriodBalance(A2,C1,,13)	

Illustration 7: Formula Example to get account balances through period 13

Once you have this function set, you can simply change the month (cell C1 in the example above) and the account balance will automatically change.

=GetPeriodCategoryDebits()

The **=GetPeriodCategoryDebits()** function will provide you with the period actual debit entries for a particular category through a specified month. For example, you can use this function to get a total of all debit entries for the Finance Category for a specified period. This function utilizes five (5) arguments: category, period end date, include encumbrance entries, include report only services, and through period number.

The image shows the 'Function Arguments' dialog box for the custom function 'GetPeriodCategoryDebits'. The dialog has five input fields, each with a selection icon to its right and an equals sign to its left:


- Categories: [Empty text box]
- Periodenddate: [Empty text box]
- Includeencumbrance: [Empty text box]
- Includereportonly: [Empty text box]
- Throughperiodno: [Empty text box]

Below the input fields, the text reads: 'The the period debit balance for the specified list of categories.' followed by a description: '**Categories** The range of categories to get accounts from.'

At the bottom, it says 'Formula result =' followed by a blue hyperlink 'Help on this function'. There are 'OK' and 'Cancel' buttons at the bottom right.

Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".

	A	B	C	D	E
1		1/31/2013			
2	financ	=GetPeriodCategoryCredits(A2,B1,1,0,)			
3					

Illustration 2: Formula Example

	A	B
1		1/31/2013
2	financ	45697.1
3		
4		

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

The Function Arguments dialog box for the **GetPeriodBalanceCategory** function is shown. It contains the following arguments and values:

Argument	Value	Result
Categories	A2	= "SNOW"
Periodenddate	B1	= 42035
Includeencumbrance	1	= 1
Includereportonly	0	= 0
Throughperiodno	13	= 13
Result		= 8859.58

The the period balance for the specified list of categories.

Throughperiodno The period to get balances through.

Formula result = 8,859.58

[Help on this function](#) [OK] [Cancel]

Illustration 4: Function Arguments to get account balances through period 13

	A	B	C	D	E
1		1/31/2015			
2	SNOW	=GetPeriodBalanceCategory(A2,B1,1,0,13)			
3					

Illustration 5: Formula Example to get account balances through period 13

Once you have this function set, you can simply change the month (cell B1 in the example above) and the account balance will automatically change.

=GetPeriodCategoryCredits()

The **=GetPeriodCategoryCredits()** function will provide you with the period actual credit entries for a particular category through a specified month. For example, you can use this function to get a total of all credit entries for the Finance Category for a specified period. This function utilizes five (5) arguments: category, period end date, include encumbrance entries, include report only services, and through period number.

The Function Arguments dialog box for the **GetPeriodCategoryCredits** function is shown. It contains five arguments, each with a text box and a selection icon (a small grid with a red 'X') to the right of an equals sign:

- Categories**: [Text Box] =
- Periodenddate**: [Text Box] =
- Includeencumbrance**: [Text Box] =
- Includereportonly**: [Text Box] =
- Throughperiodno**: [Text Box] =

Below the arguments, a description reads: "The the period credit balance for the specified list of categories." followed by a bolded **Categories** label and the text "The comma separated list of categories to get accounts from."

At the bottom, it says "Formula result =" followed by a blue link "Help on this function". There are "OK" and "Cancel" buttons at the bottom right.

Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use "1". "1" signifies yes for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell in your Excel workbook or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D	E
1		1/31/2013			
2	financ	=GetPeriodCategoryCredits(A2,B1,1,0,)			
3					
4					
5					
6					

Illustration 2: Formula Example

	A	B
1		1/31/2013
2	financ	-297180
3		
4		
5		
6		

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

The Function Arguments dialog box for the **GetPeriodCategoryCredits** function is shown. It contains the following arguments:

- Categories:** A2 = "financ"
- Periodenddate:** B1 = 41305
- Includeencumbrance:** 1 = 1
- Includereportonly:** 0 = 0
- Throughperiodno:** 13 = 13

The description states: "The the period credit balance for the specified list of categories." The **Throughperiodno** argument is described as "The period to get balances through." The formula result is displayed as 0. There is a "Help on this function" link and "OK" and "Cancel" buttons.

Illustration 4: Function Arguments to get account balances through period 13

	A	B	C	D	E
1		1/31/2013			
2	financ	=GetPeriodCategoryCredits(A2,B1,1,0,13)			
3					
4					
5					

Illustration 5: Formula Example to get account balances through period 13

Once you have this function set, you can simply change the month (cell B1 in the example above) and the account balance will automatically change.

Activity Functions

The following functions are used in conjunction with activities as setup in the **Caselle General Ledger**.

=GetActivityBalance()

The **=GetActivityBalance()** custom function will provide you with the activity-to-date balance for a particular account through a specified month. This custom function utilizes six arguments: activity number, period end date, include encumbrance entries, include report only entries, through period number, and exclude journal codes.

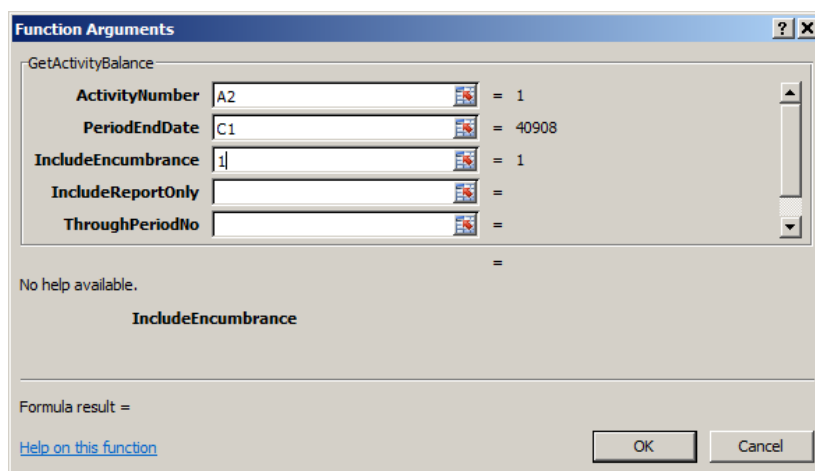



Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use "1". "1" signifies yes for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D	E
1			12/31/2011		
2	201001	Main Street Reconstruction	=GetActivityBalance(A2,C1,1)		

Illustration 2: Formula Example

	A	B	C
1			12/31/2011
2	201001	Main Street Reconstruction	154,717.68

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The 'Function Arguments' dialog box for the 'GetActivityBalance' function is shown. It contains the following arguments:

- ActivityNumber**: A2 = 1
- PeriodEndDate**: C1 = 40908
- IncludeEncumbrance**: (blank) =
- IncludeReportOnly**: (blank) =
- ThroughPeriodNo**: (blank) =

Below the arguments, it says 'No help available.' and 'PeriodEndDate'. At the bottom, it says 'Formula result =' and has a 'Help on this function' link, 'OK' button, and 'Cancel' button.

Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D
1			12/31/2011	
2	201001	Main Street Reconstruction	=GetActivityBalance(A2,C1)	

Illustration 5: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

(See screen shot on next page)

The 'Function Arguments' dialog box for the 'GetActivityBalance' function is shown. It contains the following arguments:

Argument	Value	Result
ActivityNumber	A2	= 1
PeriodEndDate	C1	= 40908
IncludeEncumbrance		=
IncludeReportOnly		=
ThroughPeriodNo	13	= 13

Below the arguments, it says 'No help available.' and 'ThroughPeriodNo'. At the bottom, it says 'Formula result =' and has a 'Help on this function' link, 'OK' button, and 'Cancel' button.

Illustration 6: Function Arguments to get account balances through period 13

	A	B	C	D	E
1			12/31/2011		
2	201001	Main Street Reconstruction	=GetActivityBalance(A2,C1,,,13)		

Illustration 7: Formula Example to get account balances through period 13

Once you have this function set, you can simply change the month (cell C1 in the example above) and the activity balance will automatically change.

The 'Function Arguments' dialog box for the 'GetActivityBalance' function is shown, with an additional argument:

Argument	Value	Result
PeriodEndDate		=
IncludeEncumbrance		=
IncludeReportOnly		=
ThroughPeriodNo		=
ExcludeJournalCodes	CDA	=

Below the arguments, it says 'No help available.' and 'ExcludeJournalCodes'. At the bottom, it says 'Formula result =' and has a 'Help on this function' link, 'OK' button, and 'Cancel' button.

Illustration 7: Function Arguments to get account balances excluding CD Journal

Lastly, you can specify what Journal Codes you want to exclude. This is especially useful as Clarity will add both the AP and the CDA Journal Codes to the Activity from Accounts Payable.

=GetActivityBudget()

The **=GetActivityBudget()** custom function will provide you with the total budget for a particular activity through a specified month. This custom function utilizes six arguments: activity number, period end date, budget level, include encumbrance, include report only, through period number and exclude journal codes.

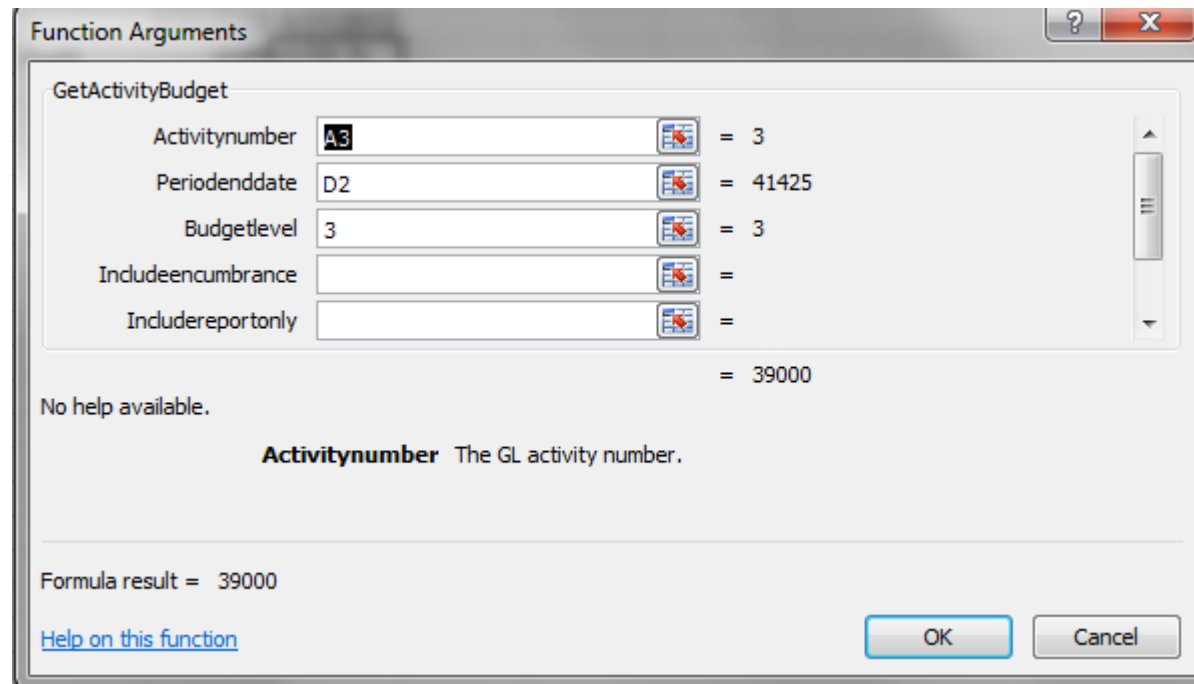



Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use "1". "1" signifies yes for this custom function. .

To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D	E	F
1			Actual	Budget		
2			12/31/2011	12/31/2011		
3	201001	Main Street Reconstruction	154,717.68	=GetActivityBudget(A3,D2,3)		

Illustration 2: Formula Example

	A	B	C	D
1			Actual	Budget
2			12/31/2011	12/31/2011
3	201001	Main Street Reconstruction	154,717.68	100,270.00
4	201101			

Illustration 3: Formula Completed Example

You can utilize this function to provide you the budget through any budget level. You can see your different budget levels by clicking on **Budgeting | Budget Levels** in the **Clarity General Ledger**. You can then modify the budget level argument in this function to see your budget at different budget levels. There are six (6) budget levels in the example above. By specifying six (6) as the budget level, the account's entire budget will appear on the spreadsheet.

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

Once you have this function set, you can simply change the month (cell D1 in the example above) and the account balance will automatically change.

Function Arguments

GetActivityBudget

Budgetlevel 3 = 3

Includeencumbrance =

Includereportonly =

Throughperiodno =

Excludejournalcodes CDA =

= 39000

No help available.

Excludejournalcodes A range of journal codes to exclude from the balance.

Formula result = 39000

[Help on this function](#) OK Cancel

Illustration 4: Function Arguments to get account balances excluding CD Journal

Lastly, you can specify what Journal Codes you want to exclude. This is especially useful as Clarity will add both the AP and the CDA Journal Codes to the Activity from Accounts Payable.

=GetAccountActivityBalance()

The **=GetAccountActivityBalance()** custom function will provide you with the activity-to-date balance for a particular account through a specified month. This custom function utilizes six arguments: account number, activity number, period end date, include encumbrance entries, include report only entries and through period number.

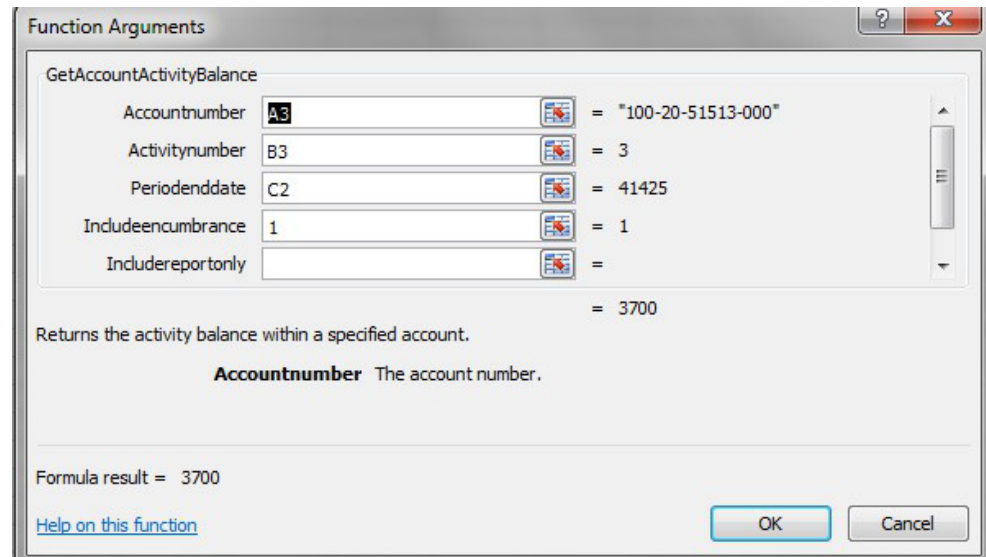



Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use "1". "1" signifies *yes* for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "*Caselle General Ledger*".

	A	B	C	D	E	F
1	Account	Activity	Actual			
2			5/31/2013			
3	100-20-51513-000	3	=GetAccountActivityBalance(A3,B3,C2,1)			
4						

Illustration 2: Formula Example

	A	B	C	D
1	Account	Activity	Actual	
2			5/31/2013	
3	100-20-51513-000	3	3700	
4				
5				

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The Function Arguments dialog box for the **GetAccountActivityBalance** function is shown. It contains the following arguments:

- Accountnumber:** A3 = "100-20-51513-000"
- Activitynumber:** B3 = 3
- Periodenddate:** C2 = 41425
- Includeencumbrance:** (blank) =
- Includereportonly:** (blank) =

The result of the function is displayed as **= 3700**. Below the arguments, a description states: "Returns the activity balance within a specified account." A note indicates: **Includeencumbrance** True to include encumbrances (default false). The formula result is confirmed as **Formula result = 3700**. Buttons for **OK** and **Cancel** are at the bottom right.

Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E	F
1	Account	Activity	Actual			
2			5/31/2013			
3	100-20-51513-000	3	=GetAccountActivityBalance(A3,B3,C2)			
4						
5						

Illustration 5: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

The Function Arguments dialog box for the **GetAccountActivityBalance** function is shown. It contains the following arguments and values:

Argument	Value	Result
Activitynumber	B3	= 3
Periodenddate	C2	= 41425
Includeencumbrance		=
Indudereportonly		=
Throughperiodno	13	= 13
		= 3700

Returns the activity balance within a specified account.

Throughperiodno The period to get balances through each year.

Formula result = 3700

[Help on this function](#) OK Cancel

Illustration 6: Function Arguments to get account balances through period 13

	A	B	C	D	E	F
1	Account	Activity	Actual			
2			5/31/2013			
3	100-20-51513-000	3	=GetAccountActivityBalance(A3,B3,C2,,13)			
4						

Illustration 7: Formula Example to get account balances through period 13

Once you have this function set, you can simply change the month (cell C2 in the example above) and the activity balance will automatically change.

=GetAccountActivityBudget()

The **=GetAccountActivityBudget()** custom function will provide you with the activity-to-date balance for a particular account through a specified month. This custom function utilizes seven arguments: account number, activity number, period end date, budget level, include encumbrance entries, include report only entries and through period number.

The Function Arguments dialog box for the **GetAccountActivityBudget** function is shown. It contains the following arguments and values:

Argument	Value	Result
Accountnumber	A3	= "100-20-51513-000"
Activitynumber	B3	= 3
Periodenddate	D2	= 41425
Budgetlevel	3	= 3
Includeencumbrance	1	= 1
		= 39000

Returns the budget for an activity within a specified account.

Includeencumbrance True to include encumbrances (default false).

Formula result = 39000

[Help on this function](#)

OK Cancel

Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use "1". "1" signifies yes for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D	E	F	G
1	Account	Activity	Actual	Budget			
2			5/31/2013	5/31/2013			
3	100-20-51513-000	3	3700	=GetAccountActivityBudget(A3,B3,D2,3,1)			
4							

Illustration 2: Formula Example

	A	B	C	D
1	Account	Activity	Actual	Budget
2			5/31/2013	5/31/2013
3	100-20-51513-000	3	3700	39000
4				

Illustration 3: Formula Completed Example

You can utilize this function to provide you the budget through any budget level. You can see your different budget levels by clicking on **Budgeting | Budget Levels** in the **Clarity General Ledger**. You can then modify the budget level argument in this function to see your budget at different budget levels. There are six (6) budget levels in the example above. By specifying six (6) as the budget level, the account's entire budget will appear on the spreadsheet.

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The image shows the 'Function Arguments' dialog box for the 'GetAccountActivityBudget' function. The arguments are as follows:

Argument	Value	Result
Accountnumber	A3	"100-20-51513-000"
Activitynumber	B3	3
Periodenddate	D2	41425
Budgetlevel	3	3
Includeencumbrance		

Below the arguments, it states: Returns the budget for an activity within a specified account. **Includeencumbrance** True to include encumbrances (default false).

Formula result = 0

Buttons: OK, Cancel

Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E	F	G
1	Account	Activity	Actual	Budget			
2			5/31/2013	5/31/2013			
3	100-20-51513-000	3	3700	=GetAccountActivityBudget(A3,B3,D2,3,,)			
4							

Illustration 5: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

The image shows the 'Function Arguments' dialog box for the 'GetAccountActivityBudget' function. The arguments are as follows:

Argument	Value	Result
Periodenddate	D2	= 41425
Budgetlevel	3	= 3
Includeencumbrance		=
Includereportonly		=
Throughperiodno	12	= 12
		= 39000

Returns the budget for an activity within a specified account.

Throughperiodno The period to get balances through each year.

Formula result = 39000

[Help on this function](#) OK Cancel

Illustration 6: Function Arguments to get account balances through period 12

	A	B	C	D	E	F
1	Account	Activity	Actual			
2			5/31/2013			
3	100-20-51513-000	3	=GetAccountActivityBalance(A3,B3,C2,,13)			
4						

Illustration 7: Formula Example to get account balances through period 13

Once you have this function set, you can simply change the month (cell C2 in the example above) and the activity balance will automatically change.

=GetActivityBalanceDateRange()

The **=GetActivityBalanceDateRange()** custom function will provide you with the activity-to-date balance for a particular account through a specified month. This custom function utilizes seven arguments: activity number, period start date, period end date, include encumbrance entries, include report only entries, through period number, and exclude journal codes.

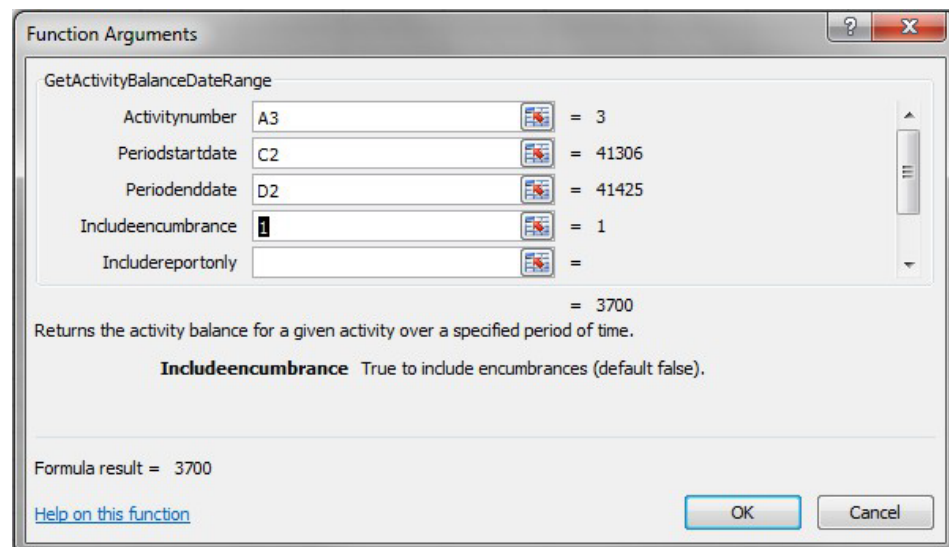



Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use "1". "1" signifies yes for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D	E	F	G
1			Actual				
2			2/1/2013	5/31/2013			
3		3	Audit	=GetActivityBalanceDateRange(A3,C2,D2,1,,,"CDA")			
4							

Illustration 2: Formula Example

	A	B	C	D
1			Actual	
2			2/1/2013	5/31/2013
3		3 Audit	3700	
4				
5				

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The Function Arguments dialog box for the `GetActivityBalanceDateRange` function is shown. It contains the following arguments:

- Activitynumber:** A3 = 3
- Periodstartdate:** C2 = 41306
- Periodenddate:** D2 = 41425
- Includeencumbrance:** (blank) =
- Includeonlyreportonly:** (blank) =

The result of the function is displayed as `= 3700`. Below the arguments, a description states: "Returns the activity balance for a given activity over a specified period of time." A note indicates: **Includeencumbrance** True to include encumbrances (default false). The formula result is confirmed as `3700`. Buttons for "OK" and "Cancel" are at the bottom right.

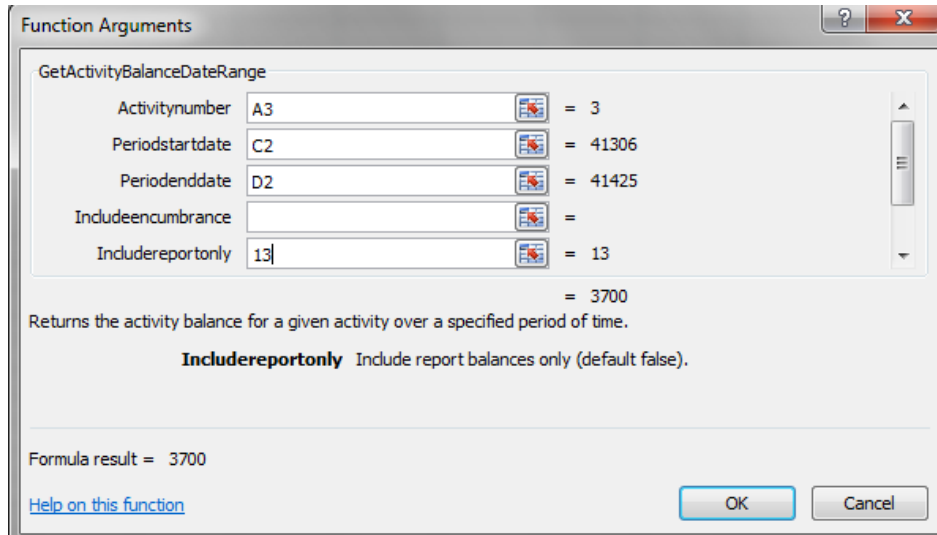
Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E	F	G
1			Actual				
2			2/1/2013	5/31/2013			
3		3 Audit	=GetActivityBalanceDateRange(A3,C2,D2,,,"CDA")				
4							
5							

Illustration 5: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

(See screen shot on next page)



Function Arguments

GetActivityBalanceDateRange

Activitynumber A3 = 3

Periodstartdate C2 = 41306

Periodenddate D2 = 41425

Includeencumbrance =

Includereportonly 13 = 13

= 3700

Returns the activity balance for a given activity over a specified period of time.

Includereportonly Include report balances only (default false).

Formula result = 3700

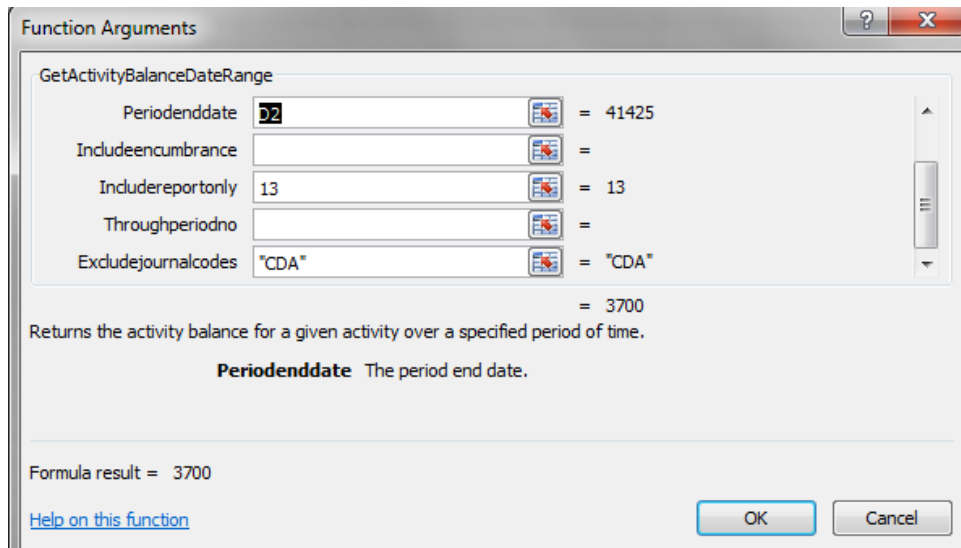
[Help on this function](#) OK Cancel

Illustration 6: Function Arguments to get account balances through period 13

	A	B	C	D	E	F	G
1			Actual				
2			2/1/2013	5/31/2013			
3		3	Audit	=GetActivityBalanceDateRange(A3,C2,D2,,13,"CDA")			
4							

Illustration 7: Formula Example to get account balances through period 13

Once you have this function set, you can simply change the dates (cells C2 and D2 in the example above) and the activity balance will automatically change.



Function Arguments

GetActivityBalanceDateRange

Periodenddate D2 = 41425

Includeencumbrance =

Includereportonly 13 = 13

Throughperiodno =

Excludejournalcodes "CDA" = "CDA"

= 3700

Returns the activity balance for a given activity over a specified period of time.

Periodenddate The period end date.

Formula result = 3700

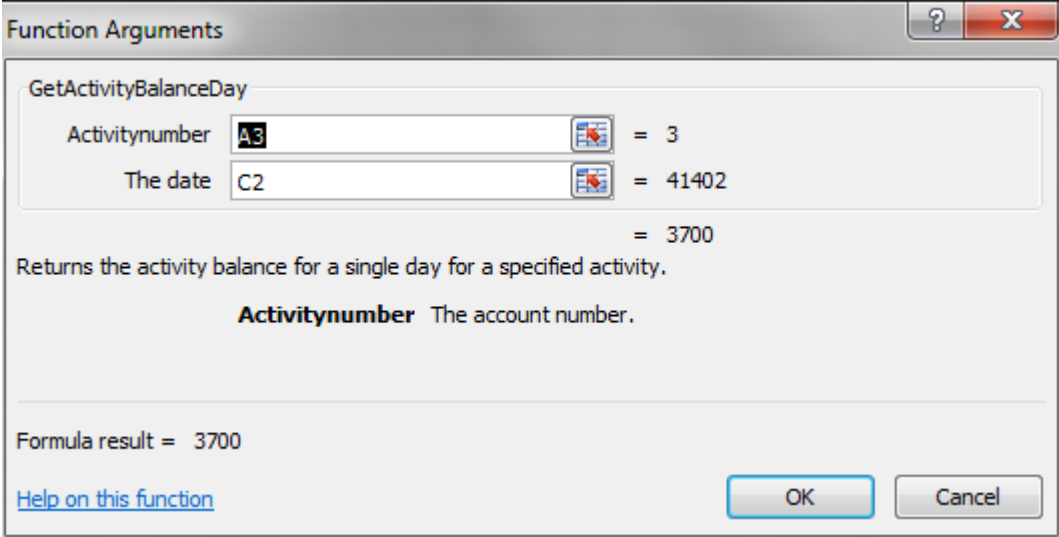
[Help on this function](#) OK Cancel

Illustration 7: Function Arguments to get account balances excluding CD Journal

Lastly, you can specify what Journal Codes you want to exclude. This is especially useful as Clarity will add both the AP and the CDA Journal Codes to the Activity from Accounts Payable.


=GetActivityBalanceDay()

The **=GetActivityBalanceDay()** custom function will provide you with the balance for a particular activity on a specified day. This custom function utilizes two arguments: activity number and the date.



The dialog box titled "Function Arguments" for the custom function "GetActivityBalanceDay" is shown. It contains two input fields: "Activitynumber" with the value "A3" and "The date" with the value "C2". To the right of each field is a small icon with a red "X" and an equals sign. Below the inputs, the text "= 3" and "= 41402" are displayed. At the bottom, the "Formula result" is shown as "= 3700". A description of the function is provided: "Returns the activity balance for a single day for a specified activity." and "Activitynumber The account number." There is a link "Help on this function" and "OK" and "Cancel" buttons.

Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to "Caselle General Ledger".

	A	B	C	D	E	F
1			Actual			
2			5/8/2013			
3		3 Audit	=GetActivityBalanceDay(A3,C2)			
4						

Illustration 2: Formula Example

	A	B	C
1			Actual
2			5/8/2013
3		3 Audit	3700
4			

Illustration 3: Formula Completed Example

=GetActivityPeriodBalance()

The **=GetActivityPeriodBalance()** custom function will provide you with the balance for a particular activity for a specified period. This custom function utilizes six arguments: activity number, period end date, include encumbrance entries, include report only entries, through period number, and exclude journal codes.

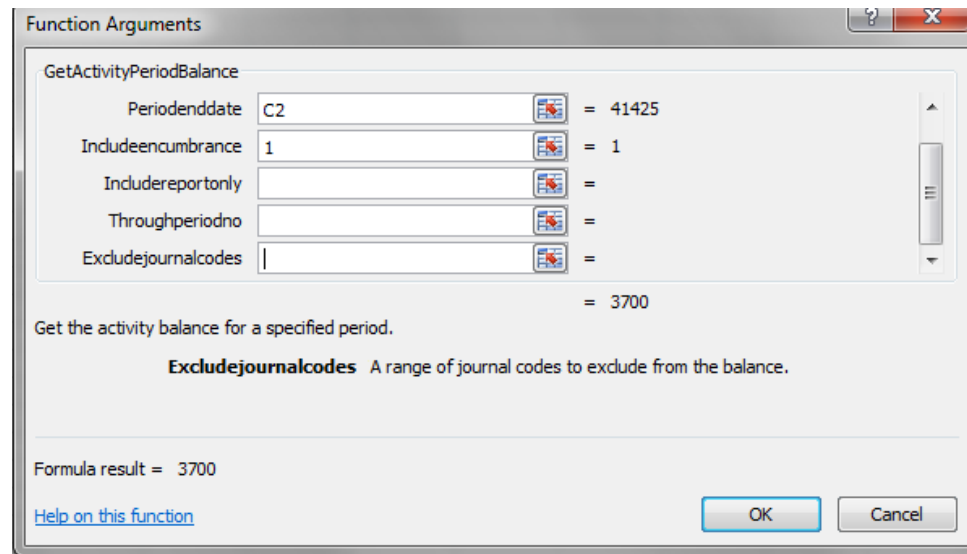



Illustration 1: Function Arguments

To include encumbrance and/or report only entries, use “1”. “1” signifies *yes* for this custom function. We are including encumbrance entries in the example above.

To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “*Caselle General Ledger*”.

	A	B	C	D	E	F
1			Actual			
2			5/31/2013			
3		3	Audit	=GetActivityPeriodBalance(A3,C2,1)		
4						

Illustration 2: Formula Example

	A	B	C
1			Actual
2			5/31/2013
3		3 Audit	3700
4			

Illustration 3: Formula Completed Example

The need to specify whether you want to include encumbrance and/or report only entries is unnecessary. You can leave this portion of the formula blank and the function will assume you do not want to include these entries.

The Function Arguments dialog box for the **GetActivityPeriodBalance** function is shown. It contains the following arguments and values:

- Activitynumber:** A3 = 3
- Periodenddate:** C2 = 41425
- Includeencumbrance:** (blank) =
- Includereportonly:** (blank) =
- Throughperiodno:** (blank) =

The formula result is displayed as **= 3700**. Below the arguments, a description reads: "Get the activity balance for a specified period." and a note states: "Includeencumbrance True to include encumbrances (default false)." The formula result is also shown as "Formula result = 3700". There are "OK" and "Cancel" buttons at the bottom right, and a "Help on this function" link at the bottom left.

Illustration 4: Function Arguments without Encumbrance and Report Only Entries

	A	B	C	D	E	F
1			Actual			
2			5/31/2013			
3		3 Audit	=GetActivityPeriodBalance(A3,C2)			
4						

Illustration 5: Formula Example without Encumbrance and Report Only Entries

In addition, you can specify what period you want the balance to appear through. This is especially useful when you are referring to the last month of the fiscal year. If my fiscal year-end is December 31, I can pull balances through period 12, 13, or 14 for the month of December. This is done by entering a value into the **ThroughPeriodNo** argument. If no value is entered, it will pull through period 14.

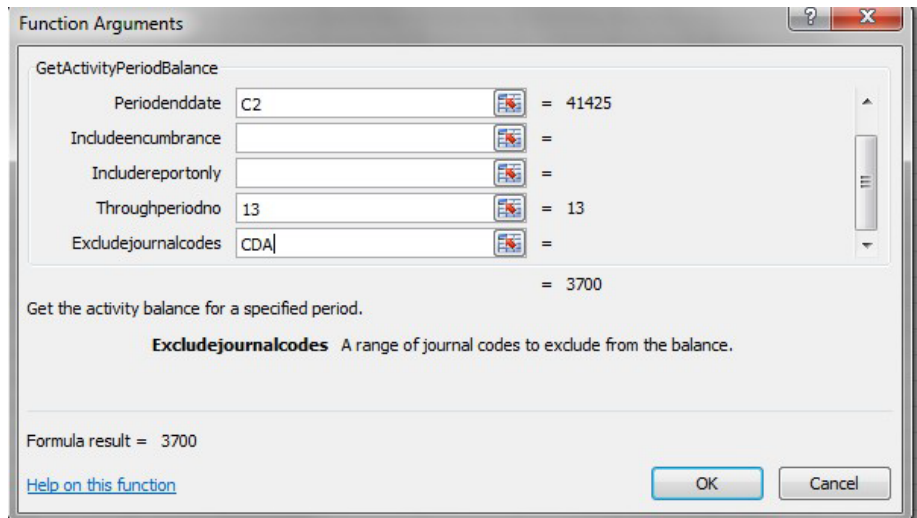


Illustration 6: Function Arguments to get account balances through period 13

	A	B	C	D	E	F	G
1			Actual				
2			2/1/2013	5/31/2013			
3		3	Audit	=GetActivityBalanceDateRange(A3,C2,D2,,13,,"CDA")			
4							

Illustration 7: Formula Example to get account balances through period 13

Once you have this function set, you can simply change the dates (cells C2 and D2 in the example above) and the activity balance will automatically change.

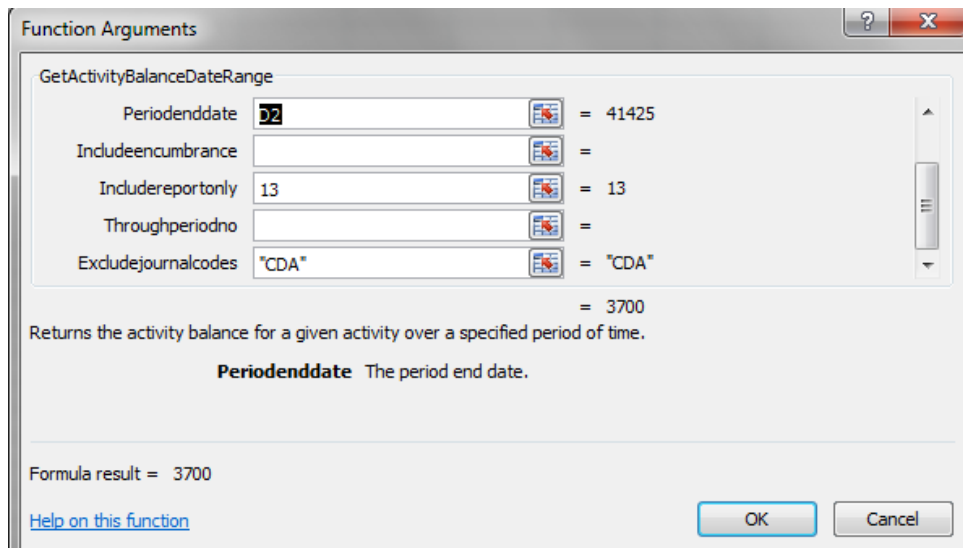


Illustration 7: Function Arguments to get account balances excluding CD Journal

Lastly, you can specify what Journal Codes you want to exclude. This is especially useful as Clarity will add both the AP and the CDA Journal Codes to the Activity from Accounts Payable.

=GetActivityTitle()

The **=GetActivityTitle()** custom function will provide you with the title of the specified activity. This custom function utilizes one argument: activity number.

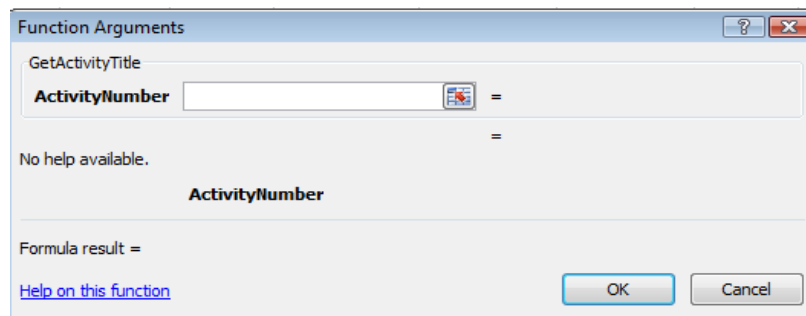



Illustration 1: Function Arguments

To utilize this function, you can simply type this function into a cell in your Excel workbook into a cell or find it in the functions list by clicking the  button. To find it in the functions list, you will need to change the **Or select a category** to “*Caselle General Ledger*”.

	A	B
1		
2	201001	=GetActivityTitle(A2)

Illustration 2: Formula Example

	A	B
1		
2	201001	Main Street Reconstruction

Illustration 3: Formula Completed Example

General Ledger Detail Drill-Down

When utilizing the [=GetAccountBalance](#) function, you have the ability to drill-down into the general ledger detail for that account. This drill-down capability only works with the [=GetAccountBalance](#) function.

GL Detail

To see the general ledger detail, follow these steps:

1. After you have utilized the [=GetAccountBalance](#) function in your spreadsheet, right-click on that cell.

	A	B	C	D
1				
2		Title	Department	5/31/2015
3	10-54-110	Salaries & Wages	POLICE DEPARTMENT	93,167.6
4	10-54-130	Employee Benefits	POLICE DEPARTMENT	43,096.21

Illustration 1: Right-click on Cell

2. Select **GL Detail** at the bottom of the list.

(See screen shot on next page)

	A	B	C	D
1				
2		Title	Department	5/31/201
3	10-54-110	Salaries & Wages	POLICE DEPARTMENT	93,167.64
4	10-54-130	Employee Benefits	POLICE DEPARTMENT	43,096.21
5	10-54-210	Books & Memberships	POLICE DEPARTMENT	80.80
6	10-54-230	Travel & Training	POLICE DEPARTMENT	590.00
7	10-54-240	Office Supplies & Expense	POLICE DEPARTMENT	640.36
8	10-54-250	Equipment - Supply/Maint	POLICE DEPARTMENT	6,866.78
9	10-54-255	Fuel & Oil	POLICE DEPARTMENT	1,629.98
10	10-54-270	Utilities	POLICE DEPARTMENT	794.53
11	10-54-280	Telephone	POLICE DEPARTMENT	1,395.80
12	10-54-350	Contract Services	POLICE DEPARTMENT	-
13	10-54-450	Animal Control Expenses	POLICE DEPARTMENT	824.54
14	10-54-610	Miscellaneous Supplies	POLICE DEPARTMENT	800.00
15	10-54-620	Miscellaneous Services	POLICE DEPARTMENT	1,200.00
16	10-54-720	Capital Outlay - Buildings	POLICE DEPARTMENT	-
17	10-54-741	Capital Outlay - Equipment	POLICE DEPARTMENT	10,025.60
18	10-54-742	Capital Outlay - Vehicles	POLICE DEPARTMENT	800.00
19	10-54-743	Capital Outlay - Furniture	POLICE DEPARTMENT	-
20	10-54-790	Depreciation	POLICE DEPARTMENT	2,000.00
21				
22				
23				
24				
25				
26				
27				
28				

Illustration 2: GL Detail selection after right-click

- The general ledger detail for that fiscal year through the date being utilized in your [=GetAccountBalance](#) function will appear.

(See screen shot on next page)

General Ledger Account Detail

Account Information Account 10-54-110 Title Salaries & Wages YTD Actual \$93,167.64 YTD Budget \$107,000.00						Period Dates <input checked="" type="radio"/> Year to Date 05/15 (5/31/2015) <input type="radio"/> Range From: To:					
Exporting Print Preview Copy To Clipboard						Account Options <input type="checkbox"/> Include Encumbrances <input type="checkbox"/> Include Report Only					
Account	Pd Date	GL Pd	Journal	Ref	Seq	Date	Type	Description	Amount		
10-54-110	7/31/2014	714	PC	12	1	7/3/2014	Actual	PAYROLL TRANS F..	\$2,992.69		
10-54-110	7/31/2014	714	PC	32	1	7/17/2014	Actual	PAYROLL TRANS F..	\$3,992.69		
10-54-110	7/31/2014	714	PC	52	1	7/31/2014	Actual	PAYROLL TRANS F..	\$3,992.69		
10-54-110	8/31/2014	814	PC	12	1	8/14/2014	Actual	PAYROLL TRANS F..	\$3,992.69		
10-54-110	8/31/2014	814	PC	33	1	8/28/2014	Actual	PAYROLL TRANS F..	\$4,102.69		
10-54-110	9/30/2014	914	PC	12	1	9/11/2014	Actual	PAYROLL TRANS F..	\$4,190.69		
10-54-110	9/30/2014	914	PC	33	1	9/25/2014	Actual	PAYROLL TRANS F..	\$4,370.19		
10-54-110	10/31/2014	1014	PC	12	1	10/9/2014	Actual	PAYROLL TRANS F..	\$4,212.69		
10-54-110	10/31/2014	1014	PC	33	1	10/23/2014	Actual	PAYROLL TRANS F..	\$4,277.44		
10-54-110	11/30/2014	1114	PC	33	1	11/20/2014	Actual	PAYROLL TRANS F..	\$4,212.69		
10-54-110	11/30/2014	1114	PC	12	1	11/6/2014	Actual	PAYROLL TRANS F..	\$4,212.69		
10-54-110	12/31/2014	1214	PC	31	1	12/8/2014	Actual	PAYROLL TRANS F..	\$430.00		
10-54-110	12/31/2014	1214	PC	12	1	12/4/2014	Actual	PAYROLL TRANS F..	\$4,146.69		
10-54-110	12/31/2014	1214	PC	50	1	12/18/2014	Actual	PAYROLL TRANS F..	\$4,212.69		
10-54-110	1/31/2015	115	PC	12	1	1/1/2015	Actual	PAYROLL TRANS F..	\$4,163.38		
10-54-110	1/31/2015	115	PC	33	1	1/5/2015	Actual	PAYROLL TRANS F..	\$4,255.28		
									Sum=\$93,167.64		

Illustration 3: GL Detail

Drill-Down

From the **General Ledger Account Detail** screen, you have the ability to drill-down on most transactions to see additional information. Simply double-click on a transaction to see additional information. Examples of some of those screens follow on the next pages.

General Ledger Account Detail

← INVOICE# 99005483

Invoice Details

Vendor Number: 250 **Invoice Number:** 99005483
Vendor Name: Chevron USA Inc. **Date:** 3/4/2015

Seq #	Description	G/L Account	Total Cost
1	FUEL & OIL	1044255	\$16.50
2	FUEL & OIL	1054255	\$345.68
3	FUEL & OIL	1050255	\$82.59
4	FUEL & OIL	1057255	\$89.42
5	FUEL & OIL	1060255	\$214.75
6	FUEL & OIL	1070255	\$24.60
7	FUEL & OIL	5180255	\$16.25
8	FUEL & OIL	5181255	\$84.35
9	FUEL & OIL	5280255	\$21.40
10	FUEL & OIL	5281255	\$61.55
11	FUEL & OIL	5380255	\$35.45
12	FUEL & OIL	5381255	\$64.87
13	FUEL & OIL	7940255	\$12.15

Sum=\$1,069.56

Illustration 4: Accounts Payable (AP journal code) Transaction Drill-Down

General Ledger Account Detail

← DISTRIBUTION

Payroll Distribution

GL Account Number: 1054110 **Pay Period Date:** 4/4/2015
GL Account Title: Salaries & Wages **Total Distribution:** \$4,307.38

Employee	Payroll Item	Amount
Ellison, Ray	Regular Pay	\$1,000.00
Ellison, Ray	Sick Leave	\$0.00
Gordon, Natalie C	Regular Pay	\$846.15
McNeil, Annie	Regular Pay	\$192.00
Price, Gordon	Regular Pay	\$1,000.00
Price, Gordon	Vacation Pay	\$0.00
Price, Gordon	Sick Leave	\$0.00
Slade, Randy L	Regular Pay	\$1,269.23
Slade, Randy L	Vacation Pay	\$0.00

Sum=\$4,307.38

Illustration 5: Payroll (PC journal code) Transaction Drill-Down

General Ledger Account Detail

← JOURNAL

Journal Entry

Journal Code: PB

Period Date: 4/30/2015

Drag a column header here to group by that column

Date	Ref No	▲	Seq No	▲	Acct No	Description	Amount	Tran Type	
4/9/2015		18		1	1060130	PAYROLL TRAN..	\$1,535.69	Actual	▲
4/9/2015		19		1	7940130	PAYROLL TRAN..	\$310.05	Actual	
4/9/2015		20		1	1057130	PAYROLL TRAN..	\$49.60	Actual	
4/9/2015		21		1	1041130	PAYROLL TRAN..	\$87.84	Actual	
4/4/2015		22		1	5380130	PAYROLL TRAN..	\$909.14	Actual	
4/4/2015		23		1	0222550	PAYROLL TRAN..	(\$161.54)	Actual	
4/4/2015		24		1	1044130	PAYROLL TRAN..	\$1,654.29	Actual	
4/4/2015		25		1	0222210	PAYROLL TRAN..	(\$1,590.05)	Actual	
4/4/2015		26		1	0222600	PAYROLL TRAN..	(\$10,150.40)	Actual	
4/4/2015		27		1	0222700	PAYROLL TRAN..	(\$115.28)	Actual	
4/4/2015		28		1	0222400	PAYROLL TRAN..	(\$378.69)	Actual	
4/4/2015		29		1	5180130	PAYROLL TRAN..	\$765.01	Actual	
4/4/2015		30		1	0222500	PAYROLL TRAN..	(\$2,240.20)	Actual	
4/4/2015		31		1	1042130	PAYROLL TRAN..	\$363.55	Actual	
4/4/2015		32		1	5280130	PAYROLL TRAN..	\$479.12	Actual	
4/4/2015		33		1	5181130	PAYROLL TRAN..	\$2,132.77	Actual	
4/4/2015		34		1	1054130	PAYROLL TRAN..	\$2,965.69	Actual	▼
							Sum=\$0.00		

Illustration 6: Payroll Benefits (PB journal code) Transaction Drill-Down

General Ledger Account Detail

←

CASH RECEIPT# 5000014

Receipt Details

Received From: Blow, Joe

☐ Void

Receipt Date: 4/17/2015

G/L Account	Category	Description	Amount
▶ 1036200	1101	Rent & Concessions	\$100.00

Sum=\$100.00

Illustration 7: Cash Receipt (CR journal code) Transaction Drill-Down

General Ledger Account Detail

JOURNAL

Journal Entry

Journal Code: JE Period Date: 5/31/2015

Drag a column header here to group by that column

Date	Ref No	Seq No	Acct No	Description	Amount	Tran Type
5/31/2015	1	1	1054110	TO RECLASSIFY...	\$1,000.00	Actual
5/31/2015	1	2	1050110	TO RECLASSIFY...	(\$1,000.00)	Actual

Sum=\$0.00

Illustration 8: All Other Journal Code Transaction Drill-Down

In addition, further drill-down is available for Accounts Payable transactions. An example of that screen follows:

(See screen shot on next page)

General Ledger Account Detail

CHECK# 13565

Check Details

Pay to the order of: Chevron USA Inc. **Check Number:** 13565
Memo: FUEL & OIL **Date:** 3/9/2015
Total Check Amount \$1,069.56

Invoice #	Description	G/L Account	Amount
99005483	FUEL & OIL	1044255	\$16.50
99005483	FUEL & OIL	1054255	\$345.68
99005483	FUEL & OIL	1050255	\$82.59
99005483	FUEL & OIL	1057255	\$89.42
99005483	FUEL & OIL	1060255	\$214.75
99005483	FUEL & OIL	1070255	\$24.60
99005483	FUEL & OIL	5180255	\$16.25
99005483	FUEL & OIL	5181255	\$84.35
99005483	FUEL & OIL	5280255	\$21.40
99005483	FUEL & OIL	5281255	\$61.55
99005483	FUEL & OIL	5380255	\$35.45
99005483	FUEL & OIL	5381255	\$64.87
99005483	FUEL & OIL	7940255	\$12.15

Sum=\$1,069.56

Illustration 9: Check Drill-Down from an AP transaction

Print Preview General Ledger Detail

From the **General Ledger Account Detail** screen, you have the ability to print the detail that appears on the screen. Simply click the **Print Preview** button on the **General Ledger Account Detail** screen.

General Ledger Account Detail

Account Information

Account: 10-54-110
Title: Salaries & Wages
YTD Actual: \$93,167.64 **YTD Budget:** \$107,000.00

Exporting

Print Preview Copy To Clipboard

Preview and Print the GL detail

Account	Tran Date	GL Acct	Journal	Ref	Seq	Date
10-54-110	7/31/2014	714	PC	12	1	7/3/2014
10-54-110	7/31/2014	714	PC	32	1	7/17/2014

Illustration 10: Print Preview Button

Copy General Ledger Detail To Clipboard

From the **General Ledger Account Detail** screen, you have the ability to copy the detail to the clipboard to be pasted into your Excel spreadsheet. To do that, follow these steps:

1. From the **General Ledger Account Detail** screen, click on **Copy To Clipboard**.

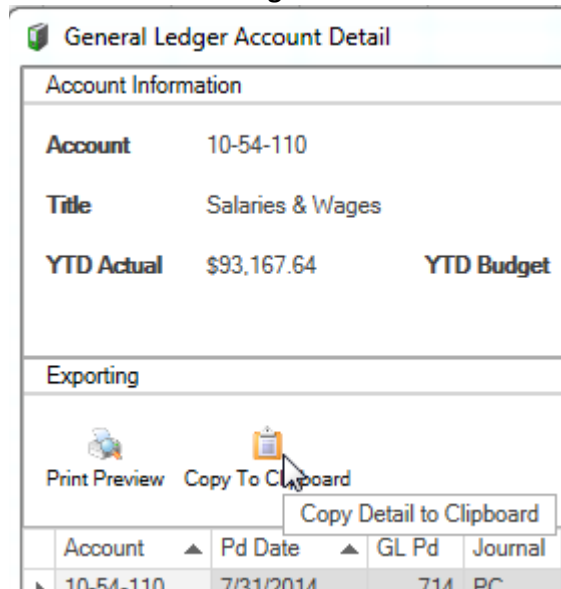


Illustration 11: Copy to Clipboard Button

2. Return to your spreadsheet by closing out the **General Ledger Account Detail** screen.
3. Click on an open area or blank worksheet within you spreadsheet.
4. Use **Paste** by right-clicking on a cell and selecting **Paste**, press Ctrl-V on your keyboard, or go to **Home** on the ribbon and select **Paste** to paste the detail into your spreadsheet.

Import Journal Entry

You have the ability to import journal entries or your budget directly into the general ledger database from Excel. This is done by utilizing the **Import Journal Entry** button on the **miExcel** ribbon at the top.

Importing Journal Entries

To import journal entries, follow these steps:

1. Highlight the range of cells on your spreadsheet that represent the journal entry that you would like to import.

	A	B	C	D	E	F	G
1	JOURNAL ENTRIES						
2	12/31/2015						
3							
4							
5							
6	Ref No	Seq No	Date	GL Account No	Account Title	Description	Amount
7	1101	1	12/31/2015	10-50-110	Salaries & Wages	To reclassify wages	10,000.00
8	1101	2	12/31/2015	10-54-110	Salaries & Wages	To reclassify wages	(10,000.00)
9	1102	1	12/31/2015	10-50-130	Employee Benefits	To reclassify benefits	2,500.00
10	1102	2	12/31/2015	10-54-130	Employee Benefits	To reclassify benefits	(2,500.00)

Illustration 1: Highlighted journal entry cells for import

2. Click on the **miExcel** ribbon at the top.



Illustration 2: miExcel on Excel ribbon

3. Click on **Import Journal Entry** under the *General Ledger* section (**Note:** If the **Import Journal Entry** button is inactive, please see the last section [Enabling the Import Journal Entry Button](#)).



Illustration 3: Import Journal Entry

- Click the **First Row Contains Headers** check box if your highlighted journal entry contains headers.



Illustration 4: First Row Contain Headers check box

- You will need to map each column highlighted to the appropriate **Caselle Element** under the **Column Mapping** section. The following **Caselle Elements** are available: *Activity_Number, Amount, Comment, Date, Description, GL_Account_Number, Job_Number, Journal Code, Journal Group, miViewPoint Department, None, Reference, or Sequence*. At the least, you will need to have *Amount* and *GL_Account_Number* in your mapping.

Column Mapping

Column	Caselle Element
Ref No	Reference
Seq No	Sequence
Date	Date
Account No	GL_Account_Number
Account Title	None
Description	Description
Amount	Amount

Illustration 5: Columns mapped and First Row Contains Headers checked

- Specify the **Journal Code** you will be importing your journal entry into. A journal code is necessary unless you have specified a journal code in your spreadsheet and is included as a part of your column mapping in the previous step.

(See screen shot on next page)

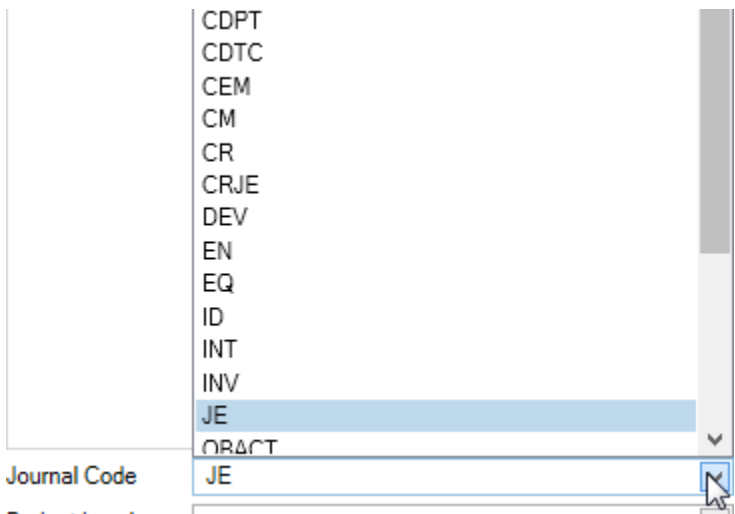


Illustration 6: Specifying the Journal Code

7. Specify the **GL Posting Period** the journal entry will be import into.

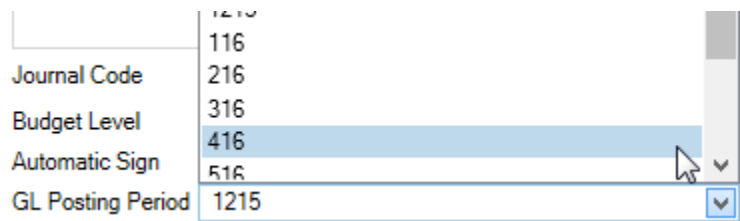


Illustration 7: Specifying the GL Posting Period

8. If your highlighted journal entry does not contain a reference number, the import will take the next available reference number. If you would like to utilize **Split Mode**, click the **Split Mode** button towards the bottom.

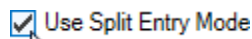


Illustration 8: Split Mode checked

9. Specify a different **Created Date** if you would like to use a date other than the current date.



Illustration 9: Created Date

10. Click the **Validate** button to validate the following:
 - a. The journal entry is in balance.
 - b. The journal entry contains account numbers that exist.
 - c. The journal entry is not utilizing any terminated accounts.



Illustration 10: Validate button

11. Click the **Import** button to import the journal entry.



Illustration 11: Import button

Importing Monthly Journal Entries Example

You can setup a spreadsheet for your recurring monthly journal entries. The following is an example of how you could go about setting up that spreadsheet to expedite the posting of these entries into the General Ledger.

	A	B	C	D	E	F
1	MONTHLY JOURNAL ENTRIES					
2	12/31/2015					
3						
4						
5	Journal Code	Journal Group	Acct Number	Title	Description	Amount
6	JE		1 51-81-790	Depreciation	Record monthly depreciation expense	15,693.00
7	JE		1 51-16510	Accum Depr - Mach, Veh, Furn	Record monthly depreciation expense	(15,693.00)
8	JE		2 53-80-790	Depreciation	Record monthly depreciation expense	20,145.00
9	JE		2 53-16510	Accum Depr - Mach, Veh, Furn	Record monthly depreciation expense	(20,145.00)
10	CD		3 10-44-540	Admin Bank Charges	Record bank fee	5.00
11	CD		3 01-10200	Cash - Checking 1st State Bank	Record bank fee	(5.00)
12	CRJE		4 01-10200	Cash - Checking 1st State Bank	Record wire of road aids	130,000.00
13	CRJE		4 10-33-500	State Road Fund Allotment	Record wire of road aids	(130,000.00)

Illustration 1: Journal entry example

Setup your spreadsheet to emulate something similar to the example above. Once you have your spreadsheet setup, follow these steps:

1. Highlight the range of cells on your spreadsheet that represent the journal entry that you would like to import. In the example above, that would be cells A5 through F13.

	A	B	C	D	E	F
1	MONTHLY JOURNAL ENTRIES					
2	12/31/2015					
3						
4						
5	Journal Code	Journal Group	Acct Number	Title	Description	Amount
6	JE		1 51-81-790	Depreciation	Record monthly depreciation expense	15,693.00
7	JE		1 51-16510	Accum Depr - Mach, Veh, Furn	Record monthly depreciation expense	(15,693.00)
8	JE		2 53-80-790	Depreciation	Record monthly depreciation expense	20,145.00
9	JE		2 53-16510	Accum Depr - Mach, Veh, Furn	Record monthly depreciation expense	(20,145.00)
10	CD		3 10-44-540	Admin Bank Charges	Record bank fee	5.00
11	CD		3 01-10200	Cash - Checking 1st State Bank	Record bank fee	(5.00)
12	CRJE		4 01-10200	Cash - Checking 1st State Bank	Record wire of road aids	130,000.00
13	CRJE		4 10-33-500	State Road Fund Allotment	Record wire of road aids	(130,000.00)

Illustration 2: Highlighted journal entry cells for import

- Click on the **miExcel** ribbon at the top.



Illustration 3: miExcel on Excel ribbon

- Click on **Import Journal Entry** under the *General Ledger* section (**Note:** If the **Import Journal Entry** button is inactive, please see the last section [Enabling the Import Journal Entry Button](#)).



Illustration 4: Import Journal Entry

- Click the **First Row Contains Headers** check box if your highlighted journal entry contains headers.



Illustration 5: First Row Contain Headers check box

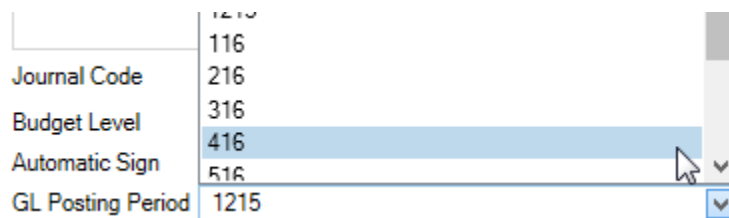
- You will need to map each column highlighted to the appropriate **Caselle Element** under the **Column Mapping** section.

Column	Caselle Element
Journal Code	Journal_Code
Journal Group	Journal_Group
Acct Number	GL_Account_Number
Title	None
Description	Description
Amount	Amount

Illustration 6: Columns mapped and First Row Contains Headers checked

Because you have specified the journal code in your import (i.e. column A), you will not need to specify the **Journal Code** in the drop-down field below the **Column Mapping**. You may leave this field blank. In addition, you do not need to check the **Use Split Entry Mode** check box. Because you have specified a journal group in your import (i.e. column B), the import will automatically assign the same reference number to those entry lines with the same number in the **Journal Group** column on your spreadsheet. Please note that the import will not use the **Journal Group** as the reference number. It will utilize the next available reference number for that **Journal Code** but assign the same reference number to those entry lines with the same **Journal Group** number.

6. Specify the **GL Posting Period** the journal entry will be import into.



The screenshot shows a dropdown menu for 'GL Posting Period'. The menu is open, displaying a list of options: 116, 216, 316, 416, and 516. The option '416' is currently selected and highlighted in blue. Below the list, the text 'GL Posting Period' is visible, followed by the value '1215' in a separate field.

Illustration 7: Specifying the GL Posting Period

7. Specify a different **Created Date** if you would like to use a date other than the current date.



The screenshot shows a dropdown menu for 'Created Date'. The menu is open, displaying a list of options: 7/25/2016. The option '7/25/2016' is currently selected and highlighted in blue.

Illustration 8: Created Date

8. Click the **Validate** button to validate the following:
 - The journal entry is in balance.
 - The journal entry contains account numbers that exist.



Illustration 9: Validate button

9. Click the **Import** button to import the journal entry.



Illustration 10: Import button

Importing Budget Entries

You can also use **Import Journal Entry** to import your budget into the General Ledger. To import your budget, follow these steps:

1. Highlight the range of cells on your spreadsheet that represent the budget you would like to import.

	A	B	C	D	E	F	G	H
1	2016 BUDGET							
2	Administration							
3								
4			Balance	Balance	YTD	Budget	Projected	Budget
5			12/31/2013	12/31/2014	6/30/2015	12/31/2015	12/31/2015	12/31/2016
6	10-50-110	Salaries & Wages	9,666.14	14,345.53	14,345.53	29,200.00	28,691.06	30,100.00
7	10-50-130	Employee Benefits	4,644.36	5,178.31	5,178.31	11,000.00	10,356.62	11,500.00
8	10-50-210	Books & Memberships	15.64	324.63	324.63	1,400.00	349.26	1,100.00
9	10-50-230	Travel & Training	1,438.91	845.90	845.90	3,500.00	1,691.80	2,500.00
10	10-50-250	Equipment - Supply/Maint	1,760.00	1,023.26	1,023.26	4,600.00	2,046.52	3,500.00
11	10-50-255	Fuel & Oil	219.35	102.34	102.34	945.00	204.68	650.00
12	10-50-305	Attorney	1,320.00	-	-	2,000.00	-	-
13	10-50-310	Engineer	-	1,476.20	1,476.20	840.00	2,952.40	3,100.00
14	10-50-610	Miscellaneous Supplies	16.33	80.06	80.06	315.00	160.12	225.00

Illustration 1: Highlighted budget cells for import

2. Click on the **miExcel** ribbon at the top.



Illustration 2: miExcel on Excel ribbon

3. Click on **Import Journal Entry** under the *General Ledger* section (**Note:** If the **Import Journal Entry** button is inactive, please see the last section [Enabling the Import Journal Entry Button](#)).

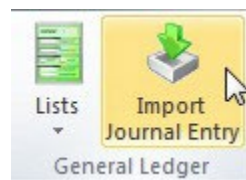


Illustration 3: Import Journal Entry

4. Click the **First Row Contains Headers** check box towards the top if your highlighted journal entry contains headers.



Illustration 4: First Row Contain Headers check box

5. You will need to map each column highlighted to the appropriate **Caselle Element** under the **Column Mapping** section. You will need to map each column as either *Activity_Number*, *Amount*, *Comment*, *Date*, *Description*, *GL_Account_Number*, *Job_Number*, *None*, *Reference*, or *Sequence*. At the least, you will need to have *Amount* and *GL_Account_Number* in your mapping.

Column Mapping

Column	Caselle Element
Ref No	Reference
Seq No	Sequence
Date	Date
Account No	GL_Account_Number
Account Title	None
Description	Description
Amount	Amount

Illustration 5: Columns mapped and First Row Contains Headers checked

6. Specify the **Journal Code** you will be importing your journal entry into.

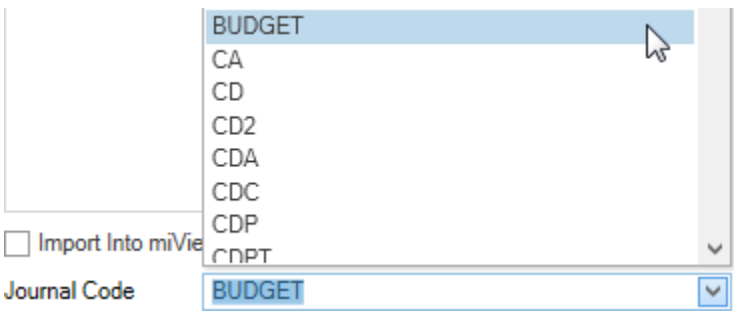


Illustration 6: Specifying the Journal Code

7. Specify the Budget Level you would like to import the budget transactions into.

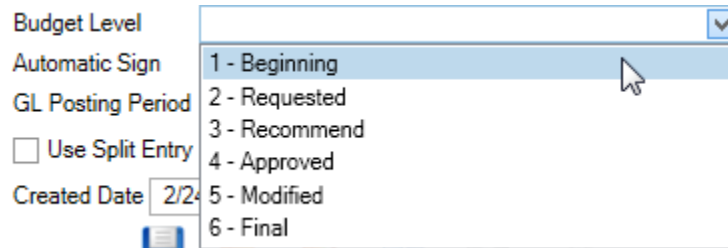


Illustration 7: Specifying the Budget Level

8. Check the box to utilize **Automatic Sign**. When this box is checked, the import will know that revenues will be imported as credits and expenses will be imported as debits.

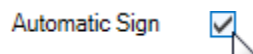


Illustration 8: Automatic Sign check box

9. Check the box to utilize **Year to Date Mode**. When this box is checked, the import will make an adjustment to the current budget amount so the total year to date budget equals the amount being imported.

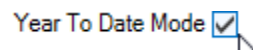


Illustration 9: Year To Date Mode check box

10. Specify the **GL Posting Period** the journal entry will be import into.

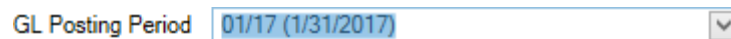


Illustration 10: Specifying the GL Posting Period

11. If your highlighted journal entry does not contain a reference number, the import will take the next available reference number. If you would like to utilize **Split Mode**, click the **Split Mode** button towards the bottom.



Illustration 11: Split Mode checked

12. Specify a different **Created Date** if you would like to use a date other than the current date.

Created Date 

Illustration 12: Created Date

13. Click the **Validate** button to validate the following:
 - a. The journal entry is in balance. Since this is a budget, there is a chance it will not balance. That is alright.
 - b. The journal entry contains account numbers that exist.



Illustration 13: Validate button

14. Click the **Import** button to import the budget.



Illustration 14: Import button

Saving an Import Definition

Instead of specifying the journal entry import definition each time, a definition can be saved to expedite the import process. This is especially useful when the format of your import rarely changes. To save a journal entry definition, follow these steps:

1. Highlight the range of cells on your spreadsheet that represent the journal entry definition that you would like to save.

	A	B	C	D	E	F	G
1	JOURNAL ENTRIES						
2	12/31/2015						
3							
4							
5							
6	Ref No	Seq No	Date	GL Account No	Account Title	Description	Amount
7	1101	1	12/31/2015	10-50-110	Salaries & Wages	To reclassify wages	10,000.00
8	1101	2	12/31/2015	10-54-110	Salaries & Wages	To reclassify wages	(10,000.00)
9	1102	1	12/31/2015	10-50-130	Employee Benefits	To reclassify benefits	2,500.00
10	1102	2	12/31/2015	10-54-130	Employee Benefits	To reclassify benefits	(2,500.00)

Illustration 1: Highlighted journal entry cells for import

2. Click on the **miExcel** ribbon at the top.



Illustration 2: miExcel on Excel ribbon

3. Click on **Import Journal Entry** under the *General Ledger* section (**Note:** If the **Import Journal Entry** button is inactive, please see the last section [Enabling the Import Journal Entry Button](#)).



Illustration 3: Import Journal Entry

4. Click the green **Add** button at the top.



Illustration 4: Add definition button

5. Type a definition name into the **Import Definition Name** field.

Import Definition Name

Journal Entry Import

Illustration 5: Import Definition Name

6. Click the **Save** button to save the definition name or the **Cancel** button to cancel.



Illustration 6: Save and Cancel definition button

7. Click the **First Row Contains Headers** check box if your highlighted journal entry contains headers.



Illustration 7: First Row Contain Headers check box

8. You will need to map each column highlighted to the appropriate **Caselle Element** under the **Column Mapping** section. You will need to map each column as either *Activity_Number*, *Amount*, *Comment*, *Date*, *Description*, *GL_Account_Number*, *Job_Number*, *None*, *Reference*, or *Sequence*. At the least, you will need to have *Amount* and *GL_Account_Number* in your mapping.

Column Mapping

Column	Caselle Element
Ref No	Reference
Seq No	Sequence
Date	Date
Account No	GL_Account_Number
Account Title	None
Description	Description
Amount	Amount

Illustration 8: Columns mapped and First Row Contains Headers checked

9. Specify the **Journal Code** you will be importing your journal entry into.
(See screen shot on next page)

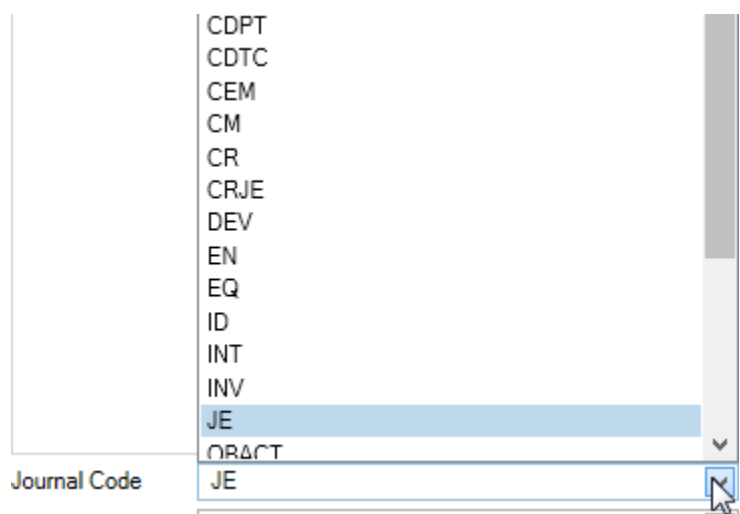


Illustration 8: Specifying the Journal Code

10. Specify the **GL Posting Period** the journal entry will be import into.



Illustration9: Specifying the GL Posting Period

11. If your highlighted journal entry does not contain a reference number, the import will take the next available reference number. If you would like to utilize **Split Mode**, click the **Split Mode** button towards the bottom.

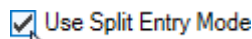


Illustration 10: Split Mode checked

12. When finished, click the **Save** button at the bottom of the screen to save the definition.



Illustration 11: Save definition layout button

13. Repeat these steps to save another import definition.

Using a Saved Definition

To use one of the definitions setup in the previous section, follow these steps.

1. Highlight the range of cells on your spreadsheet that represent the journal entry that you would like to import.

	A	B	C	D	E	F	G
1	JOURNAL ENTRIES						
2	12/31/2015						
3							
4							
5							
6	Ref No	Seq No	Date	GL Account No	Account Title	Description	Amount
7	1101	1	12/31/2015	10-50-110	Salaries & Wages	To reclassify wages	10,000.00
8	1101	2	12/31/2015	10-54-110	Salaries & Wages	To reclassify wages	(10,000.00)
9	1102	1	12/31/2015	10-50-130	Employee Benefits	To reclassify benefits	2,500.00
10	1102	2	12/31/2015	10-54-130	Employee Benefits	To reclassify benefits	(2,500.00)

Illustration 1: Highlighted journal entry cells for import

2. Click on the **miExcel** ribbon at the top.



Illustration 2: miExcel on Excel ribbon

3. Click on **Import Journal Entry** under the *General Ledger* section (**Note:** If the **Import Journal Entry** button is inactive, please see the last section [Enabling the Import Journal Entry Button](#)).



Illustration 3: Import Journal Entry

4. Select the definition name from the drop-down list at the top.

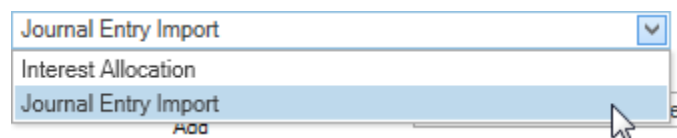


Illustration 4: Select Import Definition

5. Verify the **Column Mapping** is accurate and that the **First Row Contains Headers** check box is checked, if necessary.
6. Specify a different **Created Date** if you would like to use a date other than the current date.

Created Date

Illustration 5: Created Date

7. Click the **Import** button to import the journal entry.



Illustration 6: Import button

Utilizing Auto Map

The **Auto Map** button can be utilized to quickly perform your **Column Mapping**.



Illustration 1: Auto Map button

For example, setup a journal entry with column headers that are the same as the **Caselle Elements** are labeled in the drop-down list. The following are the **Caselle Elements**:

- Activity Number
- Amount
- Comment
- Date
- Description
- GL Account Number or Account Number
- Job Number
- Reference
- Sequence

Once you have your column headers in your journal entry labeled exactly as they appear above, follow these steps to perform the **Auto Map**.

1. Highlight the range of cells on your spreadsheet that represent the journal entry that you would like to import.

	A	B	C	D	E	F	G
1	JOURNAL ENTRIES						
2	12/31/2015						
3							
4							
5							
6	Reference	Sequence	Date	GL_Account_Nur	Account Title	Description	Amount
7	1101	1	12/31/2015	10-50-110	Salaries & Wages	To reclassify wages	10,000.00
8	1101	2	12/31/2015	10-54-110	Salaries & Wages	To reclassify wages	(10,000.00)
9	1102	1	12/31/2015	10-50-130	Employee Benefits	To reclassify benefits	2,500.00
10	1102	2	12/31/2015	10-54-130	Employee Benefits	To reclassify benefits	(2,500.00)
11							

Illustration 2: Highlighted journal entry cells for import

2. Click on the **miExcel** ribbon at the top.



Illustration 3: miExcel on Excel ribbon

3. Click on **Import Journal Entry** under the *General Ledger* section (**Note:** If the **Import Journal Entry** button is inactive, please see the last section ([Enabling the Import Journal Entry Button](#)).

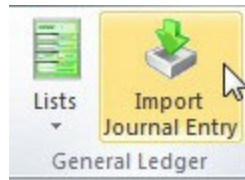


Illustration 4: Import Journal Entry

4. Click the **First Row Contains Headers** check box if your highlighted journal entry contains headers.



Illustration 5: First Row Contain Headers check box

5. Specify the **Journal Code** you will be importing your journal entry into.

(See screen shot on next page)

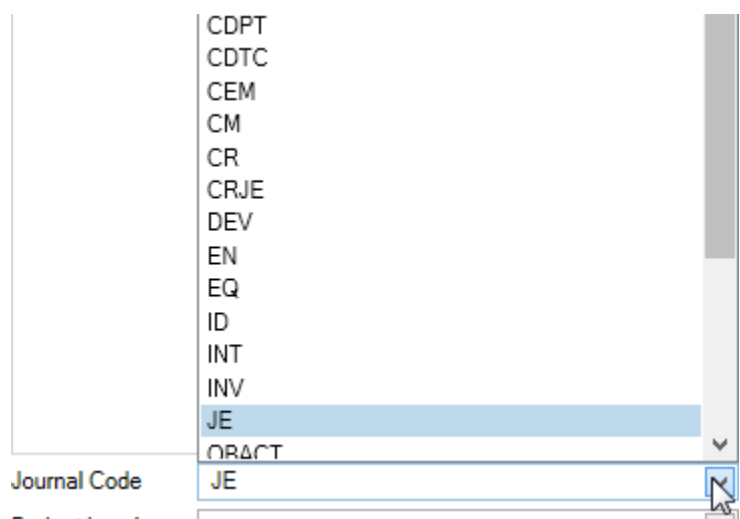


Illustration 6: Specifying the Journal Code

6. Specify the **GL Posting Period** the journal entry will be import into.

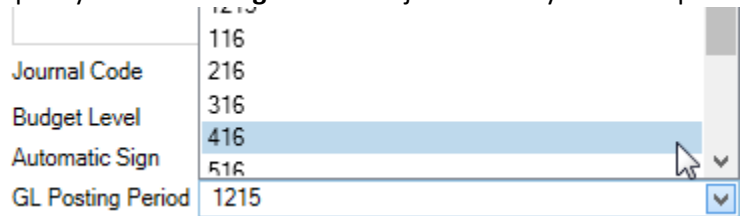


Illustration 7: Specifying the GL Posting Period

7. Click the **Auto Map** button at the bottom. If your column headers were labeled exactly as the **Caselle Element**, the elements will be auto mapped. Verify that the mapping was correct.

Please note: The **Auto Map** button will be inactive if the **First Row Contains Headers** check box is unchecked.



Illustration 6: Auto Map button

8. If your highlighted journal entry does not contain a reference number, the import will take the next available reference number. If you would like to utilize **Split Mode**, click the **Split Mode** button towards the bottom.

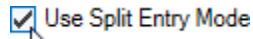


Illustration 7: Split Mode checked

9. Specify a different **Created Date** if you would like to use a date other than the current date.



Illustration 8: Created Date

10. Click the **Validate** button to validate the following:
 - The journal entry is in balance.
 - The journal entry contains account numbers that exist.



Illustration 9: Validate button

11. Click the **Import** button to import the journal entry.



Illustration 10: Import button

Enabling the Import Journal Entry Button

The **Import Journal Entry** button is only active if the user has access to **Enter Journal Amounts** in the **Caselle General Ledger**. If the user has access to **Enter Journal Amounts** and the button is still inactive, the user's network ID is missing in **Caselle**. The network ID needs to be specified on the user within **Caselle**. To specify the network ID, follow these steps:

1. Log into **Caselle**.
2. Select **System Management | Security**.
3. Select **Setup/Modify User Rights** under **Tasks**.
4. Type in or search for the appropriate **User ID**.
5. In the **Network user ID** field, specify the username that is utilized to login to the network.
6. Click **Close**.
7. Launch **Excel**.
8. Click on the **miExcel** ribbon at the top.



Illustration 1: miExcel on Excel ribbon

9. Verify the **Import Journal Entries** button is active for the user.



Illustration 2: Import Journal Entry